

INSET®

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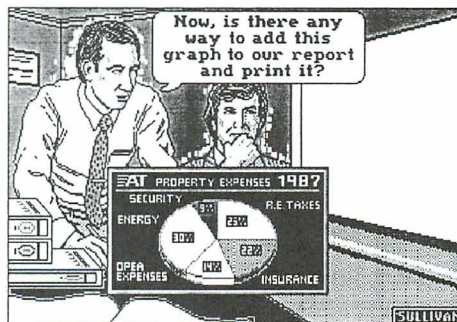
Getting Started

Introduction

Inset, together with WordStar®, lets you produce documents with graphics and text printed on the same page. For example, you can

- Illustrate reports with charts and graphs
- Create your own graphics or edit others
- Use art from clip art libraries in your documents

Here's how Inset works. First, you display the graphic image you want to appear in your document. In a process similar to taking a snapshot and preserving an image on film, you *capture* the onscreen image and store it in a file.



Once the image is stored in a file, you can open a WordStar document and add a *pix tag* to insert the picture into the text. Then all you need to do is print your WordStar document for a picture-perfect page.

The Inset documentation is organized into the following chapters:

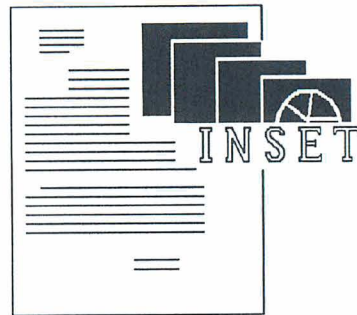
"Getting Started" tells you how to set up Inset for your system and shows the basics of how to use Inset.

"Learning Inset" guides you step by step through Inset's main features.

"Inset Reference" is an alphabetical guide that explains everything you can do with Inset.

"Changing the Setup Options" describes how to change several Inset settings.

"More About Inset" describes how to solve problems you may have while working with Inset, describes how to capture images from specific programs, and describes Inset macros.



Overview

Inset is a memory-resident program that you load into memory before you start working. Once Inset is loaded, you can activate it any time you need it. Just create your graphics using the graphics, spreadsheet, or other program you normally use. When you have the image displayed on the screen, you can use Inset to capture the image into a special *pix file* that you can use in your documents. You can also use Inset from the operating system or from within WordStar to create or modify an image.

To insert an image into a document, you place a *pix tag* in the text. When you print, the image is automatically inserted. You can also preview the text and graphics on the screen while editing your WordStar file.

To run Inset with WordStar, you need a computer with at least 512K of RAM for full WordStar functionality. You must also have a printer supported by Inset (see the *Printers and Monitors List*).

To take advantage of all the Inset capabilities, you need a graphics board in your computer. See "A Screen" in "Changing the Setup Options" for a list of graphics adapters you can use. If you have a monochrome monitor without a graphics adapter, you can't

display graphics, so you can't capture or edit them. You can, however, capture graphs and charts created in text mode and insert them into your documents. You can also insert graphics captured on another monitor into a document and print them.

Installing Inset

Before you use Inset, you must install it and set it up for your monitor and printer. After you install and set up Inset, you can delete files you don't need to save space on your disk.

Installing

If you didn't install Inset when you installed WordStar, do so now. See the *Installing and Customizing* booklet for information on adding a feature. This procedure makes a directory for the Inset files. It also informs WordStar where the Inset files are located.

Setting Up Inset for Your System

You must set up Inset for your monitor and printer before you can use it. Follow these steps:

- 1** Log on to your Inset disk or directory.
- 2** Type **inset** and press ↵ to load Inset into your computer's memory. The first installation prompt appears on your screen.
- 3** Follow the instructions on the screen to choose your graphics board and printer. (If necessary, refer to the manuals that came with your equipment.) If you're not sure which graphics board to choose, see "A Screen" in "Changing the Setup Options." If you're not sure which printer to choose, see the *Printers and Monitors List*.

After you make your choices, the Hardware Configuration Setup screen appears. You don't have to change any of these settings now; you can change them any time using the Setup program described in "Changing the Setup Options." However, if your printer is attached to a port other than LPT1, you can choose **F** now to change the port. See "F Port" in "Changing the Setup Options."

- 4** Press **F10** to save your choices and return to the operating system.

- 5 At the operating system prompt, type **ri** (for **remove inset**) and press ↵ to remove Inset from memory. (You need to load Inset again for your selections to take effect.)

Deleting Unnecessary Files

Deleting Extra Printer Files

Inset comes with a printer driver file for each printer it supports. You need only the drivers for the printers you use. To conserve disk space, you can remove all the extra printer driver files from your hard disk. (You'll still have all the files on your original Inset disk in case you make a mistake or get a new printer.)

To delete the extra files, log on to your Inset disk or directory and follow these steps:

- 1 First, find your Inset printer driver name(s). The driver names for all the printers are listed in the *Printers and Monitors List*. Find the name for each of your printers. All the Inset printer driver files have the extension .PRD. (These names are also shown on the Printer Driver Installation screen.)
- 2 Now you'll rename the printer driver you installed, and any others you want to save, with the extension .NEW. Type **ren filename.prd filename.new** and press ↵. (In place of **filename**, type the name of your printer driver.) Repeat this step for any additional drivers you want to save.
- 3 Next you'll delete all the extra files with the extension .PRD. Log on to your Inset directory. Type **del *.prd** and press ↵.
- 4 Finally, you'll rename the files you saved with their original filenames. Type **ren filename.new filename.prd** and press ↵. (In place of **filename**, type the name of your printer.) Repeat this step for any additional drivers you renamed in step 1. This command renames your printer file(s) exactly as before with the .PRD extension.

Deleting Other Files

Besides the extra printer driver files, you can also delete the following files:

- All screen drivers except the one(s) you use. To find the name of your screen driver, look at the selections for the "A Screen" option of the Setup program (see "Changing the Setup Options"). The screen driver names are the short names on the left, plus the .EXE filename extension. (Some .EXE files aren't screen drivers but are important parts of the program, so be careful deleting .EXE files.)

- Either I20F.EXE or I20S.EXE. I20F.EXE is the full version of Inset; I20S.EXE is the small version, which doesn't allow graphics editing. If you have a monochrome screen without graphics capabilities, or if you're sure you don't want to edit graphics, delete I20F.EXE; otherwise, delete I20S.EXE. You can also delete I20C.EXE, the capture-only version, if you don't plan to use it.
- If you don't plan to use Inset's help feature, you can delete INSET.HLP.

Using Inset

Loading and Starting Inset

To load and start Inset while you're editing a document with WordStar, use the Inset command on the Utilities menu (**Alt+U,I**), or use the **^P&** classic command. When you print a document that contains graphics, WordStar automatically loads Inset into memory for printing the graphics. After you exit Inset or finish printing graphics, WordStar automatically removes Inset from memory.

Before each work session in which you intend to capture an image, you must load Inset into your computer's memory. To load Inset, first log on to the Inset drive or directory. Then type **inset** and press ↵. A message on your screen says that Inset is loaded and shows your current hardware setup. After you load Inset, it stays in memory until you turn off or reboot your computer, or give the **RI** command to free it from memory.

Once Inset is loaded for capturing images, you can start it in any directory, either from the operating system or while you're using any program. To start Inset, press the pop-up keys at the same time, and the Inset Main Menu pops up on the bottom two lines of the screen. The pop-up keys are usually **LShift** (the Shift key on the left side of the keyboard) and **Ctrl**.

To start Inset from within certain programs or using certain graphics boards, you may need to use the override pop-up keys, **Alt**, **LShift**, and **I**. (See **Pop-up keys** in "Inset Reference.")

Note: You can use the capture-only version of Inset for capturing images. This version takes up less memory than the full version. To load the capture-only version, type **inset /c** and press ↵.

The Inset Menus

You use Inset by choosing commands from the Inset menus. These menus are displayed on the bottom two lines of the screen. When you start Inset, the Main Menu appears.

```

<View> Save Modify Edit Print Output Help ←———— menu line
Load Image for Viewing and Modification ←———— description line
  
```

The top line of each menu (the *menu line*) shows all the commands available. The current menu command is enclosed in angle brackets (<>) and highlighted.

The bottom line of each menu (the *description line*) either contains a description of the current command or shows the submenu accessed with the command.

The menus are in a tree structure, with the Main Menu as the base. The entire menu structure is shown on the following page.

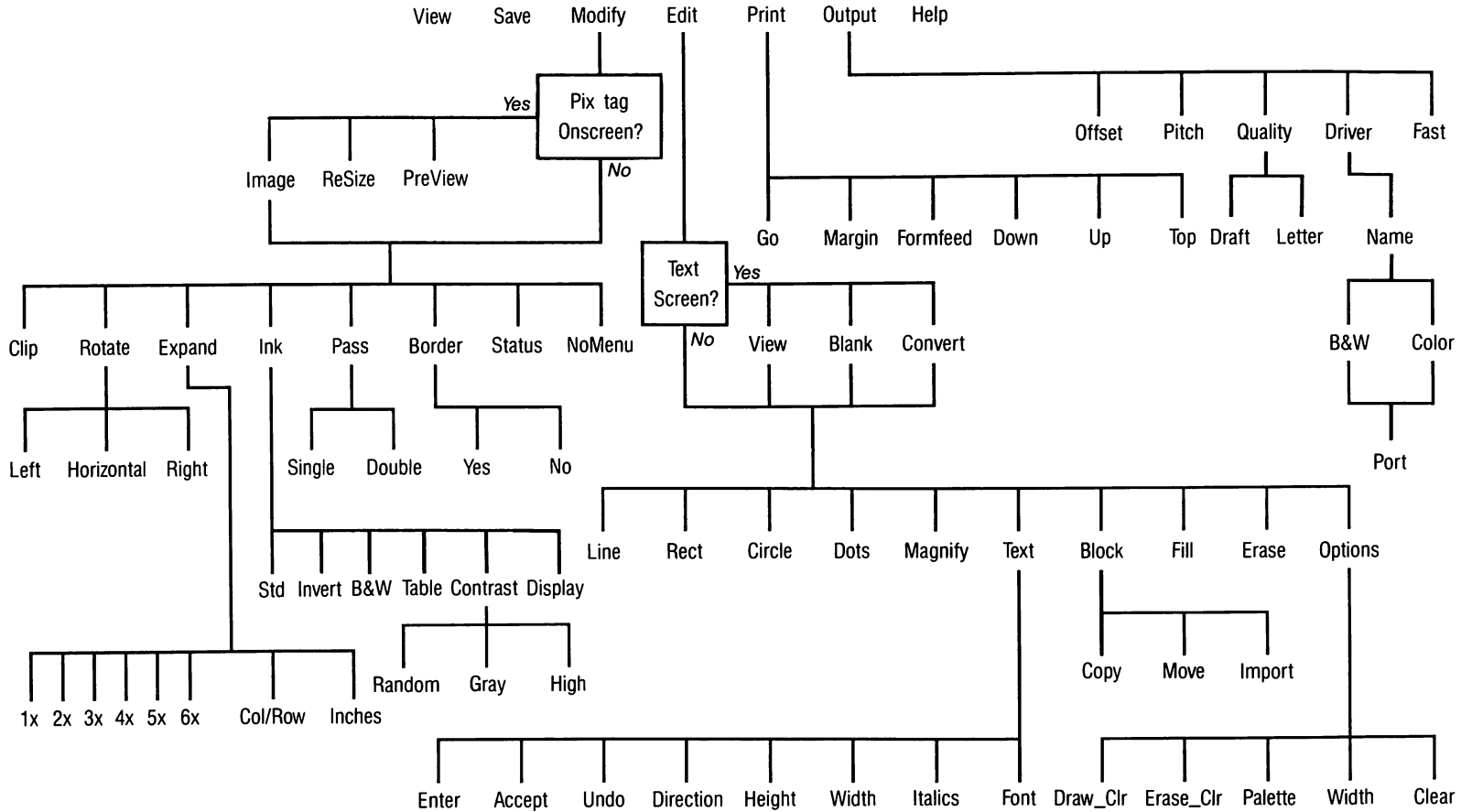
Choosing a Menu Command

There are two ways to choose an Inset menu command:

- Press the first letter of the command.
- Use the left or right arrow key to move the angle brackets to the command and press ↵. (You can also use a mouse to do this. See **Mouse** in "Inset Reference.")

TIP *If the cursor movement keys are disabled by the program that is currently running, you can use ^L to move left and ^R to move right.*

Inset Menu Map



Exiting Inset

To exit from an Inset menu or command prompt, press **Esc**. The previous menu appears. If you're at the Inset Main Menu, you exit and return to the operating system or to the program you started Inset from.



If you try to exit Inset after you edit or modify an image, a prompt asks you whether you want to save the modifications. You must answer yes or no before you can exit. This ensures that you don't accidentally lose your work.

Removing Inset from Memory

To remove Inset from memory, you must be sure that it is the last program loaded, including other memory-resident programs. Start from the operating system; you can't remove Inset from memory using the WordStar command to run a DOS command. Log on to the directory or disk where Inset is located. Type **ri** (for remove inset) and press ↵. A message tells you that Inset is freed from memory. (If Inset isn't the last program loaded, an error message appears. You must remove any program that was loaded after Inset before you can remove Inset.)

Note: When you start Inset from WordStar, you don't need to remove it from memory; WordStar removes it automatically. However, if you loaded Inset into memory before starting WordStar, WordStar does not remove Inset automatically, and you must use the **ri** command.

Inserting Graphics from Other Programs

You can insert graphics created using a number of other programs into your documents. When you insert a graphic file in another format, WordStar converts it to a .PIX file and inserts a pix tag that specifies the .PIX file.

Learning Inset

This chapter consists of two lessons. Before you begin these lessons, you should know how to use WordStar.

In Lesson 1, you'll capture an image and save it in a picture file. Next you'll clip the image and change its size. Then you'll add the image to a page of text and print the document with the graphics.

In Lesson 2, you'll look at some art that's included with Inset, and you'll clip, edit, and print a piece of art from a clip art file.

As you work through the lessons, you can get help at any screen by pressing the **F1** function key.

If you have a monochrome monitor without a graphics card, you can do Lesson 1 but not Lesson 2.

Lesson 1: Capturing, Modifying, and Inserting an Image

To print a graphic image in a document, you must first use Inset to capture the displayed image and store it in a picture file. Capturing an image is similar to taking a picture and preserving the image on film.

In this lesson, you'll capture a chart and make some changes to the captured image. Then you'll add the image to a page of text and print the document.

Loading Inset

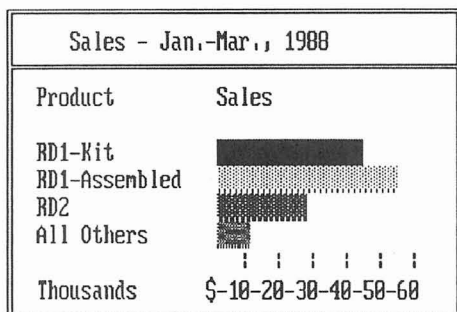
If you haven't loaded Inset into your computer's memory, follow the steps below. (If you're already running WordStar, exit from it; don't use the command to run a DOS command.)

- 1 Change to the Inset directory.
- 2 Type **inset** and press ↵. Inset is loaded into memory.

Displaying the Image and Starting Inset

First you'll display the chart you're going to capture, then you'll start Inset.

- 1 Type **type chart** and press ↵. The chart shown below appears on the screen.



- 2 Hold down the **Shift** key on the left side of the keyboard and press the **Ctrl** key. These keys are called "pop-up" keys. You can tell that Inset is running when you see the Inset Main Menu pop up on the bottom of the screen.

Capturing the Image

You capture a screen image at the Inset Main Menu by saving it in a special picture file with a .PIX extension. This file is called a pix file.

Follow these steps to capture the displayed screen:

- 1 Press the right arrow key once to move the highlighting to **Save**. Then press ↵ to capture the displayed screen. (Or you can press **S**, the first letter of the command.) Inset prompts you for the name of the pix file.

- 2 Type **chart** and press ↵.

Inset saves the image in a file named CHART.PIX. (The .PIX extension is automatically added to the name you type.)

Now you've captured the image. Before you insert it into a WordStar document, you'll clip the image and change its size.

Modifying the Image

When you captured the image, you captured the whole screen. However, you want to insert only the chart into the document. The process of choosing a part of the image to use is called clipping.

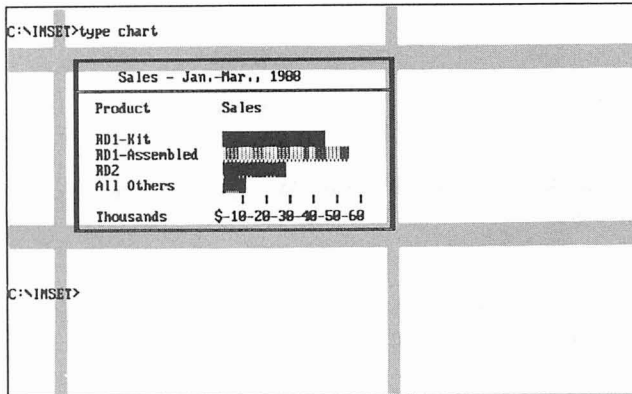
Before you insert the chart in the document, you'll also change its size.

