

When it comes to printing, a TIFF image will generally take much longer to image than its EPS equivalent. If time is more important than quality, you can in most cases print an EPS image on a non-PostScript printer, given that you are satisfied with a less detailed illustration.

If you have further questions about the various features of the image browsers, please consult the user manual, located in the *User Guide* folder on the CD-ROM itself.

In the unlikely event that your question goes unanswered in these instructions, it's time to get some help. For assistance in incorporating an image into your document, please call the publisher of the program you are using for technical support. We have provided these telephone numbers for your convenience:

Program	Technical Support Phone	Program	Technical Support Phone
Microsoft Word	206/635-7200	PageMaker	206/628-4501
WordPerfect	800/228-2875	Quark XPress	303/894-8899
ClarisWorks	408/727-9054	Adobe Illustrator	206/628-3953
MacWrite II	408/727-9054	FreeHand	415/252-9080
WriteNow	404/428-0008	Adobe Photoshop	206/628-3955

For assistance with the image browsers or if you have other questions, we at Nova are happy to help.

For Nova technical support or for more information about Nova's other products—including Kaboom!, Zonkers!, Playtime in the Park and the 1500 Font Mega Pack, please call (818) 591-9600 between 8:30 AM and 5:00 PM Pacific Time.

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3000

MEGA PACK

IMAGES

High-Quality Color EPS and TIFF
Clip Art for the Macintosh

FROM NOVA DEVELOPMENT

Welcome!

Welcome to the 3000 Image Mega Pack from Nova Development! We've assembled an impressive collection of ultra-high-quality color clip art images on a single CD-ROM—all in an effort to make you look your absolute best. You can use these professionally-illustrated graphics to add flair to flyers, style to newsletters and impact to reports.

We hope you enjoy these vibrant new clip art images and look forward to hearing your comments!

Your Clip Art License

A license agreement is provided inside the User Guide folder on the enclosed CD-ROM. Please read it completely. In short, you are granted a license to use the software on a single computer and include the images in printed documents you create, royalty-free. This software may not be duplicated or re-distributed, nor may it be used on more than one computer at a time. For site license information call (818) 591-9600.

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Drawings held on 2/28/96 and 2/28/97 from entries received during prior 12 months. Entries must be postmarked no later than 2/15/96 and 2/15/97, respectively. No purchase necessary. To enter without registration card, send request for official entry blank to Nova Development Corp., 23801 Calabasas Rd., Suite 2005, Calabasas, CA 91302-1547, ATTN: Cellular Giveaway. If you purchased this product direct from Nova, you're already entered! Limit one entry per user. Odds depend upon number of entries received. Void where prohibited. Employees of Nova and their families not eligible. Promotion not sponsored or endorsed by Motorola. ©1995 Nova Development Corp. All clip art © Imageline. All rights reserved. **Acknowledgments:** Special thanks to project manager John Stephens and for the efforts of George Riddick, Leigh Grey and Dana Rand.

Part One. Installation Instructions

Your 3000 Image Mega Pack CD-ROM is a reference you'll want to keep handy when you set out on any new desktop publishing or word processing project. The images will always be there when you need them, so there's no need to copy them to your hard drive. But there are some tools you'll need to install on your hard drive before getting started. Just follow these steps:

1. Insert the 3000 Image Mega Pack disc into your CD-ROM drive and double-click its icon to open it.
2. Double-click the icon labeled *Install Me First*. A welcome screen is produced.
3. Click the Continue button at the bottom of the welcome window, as well as the Continue button on the information window which is produced.
4. When you arrive at the main installation window, click the Install button in the lower right corner. The installer program will install the Claris translators into your System Folder. Once this process is complete, your Macintosh will be restarted.

With this simple installation behind you, you're ready to get started! Parts 3-6 of this manual will step you through the wide variety of clip art in the 3000 Image Mega Pack.

Part Two. EPS or TIFF - Which Is for You?

The 3000 Image Mega Pack CD-ROM contains three main folders—one with 3000 images in EPS format, another with the same 3000 images in TIFF format, and—most importantly—a third containing a number of image browsers (detailed in Part 3).

Briefly, EPS images are “vector graphics.” In other words, the clip art itself is made up of lines and curves that will look great at any size. In contrast, TIFF images are large

pictures that are guaranteed to be compatible with just about every application and printer. So which format is right for you?

Please check the table below for file format suggestions. The suggestions made depend upon the application and printer you use.

	Using PostScript compatible Printer*	Using Non- PostScript compatible Printer**		Using PostScript compatible Printer*	Using Non- PostScript compatible Printer**
Microsoft Word	EPS	TIFF	PageMaker	EPS	TIFF
WordPerfect	EPS	EPS	Quark XPress	EPS	TIFF
ClarisWorks	EPS	TIFF	Adobe Illustrator	EPS	TIFF
MacWrite II	EPS	TIFF	FreeHand	EPS	TIFF
WriteNow	EPS	EPS	Adobe Photoshop	TIFF	TIFF

* Such as most Apple LaserWriter printers. ** Such as the Apple StyleWriter.

