

Amiga Graphics Transfer to IBM

This guide is to help the user understand how to transfer Amiga graphics pictures to the GRAC IBM compatible system.

The Amiga graphics pictures must be in the IFF (IBLM) format. If you will be using Video Studio 2 on the IBM computer to convert the Amiga graphic pictures, they can be in any resolution, but must be in 32 colors (or less). If you will be using Paint Shop Pro on the IBM computer to convert the amiga graphic pictures, they can be in any resolution, and have any number of colors (even 4096 colors - HAM), but they cannot be in HAM8 (the new AGA resolution with 256,000 colors). Depending on which IBM program you will be using to convert the Amiga graphic pictures, we would suggest that you convert the Amiga graphic pictures to the correct number of colors before transferring any files to your IBM compatible computer.

Setting up the Amiga for the Transfer of Files

- ☞ First you will need to have a communications program on your Amiga. If you do not have such a program, contact D.Co or your local Amiga Users Group to get it. Then copy the ACCESS! shareware program from the floppy disk to your Amiga hard drive. To do this get to a CLI (or SHELL) prompt and type something like **COPY DF0:#? DH0:**
- ☞ Next connect a null modem cable to your serial port on your Amiga. (A null modem cable is not a standard modem cable, but is a cable that has some of the internal wires crossed so that it can connect two computers directly together.) If you do not have a null modem cable, you can usually get them at your local computer store or they are available from D.Co.
- ☞ Then type the following on your Amiga at the CLI (or SHELL) prompt: **ACCESS!** This will run the shareware communications program which will be used to transfer the Amiga files to your IBM computer.
- ☞ Next we need to be sure that the settings are correct, so hold down the right mouse button and move the mouse to heading at the top that says SERIAL. Then drop down to BAUD and then select **19200** and release the right mouse button. Then again hold down the right mouse button and select SERIAL and then check that PARITY is set to NONE, DATA LENGTH is set to 8, STOP BITS is set to 1, and XON/XOFF is set to TURNED OFF.

Setting up the IBM Computer for the Transfer of Files

- ☞ First you should connect the null modem cable to your IBM computer. More than likely your mouse will be connected to your COM PORT#1, so you will probably connect the null modem cable to your COM PORT#2.
- ☞ Then you will need to be in Windows. Now select the **ACCESSORIES** group and then run the **TERMINAL** program. Then select **SETTINGS** and select **COMMUNICATIONS**. Set the BAUD RATE to 19200, PARITY is set to NONE, DATA BITS is set to 8, STOP BITS is set to 1, and FLOW CONTROL is set to NONE. Also set the CONNECTOR to the proper COM PORT where you connected your null modem cable (usually COM PORT#2).

Transferring Files from the Amiga to the IBM Computer

- ☞ On the Amiga computer, hold down the right mouse button and select **FILE** and then drop down to **XMODEM TRANSMIT** and release the mouse. Then use the left mouse button to select the Amiga file that you want to send to the IBM computer. Do not click on OK yet.
- ☞ On the IBM computer, select **TRANSFERS** and then select **RECEIVE BINARY**. Enter the path and filename for the file to appear on your IBM computer. Then click on **OK**.

TEC and TEBBS - skip this section.

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- ☞ Now click on **OK** on the Amiga computer. On the Amiga it should start to display how many blocks it will take to send and how many have already been sent. On the IBM, it should tell you how many bytes have been received, and that number should continue to increase until the entire file is received.
- ☞ Once the file is received, you can select another file to be transferred from the Amiga to the IBM computer. When finished exit the ACCESS! program on the Amiga and exit Windows TERMINAL program on the IBM.

Converting the Amiga Files to an IBM Format

- ☞ The last step is to load the Amiga graphic pictures and to save them in an IBM compatible format (we recommend .BMP, .GIF, .JPG, or .PCX). There may be other graphics programs that will load Amiga IFF (IBLM) formats, but we know that Video Studio 2 and Paint Shop Pro will convert Amiga files. Paint Shop Pro will do Amiga graphic pictures with 4096 colors (or less) and Video Studio 2 will only do Amiga graphic pictures with 32 colors (or less). Run the program and load each Amiga graphic picture and then re-save the picture in one of the IBM compatible formats. The GRAC is compatible with .BMP, .GIF, JPG and .PCX, so we would suggest one of those formats. We would also suggest that you convert the picture to 256 colors before you save it in the IBM compatible format.
- ☞ To get the best possible conversion from Amiga to IBM format, we would suggest using Paint Shop Pro to load the Amiga graphic picture and save the file as a 24 bit (16 million) color file. Then use Video Studio 2 to reload the 24 bit (16 million) color file and convert it to 256 colors. We have found that Paint Shop Pro loads almost all of the Amiga formats, but Video Studio 2 does a much better job of converting a picture to 256 colors.

Communications

The following are a few helpful tips for using communications.

- ☞ Make sure that you have **SHARE** in your **AUTOEXEC.BAT** file.
- ☞ Check your Windows port settings. COM 1 should have an address of 3E8 and be on IRQ4 and COM 2 should have an address of 2E8 and be on IRQ3. If your settings are set as Default, specify these IRQ's for your COM ports. Next check to see if the modem will respond as described below.
- ☞ **MODEM USERS:** Check the settings for the modem. If your modem is set on COM 3 the address of the modem should be 3F8 and the IRQ should not be 4. If your modem is set on COM 4 the address should be 2F8 and the IRQ should not be IRQ3. Also check that you have hardware flow control, 8 data bits, 1 stop bit and no parity. Make sure that the **Modem** selection is made, rather than **Direct-Connect**.
- ☞ **NULL MODEM CABLE USERS:** Make sure that you have **Direct-Connect** selected instead of **Modem**.
- ☞ Make sure that the proper baud rates are selected. Valid Baud Rates include, 2400, 9600, 19200, 38400.
- ☞ Test your modem using Windows Terminal. If the modem is working properly, by typing **AT** followed by **ENTER** you should get a response of **OK**.
- ☞ Make double sure that all of your connections are snug and are in the correct port of your modem.
- ☞ Do not use **Pulse Dialling** unless you have a rotary phone on that line.
- ☞ Try using a regular phone to dial into a remote or Display Only Unit. If the modem picks up, there will be a squeal similar to a fax machine on the handset. Try to notice if there is static on your line as well.
- ☞ Try using the Creation computer to dial a regular phone line. If the line rings pick it up and you should hear a squeal as described above. Try to notice if there is static on the line.
- ☞ If you are using high speeds on your modems, try leaving **Locked Baud Rate** unselected on your modems.
- ☞ Try to use the **Windows Driver** when possible.
- ☞ Try selecting **Disk** as a tracking device and then **Track-Online**. This will allow you to see what is happening during communications in case errors occur.

