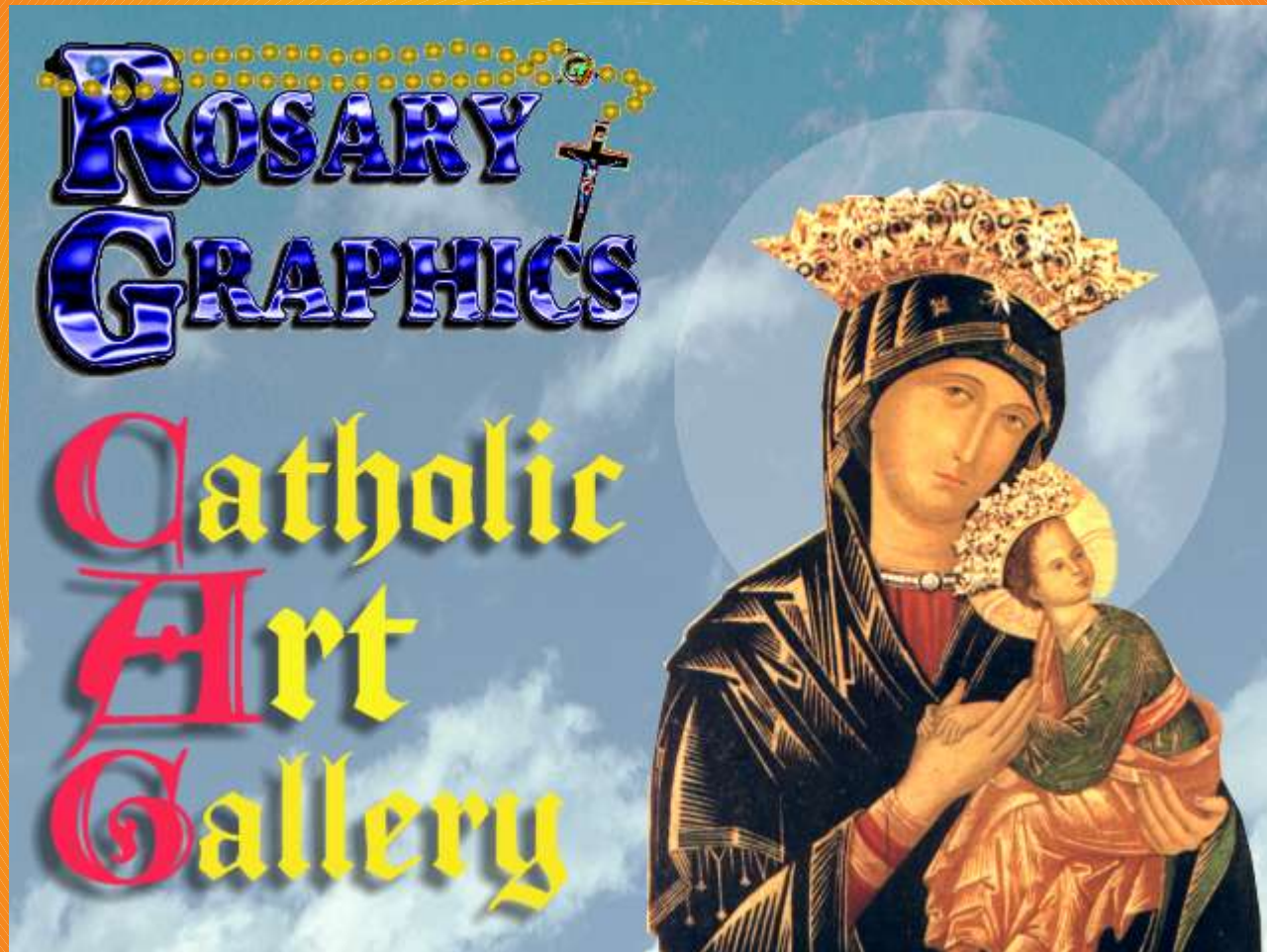


# *Tips on using your*



# *CD-ROM collection*

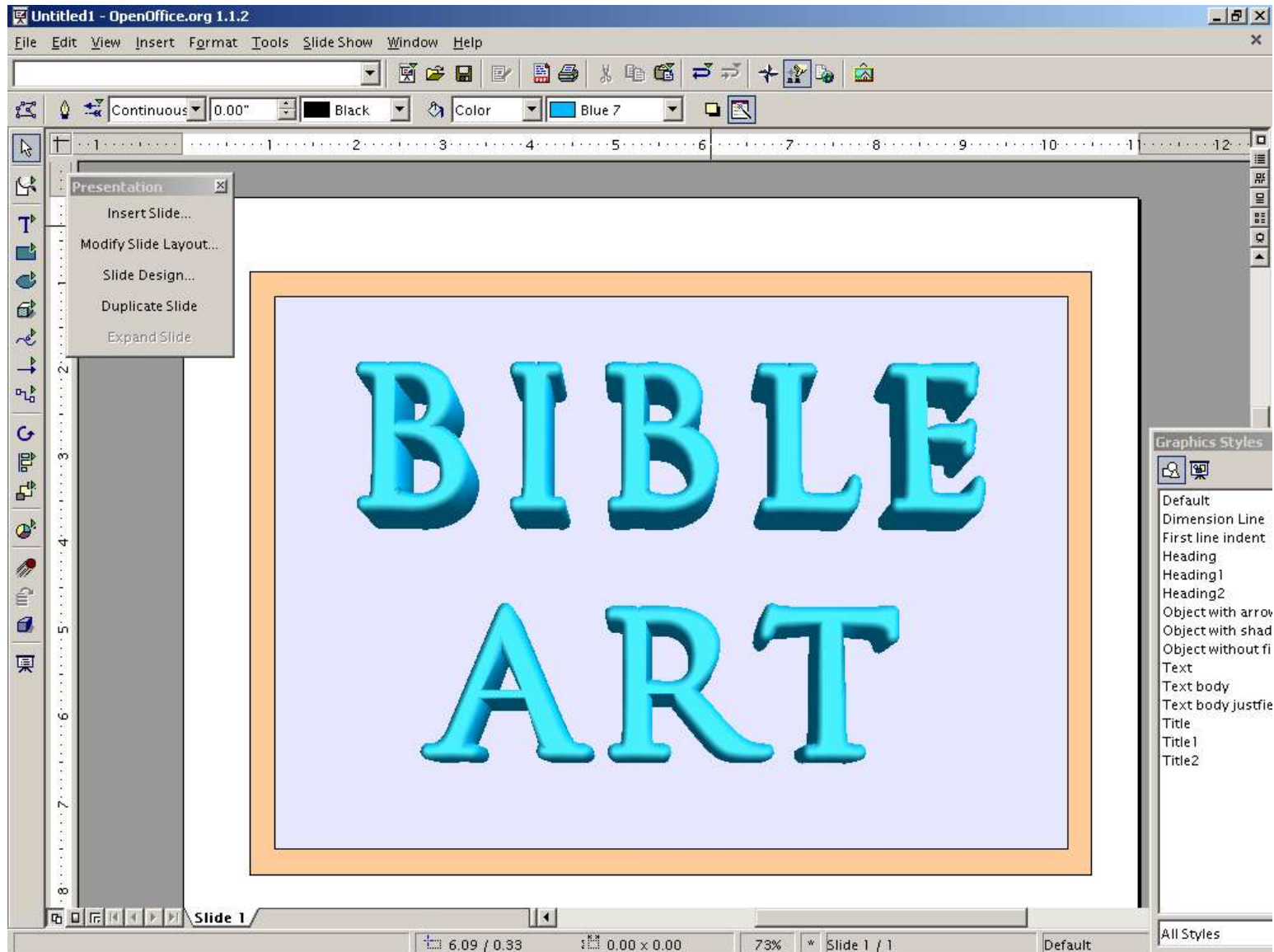
Dear Friend:

There are no installation requirements to use this CD-ROM collection of Catholic Art. It is simply an organized collection of digital art files that can be inserted into slide shows, printed documents (such as greeting cards, tracts, church bulletins, books, prayer cards, etc.), or (in the case of the smaller file sizes) posted in web sites or sent as e-mail attachments (though for this latter purpose we recommend our “e-attachments” CD-ROM collection of over 90 prepared e-mail attachments).

