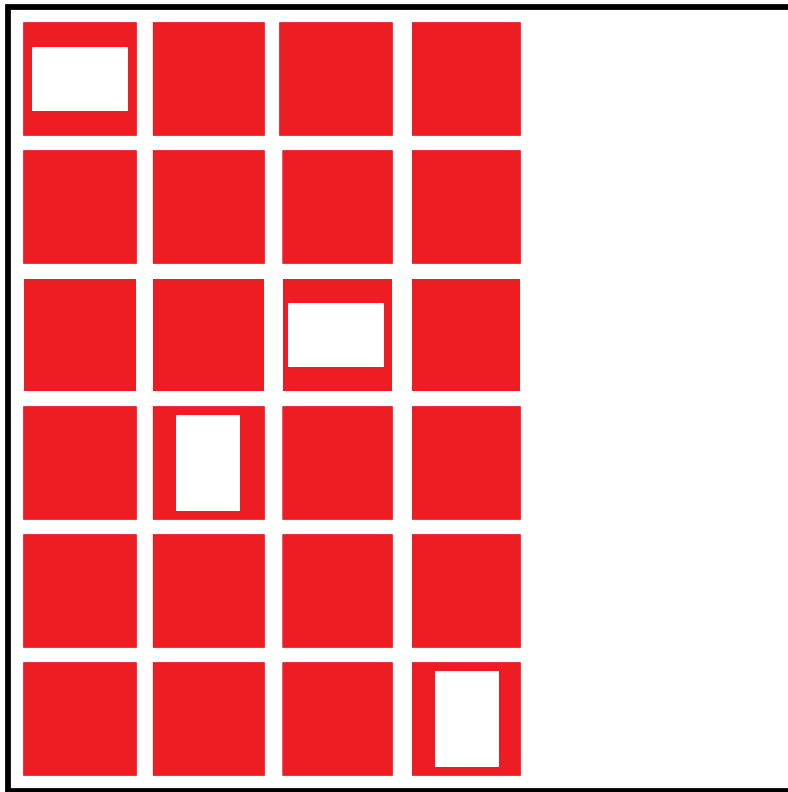


# *9: Finalizing Your Presentation*



# 9: *Finalizing Your Presentation*

Once an Arrange-It software document has been created, you can begin the process of turning it into a presentation to be placed on a KODAK Photo CD Portfolio disc.

You finish the document by setting its startup information, verifying its components, and running it through the Arrange-It software Preview Presentation feature. After the document is finalized, you can convert it into a script that is used to create the Photo CD Portfolio disc.

## Completing the Document

After you finish creating and editing the nodes and paths in your document, you need to set the startup image and start node. You can then verify the presentation to check for and correct any errors. Finally, you should run your presentation through the Arrange-It software Preview Presentation to make sure it works as intended before you build the script file.

### Startup Image

The startup image displays on the screen before the presentation actually begins. You can think of the startup image as the title page of a report. For example, the startup image might be your company logo.

### Setting Startup Image

To set the startup image:

1. Click an image on the collection window to select it.

**NOTE:** The startup image cannot be a Null image or an audio file, since it will not be displayed in the document window or appear during a preview of the presentation.

2. Choose Set Startup Image from the Script menu.

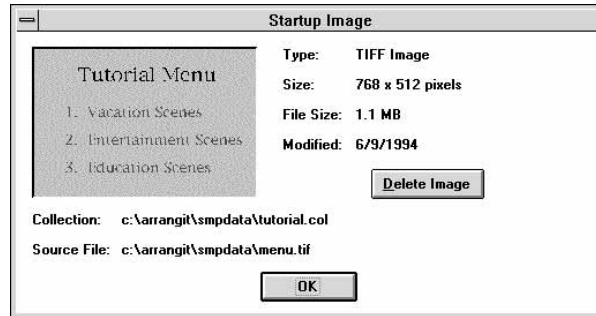
### Showing Startup Image

To see the startup image, choose Show Startup Image from the Script menu.