TEBBS - skip this section

TEBBS - skip this section

- ☞ If you want to send a complete schedule including any pages and graphics, make sure that you use the **Send File** option from the main communications screen as opposed to using the **Current Directory** button and the selecting the schedule that you want to send.
- ☞ Get comfortable with communications before using Batch files to do communications. Observe the sending of the files and make sure that the files appear on the remote system. You should notice a progress indicator for each file that is being sent. You can also check to see if the files are on the remote system by using the Display Remote Directory command.
- ☞ To change directory in the Display Remote Directory window, type in the path in the filename area. A sample path is `\PICS*.*`. This would display all the files in the PICS sub-directory of the MP directory. To move back in the directory structure one step, use `..*.*`.
- ☞ To only view certain files use a file type in place of the second asterisk in the above example. An example would be `*.jpg` to view all the JPEG files in the active directory.
- ☞ Use the Display Remote directory periodically to select old files and delete them from the remote to clear up disk space.
- ☞ When receiving a schedule from a remote system, only the schedule file will be received. Any pages and graphics that you want to receive need to be picked specifically in order to receive them.
- ☞ A single Batch file can send multiple files, perform multiple functions for different locations.
- ☞ Zap Schedule in the Batch will delete the schedule and all of its contents.

Crawl Editor

The following are a few helpful tips for using the Crawl Editor.

GRAC Display-only, TEC Display-only, & TEBBS - skip this section

- ☞ Clear the Crawl Editor of the last crawl you were working on by using the **Zap-Zap** command. (For more information refer the **Zap Button** heading of the Crawl Editor section).
- ☞ Use the **Line** and **Word** buttons to apply changes in font, text size, text color, & style to individual words, or your entire crawl. (For more information refer to the following headings of the Crawl Editor section: **Font Changes, Changing Text Size, Changing Text Colors, Bold, Italics, Strikeout, & Underline**).
- ☞ Use the **Font Menu** button to make quick and easy changes to your font, text size, text color, & style all at the same time. (For more information refer to the **Font Button** heading of the Crawl Editor section).
- ☞ Use the ~ **key** to separate lines of text in a crawl that will display as a “phrased” vertical scroll. (For more information refer to **Horizontal Crawl Button** in the Graphic Scheduler section, or the **Horizontal Crawl** heading of the Text Scheduler section).
- ☞ For user defined placement, see the Graphic Scheduler or Text Scheduler guides on horizontal crawl and also the Tips and Tricks Section on the Graphic Scheduler.

Fonts - Installing WIN95 fonts onto WIN3.1

Windows 95 comes with fonts which Windows 3.1 does not have. If your Creation system is Windows 95 then you might be using some fonts which your remote systems do not have (if the remote systems are Windows 3.1).

Copy the fonts to diskette from the Windows 95 computer

- ☞ Open up Windows Explorer, double-click on the **WINDOWS** folder, and then double-click on the **FONTS** folder.
- ☞ Select about a dozen of the fonts and drag them onto the 3^{1/2} Floppy (A:). This will copy the fonts to the floppy drive.
- ☞ If there is still room on the floppy for more fonts, then repeat the previous step, until the floppy is relatively full.
- ☞ Continue to insert new floppy diskettes and repeat the above two steps until all the fonts have been copied onto diskette.

Install the fonts from diskette to the Windows 3.1 computer

- ☞ From the Program Manager, double-click on the **MAIN** icon, double-click on the **CONTROL PANEL** icon, and then double-click on the **FONTS** icon.
- ☞ Click on **ADD**. The Add Fonts window will appear.
- ☞ Under Drives click on **↓** and then click on **A:**.
- ☞ Make sure there is an **X** beside Copy Fonts to Window Directory.
- ☞ Click on **SELECT ALL** and then click on **OK**. The fonts will be loaded properly this way.
- ☞ Repeat the above four steps with other disks until all the fonts have been loaded in.
- ☞ Click on **CLOSE**.
- ☞ Close the Control Panel and the Main window. You are now ready to restart the MP program.

Graphics Backgrounds Disk Guide

The following Graphics Background Disks can be purchased from Display Systems International. We are always adding to this list so call for the latest list of available disks.

