Come to me
User's guide

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About the CD

The image collection

Come to Me is a collection of over 480 high resolution colour images by the illustrator Gunvor Edwards. The style of her artwork is ideally suited to the younger person, in particular children of primary school years.

These images are stored on the CD within the 'Images' folder and then in sub folders that are named, and relate, to their main theme.

Themes (*folders*):

01-Bible
02-Saints
03-Friends-Jesus
04-Family
05-Church-Life
06-Friendship
07-Faith
08-School-Life
09-Nature
10-Symbols
11-General
12-Advent
13-Christmas

The CD has effectively two parts to it:

1. the **IMAGES** themselves, that form the main part of the CD and
2. an **IMAGE BROWSING APPLICATION** called *Portfolio Browser*.

Compatibility

Images

The images can be used independently of *Portfolio* by using the 'Insert/Import' command within the application you use to create your documents (such as Microsoft Word or PowerPoint).
Because *Portfolio Browser* is a 'stand alone' application, and is not required to be installed, the images on the CD will remain compatible even if the user updates at a later stage their operating system to a newer version of Windows or Mac OS.

See instructions on page 5 for the '**Insert/Import method**' for inserting images into your document.'

Portfolio Browser application

Compatible with Windows 7, 8 and Mac OS X 10.6 – 10.8

Quick Start

Opening the Portfolio catalogue

1 Insert the CD into your CD/DVD drive.
Win 7 – The autostart feature should open the CD/DVD window automatically.

2 *Win 8* – From the 'Start screen', select the 'Desktop'.

3 *Win 8* – Open 'File Exporer' on the taskbar.

4 Select 'Computer', *see fig.1.*

5 Double click the CD/DVD drive, *see fig.1*

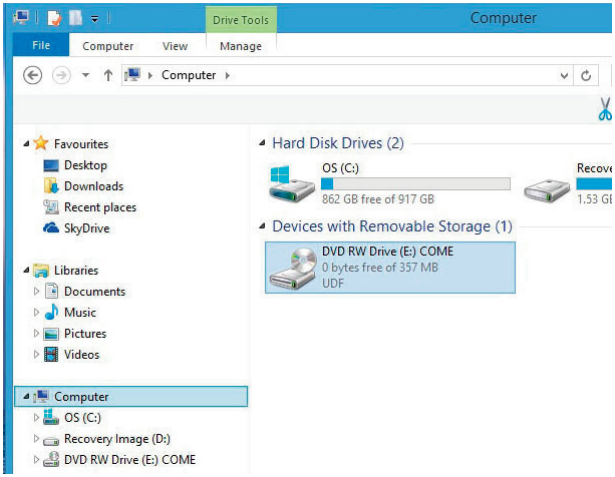


Figure 1. – Opening the Portfolio image catalogue.

This will open the Portfolio application and then the Portfolio image catalogue.

Mac OS

1 Insert the CD into your CD/DVD drive.

2 Open the CD on your Desktop.

3 Open the 'Portfolio Browser' folder.

4 Open the 'Portfolio Browser' app.

5 Select 'File' and open the Portfolio 'Come' catalogue on the CD , *see fig.2.*

Using the images

Drag and drop method

Using the Portfolio image catalogue.

What am I trying to do...?

Open two windows on your screen, one for your document on the left and the Portfolio image catalogue on the right. Then select an image from the catalogue and drag it into your document.

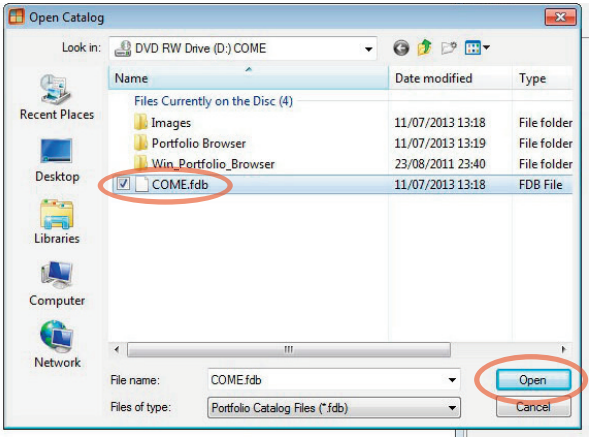


Figure 2. – Opening the Portfolio image catalogue.

1 Make sure the CD is in your computer.

2 *Windows* – Open the Portfolio Browser image catalogue as shown on page 3.