## 9: Finalizing Your Presentation

The Startup Image dialog box appears showing the startup image and its file information.

### Startup Image dialog box



The Startup Image dialog box shows the following information:

- Type of image
- Size (image resolution)
- File size
- Last date the image was modified
- Collection from which the image was selected
- Source of the original file

To delete the startup image:

1. Click Delete Image in the Startup Image dialog box.

**NOTE:** If you delete the startup image, you must select another startup image.

2. Click OK to close the dialog box and delete the startup image.

### Start Node

The start node is the first node that displays on the screen in a presentation. The start node is the only gold-colored node in the document. Typically, the start node is the first node in your document, although it may be located anywhere in your document.

**NOTE:** Do not confuse the start node with the startup image. The start node plays directly after the startup image and contains the first image and/or audio file in your presentation.

### Setting Start Node

Arrange-It software automatically designates the first node that you create in a document as the start node. You can, however, change the start node.

To change the start node:

1. Click the node in the document you want to designate as the start node.
2. Choose Set Start Node from the Node menu.

The node you selected becomes the new start node and it becomes gold.

**NOTE:** The start node should always be a menu node.

### Showing Start Node

To show the start node, choose Show Start Node from the Node menu. Arrange-It software finds the start node and displays it in the center of the document window.

### Saving Documents

After you have made any changes in a document, you should always save your document.

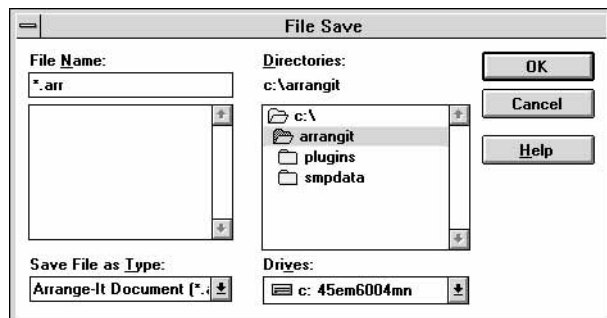
### File Save Command

To save your document:

1. Choose Save from the File menu (CTRL+S).

The File Save dialog box appears if you are saving your document for the first time.

File Save dialog box



## 9: Finalizing Your Presentation

2. Select the drive and directory where you want to save the document.
3. Enter a **filename** in the File Name text box. Arrange-It software uses the .ARR file extension for documents.
4. Click OK.

The filename you entered appears in the title bar of the document window.

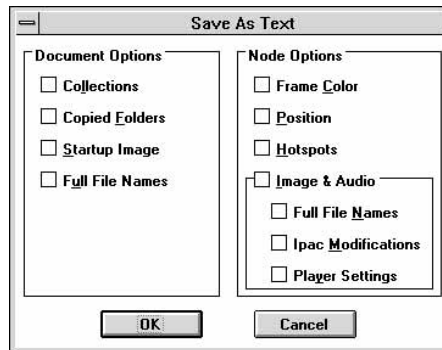
### Save As Command

To save the current document using a different file:

1. Choose Save As from the File menu.

The Save As dialog box appears.

Save As dialog box

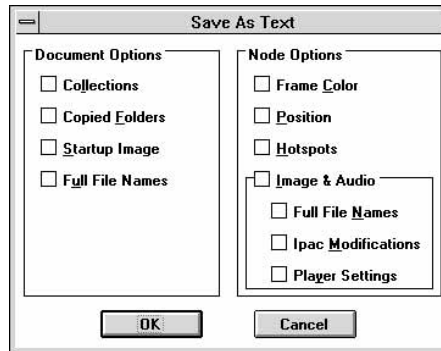


2. Select one of the options in the Save File as Type drop-down list box.
  - **Arrange-It Document (\*.arr)** saves the file as an Arrange-It software document.
  - **Bitmap File (\*.bmp)** saves a bitmap file of the entire document that can be opened or printed by most WINDOWS software paint programs.
  - **Text File** saves a text file that contains most of the settings and information in the document.