TEC & TEBBS - skip this section

Disk	Num of Graphics	Disk Directory	Description
1	49	clipart	Clip Art #1
2	48	clipart	Clip Art #2
3	51	clipart	Clip Art #3
4	50	clipart	Clip Art #4
5	30	events	Birthdays & Holidays
6	20	backgrnd	Frames, Textures, Backgrounds & Blocks #1
7	20	backgrnd	Frames, Textures, Backgrounds & Blocks #2
8	21	backgrnd	Frames, Textures, Backgrounds & Blocks #3
9	20	backgrnd	Frames, Textures, Backgrounds & Blocks #4
10	20	backgrnd	Frames, Textures, Backgrounds & Blocks #5
11	21	backgrnd	Frames, Textures, Backgrounds & Blocks #6
12	20	backgrnd	Frames, Textures, Backgrounds & Blocks #7
13	20	backgrnd	Frames, Textures, Backgrounds & Blocks #8
14	20	backgrnd	Frames, Textures, Backgrounds & Blocks #9
15	53	chnllogo	Channel Logos
16	27	animals	Animals
17	22	events	Valentines and other events
18	?	sports	Sports - INCOMPLETE
19	?	food	Misc of anything - INCOMPLETE
20	?	spactrvl	Space & Travel - INCOMPLETE
21	?	weather	Weather - INCOMPLETE
22	?	business	Small Business - INCOMPLETE
23	?	arctic	Scenes from the arctic - INCOMPLETE
24	?	wedding	Wedding stuff - INCOMPLETE
25	?	scenery	Scenery - INCOMPLETE

Graphic Scheduler

The following are a few helpful tips for using the Graphic Scheduler.

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- ☞ Use CTRL Click on a thumbnail in the File window in order to quickly and easily remove old or unwanted pages. (See Graphic Scheduler - Files Window - Delete)
- ☞ Use the Date Range feature in the File window menu to help you find pages made on a specific date. (See Graphic Scheduler - Date Range)
- ☞ Use the Set Red Range Detail button to quickly change the time, wipe speed, or set expiries on multiple pages. This is especially useful when you have inserted a number of ads in the schedule that need the same expiry. (See Graphic Scheduler - Red-Range Set Detail)
- ☞ Red Range an area and click on the **TEST** button to test a specific group of pages in the schedule instead of waiting for the all the pages to display before that particular group. (See Graphic Scheduler - Red-Range Test)
- ☞ If there is particular length of time that most of your pages display for, set the Default page time so that all pages scheduled there after will automatically be the length of time you want. (See Graphic Scheduler - Default Time)
- ☞ If there is particular wipe speed you use most of the time, set the Default wipe speed so that all wipes scheduled there after will automatically be the speed you want. (See Graphic Scheduler - Default Wipe Speed)
- ☞ If you want to divide your announcements and ads into groups and have those groups displayed at certain times of the day, use sub-schedules and time loops.
 - ☞ Put pages of similar type together into a sub-schedule.
 - ☞ Now put time loops around the sub-schedules.
 - ☞ Example: Time Loop 1:00pm; sub-schedule CARS.SCH; Time Loop 2:00pm; sub-schedule COMMUNITY.SCH; Time Loop 3:00pm; sub-schedule HOUSES.SCH; Time Loop 4:00pm; sub-schedule MISC.SCH
 - ☞ In the previous example just the Cars schedule will display from 1pm-2pm; just the Community schedule will display from 2pm-3pm; just the Houses schedule will display from 3pm-4pm; and just the Miscellaneous schedule will display from 4pm-1pm the next day.
 - ☞ With your ads divided up into sub-schedules, this also makes it easier to decide where to insert new ads.
 - ☞ (See Graphic Scheduler - Sub-Schedule Button, Graphic Scheduler - Time Loops)
- ☞ You need to have at least 2 Time Loop entries in order for Time Loops to operate properly. (See Graphic Scheduler - Time Loops)
- ☞ When using Time Loops the Analog Clock, AVI animations, and Sound entries will continue until completion before the Time Loop takes effect. (See Graphic Scheduler - Time Loops).

TEBBS - skip this section.

- ☞ Time Loops are often easier to understand when you look at them in the Text Scheduler.
- ☞ If you want one particular Horizontal Crawl to run all the time, simply place the Horizontal Crawl Entry at the start of the schedule, and then set its options: turn OFF Pause Schedule During Crawl, and turn ON Automatic Repeat.
- ☞ If using a multiple channel system, be sure to schedule the last slave unit first and the master unit last in order to have all the channels initialized properly. (See Graphic Scheduler - Multiple Video Button)
- ☞ The buttons at the top can be moved so that the ones you don't use are off the screen to the right and the buttons you do use are visible without having the scroll to the right. All you have to do is right-click & drag the button to its new location. (See Graphic Scheduler - Rearrange Buttons)
- ☞ When scheduling the Horizontal Crawl and selecting User Defined Placement, after placing the crawl, hit the **ENTER** key to *accept* the change. (Pressing **ESC** will *cancel* the change.) (See Graphic Scheduler - Horizontal Crawl)
- ☞ Sub-Schedules can only be nested once. This means you can NOT have a sub-schedule in a sub-schedule in the main schedule.
- ☞ To quickly edit a page in the schedule:
 - ☞ Click on the Detail Box in the top left corner of the thumbnail.
 - ☞ Click on the **EDIT PAGE** button. You will be taken directly to the Text Editor and the page will be loaded.
 - ☞ After you have made your changes, click on the **SCHEDULER** button to return to the Graphic Scheduler.
- ☞ If you have a graphic which you want to schedule and it has all the text information on it already so that it looks like a typical page, then there is no need to load it into the Text Editor and make it into a page. All you do is right-mouse click on the graphic in the Files Window (like you would do to insert a page) and the graphic will be inserted into the schedule. This is very useful if you make your ads using a graphic software program such as Photo Shop.
- ☞ To make the Send Contact Closure work properly, you need a second Send Contact Closure immediately after the first one to reset the state of the contact closure. (See Graphic Scheduler - Contact Closure)

Keyboard Shortcuts

There are many Keyboard shorts to help make your job easier and more efficient. (The Graphic Scheduler has limited keyboard shortcuts.) Not all Keyboard Shortcuts are applicable in the TEC and TEBBS.