We have found that many computer users do not know how to insert graphics into their documents. The precise method varies with the program you are using, and each program generally has adequate instructions for this in its “Help” file, which can be accessed by clicking the appropriate item under the “Help” menu on the upper toolbar, or by pressing the “F1” key on your keyboard.

This document, which contains images from the Catholic Art Gallery, is just to show a few examples of how the collection can be used. First, we will create a slide presentation, using a readily-available program, “Open Office Impress”, though MS “PowerPoint” or “Corel Presentations” can also be used.

First, open your presentations application and make a title page.

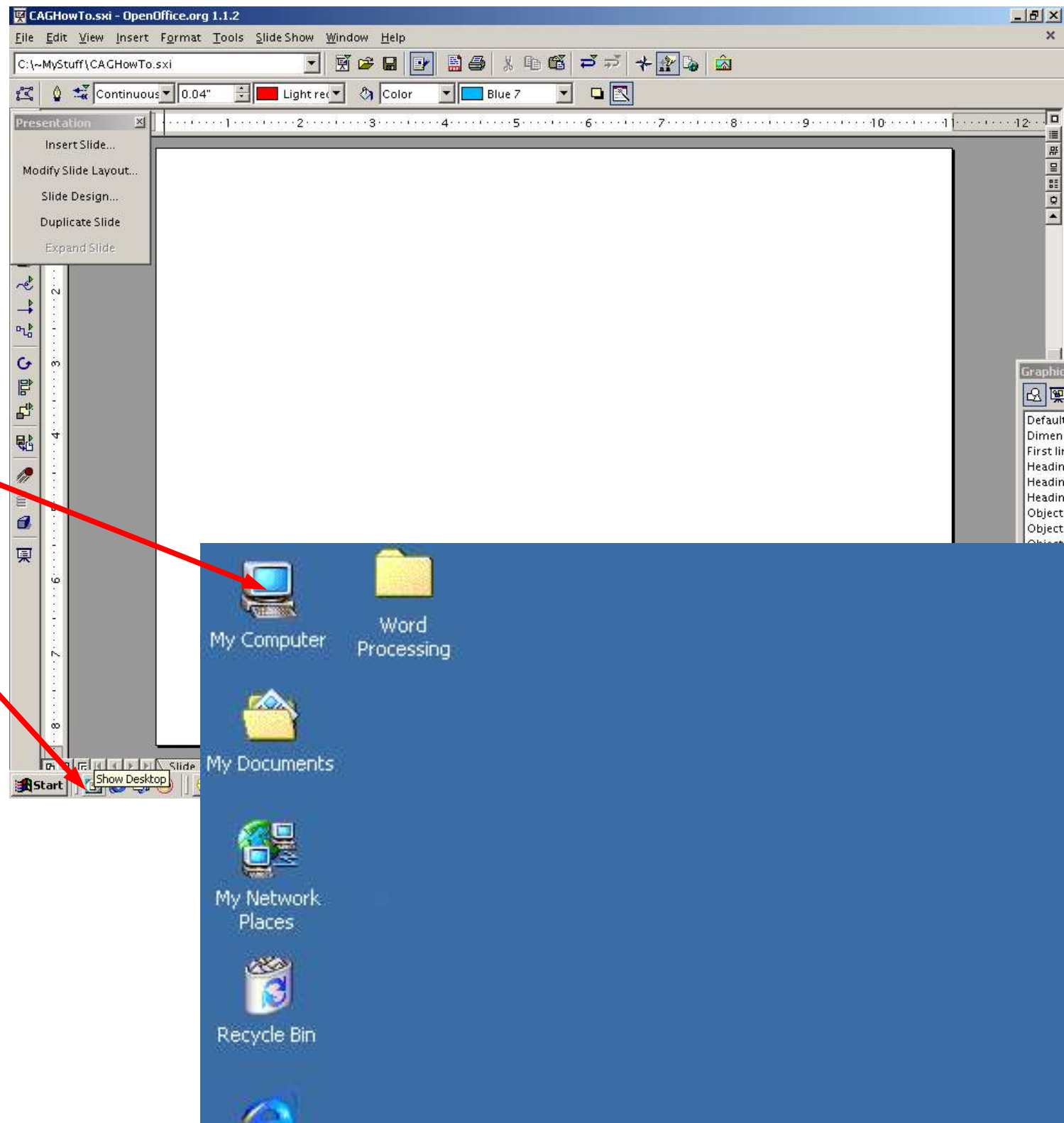


Next, insert a new blank slide.