## 9: Finalizing Your Presentation

When you select Text File, the Save As Text dialog box appears. You use this dialog box to select what information is written to the file.

Save As Text dialog  
box



3. Click OK to write the file to the selected directory.

### Reverting to the Previously Saved Document

To discard all the changes that you have made since the last save without exiting the document, choose Revert from the File menu.

### Closing a Document

To exit a document, choose Close from the File menu. If you have not saved some new work, a message box appears asking if you want to save the changes.

- **Save** closes the document and saves the changes.
- **Don't Save** closes the document without saving changes.
- **Cancel** returns you to your document without saving.

### Verifying the Document

Verification should always be done after you finish creating the Arrange-It software document and before building your presentation script. You use the verification process to check for the following errors in the document:

- **Unconnected Paths**—A node with one or more path tabs having no path. You may verify selected path types.
- **Nodes With No Exit**— A node with no paths leaving the Previous tab, Next tab, or other tabs that you have created on the node.
- **Orphaned Nodes**—A node with no paths connecting to its home tab.
- **Valid Start Node**—Select to ensure that the selected start node is valid.

## 9: Finalizing Your Presentation

- **Sequences Without Images**—Select to ensure that sequence nodes contain at least one image.
- **NULL Backgrounds in Sequences**—Select to ensure that there are no Null backgrounds in sequence nodes.
- **Missing Source Files**—As part of the build process, the source files will be copied to a directory that is sent to the script processing system for final Photo CD Portfolio disc creation. Check this item to make sure that you are not missing any files you need to build the script.
- **Modified Source Files**—Select to check for any source files that have been modified.
- **Calculate Transfer Size**—Select to calculate the amount of space needed to hold the files that you will transfer to a Photo CD Portfolio disc.
- **Overlapping Hot Spots**—Two or more hot spots that overlap on the image display screen.

To verify a document:

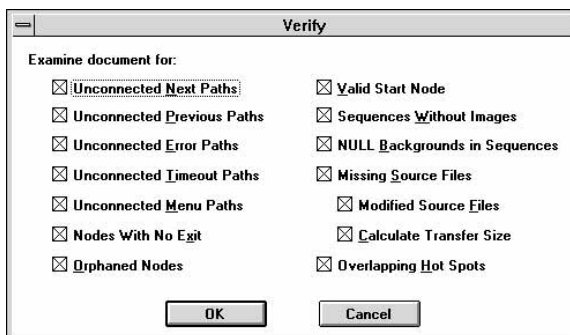
1. Insert the appropriate Photo CD disc into your CD-ROM drive, if your presentation contains images from a Photo CD disc.

The verification process searches for all source files used in your presentation.

2. Make the document window the active window.
3. Choose Verify from the Script menu.

The Verify dialog box appears.

Verify dialog box



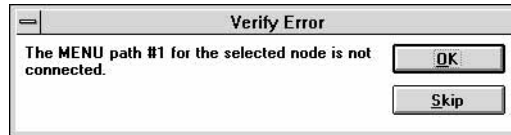
4. Check the options to be verified.

**NOTE:** You may not want to select the Missing Source Files check box until you are ready to build your script, since it requires that all the image and audio files used by your presentation are available.

5. Click OK.

If one or more errors are discovered, the Verify Error message box displays showing the first error.

Verify Error message box



6. Make note of the error that displays in the Verify Error message box.
7. Click OK or Skip.

**OK** stops verifying, so that you can fix the currently displayed error. If you click OK:

- Correct the error in the document.
- Choose Verify Next from the Script menu. The verification process rechecks the last error (which you have now corrected) and displays the next error in the Verify Error message box.

**Skip** displays the next error in the verification process without modifying your document. Make sure to correct any errors, and follow Steps 3 through 6 to recheck your document.

When the verification process is complete, a message box appears reporting that it is done and shows the total media size for the presentation.