Main Menu

B	Batch Editor	O	On Line
C	Configuration	P	Phone Database
D	Display Pages	R	Sound Recorder
F	DOS Functions	S	Text Scheduler
G	Graphic Scheduler	T	Text Editor
H	Backup Hard Disk	V	View Guides
I	Initiate Batch	ALT I	Info about Program
ALT F4	Quit Program	CTRL Left-Click on blank button	Program Button

Text Editor - ALT Keys

A	ASCII Import	N	---
B	Barometric Pressure	O	---
C	Color Menu	P	Print
D	Date Format	Q	---
E	Erase Text Page	R	Rainfall
F	Font Menu	S	Save Text Page
G	Embedded Graphic	T	Temperature
H	Humidity	U	Bullets
I	Time Format	V	Video in a Window
J	Blended Background	W	Wind Settings
K	Custom Colors	X	Spell Checker
L	(Load) Open Text Page	Y	---
M	Master Menu	Z	Draw Rectangle

Text Editor - CTRL Keys

A	Align Text	N	Bold / Normal
B	Blink Color	O	Outline
C	Text Color	P	Page
D	---	Q	---
E	---	R	Blink Rate
F	Font	S	Shadow
G	---	T	Text Size
H	---	U	Underline
I	Italics	V	---
J	---	W	Word
K	---	X	Strikeout
L	Line	Y	---
M	---	Z	Zap
+	Increase	0	Outline Color
-	Decrease		

Text Editor - Function Keys

F1	Centers selected text	F7	Shadow Direction
F2	Toggle Menu Toolbox On/Off	F8	Shadow Length
F3	Toggle Command Toolbox On/Off	F9	Background Color
F4	---	F10	Background Pattern
F5	---	F11	---
F6	Shadow Color	F12	---

Text Scheduler

SPACE BAR	Opens the right menu for where the cursor is
TAB	Move cursor to next field
INS	Insert Blank Line
DEL	Delete field
CTRL F	Find/Replace
ALT BACK SPACE	Undo (only acts upon Cut, Copy, Paste, & Delete)
SHIFT ↑ or ↓	Select Lines
	With Selected Lines Only:
SHIFT DEL	Cut Lines
CTRL INS	Copy Lines
SHIFT INS	Paste Lines
DEL	Delete Lines

When cursor is in the Options column:

A	Animation	N	New Schedule
C	VCR Control	R	Run Schedule
E	Entry	S	Sound
H	Horizontal Crawl	T	Analog Time
K	Contact Closure	W	Wipe
M	Manual		

When cursor is in the Day/Date column:

SU	Sunday	TH	Thursday
M	Monday	F	Friday
TU	Tuesday	SA	Saturday
W	Wednesday		

Text Scheduler - ALT Keys

A	Start/Expiry Dates	M	Return to Main Menu
D	Delete Schedule	P	Print Schedule
F	File Menu	S	Save Schedule
I	Info about Program	V	View Menu
L	Load Schedule		

Graphic Scheduler

PAGE UP	Cursor up one page	Arrow Keys (↑↓→←)	Cursor movement
PAGE DOWN	Cursor down one page	ALT F4	Exit to Main Menu

MEMUSAGE.EXE

MEMUSAGE.EXE is used to track your memory while running our software (or anything else you do in Windows).

To run MEMUSAGE, follow the instructions below:

- ☞ Go to the file menu of your program manager
- ☞ Go down to run, and type '\WINDOWS\MEMUSAGE.EXE' (this will open a small memory window indicating your 'SYS' memory, 'BIG' memory, and percentages for 'GDI' memory, & 'USER' memory).
- ☞ Once this window comes up, you might want to move it into the top right-hand corner of your screen, and keep track of how much your memory fluctuates while you are working in our program.

If you notice a consistent pattern in memory loss, contact us and let us know where the pattern seems to be taking place, and we will see what we can do to fix the problem.

Printing a Graphics page

Unlike the Print Text page feature, this feature allows you to print both the Graphics and text of one of your pages. Any graphics, blended backgrounds, rectangles or anything other such information on a chosen can be printed out using this feature. In order to do this, follow the steps below.

Capturing the Image

- ☞ View the page you want to Print. (This can be done through the graphic or text scheduler)
- ☞ Hold down the **ALT** key and press the **PrtSc** key (then release on both keys)
- ☞ Go to the **Main Menu**

Bringing the captured image into the graphics program:

- ☞ Click on **Graphics Program** (Video Studio 2)
- ☞ Click anywhere to remove the Video Studio 2 introduction screen.
- ☞ Click on **File**.
- ☞ Click on **New**.
- ☞ Click on **Current Clipboard**.
- ☞ Click on **OK**.
- ☞ Click on **Edit**
- ☞ Click on **Fill**.
- ☞ Click on **Clipboard Data**.
- ☞ Click on **OK**.

Setting the printer: (only needs to be done if the printer settings are not set correctly).

- ☞ Click on **File**.
- ☞ Click on **Printer Setup**.
- ☞ Select your printer and printer port
- ☞ Click on **Setup**
- ☞ Select Portrait if you like. (Portrait refers to the orientation of the page. On a 8 ½ x 11 sheet of paper portrait is 8 ½ inches horizontally by 11 inches vertically. Landscape is simply giving the page a 90 degree turn.
- ☞ Click on **OK**.
- ☞ Click on **OK**.

Printing the image:

- ☞ Click on **File**.
- ☞ Click on **Print**.
- ☞ Set the number of copies that you want.
- ☞ Set any other other preferences as desired ("Scale to fit Page" is one that is recommended).
- ☞ Click on **OK**.

Your page should now be printed.

* NOTE: If you are using TEC or TEBBS, and do not have Video Studio2, then you will need to bring your captured image into a different graphics program such as Corel Paint, PhotoShop, Windows Paint, etc.

Reserved Words

The TEBBS, TEC, GRAC are not able to use reserved words. Reserved words are words that have specific uses in MS-DOS. Reserved words include the following: CON, COM, LPT, and PRN. Trying to save a file with a filename starting with these letters can cause unexpected computer crashes. D.Co recommends that filenames starting with these letters are avoided.

