

# Welcome to Kodak Digital Science (TM) photo insert software Help



For help on how to use help, press F1.

If you are unfamiliar with Kodak Digital Science (TM) photo insert software (photo insert software), it is recommended that you go through the following contents in order.

## Contents

[The photo insert software Basics](#)

[Using the photo insert software](#)

[Templates Page](#)

[Pictures Page](#)

[Guide Pages](#)

[The photo insert software Application Controls](#)

[Compatible Word-processing Applications](#)

[Compatible Printers](#)

[Performance](#)

## **The photo insert software Basics**

### **The photo insert software Basics: An Introduction**

Kodak Digital Science (TM) photo insert software, also called photo insert software, is a utility that works in conjunction with word-processing software so you can easily add pictures from your Photo CDs to illustrate your documents.

The photo insert software provides you with sample preformatted document templates for your word-processing application. The sample templates have special picture frames for your pictures. You can also use the photo insert software to add pictures to your new or existing word-processing documents.

When you choose a template, your word-processing application (which you selected during installation) automatically starts up and your system switches from the photo insert software to the word-processing application. You will edit the template you chose by selecting and replacing the template text with your text.

You may open your own document and insert a picture frame by clicking on the photo insert software toolbar button (which was added to your word-processing application toolbar when you installed the photo insert software) or by choosing Object from the Insert menu and then choosing Kodak Photo Insert Image from the object list. This object was added to the list when you installed the photo insert software.

When you are ready to begin placing a picture in the document, make adjustments to the size and location of the picture frame, then simply double-click on the frame.

After you double-click on the frame, the system switches back to the photo insert software. Select from the collections of pictures in your Photo CDs. After you select and edit a picture, you click on a button and the photo insert software automatically switches the system back to the word-processing document and pastes the selected picture into the frame. Repeat this procedure for each picture frame in your document.

For more details, go on to [Using the photo insert software](#).

## Using the photo insert software

### The photo insert software Pages

The photo insert software consists of the Templates page, Pictures page, and Guide pages. To select a page, click one of the page tabs at the top of the application window.

<a href="#">Templates Page</a>	Displays the template documents by category. Allows you to choose a template document and start up your word-processing application.
<a href="#">Pictures Page</a>	Displays thumbnails of pictures from your Photo CDs. Allows you to choose a picture to place into your open document and access a picture editing window. You can get a detailed view of a picture or organize the collections of pictures that you keep on a CD or in the Scrapbook.
<a href="#">Guide Pages</a>	Provides step-by-step instructions on how to use the photo insert software.

### Step-by-step

In the photo insert software, you basically use the following steps:

1. Choose a template file in the [Templates Page](#). First, choose a category, then select a template from that category.
2. After you select a template and open it, the system will automatically start up your [word-processing application](#). Your system switches to your word-processing application so you can edit the template document you chose.
3. When you are ready to place a picture in the document, first place and resize the picture frame as desired. The resolution of the picture is determined by the size of the frame.
4. Double-click on the picture frame. The system will automatically switch back to the photo insert software.
5. Choose a picture that is displayed in the [Pictures Page](#). First, choose a collection, then choose a thumbnail of a picture from that collection. A collection is a group of thumbnails that represent pictures on a Photo CD. A thumbnail is a low-resolution image of a picture.
6. After you choose a picture, the system will return to your word-processing application. The picture will be pasted in the picture frame.

**Note:** It is not necessary to use a template from steps 1 and 2. You can open a new or existing document in your word-processing application, then click on the photo insert software toolbar button to place a picture frame in the document. (Or you can place a picture frame in your document by choosing Object from the Insert menu and selecting Kodak Photo Insert Image from the object list.)

For more details, select one of the following topics:

[Templates Page](#)

[Open Template/Word-processing Application](#)

[Pictures Page](#)

## Templates Page



The Templates page provides sample preformatted document templates for your word-processing application. Choose a template document to open. These template documents contain photo insert software picture frames in which you can place pictures from a Photo CD.

### Categories Box

The Categories box contains the Sample Templates. The selected category is highlighted and its template icons are displayed in the Templates list box to the right.

To select a category, click on the category name in the box or use the arrow keys to move the selection highlight. Scroll the list box using the scroll bar or the PAGE UP/PAGE DOWN keys on the keyboard.

You also can make a [Personal Templates](#) category containing additional templates that you create.

### Templates Box

The Templates box displays template icons for the selected category. A selected template will have a red selection box around it.

To select a template, click on a template icon or use the arrow keys to move the selection box. Scroll in the Templates box using the scroll bar or the PAGE UP/PAGE DOWN keys on the keyboard.

