# Advanced Layout Tools

## PictureViewer Pack

### v.5.0

**for ACT! 2006**

**Another efficient and affordable ACT! Add-On by**

# e×ponenciel

## Table of content

## Purpose of the add-on

*Advanced Layout Tools – PictureViewer Pack* is a set of two picture viewer tools that makes it easy to browse and view pictures directly from within ACT!.

## Installation procedure

Download the program file from our download page and double-click it to start the installation.

Due to the nature of the add-on, there is no interface nor icons added to your toolbar: it consists of a set of tools for your layouts.

Note that contrarily to versions supporting previous ACT! versions and because of the changes in ACT!, add-ons are now DLL files and not executable files. This means that they are automatically initialized by ACT! when placed in ACT! plugin folder (a subfolder of the main ACT! directory) and cannot be started from the Windows Start menu anymore. This is why you are not given a choice of installation directory during the installation process.

# GENERAL INFORMATION
# REGARDING ADVANCED LAYOUT TOOLS

This section applies to all Advanced Layout Tools packs.

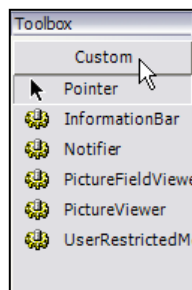## How to add a tool to your layout toolbar

When in Design Layout mode, if the toolbox is not visible, go to the *View* menu and click *Toolbar*.
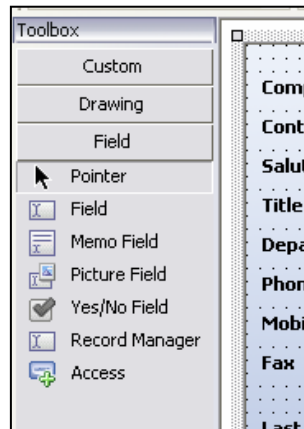


Do a right-click on the toolbox and choose *Customize...* A list of available tools is displayed. Check the ones you want to add to the toolbar.



They will be added under the Custom tab. To view them click on *Custom*.

## How to add a control to your layout

The tools you add to the *Custom* tab of your toolbar allow you to add controls to your layouts. To add a control, use the same method you use to add regular ACT! fields:
- Click the tool in the toolbar
- Then click somewhere in the layout and drag to expand.
- When you release the button of your mouse, the control is inserted in your layout.
- For controls that are bound to a field, a *Select field* window will popup. Choose a field then click OK.

**IMPORTANT!**
If a tool name starts with Contact_, Group_ or Company_, it means that it is specific to a type of layout. Inserting a specific control to the wrong layout will generate errors when using it.

## Editing the properties of your controls

In ACT! Layout designer window, if you right-click a control, the pop-up menu lists a *Properties* command which opens a window giving you the ability to edit very few properties.

To really access all properties of a control, select the control then press F4. The property editor will open giving you the ability to fully control the appearance and behavior of your control.
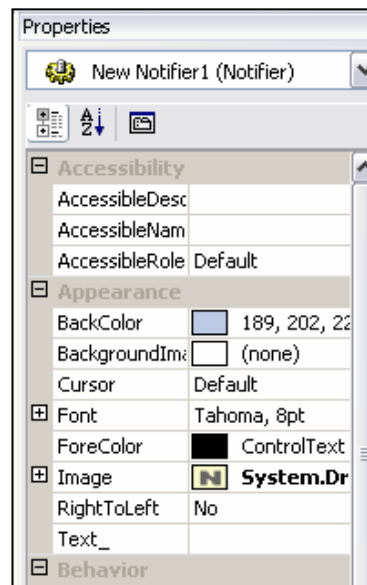


There are many properties you can tweak. If you do not know what a property does, select it by clicking it then look at the bottom of the properties widow for the description.
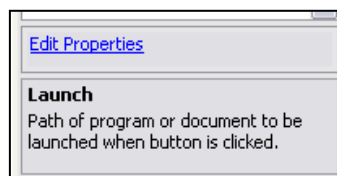
# THE TOOLS INCLUDED IN THIS PACK

Two controls are included in this package. Their functionalities are similar. The difference is that in the case of the picture viewer the pictures are stored outside of ACT!. In the case of PictureFieldViewer, the pictures are pictures already stored in a regular ACT! picture field.