Running the Program

The following are a few helpful tips for running the MP program.

When running the GRAC program, the GRAC menu appears, but when you click on Display pages, it will only display the first four pages (if there are wipes in the schedule then it may only display two pages and two wipes).

- ☞ This is what we call running in Demo mode, go to the MP main menu and press Alt I to confirm this.
- ☞ If this occurs, you have not plugged in the software key (Dongle) into the parallel port.
- ☞ If you already have your printer plugged in into this port, simply unplug the printer, plug in the software key, and then plug the printer into the software key.

When running the GRAC program and you get a **Dynalink error**.

- ☞ Your Windows™ VGA resolution is not set to 256 colors. You may use any resolution from 640 X 480 normal VGA, 800 X 600 super VGA, or 1024 X 768 Ultra VGA, but it must be 256 color.
- ☞ This is changed through the windows™ Setup icon, but you will need your original Windows™ 3.1X diskettes.

When sending a schedule via modem and it prompts a message stating Initializing modem and stays that way for a long period of time.

- ☞ Modem is probably not initializing, see Modem Configuration in the Configuration guide.

If the computer locks up while displaying pages, without giving an error.

- ☞ You should check the page following the page that it crashed on, as this crash may have occurred while the computer was trying to load the next page. It may be a corrupt page or schedule, in which case you may have to delete the page or schedule and recreate it. You may want to refer to the Text Editor guide to make sure you have created your new page correctly.

If you are running a Davis weather station you will want to disable it while you are editing pages, as this may cause unwanted errors. We found that this only has to be done with the Davis weather station.

Scanning an Image

The following information describes how to scan pictures for use within the GRAC product. The instructions provided describe how to get images of the best quality possible within the recommended guidelines for images used by the GRAC software.

These instructions assume the following:

- You are using an Epson ActionScanner II or equivalent model, and the Ulead Imaging software which comes with the GRAC product, and that the drivers and software are already installed and configured properly.
- That the GRAC software has been installed into its default directory, namely C:\MP.
- That your flatbed scanner is assumed to be connected to the computer via a parallel port, which may or may not be the same parallel port on which the GRAC key is located.

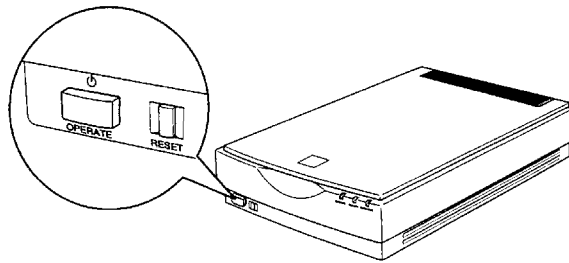
Placing A Picture In the Scanner

When you place a document on the scanner, be sure to follow these guidelines:

- Make sure that the document is flat against the glass surface so that the image is properly focused. Also be sure to close the document cover. This prevents interference from external light.
- Avoid twisting the document cover when you open or close it.
- Do not leave photographs on the document table for an extended period of time; they may stick to the glass.
- Do not place heavy objects on top of the scanner.

To place a picture in the scanner:

- ☞ Turn on the scanner by pressing the OPERATE button on the front of the scanner. The OPERATE light comes on to indicate that it is turned on.

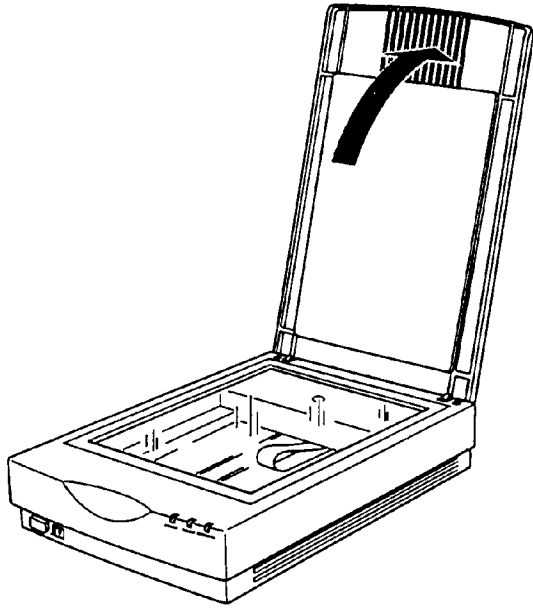


- ☞ Ensure that the computer is turned on, and that all applications have been closed.
- ☞ If the READY light on the front of the scanner is not on, press the RESET button on the front of the scanner.

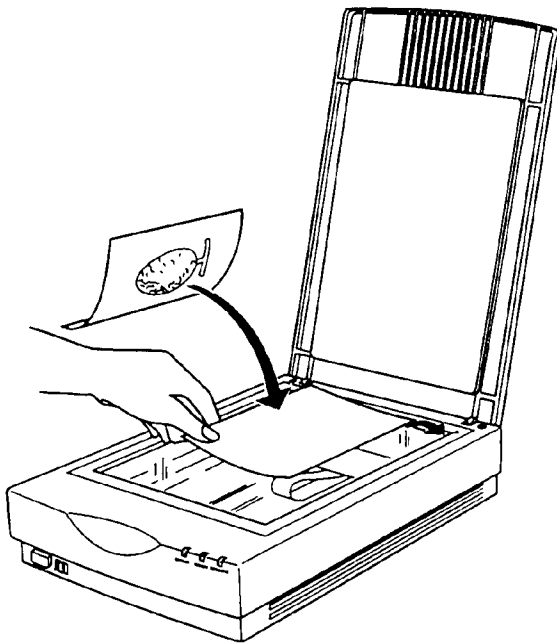
- ☞ Open the document cover.