You can get a detailed view of a selected template by clicking the [Preview](#) button.

Search for a specific template by clicking the [Find](#) button and typing the template name into the text box in the Find dialog box.

You can change the name of a template icon by clicking its label and using standard editing procedures.

## Opening a Template



Once you have selected the template you want, click on the Open button or double-click on a template icon. The word-processing application that you selected during installation will start up. The system automatically switches from the photo insert software to your word-processing application and opens the template document that you chose.

For more details, select one of the following topics:

[Personal Templates](#)

[Preview Template](#)

[Find Template](#)

[Open Template/Word-processing application](#)

## **Personal Templates**

You can save your custom templates in the Personal Templates category so you can access them from within the photo insert software. You can also remove one or all of your custom templates in the Personal Templates category.

You can save or delete templates in the Personal Templates category from the Windows File Manager or by saving documents from the word-processing application directly into the TEMPLATE subdirectory of the KPI directory. The files must be save with the following extensions:

WORD	.DOT
WORKS	.WPS (this extension should be appended automatically to the file)
PUBLISHER	.PUB
WORDPERFECT	.WPT

The Personal Template template icons are displayed as generic icons. You cannot tell by the template icon what the template looks like. You also cannot use the Preview button to view the template before you open it in your word-processing application.

1. Double-click on the File Manager icon to open the File Manager window.
2. Find your previously created document that you want to use as a template file.
3. Find the PHOTO INSERT directory.
4. Find the TEMPLATE directory in the PHOTO INSERT directory.
5. Drag or copy your template file to the TEMPLATE directory.

You can remove a single Personal Template file by deleting it from the TEMPLATE directory.

You can remove the entire Personal Templates category by selecting all of the Personal Template files in the TEMPLATE directory and deleting them.

**Note:** [DO NOT accidentally remove the BUILTIN directory from the TEMPLATE directory when you delete your files.](#)

[DO NOT change or delete files stored in the BUILTIN subdirectory of the TEMPLATE directory.](#)

## Find Template



In the Templates page, you can search for specific templates.

To search for a template by name:

1. Click on the Find button or choose Find from the Edit menu to open the Find dialog box.
2. Type the name of the template into the Text to match box.
3. Click on the Match text exactly check box to do a case-sensitive search.
4. Click on the Search only this category check box to search only the selected category.
5. Click on the Find Next button.  
If a matching template is found, it is displayed and selected in the Templates box. The Find Template dialog box will remain open.
6. Click on the Find Next button to search for the next matching template or click on the Done button to close the dialog box.

## Preview Template



In the Templates page, you can get an enlarged view of the selected template.

1. Click on the Preview button or choose Preview from the View menu to open the Preview Template window.
2. Click on the OK button to close the Preview Template window and return to the Templates page.

## Open Template/Word-processing Application



After you choose a template from the Templates page, your system automatically switches from the photo insert software to the word-processing application. You will be working in the template that you selected.

Edit the template document; the template text indicates what should be typed. There are frames in the document in which you can place a picture. These picture frames contain the graphic shown below.



The frame can be moved and sized as desired. The size of the frame determines the resolution of the picture that will be placed in the frame. You can add more picture frames to your document by clicking on the photo insert software toolbar button or by choosing Object from the Insert menu in your word-processing application and choosing Kodak Photo Insert Image from the object list.

When you are ready to insert a picture into the document, double-click in a picture frame. Your system will switch from your word-processing application back to the photo insert software. Select and edit a picture from the [Pictures Page](#) and click on the Paste button to return to the word-processing application with the picture placed in the picture frame. When you have placed pictures in all of the frames, you are ready to print the document.

**Note:** You do not have to use the photo insert software template documents. You can open a new or existing document in your word-processing application, Click on the place where you want to put a picture frame, then click on the photo insert software toolbar button to place a picture frame in your document (you can also choose Object from the Insert menu, then choose Kodak Photo Insert Image from the object list to place a picture frame in the document).

For more details, go on to [Pictures Page](#).

## Pictures Page



The Pictures page presents collections of your Photo CDs and thumbnails of the pictures they contain. If you are working in a document and double-click on a picture frame, the photo insert software will open in the Pictures page where you can choose a picture. You can also view and organize your picture collections.

The Pictures page consists of the Collections box and the Pictures box.

A collection is a group of thumbnails (low-resolution images of pictures) that represent the contents of a Photo CD.

### Collections Box

The Collections box contains up to 30 disc icons representing the most recently loaded Photo CDs. The selected collection is highlighted and the thumbnails of its pictures are displayed in the Pictures box on the right side of the window.

