



# **Universal Converter Program Guide**

**Written by Anthony Daly**

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# Introduction

Welcome to the Universal Converter™ Program Guide. In this guide you will find all you need to know to use Universal Converter. You do not have to read this guide page by page; on the previous page you will find a table of contents where you can click the section you are interested in. However, please do read every page of this guide if you wish to do so.

## What is Universal Converter?

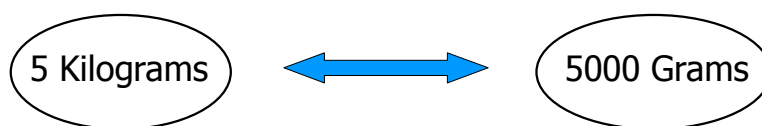
Universal Converter is an award-winning unit conversion software product for the Windows operating system. It features many conversions such as Area, Weight, Speed, Shoe Size, Currency, Language, Image Formats, Temperature and Volume, among many others. It's main features are:

- ➡ A wide range of conversions - *With more added constantly*
- ➡ Fast converting - *Converts in less than half a second*
- ➡ Free automatic updates - *You always get new conversions and features for free*
- ➡ Extra capabilities - *Such as automatic conversion reports, rounding and scientific notation*

Universal Converter is very easy to use, and makes sure that you never have to try to work out conversions in your head or by paper ever again.

## What does Universal Converter do?

As mentioned above, Universal Converter is a unit conversion program. Here's an example of a unit conversion (a Weight conversion):



## How can it help me?

Universal Converter automatically performs calculations to convert data from one data type to another.

If we take the example at the bottom of the previous page, all you would have to do is select the 'Weight' conversion, input '5 Kilograms' and select 'Grams' as the target unit. Then, Universal Converter would show you that the result is '5000 Grams'. This is just one of the millions of conversions that Universal Converter can make, across many conversion categories.

To put it plainly, Universal Converter takes all the hard work out of unit converting. You just tell it what units you want and the program performs the calculations for you, returning you the result. Simple.

Check out the [Converting](#) section to find out how to actually perform conversions inside the program.

# End-User License Agreement (EULA)

There are three sections:

- i. [License Conditions](#)
- ii. [Program T + Cs](#)
- iii. [Final Word](#)

## **i. LICENSE CONDITIONS**

- The license you have purchased for this program is provided AS IS, and no refund of licenses, nor any re-issue of licenses can be obtained from the producer of the software, or from any external sources.
- The license is granted for use on **ONLY ONE COMPUTER**. You can activate the same license on up to 8 user accounts running Universal Converter™ on the same computer, but only provided that that the computer is for home or personal use. This also extends the fact that **licenses must not be activated on public computers, or computers that are usable to a mass amount of people**. Any attempt to use the same license on more than one computer and/or use it on public computers will result in that license being banned and terminated immediately, rendering the programs using that license UNUSABLE. Also, the license is only to be used with Universal Converter and NO OTHER SOFTWARE.
- **The license must not be duplicated, sold, transferred, given, or passed on to anyone. Neither should it be posted on any internet newsgroups/internet sites/groups/social networking sites, publications, blogs, paper documents or any other resource that could be visible to any other person(s) APART FROM THE OWNER OF THE LICENSE.** Any attempts to publish a license key by any of the means above, or any other method not outlined above, with the same consequence of being viewed by one or more external person(s), will result in that license being banned and terminated immediately, rendering the programs using that license UNUSABLE.
- *The license cannot and must not be used to unlock any other software apart from Universal Converter. Attempting to do so is illegal and strictly prohibited.*
- Universal Converter™ licenses can and must only be generated by the software creator's specialised systems, and any attempt of license generation by end-users **is illegal and will be treated as such**. The data used encrypting licenses and the licenses themselves may not be modified by other person(s) apart from the software creator, and forcibly doing so is against the law, resulting in LEGAL ACTION BEING TAKEN. Hacking licenses in any other way not outlined above, is also against the law and will also result in LEGAL ACTION BEING TAKEN.
- Your license can be terminated at any time without given notice (assuming there is grounds for such termination. ANY of the above actions in this EULA constitute grounds for termination as well as select other circumstances. However in general, if the sole purpose of an action results in loss of sales to the author of the program, contributing to the loss of brand name reliability, that action constitutes termination).

## **ii. PROGRAM T + Cs**

- When activated (with a software license key), this program can be used for any amount of time, at any time. There is no limit on ANY FEATURES within the program, provided you have given a valid license key.

- Spam email, phone calls, blog posts, forum posts or other contact will result in your license being reviewed and possibly terminated.
- All pictures, controls, graphics and ANY OTHER ITEMS are Copyrights and Trademarks of their respective owners.
- I can not be held responsible for any internet or other data charges that incur as a result of using this program. *I can also not be held responsible for any damage caused to your computer, file system, files, or any other damage that may be caused as a result of using this program.*
- The conversion factors and values that are used to convert are correct to my knowledge, but should not be considered to be 100% accurate, and should be treated as such. I can not be held responsible for any problems caused as a result of using these conversion amounts/results/units.
- Universal Converter™ is protected by copyright law and international treaties. Unauthorised duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

**iii. FINAL WORD**

These terms and conditions have been prepared, written and formatted by the creator of Universal Converter™ - Anthony R. Daly. The creator has the right to change the contents of this EULA at any time without notification.