The Inset Main Menu should be on the screen. Follow the steps below to clip the captured image.

- 1 Choose **View**. (You can either move the highlighting to **View** and press ↵ or just press **V**.)
- 2 Type **chart** and press ↵. Inset clears the screen and displays the image. (If the page is still on your screen from when you captured it, you don't see the change.)
- 3 Choose **Modify**. (Either move the highlighting to **Modify** and press ↵ or just press **M**.)
- 4 At the Modify Menu, choose **Clip**.
The "clip lines" appear around the entire image. Notice that the cursor is at the upper-left corner of the clip lines.
- 5 First, you'll choose the upper-left corner for clipping. Use the ↓ key to move the cursor down and the → key to move it to the right. You can use the **PgDn** key to move the cursor down and right at the same time. Notice that the top and left clip lines move with the cursor. Move the cursor to the left of the top-left corner of the chart. When the top clip line is covering the top border line of the chart and the left clip line is two columns to the left of the left border line, press ↵.
- 6 The cursor is now at the lower-right corner of the clip lines. Use the ↑ key to move the cursor up and the ← key to move the cursor to the left. You can use the **Home** key to move the cursor up and left at the same time. Move the cursor to the bottom-right corner of the chart's border. When the clip lines are covering the border lines as shown in the following illustration, press ↵.

TIP You can hold down the Shift key while pressing the cursor keys to move the cursor more quickly.

If you make a mistake and want to change the locations of the clip lines before you press ↵, press **Esc** to back up a step, then repeat steps 5 and 6.



Next, you'll change the size of the image and save your changes. Follow these steps:

- 1 At the Modify Menu, choose **Expand**. This command allows you to set the size at which the image will be printed. For this lesson, you'll set the size to 2.8 inches by 1.5 inches.
- 2 At the Expand submenu, choose **Inches**.
- 3 At the *Enter Width:* prompt, type **2.8** and press \downarrow .
- 4 At the *Enter Aspect Ratio:* prompt, type **0** and press \downarrow . (This choice allows you to set the height in inches rather than as a ratio of the width.)
- 5 At the *Enter Height:* prompt, type **1.5** and press \downarrow .
- 6 Press **Esc** twice. Inset asks if you want to save the image with modifications.
- 7 Press **Y** to save the image, and press \downarrow to accept the same filename. Inset returns you to the operating system.
- 8 Type **ri** and press \downarrow to remove Inset from memory.

The pix file is now ready to be placed into text. Next you'll insert it into a WordStar document.

Inserting the Image into Text

To insert an image into text, you use the Inset command on the Insert menu (**Alt+I,G**) or the **^P*** classic command and type a pix tag where you want to place the image. The pix tag gives the name of the pix file that contains the image.

- 1 Start in your WordStar directory. Type **ws** and press \downarrow . Then log on to the Inset directory.
- 2 Choose the command to open a document, and choose the file named GRAPHICS.DOC. This file contains a short memo. Notice that the first lines of the memo are short. You'll insert the chart to the right of these lines.

- 3 Move the cursor to the end of the first line of the second paragraph (the space right after the word "the").
- 4 Choose Insert, Graphics (**Alt+I,G**) or press **^P***. WordStar prompts you for the name of the pix file.
- 5 Type **chart** and press **↵**. Notice that you don't need to include the .PIX filename extension.
WordStar inserts a pix tag that consists of the pix filename enclosed in brackets.
- 6 Choose Utilities, Inset (**Alt+U,I**) or press **^P&** to load and start Inset. If you entered the pix tag correctly, a box appears where the chart will be. The image's size in rows and columns appears next to the pix tag.
Note: Because the CHART.PIX file was captured in text mode, you cannot preview the page with Preview on the View menu (**^OP**).
- 7 Press **Esc** to exit Inset.

Save the GRAPHICS.DOC file, then print it. Use the usual WordStar printing procedure. Your file is printed with the text and graphics.

Summary

In this lesson, you learned the basics of capturing an image, modifying it, and inserting it into text, and then printing the document with the inserted image.

When you're ready, continue to Lesson 2 to learn more about using Inset to clip and edit graphics.

Lesson 2: Editing a Graphic Image _____

Inset allows you to create new graphic images or edit existing ones. In this lesson, you'll look at some examples of graphics created or captured with Inset, then you'll clip, edit, and print one of the images.

Note: If you have a monochrome monitor without a graphics card, you can't display graphics so you can't do this lesson.

Looking at Drawings

- 1 Log on to the Inset drive or directory, type **inset**, and press **↵** to load Inset into memory.
- 2 Press **LShift-Ctrl** to start Inset. The Inset Main Menu appears.

INSET

- 3 Choose **View**. (Either use the cursor keys to move the highlighting to **View** and press ↵ or just press **V**.)

Inset prompts you for the name of the file to view.

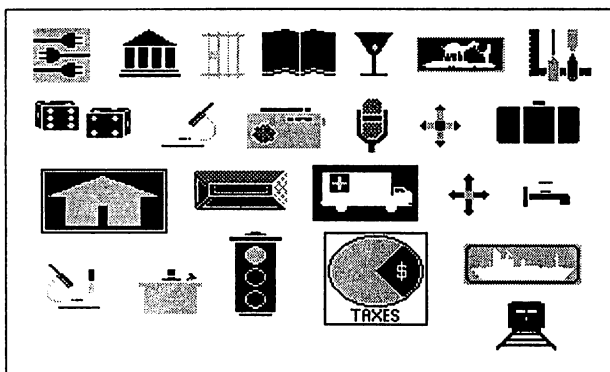
- 4 Type ***** and press ↵. Look at the names that appear on the bottom line of the screen. These are the pix files that are supplied with Inset. They contain drawings that have already been captured with Inset.
- 5 Move the cursor to LOGOS1 and press ↵. The LOGOS1.PIX file appears on the screen. It contains several drawings. You can use any of these drawings (and the drawings in the other pix files) in your documents. SYMBOLS, LOGOS2, LEISURE, DINGBATS, and EGALOGOS contain groups of drawings similar to those in LOGOS1. BORDERS contains several long thin images that you can use as dividers or borders. The remaining files, PCMAN, PC, MAN, TEST, and EGACHART, are more examples of drawings captured by Inset.

If you want, you can look at more of these files now. Choose **View**, and then press ***** and ↵ to display the list of files. Move the highlighting to the one you want to see and press ↵. (If you don't want to look at these drawings now, you can use the same procedure to view them later whenever you want.)

Note: EGALOGOS and EGACHART were created on a high-resolution color screen. If you look at these drawings without an EGA card, they may not be clear.

- 6 Choose **View** again.
- 7 Type **symbols** and press ↵.

The SYMBOLS.PIX file shown below appears on the screen. It contains various symbols that might be used in documents. In the rest of this lesson, you'll clip one symbol, copy it to its own file, and edit it.

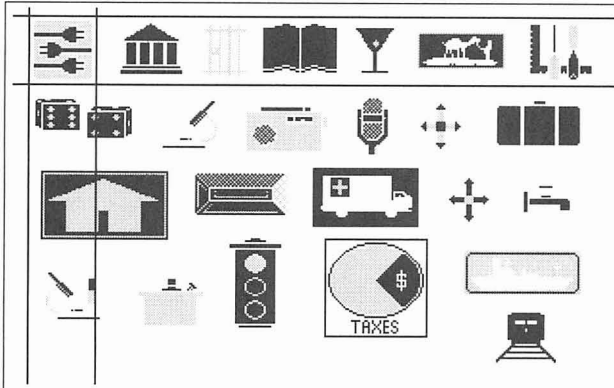


Clipping an Image

Use the following steps to clip the image of three electrical plugs in the upper-left corner of the screen:

- 1 Choose **Modify**.
- 2 At the Modify Menu, choose **Clip**.
The clip lines appear around the entire image. The cursor is at the upper-left corner of the clip lines.
- 3 Choose the upper-left corner for clipping. Use the ↓, →, and **PgDn** keys to move the cursor slightly closer to the upper-left corner of the plugs drawing, as shown in the illustration below. The top and left clip lines move with the cursor. When the clip lines are where you want them, press ↵.
- 4 The cursor is now at the lower-right corner of the clip lines. Use the ↑, ←, and **Home** keys to move the cursor to a point near the lower-right corner of the plugs drawing, as shown in the illustration below. You can hold down the **Shift** key while pressing the cursor keys to move the cursor more quickly. When the clip lines frame the drawing as shown below, press ↵.

If you make a mistake and want to change the locations of the clip lines before you press ↵, press **Esc** to back up a step, then repeat steps 3 and 4.



- 5 At the Modify Menu, press **Esc** to return to the Main Menu.
- 6 Choose **Save** to save the clip lines. Press ↵ to replace the original SYMBOLS.PIX with the image with clip lines.

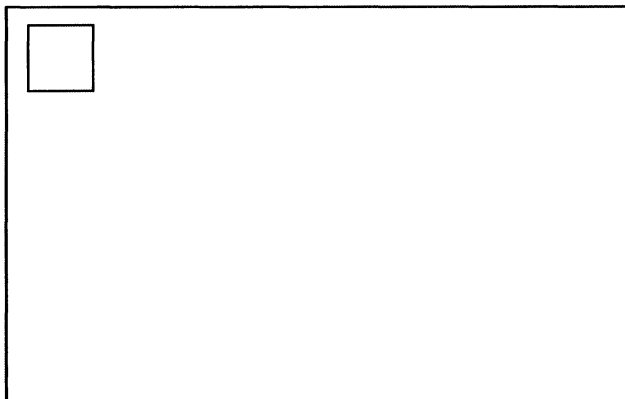
Putting the Clipped Image into a File

The image you just clipped is going to be part of a letterhead. Use the following steps to start a file for the letterhead image:

- 1 At the Inset Main Menu, choose **Edit**.
- 2 Choose **Options**, then choose **Clear** to clear the screen.
- 3 Press **↵** to accept the default resolution for your screen. (For a CGA screen, this is medium resolution; for another screen, it may be different.)
- 4 Press **Esc** to return to the Edit Menu.
- 5 At the Edit Menu, choose **Block**.
- 6 Choose **Import**.
- 7 At the filename prompt, type **symbols** and press **↵**.

A box appears on the screen. The box represents the clipped part of the SYMBOLS.PIX file, the plugs. The cursor is at the upper-left corner of the box.

- 8 Use the arrow keys to move the box to the left. Place the box in a location near the one shown below. Don't move it quite all the way to the edges of the screen.



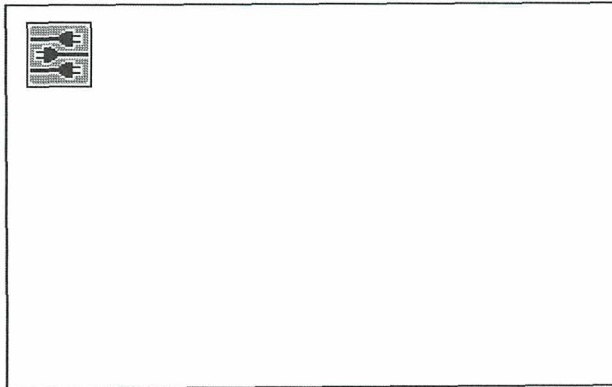
When the box is in the correct position, press **↵**. The box disappears and the image of the plugs appears.

- 9 Press **Esc**. You are now at the Edit Menu.

Editing the Image

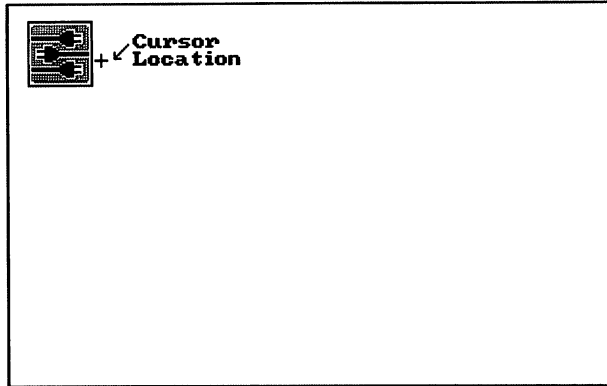
Now you can turn the image of the plugs into a letterhead. First you'll draw a rectangle around the plugs, next you'll add text, and then you'll save the edited image to a new pix file.

- 1 At the Edit Menu, choose **Rect**.
- 2 At the *Fill with pattern?* prompt, press ↵ to accept the default, No.
- 3 Move the cursor close to the upper-left corner of the drawing and press ↵.
- 4 Use the **PgDn** key to move the cursor. Notice the rectangle that moves with the cursor. Use the arrow keys to make the rectangle surround the plugs evenly. When the rectangle surrounds the plugs, press ↵.



- 5 Press **Esc** to return to the Edit Menu.
- 6 Choose **Text**.
- 7 Choose **Enter**.

- 8 Move the cursor to the right of the rectangle as shown below.



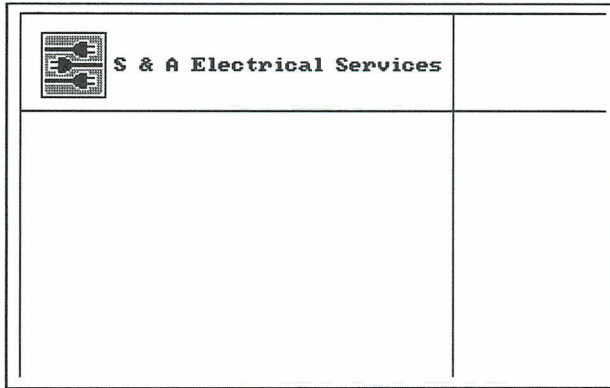
- 9 Type **S & A Electrical Services**. Don't press ↵. If you make a mistake, you can use the **Backspace** key to back up. If you want to adjust the position of the entire piece of text, use the cursor movement keys.
- 10 When you finish typing the text, press **Esc**.
- 11 Choose **Accept**. (If you want to erase the text and start it again, choose **Undo** instead and go back to step 7.)
- 12 Press **Esc** twice to return to the Main Menu.
- 13 Choose **Save**. At the prompt, type **logo** and press ↵. Inset saves the entire image with text to a new file named LOGO.PIX.

Modifying the Image

Next, you need to clip the image so that each time you insert it in a document, you won't insert all the extra blank space on the screen. The image may be printed in different sizes on different printers, so you'll set its size in inches. Then you'll save the modified image.

- 1 At the Main Menu, choose **Modify**.
- 2 Choose **Clip**.
- 3 The cursor, with the top and left clip lines, is at the upper-left corner of the screen. Press ↵ to accept this position as the upper-left corner of the clipped image.

- 4 Move the cursor with the bottom and right clip lines. Position the clip lines so they surround the image and text and leave a little extra space. Press \downarrow when the clip lines are where you want them.

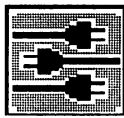


- 5 At the Modify Menu, choose **Expand**. This command allows you to set the size of the printed image.
- 6 Choose **Inches**.
- 7 At the *Enter Width:* prompt, type **5.5** and press \downarrow .
- 8 At the *Enter Aspect Ratio:* prompt, type **100** and press \downarrow . Any other number will alter the proportions of the printed image.
- 9 Press **Esc** to return to the Main Menu.
- 10 Choose **Save**.
- 11 At the filename prompt, press \downarrow to accept the default filename, LOGO.PIX. Press \downarrow again to replace the LOGO.PIX file you saved earlier with a new one containing the modifications.

Printing the Image

If your printer is set up, you can print the image now. You'll use the Inset printing command.

- 1 Choose **Print** at the Inset Main Menu.
- 2 Choose **Go**. In a few seconds, your printer prints the image. It should look like the one shown below. (The appearance of the printed image varies slightly for different printers.)



S & A Electrical Services

- 3 After printing is complete, the Inset Main Menu appears. Press **Esc** to exit.

Using the Image with WordStar

If you want, you can use what you've learned in these lessons to use the LOGO.PIX file with WordStar. You can open a new file, or make room in an old one, and insert a pix tag for LOGO.PIX.

Summary

In these lessons, you've learned the main Inset operations. You're ready to start capturing your own graphics and printing them in your letters, memos, newsletters, and other documents.

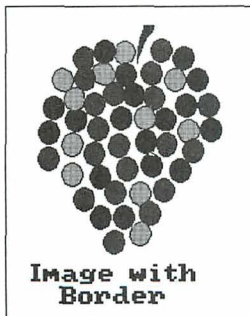
Any time you need to know more about Inset, use "Inset Reference." It contains complete instructions for everything you can do with Inset.

Inset Reference

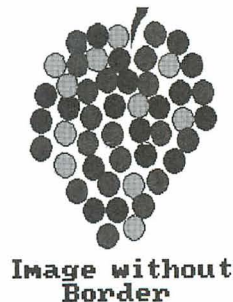
"Inset Reference" gives detailed explanations of the Inset features, functions, and commands. Topics are arranged in alphabetical order.

B

Borders



You can put a border around any image. The border is a rectangular box one dot wide. It is placed around the image when you print, but is not shown onscreen. The actual border printed is one dot outside the image's edges, which are defined by the clip lines specified with the Clip command. If the image is not clipped, its edges are the edges of the screen when the image is displayed.



