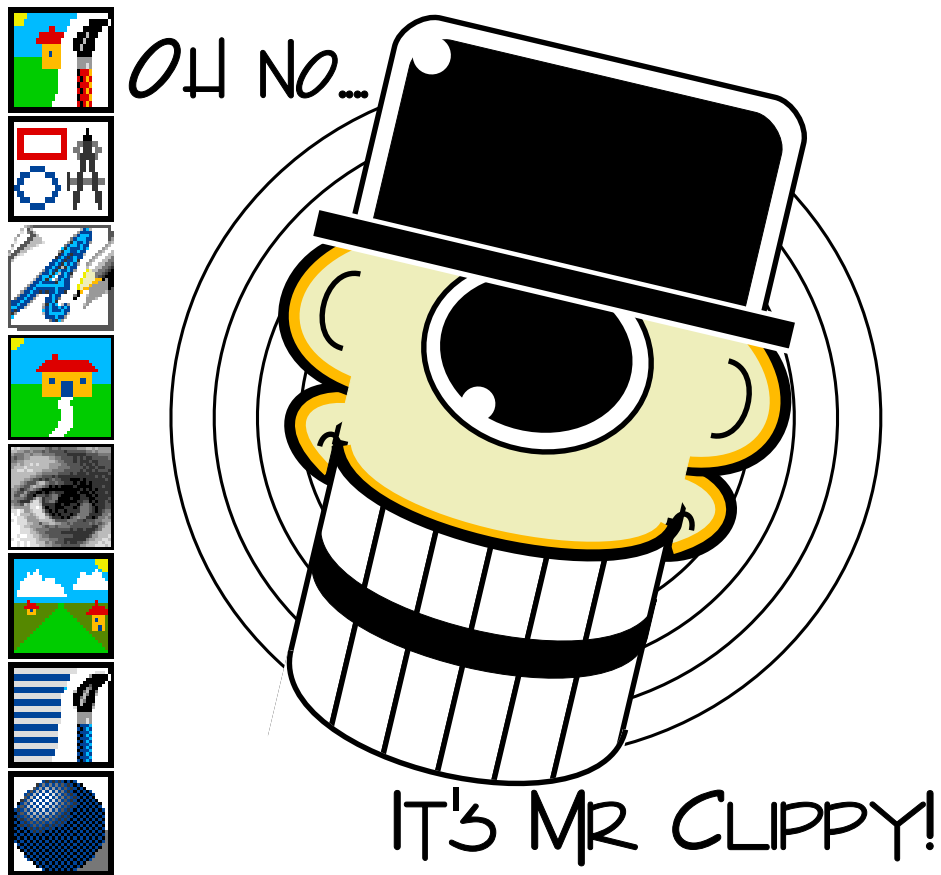




"He's Mr Clippy,
he stores clip art for you,
he handles bitmaps,
and vectors too!"

iSV
Products

3QD
DEVELOPMENTS LTD

APDL

MrClippy

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Acknowledgments

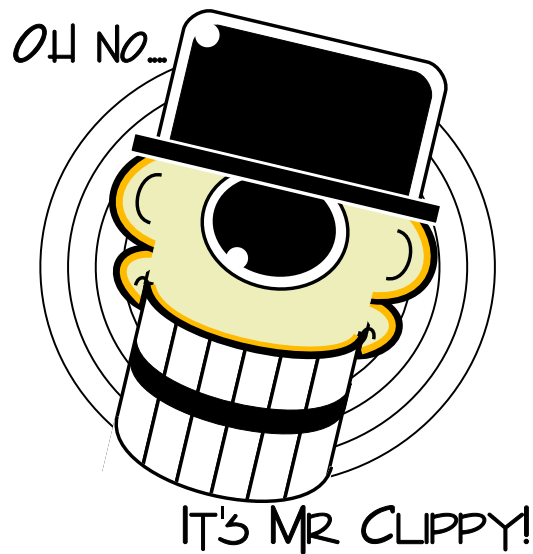
iSV Products would like to thank **Smart DTP** and **Computer Concepts** for their help in developing Mr Clippy.

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About Mr Clippy

"Mr Clippy stores clips for you, he handles vectors and bitmaps too!"

Mr Clippy is a Clip Art Manager for RISC OS. Mr Clippy allows you to store clip art files and view them quickly and easily on screen. Clips can be saved from Mr Clippy to disc or transferred into any application. Mr Clippy is designed to use the smallest amount of memory possible and will easily run on a 1Mb machine (though 2Mb is better). Mr Clippy presents clips one at a time in his main window. You can scan through the clips using "tape recorder" style fast forward and rewind buttons.