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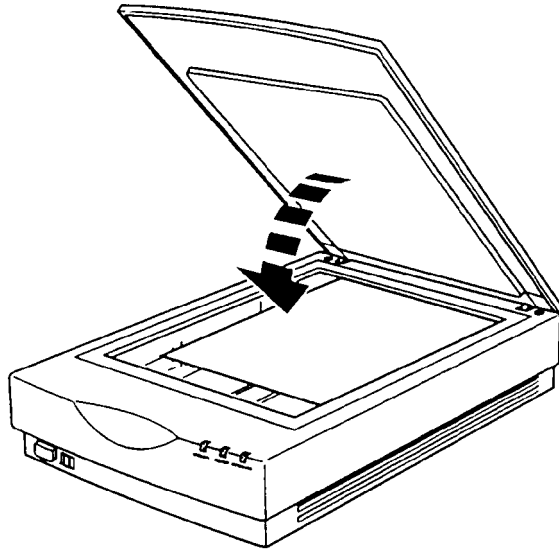
Place the picture on the glass document table, with the side to be scanned face down. Make sure that the picture is carefully aligned with the back and right edges of the document table.



* Note: If you are trying to scan a thick or awkward document, you may need to remove the document cover. See your Scanner Users Guide for instructions.

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- ☞ Close the document cover gently so you do not move the document.



Loading the Ulead Imaging Software

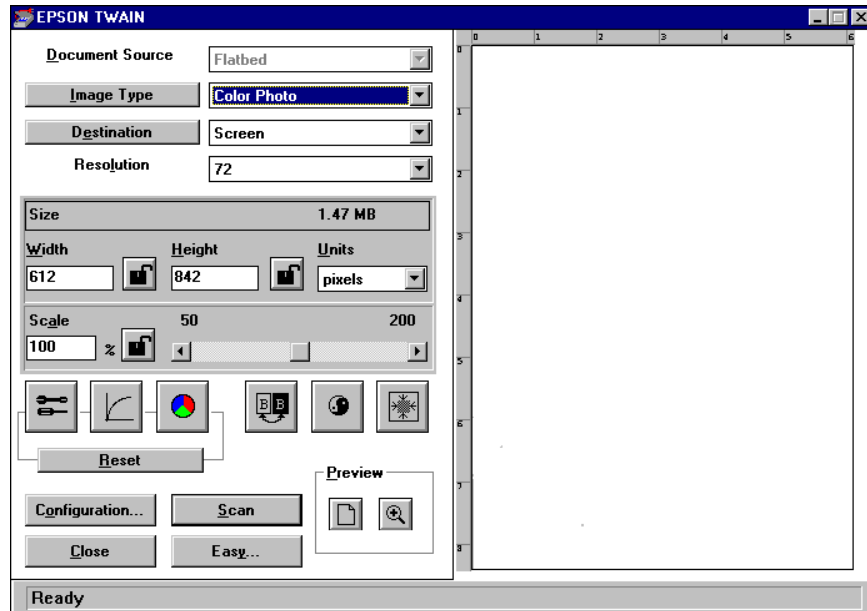
To load the Ulead Imaging Software:

- ☞ Ensure that all other programs are closed.
- ☞ Click on the **Graphics Program** button.




Scanning the Picture

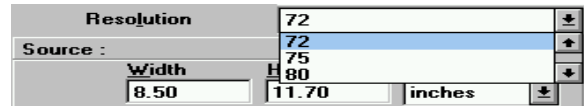
To scan a picture using the Ulead Imaging Software:

- ☞ Select **Acquire** from the **File** menu. This will display the Epson Twain scanning window. If the advanced scanning window is not displayed click on the **Advanced** button. The advanced scanning windows looks like this:



TEC and TEBBS - skip this section.

- ☞ Ensure that **Image Type** is set to **Color Photo**, and that the **Destination Type** is set to **Screen**.
- ☞ Click on the **Preview**  button to load a preview scan of the Picture into the preview section of the Advanced Scanning Window, located on the right side of the window.
- ☞ Click and Drag in the preview section to select the area of the Picture you want to scan. To get a better view of the area you have selected click on the **Preview Zoom** .
- ☞ When you have selected the area of the Picture you want to scan click on the **Expose Automatically** .
- ☞ Next set the **Resolution** based on the image size you want. The higher the resolution, the larger the height and width of the image.



- ☞ You are now ready to click on the **Scan** button to scan the image. This will scan the image to an untitled window in the Ulead Imaging Software and return you to the Epson Twain scanning window.
- ☞ Click on the Close button to return to the Ulead Imaging Software so you can edit and save your image.

Checking the size of the Image

Before editing your scanned image, be sure to check the actual size of your image to verify it was scanned in at an appropriate height and width. For example, the GRAC system has a default screen size of 640 pixels wide by 480 pixels high. Depending on the resolution you set when you scanned your image, it may be too large to fit the screen.

To check the actual size of your image:

- ☞ Set the Zoom ratio to 1x by selecting **Actual View** from the **View** menu.
- ☞ If your image is too large to fit the screen, and you want a full screen image, adjust the resolution and re-scan the image until the largest dimension of the image is less than but close to 640 if it is horizontal, or 480 if it is vertical.
- ☞ If your image is very small and the detail too difficult to make out, try adjusting your resolution to a higher value, and re-scan the image. For example, if your image fills a quarter of the screen, and you want a full screen image, adjust the resolution in the same manner until the image fits within a 640 by 480 pixel rectangle.