When you insert an image into a document, the space left for the image takes into account the border width if you are using a border with the image. To add or delete a border, first choose **Modify** at the Inset Main Menu. Then choose **Border** at the Modify Menu. Inset displays two options, **Yes** and **No**. The current setting is highlighted. If

you haven't used **Border** previously for this file, the current setting is the same as the setting in effect when you first saved the file. Choose **Yes** to print a border, or choose **No** to stop using a border.

When you add or delete a border, be sure to save the modification.

***TIP** If you've inserted an image in a document, you can add or delete a border without displaying the image on your screen. While editing the document, display the **pix** tag for the image you want. Make sure it is the uppermost **pix** tag on the screen. Then start Inset and choose **Modify**. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Border**. If you add or delete a border in this manner, your change is automatically saved; don't use the **Save** command.*

C

Capturing an image

You can capture any image you can display on the screen. The image may be created with a graphics program, with Inset, or with a spreadsheet program. You must use Inset to capture an image before you can use the image in a document. Each captured image is stored in a **pix** file with the **.PIX** filename extension.

To capture an image, use the **Save** command. First use your program to display the image on the screen. Then start Inset and choose **Save** at the Inset Main Menu. Inset asks you to enter the filename for the screen image. (If you've looked at a **pix** file since you loaded Inset, the name of the last file you saw is displayed as the default.) Type the filename you want to use and press ↵. Inset saves the file and returns you to the Main Menu.

When you type the filename, keep in mind the following rules:

- Include a drive letter or directory path if necessary. If you don't include the path, the file is saved in the current drive and directory (or the one chosen as the default **pix** file directory with the Setup program).
- You don't need to include the **.PIX** extension; Inset automatically adds it. You can also use the **.SIG** extension for a password-protected signature file (see **Signature files**). If you type an extension other than **.PIX** or **.SIG**, Inset substitutes **.PIX**.
- If you type a filename that is already in use, Inset asks if you want to replace the contents of that file with the image on the screen. Answer **R** (for **Replace**) to save the screen into the file, or **C** (for **Cancel**) if you don't want to replace the file. If you answer **C**, you are returned to the Main Menu, and you have to start the **Save** operation again.

The capture-only version of Inset is useful for capturing images if the regular version doesn't fit in your computer's memory. To load capture-only Inset, type **inset /c** and press ↵. When you start Inset, two options appear: **Screen** and **Printer**. **Screen** works like the Save command described above. **Printer** is for use only with the Hewlett-Packard LaserJet printer and the Hijaak program. It saves output to the printer in an .HPC file for use with Hijaak.

When you first capture an image into a pix file, the settings for the Modify Menu commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** are the same settings as in the file you most recently saved. Before you save or print the new file, you may want to check these settings and change them as necessary, and you may also want to clip the image. You can quickly check the current settings for all these modifications by using the **Status** command on the Modify Menu. See **Modifying an image**.

Clip art

Clip art is a term used to describe a library of graphic images, which can contain logos, symbols, and other drawings. You can select, or clip, any of the images and use it in a document. Inset comes with several files of clip art: SYMBOLS.PIX, LOGOS1.PIX, LOGOS2.PIX, LEISURE.PIX, EGALOGOS.PIX, DINGBATS.PIX, and BORDERS.PIX.

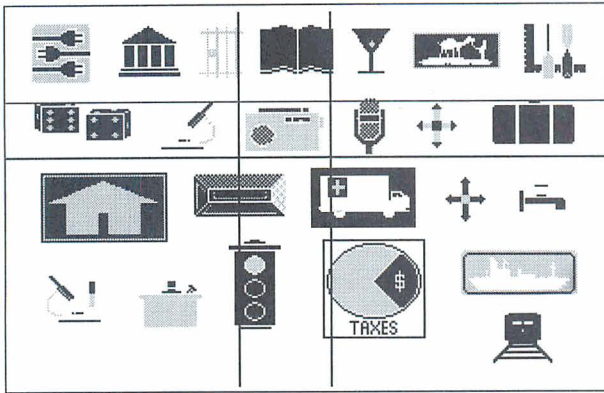
Clip art packages for specific graphics programs are commercially available. If you have a graphics program, you may already have some clip art files and additional clip art is probably available. As with any graphics, if you can display clip art on your screen, you can capture it with Inset and insert it in your documents. Keep in mind that with Inset, you capture one screen of graphics at a time. If a clip art file is larger than one screen, you'll need to capture it in several files, one screenful at a time.

Note: The Inset clip art files were created on a color screen, and EGALOGOS.PIX was created on a high-resolution color screen. These files may appear unclear on a monochrome screen or, with EGALOGOS.PIX, on a medium-resolution color screen. However, you can still clip and print these images at their original resolution.

See **Clipping an image** and **Importing an image** for more information on how to use clip art.

Clipping an image

You can change the boundaries of an image with the **Clip** command. Only the area inside the boundaries is imported into other files, previewed, or printed. This area is always a rectangle, and it includes the area covered by the clip lines.



The illustration above shows a file of clip art with one drawing clipped. The illustration at the right shows how the clipped file looks when inserted in a document.

TIP By changing the boundaries of the rectangle, you can change the height, width, and amount of white space surrounding the picture on the page.

Before you clip an image, display the image on your screen and start Inset. Then use these steps:

- 1 Choose **Modify** at the Inset Main Menu.
- 2 Choose **Clip** at the Modify Menu. The menu disappears so you can see the entire image, and intersecting horizontal and vertical lines appear. The portion of the image between these clip lines is the image to be imported or printed. The cursor is at the upper-left corner of the clip lines.
- 3 Use the cursor movement keys to move the top and left clip lines to the positions you want. You can move these lines separately using the arrow keys or as a pair using the **Home** and **PgDn** keys. When both lines are in the positions you want, press ↵. The cursor moves to the lower-right corner of the clip lines.
- 4 Use the cursor movement keys to move the bottom and right clip lines to the positions you want, and press ↵. The Modify Menu reappears.

TIP If you change your mind after setting the upper-left corner, press **Esc** to move the cursor from the lower-right corner back to the upper-left corner. Pressing **Esc** when the cursor is at the upper-left corner returns you to the Modify Menu.

You can change an image's clip lines as often as you want. When you change the clip lines, be sure to save the modification.

Note: Dots on the image that are covered by the clip lines are considered part of the clipped image.

You can make a separate file that contains a portion of an existing pix file. This is useful, for example, if you expect to use one piece of art from a clip art library file often. There are two ways to save a clipped image in a separate file:

- Clip the existing pix file to include only the image you want. Then, when you're asked whether to save the file with modifications, answer yes and give it a different filename.
- Clip the pix file to include only the image you want, and save your modification, keeping the same filename. Return to the Main Menu, and choose **Edit** and **Blank**. Use **Block** and **Import** to insert the clipped image, then save it as a new file. This method allows you to change the size of the image. See also **Importing an image**.

Colors

If you have a color screen, you can capture, create, and edit graphics in color. You can choose the onscreen colors while you edit.

You can also choose the color or shade of gray that will be printed for each screen color. For more information, see **Printing with colors or shades of gray**. For information on printing with a color printer, see **Printers**.

When you draw graphics, you work with two colors, the Draw (primary) color and the Erase color, which is used as a secondary drawing color and used for erasing areas. See **Drawing** for information on how to switch between the Draw and Erase colors. You can choose the Draw and Erase colors from a palette of available colors.

On a CGA (color) screen, you can display up to four colors on the screen at a time. You can choose your Draw and Erase colors from the four colors on your current palette. You have the choice of six palettes of different color combinations.

On an EGA (high-resolution color) screen, you can display up to sixteen colors at a time. You can choose your Draw and Erase colors from all sixteen colors.

The Draw and Erase colors

Changing the Draw or Erase color doesn't affect any graphics that are already displayed. The new color is used only for new graphics that you draw.

Follow the procedure below to change the Draw color or the Erase color:

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the color while drawing without losing your place.
- 2 Choose **Draw_Clr** or **Erase_Clr**. Inset displays the choices you have for the color and prompts you to choose one. The current color is highlighted.

The actual colors displayed depend on your graphics board, screen mode, and current palette (see "The palette" below). On the CGA using medium resolution, four colors are available on each palette; using high resolution, only black and white are available. On the EGA in high-resolution color mode, sixteen colors are available.

Each of the sixteen EGA colors has several additional colors associated with it. When you highlight an EGA color, you can scroll through the associated colors using the up and down arrow keys. You can choose any of these colors by pressing ↵ when it is displayed.

- 3 Choose the color you want. After you choose the color, the Options submenu appears.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.

Note: You can also use the **Draw_Clr** or **Erase_Clr** commands to change the background color (normally black). Move the cursor to 0, then use the up and down arrow keys to scroll through the available background colors. Choose one of these colors by pressing ↵ when the color is displayed.

The palette

A palette is a group of colors that can be shown on the screen at one time. The palette determines the colors you can use in your images for the Draw and Erase colors.

The number of palettes available and the colors in the palettes depend on your graphics board and screen mode. On the CGA using medium resolution, six palettes are available, each with four colors. If you have a black and white monitor, or if you're using the CGA in high-resolution mode, you have no choice of color combinations and can't use the **Palette** command. In this case, the palette is always two colors, black (0) and white (1).

The chart below shows the four palettes available with the CGA in medium resolution:

PALETTE	COLOR 0	COLOR 1	COLOR 2	COLOR 3
0	*	Green	Red	Yellow
1	*	Brt. Green	Brt. Red	Brt. Yellow
2	*	Cyan	Magenta	White
3	*	Brt. Cyan	Brt. Magenta	Brt. White
4	*	Cyan	Red	White
5	*	Brt. Cyan	Brt. Red	Brt. White

* Color 0 is the background color, generally black.

With CGA color mode, you can change from one palette to another. When you change palettes, all the colors on the screen change to correspond to the new palette. Follow the steps below to change from one palette to another.

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the color while drawing without losing your place.
- 2 Choose **Palette**. Inset displays the choices, with the current palette highlighted.
If you have an image onscreen, you can look at the different palettes available by using the arrow keys to move through the choices. As you highlight each palette number, the onscreen colors change to that palette's colors. You can see as many of the colors as are used in the image; if the current Draw, Erase, and Fill colors are not all the colors in the palette, or if the image doesn't include all the colors, you don't see all the palette's colors.
- 3 Choose the palette you want, and press **Esc** to return to the Options submenu. Notice that the onscreen image is now made up of the colors in the new palette.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.

The chart below shows the colors in the EGA palette in high-resolution color mode. You can modify this palette using the **Display** command on the Ink submenu of the Modify Menu. When you do this, the onscreen colors change to reflect your changes.

0 Black	4 Red	8 Dark Gray	C Light Red
1 Blue	5 Magenta	9 Light Blue	D Light Magenta
2 Green	6 Brown	A Light Green	E Yellow
3 Cyan	7 Light Gray	B Light Cyan	F White

Converting a text screen to graphics

You can capture a screen that was created in text mode. However, you can't use WordStar page preview to display a page that contains the image and you can't use the Inset editing commands on the image unless you first convert the image to graphics mode.

To convert a text screen to graphics, first display the screen. Start Inset and choose **Edit** at the Main Menu. If the currently displayed screen is a text screen, three choices appear: **View**, **Blank**, and **Convert**. Choose **Convert**. Inset clears the screen, and contents of the screen reappear section by section in graphics mode. The Edit Menu appears at the bottom of the screen. You can now use Inset to edit the screen or to save it in a pix file.

Note: If your graphics board does not support high-resolution color, some color information may be lost.

For more information on text and graphics modes, see **Screen modes**.

Copying a block

When you're editing an image, you can copy a rectangular area, called a block, to another location on the screen.

INSET

You can also copy a block from another pix file into your current graphics screen. See **Importing an image**.

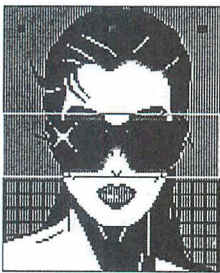
When you copy a block, it replaces any graphics at its new location.

Before you copy a block of graphics, display the image and choose **Edit** at the Inset Main Menu. Then follow the steps below to mark and copy the block.

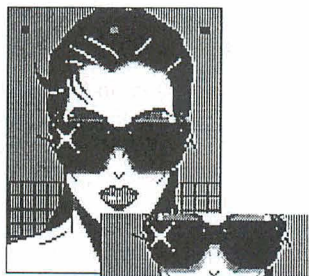
- 1 Choose **Block**.
- 2 At the Block submenu, choose **Copy**. The menu disappears so that you can define the block.
- 3 Move the cursor to the point you want to be one corner of the block and press ↵.
- 4 Move the cursor to the point you want to be the opposite corner and press ↵. Inset displays a border that shows you the defined area.

Note: If you want to change the block borders before copying the block, press **Esc**. The marked block disappears, and you can mark both corners again.

- 5 Move the cursor to the point where you want to move the upper left corner of the copy of the block. Notice that a copy of the block border moves with the cursor to show you the new location. When the cursor is in the correct location, press ↵. The block is copied.



Marked block



Copied block

- 6 You can continue to move the cursor to make additional copies of the block; just press ↵ at the location for each copy.
- 7 When you're finished copying the block, press **Esc**. You can now mark another block to copy or press **Esc** again to return to the Block submenu. At the Block submenu, press **Esc** to return to the Edit Menu.

After you copy a block, be sure to save the modification before you exit Inset.

Creating an image

Inset allows you to create your own images. You can create an image with the Inset Edit Menu drawing commands or by importing an image from another pix file and, if you want, editing it.

To create a new graphic image, you first must clear the screen. Depending on where you start, you use one of two commands to clear the screen. Use **Blank** when the current screen is a text screen; for example, when you are starting Inset and don't have a pix file displayed. Use **Clear** when the screen is already in graphics mode; for example, when you are editing an image and want to quit without saving it and create a new image. Each of these commands is described below.

Note: You can't create an image if you've loaded the small version of Inset. (See "Q Version" in "Changing the Setup Options.") The small version is loaded automatically if you have a monochrome screen without graphics editing capabilities.

To clear a text screen, choose **Edit** at the Inset Main Menu. Three choices appear: **View**, **Blank**, and **Convert**. Choose **Blank**. A menu of the available screen resolutions appears, with the most recently chosen resolution highlighted. Choose the appropriate resolution (see "A Screen" in "Changing the Setup Options" if you need more information about your available resolutions). A blank screen appears, with the Edit Menu displayed at the bottom of the screen.

To clear a screen while you're editing without leaving editing mode, choose **Options** at the Edit Menu (or press **F2** while drawing). Choose **Clear** at the Options submenu. A menu of the available screen resolutions appears, with the most recently chosen resolution highlighted. Choose the appropriate resolution (see "A Screen" in "Changing the Setup Options" if you need more information about your available resolutions). A blank screen appears, with the Options submenu at the bottom of the screen. Press **Esc** to return to the Edit Menu.

CAUTION *Don't use the **Clear** command while you are editing an image if you want to save your changes to the image. When you use **Clear**, you can't save the current screen.*

Note: The **Clear** command does not explicitly change the current colors, but it may do so indirectly through palette changes. For example, if you move from a color mode to a monochrome mode and back, the default palette is used. If you were using a palette other than the default, the colors displayed are different. You need to choose the appropriate palette to return to the colors you were using. See **Colors**.

Once your screen is cleared, you can use the appropriate Edit Menu commands to create or import your graphics. For more information, see **Drawing**, **Editing graphics**, and **Importing an image**.

When you first create a pix file, the settings for the Modify Menu commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** are the same settings as in the file you most recently saved. Before you save or print the new file, you may want to check these settings and

change them as necessary, and you may also want to clip the image. You can quickly check the current settings for all these modifications using the **Status** command on the Modify Menu. See **Modifying an image**.

D

Displaying an image

Before you edit or clip an image in a pix file, you must display it on the screen.

To display the image in a pix file, choose **View** at the Inset Main Menu. Inset asks you to enter the filename of the image and displays the filename of the last file viewed or saved as the default. If you haven't viewed or saved any pix files since you loaded Inset, Inset displays a list of the .PIX files in the current directory (or the directory chosen as the default pix file directory with the Setup program).

Press \downarrow to accept the default filename, move the cursor to the filename you want and press \downarrow , or type the filename you want and press \downarrow . The image appears on the screen. You can use any Inset commands to edit and modify the image.

TIP *If the directory contains more files than fit on the bottom line of the screen, you can use the left and right arrow keys to scroll horizontally through the additional filenames.*

Use the following guidelines for entering filenames:

- Include a drive letter or directory path if necessary. If you don't include the path, Inset looks for the file in the current drive and directory (or the one chosen as the default pix file directory with the Setup program).
- You don't need to include the .PIX extension; Inset adds it automatically. The only other extension allowed is .SIG. You can't view a file with any other extension.
- If you're not sure of a filename, you can use the wild-card characters * and ? to display a list of filenames. For example, to see the names of all the .PIX files in the current directory, press * and press \downarrow (Inset adds the .PIX extension). To see all the pix filenames that begin with D and are in the \CHARTS directory, type \charts\d* and press \downarrow . To see all the pix filenames that begin with TEST and have two more characters, type test?? and press \downarrow . Inset displays a list of matching filenames, and you can choose one of the files.
- If you need to edit a displayed filename, you can use the \leftarrow , \rightarrow , **Del**, **Backspace**, **Home**, and **End** keys. Press \downarrow when you're ready to enter the filename or press **Esc** to exit.