Clips can be stored in different groups which are easily available from a menu. You can also find clips by name with Mr Clippy's very easy to use "Find-a-Clip"™ system.

The manual will show you how to use Mr Clippy as well as covering the types of files that Mr Clippy can store. We recommend that you have this manual or the on screen version alongside Mr Clippy until you are familiar with him.

CD Edition

The CD edition of Mr Clippy already includes roughly 1750 clip art files. If you copy Mr Clippy to your hard disk the clip art files will stay on the CD, but the thumbnails (small preview pictures) will be installed with Mr Clippy. If you need any of the standard clips please ensure you have the Mr Clippy CD to hand. If Mr Clippy needs the CD he will ask for it.

Please note that Mr Clippy V 2.00 or later is compatible with Alternative Publishing's *ImageFS* software.

Loading Mr Clippy

To load Mr Clippy simply double click on the **!Mr Clippy** icon in a filer window. Mr Clippy will then load. You will see the title banner appear and then Mr Clippy will appear on the icon bar.

If Mr Clippy's singing during the title banner is not to your musical taste you can disable his voice (see the *Preferences section of the manual*).

Once Mr Clippy is loaded onto the icon bar then you can access his main window by simply clicking **SELECT** on Mr Clippy's icon.

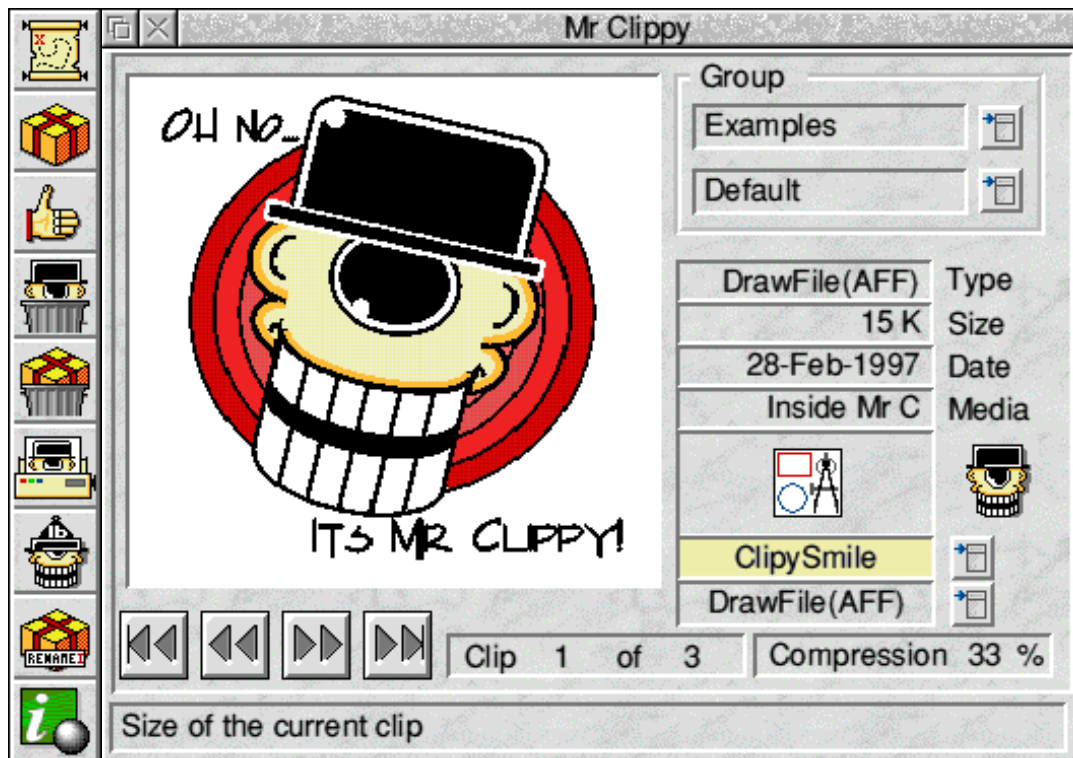
Clicking **MENU** on Mr Clippy will open the icon bar menu. This includes a "Prefs..." option that will allow you to alter Mr Clippy's preferences.

Also available from the icon bar menu is the *Info window* that tells you which version of Mr Clippy you are running. If you ever need to contact ISV Products for technical support you will need the version number from this window.