Note: WordPerfect does, in fact, allow the inclusion of certain varieties of TIFF files with WordPerfect documents. But the variety provided in the 3000 Image Mega Pack (called *LZW Compressed*) are not currently supported by WordPerfect.

Part Three. Finding the Right Image

Once you've reviewed the above table and determined whether you'll be using EPS or TIFF browsers, you're ready to find the image that's exactly right for your project.

The *Image Browsers* folder contains a number of documents. These image browsers make it easy to find the right image every time. To find a particular clip art image for your needs, just follow these steps:

1. If the 3000 Image Mega Pack is not already in your CD-ROM drive, please insert it and double-click its icon to open it.

2. Double-click the Image Browsers folder.

In this folder you will find six icons, each representing roughly 1000 images. You will find the EPS format browsers on the top and the TIFF format equivalents below. *Each row is divided alphabetically by category, and each browser includes a host of different topics within the range indicated.*

3. Double-click the browser of the appropriate file format (EPS or TIFF) which contains the category of the desired image. A list of categories is provided on the next page.

The selected image browser will be opened, displaying the contents in its main window. Note that in order to save space, the images in the browser are of lesser quality. The actual printed images will be perfectly formed, crisp and clean!

4. Choose the Find command from the Image menu or click the Find button at the top of the window.

A dialog box is produced which contains several options to narrow your search. You can choose the type of search you wish to conduct from the first pop-up menu. Typically, you'll want to search by Keyword or by Location.

Searches by Keyword: Each image has certain keywords associated with it to make searching easy. For example, the image of a *Visa card* has the keywords *symbol*, *credit*, *cards*, *budget* and *finance*. Searching for the keyword *finance* would, of course, produce yet other results.

Searches by Location: Searching by Location will show all of the images inside folders with the name you indicate. For example, to find educational images search for *Education*. In contrast, searching by Name is a search by the exact name of the file you wish to find.

Categories included in the 3000 Image Mega Pack are...

Agency Symbols	Design Elements	Legislative Branch	Public Issues
Air Force	Education	Leisure	Real Estate
Alphabets 1	Executive Branch	Maps - State	Religion
Army	Fire/Safety/Police	Maps - U.S.	Road/Safety Signs
Arrows	Flags	Maps - World	Special Occasions
Borders	Flow Chart Symbols	Money	Sports
Business Cartoons	Food	Months & Seasons	Starbursts
Business Concepts	General - DOD	Motivation	State & Local Government
Business Documents	Government - Business	Nature/Environment	Technology
Business/Industrial Signs	Government - General	Navy & Marines	Time
Buttons	Health	People	Travel & Transportation
Calendars	Holidays	Playing Cards	Weather
Cities - U.S.	Judicial Branch	Politics & Elections	Words & Symbols 1
Communications	Landmarks - U.S.	Presidents	Zodiac
Computers	Landmarks - World	Productivity	

5. Type the text you wish to find in the field provided and click the Find button.

In just a moment, the results of your search will be displayed in the browser window. Next, just scroll through the window to find the image that's right for you. (If no images match your search criteria, a blank gray window will be presented with no images shown.)

There are many other things you can do in the image browsers. Complete documentation is provided in the User Guide folder on the 3000 Image Mega Pack CD-ROM.

Part Four. Adding Images to Word Processing Documents

Microsoft Word (versions 5.x - 6.x), **ClarisWorks** (version 3.x - 4.x), **MacWrite II** (all versions), **WriteNow** (all versions), **WordPerfect** (version 3.x)

Now that you've found the perfect image for your project, what's next?

If you're using any of the above programs, please follow these simple steps to add the image to your document:

1. While in the image browser, select the desired image and jot down the image's name and location on the CD-ROM. This information is provided on the right side under the *Name* and *Location* headings. You will need to know the image's name and location when you add it to your document in just a moment.

For example, the image named *VisaCard EPS* is located in *3000 Images:EPS Images:2. Flow Chart - Nature:Money*. (Folder names are separated by colons.)

2. Locate and open your word processing document and select the desired insertion point; that is, the point in your document where you wish to insert the image. For easier access of both, you may want to keep both your word processor and the image browser open, given you have sufficient memory (RAM).
3. Insert the desired image by following these instructions. Do not attempt to copy and paste the image into your word processing document as the quality of the image may be not as great.

Microsoft Word: Choose the Picture command from the Insert menu.

ClarisWorks: Choose the Insert command from the File menu.

MacWrite II: Choose the Insert File command from the File menu.

WriteNow: Choose the Insert Document/Graphic command from the File menu.

WordPerfect: Choose the Insert File command from the File menu.

4. Locate the desired image in the location you wrote down. If you are using System 7 or later, click the *Desktop* button. Then double-click the 3000 Images CD-ROM, double-click either the *EPS Images* or *TIFF Images* folder and go into the desired folders to find the image you've selected.

5. When you've found the right image, select it and click the Insert or OK button. The clip art image will then be added to your document.