If the pix file you name was created with a higher-resolution screen mode than is available on your screen, a prompt tells you that screen conversion is required and asks if you want to proceed. If you answer yes, you must specify next what screen resolution you want it converted to (if you have a choice of resolutions on your system). Inset converts the file and displays it section by section in the new lower resolution.

If an image was created with a higher-resolution screen mode and you convert it to display it on your screen, you can use the Modify Menu commands for the image without losing the higher resolution. When you save the modified image using the image's original filename, Inset saves the new Modify settings to the original higher-resolution image.

CAUTION *Be careful making changes to an image you convert to lower resolution to display. If you choose **Edit**, a warning message appears. If you use any Edit Menu commands and save the image with the editing modifications, the new pix file will have lower resolution than the original one and will also print with lower resolution.*

If you choose a file with the .SIG extension, you must enter a password before you can view the file. Type the password and press ↵. If the password is incorrect, the image that appears is incorrect. (See **Signature files** for details on .SIG files.)

Note: If you choose **Edit** at the Main Menu and the current screen is not a graphics screen, the menu that appears contains the **View** command. You can choose **View** at this menu to view a file with the Edit Menu already displayed for editing.

TIP *While you're using an Inset Edit Menu command, you can **View** another file by pressing **F9**. However, when you display another file, you lose any modifications you have made to the first image, so use **F9** with caution.*

Drawing

With Inset, you can draw lines, rectangles, circles, and ovals, and you can draw with individual dots. You can draw within an existing image, or you can clear the screen and create a new image.

To start drawing on an existing image, display the image. Be sure you've already captured the image in a pix file. Then start Inset, choose **Edit**, choose **View**, and choose the file to view. The image appears with the Edit Menu.

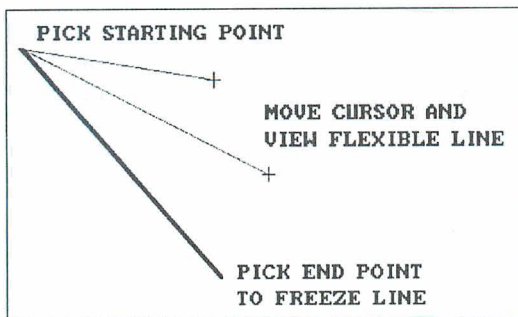
To create a new image, start Inset, choose **Edit**, choose **Blank**, and choose the screen mode you want to use. Inset clears the screen and displays the Edit Menu.

You can choose the colors and line widths you use for drawing, using the Options submenu commands. When you change colors or line width, the changes are in effect for all the Edit Menu drawing choices until you change them again. For more information on colors, see **Colors**. Line widths are explained later in this section.

Drawing lines

Follow these steps to draw lines:

- 1 Choose **Line** at the Edit Menu. The menu disappears.
- 2 Move the cursor to the point where you want to start the first line and press ↵.
- 3 Move the cursor to the point where you want the line to end. Notice that a flexible line is displayed to show you how the line will look. (This line is always white, no matter what color you're using.) When the cursor is in the correct position, press ↵.



- 4 Repeat this process for as many lines as you want to draw, then press **Esc** to return to the Edit Menu.

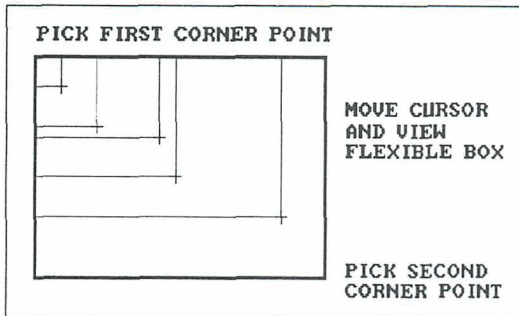
Lines are always drawn in the Draw color.

Drawing rectangles

Follow these steps to draw rectangles:

- 1 Choose **Rect** at the Edit Menu. Inset displays a prompt asking whether you want to fill the rectangle with a pattern.
- 2 If you don't want to fill the rectangle, choose **No**.
If you want to fill the rectangle, choose **Yes**. Inset displays 16 choices of patterns. You can move the cursor between the choices to see a description of each pattern. Choose a pattern and press ↵. Inset prompts you to choose the primary and secondary (background) colors for the pattern. The default or current colors are bracketed. Choose the colors you want and press ↵.

- 3 Move the cursor to the point where you want one of the corners of the rectangle and press ↵.



- 4 Move the cursor to the point where you want the opposite corner of the rectangle. Notice that flexible lines are displayed to show you how the rectangle will look. (These lines are always white, no matter what color you're using.) When the cursor is in the correct position, press ↵.
- 5 Repeat this process for as many rectangles as you want, then press **Esc** to return to the Edit Menu.

Rectangles are always drawn in the Draw color.

Drawing circles and ovals

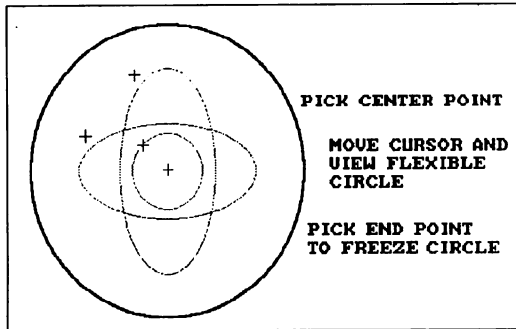
Follow these steps to draw circles and ovals:

- 1 Choose **Circle** at the Edit Menu. Inset displays a prompt asking whether or not you want to fill the circle with a pattern.
- 2 If you don't want to fill the circle, choose **No**.

If you want to fill the circle, choose **Yes**. Inset displays 16 choices of patterns. You can move the cursor between the choices to see each pattern. When you choose a pattern, Inset prompts you to choose the primary and secondary colors for the pattern. (The default or current colors are highlighted.) Choose the colors you want and press ↵.

- 3 Move the cursor to the point where you want the center of the circle or the oval and press ↵.

- 4 Move the cursor to a point on the circle or oval. Notice that a circle or oval is displayed to show you how the final one will look. (This circle is always white, no matter what color you're using.) If the second point you chose is approximately the same distance horizontally and vertically from the center, the shape is a circle. If the horizontal and vertical distances are different, the shape is an oval. When the cursor is in the correct position, press ↵.

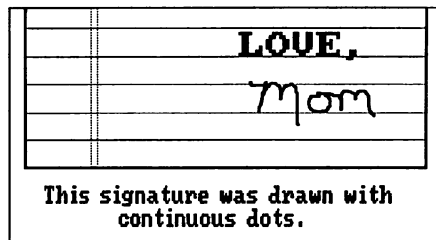
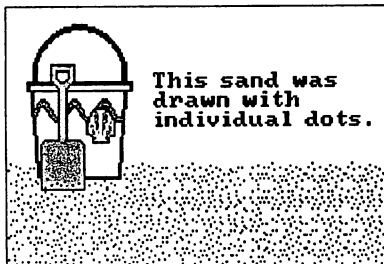


- 5 Repeat this process for as many circles as you want, then press **Esc** to return to the Edit Menu.

Circles are always drawn in the Draw color.

Drawing with dots

You can place individual dots on your graphics screen and you can draw continuously with a series of dots. The continuous drawing is especially useful with a mouse.



A dot is the smallest unit of space you can use on a graphics screen. It is the same as a pixel and is actually a tiny square. The number of dots on a screen depends on your graphics board and current screen resolution. The dots you draw with the Edit Menu **Dots** command can be bigger than one dot, depending on the current width setting. For example, if the current width is 3, the dots you draw are small squares with sides three dots long.

Follow these steps to draw with dots:

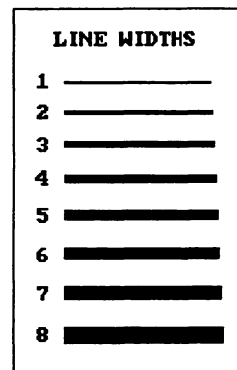
- 1 Choose **Dots** at the Edit Menu. The menu disappears.
- 2 Move the cursor to the point where you want the first dot. To enter a dot in the Draw color, press ↵. The dot appears at the point you chose. To enter a dot in the Erase color, press the **Spacebar**.
To draw continuously in the Draw color, press +, then move the cursor wherever you want to draw. A continuous line of dots appears wherever you move the cursor. To change from continuous drawing to single dots, press + again. To draw continuously in the Erase color, press - (hyphen or minus sign). To change back to single dots, press - again.
- 3 When you're finished entering dots, press **Esc** to return to the Edit Menu.

If any of the dots you enter are out of place or if you want to change the color of some dots, you can use the **Magnify** command for detailed dot-by-dot editing. See **Magnifying an area**.

Changing the line width

You can change the size of the dot or line used to draw dots, lines, rectangles, and circles. Follow these steps:

- 1 Display the Options submenu. You can either choose **Options** at the Edit Menu or, if you're already using an Edit Menu command for drawing, press **F2**. **F2** allows you to change the width while drawing without losing your place.
- 2 Choose **Width**.
Inset displays the eight available widths, **1** through **8**. The width is the number of screen dots in the line or dot. The default is **1**, which produces a line 1 dot wide. If you change it, for example, to **4**, a dot you enter with the **Dot** command is 4 dots tall and 4 dots wide, and a line is 4 dots wide.
- 3 Choose the width you want. After you choose the width, the Options submenu appears.
- 4 Press **Esc** to return to the Edit Menu or to editing, depending on where you were when you displayed the Options submenu.



When you draw with a line width other than **1**, the flexible line you see when you move the cursor is still one dot wide. After you press ↵ to accept the cursor position, the line, rectangle, or circle appears in the width you chose.

E

Editing graphics

Inset includes complete graphics editing functions. You can create your own images and edit existing images, including those created with other graphics programs.

The commands for editing are on the Inset Edit Menu. To display the Edit Menu, start Inset and choose **Edit**.

You can't use Inset to edit a text screen, so if you choose **Edit** when your screen is in text mode, Inset displays three choices: **View**, **Blank**, and **Convert**. You must use one of these commands to display a graphics screen. Once you display a graphics screen with one of these commands, the Edit Menu appears. See **Converting a text screen to graphics**, **Creating an image**, and **Displaying an image**, for further information.

The Edit Menu commands enable you to draw lines, rectangles, circles, and dots; view and edit a magnified section of an image; enter text; copy, move, and import blocks of graphics; fill an area; erase an area; and change your drawing colors and line width. For more information, see **Colors**, **Copying a block**, **Drawing**, **Erasing an area**, **Filling an area**, **Importing an image**, **Magnifying an area**, **Moving a block**, and **Text**.

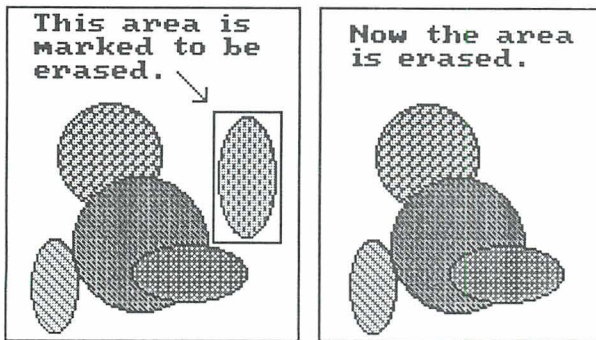
If you don't use Inset for editing, you can install the Small version of Inset, which has no editing capabilities. You can choose the Small version by changing a setup option. See "Q Version" in "Changing the Setup Options."

If you have a monochrome screen without graphics capabilities, you can't edit graphics.

Erasing an area

You can erase the graphics contained in a rectangular area of an image you're editing. Use the **Erase** command.

The **Erase** command fills the enclosed area in the Erase color. The default Erase color is black, your screen background. You can use the **Erase_Clr** command on the Options submenu of the Edit Menu to change the Erase color. See also **Colors**.



TIP While you're erasing, you can change the Erase color quickly by pressing **F2**, choosing **Erase_Clr**, and choosing the new color.

Before you use the **Erase** command, display the image and the Edit Menu. Then choose **Erase**. Move the cursor to one of the corners of the area to be erased and press **↵**. Move the cursor to the opposite corner of the area to be erased. Notice that flexible lines are displayed to show you the area. When the cursor is in the correct position, press **↵**. The area is erased.

Repeat this process for all the areas you want to erase, then press **Esc** to return to the Edit Menu. You can also erase graphics dot by dot by using the **Magnify** command and changing the dots to the background color. See **Magnifying an area**.

Exiting Inset

To exit Inset, press **Esc** at the Main Menu. The menu disappears and you're returned to where you were before you started Inset (WordStar, another program, or the operating system).

If you want to exit while at one of the other menus, first press **Esc** as many times as necessary to display the Main Menu.

If you've been editing an image and haven't saved your changes, Inset displays a prompt, and you must say whether you want to save the image with modifications.

Inset remains in memory after you exit, unless you loaded it with the WordStar command Utilities, Inset (**Alt+U,I**) or **^P&**. To remove Inset from memory, start from the DOS prompt in the directory or drive where the Inset files are located. At the DOS prompt, type **ri** (for **r**emove **i**nset) and press **↵**. A message tells you that Inset is freed from memory.

Note: You can't remove Inset from memory if you've loaded any other memory-resident program since you loaded Inset. In this case, you must either remove the other program from memory before removing Inset or reboot your computer.

F

Filling an area

You can use Inset to fill an enclosed area of an image, or to fill the background around any enclosed areas. You can fill an area using any color available on your current palette (see **Colors**).

Before you fill an area, display the image on the screen and choose **Edit** to display the Edit Menu. Make sure the area you plan to fill is totally enclosed. Even a one-dot gap in the outline will cause the filling to leak outside the area. If you're not sure whether a gap exists, magnify the outline to make sure all the dots in the outline are adjacent to each other, either horizontally, vertically, or diagonally (see **Magnifying an area**).

Follow the steps below to fill the area:

- 1 Choose **Fill** at the Edit Menu. Inset displays the choices for the fill color.

Note: You can change the fill color only by choosing **Fill**; changing the Draw or Erase color has no effect on the Fill color.

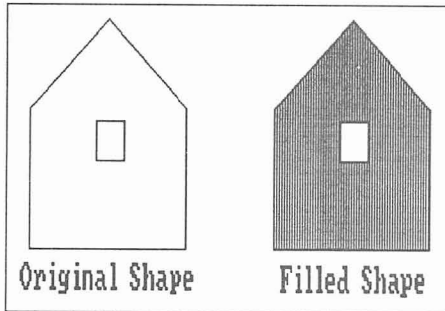
- 2 Choose the color you want and press ↵. The menu disappears.

- 3 Move the cursor to a point on the line where you want the fill to start and press ↵. If you want to fill an enclosed area, make sure the cursor is within the area. If you want to fill outside an enclosed area, make sure the cursor is outside the area.

Inset fills the area with the color you chose. It fills one line at a time, moving downward. If the area extends above where you started, it then starts to fill upward.

If you want the filling to stop before the area is entirely filled, press ↵. If you use ↵ to stop the filling, the last line of the fill is considered a boundary line for subsequent fill operations.

- 4 After you finish filling, you can move the cursor to another location to fill, or you can press **Esc** to return to the Edit Menu.



The **Fill** command allows you to fill an area only with a solid color. You can also fill rectangles and circles with patterns when you create them. See **Drawing**.

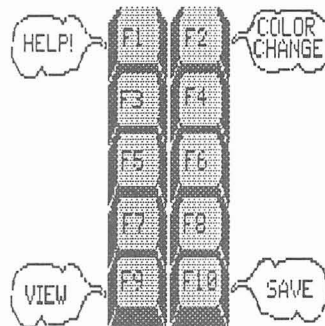
Fonts

When you use Inset to add text to an image, you have your choice of several fonts. See **Text**.

Function keys

Several function keys can make using Inset easier:

- F1** Pressing **F1** while an Inset menu is on the screen displays help for the menu.
- F2** While you're editing an image using an Inset Edit Menu command such as **Rectangle**, **Line**, or **Circle**, **F2** takes you to the Options submenu of the Edit Menu. You can change the Draw or Erase color, the color palette, or the line width, or you can clear the screen. When you're finished with your changes, press **Esc** to return to where you were before you pressed **F2**.
- F9** While you're editing an image using an Inset Edit Menu command, **F9** allows you to quickly display another pix file. A prompts asks you to enter a filename. As soon as you name the file, the screen you were editing disappears, and the new file is displayed. *Be careful when you use F9: you lose any changes you made to the original screen and didn't save.* **F9** is useful for going back to the most recently saved version of a file, if you decide not to save the editing changes made since the last time you saved the file.
- F10** While you're editing a graphics image using an Inset Edit Menu command, **F10** allows you to quickly save the current image. It's useful with **F9** for saving changes you want and discarding changes you don't want.



H

Help

For detailed help at any Inset menu, press **F1**. To display an overview of the Inset help system, choose **Help** at the Inset Main Menu.

Press any key to leave a help screen and return to the menu you started from.

I

Importing an image

You can import (insert) part or all of another pix file into your current graphics screen. The image you import is called a block.

When you import a block, you give the filename of the pix file to import. The clipped area of the file is considered the block to import. This allows you to import only the part of the file you want.

An imported block replaces any graphics at its new location.