To select a collection, click on its icon in the box or use the arrow keys to move the selection highlight. Scroll the list box using the scroll bar or the PAGE UP/PAGE DOWN keys on the keyboard.

You also can rename a collection by clicking on its label and typing in a new name.

Add a collection to the Collections box by inserting a Photo CD in the CD-ROM drive and clicking on the Read Photo CD button or selecting Read Photo CD on the File menu.

A collection will remain visible in the Collections box even when the Photo CD has been removed from the drive. A collection will stay visible in the box until it is deleted or until 30 more CDs have been mounted. You can update the collection by inserting its Photo CD in the CD-ROM drive and clicking on the Read Photo CD button. Remember to re-enter the collection name, if you renamed it.

Delete a collection from the Collections box by selecting its icon and clicking the Delete Collection button or choosing Delete Collection from the Edit menu.

The [Scrapbook](#) is a special collection of Photo CD pictures that is located just under the Collections box. It is just like any other collection except that it is user-maintained. You add thumbnails to it from other collections.

### Pictures Box

The Pictures box displays thumbnails for the pictures in the selected collection. A selected picture has a red box around it.

To select a picture, click on it. You can also use the arrow keys to move the selection box. You can scroll in the Pictures box using the scroll bar or the PAGE UP/PAGE DOWN keys on the keyboard.

The default label for a thumbnail is the name it has on the Photo CD (its Image Pac name). You can rename the thumbnail by clicking its label and using standard editing procedures.

After you have chosen a picture frame in your word-processing document, you select a picture in the Pictures page, then click on the Paste Into button to open the [Paste Into](#) window. You can view the high-resolution picture and edit the picture by cropping, zooming, rotating, or creating a mirror image of the picture before you paste the edited picture in your document and return to the word-processing application. When you select a picture, keep in mind the size and shape of the selected frame in the document.

Search for a particular picture by clicking on the [Find](#) button and entering its name into the text box in the Find dialog box.

You can get an enlarged view of the selected picture by clicking on the [Preview](#) button.

For more details, select one of the following topics:

[Scrapbook](#)

[Paste Into](#)

[Performance](#)

[Find](#)

[Preview](#)

## Scrapbook



In the Pictures page, the Scrapbook is located just under the Collections box. It is a special kind of collection. You can add thumbnails from other collections to the Scrapbook. You can view and use the pictures in the Scrapbook just like any other collection.

The Scrapbook is permanent part of the Pictures page; it cannot be deleted. However, you can delete pictures in the Scrapbook.

Add to the Scrapbook by

- selecting a thumbnail from any other collection in the Pictures box and clicking on the Add to Scrapbook button.
- dragging and dropping a thumbnail from the Pictures box onto the Scrapbook icon.
- selecting a thumbnail from any other collection in the Pictures box and selecting Add Picture from the Scrapbook menu.

Delete a picture from the Scrapbook, while it is displayed in the Pictures box, by selecting a thumbnail and

- choosing Cut from the Edit menu.
- selecting Delete Picture from the Scrapbook menu.
- pressing the BACKSPACE or DELETE key on the keyboard.

Delete all of the pictures in the Scrapbook by

- clicking on the Clear Scrapbook button.
- selecting Clear All from the Scrapbook menu.

## Paste Into



After you have opened a document in your word-processing application and have double-clicked on a picture frame, you will be returned to the photo insert software to select a picture.

**Note:** Set the size of the picture frame before you paste a picture in it. The photo insert software checks the frame size just before it inserts the picture to determine the resolution of the picture it will use.

Select a picture from the Pictures box. Make sure the Photo CD with the selected picture is in the CD-ROM drive, then choose Paste Into from the Edit menu or click on the Paste Into button. The Paste Into window will open.

### Paste Into Window

A high-resolution image of the selected picture is displayed in the Paste Into window.

A crop frame in the picture defines the part of the picture that will be pasted in the picture frame.

Drag the crop frame in the selected picture to change the part of the picture that will be pasted.

When you move the mouse pointer inside the crop frame, it changes to a magic hand cursor. Hold down the mouse button to grab the crop frame and move it over the desired part of the picture.

There are three Rotate buttons that allow you to rotate the picture 180 degrees or in 90 degree clockwise or counter-clockwise increments.

The Zoom In and Zoom Out buttons allow you to magnify or reduce the part of the picture that will be pasted into the picture frame. Magnifying the picture provides greater detail.

Click on the Mirror button to create a mirror image of the selected picture.