Mr Clippy can also be loaded using the special Mr Clippy tool on the *DrawWorks Millennium* file tool bar.

Mr Clippy's main window

Having clicked **SELECT** on the Mr Clippy icon on the icon bar Mr Clippy will open his main window.

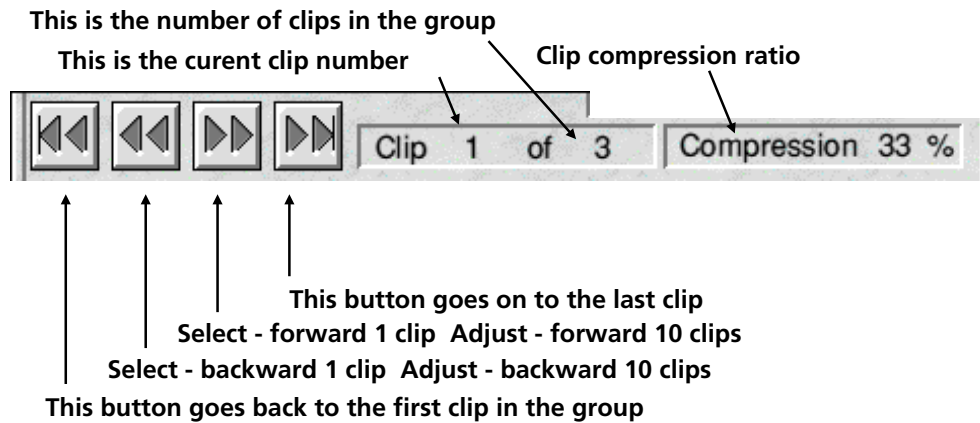


The next few pages will explain what is on this window and how to use all of the features of Mr Clippy.

Mr Clippy fully supports interactive help so if you have Acorns Interactive Help application open and move the mouse pointer over any part of Mr Clippy you will get a short textual description of any icon your mouse is over. In addition Mr Clippy supports iSV Products on-line help system. Along the bottom of the Mr Clippy window is an icon that will display helpful messages as you move the mouse over his windows.

"Tape Recorder" controls

Along the bottom of Mr Clippy's main window are the controls that allow you to move backwards and forwards between clips.



You can try these controls now to move backwards and forwards through the standard clips in the default group that Mr Clippy is supplied with. Note that these controls will only operate if you have more than one clip in a group.

The Group and Clip menus

Mr Clippy works on two types of groups, *Main Groups* and *Sub Groups*. You can have up to 77 Main Groups (for example "People"), with up to 77 Sub Groups (for example "At work") inside each Main Group. One menu controls which Main Group you are looking at. Another menu lets you choose from the Sub Groups inside the Main Groups.



When you click on a Group Menu button a menu will open showing the names of all the groups that Mr Clippy currently has available. To choose a group simply click on its name on the menu.

When you select a new Sub group another menu is also created. This menu contains the names of all the clips in the group.



As you can see Mr Clippy makes it very easy for you to keep your clip art collection in order. You could make a main group called *People*, then make a set of sub groups for different types of people. It is then easy and quick to find the clip you want.

Current clip information

Mr Clippy displays information on the current clip in the right hand side of his main window.

The filetype of this clip	DrawFile(AFF)	Type
The size of this clip	15 K	Size
The date this clip was drawn	28-Feb-1997	Date
Disk the clip lives on	Inside Mr C	Media
Drag this icon out to save		
The name of this clip	ClipySmile	
The export file type	DrawFile(AFF)	

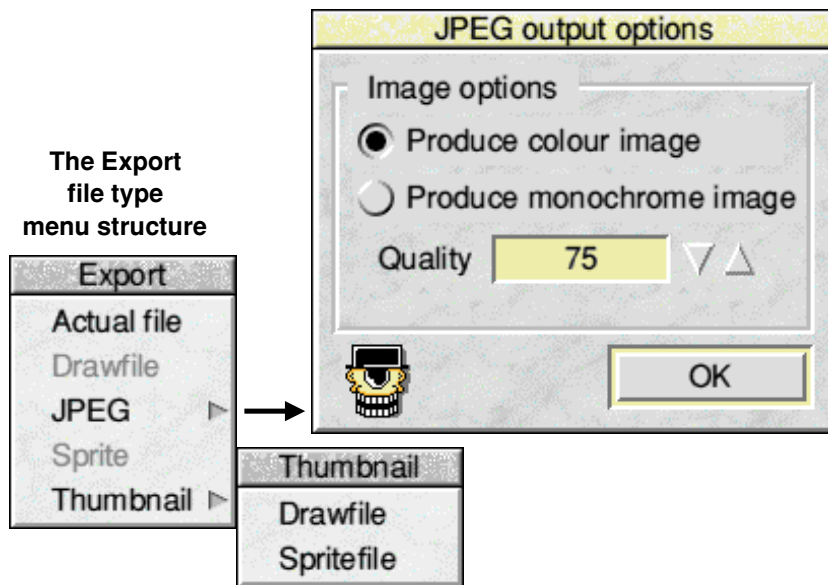
The file type of the clip determines the type of icon used for saving a clip. In the example above the file is a Drawfile and the save icon is a Drawfile icon. If the clip had been a Sprite then the save icon would have been a Sprite File icon.

