



# 3: Working With Collections

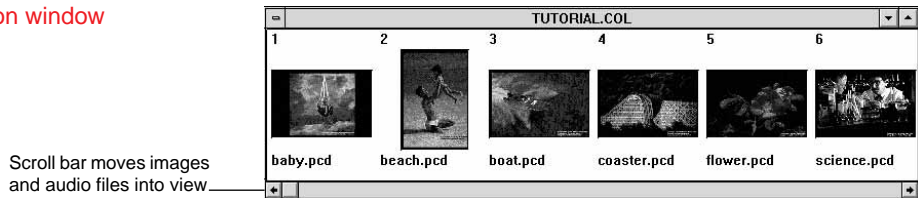
A collection contains images and audio files—raw material—that you can include in your presentation document. Before you build a presentation, you need to import images or audio files into collections. You can then arrange the files from these collections in your document before building the script that will be used to create a KODAK Photo CD Portfolio disc. Working with collections in Arrange-It software involves creating, editing, opening, and closing collection files.

Over time, you will probably build up a library of collections that contain related images and audio files. You can organize the images and audio files into collections in any way you wish. For example, you can group them by how you use them or by subject matter.

## Using Collection Windows

To create your presentation, you select images and audio files from one or more collection windows and place them in the document window.

### Collection window



You can have multiple collection windows open in the document window, each displaying a different collection. If you want more of the document to be visible in a larger document window, you can resize, maximize, minimize, or close collection windows.

To select images or audio files in a collection window:

- **Single File**—Click the image or audio file.
- **Multiple Contiguous Files**—SHIFT+CLICK to select multiple contiguous images or audio files. You can also draw a selection box around several contiguous images or audio files to select them. To draw a selection box:
  - Place the cursor over the first image or audio file that you want to include in the selection.
  - Press and hold down the mouse button and drag the cursor across the collection window.

## 3: Working With Collections

- Release the mouse button when the cursor is over the last image or audio file that you want included in the selection.
- **Multiple Noncontiguous Files**—CTRL+CLICK to select multiple noncontiguous files one at a time.

To use the selected images or audio files, use the drag-and-drop method to move them from the collection window into the document window.

**NOTE:** The order in which you select the images or audio files is the order in which they appear in the sequence node.

### Opening Collections

You can open a collection from the Collections menu or from the File menu. To open a collection:

1. Choose Open from the Collections menu or from the File menu.

**NOTE:** You can also choose New from the Collections menu to open a new collection window.

The Open dialog box appears.

2. Select a collection file from the File Name list box.

If you are opening a collection from the File menu, first select Arrange-It Collection from the List Files of Type drop-down list box.

3. Click OK.

The collection file appears in a collection window.

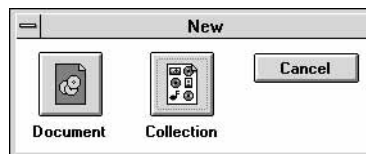
### Creating a New Collection Window

To create a new collection window:

1. Choose New from the File menu.

The New dialog box appears

New dialog box



### 2. Click Collection.

A new untitled collection window appears, containing only one element—the Null Image. You can use the Null Image in nodes to provide a blank screen when the presentation is viewed. The Null Image is replaced by the first image or sound file that you import.

## Importing Image and Audio Formats

One way to create a presentation is to import images and audio files into a collection and then arrange the images and sounds in your document. You can import files from your hard disk or an external source (for example, from a Photo CD disc, a floppy disk, an optical disk, a tape, or a cartridge). Alternatively, you can open and modify existing collections.

Arrange-It software can import the following file formats into collections:

- **Photo CD Image Pac**—A file on a Photo CD Master disc that contains a single digitized photograph at five different resolutions (in pixels: 192 by 128, 384 by 256, 768 by 512, 1536 by 1024, and 3072 by 2048). Image Pacs may be copied in their entirety to a hard disk.
- **TIFF (Tagged Image File Format)**—A popular graphic standard for bitmaps, especially for color and gray-scale images such as those generated by scanners.
- **YCC TIFF**—A variant of TIFF. Arrange-It software displays YCC TIFF images as gray scale on the screen; however, the images display as full color when placed on the Photo CD Portfolio disc.
- **Windows Bitmap (BMP)**—WINDOWS software native graphics file format.
- **Windows Sound (WAV)**—WINDOWS software native audio file format.
- **Photo CD Overview**—A file of thumbnail images from a Photo CD disc.