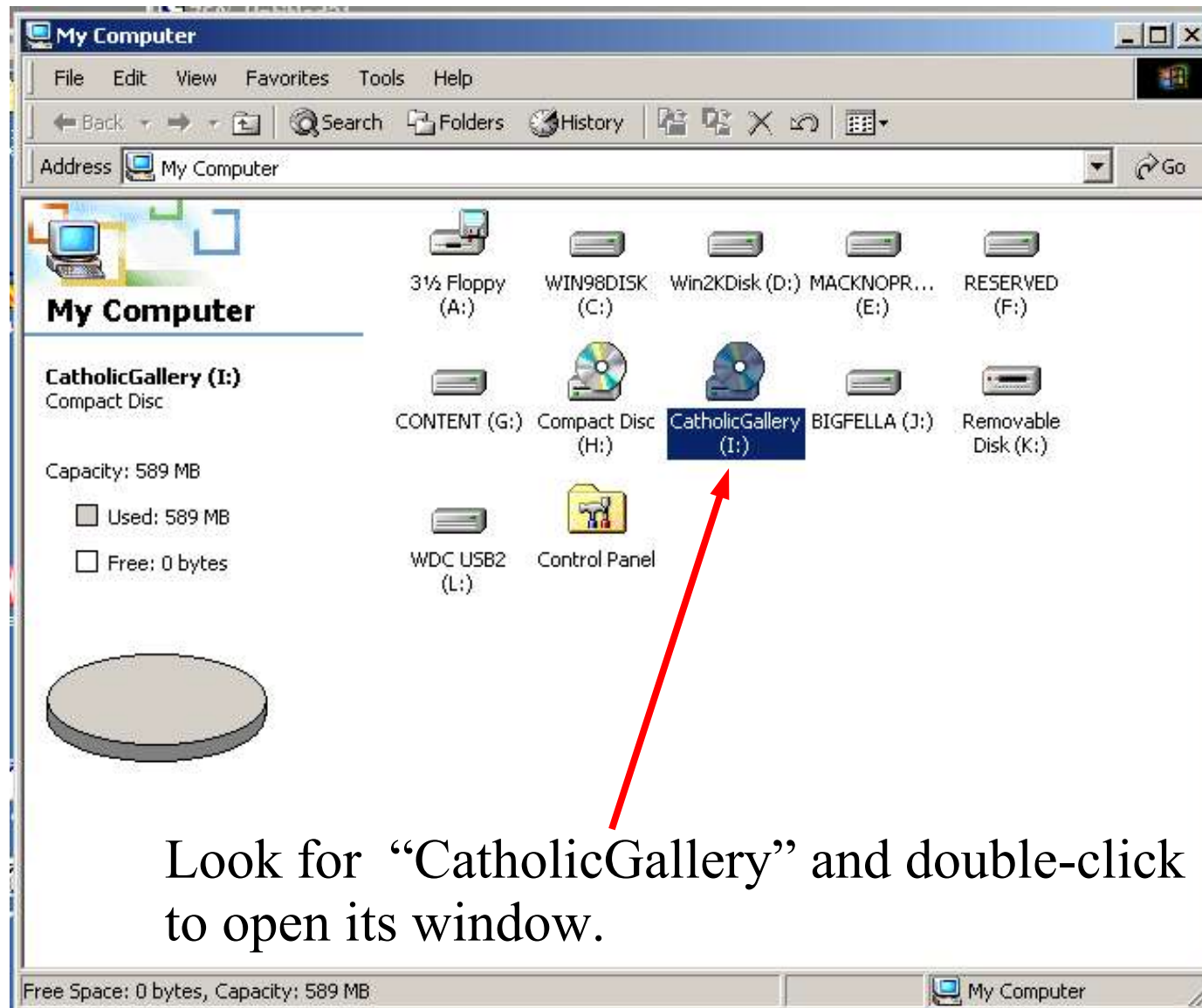


The simplest way to insert a picture into most applications is by means of “drag and drop”. To do this, go to your desktop by clicking the “Show Desktop” icon on your taskbar. Double-click the “My Computer” icon to open its window.

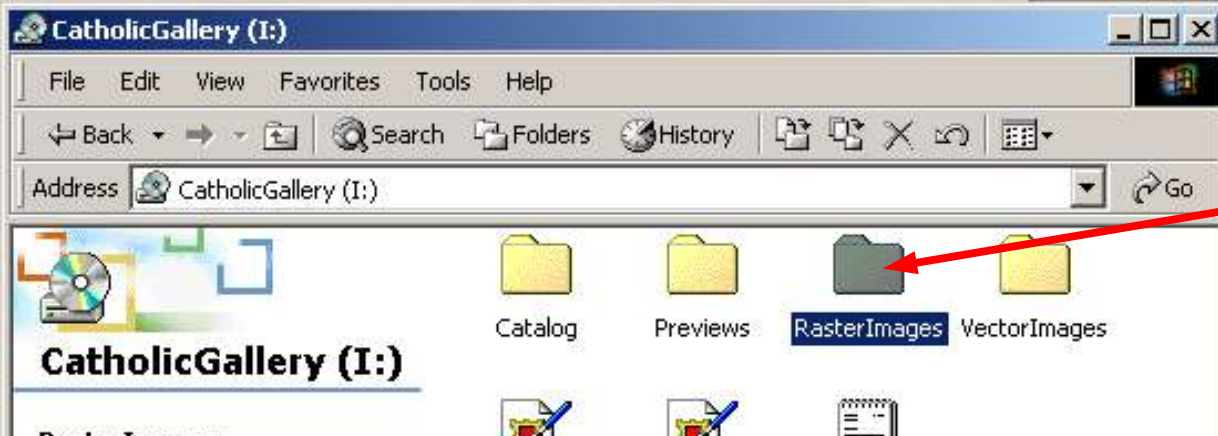
(N.B. These examples were made using “Windows 2000”. Your operating system may look different.)



This will open the “My Computer” window, which will display all the disk drives recognized by your operating system. Double-click the icon of the CD/DVD drive into which you have placed your Catholic Art Gallery disk. (Drive letters will vary from one computer to the next).