Mr Clippy stores files in their original format. So if you had a JPEG (Joint Photographic Experts Group) file stored in Mr Clippy this file would be saved in JPEG format. This can be changed using the *Export file type* option.

Export file type

Normally Mr Clippy exports (saves) files in the same format as they when were imported. For example if a Drawfile is imported then a Drawfile will be exported. However, with some file types (mainly bitmaps) it is very useful to be able to save them in a different format. For example a JPEG file can be saved either as a JPEG (which not all applications can read) or as a 256 colour sprite.

Note that if you want to convert a JPEG into a **24 bit** Sprite you should save it from Mr Clippy as a JPEG and drop it onto the *DrawWorks Millennium* foreign file importer.



As you can see from the menu files can be exported in various formats.

- Actual file - The same as the file Mr Clippy is storing
- DrawFile - Allows you to export WMF/EPS/Illustrator files in Draw format
- JPEG - JPEG format bitmap file
- Sprite- 256 colour Acorn/RISC OS sprite
- Thumbnail - A copy of Mr Clippy's thumbnail image as sprite or Draw.

So, for example, a Sprite would be exported as the actual file, but can also be exported as a JPEG or a Thumbnail. A TIFF (Tagged Image File Format) file can be exported as itself (in TIFF format), as a Sprite, as a JPEG file or as a Thumbnail.

A Drawfile can only be exported as a Drawfile or a Thumbnail. A WMF file can be exported as WMF or as a Drawfile.

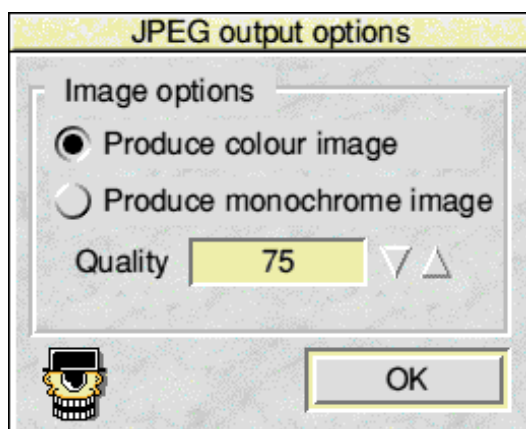
Handling WMF/EPS/Illustrator files

Mr Clippy can deal with these files in two ways. If one of these files is added to Mr Clippy with the option "*Leave clips on source media*" selected then the file will be kept in its original format. If you try to export the file it will be exported in the format it was in when it was imported. If you have the "*Leave clips on source media*" option off then Mr Clippy will convert the file to Draw format and store it inside himself. If you now export this file it will be in Drawfile format.

For a full list of the file types that Mr Clippy supports please see the appropriate section at the back of this manual.

JPEG export options

As we have seen Mr Clippy can export any bitmap in JPEG format. This is controlled by the JPEG Output Options window.



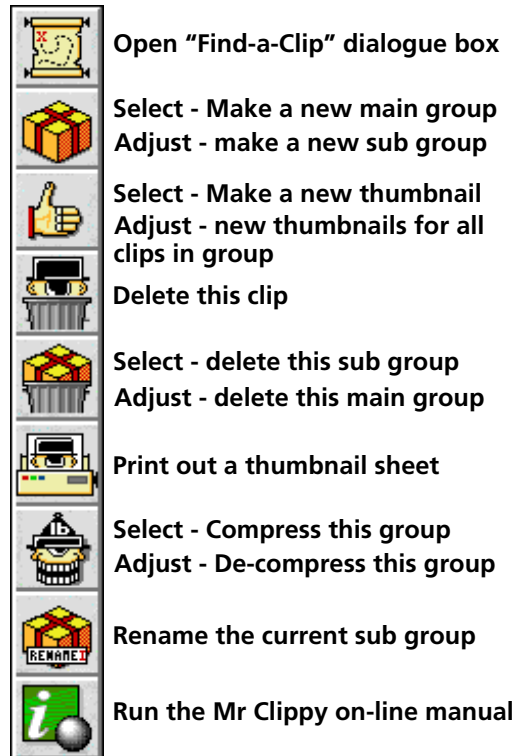
Using this window you can select if you want to produce a colour or monochrome JPEG image. You can also select the quality of the image. The higher the quality the larger the size of the JPEG file. The default of 75 is a good starting point.