8. Choose Save from the File menu (CTRL+S).

Before building a script, it is a good idea to run the verification process to make sure any changes that you have made to the document do not result in script errors.

**NOTE:** If you elected to verify your document with the Missing Source Files check box deselected (Step 4), you should recheck your document with this check box selected before building a script.

### Correcting Verify Errors

The following table lists all possible error messages that appear during the verification process, the cause of the error, and a suggested course of action to correct the error. The



## 9: Finalizing Your Presentation

double pound signs (##) in the Alert column represent information Arrange-It software supplies when it reports the error.

Alert	Cause	Action
The PREVIOUS path for the selected node is not connected.	This alert is caused by unconnected paths of the specified types. Not all paths need to be connected in order to preview or build the script.	If this path should not be connected, click Skip. Otherwise, connect the path to a suitable node.
The ERROR path for the selected node is not connected.	This alert is caused by unconnected paths of the specified types. Not all paths need to be connected in order to preview or build the script.	If this path should not be connected, click Skip. Otherwise, connect the path to a suitable node.
The TIMEOUT path for the selected node is not connected.	This alert is caused by unconnected paths of the specified types. Not all paths need to be connected in order to preview or build the script.	If this path should not be connected, click Skip. Otherwise, connect the path to a suitable node.
The MENU path ## for the selected node is not connected.	This alert is caused by unconnected paths of the specified types. Not all paths need to be connected in order to preview or build the script.	If this path should not be connected, click Skip. Otherwise connect the path to a suitable node.
The NEXT path for the selected node is not connected.	This alert is caused by unconnected paths of the specified types. Not all paths need to be connected in order to preview or build the script.	If this path should not be connected, click Skip. Otherwise, connect the path to a suitable node.
The HOTSPOT for menu ## overlaps with another menu in the selected node.	Two of the hot spots in the selected menu node overlap in the image view.	Click OK and edit the selected node by choosing Edit from the Node menu. Using the category list box, go to the Menu view. Manipulate the hot spots shown so that none of them overlap.
The SOURCE file for the selected item cannot be found.	Verify is attempting to locate the source files from which you got the item named. This file has been deleted or is on a volume that cannot be found.	Mount the volumes you need and locate the file.

## 9: Finalizing Your Presentation

Alert	Cause	Action
The SOURCE file for the selected item has been modified since the item was imported.	The specified item was imported from a file that has subsequently been modified.	If the item was imported from a Photo CD disc, ignore this message. Otherwise, be aware that if you do ignore this message, the images on the final disc will not be the same as the images in your nodes or the images you see in the presentation preview. If you wish to correct this error, update the specified image from within the Edit Collection dialog box.
The selected node is ORPHANED and cannot be reached by any path.	No paths terminate at the home tab for this node.	Connect another node to this node.
The START node is not a MENU.	Your Start node must be a menu node.	Click OK, select a menu node, and choose Set Start Node from the Script menu.

### Using Preview Presentation

You use Preview Presentation from the Script menu to view your presentation as it will appear when viewed on a Photo CD player.

Before starting the player, it is recommended that you take notes on the newly created document. For example, make a note of the

- Images contained in each node
- Audio files contained in each node
- Order of images and audio files in each node
- All paths and modifications that you have made

As the player preview runs, verify that the document plays as expected. If your presentation does not play as expected, make corrections to the document after you have finished running the preview.

**NOTE:** Help (F1) is not available when you are using Preview Presentation.

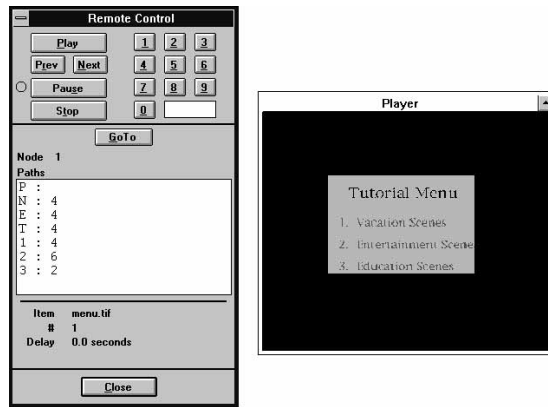
## 9: Finalizing Your Presentation

To start the preview presentation:

1. Make the document window the active window.
2. Choose Preview Presentation from the Script menu.

The Player Remote and the Player window appear. Arrange-It software automatically begins the presentation in the Player window at the start node.