## Which one should you use?

It all depends on whether you want the pictures saved in your database.

Keeping you pictures outside of ACT! keeps the size of your database to a minimum: only the path of your picture is saved not the picture itself. If you are not sharing your database or if you are sharing your database with co-workers who are on the same network, as long as the pictures are stored in a location accessible to all, there is no problem.

Saving pictures in your database greatest advantage is that they are easily shared among users of the database. They are synchronized and backed up with your database. But they may consume a lot of space, depending on their size and number.

# The PictureViewer (for pictures outside of ACT!)

The PictureViewer is a picture control that allows to display as many pictures as you want.

## Adding the PictureViewer to your layouts

See the first section of this user's manual to see how to add a tool to your Layout toolbox and how to add controls to your layouts. Here is more specific information regarding the PictureViewer:

When adding the PictureViewer to your layout, you are prompted to select a memo field. This memo field will be used to store picture information. The field itself will not be displayed in your layout and you will not be able to see its content. You may use an existing but unused memo field or maybe you want to create a new memo field, prior to adding an PictureViewer control to your layout.

You may insert as many PictureViewer as you want in one layout. Each control will be bound to its own memo field.

## Adding/removing pictures

Once your control has been added to your layout, adding and removing pictures is just a matter of right-clicking the control to get to the pop-up menu.
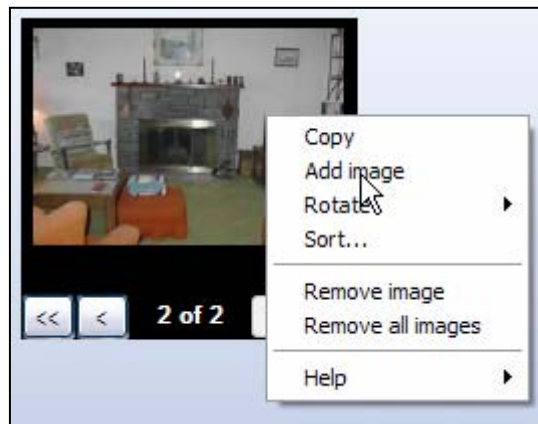


When you click Add picture, a standard Open File dialog box opens allowing you to select one or more pictures.

## Browsing pictures

Once you have added pictures, you can browse using the >, >>, <, << buttons.



## Automatic resizing

The pictures are automatically resized to fit the size of the control. You decide of the size of the control itself in the ACT! Layout designer. You may change its size anytime you want.

## Adding a title to a picture

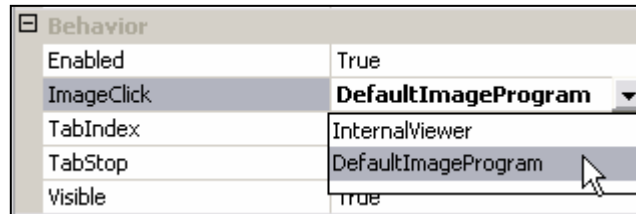To add or edit a title, simply click the Title bar below the picture and type.



## Copying a picture to the clipboard

To copy a picture to the clipboard, simply do a right-click then choose *Copy*. The picture copied to the clipboard will be of the actual size of the picture (not resized to fit the control) and will be rotated if you rotated it in the control.

## Enlarging pictures

If you click one of the pictures, it will be displayed in a pop-up window which can be resized: the picture will automatically resize itself as well. If you prefer to have the PictureViewer launch your default image editing software, in ACT! Layout Designer, change the property called *ImageClick* from *InternalViewer* value to *DefaultImageProgram*.
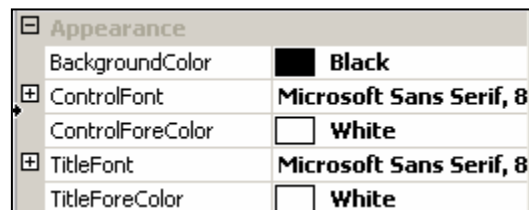
| ⊟ Behavior | |
|------------|-------------------------|
| Enabled | True |
| ImageClick | **DefaultImageProgram** ▾ |
| TabIndex | InternalViewer |
| TabStop | DefaultImageProgram |
| Visible | True |