**BREECH OF ANY OF THE TERMS OUTLINED ABOVE MAY RESULT IN LEGAL ACTION BEING TAKEN**

Copyright © 2010 Anthony R. Daly  
Universal Converter™

## Registering Universal Converter

To give users a chance to try out the program, Universal Converter has a trial period of 3 uses. This means that you can use the program 3 times before it is locked and requires a license key to continue using it. Your license key is granted for one computer.

### Purchasing a License

You can purchase a license key for the price of £9.99 (GBP 9.99) by clicking [here](#).

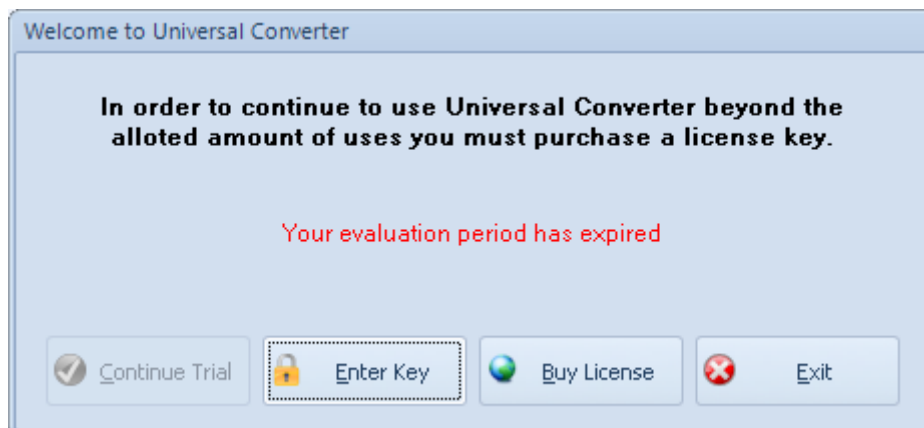
Once you have completed your purchase, you will receive your license key through email. If you do not receive your license key, contact the Sales department at [sales@universalconverter.net](mailto:sales@universalconverter.net).

Once you have your license key, follow the steps below to install it.

### Entering License Details

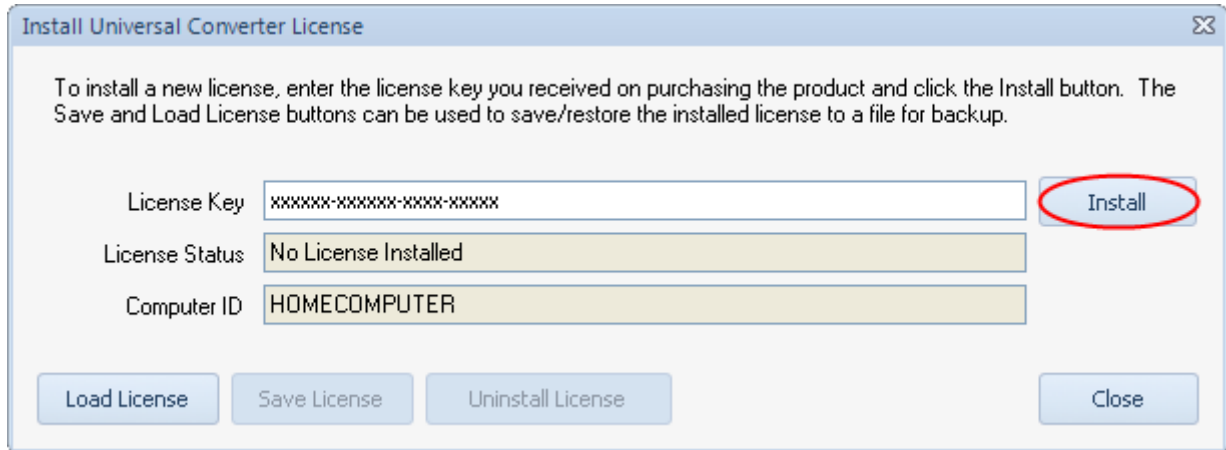
Follow the steps below to install your license key.

1. Start up Universal Converter. You should see the following screen:



2. Click on the 'Enter Key' button.

3. You will then see the following screen:



4. Copy and paste the key into the 'License Key' box and click the 'Install' button.
5. You should see a confirmation message saying that your license has been installed successfully. If you cannot install your license, contact [sales@universalconverter.net](mailto:sales@universalconverter.net).
6. It is advisable at this point that you save your license in case you have to re-install it in the future. Click the 'Save License' button and save it at a location that you can remember.
7. Click the 'Close' button and the main application should start as normal.

## Uninstalling a License

There are situations where you may want to uninstall your license. This can be done from inside the program.

1. Start up Universal Converter.
2. Go to the 'Help' menu on the main screen and select the 'Register Product' menu option.
3. Click the 'Uninstall License' button.

# Converting

This section covers how to convert between units in the program. The next few sub-sections should be followed in order as this is the main process you will go through when converting (Selecting a conversion → Selecting units → Entering data → Getting results).

## Conversion Selection

There are two main ways to select conversions – Quick Select and the Conversion Types Screen. You can use either way.