When you have finished making adjustments to the picture, click on the Paste button to switch the system back to your word-processing application. The picture will be pasted in the picture frame according to the settings in the Paste Into window.

Click on the Cancel button to return to the Pictures page without making any changes.

## Find Picture



In the Pictures page, you can search for specific thumbnails.

To search for a picture by name:

1. Click on the Find button or choose Find from the Edit menu to open the Find dialog box.
2. Type the name of the picture in the Text to match box.
3. Select the Match text exactly check box to do a case-sensitive search.
4. Select the Search only this collection check box to search only the selected collection.
5. Click on the Find Next button.  
If a matching picture is found, it will be selected and displayed in the Pictures box. The Find Picture dialog box will remain open.
6. Click on the Find Next button to search for the next matching picture or click on the Done button to close the dialog box.

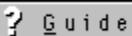
## Preview Picture



In the Pictures page you can get an enlarged view of a selected picture.

1. Make sure the Photo CD with the picture for the selected thumbnail is in the CD-ROM drive.
2. Click on the Preview button or choose Preview from the View menu to open the Preview Picture window.
3. Click on the OK button to close the Preview Picture window and return to the Pictures page.

## Guide Pages



The photo insert software Guide pages provide quick step-by-step instructions on how to use the photo insert software. Click on the Guide tab to open the first Guide page.

### Navigation

To move through the Guide pages:



Click on the Welcome button to show the first Welcome screen.



Click on the Previous button or press the PAGE UP key to show the previous screen.



Click on the Next button or press the PAGE DOWN key to display the next screen.



Click on the Index button to get a list of topics. Double-click on a topic for information about that selection.

Start at the first Welcome screen and click the Next button until you reach the end of the Guide pages to view basic instructions and information.

## **The photo insert software Application Controls**

The functions of photo insert software generally work according to the standard Microsoft Windows conventions for application control.

[Tabbed Pages](#)

[The photo insert software Menu Commands](#)

[Window Controls](#)

## **Tabbed Pages**

The photo insert software uses a tabbed page to represent each functional screen. To switch between pages, simply click one of the three tabs at the top of the page: Templates, Pictures, or Guide.

Each tab page has a message prompt area at the bottom of the page.

At the bottom of each tab page is a row of buttons that provide quick access to the relevant commands. The buttons will change depending on which page is displayed. Some buttons may be grayed out because they are inactive for a particular window or function.

## The photo insert software Menu Commands

At the top of the screen, the photo insert software menu bar consists of the following menus. Commands that are inactive in a window will be grayed out. Click on the cross-references for an explanation or related discussion.

### File

The File menu contains the following commands:

- |               |  |
|---------------|--|
| Open Template | In the Templates page, chooses the selected template file and launches the word-processing application. See <a href="#">Templates Page</a> . |
| Read Photo CD | In the Pictures page, adds the collection from a Photo CD in the CD-ROM drive. See <a href="#">Pictures Page</a> .                           |
| Quit          | Closes the application.  |

### Edit

The Edit menu contains the standard commands Undo, Cut, Copy, Find, and Paste. The following commands are also on this menu:

- |                   |  |
|-------------------|--|
| Paste Into        | In the Pictures page, opens the Paste Into window for the selected picture. The Paste Into window lets you view and edit the picture that will be pasted into your open document. See <a href="#">Pictures Page</a> , <a href="#">Paste Into</a> . |
| Find              | In the <a href="#">Templates Page</a> or <a href="#">Pictures Page</a> , opens the Find dialog box so you can search for a template or thumbnail. See <a href="#">Find Template</a> , <a href="#">Find Picture</a> .                               |
| Delete Collection | In the Pictures page, deletes a collection from the Collections box. See <a href="#">Pictures Page</a> .   |

### View

The View menu contains the following command:

- |         |  |
|---------|--|
| Preview | In the <a href="#">Templates Page</a> or <a href="#">Pictures Page</a> , opens the Preview window which provides a detailed view of the selected template or picture. See <a href="#">Preview Template</a> , <a href="#">Preview Picture</a> . |
|---------|--|

### Scrapbook

The Scrapbook menu contains the following commands:

- |                |  |
|----------------|--|
| Add Picture    | In the <a href="#">Pictures Page</a> , adds a selected picture to the Scrapbook. See <a href="#">Scrapbook</a> .     |
| Delete Picture | In the <a href="#">Pictures Page</a> , removes a selected picture to the Scrapbook. See <a href="#">Scrapbook</a> .  |
| Clear All      | In the <a href="#">Pictures Page</a> , deletes all of the pictures in the Scrapbook. See <a href="#">Scrapbook</a> . |

## **Window Controls**

The elements of the photo insert software application window follow the general Microsoft Windows user interface conventions.