Before you import a block, make sure the clip lines in the pix file to import mark the portion of the file you want. (The area imported includes the area covered by the clip lines.) Next, display the file you want to import the block into, and choose **Edit** to display the Edit Menu. Then follow these steps:

- 1 Choose **Block**.
- 2 At the Block submenu, choose **Import**. Inset asks for the name of the file to import.
- 3 At the filename prompt, type the name of the file to import and press ↵. A box representing the image appears on the screen.
- 4 Use the arrow keys to move the box to the appropriate location.
- 5 If the box is the correct size, press ↵. The block is inserted.



Block to import



IMAGE WITH IMPORTED BLOCK

If you want to change the size of the image, press the **Spacebar** to set the location of the upper-left corner of the image. The cursor moves to the lower-right corner. Use the cursor movement keys to change the box so it is the correct size, then press ↵. Inset inserts the block.

Note: When you change the size of the block, you can change the proportions of the image. If you don't want to distort the image, be careful when changing the size.

- 6 You can press ↵ to import another block or press **Esc** to return to the Edit Menu.

After you import a block, be sure to save the modification.

If you import a pix file that was created with a different graphics board or screen mode, Inset automatically converts the image information to fit the current hardware and screen mode.

The **Block Import** command gives you easy access to clip art libraries and any other graphics you can capture or create with Inset. See Lesson 2 in "Learning Inset" for an example using clip art from the SYMBOLS.PIX file.

Inserting an image into a pix file

See **Importing an image**.

Inserting an image into text

Before you can insert an image into text, you must use Inset to capture the image into a pix file. See **Capturing an image**.

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To insert an image into a WordStar document, first put the cursor where you want the upper-left corner of the image. Choose Insert, Graphic (**Alt+I,G**) or use the **^P*** classic command. WordStar prompts you for the name of the pix file and displays the names of the pix files in the Inset directory. Move the highlighting to the filename you want or type the filename and press ↵. Include a drive letter or directory path if the file is not in the Inset directory. You don't need to include the .PIX filename extension. WordStar places a pix tag in the text. The pix tag consists of the name of the pix file (including the path) enclosed in brackets. Three sample pix tags are shown below:

```
[\WS\INSET\MAP.PIX]
```

```
[\ws\art\chart2.PIX]
```

```
[b:newgraph.PIX]
```

When you use WordStar to print the document, each time WordStar finds a pix tag, it calls Inset to print the image.

Use the following guidelines to place the image correctly:

- If you want text next to the image, leave blank space where you want the image. You can use margin changes, tabs, and hard carriage returns to adjust the text.
- If you don't want text next to the image, insert enough blank lines to make space for the image.
- If you want the image superimposed on the text, just put the pix tag where you want the upper-left corner of the image.
- Be sure the entire image is contained on one page. If a page break falls in the middle of the image, move the pix tag or insert a page break before the pix tag.
- With non-page printers (including all dot matrix printers), you can insert only one image in the same horizontal space. If two pix tags are inserted so that both images are on any line, only the first image will be printed. With laser printers, Inset can print side-by-side images.

After you type the pix tag and adjust the text, it's a good idea to check the image placement with page preview in WordStar. If the image doesn't look the way you expect, you can start Inset and change the image. First make sure the entire pix tag is on the screen. If necessary, scroll the text so you can see the entire area where the image appears. Then choose Utilities, Inset (**Alt+U,I**) or use the **^P&** classic command to start Inset. The Inset Main Menu appears, and a box appears where the image is inserted. The image's size in rows and columns is shown with the pix tag at the top of the box. You can change the image in a number of ways, including its size. See **Modifying an image** and **Size**.

Note: The box on the screen may not be in exactly the same position relative to the text as it is in page preview. Differences can be caused by onscreen commands or proportionally spaced fonts.

If no image appears in page preview, check the pix tag. You may need to correct the filename or add a path. If a message tells you the file is improper and you can't preview the page, you probably captured the image in text mode. Before you can preview the page, you must use the Inset **Convert** command to convert the image to graphics mode. See **Converting a text screen to graphics**.

With some dot matrix and other non-page printers, the line height of the text next to an image may be changed when you print. With these printers, text next to images must have a line height of 6 lines per inch or multiples of that (3, 2, or 1 lines per inch). If you specify another line height, the closest available line height will be used.

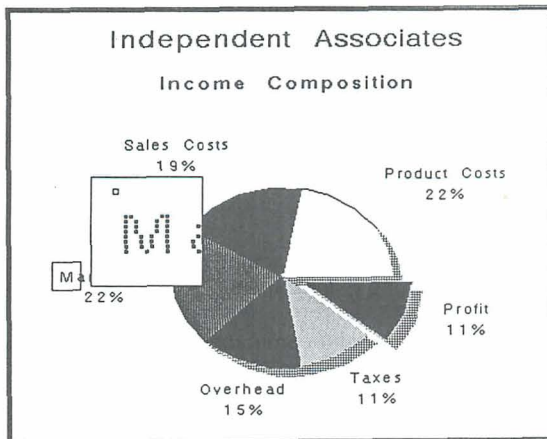
M

Magnifying an area

You can enlarge a section of your graphics image to examine or edit dot by dot. This capability allows you to make your image look exactly as you want it.

First, start Inset, display the image, and display the Edit Menu. Then use the following steps:

- 1 Choose **Magnify** at the Edit Menu. The menu disappears and a square 21 dots high by 21 dots wide appears.
- 2 Use the cursor movement keys to move the square to enclose the area you want to magnify, then press ↵. The area appears magnified on the screen, with each dot of the image clearly shown. The cursor is inside the magnified area so that you can edit it.



- 3 Make any changes you want. To change a dot to the current Draw color, place the cursor on the dot and press ↵. To change a dot to the current Erase color, place the cursor on the dot and press the **Spacebar**. To change every dot you place the cursor on to the Draw color, press +. To change back to single dots, press + again. To change every dot you place the cursor on to the Erase color, press - (hyphen or minus sign). To change back to single dots, press - again.

To delete dots, make sure the secondary color is the same as the background color (usually black), then use the **Spacebar** or the - key as described above.

You can change the current colors while editing a magnified area. Just press **F2** to display the Options submenu and choose **Draw_Clr** or **Erase_Clr**. (For more information, see **Colors**.)

- 4 When you're finished editing, press **Esc**. You can use the cursor movement keys to move the **Magnify** square to another location and press ↵ to magnify the area, or you can press **Esc** again to return to the Edit Menu.

Menus

The Inset commands are on menus. The Inset Main Menu pops up at the bottom of the screen each time you start Inset. You use the Main Menu to access any commands you need.

Some commands display submenus of other commands. The menus and submenus are in a tree structure, which is shown in "The Inset Menus" in "Getting Started." The most important submenus of the Main Menu are the Modify Menu and the Edit Menu. For more information about these menus, see **Editing graphics** and **Modifying an image**.

Each menu takes up the bottom two lines of the screen. The top line of each menu shows the commands you can choose. The bottom line shows a description of the highlighted command.

You can clear the Inset menus from the screen whenever you want to see the two bottom lines of an image. Choose **Modify** at the Main Menu, then choose **NoMenu**. The menu disappears. You can look at the image, but you can't use any commands. When you're finished looking at the image, press **Esc** or ↵ to return to the Modify Menu.

Modifying an image

There are two types of modifications you can make to an image, graphics editing changes and modifications for printing.

The graphics editing changes are visible on the screen and actually change the image. The editing changes are summarized under **Editing graphics**.

The modifications you can make with the Modify Menu commands affect how the image will be printed. They don't change the onscreen appearance of the image.

To display the Modify Menu, choose **Modify** at the Inset Main Menu.

If a pix tag is on the screen, Inset first displays a menu with three commands: **Image**, **ReSize**, and **PreView**. For an explanation of **ReSize**, see **Size**. For an explanation of **PreView**, see **Previewing**. If you choose **Image**, the Modify Menu appears. You can use the Modify Menu commands for the uppermost image on the screen.

The Modify Menu commands allow you to clip an image; rotate an image; change the size of an image; change the colors or shades of gray for the printed image; tell the printer to make two passes for the image; and add or delete a border around the image. All these modifications take effect when you print. Clipping also takes effect when you import the image into another file.

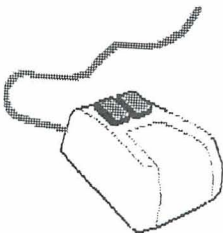
For more information on these commands, see **Clipping an image**, **Rotating an image**, **Size**, **Printing in colors or shades of gray**, **Printing**, and **Borders**.

Another Modify Menu command, **Status**, displays the current settings of these modifications. Use it if you want to check the status of the image.

The Modify Menu also contains the **NoMenu** command, which removes the menu from the screen until you press \downarrow or **Esc**. This allows you to view the bottom of the image, which is usually covered by the Inset menus.

***TIP** You can modify the image represented by an onscreen pix tag without displaying it. After you choose **Image** just choose the command you want to use. You can, for example, add a border or change the gray levels for printing. The only Modify Menu command you can't use like this is **Clip**, since you can't change the clip lines without displaying the image. When you modify an image in this manner, your change is automatically saved. Don't use the **Save** command to save a modification unless the image is on the screen.*

Mouse



If you have a mouse, you'll find that using it with Inset can increase your speed and your editing capabilities. Inset supports the use of the Microsoft, Logitech, Manager Mouse, Mouse Systems, or equivalent mouse. If you use a mouse, you must run your mouse driver before you load Inset.

After you start Inset, you can move the mouse horizontally to move to the menu selection you want. In menus and while editing graphics, the mouse buttons have the following functions:

left button: \downarrow

right button: **Esc**

middle button (three-button mouse only): **Spacebar**

Moving the mouse has the same effect as using the arrow keys to move the cursor. This feature is especially useful when drawing graphics with the **Dots** command (see **Drawing**).

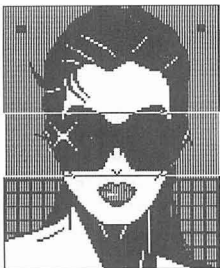
Moving a block

When you're editing an image, you can move a rectangular area, called a block, to another location on the screen.

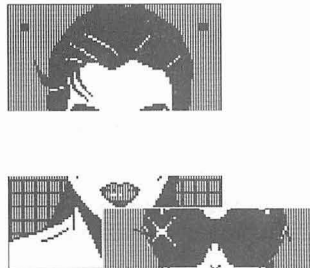
When you move a block, it replaces any graphics at its new location.

Before you move a block of graphics, display the image and choose **Edit** from the Inset Main Menu. Then follow the steps below to mark and move the block:

- 1 At the Block submenu, choose **Move**. The menu disappears so you can define the block.
- 2 Move the cursor to the point you want to be one corner of the block and press ↵.
- 3 Move the cursor to the point you want to be the opposite corner and press ↵. Inset displays a border that shows you the defined area.
Note: If you want to change the block borders before moving the block, press **Esc**. The marked block disappears and you can mark both corners again.
- 4 Move the cursor to where you want to move the block. Notice that a copy of the block border moves with the cursor to show you the new location. When the cursor is in the correct location, press ↵. The block is moved.



Marked block



Moved block

- 5 If you want to adjust the location of the block, move the cursor to the new location and press ↵.
- 6 When you're finished moving the block, press **Esc**. You can now mark another block to move or press **Esc** again to return to the Block submenu. At the Block submenu, press **Esc** to return to the Edit Menu.

After you move a block, be sure to save the modification before you exit Inset.

O

Offsetting an image

Within a WordStar document, the position of an image is determined by the position of the pix tag. If you need to adjust the position, you can generally just move the pix tag.

If you're printing an image that isn't in a document, you can offset the image from the left edge of the paper by using the **Offset** command. Choose **Output** at the Inset Main Menu, then choose **Offset** at the Output submenu. Specify the page offset (the columns left blank at the left side of the page) you want to use for the image and press ↵.

TIP The **Offset** command is useful if the image appears too far to the right or to the left when you print the screen. Assigning a negative offset moves the image to the left; assigning a positive offset moves the image to the right.

P

Pitch

The Inset pitch setting determines the width of columns when you specify image size in columns. The default pitch is 10 characters per inch (CPI). This is standard for most printers. If you set the size of images in columns, or if you use column numbers to determine where to place pix tags, you need to make sure that the Inset pitch setting is the same as your printer pitch setting. For example, if an image's width is set to 24 columns and if the pitch is 10 CPI, the image will be 2.4 inches wide; if the pitch is 12 CPI, the image will be 2 inches wide.

You can set your usual pitch using the Inset Setup program. See "I Pitch" in "Changing the Setup Options." You can also change the pitch using the **Pitch** command. Choose **Output** at the Inset Main Menu, then choose **Pitch** at the Output submenu. Specify the pitch in characters per inch and press ↵.

Pix files

You must capture an image with the Inset **Save** command before you can use the image in a document. When you capture an image, the file you save it in is called a pix file. A pix file has the .PIX filename extension.

If you keep most or all of your pix files in one drive or directory, you can have Inset use that drive or directory as the default for viewing and saving pix files. If you haven't already viewed a file since loading Inset, when you choose **View**, a list of files in the default directory is displayed. When you save a file, it is saved in the default directory

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unless you type another path. If you don't name a default directory, files are viewed and saved in the current drive or directory. The pix files supplied with Inset are usually in the \WS\INSET directory, and WordStar displays the pix files in that directory when you use Insert, Graphic (**Alt+I,G**) or the **^P*** classic command to insert an image. You may want to use the \WS\INSET directory as the default. See "J Pix directory path" in "Changing the Setup Options."

You can password-protect a pix file. A password-protected pix file has the .SIG extension and is called a signature file. See **Signature files**.

Note: Pix files are stored in compressed format to conserve disk space. These files are not compatible with the BSAVE/BLOAD file dumps of screen memory used in BASIC and many other graphics packages. You must use Inset to load compressed pictures into programs that use the BLOAD format. However, Inset can read the BLOAD format files, so you don't need to convert all your files immediately for use in documents. Only Inset pix files contain information about rotation, size, or clipping, so you must save a file with Inset to include these modifications.

Pix tags

To insert an image into a document, you use the WordStar Insert, Graphic (**Alt+I,G**) or the **^P*** classic command, which inserts a pix tag in your text. The pix tag consists of the name of the pix file, including the drive letter or directory path, enclosed in brackets.

Note: You must use the Insert, Graphic (**Alt+I,G**) or the **^P*** classic command to enter a pix tag; you cannot type a pix tag directly into the text.

When you use WordStar to print the document, each time it finds a pix tag, it calls Inset to print the image at the location of the pix tag. The tag itself is not printed.

For more information, see **Inserting an image into text**.

Pixels

A pixel is the smallest unit of space available on a graphics screen. The number of pixels on a screen depends on the screen resolution. For example, with a color graphics adapter set to medium resolution, the screen is 320 pixels wide by 200 pixels high. For more information on screen resolution, see **Screen modes**.

When you use Inset to edit an image, you can change the screen pixel by pixel using the Edit Menu commands **Dots** and **Magnify**. See also **Drawing** and **Magnifying an Area**.

Pop-up keys

The pop-up keys (sometimes called *hot keys*) are two or three keys you press at the same time to start Inset. Generally, they are **LShift** and **Ctrl**; these are the keys you use to start Inset from your operating system and from many other programs. (The **LShift** key is the **Shift** key on the left side of the keyboard.) From within WordStar, you use Utilities, Inset (**Alt+U,I**) or the **^P&** classic command to start Inset.

Some programs don't tell Inset what screen mode is being used. So that you can use Inset in these programs, Inset can override the current screen mode and change it to the appropriate mode. The *override pop-up keys*, **Alt**, **LShift**, and **I**, tell Inset to change the screen mode. If you use **LShift-Ctrl** in a program and something happens, but the Inset Main Menu doesn't appear properly, you can try **Alt-LShift-I**. If **Alt-LShift-I** doesn't work the first time you press it, try using it several times in a row. When you try it several times, it rotates through the available screen modes, trying each mode in turn. When you find the correct mode, Inset saves it as the new default. (See also "B Screen Mode" in "Changing the Setup Options.")

If you prefer to use different keys for the pop-up keys or the override pop-up keys, you can change the pop-up keys. See "L Default Pop-up Keys" and "M Override Pop-up Keys" in "Changing the Setup Options."

See also **Printing**.

Previewing

After you insert an image into your text, you have two ways to preview the text and graphics on your screen, WordStar page preview and the Inset **PreView** command. With page preview, you can preview a full page; with the **PreView** command, you can preview the current screen of text and images.

If you use page preview, you cannot display a page that contains an image created in text mode. However, you can use the Inset **Convert** command to convert the text image to graphics mode so you can preview it. See **Screen modes** and **Converting a text screen to graphics**.

Note: The first time you preview an image with page preview, WordStar creates a file that contains information about the image. The file has the same filename as the pix file with the extension .WSG and is stored in your Inset directory. If you zoom in on the image, WordStar also creates a file for each zoom level. These files have the extension .Gn\$, where n is a number indicating the zoom level, and are stored in the CRT directories created by page preview. The .WSG and .Gn\$ files are used whenever you preview a page that contains that image. You can delete these files when you're finished with them to save disk space.

Before you use the Inset **PreView** command, be sure the entire image area is on the screen. Then choose Utilities, Inset (**Alt+U,I**) or the **^P&** classic command to start Inset. Inset displays a box to mark the image's location. (If the entire box isn't on the screen, exit Inset and scroll your display so the box will fit, and then start Inset again.) Then choose **Modify**.