### Quick Select

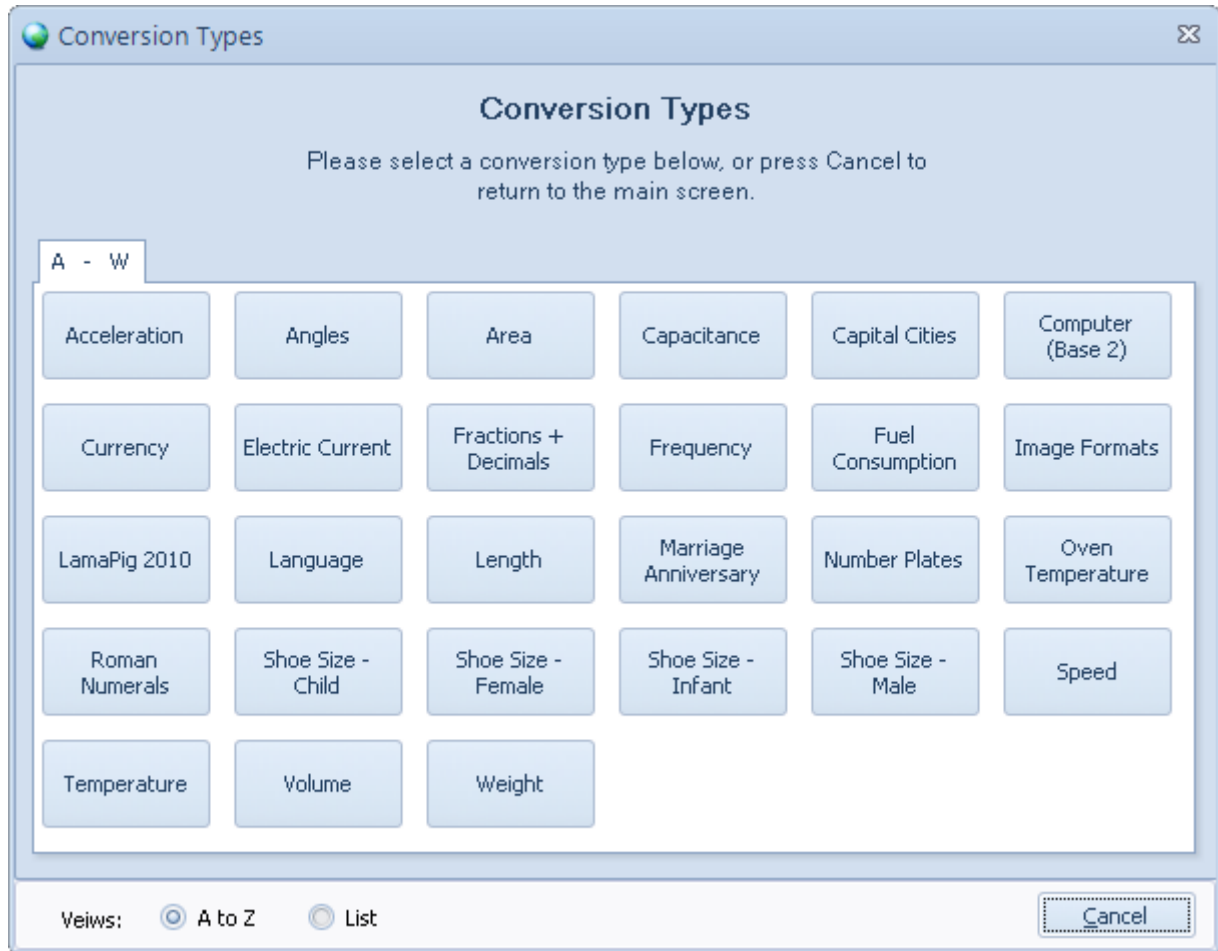
1. Start up Universal Converter.
2. Click the 'Quick Select' drop-down box at the top of the screen:



3. Select any item from the list and click 'Yes' on the confirmation box that appears.

### Conversion Types Screen

1. Start up Universal Converter.
2. Click the 'Select Conversion...' button.

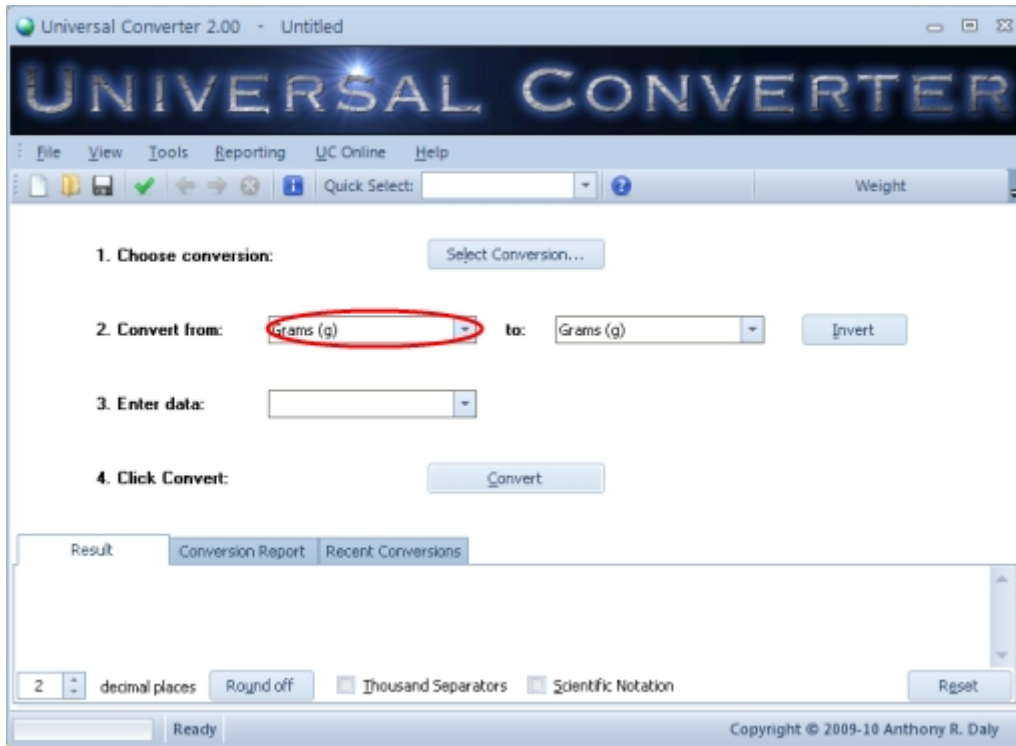


3. Click any of the buttons on this screen to load the associated conversion.

## Selecting Units

Once you have selected a conversion using any of the two methods above, next you have to set the units for the conversion:

1. On the main screen, locate the 'Convert from' drop-down box as show in the image at the top of the next page:



2. Select a value from the list. This should be the unit you want to convert from.
3. Select the value you want to convert to from the 'Convert to' drop-down box, located to the right of the 'Convert from' drop-down box.

## Entering Data

The next step is to enter the data you wish to convert. You can do this using the box located underneath the 'Convert from' drop-down which we located in the previous section:

3. Enter data:

There are several ways you can input data. The first is to type a value such as '5' directly into the box:

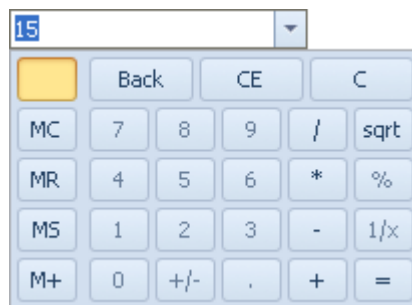
Another way you can input data is by typing an equation into the box and clicking the 'Evaluate Expression' button that appears:



Another way you can input data is by typing a value in scientific notation into the box and clicking the 'Scientific → Decimal' button that appears:



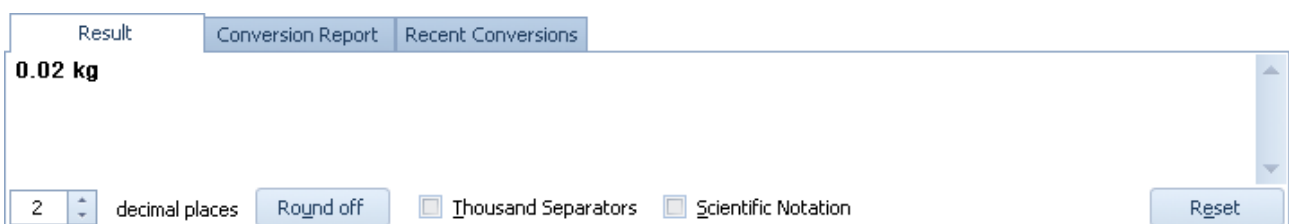
The final way to input data is using the in-built calculator (the drop-down button in the box):



When you have finished entering your data, click the 'Convert' button to convert to the desired unit.

## Results

So, you've just performed your conversion. Now what? Well let's take a look at the bottom panel of the Universal Converter screen where your result is displayed:



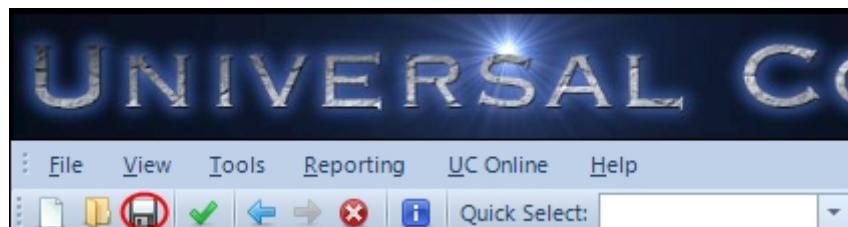
As you probably already know, your result is the part in bold in the main box (in this case '0.02 kg'). There are many things you can now do with the result:

- ➔ You can round the result by adjusting the number of decimal places and clicking 'Round off'.
- ➔ You can format the result with thousand separators (e.g. 1,000,000.24) by checking the 'Thousand Separators' box.
- ➔ You can format the result with scientific notation (e.g. 1.2E+02) by checking the 'Scientific Notation' box.

Try these things out. If you want to reset the window, you can do so by clicking the 'Reset' button located in the bottom-right corner of the screen.

## Saving Conversions

If you want to save the details of your conversion, you can click the save button on the main toolbar as shown below:



This will open up a 'Save File' dialogue box where you can input the file name of the conversion and save it to a location of your choice.

## Opening Conversions

Opening a conversion you have saved is easy. Click the 'Open' button located next to the 'Save' button in the previous section. A dialogue will open asking you to select a file to open.

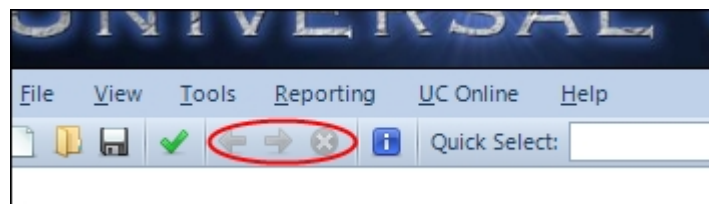
Select a conversion file and click 'Open' to load it.

