

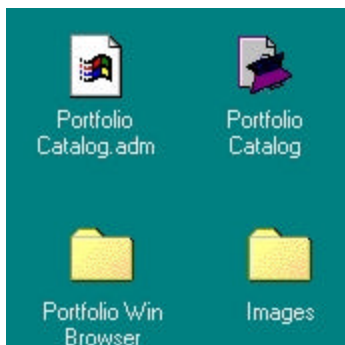
Guide to creating Windows CDs using the Change Path Script.

When you're planning on distributing your art with a Portfolio catalog, you need to make sure that the Portfolio catalog will keep track of your files. Your images used to reside on your hard drive or on a network volume, but when you burn a CD you need to update the catalog so that the source files won't be lost. Because CD-ROMs are read-only, you will need to take steps to update the catalog in advance with the proper path and volume names. If you follow these steps, you, and your customers, will be able to preview, copy, paste, and drag-and-drop your images after you've burnt them to CD.

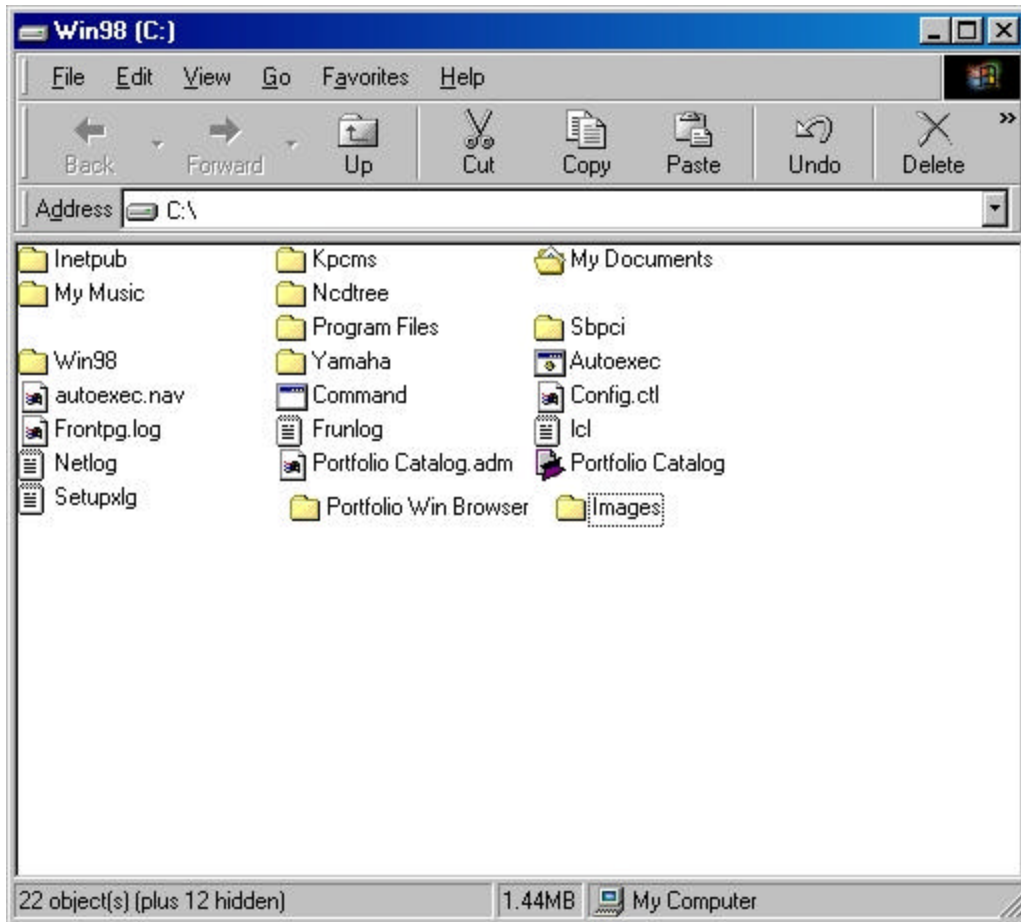
These steps only apply to Windows machines creating Windows-only CD-ROMs. Macintosh and hybrid CDs are described in a separate document.