Once the picture is in position, you may resize or crop the picture to your liking. See your word processing software's owner's manual for details. For printing instructions, see Part 6 of this user manual.

Note: In order to insert an image into a document in most processing programs, you may need certain translator files. In the case of Microsoft Word, for example, you must have the *EPS-TIFF* or *EPS-TIFF-PICT* support file inside your *Microsoft Word* folder or inside the *Word Commands* folder inside your *Microsoft Word* folder. In the case of ClarisWorks and MacWrite II, you must have the necessary Claris Translator files in the *Claris* folder inside your System folder. In the case of WordPerfect, you must have the necessary files inside the *Conversions* folder in your *WordPerfect* folder. If these files are missing, you may need to re-install the applicable software.

Part Five. Adding Images to Desktop Publishing/Graphics Documents

PageMaker (versions 3.x - 5.x), **Quark XPress** (version 3.x), **Adobe Illustrator** (all versions), **FreeHand** (versions 3.x - 5.x), **Adobe Photoshop** (all versions)

So you've found the perfect image and you're ready to incorporate it into a document in your desktop publishing or graphics program. The next few steps are even easier...

Assuming you have reviewed the table in Part 2 and determined the format of the images you'll be using (EPS or TIFF), how you add those images to a document in your desktop publishing or graphics program will depend upon the version of the System Software installed on your Mac.

To check the System Software version installed on your Mac, simply choose the *About the Finder* command from the Apple menu while in the Finder.

If you are running System 7.1 or later and are inserting an EPS image into a program other than Freehand 4.0 or 5.0:

1. While in the EPS image browser, select the desired image and drag it into your desktop publishing or graphics program's document window. In other words, press the mouse button and drag the mouse over the window. Then release the mouse button.

This one-step process will automatically add the selected EPS image to the document.

2. Simply re-position or resize the image to your liking.

Note: If you do not have sufficient memory to run both the image browser and your desktop publishing or graphics application at the same time, you will need to import the image in the manner described below.

If you are running System 7.0 or earlier, are inserting a TIFF image into your document, or are using Freehand 4.0 or later:

1. While in the image browser, select the desired image and jot down the image's name and location on the CD-ROM. This information is provided on the right side under the *Name* and *Location* headings. You will need to know the image's name and location when you add it to your document in just a moment.

For example, the image named *Cockpit EPS* is located in *3000 Images:EPS Images:1. Agency-Flags:Air Force*. (Folder names are separated by colons.)

2. Locate and open your desktop publishing or graphics document and insert the desired image by following these instructions. Do not attempt to copy and paste the image into your document as the quality of the image will be not as great.

PageMaker: Choose the Place command from the File menu.

Quark XPress: Select a picture box and choose Get Picture from the File menu.

Adobe Illustrator: Select the Place Art command from the File menu.

Freehand: Choose the Place command from the File menu.

Adobe Photoshop: Choose the Open command from the File menu.

3. Locate the desired image in the location you wrote down. If you are using System 7 or later, click the Desktop button. Then double-click the 3000 Images CD-ROM, double-click either the *EPS Images* or *TIFF Images* folder and go into the desired folders to find the image you've chosen.
4. When you've found the right image, select it and click the Place or OK button. Or press the Return key. The clip art image will then be added to your document.

Once the picture is in position, you may resize or crop the picture to your liking. See your desktop publishing or graphics software's owner's manual for details.

Note: In order to add or print an EPS or TIFF image in most desktop publishing and graphics applications, you may need certain translator files. In the case of PageMaker, for example, these files are generally housed inside the *Aldus* folder in your System Folder. In the case of Quark XPress, they ordinarily reside inside the *XTensions* folder in the Quark application folder. If these files are missing, you may need to re-install the applicable software. See your individual software user manuals for details.

Part Six. Printing Your Document

Ready to print your document? Printing a document containing clip art is just like printing any other document. But there are a couple of issues you should be familiar with:

Printing as Grayscale: When printing a document with a color image, you should specify *Color/Grayscale*, regardless of whether your printer is capable of printing in color.

To do so, choose the Print command from the File menu, click the Options button, and choose the *Color/Grayscale* option.

Image File Links: Your clip art will always appear in your document when you view it on-screen. But sometimes a program will link the clip art image files to your document and require the files themselves in order to print the images properly.

In these cases, you may need to insert the 3000 Image Mega Pack into your CD-ROM drive prior to printing. Or if a service bureau will be printing your document, you may want to consider providing the images along with your document.

Helpful Hints

If you're having problems using the 3000 Image Mega Pack, you can save yourself a lot of time by making sure that:

- You are using the right image format. (EPS and TIFF images are discussed in Part 2 of these instructions.)
- You have the necessary support files for the program you are using. (See the appropriate program in Parts 4 and 5 above.)
- The image files used are accessible to the program when printing. (This may mean inserting the disc into your CD-ROM drive.)
- You have chosen the *Color/Grayscale* option in the Print Options dialog box. (See Part 5 of these instructions.)
- You have not chosen the *Separations* option if printing from a desktop publishing or graphics program.