## Recent Conversion Controls

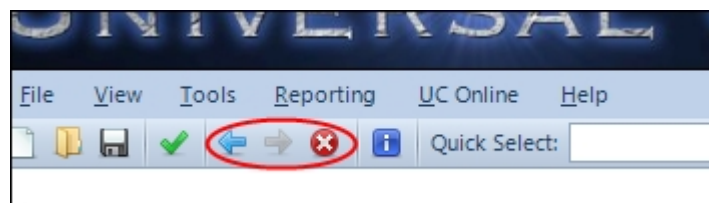
As of version 2 (August 2010), Universal Converter has an in-built Recent Conversion System that acts as a good way of keeping track of conversions you have made on a temporary bases (until you close the program). The Recent Conversion System is always running in the background, read on to find out how to recall conversions you have made...

### Navigation Controls

The main navigation controls are located at the top of the main screen, on the application toolbar as shown in the image below:



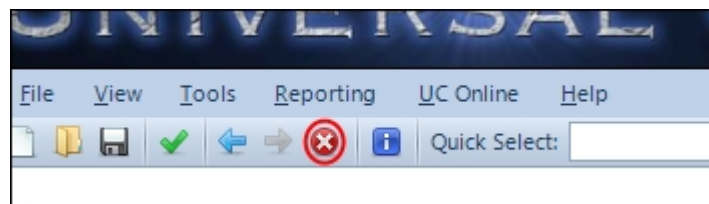
As shown, these three buttons are greyed-out by default, but as you perform more conversions they become enabled. Perform a few conversions now, one after another. The three buttons should now look like the image below:



Click the 'Previous Conversion' button (the blue arrow facing left). You should see the conversion you performed second to last be displayed. Click the 'Next Conversion' button (the blue arrow facing right). You should see the conversion you have just performed by displayed in the main window.

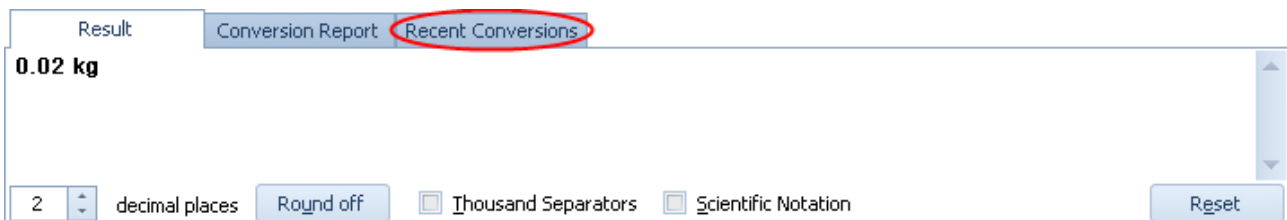
## Removing an Item from the Recent Conversion List

You can remove any item that you want from the Recent Conversion List history. To do so, first navigate to the item you want using the 'Previous Conversion' and 'Next Conversion' buttons on the main toolbar. Then click the 'Delete from list' button to delete the item as shown in the image below:



## Recent Conversions Tab

There is also a Recent Conversions 'Tab' that is located at the bottom of the window as shown in the image below:



Click this tab to bring up the history of your recent conversions:



These are the details of your recent conversions. To load any of these conversions that you have performed, double-click on the item.

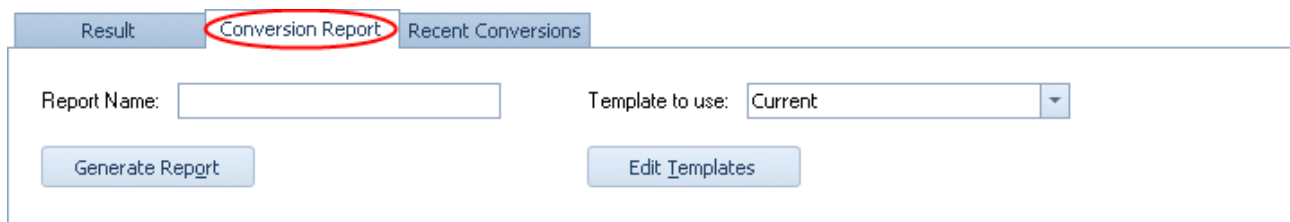
## Conversion Reports

Universal Converter has the unique capability of being able to generate conversion reports automatically. All it takes is the click of a button...

### Generating a Report

Follow the steps below to generate a Conversion Report:

1. Perform a conversion.
2. Click the 'Conversion Report' tab at the bottom of the screen as shown:



The screenshot shows a software interface with three tabs at the top: 'Result', 'Conversion Report' (which is highlighted with a red circle), and 'Recent Conversions'. Below the tabs, there is a 'Report Name:' label followed by an empty text input field. To the right of this is a 'Template to use:' label followed by a dropdown menu currently showing 'Current'. Below these fields are two buttons: 'Generate Report' on the left and 'Edit Templates' on the right.

3. In the 'Report Name' field, type a name for your report, for example 'My Report'.
4. (Optional) Select a template to use from the 'Template to use' drop down box. If you are unsure what to select, just leave it on 'Current'.
5. Click the 'Generate Report' button. You should see your Conversion Report open up in the built-in editor inside Universal Converter. You can now print and edit this report.