3 *Mac* – Open the Portfolio image catalogue on the CD named, 'Come' or Come.fdb', *see fig.2*.

4 Make the window smaller and move it to the right, *see fig.3*.

5 Open the application/program that you normally create your documents with (such as Microsoft Word)

6 Create a new document or an existing one that you have been working on.

7 Make the window smaller and move it to the left, *see fig.3*.

8 In the Portfolio Browser window, select an image.

NOTE: The Portfolio catalogue will default to show all images. If you want to select an image with a specific theme, open one of the other folders in the list.

9 Click and hold on the image and drag it across to your document and let go, *see fig.3*.

NOTE: Your document application may not support the 'drag & drop' method. If this method does not work, use the 'Insert/Import' method (page 6).

Finish off your document and save it.

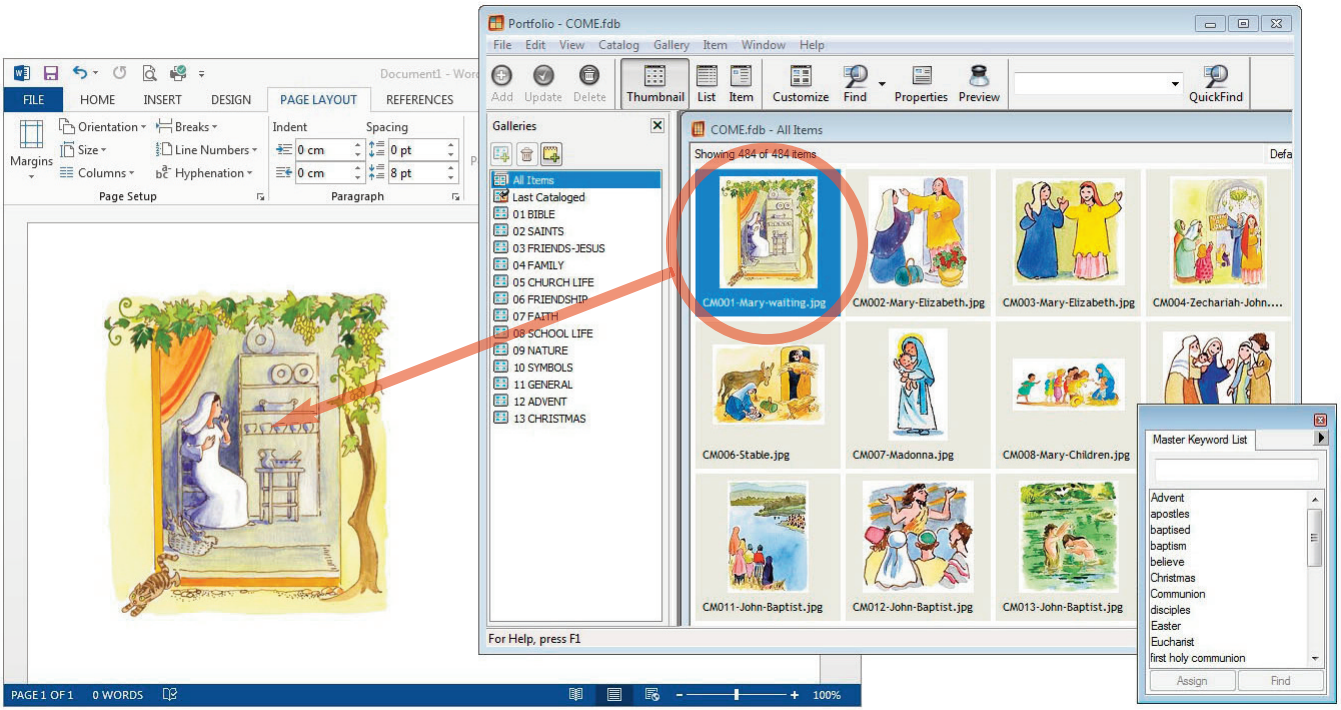


Figure 3. – Shows a Word document on the left and the Portfolio image catalogue on the right.

Insert/Import method

Inserting images directly from the CD without using Portfolio Browser application.

What am I trying to do...?

Find an image on the CD and insert it into your document.

The example that follows is for Microsoft Word 2013. If you use a different application to create your documents the commands may not be the same. If this is the case, refer to your user's manual.