Inset displays a menu with three commands: **Image**, **ReSize**, and **PreView**. Choose **PreView**. Inset clears the screen and redisplay it in graphics mode, one section at a time. After the screen is displayed with the pix tag, the actual image is inserted on the screen, one section at a time. For a black and white printer, the screen is shown in black and white, and the image is shown in the shades of gray that will be used for printing it.

When you're finished examining the screen, press any key to return to the menu. Press **Esc** twice to return to editing the document.

Printers

Most printers that work with WordStar also work with Inset. Inset has its own software, or printer driver, for working with each printer. When you install Inset, you choose the printer you most often use, indicate whether it's black and white or color, and indicate which port it's connected to. You can change these settings using the Inset Setup program.

When you print a document with graphics, WordStar uses the Inset printer driver that is associated with the WordStar PDF used for the document. Most printers you install for WordStar are preset to use the appropriate PDF. If a WordStar PDF is not associated with an Inset printer driver, the printer driver you chose with the Inset Setup program or **Driver** command (described below) is used. You can add or change an Inset printer driver for a PDF using PDFEDIT. For information on which Inset printer driver is used with your printer, see the *Printers and Monitors List*.

When you print graphics using the Inset **Print** command, Inset uses the printer driver you chose during installation or with the Setup program. You can change this driver before printing, using the **Driver** command. This command is useful if you use more than one printer for different purposes. Choose **Output** at the Main Menu and choose **Driver** at the Output submenu. Inset displays a prompt that shows the name of the current driver. Type the name of the printer driver you want and press ↵. For information on printer driver names, see "Deleting Unnecessary Printer Files" in "Getting Started." If you're not sure which driver to use with your printer, see the *Printers and Monitors List*.

At the next prompt, choose **B&W** for a black and white printer or **Color** for a color printer. At the prompt for the printer port, choose **1** for LPT1, **2** for LPT2, or **3** for LPT3. (If the printer is connected to a serial port, you must run the operating system's MODE command before using the **Driver** command. See "F Port" in "Changing the Setup Options.") After you choose the port, the Main Menu appears.

Printing

To print a WordStar document that contains one or more pix tags, use the WordStar print command. Answer the prompts in the usual manner. WordStar monitors all the output to the printer. When it detects a pix tag, WordStar calls Inset, which replaces each pix tag with the printing instructions for the image.

You can print the current screen in graphics mode using the commands on the Inset Print submenu. The screen can be a graphics screen or a text screen. The Print submenu includes commands for setting up your printer so that the printout is located correctly on the paper.

Choose **Print** at the Inset Main Menu. Inset displays a menu of six commands: **Go**, **Margin**, **Formfeed**, **Down**, **Up**, and **Top**. If you need to put the paper in the correct position before printing, use the appropriate menu commands. **Formfeed** immediately advances the paper in the printer to the top of the next page. **Down** sends a line feed to the printer (advances the paper one line). **Up** sends a reverse line feed to the printer (if the printer supports reverse line feeds). **Top** sets the printer so that it considers the current line to be the first line of a new page. **Margin** lets you set a distance (in tenths of an inch) from the left margin where the left edge of the images should be printed. When you're ready to print, choose **Go**. Inset prints the screen. If you want to stop printing before it's finished, press **Ctrl-Break**.

Note: Be sure your printer is online before you choose one of the Print commands. If nothing happens after 15 seconds, you should see an error message. Otherwise, check your printer and cable.

When you use the **Print** command to print a pix file, the file's settings for the Modify commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** become the current settings for new files you capture or create.

The first time you print an image, Inset creates a *fast file* containing information that speeds up subsequent printings of the image. This file has the same filename as the pix file with the .FST extension and is in the same directory as the pix file. You can turn fast file creation off and on using the **Fast** command on the Output submenu or using the Setup program. When you edit and modify the image or change between draft and letter quality printing, Inset doesn't use the existing fast file for printing, but creates a new one. To save disk space, you can delete fast files you no longer need.

If you print in landscape mode, be sure to run the Inset Setup program and change the paper width setting to 132 columns. See "G Width" in "Changing the Setup Options."

When you print graphics, either with WordStar or with the Inset **Print** command, you can choose draft or letter quality, and you can print with either one or two printer passes. These capabilities are explained below. You can also choose the printed colors or shades of gray for each onscreen color; see **Printing with colors or shades of gray**.

Printing in letter or draft quality

With most printers, Inset can print with the highest available resolution, called letter quality printing, or it can print with a lower resolution, called draft quality printing.

TIP *Draft quality printing may take less time than letter quality, and you may want to use it for preliminary printouts.*

You can set the print quality using the Setup program. See "H Quality" in "Changing the Setup Options." You can also change the print quality setting using the **Quality** command. Choose **Output** at the Inset Main Menu and choose **Quality** at the Output submenu, then choose **Draft** or **Letter**. The new setting will be in effect for all printing until you change it again.

Printing in double-pass mode

If vertical lines are not straight when you print your graphics, using the **Pass** command may help.

Display the image on your screen. Choose **Modify** at the Inset Main Menu and choose **Pass** at the Modify Menu. Two options, Single and Double, appear. If you haven't used **Pass** previously for this file, the current setting is the same as the setting in effect when you first saved this file.

Choose **Single** to print the image in one pass. In this mode, each line of graphics prints once. Although this is the fastest method of printing, vertical lines may appear.

Choose **Double** to print each line of graphics twice. This produces a darker image and makes the passes line up correctly. While it is slower than the single-pass setting, you may find that printing two passes is necessary to produce high-quality graphics on your printer. (If your printer prints only in one direction, the double-pass setting has no effect.)

Note: If you've inserted an image in a document, you can choose double or single pass without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the image is the uppermost image on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Pass**. If you change the **Pass** setting in this manner, your change is automatically saved; don't use the **Save** command.

Printing with colors or shades of gray

You can control how each screen color is handled by your printer by using the **Ink** command. If you have a black and white printer, you can specify the shade of gray that will be printed for each color. If you have a color printer, you can specify colors.

Choose **Modify** at the Main Menu, and choose **Ink** at the Modify Menu. Inset displays six options: **Std**, **Invert**, **B&W**, **Table**, **Contrast**, and **Display**. You can set Ink to any of the first four options. If you haven't used **Ink** previously for this file, the current setting is the setting that was in effect when you first saved the file. The **Contrast** option, described below, lets you choose between three sets of shades of gray used for the other settings. The **Display** option, described in **Colors**, affects the onscreen colors. Choose the **Ink** option you want.

- **Std (Standard)** instructs Inset to print each color exactly as it appears on the screen or, for a black and white printer, in the standard gray levels, except that black prints as white and white prints as black. This means that a black screen background isn't printed, and white graphics are printed. **Standard** is also useful if you previously changed other **Ink** settings and want to reset them back to the original (default) colors.

- **Invert** is the same as **Standard** except that black prints as black and white prints as white. Be careful with this option, because a black background prints as black, and any portions of your onscreen graphics that are white aren't printed.
- **B&W (Black and White)** instructs Inset to print all colors except black as black and not to print black. If the image on the screen is on a black background, all the colors print as black and the background isn't printed.
- **Table** allows you to set each screen color to a printer gray level (or, for color printers, color). It is described below.

If you choose **Std**, **Invert**, or **B&W**, the Modify Menu reappears.

If you choose **Table**, Inset displays a menu of the colors on the palette used for the image. This menu has 2 colors for a monochrome image, 4 colors for a CGA color image, and 16 colors for an EGA image. You can choose and set as many colors as you want.

To choose a color, either use the cursor keys to move the highlighting to the color number and press \downarrow , or type the color number. For each color you choose, Inset displays a menu of the 16 gray levels (for black and white printers) or colors (for color printers). The menu choices are numbered **0** through **F** (hex code for 16). The bottom menu line shows the current gray level or color for this screen color. Gray levels are expressed in percentages. With a gray level of 50%, for example, half the dots in the image are printed. (There are three available sets of gray levels; you can change to another one using the **Contrast** command described below.)

You can move the highlighting among the choices to see the gray level or color each choice represents. Press \downarrow at any choice to choose a new gray level or color. When you're finished setting colors, press **Esc** to return to the Ink submenu. Press **Esc** again to return to the Modify Menu. Be sure to save your modification with the image.

If you choose **Contrast**, Inset displays a menu with three choices: Random, Gray, and High. Gray is the default for graphics images. **Gray** is a set of gray scales with graduated percentages; the dots in these grays are very regular, printing as graduated shades of gray. **Random** is another set of gray scales, the ones used with previous versions of Inset. The dots in these grays form different patterns when printed. For example, both Random and Gray include a 12% gray value, but these two shades appear different when printed. Gray is the best choice for most graphic images, but Random sometimes gives interesting effects. **High** is the default contrast for text images. It has fewer shades and is good for images that look best with high contrast.

To change the contrast setting, move the highlighting to the choice you want and press \downarrow . The values used in the tables for **Std** and **Invert** change to the new contrast setting values.

The following table shows the possible screen colors, their Inset numbers, and their default gray levels for black and white printers for all three contrast settings.

NUMBER	SCREEN COLOR	GRAY LEVELS		
		RANDOM	GRAY	HIGH
0	Black	0%	0%	0%
1	Blue	94%	88%	75%
2	Green	88%	81%	50%
3	Cyan	63%	75%	50%
4	Red	56%	68%	50%
5	Magenta	50%	62%	50%
6	Brown	38%	56%	25%
7	White	19%	50%	0%
8	Gray	87%	43%	100%
9	Lt. Blue	62%	36%	75%
A	Lt. Green	55%	31%	50%
B	Lt. Cyan	49%	25%	50%
C	Lt. Red/Pink	37%	18%	50%
D	Lt. Magenta	25%	12%	50%
E	Yellow	12%	6%	25%
F	White	100%	100%	100%

Note: If you've inserted an image in a document, you can change the colors or gray levels without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the `pix` tag for the image is the uppermost `pix` tag on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Ink**. If you change the **Ink** settings in this manner, your change is automatically saved; don't use the **Save** command.

R

Rotating an image

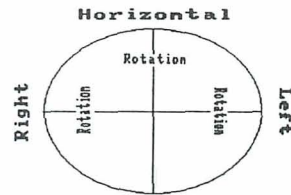
You can rotate an image when it is printed. The rotation doesn't show on the screen, except when you preview the text and image using either page preview or the Inset **PreView** command.

To rotate an image, choose **Modify** at the Inset Main Menu. Choose **Rotate** at the Modify Menu. Inset displays a menu that contains the three orientations, **Left**, **Horizontal**, and **Right**. The current orientation is highlighted. If you haven't chosen a rotation previously for this file, the default is the same setting that was in effect when you first saved the file. **Horizontal** is the same orientation as on the screen. **Left** and **Right** cause the printed image to be rotated 90 degrees in the direction specified. Choose the orientation you want. The Modify Menu reappears.

The illustration at the right shows the three orientations.

TIP *Rotating can be useful if you have a spreadsheet that is too wide for the printed page; it may fit sideways.*

Note: If you've inserted an image in a document, you can change the rotation without displaying the image on your screen. While editing the document, display the text where the image is inserted. Make sure the image is the uppermost image on the screen and start Inset. A box representing the image appears in the text, and a menu appears at the bottom of the screen. Choose **Image**. The Modify Menu appears. Choose **Rotate**. If you change an image's rotation in this manner, your change is automatically saved; don't use the **Save** command.



S

Saving an image

Each time you edit or modify an onscreen image, you need to save your changes. After you finish making your changes, choose **Save** at the Inset Main Menu. Otherwise, when you try to exit Inset, answer yes to the prompt that asks if you want to save your modifications. In either case, you must then enter the filename for the image. Press ↵ to accept the default filename, or type another filename you want to use and press ↵. Include a drive letter or directory path if necessary. You don't need to include the .PIX extension; Inset automatically adds it. (You can use the .SIG extension to password-protect a file. See **Signature files**.)

If you use the same filename the file had before you changed it, Inset asks if you want to replace the contents of that file with the image on the screen. Answer **R** for **Replace** to replace the image in the file with the changed image, or **C** for **Cancel** if you don't want to replace the file. If you answer **C**, you are returned to the Main Menu, and you have to start the **Save** operation again.

Inset saves the file. You are returned to the Main Menu if you chose **Save**, or to the operating system or the program you were running if you saved the image while exiting Inset.

When you save a file, the file's settings for the Modify commands **Rotate**, **Expand**, **Ink**, **Pass**, and **Border** become the current settings for new files you capture or create.

TIP *You can easily save a file while you're using one of the Edit Menu commands. Just press **F10** and the filename prompt appears. It's a good idea to use **F10** after you make changes you want to keep and before you make further changes. Then, if you decide not to keep your later changes, it's easy to go back to the most recent version.*

CAUTION Don't use the **Save** command unless the image is on the screen. When you modify an image when the image's *pix* tag is onscreen (but not the image itself), Inset automatically saves your modification with the same filename. If you use the **Save** command and the image was created in graphics mode, an error message appears and you can't save the file. However, if the image was created in text mode (for example, a spreadsheet) and you choose **Save**, then choose to replace the file, the text screen with the *pix* tag is saved as a *pix* file. In this case, you may lose your image by replacing the original *pix* file with the saved text screen.

See also **Capturing an image**.

Screen modes

When you type words on your computer (in the operating system, WordStar, or another program), the screen is normally in *text mode*. In text mode, the screen is divided into areas the size of one character (on most screens, 80 columns and 24 rows). The computer comes with a set of predefined characters. You choose the characters to put on the screen by typing them on the keyboard.

Graphics programs, including the Inset editing functions, work with the screen in *graphics mode*. In graphics mode, the screen is divided into individual dots, or pixels. When you use Inset to edit an image, you change the screen dot by dot.

The actual number of dots on the screen varies for different screens and graphics adapters and is called the screen resolution. Your screen may always have the same resolution, or you may have several resolutions available. For example, the standard color graphics adapter (CGA) has two resolutions, medium for color graphics and high for black-and-white graphics. In medium resolution, the screen is 320 dots wide by 200 dots high; in high resolution, the screen is 640 dots wide and 200 dots high. For information about the resolutions available with other screen adapters, see "A Screen" in "Changing the Setup Options."

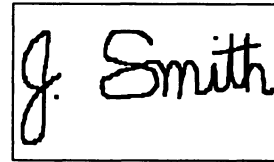
When Inset captures a graphic image, it stores the contents and color of each dot on the screen. If you try to display an image on a screen with lower resolution or fewer colors than the one on which it was captured, Inset must first convert the image to an available resolution.

You can capture a text screen with Inset, but you can't edit that screen or preview it with WordStar page preview unless you first convert it to graphics mode using the Inset **Convert** command. (See **Converting a text screen to graphics**.)

Signature files

You can password-protect a file when you save it by using the .SIG filename extension, which stands for signature file. A signature file can contain an image of your signature, which you can insert into letters and memos. Protecting the signature file with the .SIG extension prevents anyone from using your signature without your approval. You can password-protect any image; it doesn't have to be a signature. It just needs to have the .SIG filename extension.

The example at the right shows a signature file named JSMITH.SIG.



When you capture or save a file, if you type a filename with the .SIG extension, Inset prompts you for the password. Type a password of up to eight characters and press ↵. You don't see the password as you type it; X's are displayed instead. After you press ↵, Inset asks you to retype the password for verification. Retype the password and press ↵. If you type the password exactly as you did originally, Inset saves the image in a protected file, using your password as the key. If your verification is not correct, you can repeat the procedure.

To view or print a protected file, you must type the password. If anyone tries to view or print the file without using the correct password, the image will be unrecognizable.

See also **Capturing an image** and **Saving an image**.

Size

Inset provides two ways to change the size of your printed image, the **Expand** command and the **ReSize** command. You can use the **Expand** command to set a size in inches, in columns and rows, or relative to the screen size of the image. You can use **ReSize** to adjust the size (in columns and rows) of an image that is already inserted in a document.

The **Expand** and **ReSize** commands are described below. These commands allow you to change the size of the printed or previewed image. They have no effect on the size of the image when you display it on the screen.

The Expand command

You can use the **Expand** command when the image is displayed on the screen, or you can use it when you're using WordStar to edit a page that contains a pix tag (in this case, the image you want to change must be the uppermost pix tag on the screen).

To use **Expand**, start Inset and choose **Modify** at the Main Menu. (If you're editing a page with an image, start Inset and choose **Image**.) Choose **Expand** at the Modify Menu. Inset displays eight settings: **1x**, **2x**, **3x**, **4x**, **5x**, **6x**, **Col/Row**, and **Inches**. The current setting is highlighted. Choose the setting you want.