Make sure you are using the latest version of the Change Path script. To find out which version you are using go to your Extensis Portfolio application folder, open the Scripts folder, right click on the Change Path.exe and select Properties, click on the Version tab, it should be version 1.00.0001 or above. If you have anything below that, go to <http://www.extensis.com/portfolio/> and download the Scripting Extras Installer. After you unzip that file, trash the older Change Path.exe from the Portfolio Scripts folder, and move the newer Change path.exe file to your Portfolio Scripts folder. Then you are ready to proceed with the steps below.

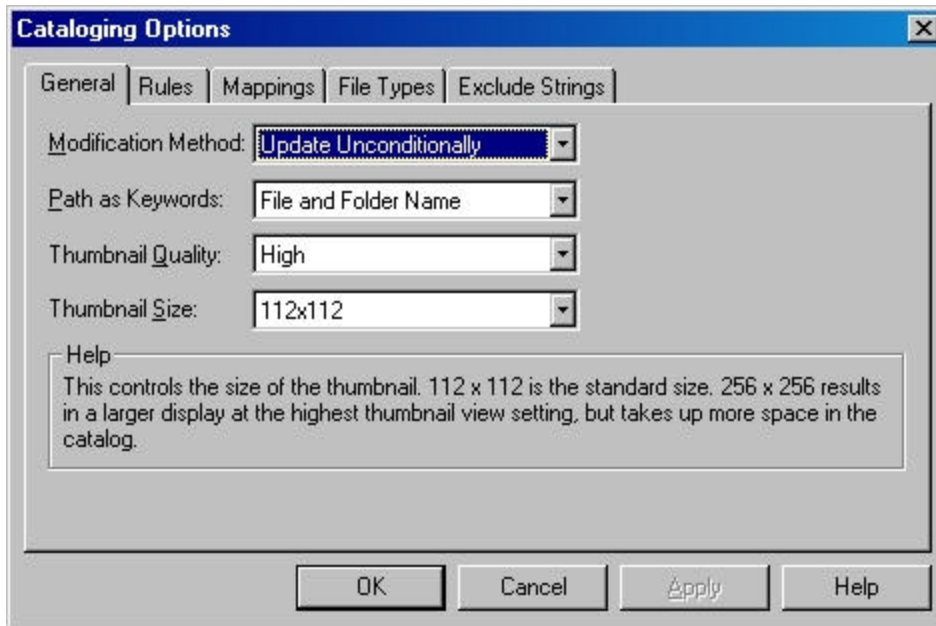
1. Start with the following files on your Desktop. The Windows browser folder, images folder, catalog and the adm file. These are the files you need to copy to the CD, as well as any extra content you plan on adding. The names of your files and folders can be anything you want.



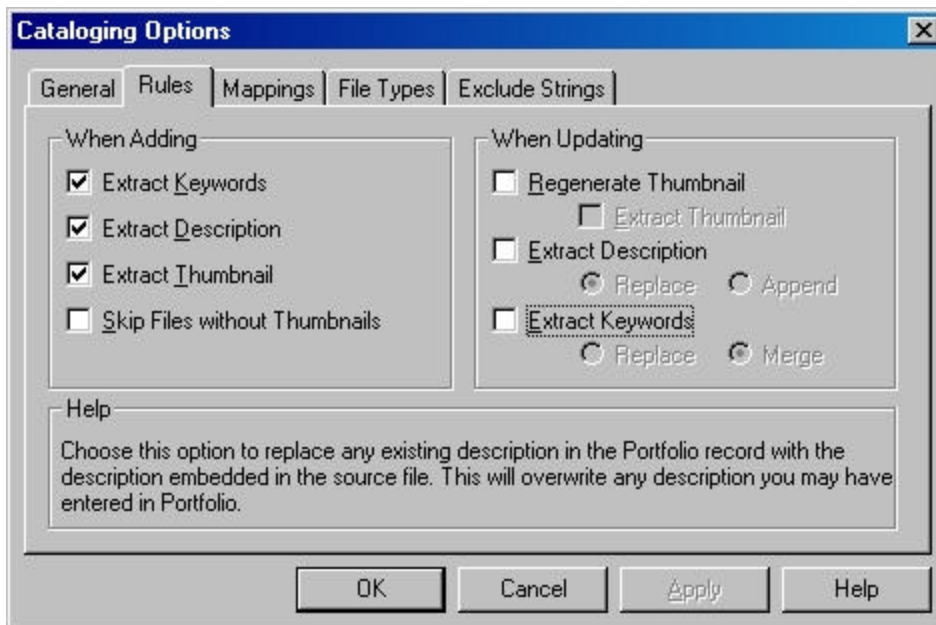
2. Drag those files to the root level of your C:\



