GRAPHICS IN UPDATES

MOVE GRAPHICS FROM ONE FILE TO ANOTHER

When you update or upgrade your InView & StockView from one version to another, chances are you'll want to edit some of the print forms to suit your needs. Chances are too, that you probably altered those forms once before. We're sorry... we've been searching for a way to transfer your graphics changes for years... we're still searching.

DO NOT copy graphics from different version numbers without first printing and examining the new reports. This means don't blindly copy graphics from 3.1 version software for use in 4.1. They use some elements in entirely different ways, so you may loose features we've added or end up creating a dysfunctional report.

It's okay to copy graphics from different releases within the same version ranges. Moving graphics from 4.0 to 4.0.1 or to 4.1, for instance, is probably just fine. DO print and examine the new reports first though.

You can copy and paste just certain elements or entire layouts from one file to another. On Macintosh, the Scrapbook is capable of storing forms in part or entirety.

FYI: The Clipboard is a piece of your computer's memory that is used to "remember" things that you Cut or Copy. Every time you Cut or Copy, the previously remembered item is replaced by the new one. Whenever you Paste, the last remembered item is used. During normal use of your computer the contents of the Clipboard may be occasionally replaced by the software you're using.

MAKE A BACKUP

Before you do anything else, make sure you have a backup of your files or at least make a copy of the file your are about to change.

RENAME OLD FILES

It's extremely convenient to have the old and the new files open at the same time. That enables you to have corresponding forms opened simultaneously to copy and paste graphics rapidly from one to another. However, they can't have the same name and be open at the same time.

The solution is to rename one, preferably the older one, so that it has a name such as "WorksheetXX". Then, for example, "Worksheet" and "WorksheetXX" can both be opened to the Invoice form for easy transfer of graphics. If you're in WorksheetXX you're in the old file copying the layout, and if you're in Worksheet you're pasting the layout.

On the Macintosh highlight the file name and change it. On Windows computers right click the file and choose Rename.

OPENING BOTH NEW AND OLD FILES

Open your newest file first. This is to insure the newest menus get loaded. For example: Double click to open Worksheet. Now use the File menu, Open File, to open your old files folder, such as a v4.0 Backup folder, and then open WorkshseetXX.

COPYING AN ENTIRE LAYOUT

To copy an entire layout, open the file to the printing form that you want to re-use and put it into Graphics Mode. It's in the Windows menu, Cmd/Ctrl-Y. Choose Select All Objects and then Copy. Both are in the Edit menu.

PASTING AN ENTIRE LAYOUT

To Paste the layout into your new file, open the file to the printing form that you want to modify and put it into Graphics Mode. Choose Select All Objects, then choose Clear to empty the window. (Clear doesn't affect the Clipboard which should be holding what you copied earlier) Finally, choose Paste to put the copied layout into the form.

Paste is dependent on the Clipboard having the right contents. If you cut something else since using Copy or looked at an image in PhotoShop, the Clipboard could have almost anything. If the wrong
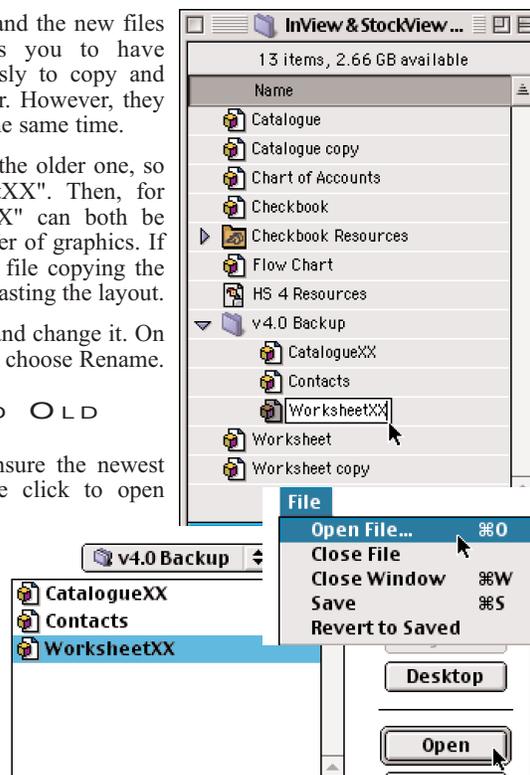
contents get pasted, immediately choose Undo, Cmd/Ctrl-Z, from the Edit menu or choose Select All Objects, then choose Clear to empty the window.

Early versions of Panorama had a tendency to paste layouts slightly too high in the window, to the point that the top and left edges bleed off the window. As soon as you paste, use the down and right arrow keys on your keyboard to move your layout until you can see the edges showing. Usually this is one press of the right arrow and one on the down arrow.

Do a test print BEFORE you Save the file just to make sure that all went as intended. If something appears to be wrong use Revert To Saved to get the file back to the condition it was in the last time it was saved.

COPY AND PASTE CERTAIN PARTS

With both old and new form windows open you can use the pointer tool to select an object to copy from the old form. Use the pointer to select and clear the same object in the new form, then paste the copied one.

COMPANY PROFILE MENU - COMPANY INFO ON/OFF

If your changes consisted only of having your Company information, such as name, address and logo turned on, use the Company Info menu to turn these parts on. There's no need for Graphics Mode to do this. (See Company Info in your HindSight User's Guide Index for more information.)
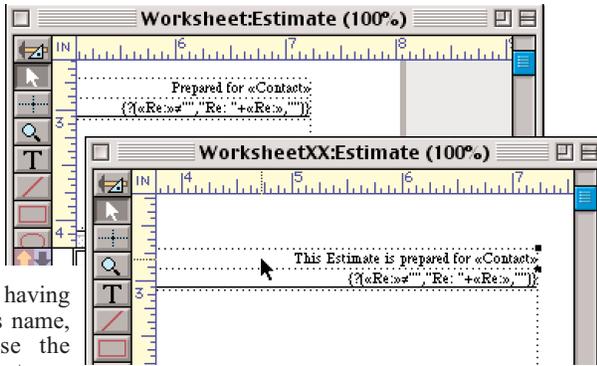
Copyright 2002 HindSight Ltd.

All Rights Reserved

http://HSLtd.us