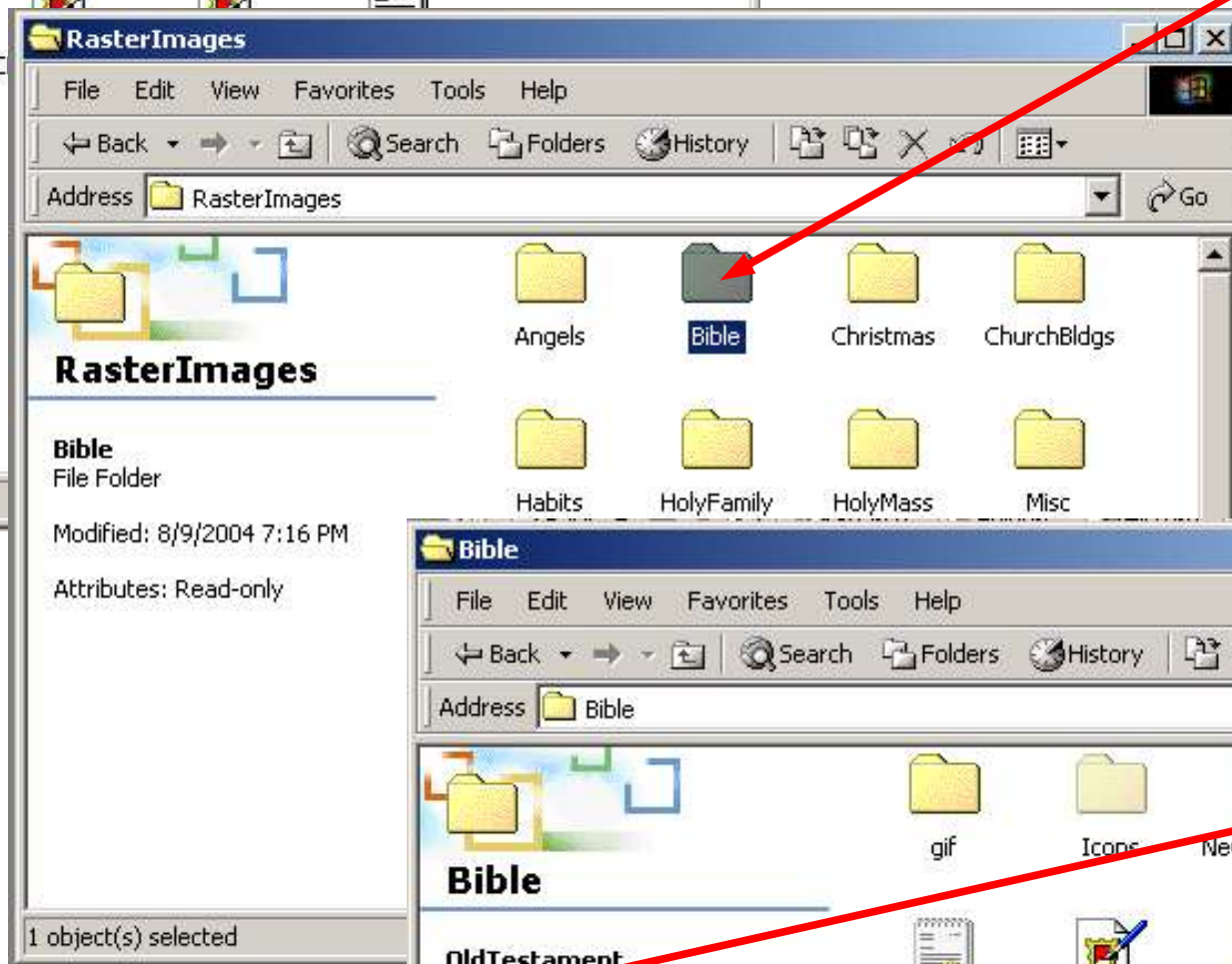
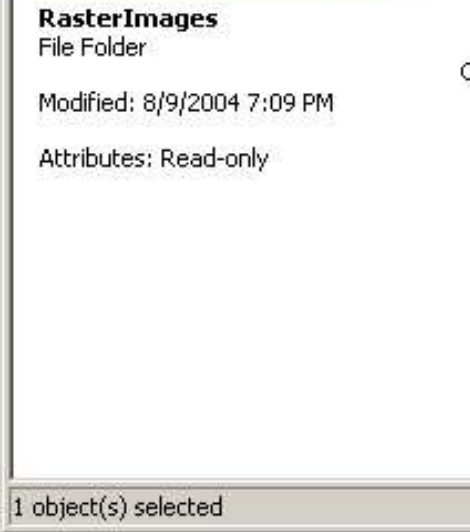


Look for “CatholicGallery” and double-click to open its window.



