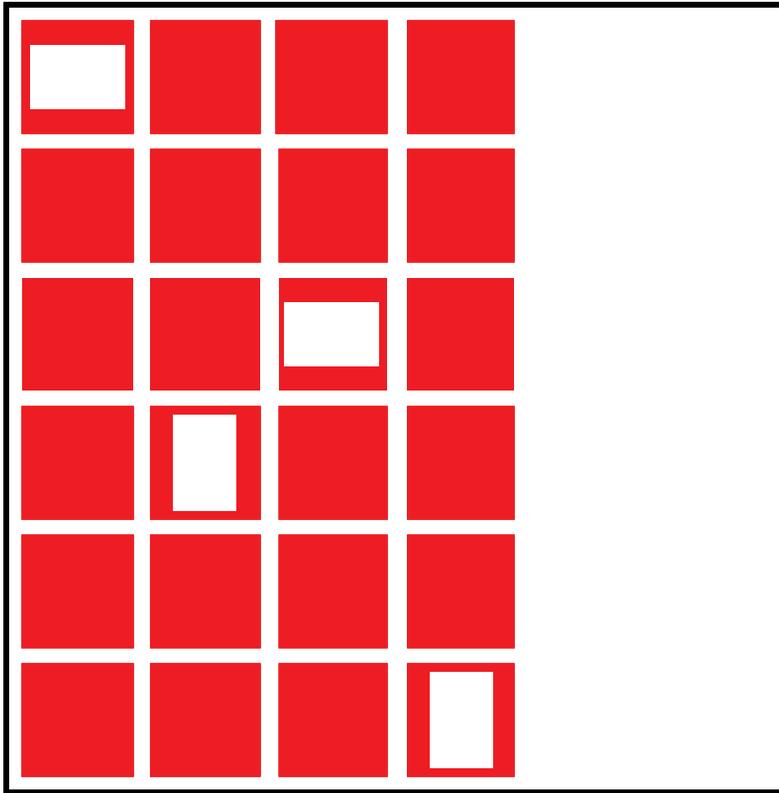# *Before You Begin*

Welcome to KODAK Arrange-It Photo CD Portfolio Layout Software! Now you can turn images and audio files into compelling presentations stored on KODAK Photo CD Portfolio discs. Arrange-It software lets you include TIFF, YCC TIFF, bitmap (BMP), and Image Pac images, as well as audio files (WAV), in your presentations.

Arrange-It software is specifically designed to produce presentations that are distributed on KODAK Photo CD Portfolio discs. You can easily develop electronic books, interactive displays, and training presentations using Arrange-It software features. Once you have laid out your presentation, Arrange-It software provides sophisticated verification tools and a playback emulator. You can have a Photo CD Portfolio disc of your presentation produced by exporting a script and having the script processed with KODAK Build-It Photo CD Disc Production software.

You can view your multimedia Photo CD Portfolio disc using either a KODAK Photo CD player attached to a television monitor or a computer equipped with a Photo CD-compatible CD-ROM drive and the appropriate player software.

Chapter 2 is a tutorial designed to help you understand the features of Arrange-It software and how they can help you prepare presentations for business associates, training seminars, product demonstrations, and even presentations for your friends and family. The tutorial contains complete instructions for creating a sample Arrange-It software presentation.

Once you complete your sample presentation, you can display the images and play the audio files relating to the three themes shown on the tutorial menu node. You can display and play these themes from beginning to end, or you can select and play one or more of the themes in any order.

Arrange-It Software Features

This version of Arrange-It software follows the standard user interface guidelines for MICROSOFT WINDOWS software applications. You can use Arrange-It software to organize and set up sophisticated presentations that can be interactive or run on a continuous loop. Arrange-It software adds value to your information with the following features:

- **Logical visual layout** provides a schematic diagram of your presentation and control of detail.

- **Easy-to-use interface** lets you lay out your presentation by dragging and dropping images and sounds. You control the flow by pointing and clicking.

■ **Frame-by-frame control** lets you specify transitions, resolution, and delay for each frame in the presentation.

■ **Image, graphics, and audio features** let you import images and audio files from popular packages, as well as photographic images from KODAK Photo CD discs.

■ **Outline language** lets you organize your presentation using words. You can use the outline language in conjunction with the visual layout techniques.

■ **Standard WINDOWS software help** is an on-line help system that allows you to easily look up information on using Arrange-It software features. Press F1 at any time to get help.

■ **Verification and preview** lets you check your presentation document for errors before you begin the process of placing it on a Photo CD Portfolio disc. The preview feature emulates your document the way it would be displayed on a Photo CD player.