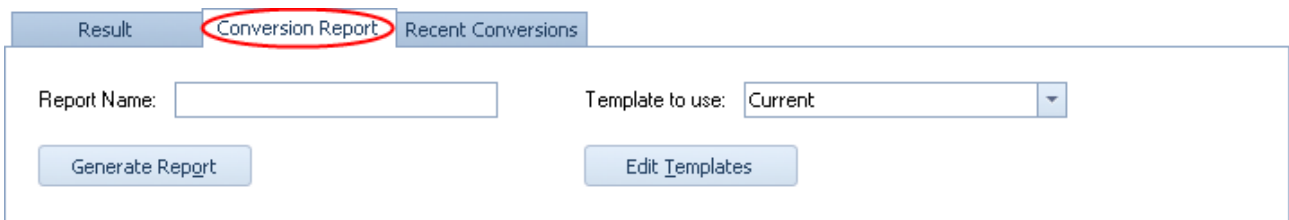
Note: See the [next section](#) for information about how to create report templates, or go to the [UC Online](#) section for information on how to download already-made templates.

## Creating a Report Template

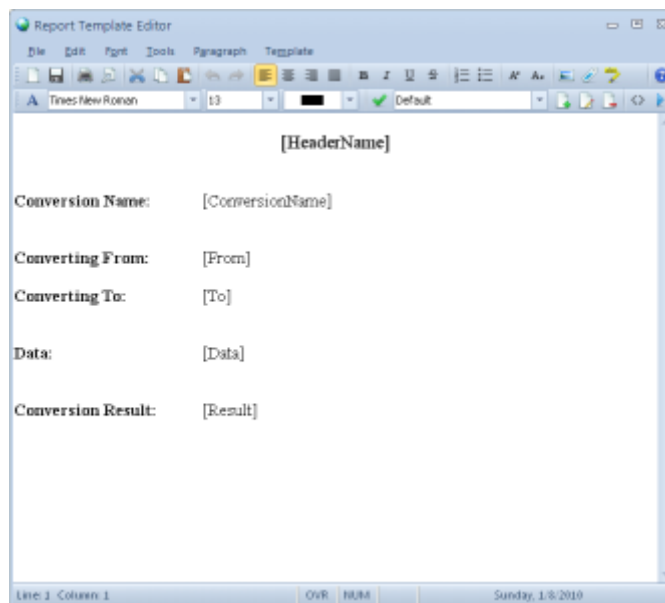
Report templates are the general templates that are used when making your conversion reports. They contain placeholders such as '[Data]' which are filled with the correct values at run-time from within the program.

Two report templates are supplied with the program – 'Default' and 'Red Result'. However, you can make your own templates pretty easily.

1. Start Universal Converter.
2. Click the 'Conversion Report' tab at the bottom of the screen as shown:



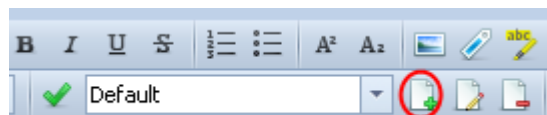
3. Click the 'Edit Templates' button.



- The window that opens is called the 'Report Template Editor'. Here you can make your own conversion report templates, and [edit](#) existing ones.

For now, we will make a new template based on the 'Default' template.

- Click the 'Add New Template' button located on the toolbar as shown below:

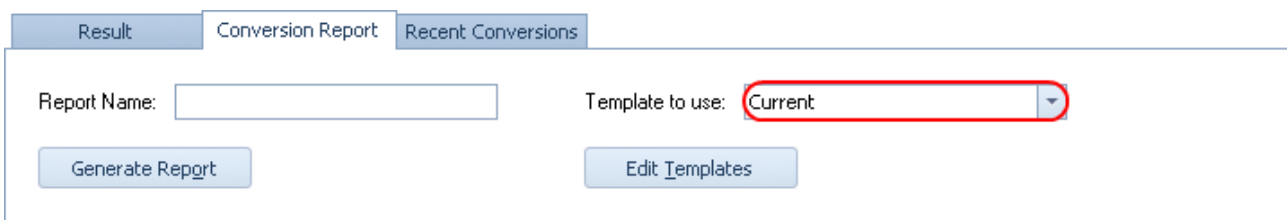


- Select 'Use New Document' and click 'OK' on the window that appears.
- Click the 'Templates' drop-down on the toolbar, click on the 'Default' item and press the green tick next to the drop-down box.
- Make a few modifications to the template in the editor such as changing some fonts or colours, before clicking the 'Save Design' button located at the bottom of the window:

Save Design	<p>Edit the template using the editor above, and click 'Save Design' to save it. If you want to use an existing template as a base for your own template, select one from the template drop-down at the top of the window.</p>
Cancel	

- Enter a name for your template (e.g. 'MyTemplate') and click 'OK'.