As TIFF or BMP files are imported, Arrange-It software finds the smallest Image Pac resolution that fits the image. The maximum resolution for any image format that you import should be no larger than 3072 by 2048 pixels.

For example, the BASE resolution is 768 by 512 pixels. Since an image that is 770 by 512 will not fit in a BASE resolution, it will be placed in a BASE x 4 resolution (1536 by 1024). Any image larger than the BASE resolution, but not exceeding the BASE x 4 resolution, will be placed in the BASE x 4 Image Pac resolution.

## 3: Working With Collections

### Editing a Collection

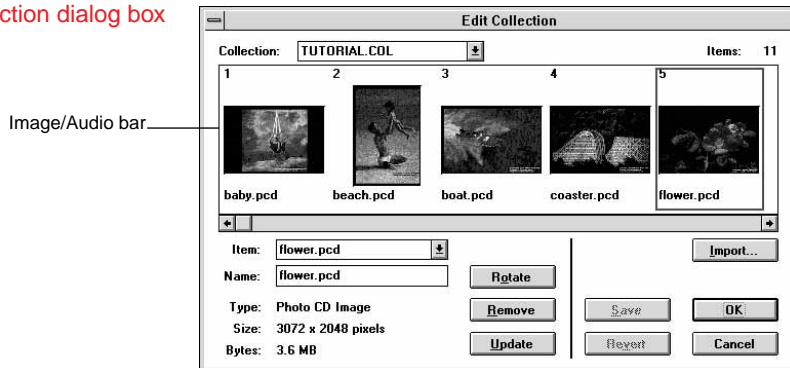
You use the Edit Collection dialog box to edit a collection. You can edit the selected collection by

- Importing images and audio files into the collection
- Removing files from the collection
- Updating files in the collection
- Renaming files in the collection
- Reordering files on the Image/Audio bar

To edit a collection:

1. Select the collection window that you want to edit.  
You can also double-click a collection window to open the Edit Collection dialog box.
2. Choose Edit from the collections menu.  
The Edit Collection dialog box for the selected collection appears.

Edit Collection dialog box



3. Select the collection to edit by opening the Collection drop-down list box and selecting a collection from the list of open collections.

### Adding Images and Audio Files

To add images and audio files to a collection:

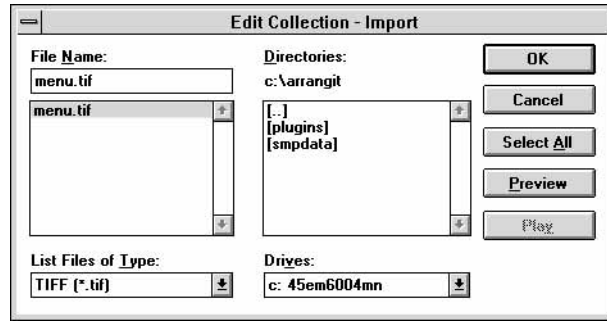
1. Select the collection window that you want to edit.
2. Choose Edit from the Collections menu.  
The Edit Collection dialog box appears.

## 3: Working With Collections

### 3. Click Import.

The Edit Collection–Import dialog box appears.

Edit Collection–Import dialog box



### 4. Select the type of file that you want to import from the List Files of Type drop-down list box.

### 5. Preview an image or play an audio file before importing.

- Select the image or audio file from the File Name list box.
- Click Preview or Play, depending on whether you have selected an image or an audio file.

**Preview** displays the Image Preview window containing the image that you selected. Click OK to close the Image Preview window.

**Play** lets you hear the sound in the selected audio file. While the sound is playing, a text box is displayed containing the filename, file type, time, and size. Click the mouse or press the ESC key to stop the playback of the sound.

### 6. Select one or more of the images or audio files from the File Name list box.

**NOTE:** To import an image or audio file from an external source, insert the medium in the appropriate drive and select the desired file in the Edit Collection–Import dialog box.

### 7. Click OK.

A progress indicator appears while the items are imported into the collection. The Edit Collection dialog box now contains the new files at the end of the Image/Audio bar.

## 3: Working With Collections

### Removing a File from a Collection

To remove an image or audio file from a collection:

1. Select the collection window that you want to edit.
2. Choose Edit from the Collections menu.  
The Edit Collection dialog box appears.
3. Select the file you want to remove from the Image/Audio bar.
4. Click Remove.  
The selected file is removed from the collection.
5. Click OK to save the changes to the collection and to close the Edit Collection dialog box.