## Sorting pictures

You can change the order in which the pictures are displayed. Simply right-click the PictureViewer and select *Sort...*

## Customizing the look of PictureViewer

In ACT! Layout Designer, select the PictureViewer and press F4 to display the properties window. You will find several properties to change the look of the control: you may change the background color as well as the font properties of the titles and position indicator. See the Appearance category

| ⊟ Appearance | |
|--------------|-----------------------|
| BackgroundColor | ■ **Black** |
| ⊞ ControlFont | **Microsoft Sans Serif, 8** |
| ControlForeColor | ☐ **White** |
| ⊞ TitleFont | **Microsoft Sans Serif, 8** |
| TitleForeColor | ☐ **White** |

## Making the PictureViewer work for multiple users

Only the paths to the pictures (and their title) are stored in ACT!, not the pictures themselves. So if you are using the control over a network, the pictures need to be stored on a shared drive and the path to access this drive needs to be the same from one workstation to another. In other words, if you are storing your pictures on a server, make sure the letter drive and path to access the folder is the same for every workstation.

# The PictureFieldViewer (pictures in ACT! picture fields)

The PictureFieldViewer allows to view up to 20 pictures stored in ACT picture fields.

## Adding the PictureFieldViewer to your layouts

See the first section of this user's manual to see how to add a tool to your Layout toolbox and how to add controls to your layouts. Here is more specific information regarding the PictureFieldViewer:

When adding the PictureFieldViewer to your layout, you are prompted to select a memo field. This memo field will be used to store picture information. The field itself will not be displayed in your layout and you will not be able to see its content. You may use an existing but unused memo field or maybe you want to create a new memo field, prior to adding an PictureFieldViewer control to your layout.

Once you select the memo field, you will be prompted to select one or more picture fields. These are the fields which contain the pictures you want the PictureFieldViewer to display.

You may insert as many PictureFieldViewer as you want in one layout. Each control will be bound to its own memo field and associated with its own set of picture fields.

## Browsing pictures

Once the control has been added to your layout, close ACT! Layout editor. If there are pictures in the picture fields you selected, they will be automatically added to the PictureFieldViewer. You can browse them using the >, >>, <, << buttons.



## Automatic resizing

The pictures are automatically resized to fit the size of the control. You decide of the size of the control itself in the ACT! Layout designer. You may change its size anytime you want.

## Adding/removing pictures

If one of the ACT! picture fields bound to your control does not contain a picture and you wish to add one, you cannot do it directly through the control. Go to the picture field and click it to add the picture of your choice (or right-click it and choose *Choose Image*)
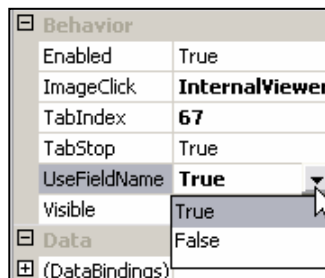
Use the same approach to remove a picture: right-click the picture field and choose *Clear Image*.
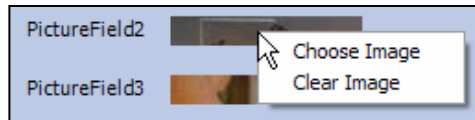


## Managing picture titles

By default, the title of the picture is the name of the ACT! field.

If this is not convenient for you, ie the field names mean nothing, you may change this behavior by modifying the property called UseFieldName in ACT! Layout designer



To add or edit a title, simply click the Title bar below the picture and type.



Any title you enter will always be displayed whether or not the UseFieldName property is set to true.