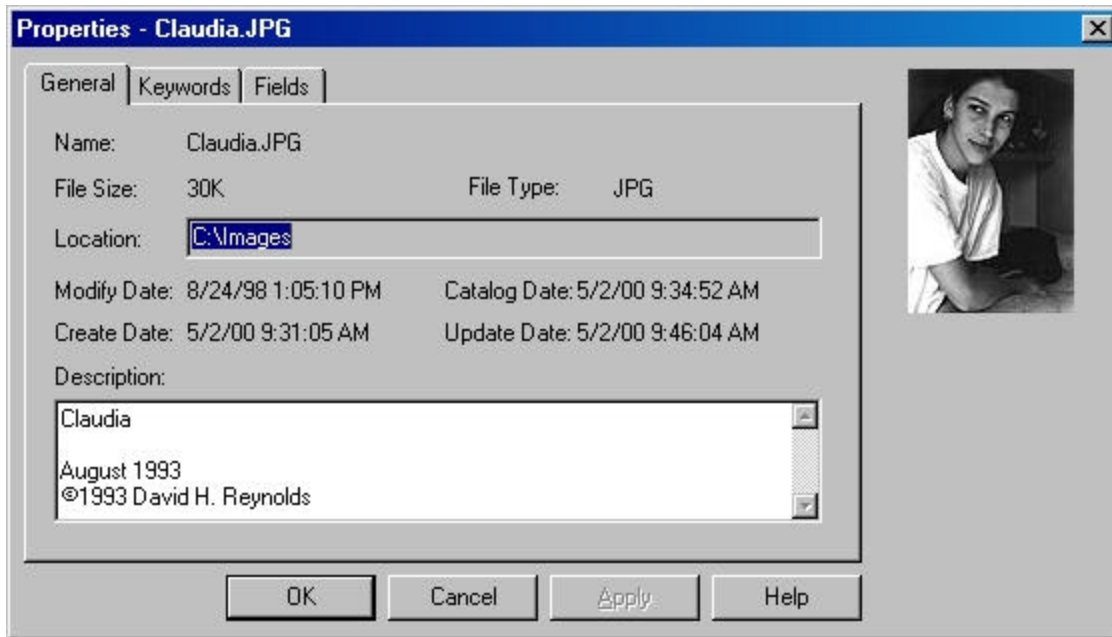
3. Open your catalog, drag and drop your images onto your catalog. Select Update Unconditionally as your Modification Method.



- Go to the Rules tab and deselect everything in the When Updating column. The reason to update like this is so that any keywords or descriptions that you've already created are not overwritten or edited.

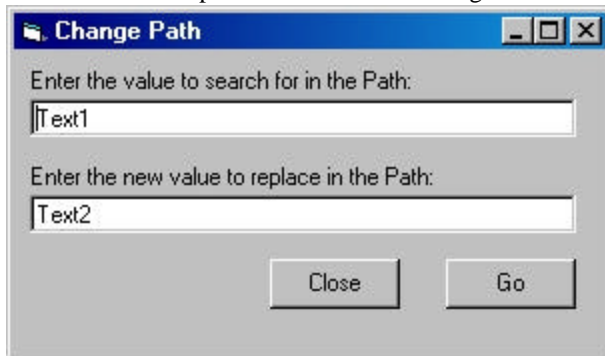


- After the catalog has been updated, select an item and choose Item Properties. It should look something like



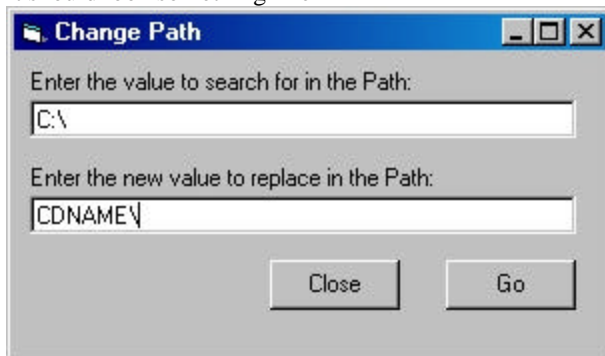
It now shows that your catalog has been updated to reflect the changes to path of your images.