Open "RasterImages".

In that window, open "Bible".

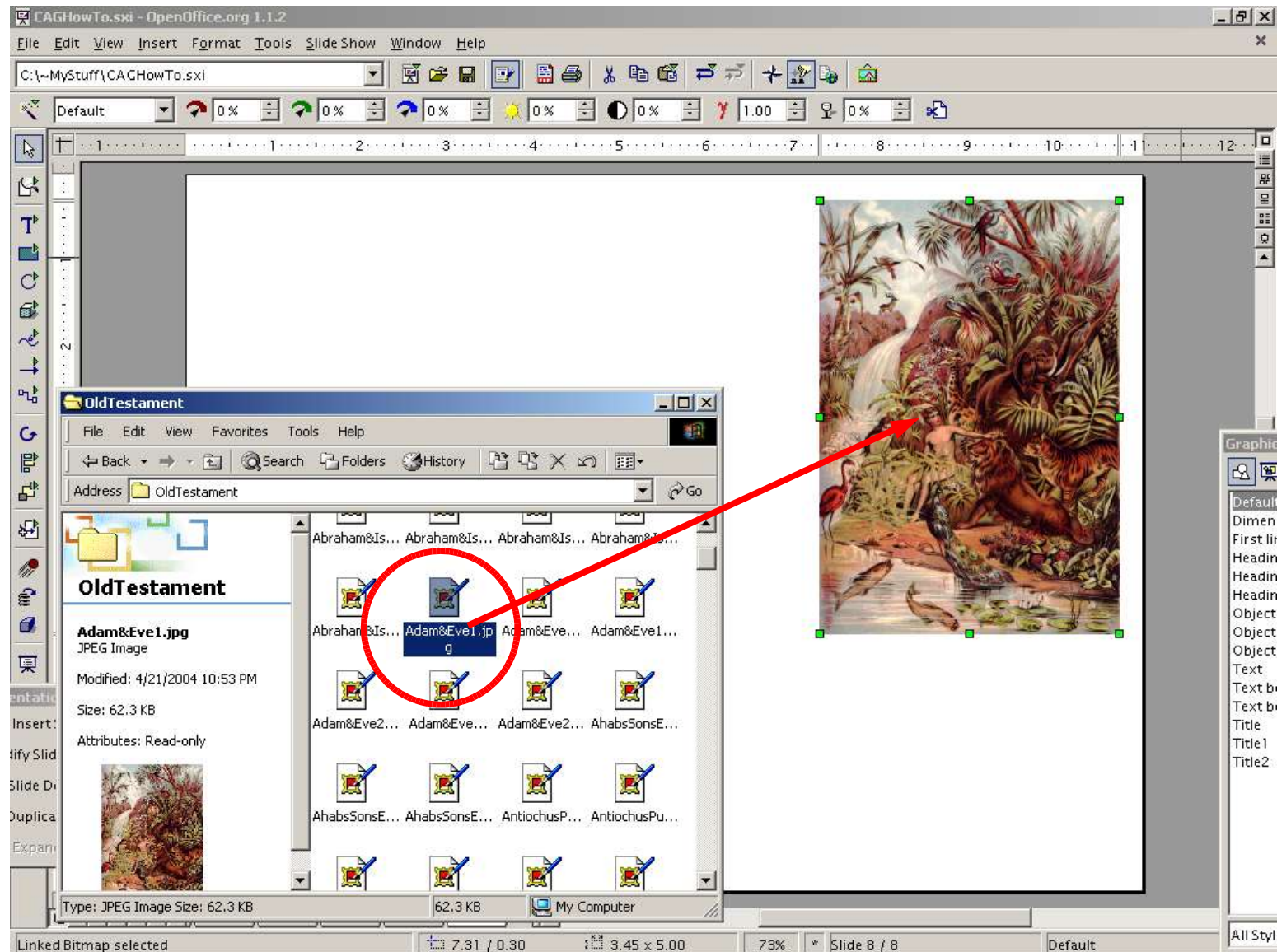


Then, open  
"OldTestament".