1 Make sure the CD is in your computer.

2 Start Word and open an existing document or create a new one.

3 In the menu at the top, select the 'Insert' tab *(see fig. 4 and 5)*.

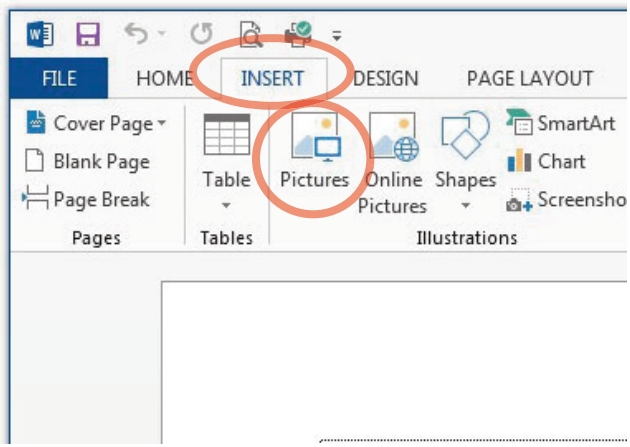


Figure 4. – Inserting a picture in Word (Windows)

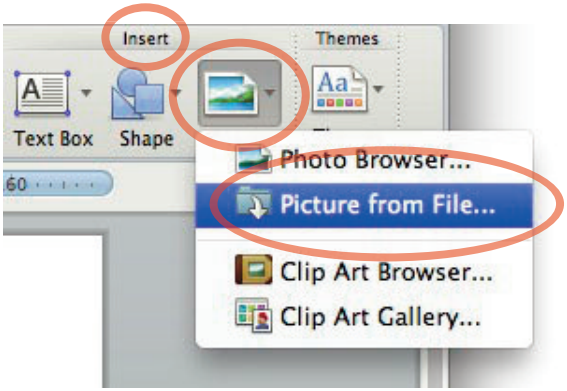


Figure 5. – Inserting a picture in Word (Mac OS)

4 *Windows* – Select 'Pictures', *see fig. 4*.

Mac OS – Select 'Picture from File...', *see fig. 5*.

5 *Windows* – The 'Insert Picture' window will show...

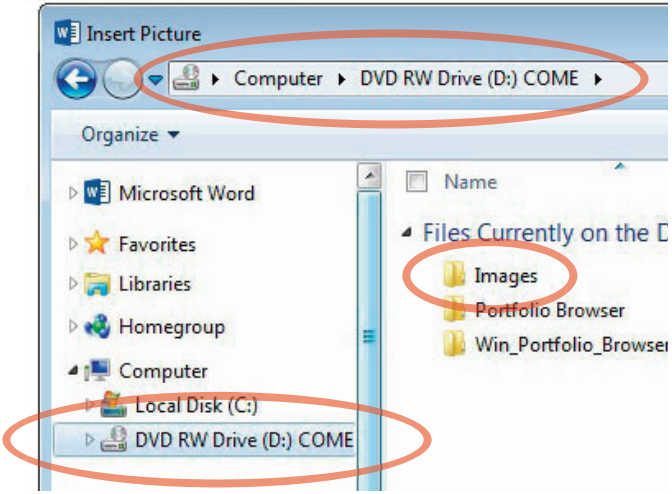


Figure 6. – The 'Insert Picture' window (Windows)

Mac OS – The 'Choose a Picture' window will show...

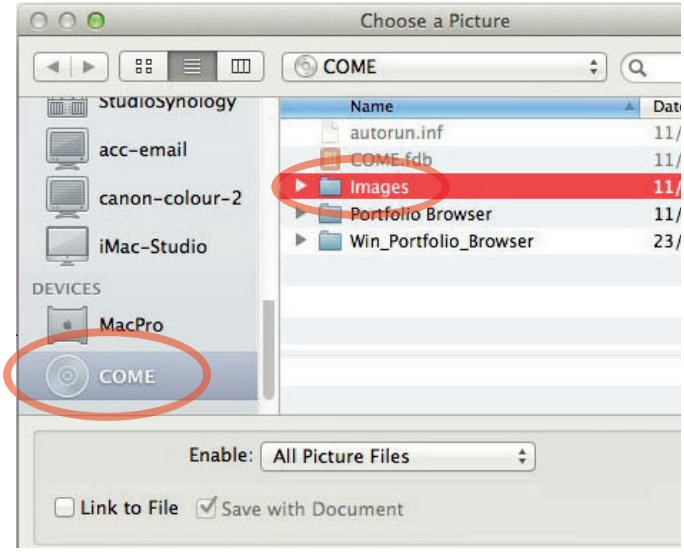


Figure 7. – The 'Choose a Picture' window (Mac OS).