6. Cancel the item properties
7. Go to the Scripts Menu and select Change Path.exe. You'll see something like

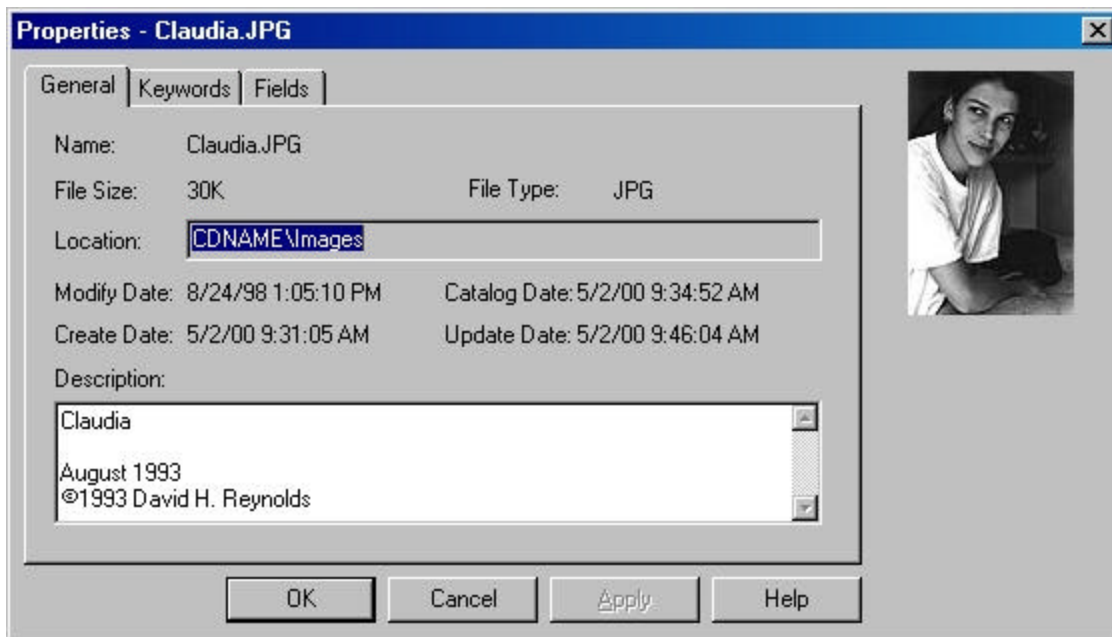


8. Change the Text1 to the drive letter in Item Properties, step 5. For example: C:\
9. Change the Text2 to what you want your CD called. For Example: CDNAME\