If the clip you have stored in Mr Clippy is already in JPEG format then do not use this window to export it as a JPEG. This will result in a loss of quality, instead export it as *"Actual file"* from the export menu.

Mr Clippy's Toolbox

At the left hand side of Mr Clippy's main window is the *Toolbox*. This has buttons which give access to a number of utilities.

Each of these is covered in turn on the next few pages. They are all activated using a single click with **SELECT** or **ADJUST**.



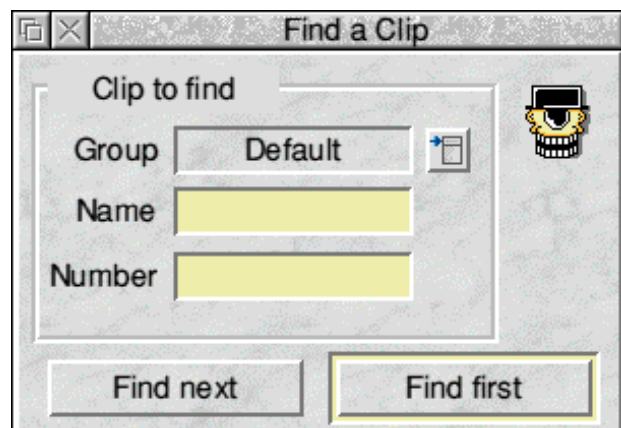
Find-a-Clip

This lets you find a selected clip in a particular group.

First you need to select the group that you wish to search. Then you can type in a name (or partial name) of a clip and then click on the **Find First** button to locate the first clip that matches your criteria. For example, if you entered "Fire" as the name of a clip then any clips that are named with the word Fire will be located. These could include *Fire131*, *OnFire*, *FireEngine* etc.

If you know the number of the clip you are looking for then instead of entering a name just enter the clip's number and Mr Clippy will locate it.

Note - the menu option at the top of the window only shows the current sub groups. If you want to search the sub groups in a different main group then change the main group from Mr Clippy's main window.



New Sub Group

As we have seen before, Mr Clippy holds clips in groups. Clicking **SELECT** on the **New Group** button will open this window.

The icon next to group shows the current main group. In the example above a new group called *Sprites* would be made inside the main group called *Bitmap*.

All you need to do is type in the name of the new group that you wish to create and click on the **Make a new group** button.

The new group that you have created will be selected and Mr Clippy will show an “empty clip” symbol indicating that this group does not have any clips in it yet.

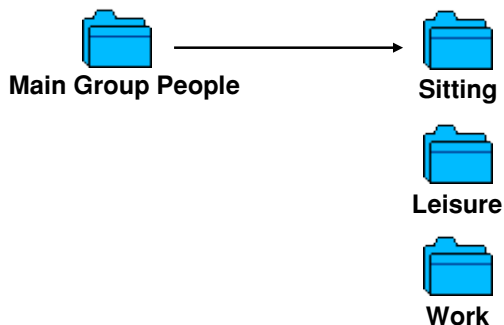
Note that you cannot have two sub groups inside the same main group with the same name. You can however have different main with sub groups of the same name. For example the main group “*People*” could contain a sub group called “*Sitting*”. Another main group called “*Animals*” could also have a sub group called “*Sitting*”.



New Main Group

Not only can you make sub groups you can also make main groups. Clicking **ADJUST** on the **New Group** button will open this window.

In the example a main group called *New* will be created. This can then have up to 77 sub groups added inside it. Mr Clippy’s groups behave just like directories. The illustration below should make this clearer



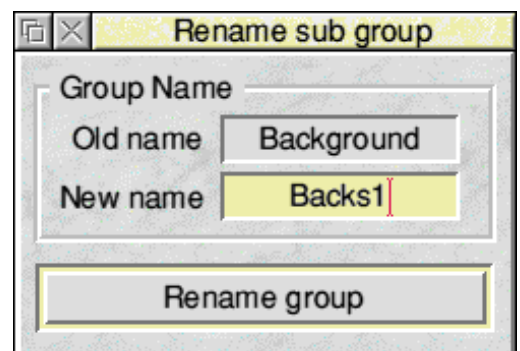
As you can see each Main group acts like a top level directory. Inside each of the Main Groups can be a further 77 Sub Groups. Each of these Sub Groups can hold up to 5929 clips. This allows Mr Clippy to hold over 35 million clips.