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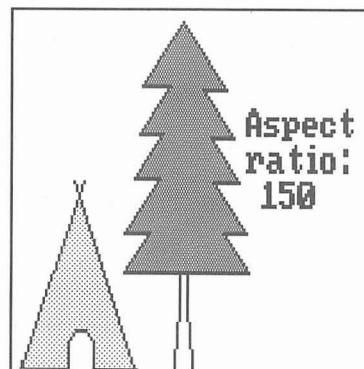
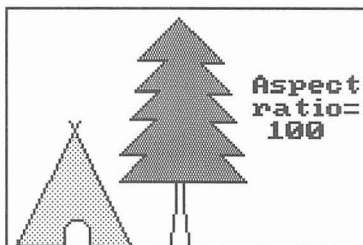
The **1x** through **6x** settings set the number of dots to print for each dot on the screen. For example, if you choose **2x**, each screen dot prints as two rows of two dots each, doubling the length and width of the printed image. If you use these settings, note that the size of the printed dot varies from printer to printer. Thus the same image with the same expansion setting is printed smaller on a printer with high resolution, such as a laser printer, than it is on a printer with low resolution, such as a dot matrix printer.

The **Col/Row** choice allows you to set the size in terms of text columns and rows, and the **Inches** choice allows you to set the size in inches. These two options are useful whenever you want to set an exact size for the printed image.

Note: If you set the size in columns, the column width is determined by the pitch; the default is 10 columns per inch. You can change the pitch with the Setup program or with the **Pitch** command on the Output submenu. See also **Pitch**.

If you choose **Col/Row** or **Inches**, a prompt asks for the width of the picture in columns or inches. Type the width you want and press ↵. The next prompt asks you for the aspect ratio.

The aspect ratio is the relationship of the vertical aspect of the image to its horizontal aspect. If you specify a number from **1** through **99**, the image will be compressed vertically when it is printed, so it is shorter than it is on the screen. The number **1** produces the shortest image, while with **99**, the compression is barely noticeable. If you choose **100**, the image will be printed on a 1-to-1 ratio. If you choose a number over 100, the image will be taller when printed, so that it appears elongated. Type the number you want and press ↵.



Instead of specifying an aspect ratio, you can specify exactly how long you want the image (in rows or inches, depending on your original choice). Just type **0** at the aspect ratio prompt and press ↵, then type the number of rows or inches and press ↵.

After you change the size of an onscreen image, be sure to save your modification before exiting Inset. If you use **Expand** without the image on the screen (that is, when the pix tag is onscreen), don't use the **Save** command; the change is automatically saved.

The ReSize command

The **ReSize** command allows you to modify an image to fill the space you want it to take up in your text. You can use **ReSize** only when you're using WordStar to edit a page that contains an inserted image, and only for the image represented by the uppermost pix tag on the screen.

To use **ReSize**, display the text on the screen. Make sure the image you want is the uppermost image on the screen and that the entire area left for the image is on the screen, and then start Inset. Inset displays a box that marks the image's location. (If the entire box isn't on the screen, you can exit Inset and scroll your display so the box will fit, then start Inset again.)

Inset displays a menu with three commands: **Image**, **ReSize**, and **PreView**. Choose **ReSize**. You have two choices, **Natural** and **Scale**. **Natural** allows you to adjust the image dimensions in multiples only; for example, you can make the image twice as wide or four times as high. **Scale** allows you to adjust the dimensions by rows and columns; it gives you more exact control over the size, but can cause distortion in the printed image, especially with color patterns. Choose either **Natural** or **Scale**.

Now you can adjust the size of the image. Use the up and down arrow keys to adjust the height, the left and right arrow keys to adjust the width, and the plus and minus keys next to the arrow keys to adjust the height and width at the same time. The size of the image box changes onscreen with your changes, and the row and column numbers next to the filename at the top of the box show the new dimensions in rows and columns. When the image is the size you want, press ↵. The new size is automatically saved with the image; don't use the **Save** command. Inset returns you to the menu. Press **Esc** twice to exit Inset.

T

Text

You can add text to a graphic image. Inset provides several text styles and sizes. To add text, start Inset, display the image, and choose **Edit**. Choose **Text** at the Edit Menu. Inset displays a submenu of commands you can use to add text to a graphics image and

to modify the text. The submenu contains eight commands: **Enter**, **Accept**, **Undo**, **Direction**, **Height**, **Width**, **Italics**, and **Font**. Each of these commands is described below.

Note: The text you add to an image is in graphics mode; it doesn't match your printer's text characters. (See **Screen modes** for information on text mode and graphics mode.) You can use this contrast to call attention to the image accompanying the graphics text.

Enter

Use **Enter** to type the text you want. When you choose **Enter**, the menu disappears and a cursor appears. Use the arrow keys to move the cursor to where you want to begin typing, and type the text you want. You can use any characters on your keyboard. With any of the three ASCII fonts (see "Font" below), you can use characters from the ASCII extended character set by holding down the **Alt** key and typing the decimal value of the character you want. You can press ↵ to start a new line of text directly below the first character of the previous line. Pressing **Backspace** erases the previous character. You can use the arrow keys to move the entire block of text you typed since choosing **Enter**.

When you're finished entering text, press **Esc**. The text remains on the screen and the menu reappears. You can choose **Accept** to save the text as it is, **Undo** to erase the text, or any of the other **Text** commands to change the style of the text before saving it.

If you try to leave the Edit Menu while the screen contains text you haven't accepted, Inset prompts you to either accept or undo the text.

Note: When you enter text, the colors in which it appears onscreen are determined by the colors already onscreen. However, when you accept the text, it changes to the Draw color. When entering text, be sure the Draw color is different from the background color(s) on which you enter the text.

Accept

Use **Accept** when the text on the screen looks exactly the way you want. Just choose **Accept** from the Text submenu.

After you use **Accept**, the block of text you just entered is frozen. You can't change any characters or the text's direction, height, width, italics, or font. You can modify it only by using the graphics editing functions, such as **Magnify** and **Erase**.

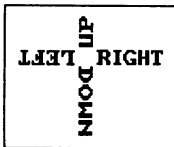
After you use **Accept**, you can use the other Text commands to enter and modify additional text. These commands affect only the current block of text that has not yet been accepted.

Undo

Use **Undo** to erase the current block of text (the text that you haven't yet accepted). Just choose Undo at the Text submenu. All the text disappears except text that you previously accepted.

Direction

You can change the orientation of the current block of text with the **Direction** command. When you choose **Direction**, Inset displays a submenu with four choices, **Right**, **Down**, **Left** (Upside-down), and **Up**.



Right is standard horizontal text. **Left** causes text to turn upside-down and read from right to left. **Up** and **Down** let you type vertically up or down from the cursor position. Choose the direction you want. The current block of text, if any, turns in the direction you chose, and subsequent text you type is in the new direction.

Before you change the direction of the text again, be sure all the text that is to remain in the current direction is exactly the way you want, then choose **Accept** to save it.

If you want to change the direction of only a few words, remember to first accept the text you want in the current direction.

Height

Height allows you to make the characters in the current block of text taller. You can use it alone to make characters appear taller and thinner than the usual characters, or you can use it together with **Width** to make the characters larger.

When you choose **Height**, Inset displays a submenu with six choices, **1x** through **6x**. **1x** is normal height, **2x** is double normal height, **3x** is triple normal height, and so on. Choose the height you want. The current block of text, if any, changes to the height you chose, and subsequent text you type is in the new height.

Before you change the height of the text again, be sure all the text that is to remain in the current height is exactly the way you want, then choose **Accept** to save it.

If you want to change the height of only a few words, remember to first accept the text you want in the current direction.

Width

Width allows you to make the characters in the current block of text wider. You can use it alone to make characters appear darker (**2x** makes a good boldface), or you can use it together with **Height** to make the characters larger.

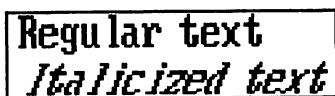
When you choose **Width**, Inset displays a submenu with six choices, **1x** through **6x**. **1x** is normal width, **2x** is double normal width, **3x** is triple normal width, and so on. Choose the width you want. The current block of text, if any, changes to the width you chose, and subsequent text you type is in the new width.

Before you change the width of the text again, be sure all the text that is to remain in the current width is exactly the way you want, then choose **Accept** to save it.

If you want to change the width of only a few words, remember to first accept the text you want in the current direction.

Italics

The **Italics** command lets you italicize (slant) all the characters in the current block of text. When you choose **Italics**, Inset displays two choices, **Normal** and **Italic**. Choose **Italic**. The current block of text, if any, appears in italics, and subsequent text you type is italicized.



Before you change back to normal text, be sure all the italicized text is exactly the way you want, then choose **Accept** to save it.

To turn italics off, choose **Italics** at the Text submenu, then choose **Normal**.

If you want to italicize only a few words, remember to first accept the text you don't want to appear in italics.

Font

The **Font** command allows you to change fonts. You can either use the standard IBM® system font (the default) or choose one of the other available fonts.

Before you change to a different font, save the text you want to remain in the current font by accepting it.

When you choose **Font**, Inset displays two choices, **PC_Font** and **Load** (to load a font from disk). The PC font is the default font. The other fonts are type styles that come with Inset. They are stored in files with the .INF filename extension.

To choose a font other than the default, choose **Load**. Inset displays a menu of the available fonts. Because each font is a file, the menu is in Inset's file selection format. If the list isn't displayed and a font filename is on the top menu line, you can press * or the **Spacebar** to erase the name and display the list.

Choose the font you want. The current block of text, if any, appears in the new font, and subsequent text you type is in the new font.

TIP You can see how all the fonts look by typing your text on the screen but not accepting it, then choosing each font in turn.

To return to the default font, choose **Font** at the Text submenu, then choose **PC_Font**.

Changing the Setup Options

If you need to change the choices you made when you installed Inset or you want to change some of the current Inset settings, you can run a program called Setup, which is in a file named SETUP.COM. Log on to your Inset directory and follow the steps below:

- 1 Type **setup** and press ↵. The Hardware Configuration Setup screen appears.
- 2 Examine the current settings for the setup options. Type the letter of the option you want to change.
- 3 Use the cursor keys to move the highlighting to the answer you want, then press ↵ to choose the answer. Information about each option is given after this procedure.
- 4 When all the settings are correct, press **F10** to save them. You are returned to the system prompt.
- 5 If Inset was loaded in your computer's memory before you ran Setup, type **ri** and press ↵ to remove Inset from memory, then type **inset** to reload Inset. (Otherwise the setup changes will not take effect.)

The setup options are listed below in the same order as they appear on the Hardware Configuration Setup screen.

A Screen

You choose an Inset screen driver when you install Inset. You can change to another screen driver using this option. To run Inset, your computer must have one of the screen adapters (graphics boards or cards) listed on the screen or an equivalent one. Screen adapters that can be used with Inset are described below.

IBM Color Graphics Adapter The CGA has four different display modes. Two of the modes—80-column text and 40-column text—are text modes. While the screen is in text mode, no graphics images can be displayed. The other two modes display graphics. In medium resolution mode, the screen is 320 pixels wide by 200 pixels high, and four colors can be used. In high resolution mode, the screen is 640 by 200 pixels, and two colors can be used.

IBM Enhanced Graphics Adapter The EGA displays the same four screen modes as the CGA plus three additional modes, 640 by 350 pixels and 640 by 200 pixels, both with 16 colors, and 640 by 350 with 4 colors. The EGA driver supports all the CGA modes and the two 16-color modes. The 640x350x4 mode is actually a monochrome mode with blinking. To use this mode, you must choose the EGAMONO screen driver.

Video Graphics Adapter The VGA supports the CGA and EGA modes plus two additional modes, 640 by 480 pixels with either 2 or 4 colors.

MCGA The MCGA monochrome adapter is used with the IBM PS/2 Models 25 and 30 computers. It supports the CGA graphics modes (emulating colors with gray) and has a high-resolution mode of 640 by 280 pixels with 2 colors.

Hercules Monochrome Graphics Adapter The Hercules Monochrome board allows you to display graphics on an IBM monochrome screen. The Hercules board comes with software (the HGC file) that identifies the board to the computer. The board has two different memory pages where graphics are displayed. They are called page 0 and page 1. Inset performs the equivalent of the HGC FULL command as a default. To run Inset in HGC HALF mode, choose the HERCHALF screen option. (If you choose the wrong screen option, pressing **Alt-LShift-I** twice when starting Inset will automatically change this setting.) With the Hercules Monochrome board, to start Inset, you must use **LShift-Ctrl** while in text mode and **Alt-LShift-I** while in graphics mode.

Note: If you have the Hercules Plus board, you can't use Inset and RAMfonts at the same time. When you load Inset, it turns the RAMfonts off. To use them again, you need to remove Inset from memory and turn the RAMfonts on again.

Hercules Color Graphics Card Inset works with the Hercules Color board the same way as with the CGA board. Choose the CGA screen option.

ATT Display This adapter is similar to the EGA adapters. Two drivers are provided for the ATT, one for color and one for monochrome.

Toshiba The Toshiba 3100 has a monochrome monitor with three graphics modes, including a high-resolution mode of 640 by 400 pixels.

The Genius You can use two modes with the The Genius monochrome monitor, 640 by 200 pixels and 736 by 1008 pixels. Use **Alt-LShift-I** to start Inset when your screen is in graphics mode.

Wyse 700 or Amdek 1280 The WYSE driver lets you display 4-color graphics using shades of gray in two resolutions, 320 by 200 pixels (CGA) and 640 by 800 pixels. It also has three 2-color modes, 640 by 200, 640 by 400, and 1280 by 800. Use **Alt-LShift-I** to start Inset when your screen is in graphics mode.

IBM Monochrome Display The IBM monochrome monitor can display only text; it doesn't have graphics capabilities. If you choose this screen option, the Small version of Inset is automatically used (see the "Q Version" setup option).

QuadEGA+ Board The QuadEGA+ offers CGA and EGA support and also supports the graphics modes of the Hercules Monochrome adapter. When you use this board, you must know which of these three modes you're using. If you're in Hercules mode, use the HERC screen option (or HERCHALF if you use this mode), and treat the adapter the same as the Hercules Monochrome adapter. In any color mode, use the EGA screen option and treat it like the EGA adapter. (If you're using CGA mode, the EGA option will work and you can use both medium resolution and high resolution.)

Tecmar Graphics Master For the Tecmar Graphics Master adapter, choose the CGA screen option. The Tecmar Graphics Master also has enhanced graphics capabilities, but Inset does not support it in its enhanced modes at this time.

Tecmar EGA Master For the Tecmar EGA Master, choose the EGA screen option. This adapter works with Inset the same way as the EGA board does.

B Screen Mode

To start Inset from most programs other than WordStar (or from the system prompt), you press the regular pop-up keys, **LShift** and **Ctrl**. But certain other programs, such as Lotus 1-2-3, don't tell Inset what graphics mode (screen resolution) is being used. When you try to start Inset from inside one of these programs, the Inset Main Menu doesn't appear. You need to use the override pop-up keys **Alt**, **LShift**, and **I** to start these programs. When you press the override pop-up keys, Inset automatically sets the graphics mode to the mode selected at this option. For example, two graphics modes are available for the CGA adapter: medium resolution for colors and high resolution for black and white.

If you need to change the graphics mode for another program, you can find out what mode the program is using and set this option to that mode. If you aren't sure, just run the program and try **Alt-LShift-I** several times in succession. Inset rotates through the available modes. When you find the correct mode, Inset automatically sets this Setup option to the correct mode.

C Printer

To find the correct printer driver for your printer, you can use the **PgDn** key to move the highlighting down the list quickly. If you're not sure which driver to choose, refer to the *Printers and Monitors List*.

If you have more than one printer, you can change printers without using the Setup program. See **Printers** in "Inset Reference."

D Color/Black and White

This option tells Inset if you plan to print in black and white or in colors.

E 4K Buffers

This option sets the number of pages (4K per page) set aside in memory before using disk space. These pages are called buffers. The default setting is the minimum needed for your system. A higher number of buffers generally increases the speed of operation, but takes up more memory. If you're using a printer with very high resolution, such as a laser printer or a color printer, you may want to increase the number of buffers by one or two.

F Port

Your printer is connected to your computer through a port. The parallel ports are LPT1, LPT2, and LPT3. The Inset default is LPT1. If your printer is connected to LPT2 or LPT3, choose that port.

You can change the printer port while running Inset. See **Printers** in "Inset Reference."

Serial printers, such as the HP LaserJet printer (but not the HP LaserJet Plus), are connected to a computer through the COM1 or COM2 port. Before you can print a document containing pix files on a serial printer, you must reroute the printer output through one of the LPT ports. You can do this by using the MODE system command after you exit the Setup program and before you load Inset into memory.

At the DOS prompt, type these commands:

```
MODE COM1:96,N,8,1,P
MODE LPT1:=COM1:
```

Note: The commands shown above work if the serial printer is connected to the computer through the COM1 port and you want to reroute it through LPT1. If your printer is connected through COM2, or if you want to reroute it through LPT2 or LPT3, you can edit SERIAL.BAT and substitute the appropriate numbers. Be sure the LPT port is the one selected in the Setup program.

G Width

Choose 80 columns for standard width (8½-inch) paper or 132 columns for wide (11-inch) paper or for printing in landscape mode.

H Quality

If you choose letter quality, Inset will print graphics in the highest possible resolution (number of dots per inch) for your printer. Choosing draft will result in an increase in the speed of graphic printing, but with a corresponding reduction in resolution.

If you're not sure which quality to print in, you can experiment with printing in both draft and letter quality and compare results. See also **Printing** in "Inset Reference."

I Pitch

The pitch setting determines the width of a column when you specify image size in columns. If you want to set image size in columns, be sure the pitch setting agrees with the printer pitch or font you're using, so the image will be printed correctly. The default setting for most printers is 10 characters per inch, which is also the Inset default. See also **Pitch** and **Size** in "Inset Reference."