Touching up the Image

When touching up the image it is important to remember of the Zoom scale you are viewing the image at. It is possible to adjust the displayed size of the image (the Zoom factor) by Zooming in (making the image larger) and out (making the image smaller.) The zoom factor does not affect the actual size of the image, only the size it is displayed while you are touching it up. To touch up the image using the Ulead Imaging Software:

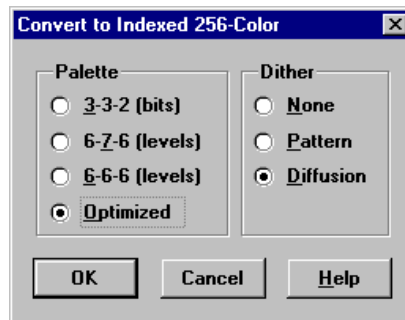
- ☞ Use the tools on the toolbar on the left hand side of the window to touch up the image. These tools are: Magic Wand, Freehand Selection, Rectangular Selection, Elliptical Selection, Move Selection, Eyedropper, Zoom, Magic Lamp, Paintbrush, Clone, Airbrush, Line, Eraser, and Text. Specific help on each tool can be obtained by moving the mouse over the tool in the toolbar and pressing the **F1** key.

Saving the Image

There are two image formats that the GRAC product will read, and which the Ulead Imaging Software will save to: BMP and JPG. There is a trade off of size, loading speed, and image quality between the two formats. BMP images load quickly but support fewer colors and are much larger than JPG images. JPG images are small, and support 16 million colors, but load slowly. If the quality and colors of the image are important, use JPG format, if they are not so important, or the image itself does not have many different colors in it use BMP format.

To prepare the image to be saved in BMP format:

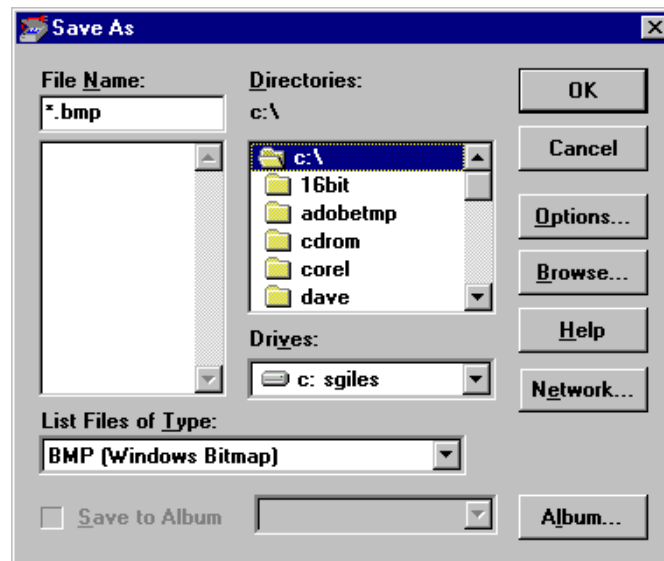
- ☞ Reduce the size of the resulting BMP file to a manageable level by converting it from a TrueColor (16 million color) image to a 256 color image.
- ☞ To convert an image to 256 colors, select **Indexed 256-Color** from the **Convert** submenu of the **Image** menu. This will display the **Convert to Indexed 256-Color** window:



- ☞ Select **Optimized** in the **Palette** section, and **Diffusion** in the **Dither** section.
- ☞ Click on the **Ok** button. This will create a new converted image.

To save the image using the Ulead Imaging Software:

- ☞ Select **Save As...** from the **File** menu. This will display the **Save Dialog**.



TEC and TEBBS - skip this section.

- ☞ In the **List Files of Type** section select **BMP (Windows Bitmap)** if you want to save the image as a BMP image, or **JPG (JPEG File Interchange Format)** format if you want to save the image as a JPG image.
- ☞ Next change into the MP directory. Click on the **c:** folder in the **Directories** section, then click on the **MP** folder.
- ☞ Now give the image a file name in the **File Name** section. The file name can be no longer than 8 characters, and must only consist of letters and numbers, no symbols. Do not bother adding the **.BMP** or **.JPG** extension to the end of the file name. Other scanned images (with the same file extension) will be listed in the list box below the File Name section so you can easily check to make sure a file with the same name doesn't already exist.
- ☞ Finally click on the **OK** button to save the file.

Trouble Shooting

If Ulead Imaging Software causes a GPF or other system error when Acquire is selected from the File menu, this usually indicates that the scanning software is not correctly installed, or that the wrong TWAIN source has been selected (TWAIN sources are scanner drivers.)

To select another TWAIN source:

- ☞ First reboot the machine. When TWAIN Sources crash it often places the entire operating system in an unstable state. Rebooting the machine ensures that the machine is in a stable state.
- ☞ After rebooting the machine reload the Ulead Imaging Software.
- ☞ Select **Select** from the **Source** submenu of the **Files** menu. This will display the Select Source window.
- ☞ Select a different TWAIN source in the **Sources** section. Often **Epson Scanners** is the source you will require, but in some configurations you may need the **Epson Scanners(32 bit)** source.
- ☞ Click on the **OK** button to select the new source.

If GRAC has Configuration or Security Errors after Scanning, this usually occurs on a system on which the flatbed scanner is connected to the same parallel port as the key. The process of scanning interferes with the operation of the key and it is necessary to perform a hard-reboot of the system to reset the key.

Text Editor

The following are a few helpful tips for using the Text Editor.