Remote Control and  
Player windows



3. Click the Remote Control buttons as appropriate.
  - **Play** advances to the next image in the sequence or the node connected to the Next path unless there is a number in the numeric display. If there is a number in the numeric display that is a valid menu path, the player follows that path in the presentation.
  - **Prev** replays the previous image in a sequence or the node connected to the Previous path.
  - **Next** advances to the next image in a sequence or advances to the node connected to the Next path.
  - **Pause** temporarily stops the preview. Click pause again to resume playing.
  - **Stop** halts the presentation and returns to the start node or (on some players) the restart node.
  - **Number keys** enter numbers into the numeric display, which are used to select a menu path when the Player window contains a menu node. Click Play or wait for a time-out.
  - **Go To** opens a dialog box that lets you bring up any node in the presentation.
  - **Close** stops the preview and returns you to the document window.
  - **Node** displays the current node

## 9: Finalizing Your Presentation

- **Paths** displays all the path tabs on the current menu node and their destinations. Double-click one of these paths to have the player follow it.
- **Item** displays the name of the current image or audio file.
- **#** displays the Item number in the node of the current image or audio file. In a menu node with an audio file, the image is Item #1 and the audio file is Item #2.
- **Delay** displays the delay value of the current file. This value is the number of seconds that the player waits before displaying the next image or playing the next sound file.
- **Length** (audio files only) displays the duration of the current sound file.

### Building the Script

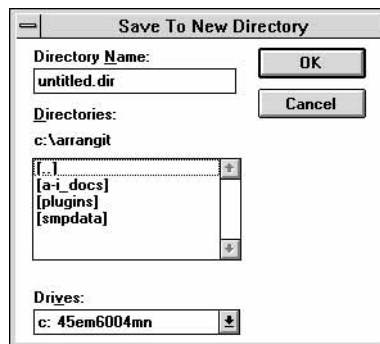
After you have finished your document, you can build the script file used to create the Photo CD Portfolio disc. The script-building process automatically copies into a directory all the necessary files used in creating your document. This directory is transferred to the script processing system.

To build the script for a document:

1. Make the document window the active window.
2. Choose Build Script from the Script menu.

The Save To New Directory dialog box appears.

Save To New Directory dialog box

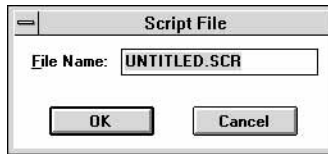


3. Create a new directory to be used for the script.
  - Select a drive and directory where you want to create the new directory using the Directories list box and the Drives drop-down list box.
  - Enter **directory name** in the Directory Name text box.

## 9: Finalizing Your Presentation

- Click OK. The Script File dialog box appears.

Script File dialog box



4. Enter **script name** in the File Name dialog box.
5. Click OK.

A progress indicator appears showing the status of the build process.

**NOTE:** To interrupt the build-script process, click Stop in the progress indicator.

The build process may take a few minutes, particularly if your presentation document contains large Photo CD images, graphics, or audio files.

Once the Build Script process is complete, you are ready to turn your presentation into a KODAK Photo CD Portfolio disc.

## Copying Directories

You use Copy Directory to Photo CD from the Script menu to include additional directories not involved with the creation of the actual presentation and its source files. The script simply copies these directories onto the Photo CD Portfolio disc.