In summary:
- If a title is entered, it will always be displayed.
- If no title is entered and the UseFieldName property is set to true: the field name will be displayed
- If no title is entered and the UseFieldName property is set to false: no title will be displayed

## Enlarging pictures

If you click one of the pictures, it will be displayed in a pop-up window which can be resized: the picture will automatically resize itself as well. If you prefer to have the PictureViewer launch your default Picture editing software, in ACT! Layout Designer, change the property called *ImageClick* from *InternalViewer* value to *DefaultImageProgram*.
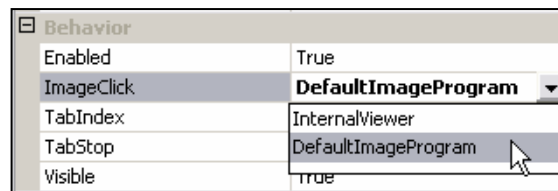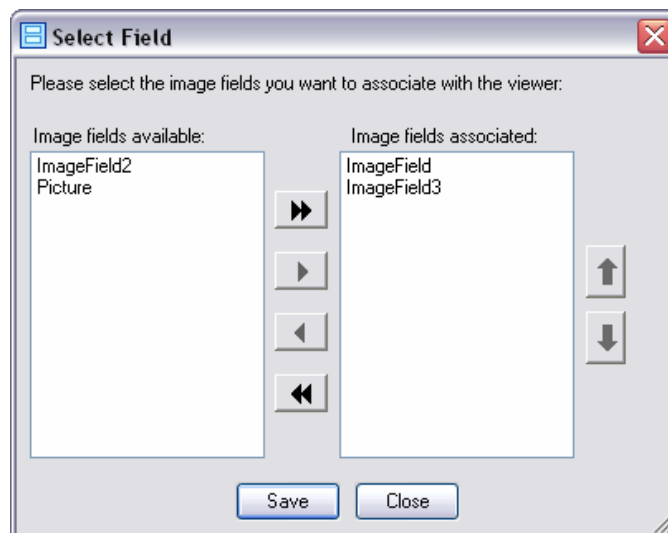


## Rotating Pictures

Do a right-click on a picture. In the popup menu choose *Rotate* then the type of rotation you want (90° Clockwise, 90° Counterclockwise or 180°). The rotation will be remembered by the control.

## Adding/removing picture fields

Once your control has been added to your layout, it automatically displays the pictures contained in the associated picture fields. If you want to add or remove a picture field, go to ACT! Layout designer and double-click the PictureFieldViewer control. The Select Field window will appear.

## Sorting pictures for all records

If you want to change the order in which the pictures are displayed for all records, go to ACT! Layout Designer and change the Edit Mode property (see Adding/Removing pictures above). Use the Up/Down arrows to change the order in which the associated fields appear. This order is the same as the order in which the pictures appear in the control

## Changing the picture order for a record

You can change the order in which the pictures are displayed. Simply right-click the PictureViewer and select *Sort...*

## Refreshing pictures in the control

If you change the content of the associated picture fields, the changes will be automatically reflected when you switch to another record and come back. If you wish to refresh the PictureFieldViewer control without changing record, do a right-click and select *Refresh*.

## Copying a picture to the clipboard

To copy a picture to the clipboard, simply do a right-click then choose *Copy*. The picture copied to the clipboard will be of the actual size of the picture (not resized to fit the control) and will be rotated if you rotated it in the control.

## Customizing the look of PictureViewer

In ACT! Layout Designer, select the PictureViewer and press F4 to display the properties window. You will find several properties to change the look of the control: you may change the background color as well as the font properties of the titles and position indicator. See the Appearance category

| Appearance | |
|---|---|
| BackgroundColor | ⬛ Black |
| ⊞ ControlFont | Microsoft Sans Serif, 8 |
| ControlForeColor | ⬜ White |
| ⊞ TitleFont | Microsoft Sans Serif, 8 |
| TitleForeColor | ⬜ White |

## Registering your product

To continue using this product passed the trial period, please buy a license at www.exponenciel.com. Licenses are issued for one ACT! username and will only work for that username.

Once you get a license code, right-click one of the controls of the pack in your layout and select *About.*. Once the *About* screen is open, type the registration code in the appropriate box and click OK. You might need to close and restart ACT! to complete the registration process.

## Support

For support, contact support@exponenciel.com.

Rev. October 18, 2006 – v. 5.5