- ☞ When Using the Keyboard shortcuts to increase or decrease, **Ctrl +** or **Ctrl -** be sure to use the plus or minus keys on the numeric keypad to the very right of your keyboard. You can not use the plus or minus keys on the main keyboard above the equal sign and the underscore keys.
- ☞ To display the drop down menu for across the top of the Text Editor screen, you can double click the right mouse button, or press **Ctrl-Space**.
- ☞ While the drop down menu bar is visible, you will not be able to use the Alt key keyboard shortcuts to display menus. The shortcuts that work with the Function keys and/or the Ctrl keys will work even when the drop down menu is displayed.
- ☞ When you start typing a page of text and you press Enter, the cursor will go back to the default size and color. If you want to equate a size, color, effects, etc default, simply set them for the first line and press **Ctrl-E** for Equate. Now when you type the line and press Enter, the new defaults that you set will stay. They will remain in effect every time that you return to this page.
- ☞ When you create large rectangles (**Alt-R**) as backgrounds to your text, you should create your text first. If you create your rectangle first and then click on it, the system thinks you are grabbing the rectangle to move, instead of placing the cursor to type the text over it. Therefore it is best to create the page with all the text that you wish to use, and then add the rectangle for background color or pattern as the last step.
- ☞ To clear a single word, place the cursor on the word and press **Ctrl-Z, Ctrl-W (Zap Word)**. Do not lift the Ctrl key between Z and W. To place the cursor on a single word you may have to place the cursor on the line then move it using the right (→) or left (←) arrow keys.
- ☞ To clear a line, place the cursor on the line and press **Ctrl-Z, Ctrl-L (Zap Line)**. Do not lift the Ctrl key between Z and L.
- ☞ To clear a page of text, but leave the defaults that you may have set, and the background intact, press **Ctrl-Z, Ctrl-P (Zap Page)**. Again do not lift the Ctrl key between Z and P.
- ☞ To clear a page of all defaults, backgrounds, text, everything, use **Ctrl-Z, Ctrl-Z (double Zap)**. Once again do not lift the Ctrl key Between the two Z.
- ☞ If you have information in a page that is common to many other pages, you may want to create a template page. That way, when ever you start a new page, you can load the template and add in your text. I would suggest that before you save the template page, that you set a default font, color and attributes and press Ctrl-E. Then when you load the template, you will be able to start by typing with your defaults already set.

- ☞ When you are working on a page and you want to view the whole page as it would be displayed, you can use some function keys to remove the command and menu command toolbars. Simply press **F3** to remove the command toolbar and press it again to display it again. To remove the menu command toolbar press **F2** and press it again to display it again.

- ☞ By using the Ctrl key you can perform all of the command toolbar functions. In the same manner that the Zap function was performed you can do the same for any of the command toolbar functions. For example to change the text size simply press the **Ctrl** key then **T** for Text size, use the + or - keys on the numeric key pad to adjust to your liking, then press **W**, **L**, or **P** to change the settings on the **Word**, **Line** or **Page**.

Text Scheduler

The following are a few helpful tips for using the Text Scheduler.

- ☞ When you have a schedule loaded and you notice that there is an asterisk (*) next to the name column you will know this page has an expiry date set.
- ☞ If there is an **X** next to the name column this tells you that the expiry date is expired.
- ☞ If you are using the TEBBS or TexPro Sr. program you can only view files that are pages, that is, it has to have a **.pge** extension. These pages may include text, colored backgrounds or a library background.
- ☞ If you are running the GRAC you can view files with other extensions eg. .jpg, .bmp, .gif, .pcx, as well as .pge.

Using TEC (and TEBBS) Library Backgrounds with the GRAC

The GRAC reads standard graphics types like BMP, JPG, GIF, and PCX, but it can also read the TEC Library Backgrounds. The TEC's graphics are in a library format (all the graphics are in one file which has a GBP extension) and the GRAC can use these library graphics. This situation is useful when you have an GRAC Creation system and want to create pages to display on a TEC (or TEBBS).

Load the Graphic into the Text Editor

The GRAC does not come with any Library backgrounds so you will have to copy them over from the TEC system to the GRAC system. The GBP file(s) (BKGRND1.GBP, BKGRND2.GBP, etc.) are in the MP directory.

- ☞ In the Text Editor click on the **MULT BACK** button (or **LOAD BACK** if in 256 color mode). The Embedded Graphic menu will appear.
- ☞ Click on the **BROWSE** button.
- ☞ Click on a file with a GBP extension on it. (Example: click on **BKGRND1.GBP**)
- ☞ Click on **OK** and the Open Graphic Background window will appear.
- ☞ In the File Name window there will be descriptions of the graphics instead of file names.
- ☞ Click on the **DESCRIPTION** and you will see a thumbnail view of the graphic in the preview box.
- ☞ When you have the graphic you want, click on **OK** and you will be back to the Embedded Graphic Menu.
- ☞ From here the library graphic can be manipulated just like a regular graphic. See Graphics Backgrounds in the Text Editor Section for further instructions on how to use the Embedded Graphics Menu.

Send the TEC Pages and Schedule

- ☞ Sending the TEC pages and schedule from the GRAC to the TEC remote location (head-end) is done exactly the same way as sending GRAC pages and schedule.

TEBBS - skip this section.

Windows'95 Inconsistencies

The following functions do not work the same when running under Windows95:

- Sound Recorder (GRAC, blue button) - nothing happens when clicked on
- Set Time/Date (red button) - nothing happens when clicked on
- Configuration
 - Ports (Grey button, left-hand side of Configuration window) - nothing happens when clicked on
- Communications (GRAC & TEC Creation)
 - Update Remote Clock (grey button) - remote computer freezes

In order to compensate the change of these functions, please follow these instructions:

- ☞ To record sound, simply make use of the Sound Capture Button. This should be more than adequate for all your audio needs. (If you purchased software only, and supplied your own computer, then you will need to program in a Sound Capture Button that will run the appropriate sound software on your computer. To program a button, hold down the CTRL key and left-mouse click on the button to program. Enter in a Description name, the Directory the sound software is in, and the name of the sound software.)
- ☞ To set your Time/Date, go into windows and start Settings - Control panel, and select the Time/Date icon.
- ☞ To configure your ports, go into windows and start Settings - Control panel, and this time select the Modems icon. Note: You may need to edit your 'Win.ini' file so your port is configured to the proper baud rates (search for Com 1 through 4 towards the end of the 'Win.ini' file).
- ☞ If your Creation system is a Windows95 computer and the Remote system is a Windows 3.1 computer, **DO NOT** click on the Update Remote Clock button. The remote computer will freeze, and you will have to manually reboot it.