### **Selection**

In list boxes, the selection highlight or frame can be moved using the mouse or the arrow keys. Scroll bars can be used as well as the PAGE UP and PAGE DOWN keys.

### **Resizing**

The photo insert software application window can be resized from a workable minimum.

## **Compatible Word-processing Applications**

The following word-processing applications work with the photo insert software:

Microsoft Word 6.0

Microsoft Works 3.0

Microsoft Publisher 2.0

Novell WordPerfect 6.1

## **Compatible Printers**

The photo insert software works with all Windows-compatible printers. When you print a document containing pictures that were placed by the photo insert software, you should make sure the Photo CD with those pictures is in the CD-ROM drive. During the printing process, the best resolution picture from the Photo CD will be printed, depending on the resolution of your printer. These settings may differ from those which the printer manufacturer recommends. Color is designed to work correctly with the indicated driver version.

For information about printing times, see [Performance](#).

*Following is a list of recommended settings for specific printers.*

### **Canon BJC-600e**

Use Canon LC-101 paper

Media Type = Coated Paper

(use this setting even if you use plain paper,  
otherwise images may be too dark)

Print Quality = Highest (enhanced black)

Options settings:

Halftoning = diffusion

Intensity = 0

Driver version US 1.0

### **Epson Stylus Color**

Use Epson coated paper

720 or 360 DPI

Epson coated paper

MicroWeave

NOT High-Speed

Note: When 360 DPI is selected, sometimes the High-Speed option defaults to ON. Make sure that it is OFF.

Make sure that the Economy light on the printer is off.

Driver version 1.04 (for all parts of the driver)

### **Hewlett-Packard DeskJet 550C**

Use HP glossy paper

Setup settings:

Color Photo (NOT Automatic)

Best quality

HP glossy paper

Options settings:

Scatter halftoning

Vivid Color (NOT match the display)

Intensity slider should be in the middle

Driver version 5.0

### **Hewlett-Packard DeskJet 560C**

Use HP glossy paper or Kodak medium weight inkjet paper

Setup settings:

- Color Photo (NOT Automatic)

- Best quality

- HP glossy paper (even if you use Kodak paper)

Options settings:

- Scatter halftoning

- Vivid Color (NOT match the display)

- Intensity slider should be in the middle

Driver version 5.0

### **Hewlett-Packard DeskJet 660C**

Use HP glossy paper

Setup settings:

- Best quality

- HP glossy paper

Options settings:

- Scatter halftoning

- Manual (NOT Automatic)

- Vivid Color (NOT match the display)

- Intensity slider should be in the middle

Driver version 6.1D

### **Hewlett-Packard 850C / 855C**

Use HP glossy paper

- Best quality

- Scatter halftoning

ColorSmart settings:

- Manual (NOT Automatic)

- Vivid Color (NOT match the display)

Driver version 6.1D

### **KODAK 1550 / 1565 (Fiery 200i)**

Match color across printers = Yes

Use PostScript Level 2 features = Yes

Features:

- Printer Mode = Contone

- Rendering Style = Solid

- All other Features are printer defaults

### **KODAK 1550 / 1560 / 1565 (Colorbus)**

There do not appear to be any settings in the driver that affect the color printing. At the printer, you should do the standard (or CLC standard) calibration, which is recommended for use with color management software.



## Performance

The photo insert software performs many time-consuming tasks behind the scenes so you don't have to do them yourself. For this reason, the photo insert software may seem to perform slowly, especially when you paste pictures in your document or print an image-rich document.

Actual performance will depend on your system, your word-processing application, and the size and number of images in your document.

Following are some approximations of performance times for typical high- and low-end systems using a one-image certificate template document.

**Low-end System**      486DX / 33 MHz  
                          8 MB physical RAM  
                          8 MB virtual RAM  
                          2x-speed CD-ROM

**High-end System**      Pentium / 100 MHz  
                          37 MB physical RAM  
                          8 MB virtual RAM  
                          4x-speed CD-ROM

<b>Action</b>	<b>Low-end System</b>	<b>High-end System</b>
Open a template	32 sec.	8 sec.
Paste a full picture	28 sec.	5 sec.
Paste a zoomed-in picture	31 sec.	7 sec.
Print a full picture	12 min.	6 min.
Print a zoomed-in picture	10 min.	5 min.

Note: These times are approximations. Your actual times may vary.