Renaming groups

Sometimes it can be useful to rename a sub group. Mr Clippy allows you to rename any group except the Default Group inside any main group.

To rename a group select it from the sub group menu and then click **SELECT** on **Group rename**.

Type in the new name that you want the group to be called and then either press **Return** or click on the **Rename group** button. Note that you cannot have two groups with the same name inside the same main group.



New Thumbnail

This button can be used to produce a new thumbnail for a clip or an entire sub group. This can be useful if Mr Clippy was unable to produce a thumbnail image due to lack of memory when adding a clip.

To produce a new thumbnail for the currently selected clip simply press **SELECT** on this button.

To produce new thumbnails for the entire group click **ADJUST**. A confirmation window will open to check that you really want to do this.

Note - this option can also be useful if, for example, you accidentally added some ArtWorks files in a mode with more or less than 256 colours and the thumbnails do not look correct.

Delete this clip

This button will delete the current clip from the current group. Mr Clippy will confirm that you really wanted to do this before deleting the clip.

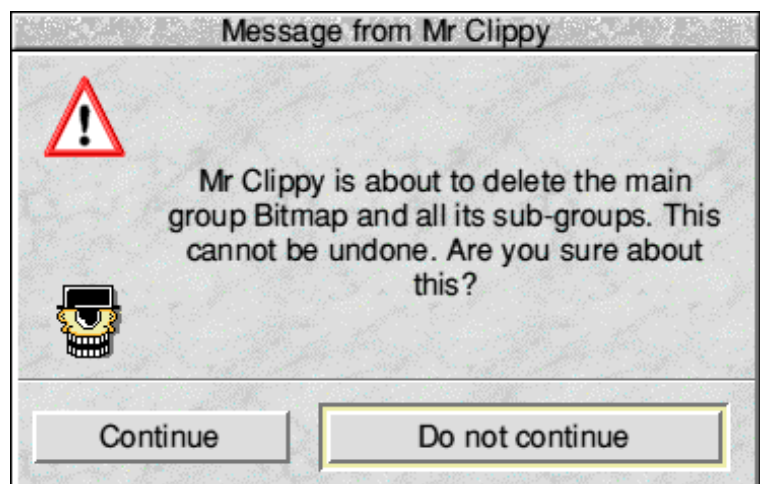
Note - if you have a very large group (e.g. 5000 clips) and you delete a clip near the start it can take Mr Clippy a while to re-arrange all the other clips to take up the space left by the clip that you have deleted.

Delete this group

This button will delete either the current sub group or the current main group (and all the sub groups it contains). Mr Clippy will confirm that you really wanted to do this before deleting the group.

As you can see from the confirmation box if a group is deleted it cannot be recovered. Only delete a group if you are really sure that you have finished with it!

Also note that if you do delete a main group then all the sub groups inside it will also be deleted. If you deleted the group "People" all the sets of clips inside ("Sitting", "Leisure" etc.) will also be deleted. The only groups that cannot be deleted are the *Examples.Default* group.



Printing Thumbnails

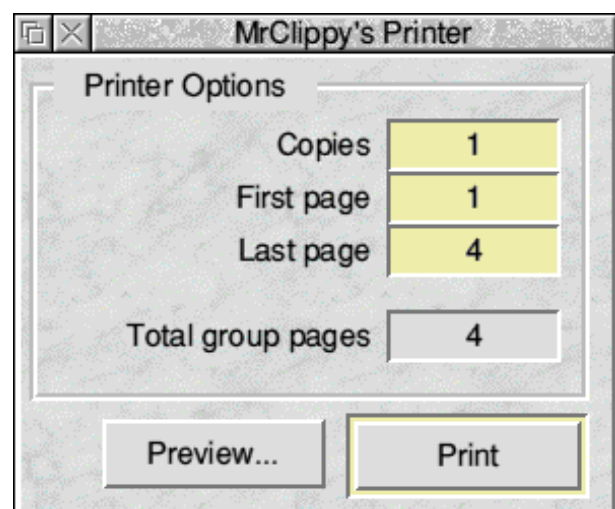
Mr Clippy lets you print a complete set of thumbnails for any group. To open "Mr Clippy's Printer" click on the **Print** button from the Toolbox.