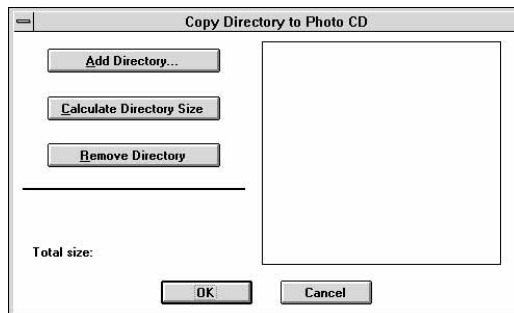
**NOTE:** You cannot select individual files when using Copy Directory to Photo CD. They must be selected and copied before building the script.

To select the directories to be copied to Photo CD disc:

1. Make the document window the active window.
2. Choose Copy Directory to Photo CD from the Script menu.

The Copy Directory to Photo CD dialog box appears.

Copy Directory to Photo CD dialog box

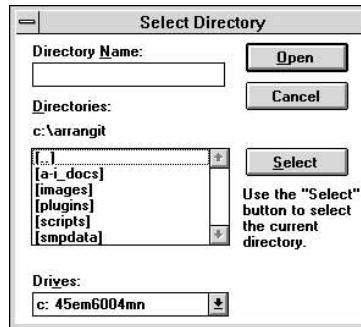


## 9: Finalizing Your Presentation

3. Click Add Directory.

The Select Directory dialog box appears.

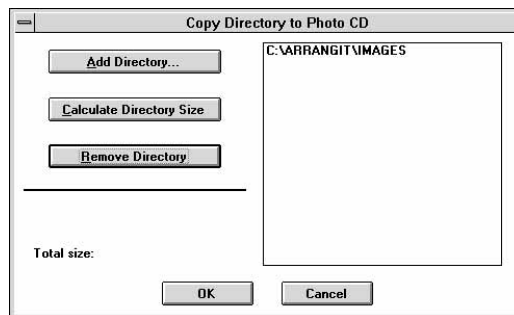
Select Directory to Copy dialog box



4. Select the drive that contains your script
5. Double-click the directory containing your script.
6. Click Select.

The selected directory name displays in the box on the right side of the Copy Directory to Photo CD dialog box.

Copy Directory to Photo CD dialog box with directory added



7. Repeat Steps 3 through 6 until you have selected all the directories to be copied. To display the total size of all files within a directory:

1. Click the name of a directory in the list.
2. Click Calculate Directory Size.

The size of the selected directory displays in the Total Size section of the Copy Directory to Photo CD dialog box.

3. Click OK to close the dialog box and return to the document window.

## 9: Finalizing Your Presentation

### Assembling Files

The build-script process automatically copies all the necessary files used in creating your document and uses these files to construct your final presentation and produce a script file.

To create a Photo CD Portfolio disc, you need the following items that were used to create your document:

- The directory that contains the script. This directory contains the script and the complete portfolio of Image Pacs, graphics, and audio files used in the document.
- All Photo CD disc(s) that contain source Photo CD images.

### Selecting Media Formats

The directory containing the files necessary to create a Photo CD Portfolio disc can be submitted on any combination of the following media:

- IBM PC compatible computer formatted floppy disk (1.44 MB)
- IBM PC compatible computer formatted removable Syquest cartridge (44 MB or 88 MB)
- KODAK Photo CD Master discs

It is recommended that you contact your authorized KODAK Photo CD Portfolio service provider for further details on the best medium to use to deliver the script and other elements of your presentation for processing.

### Locating a Photo CD Service Provider

Once the necessary items are assembled, simply take them to any authorized KODAK Photo CD Portfolio service provider. In a matter of days, you will be able to pick up your Photo CD Portfolio disc containing your presentation created with Arrange-It software, as well as your original documents.

Refer to “Photofinishing Information” on the Information Card included in the Arrange-It software package for information on locating service providers in your area that offer a Photo CD system.

If you own *KODAK Build-It Photo CD Portfolio Disc Production* software, refer to the *KODAK Build-It Software User's Guide* for script-processing information.