It should look something like



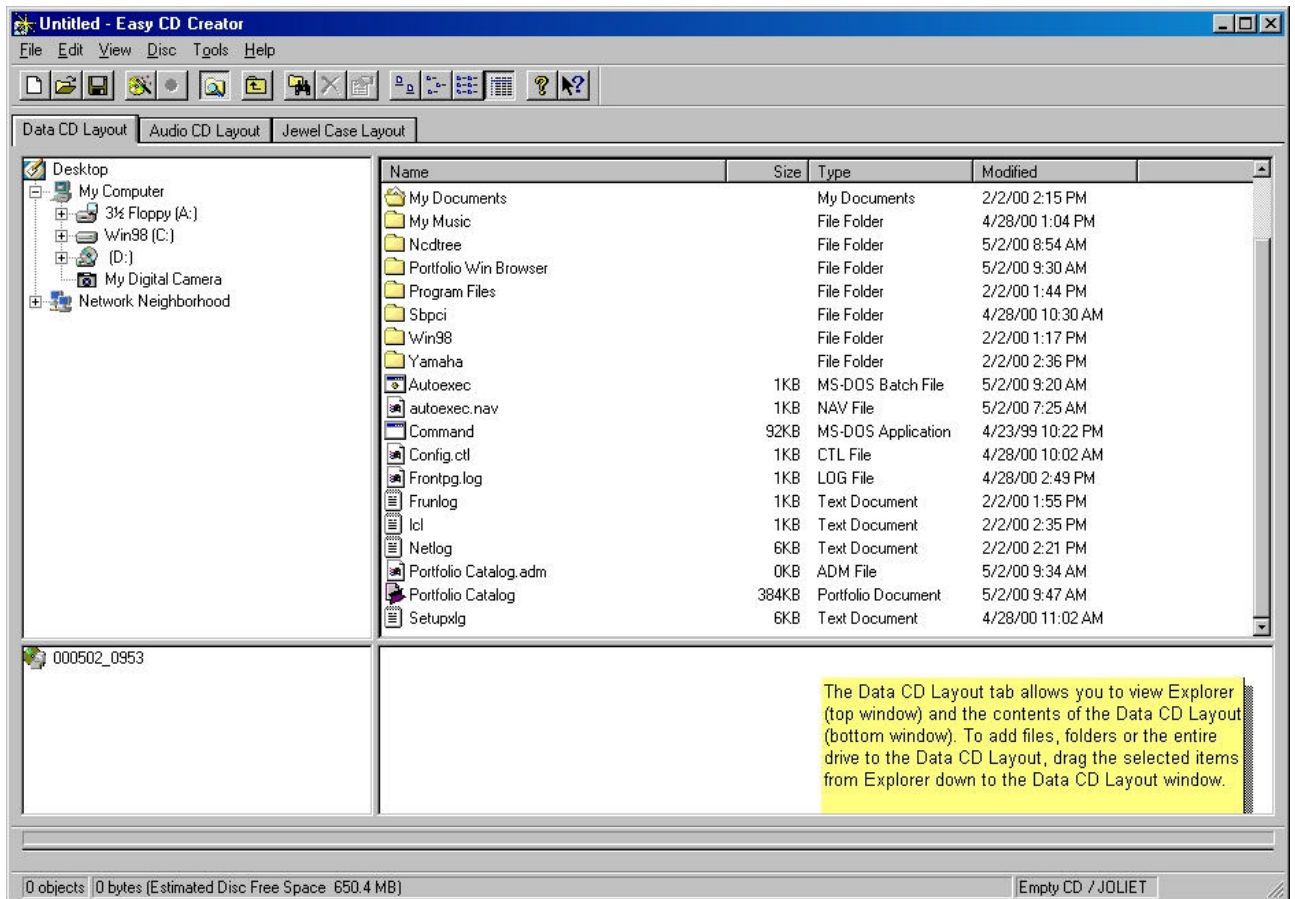
10. Select Go and that will modify your catalog. Select close on the Change Path script.
11. Do an Item Properties on one of your images. It should look like



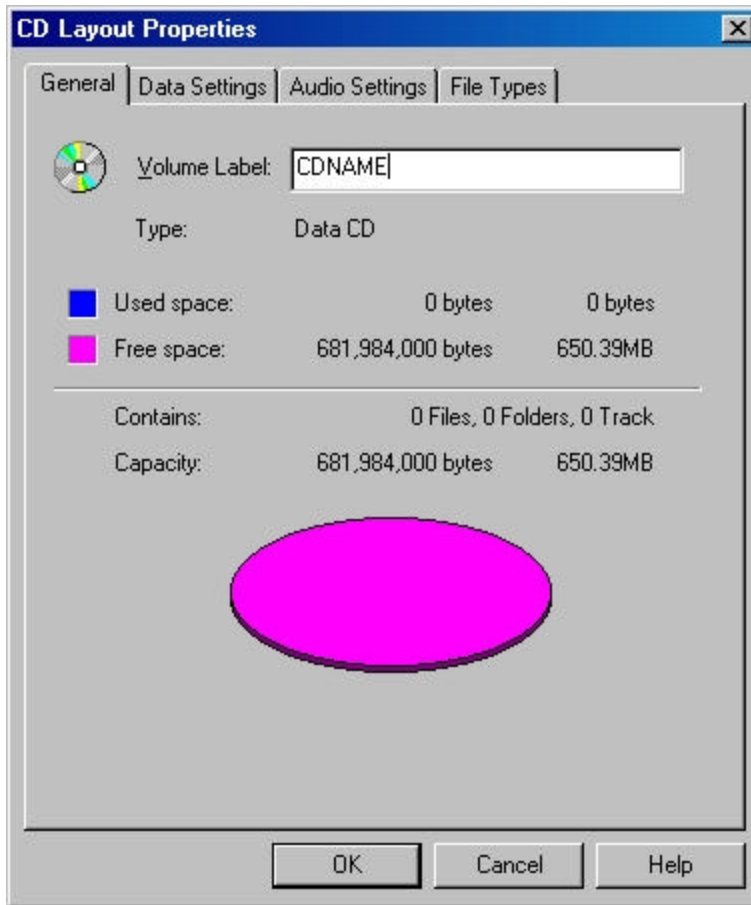
11. Close the Item Properties. You're ready to burn your CD.