Mr Clippy will produce pages with 20, 30 or 42 clips per A4 sheet. So if you have 100 clips in a group and print at 20 clips per sheet this will be 5 pages.

You can specify which pages you want to print. So to just print out the last 20 clips from a group with 100 clips you would set the first page to 5 and the last page to 5.

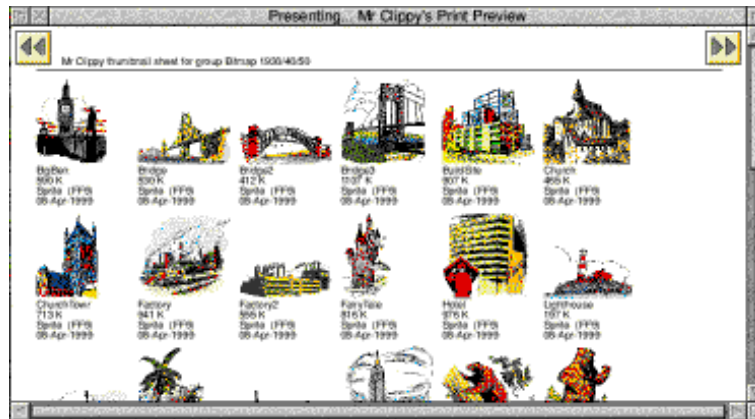
You can change the number of clips per sheet using Mr Clippy's preferences window.

Clicking on **Preview** opens a WYSIWYG display showing the page that will be printed. You can move backwards and forwards through the pages using "tape recorder" buttons at the top of the window.



The thumbnail preview window

This window shows 20, 30 or 42 clips at a time on an A4 page.



You can export clips from this window in 2 ways.

Firstly you can just double click on a clip to load it into the relevant application. Secondly you can drag clips out of this window by holding down a mouse button over the clip you want and dragging out the file icon that appears under the mouse pointer.

This window also provides some of the information displayed on Mr Clippy's main window.

You can go forward and backward through the pages using the two controls at the top left and right of the page. The current page number is also shown in the bottom right. Pages identical to this are produced when you print from Mr Clippy.

Adding a single clip

Adding a clip to Mr Clippy is very easy, just drop the file onto Mr Clippy's main window. The clip will then be added to the end of the current group. If Mr Clippy does not understand the file type of the clip you have dropped on him he will pop up an error box and ignore the clip.

If Mr Clippy does understand the clip he will add it to the end of the current group and automatically produce a thumbnail image. Having produced this image Mr Clippy will then move to this clip and display it.

If, for some reason, Mr Clippy is unable to produce a thumbnail (e.g. lack of memory) he will store the clip but will report that he has been unable to make a thumbnail. If this happens you can free up some more memory and then make the thumbnail yourself using the Thumbnail tool on the toolbar.

Overwriting a clip

When adding a single clip you can overwrite the existing clip you are looking at simply by dragging in a new clip while holding down the **Shift** key on the keyboard.

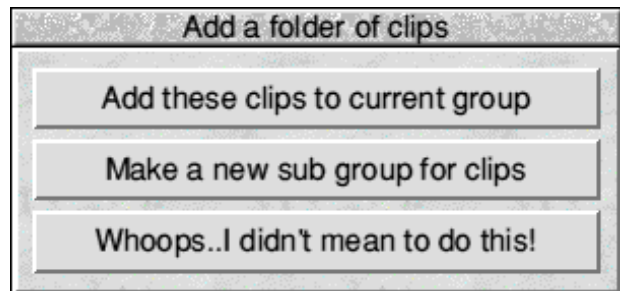
Adding a folder of clips

You can add a folder of clips to Mr Clippy by dropping the folder onto Mr Clippy's main window.

The window shown will appear. To add these new clips onto the end of the existing group click on the top button.

To make a new Sub Group inside the current Main Group to store these clips click on the middle button. The new group window will then open and you can type in the name of this new group before the clips are added.

If you have dropped something on Mr Clippy by mistake you can stop the process by clicking on the bottom button. You can stop Mr Clippy adding clips by holding down the **Escape** key. This also allows you to pause the addition of new clips.



Mr Clippy's Preferences

The **Preferences window** is accessed from the icon bar menu. Click **SELECT** on Mr Clippy's icon on the icon bar and then select "**Prefs...**" from the Main menu.