J .PIX Directory Path

This option allows you to name the directory where you normally keep your pix files. This directory is the default when Inset asks you for a filename for saving or viewing a file.

The default for this option is no path. Your pix files are saved in the disk or directory where you're working and Inset searches the current directory when it looks for a pix file.

K Temporary Directory Path

If Inset creates temporary overflow files when you're short of disk space, they are put in the directory you name here. Make sure you name a valid directory. The default for this option is the directory that contains the Inset files.

If you name a new directory, the following question appears:

Is this a Virtual (RAM) Disk?

Inset needs to know if the directory for your temporary files is located on a RAM disk. A RAM disk is a portion of memory that you set aside for use as a disk drive. You don't have a RAM disk unless you set it up. If you have not created a RAM disk, press **N** for no. (If you want to create a RAM disk, refer to your computer manual.)

L Default Pop-up Keys

The pop-up keys are used to start Inset and display the Main Menu. They are the **LShift** key and the **Ctrl** key. You can change the pop-up keys with this option.

To change the pop-up keys, press **N** for no, type the number of characters you're choosing (from 1 to 3), and press the keys you want to select. The first key must be either **Ctrl**, **LShift** (the left Shift key), **RShift** (the right Shift key), or **Alt**. You must hold down the first key (and the second, if you choose three keys) while you press the second (or third) key.

M Override Pop-up Keys

The alternate (override) pop-up keys are used to start Inset and display the Main Menu in programs that require a screen mode that is not apparent to Inset. They are **Alt**, **LShift** (the left Shift key), and **I**. You can choose different override pop-up keys with this option.

To change the override pop-up keys, press **N** for no, type the number of characters you're choosing (from 1 to 3), and press the keys you want to select. The first key must be either **Ctrl**, the left **Shift** key, the right **Shift** key, or **Alt**. You must hold down the first key (and the second, if you choose three keys) while you press the second (or third) key.

N Default Macro

At this screen, you can create a macro for running a frequently used Inset function. A macro consists of a series of Inset commands. The commands represented by the macro will run automatically every time you press the pop-up keys to start Inset; you won't have to enter them from the keyboard.

The format of the macro is simply whatever you'd type at the Inset menus to do what you want to do; this might include the letters for the commands you want to run or a filename. All letters must be in uppercase. You can also use the following characters:

- ; ↵ key
- ^ **Esc** key
- # Pause until ↵ is pressed. This allows you to, for example, type a filename after the **View** or **Save** command and have the macro resume.
- { Move the cursor one place to the left
- } Move the cursor one place to the right

For example, if you always view a graphics file immediately after you start Inset, you can set up the macro to choose the **View** command, ask you the filename, and display the file. For this macro, you'd type **V**. Another example of a macro is shown below in "O Override Macro." See also "Starting Inset Using Macros" in "More About Inset."

O *Override Macro*

Inset has a preset *override macro*, which is a series of commands that runs when you press **Alt-LShift-I** to start Inset in a program such as Lotus 1-2-3. This macro automatically chooses the medium resolution option for graphics display mode. (Lotus 1-2-3 changes the display mode without informing the operating system.)

This option allows you to change the override macro. If you do so, take into account that you may need to change the screen mode whenever you start Inset by pressing **Alt-LShift-I**.

This macro is in the same format as described in "N Default Macro." For example, the only reason you ever start Inset while you're in Lotus 1-2-3 may be to capture the current screen. You can set up this macro to automatically start Inset, change to medium resolution screen mode, run the **Save** command, type the directory in which you save these files, pause to allow you to type a filename, and exit Inset. If you save your Lotus pix files in the \SSPIX directory, this macro would be S\SSPIX\#^.

P *Keyboard Mode*

Some programs may prevent Inset from receiving the keystrokes that start it and display the Main Menu. At this screen, you can set Inset to "grab" keystrokes before other programs can get them. Three choices are available:

- Passive This is the default mode. Inset receives all keystrokes and is started by **Shift-PrtSc**. This mode does not interfere with other programs, so it is preferable whenever possible.
- Semi-active If Inset doesn't start in Passive mode, you can try Semi-active. Semi-active mode is almost as safe as Passive, and it can be useful in programs such as Lotus 1-2-3 and Symphony. However, it can occasionally cause problems with other memory-resident programs, so if you have a problem, change back to Passive as soon as possible.
- Active When you can't start Inset with **LShift-Ctrl** or **Alt-LShift-I**, choose Active. Change this setting back to Passive as soon as possible, because Inset set for Active may not run with other memory-resident software.

Q *Version*

You can install Inset to run with (full) or without (small) its graphics editing capabilities, which let you create your own computer graphics or edit existing graphics. If you don't install the graphics editing capabilities, the **Edit** command doesn't appear on the Inset Main Menu. The memory saved by not installing graphics editing is about 15K.

If you set Inset up for an IBM monochrome monitor, the version is automatically set to Small, because you can't edit graphics on this type of monitor.

R *Maximum .PIX Size*

This option sets the maximum size of your pix file images. A smaller size decreases the amount of memory that Inset uses. The minimum size that you can specify is 15K, and the maximum is 447K. The default is 110K. You probably don't need to change this unless you work with very large or very high-resolution images.

S *Fast Files*

The first time you print an image, Inset creates a *fast file* with the same filename as the pix file but with the .FST extension. This files makes subsequent printing of the image three to sixteen times faster than the first time you printed it. If you modify the image or print it with a different printer, the .FST file is not used for printing and Inset creates a new .FST file reflecting the changes.

This option allows you to turn creation of fast files on and off. The default is on. You might want to set it to off if you have disk space limitations. You can also switch fast file creation on and off while running Inset, using the **Fast** command on the Output submenu.

The disk space that a fast file requires depends on the size of the printed image. If you are printing an image that takes up a full page, the fast file may take up more space than the original pix file; if you are clipping a part of the pix file and printing it an inch wide, the fast file will probably take up considerably less space than the pix file.

More About Inset

Error Conditions

This section describes problems you may have while working with Inset and tells you how to solve them.

You can't load Inset from DOS.

Be sure you're logged on to the drive or directory that has the Inset files. Be sure the appropriate Inset printer driver file (PRD) is in this directory.

The Inset menu doesn't appear when you press LShift-Ctrl or Alt-LShift-I.

If nothing happens when you press the pop-up keys, Inset is not loaded, or your program is blocking the **LShift-Ctrl** or **Alt-LShift-I** sequence, or (if you hear a beep) your program is in the middle of a DOS function.

If Inset isn't loaded, load it. If your program is running a DOS function, you can just press ↵. If a DOS disk read is in progress, you must wait until the disk read is complete before you can start Inset.

If your program is blocking the sequence, try the other sequence (if **LShift-Ctrl** doesn't work, try **Alt-LShift-I**, and vice versa). If that doesn't work, try setting the keyboard mode to Semi-active (if the pop-up keys sometimes work) or Active (if they never work). See "P Keyboard Mode" in "Changing the Setup Options."

If you can see some response on the screen when you press the pop-up keys but the menu isn't displayed correctly, Inset may be using the wrong display mode for the current screen. Use the **Alt-LShift-I** keys several times. Inset rotates through the available screen modes, and one of them should make the menu appear. You can also set this screen mode using the Setup program. See "B Screen Mode" in "Changing the Setup Options."

With a few computers, Inset may have trouble popping up because it can't tell that no mouse is attached to the computer. This can cause operating system error messages. If when you load Inset, it displays a "Mouse Installed" message and you don't have a mouse, try the NOMOUSE.COM program. Log on to your Inset disk or directory and, at the operating system prompt, type **nomouse** ↵.

A beep sounds while you're in an Inset menu.

You pressed an invalid key. Try to enter the command again. Inset may also be signaling to you that it has completed either disk I/O, clipping, or printing. This is not an error.

Nothing happens when you try to print with the Print Go command.

Inset can't find your printer. Check to make sure the printer is online, that the cables are all secure, and that you have selected the right printer driver and port.

The Inset Main Menu doesn't appear when you use Utilities, Inset (Alt+U,I) or ^P&.

WordStar may not know where to find Inset. (This should not happen if you installed Inset using WSETUP or the Add a feature option in WINSTALL.) Use WINSTALL to check the assignment of WordStar search paths.

WordStar may not have enough available memory to load Inset. If you are running any memory-resident programs, exit WordStar and remove them from memory.

Be sure that you have run the Inset Setup program as described in "Installing Inset" and that the IN.SET file and the appropriate Inset printer driver file (PRD) are in the same directory as the Inset program files.

An image in a document is not printed.

Check the pix tag to make sure the pix filename is correct and the correct path is included. If the pix tag is correct, open your document and be sure Utilities, Inset (Alt+U,I) or the ^P& classic command starts Inset. If you cannot start Inset, see the explanation above for "The Inset Main Menu doesn't appear . . ."

An image is not printed correctly.

If the image appears too tall and thin or too short and wide, change the aspect ratio using either the **Col/Row** or **Inches** options of the **Expand** command. If the image is still incorrect, and it is in a document, try using a different line height or line spacing. If you are printing the image larger than its original size when captured, try printing it at its original size. On a few printers, enlarged graphics may not be printed correctly.

If too much white space shows around the image, use the **Clip** command on the Modify Menu to move the clip lines closer to the actual image.

If you were required to change any switch settings on your printer to make it compatible with the driver, make sure the changes are made.

You may be using the wrong Inset printer driver. See the *Printers and Monitors List* for the name of the correct driver. If you are printing the Inset **Print** command, check your printer using the **Driver** command on the Output submenu. If you are printing with WordStar, you can use PDFEDIT to make sure your PDF is set up for the correct Inset printer driver.

If the graphics appear fuzzy, check the image's screen colors and its settings for the corresponding printer shades of gray. See **Printing in colors or shades of gray** in "Inset Reference."

If the horizontal lines that make up the image are staggered to the left and right then you print the image in a document, try choosing a different font before the pix tag, or try using a different line height or line spacing (6 lines per inch is the most reliable height).

An image printed on a dot matrix printer appears wavy.

Use double-pass printing. See **Printing** in "Inset Reference."

An image is printed in the wrong position in a document

If the image is too far to the left or right, be sure the pix tag is in the correct position on the line. If it is, try choosing a different font before the pix tag. If you are printing the image larger than its original size when captured, try printing it at its original size; with a few printers, enlarged graphics may not be printed correctly.

If the image is too high or low, adjust the position of the pix tag. If necessary, you can use superscript or subscript.

Check how the image is clipped; you can sometimes adjust the position by moving the clip lines.

Only part of an image is printed

The .FST file for the image may be damaged; try deleting this file. If the right portion of the image is cut off, try running the Inset Setup program and changing the width to 132 columns (this may help even on 8 1/2-inch wide paper).

On a laser printer, if printing stops before the entire image is printed, the printer doesn't have enough memory for the whole page. To get more memory, you can remove downloaded fonts that you're not using, or you can purchase additional memory, if available. Otherwise, you can work around this problem by reducing the size of the image or printing fewer images on a page. The rest of the page is printed on the next piece of paper (you may need to reset the printer first), so you can also cut and paste if necessary. For preliminary printouts, you can use less memory by setting **Quality** (on the Output submenu of the Modify Menu) to **Draft**.

The text next to an image is spaced incorrectly

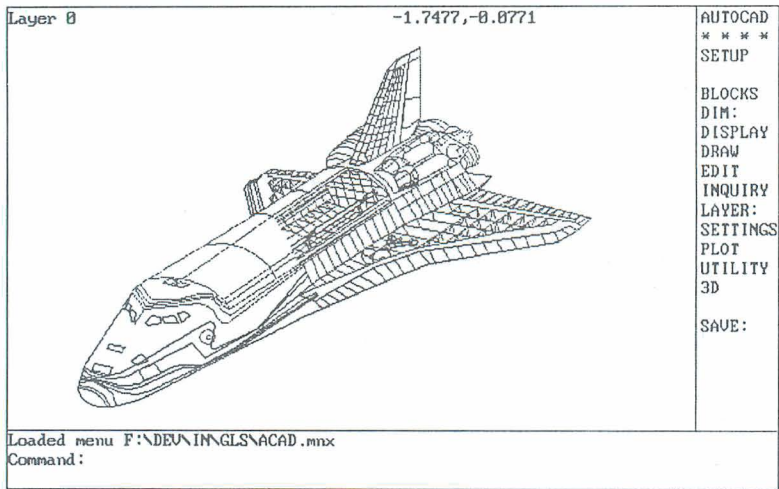
You may need to change the line height to 6, 3, 2, or 1 lines per inch. See **Inserting an image into text** in "Inset Reference." This problem may also cause incorrect page breaks.

Using Inset with Other Programs

The information below shows how Inset works with some of the more popular spreadsheets and graphics programs.

AutoCAD

When capturing AutoCAD drawings, you may need to use **Alt-LShift-I** to start Inset.



Diagraph

To use Inset with the Diagraph CAD program, you must set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options." You should reset the keyboard mode to Passive when you leave Diagraph.

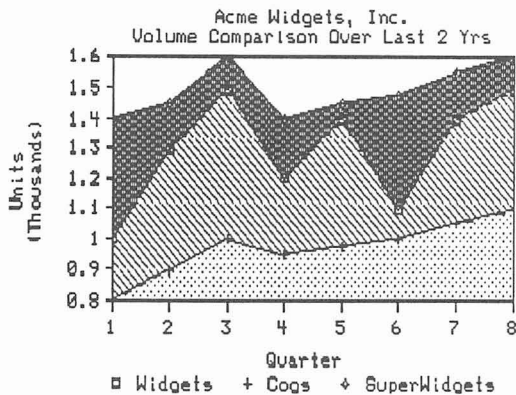
Dr. Halo

To use Inset with the Dr. Halo graphics program, you may need to set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options." You should reset the keyboard mode to Passive when you leave Dr. Halo.

EnerGraphics

If you use the EnerGraphics program on an EGA board with 640x350x16 resolution, you must choose the EGA high resolution screen mode for Inset (see "A Screen" in "Changing the Setup Options"). Use **Alt-LShift-I** to start Inset from EnerGraphics.

Lotus 1-2-3



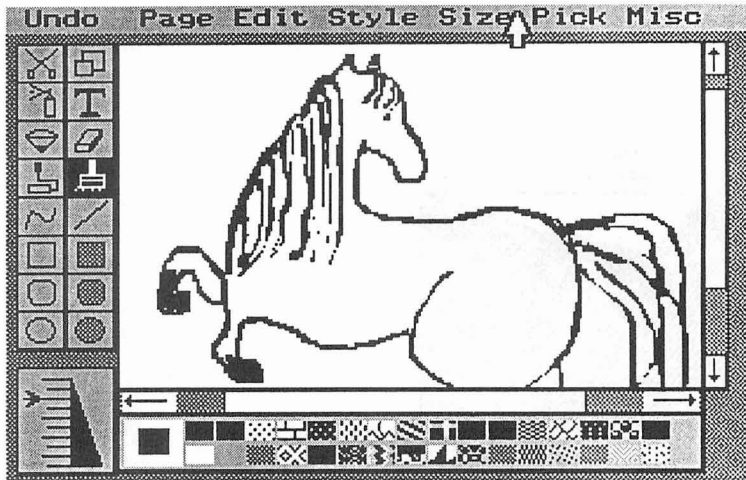
To capture graphics from Lotus 1-2-3 Version 1, you must start Inset using the **Alt-LShift-I** keys. This sets the display mode to medium resolution graphics and displays the Inset Main Menu on the bottom of your screen. With Lotus 1-2-3 Version 2, you can use **LShift-Ctrl**.

When you're in the spreadsheet itself, use **LShift-Ctrl** to start Inset.

PC-Paint

To use Inset with PC-Paint, you must not load any of PC-Paint's screen printing programs (such as EPSON.COM or OKIDATA.COM) after you load Inset. If you do load one of these programs, Inset will be unable to pop up inside PC-Paint.

PC-Paintbrush



If you're using PC-Paintbrush and Inset in the EGA high resolution mode, you must use **Alt-LShift-I** to start Inset. If you use **LShift-Ctrl** by mistake, press **Esc** and then press **Alt-LShift-I**.

Symphony

To run Inset with Symphony, set the Inset keyboard mode to Semi-active. See "P Keyboard Mode" in "Changing the Setup Options."

Windows

To use Inset with Microsoft Windows, you must set the Inset keyboard mode to Active. See "P Keyboard Mode" in "Changing the Setup Options."

You must load Inset before you run the Windows environment. Inset is a memory-resident program, so you can't run it as an application from inside Windows.

Starting Inset with Macros

Inset includes a program called AUTOIN.COM that is an alternative to the pop-up key method of starting Inset. AUTOIN.COM lets you start Inset at the DOS prompt with a command that includes a macro. The macro, which can be up to 80 characters long, issues Inset commands. This method of starting Inset is useful in batch files where you want to perform Inset tasks automatically.

Before you use AUTOIN.COM, you must load Inset into your computer's memory. To use AUTOIN.COM, type **autoin macro** and press ↵. An example of an AUTOIN.COM command line is **autoin vsample;pg^y**. This command pops up Inset, views and prints SAMPLE.PIX, and returns to DOS.

For more information on using Inset macros, see "N Default Macro" in "Changing the Setup Options."

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