In our example, we are using EASY CD.

12. Open Easy CD. Make sure you're in the Data Layout section.

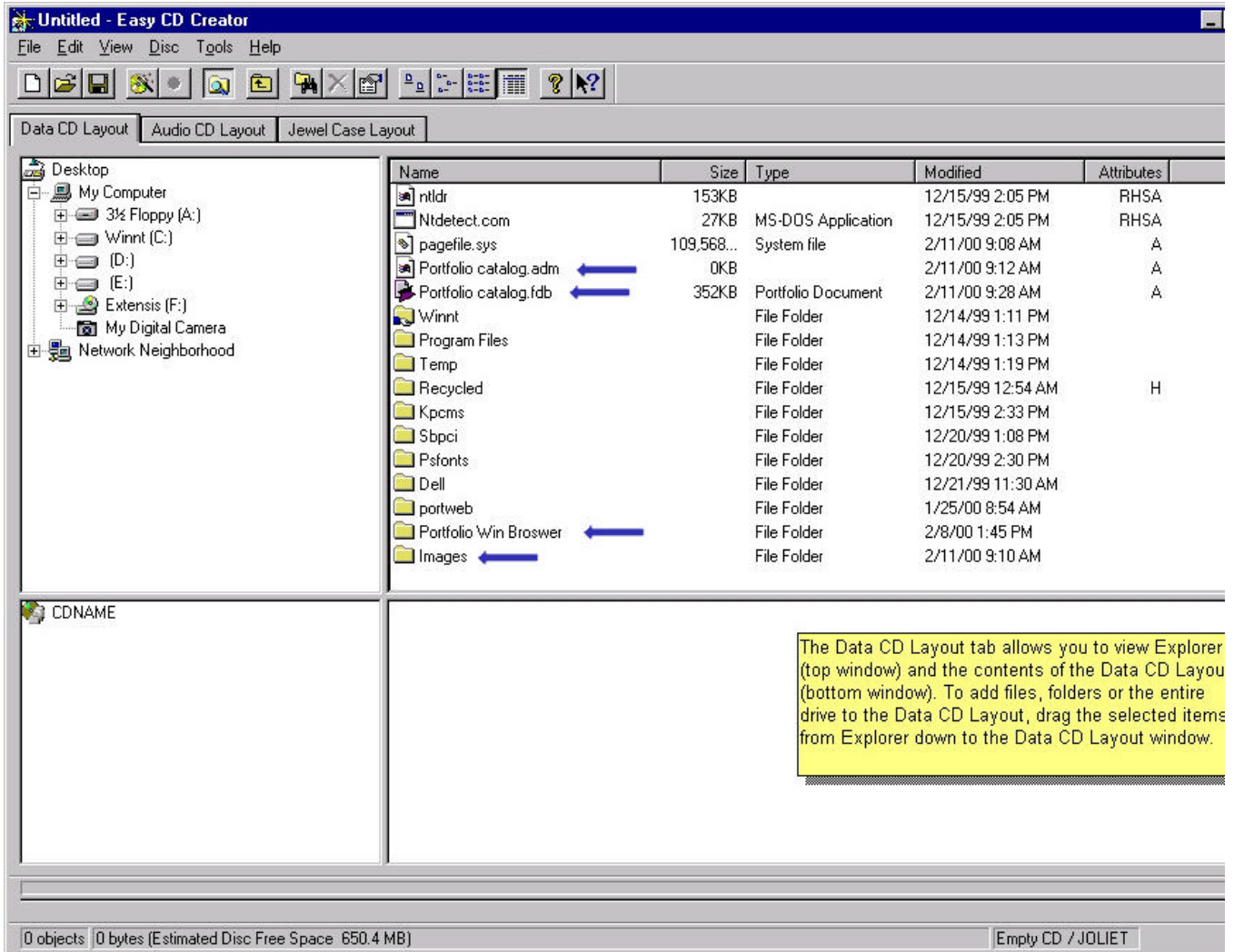


13. Choose Layout properties from the File menu. Use the same name as in your Change Path script. For example: CDNAME

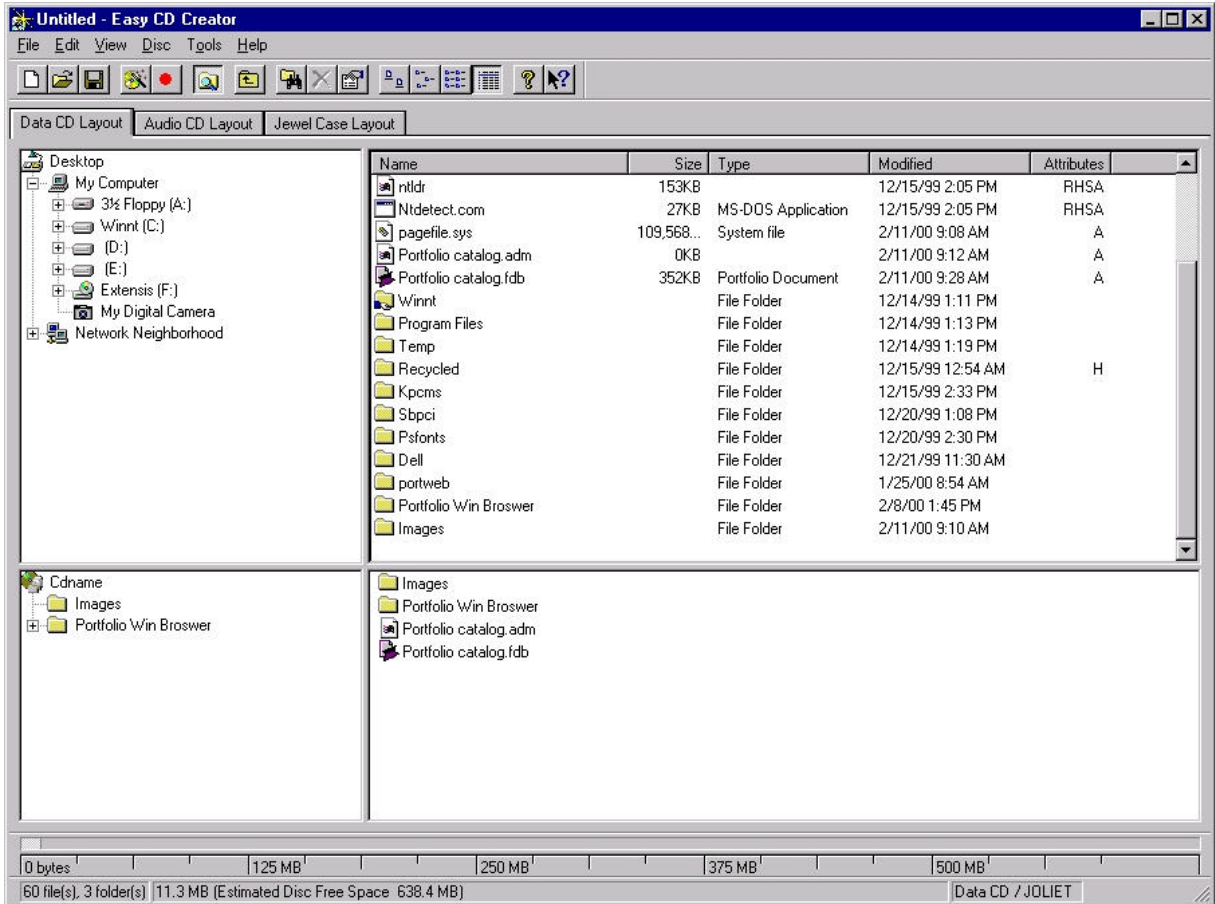


14. Select ok.

15. In the Easy CD screen click on the C: Hold down the CTRL key and select your files to be burned. In our example, I would select Images, Portfolio Win Browser, Portfolio Catalog.adm, and Portfolio Catalog.fdb.



16. Then drag those files to the lower left of the screen where it has your CD name.



17. On the lower right hand side you will what is going to be burned on your CD.

18. Select the Create CD button and you're done.