Click on the appropriate button to set or unset an option. **Save** will set them and save them so they will be the same the next time you run Mr Clippy. **Set** will set the preferences but will not save them so any changes made will not apply the next time you run Mr Clippy. All the options are covered on the next few pages

Fun and Funky windows

When this is selected Mr Clippy will display patterned windows. If it is off Mr Clippy will use normal grey windows.

Note that this change will only take effect when Mr Clippy is next run.

Play sound effects

When this option is on Mr Clippy will play sound effects instead of the normal system "beep" when certain event occur. Turning this option off will also disable Mr Clippy's singing voice during the loading banner.

Enable on-line Help

With this button select Mr Clippy will display helpful messages along the bottom of the main window. Note that even if this button is off interactive help will still function.

Leave clips on source media

This option allows you to leave the clip art files on the disk they came from rather than copying them inside Mr Clippy. This can be very useful when dealing with CD-Roms

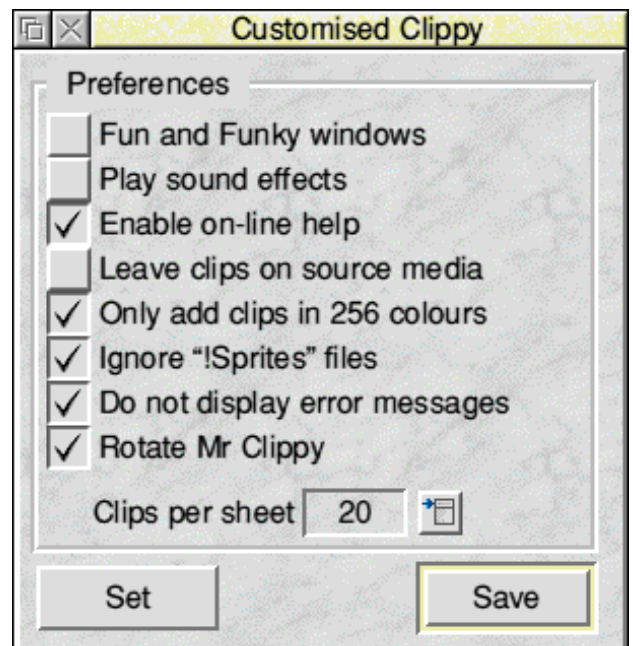
You can add files from the CD, Mr Clippy will make thumbnails of them and keep the thumbnails inside himself. You can then look at any clip on the CD without the CD in the drive. If you want to export any clip Mr Clippy will simply ask for the CD so he can find the clip.

Only add clips in 256 colours

When this option is selected you can only add clips to Mr Clippy when you are in a 256 colour screen mode (such as mode 28 on older machines). This is to prevent ArtWorks files being added when you are not in a 256 colour mode, which can result in a corrupted thumbnail.

Ignore !Sprites files

With this option on Mr Clippy will ignore any *!Sprites* files found when loading clips (useful if you have clips stored inside applications).



Clips per sheet

The final option from the preferences window allows you to set the number of clips Mr Clippy will either display (as a preview) or print on an A4 page. If you change this option with the preview window open the preview window will redraw to take account of any changes.

Rotate Mr Clippy

When certain actions are performed the Mr Clippy icon in the main window will rotate to reassure you that he is working. If you set this option to 'off' then he will not rotate.

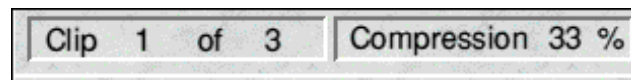
ArtWorks files

Mr Clippy can handle ArtWorks files easily. However you must be in a 256 colour screen mode in order for any thumbnails produced to look correct. Please ensure that you are in a 256 colour mode before adding any ArtWorks files.

You can, of course, turn on the *"Only add clips in 256 colours"* option. This will prevent you adding any clips of any format unless you are in a 256 colour mode.

Clip Compression

Mr Clippy version 1.30 or later supports clip compression. All the clips stored in Mr Clippy will be automatically compressed so that they take up as little disk space as possible. This is a background process; all clips are automatically compressed and de-compressed as required. If you are updating from an older version of Mr Clippy then your clips will not be compressed. An icon in the main window shows how compressed the current clip is.



If all the clips in the current group show a Compression of 0% (ie not compressed) then click on the **Compression tool** at the bottom of Mr Clippy's toolbox to try and compress them.

Please note that Mr Clippy will not be able to compress clips that are stored on "source media". For example, any clips that are in Mr Clippy but stored on a CD-ROM cannot be compressed.

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