6 In the panel on the left, open the CD/DVD drive labelled, 'COME', *(see fig. 6 and 7)*.

7 Open the 'Images' folder *(see fig. 6 and 7)*.

8 Open one of the themed folders *(see fig. 8)*.

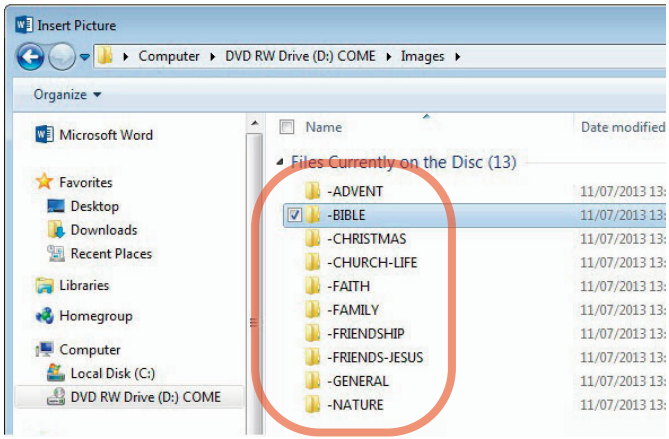


Figure 8. – The themed folders.

9 Select an image, click 'Insert'...

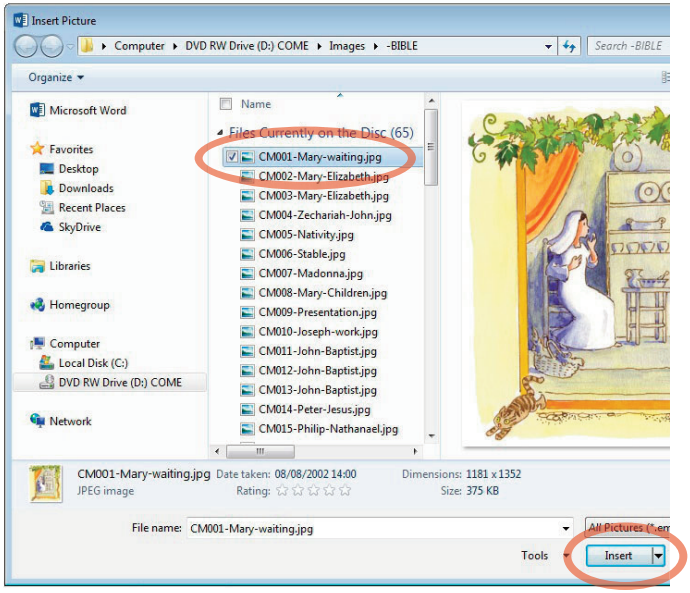


Figure 9. – Select an image and insert.

Previewing the image before inserting into your document

The 'Insert Picture' feature (*Windows only*) allows you to see an image in the 'Preview pane' on the right, before you insert it into your document. This is a handy way to search for and select an image if you are not using *Portfolio Browser*, *see fig. 9.*

If you cannot see the 'Preview Pane', you can select it by clicking on the 'Preview Pane' icon...

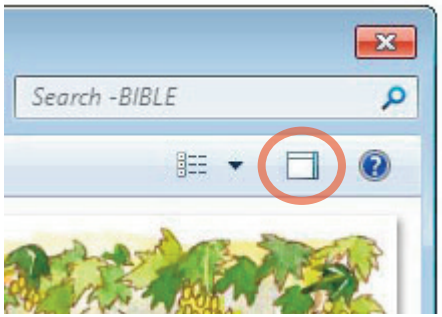


Figure 9. – The Preview Pane icon.

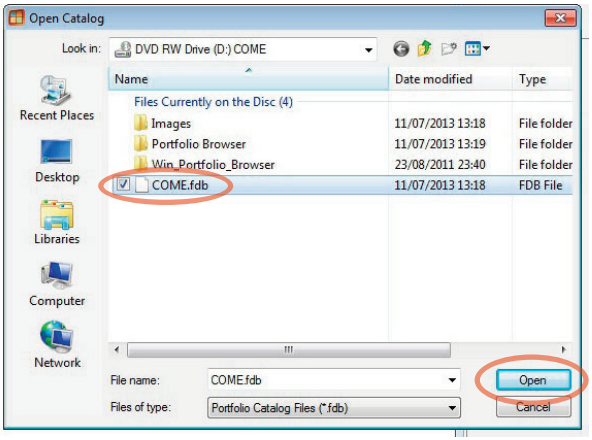
Portfolio Browser

Introduction

Along with the images on the *Come to Me* CD there is a small image browsing application called *Portfolio Browser*. This software enables you to see the images that are on the CD, search, find and drag the selected image into your document. The application does not need to be installed and when opened will load temporarily, to the memory on your computer, directly from the CD.

