

The Bright Ideas® CD-ROM

This is a “Hybrid” CD-ROM. You may use it with PC-compatible or Macintosh computers and associated graphics applications. Your computer automatically displays the appropriate format.

These instructions apply equally to PC and Macintosh computers. Since systems and applications vary considerably, our goal is to provide your Bright Ideas® images in a simple format that may be used without installation on any system.

If you are an experienced user, simply drag’n drop the images from the CD-ROM into an open document. If you do not understand “Drag’n drop”, read the following paragraphs.

How to use Bright Ideas® images on Macintosh, PC & Compatibles.

To use your Bright Ideas® images select an image and place the image in a document a newsletter, flyer, or letter for example.

Choosing Images PC or Mac

1. To choose an image, read the Bright Ideas® magazine included with this Volume. Note the number of the image you want to use. The images are shown in a special pull-out section in the middle of the magazine.

2. To place the image in a document:

Insert this CD-ROM in your drive and start your word processor or desktop publishing program.

Open an existing document, or create a new one. Use the insert, place or import function appropriate to your application. If you are unsure about which command to use check the *Quick Reference Guide* at the end of this document; you could also consult the application’s user guide.

Once you select an insert, place or import function, you must locate the drive and folder where the images are stored. In all cases, you must first, select (open) your CD-ROM drive. When you open the CD-ROM drive, you will see an “Images” folder.

Please Note:

The PC images folder contains three sub-folders respectively named EPS, PCX and TIF.

The Mac images folder has no sub-folders and contains both EPS and TIF images.

Open a folder (double-*click* on it) , scroll to the selected image number and double-*click* it. In some programs the selected images appear in your document; in others the selected image displays as an insertion cursor - usually, a little box or small icon. If you get the insertion cursor, position the cursor in your document and *click* once to add the image to the page.

Once the image is displayed in your publication you may change it’s size and position to suit your layout.

Please keep these instructions for future reference.

Quick Reference Guide

If you are new to your software application, access your Bright Ideas® images the easy way. “Open,” “Place” and “Import” are common commands for accessing images. Refer to your user manual for additional information. The following list shows the commands used in the most popular graphics and page layout applications.

Adobe Illustrator	File/Open
Adobe PageMaker	File/Place
Adobe Photoshop	File/Open; or File/Place; or File/Open As
CorelDRAW!	File/Import
MacroMedia FreeHand	File/Open
Microsoft Word	Insert/Picture
QuarkXPress	File/Get Picture
Corel WordPerfect	Graphics/Retrieve Image

Black-and-White

Every color image displayed is also provided in black-and-white. Yes, you get both in this package!

When you look for an image on your CD, you may see each image number more than once. There will be a letter at the end of each number. Here is a guide to those letters:

C = color

B = black-and-white

G = gray scale