Arrange-It Software Package

The Arrange-It software package consists of

■ *KODAK Arrange-It Photo CD Portfolio Layout Software*

■ *KODAK Arrange-It Photo CD Portfolio Layout Software Online User's Guide*

■ Online registration information

■ Online License agreement and warranty

■ General information card

Copyright Information

The *KODAK Arrange-It Photo CD Portfolio Layout Software with Photo Sampler II* disc contains Arrange-It software and 24 photographic-quality images. These images represent a variety of subjects photographed by professional photographers.

Possession of a physical copy of the digitized images contained on a disc does not in itself mean you have unlimited rights to use the images. Most images, including those on the *KODAK Arrange-It Photo CD Portfolio Layout Software with Photo Sampler II* disc, are protected by copyright, and use of the images requires permission of the copyright owner.

For images contained on the *KODAK Arrange-It Photo CD Portfolio Layout Software with Photo Sampler II* disc, Kodak grants the following rights:

> *Authorized holders of the KODAK Arrange-It Photo CD Portfolio Layout Software with Photo Sampler II disc may use the recorded images for Photo CD demonstration purposes only. Any advertising or other use requires the permission of the copyright owner. The image source credit and copyright notice on each digital image must appear on any reproduction of that image. Also, a credit to the photographer should accompany any reproduction of an image in whole or in part.*

For a list of photo credits, refer to the documentation accompanying the disc.

About This Guide

In addition to this introduction to Arrange-It software, the *User's Guide* contains the following chapters:

- **Chapter 1, "Getting Started,"** contains system requirements information, installation instructions, and a general overview of the Arrange-It software windows, menus, and toolbar.

- **Chapter 2, "Using the Tutorial,"** steps you through the process of making a sample presentation document.

- **Chapter 3, "Working With Collections,"** describes working with collections.

- **Chapter 4, "Creating Nodes,"** discusses how to create and manipulate nodes.

- **Chapter 5, "Connecting With Paths,"** provides instructions on creating and manipulating paths used to connect nodes.

- **Chapter 6, "Modifying Nodes,"** reviews editing menu nodes and sequence nodes.

- **Chapter 7, "Making Global Modifications,"** discusses making global modifications to menu and sequence nodes, images, and sound files.

- **Chapter 8, "Changing Preferences,"** describes using the Preferences dialog box to change values for future modifications to your document.

- **Chapter 9, "Finalizing Your Presentation,"** explains how to prepare your document for a Photo CD Portfolio disc.

- **Chapter 10, "Using Alternative Editing Methods,"** shows you how to use the Text Outline language to create a document.

- **Chapter 11, "Troubleshooting,"** provides a list of problems that you may encounter and includes suggestions for solving them.

Using Keyboard Shortcuts

As you become more familiar with Arrange-It software, you may find that keyboard shortcuts can greatly increase your efficiency.

Arrange-It uses the following keyboard shortcuts:

CTRL+N	New
CTRL+O	Open
CTRL+F4	Close
CTRL+S	Save
ALT+F4	Exit
CTRL+Z	Undo
CTRL+X	Cut
CTRL+C	Copy
CTRL+V	Paste
DEL	Clear
CTRL+A	Select All
CTRL+D	Duplicate
CTRL+L	Verify Next
F1	Help
SHIFT+CLICK	Add item in the document window or collection window to current selection
ALT+CLICK on a path	Create a vertex
ALT+CLICK on a tab	Display a list of tabs
ALT+CLICK on a group node	Display a list of nodes
ALT+CLICK during path creation	Create a vertex
F5	Select and deselect node(s)
CTRL+CLICK	Select noncontiguous files in the collection window and Edit Collection–Import dialog box
F7	Create a new node with the selected collection items

F8	Add selected collection item to end of currently selected sequence node or replace items in currently selected menu node
F9	Select the next path from the first selected node
SHIFT+F9	Select the previous path from the first selected node
TAB	Select the next node in the document window or the next item in the collection
SHIFT+TAB	Select the previous node in the document or the previous item in the collection
CTRL+TAB	Select the next window
ARROW keys	Move selected nodes and vertices in document
SHIFT+ARROW keys	Scroll collection window

Document Conventions

This *User's Guide* uses the following conventions:

■ **Bold** type represents placeholders for information that you must provide. For example, when an instruction asks you to enter a **filename**, you enter the actual name of the file.

■ EXAMPLE provides an example of the instructions contained in the step.

■ *IMPORTANT* provides information that you need to read before taking action on the instructions.

■ *Italic* type represents titles and the names of programs, reinforces important notices, shows information that you must type exactly as it appears, and indicates user-supplied information. For example, an instruction asks you to enter *a:\setup.exe*. You enter all the italicized characters exactly as they are printed.

■ Monospace type shows system displays referenced in the text. For example, the default path is C:\ARRANGIT.

■ NOTE calls attention to information and qualifies or further explains the text.

■ SMALL CAPITALS indicates names of keys on your keyboard. For example, CTRL, ALT.

■ UPPERCASE indicates acronyms, tradenames, and trademarks.