SlideMan 3.0 Users Guide

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Operating Instructions

Usage Dialog Layout

The Slide Manager dialog is organized with the intention of keeping all aspects of slide management visible at one time. The contents of an open library, recycle bin, and directory, as well as a preview and specifications are always visible.

Library Contents:
The list on the left side of the dialog displays the current library contents. The currently opened library is displayed on the banner at the top of the dialog. The number of slides in the library is shown in the title frame of the list at the top left.

Recycle Bin: Located in the lower center of the dialog, the recycle bin is a temporary holding area for slides until they are moved into their final destination.

External Files: The drive, directory and file controls on the right side of the dialog. are used as a source and target of file operations involving slides.

File   File Menu Options
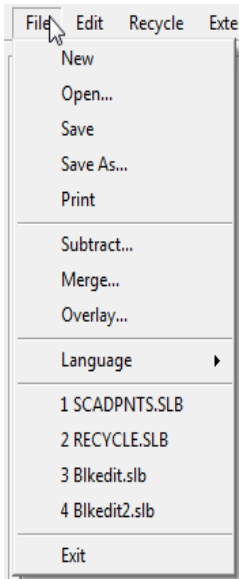
New: When you begin a session with Slide Manager, you have a new empty, unnamed library. When you want to begin a new library, this option will clear the contents of the library and create a new, unnamed library.

Open:

Used to open an existing library saved on your system. You will be presented with a standard windows file selection dialog box. Use its drive and directory controls to navigate and select the library (*.SLB) that you wish to open.

The process of opening a library does not hold that file open. All information is read from the library into memory. All editing affects the contents of memory, and changes are only applied to the library when saved.

Save:

> If the current library has a name, the contents of memory are written to the library, completely replacing the previous contents. If the current collection in memory has not been named, save will behave as Save As below.

Save As:

> You will be presented with a standard windows file selection dialog box. Use its drive and directory controls to navigate to the drive and directory where you wish to save the library, then supply a name. You will be warned if the library already exists and asked to confirm an overwrite operation. At this point the contents of memory are written to the library file, completely replacing the previous contents.

Print: Prints a hardcopy listing of the library slides contained in memory. The slide name, along with slide size (in bytes), aspect ratio, and dimensions of width & height are printed. Dimensions listed are in pixels.

Subtract:

> This operation will subtract the contents of a secondary library from the current list of slides. If a slide of a given name exists in memory and in the subtracted library, it *will* be removed from memory. The secondary library is not affected in any way.

Merge:

This operation will merge the contents of a secondary library with the current list of slides. If a slide of a given name exists in memory and in the merged library, it **will not** be replaced with the one in the secondary library. The secondary library is not affected in any way.

Overlay:

This operation will overlay the contents of a secondary library with the current list of slides. If a slide of a given name exists in memory and in the merged library, it **will** be replaced with the one in the secondary library. The secondary library is not affected in any way.

Language:

This flyout is used to select the desired language for the labels in the dialog. The new language will be in effect immediately and return as the default the next time the application is executed.

Exit: This, along with the X button in the upper right corner of the dialog will cause the program to immediately exit to the operating system. It is **very important** that you save any library in memory before exiting.

Edit   **Edit Menu Options**

Edit   Recycle   Ex

```
Copy        ▶
Move        ▶
Rename
Delete
```
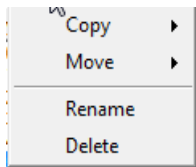
...ates to the library contents list on the left side of
...u can choose this menu from the top of the dialog
...*n the library contents list*.

Copy:

> When you have selected slides in the
> library list on the left, you can copy those
> slides either to the recycle bin or the
> external directory. If you designate the
> external directory, the slides will be
> extracted to the drive and path shown on
> the right side of the dialog. If the slide file
> exists in the recycle bin or external
> directory, it will be overwritten during the
> copy operation.

Move:

> Extracts the files to the target in the
> same manner as the copy command
> above. However, the move command will
> remove the slide from the library
> contents. Keep in mind that the changes
> are made in memory and do not affect
> the actual library until it is saved.

Rename: If a single slide is selected in the library
contents, choosing this option will bring
up a dialog allowing you to change the
name of the slide.

Delete: the library list on the left, you can delete

Recycle — Recycle Menu Options

This menu relates to the contents of the recycle bin in the

The recycle bin is maintained as a slide library, no different than

```
Recycle  External
    Copy      ▶
    Move      ▶

    Empty
```
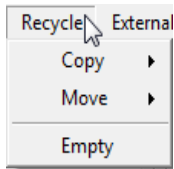
Copy: When you have selected slides in the
recycle bin, you can copy those slides
either to the library or the external
directory. If you designate the external
directory, the slides will be extracted to
the current external drive and path. If the
slide file exists in the recycle bin or
library, it will be overwritten during the
copy operation.

Move:
Extracts the files to the target in the
same manner as the copy command
above. However, the move command will
remove the slide from the recycle bin.

Empty: Empties the contents of the recycle bin
immediately. This operation is permanent
and not reversable.

External   **External Menu Options**

```
External   About...
    Copy      ▶
    Move      ▶
    Refresh
```
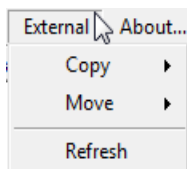
ates to the external file contents list on the right
alog. You can choose this menu from the top of
right click on the external file contents list .

Copy:

Change to the desired drive and directory, and select slides in the external list on the right. Now these slides can be copied to the recycle bin or the library. If the slide file exists in the recycle bin or library, it will be overwritten by the external file during the copy operation.

Move: Extracts the files to the target in the same manner as the copy command above. However, the move command will immediately remove the slide from the drive and directory.

Refresh:

Used to refresh the list of files in the current drive and directory. This is necessary if files were added to the current drive and directory from another process. A copy operation on another machine in a network environment is an example. The program is set to refresh automatically on getting focus. That means that if you open a file management tool, then return to the slide manager, the directory list will reflect those changes.

Other   **Preview Controls**

The preview window is set by default to display every slide that is clicked on. During file management operations you may want to disable the display for faster processing and less distraction.

You may change the backcolor during execution. Simply click on the black, white or silver squares to change between the background colors. This setting is stored so that the selected color is used on future executions of the application.

Technical Support
Email your requests for technical support to