### Updating a File in a Collection

To update an image or audio file in the collection:

1. Select the collection window that you want to edit.
2. Choose Edit from the Collections menu.  
The Edit Collection dialog box appears.
3. Select the file on the Image/Audio bar that you want to update.
4. Click Update.  
An updated version of the selected file appears on the Image/Audio bar and replaces the previous version of the image.
5. Click OK to save the changes to the collection and to close the Edit Collection dialog box.

### Renaming a File in a Collection

When you import an image or audio file, Arrange-It software assigns its own filename in the collection. You can rename the image or audio file so that its name is not limited to a number.

To rename an image or audio file in a collection:

1. Select the collection window that you want to edit.
2. Choose Edit from the Collections menu.  
The Edit Collection dialog box appears.

## 3: Working With Collections

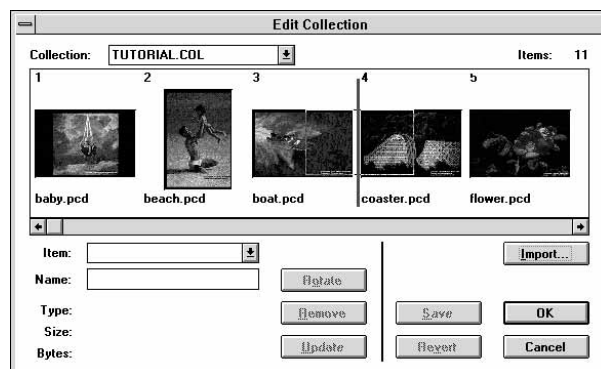
3. Select the file on the Image/Audio bar that you want to rename. You can also use the Item drop-down list box to select the file.
4. Enter a new name in the Name text box.
5. Press ENTER.  
The name is changed in the Item drop-down list box and under the file on the Image/Audio bar.
6. Click OK to save the changes to the collection and close the dialog box.

### Reordering Files in a Collection

To reorder images and audio files in the collection:

1. Select the collection window that you want to edit.
2. Choose Edit from the Collections menu.  
The Edit Collection dialog box appears.
3. Reorder the file.
  - Click the image or audio file on the Image/Audio bar to select it.
  - Hold down the mouse button and drag the file to a new location on the Image/Audio bar. As you drag the file over the collection window, a red bar appears between the images and audio files.

Reordering image file  
on Image/Audio bar



- Release the mouse button when the red bar is where you want to place the file.  
The image or audio file is inserted at the location of the red bar.
4. Click OK to save the changes to the collection and close the dialog box.



## 3: Working With Collections

### Saving or Discarding Your Work

You can save changes to the collection at any time while editing a collection in the Edit Collection dialog box. You can also revert to the last saved version of the collection. Click

- **Save** to save the changes to the collection.
- **Revert** to discard all the changes made since the last time the collection was saved.

### Removing a Collection

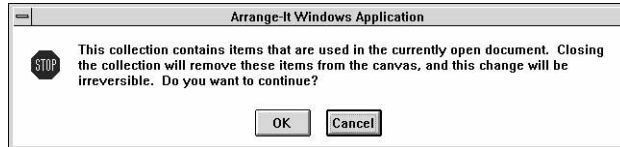
Removing a collection from the document window does not delete it, but only removes its files from the current document. You can add the collection again later using Open from the Collections menu.

To remove a collection:

1. Select the collection window that you want to remove.
2. Choose Remove from the Collections menu.

A warning message appears notifying you that the delete action cannot be undone and asking if you want to continue.

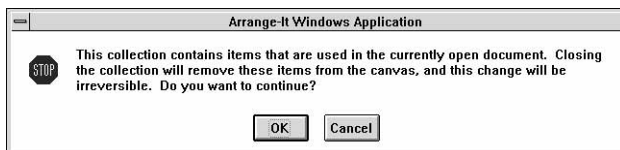
Warning message that you cannot undo the delete action



3. Click OK or Cancel.

If you click OK, a confirmation message appears notifying you that the selected item will be removed from the nodes and startup image.

Collection removal confirmation message



4. Click OK or Cancel.

**OK** removes the collection from the document. If the image in a menu node is removed or all of the images and audio files in a sequence node are removed, they are replaced by the Null Image.

**Cancel** stops the removal procedure.