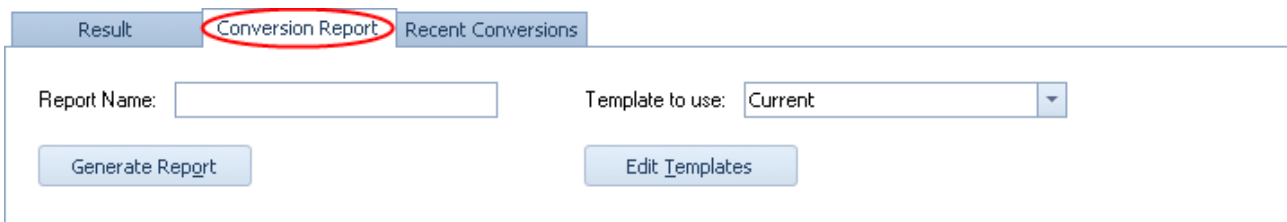
**That's it! You can now use this template by selecting it from the templates drop down in the main window:**



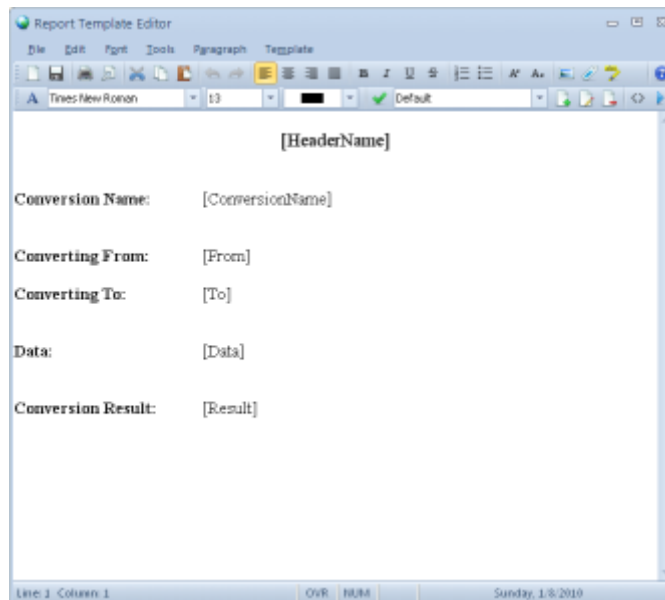
## Editing and Deleting a Report Template

To edit a template:

1. Start Universal Converter.
2. Click the 'Conversion Report' tab at the bottom of the screen as shown:

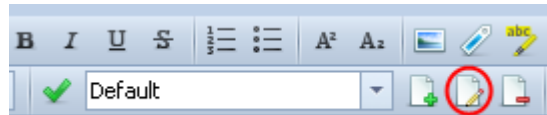


3. Click the 'Edit Templates' button.



4. Click the 'Templates' drop-down on the toolbar and select the item you wish to edit.

5. Click the 'Edit Template' button located on the toolbar as shown below:



6. Make the modifications you wish to the template.

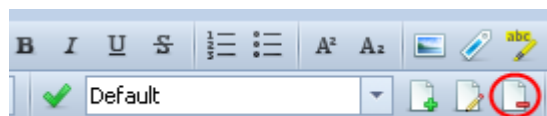
7. When you are happy with the template, click the 'Save Changes' button located at the bottom of the window:



8. That's it! Your template has been edited and saved.

To delete a template:

1. Start Universal Converter.
2. Click the 'Conversion Report' tab at the bottom of the screen.
3. Click the 'Edit Templates' button.
4. Click the 'Templates' drop-down on the toolbar and select the item you wish to delete.
5. Click the 'Delete Template' button located on the toolbar as shown below:



6. That's it! Your template has been deleted.

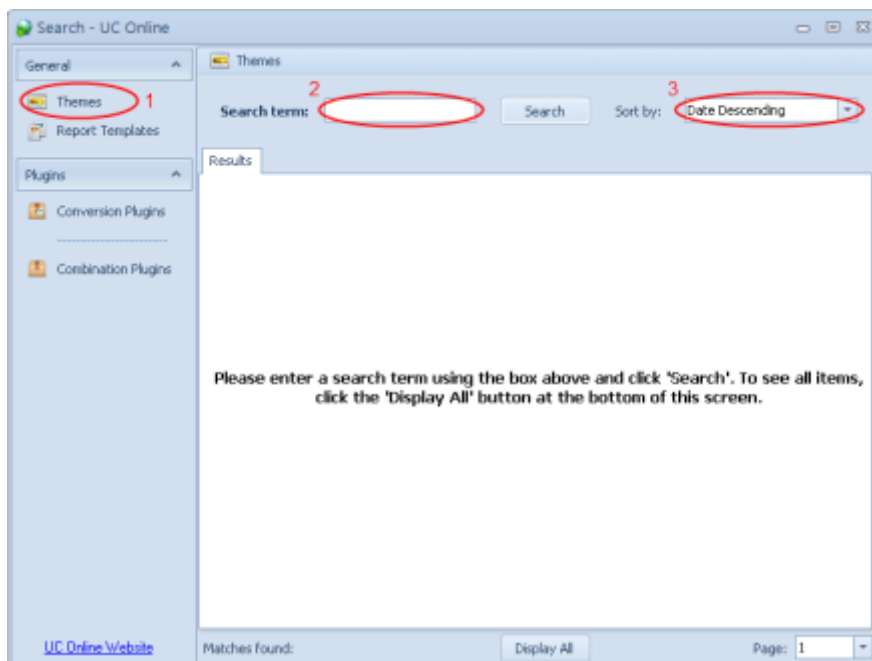
## UC Online

UC Online allows you as a user to create and download several useful additions to Universal Converter. This part of the guide deals with downloading those additions, however for information on creating these items, read the [Plugin Creation Guide](#) and the [UC Online Submission Guide](#).