Opening the application and associated image catalogue

See steps 1–5 on page 3.



The Portfolio catalogue window...

'Find'

Select to perform an extended search.

Remember to click on 'All Items' before starting another search.

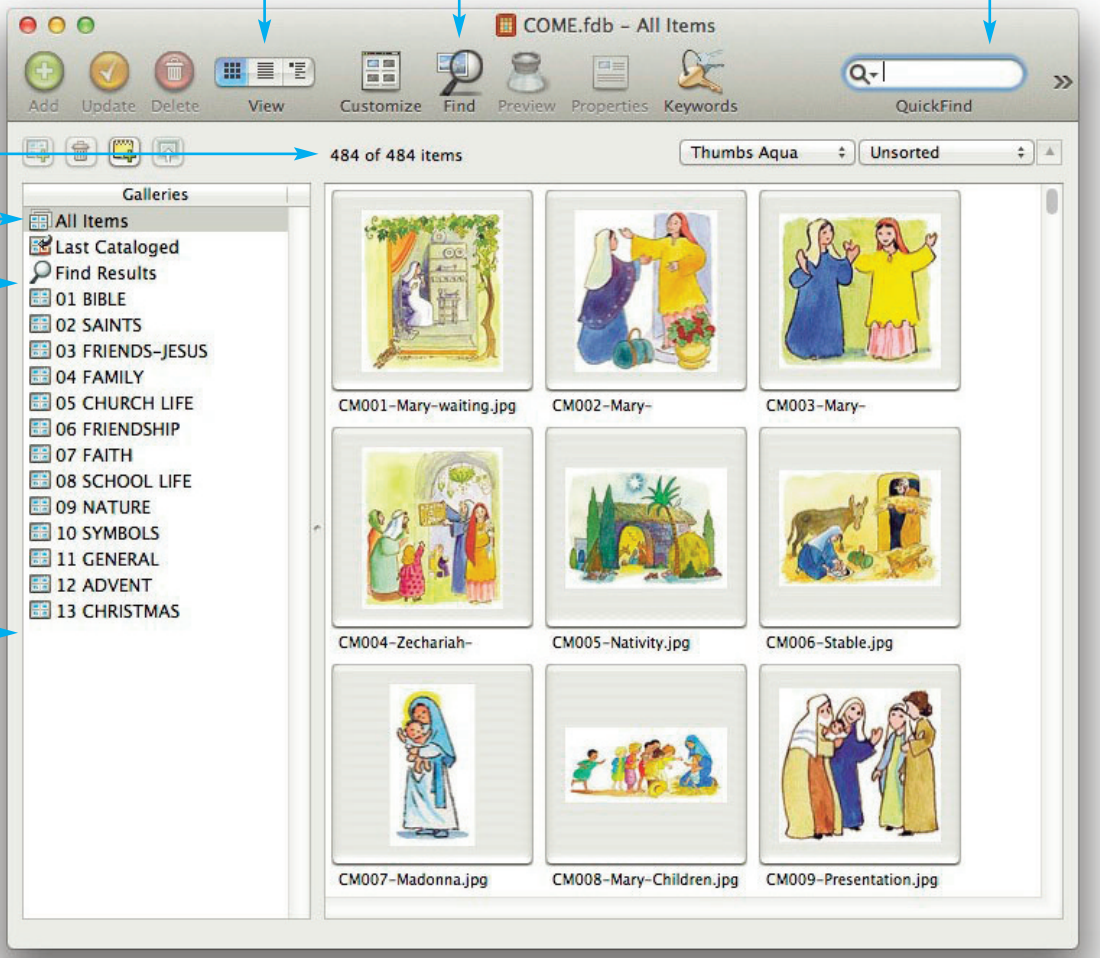
QuickFind

Type a word and press 'enter' or 'return'.

Remember to click on 'All Items' before starting another search.

The View buttons

Select, Thumbnail, List or Extended List view.



Number of images found

After you have found the image you want, remember to click on 'All Items' to start another search.

Gallery folders

NOTE: Many of the buttons in Portfolio are greyed out. These features are not available in this free browser edition.

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