### Downloading Themes

One of the items that UC Online offers users of Universal Converter is application themes. Universal Converter is supplied with 3 themes – Blue, Black and Silver. However, many other themes are available. To download them, follow the steps below:

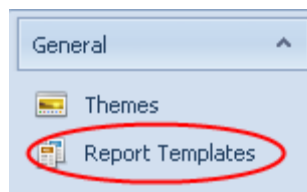
1. Start Universal Converter.
2. Under the 'UC Online' menu on the main screen, select the 'Search UC Online...' menu item.
3. Click the 'Themes' item from the navigation bar that is shown as number 1 below:



4. Enter a search term in the box (marked as 2 in the picture at the bottom of the previous page) and click the 'Search' button.
5. If you find a theme you would like to download, click the 'Download' button of the relevant panel.
6. You can also sort the results by selecting a different value from the 'Sort by' drop-down box (marked as 3 in the picture on the previous page).
7. Once you have downloaded the theme, you can set it as your current theme in the ['Options'](#) window.

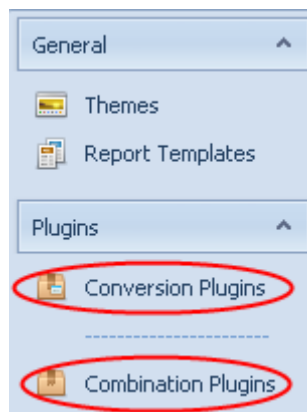
## Downloading Report Templates

Report templates are advanced styles for the conversion reports that can be generated inside the program. To download them, follow the same steps as for the 'Themes', but select the 'Report Templates' item from the navigation bar as shown:



## Downloading Plugins

Plugins offer advanced functionality to the program such as extra conversions and more. 'Combination' plugins have more than one item in them. To download plugins, follow the same steps as for the 'Themes', but select one of the 'Plugins' items from the navigation bar as shown:



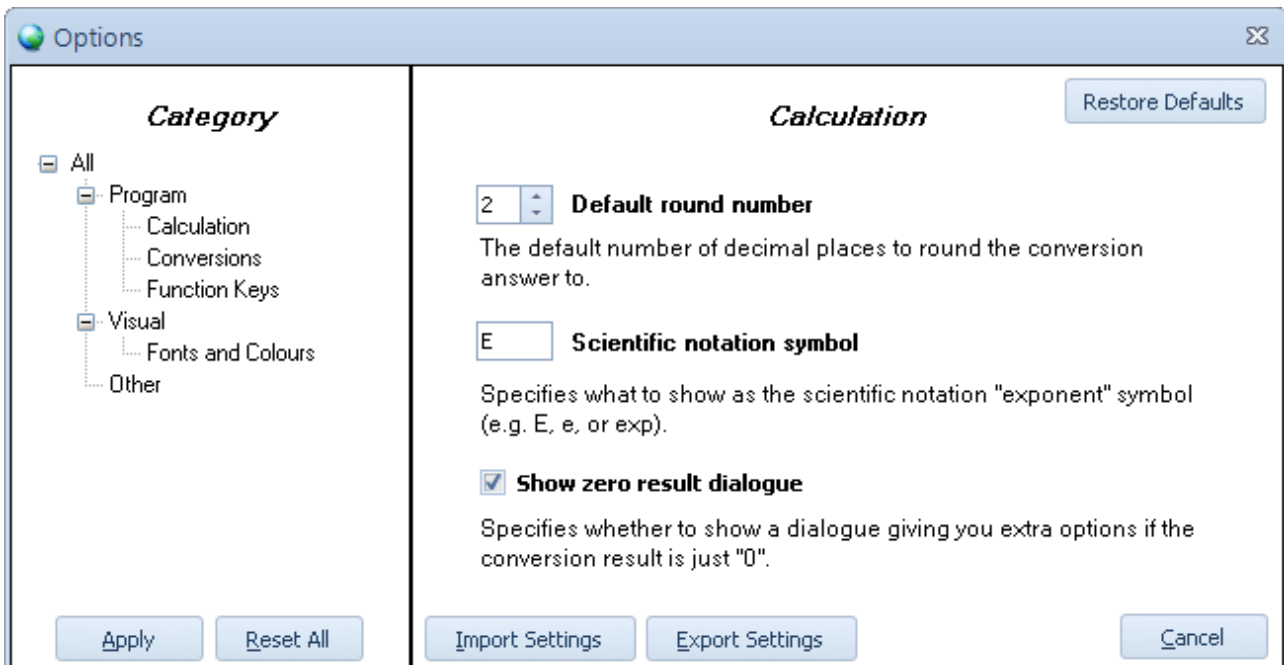
## Options Window

Universal Converter can be customised in various ways using the 'Options' window that is part of the program.

### Changing program options

To change program options, follow the steps below:

1. Start Universal Converter.
2. Under the 'Tools' menu on the main screen, select the 'Options' item (or press 'Ctrl+K')
3. The Options window will open. Select a category from the list on the left to view the items you can customise in that category:



4. Change the options you want to, and click the 'Apply' button to save your settings.

## Final Word

I hope you have found this guide helpful to you in using Universal Converter™.

Below are some contact and information links which it would be useful to refer to at times:

- ➡ General contact email (for any questions or queries)

[general@universalconverter.net](mailto:general@universalconverter.net)

- ➡ Support and troubleshooting email (for any errors or troubles)

[support@universalconverter.net](mailto:support@universalconverter.net)

- ➡ Universal Converter website

<http://www.universalconverter.net/>

- ➡ UC Online website

<http://online.universalconverter.net/>

- ➡ Universal Converter Forum

<http://www.universalconverter.net/forums>

Do not hesitate to contact me for any questions or queries. I hope Universal Converter has been of great use to you!

Anthony Daly  
Creator of Universal Converter