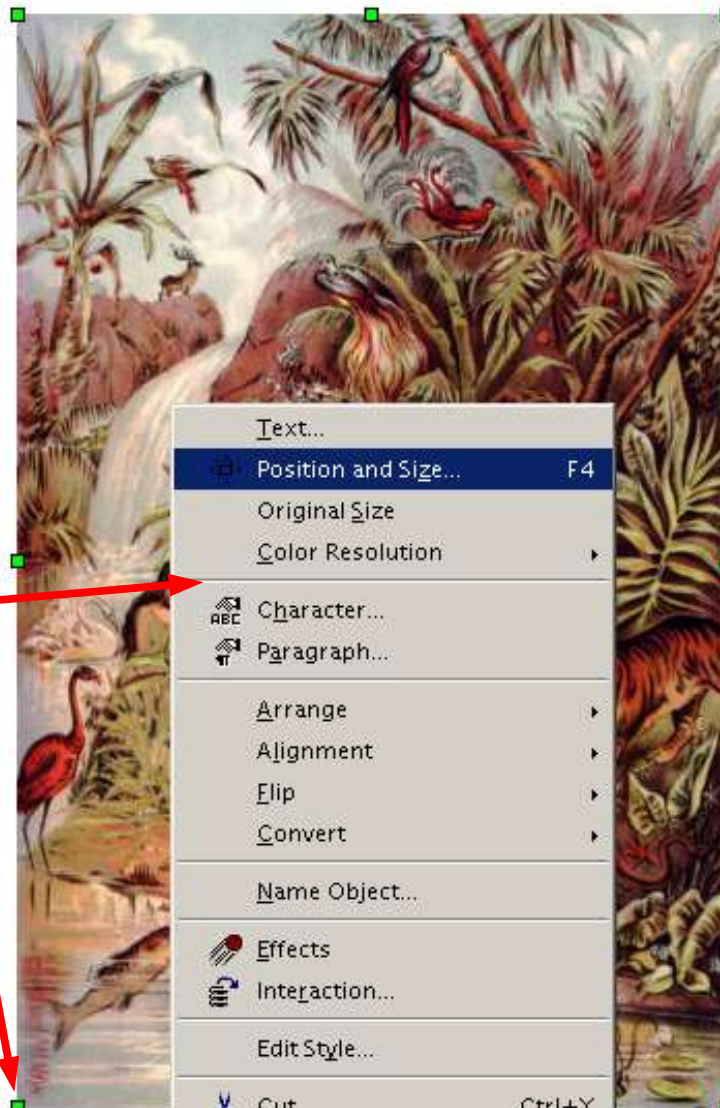


Select “Adam&Eve01.jpg”. Click/drag its icon onto your blank slide, from one window to the other...

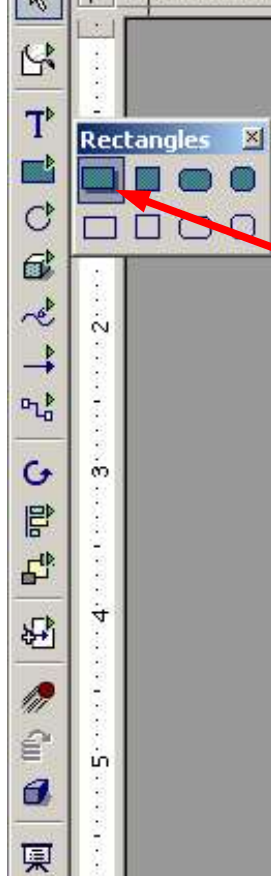


...at which point the picture should appear on the page, selected and ready for resizing.

Resize the picture either by dragging the corner “handle”, or, in this program, a click on the right-hand mouse button (“right-click”) reveals a handy context menu that produces a dialog box with very precise settings.







Now, we dress it up with a background and some text.

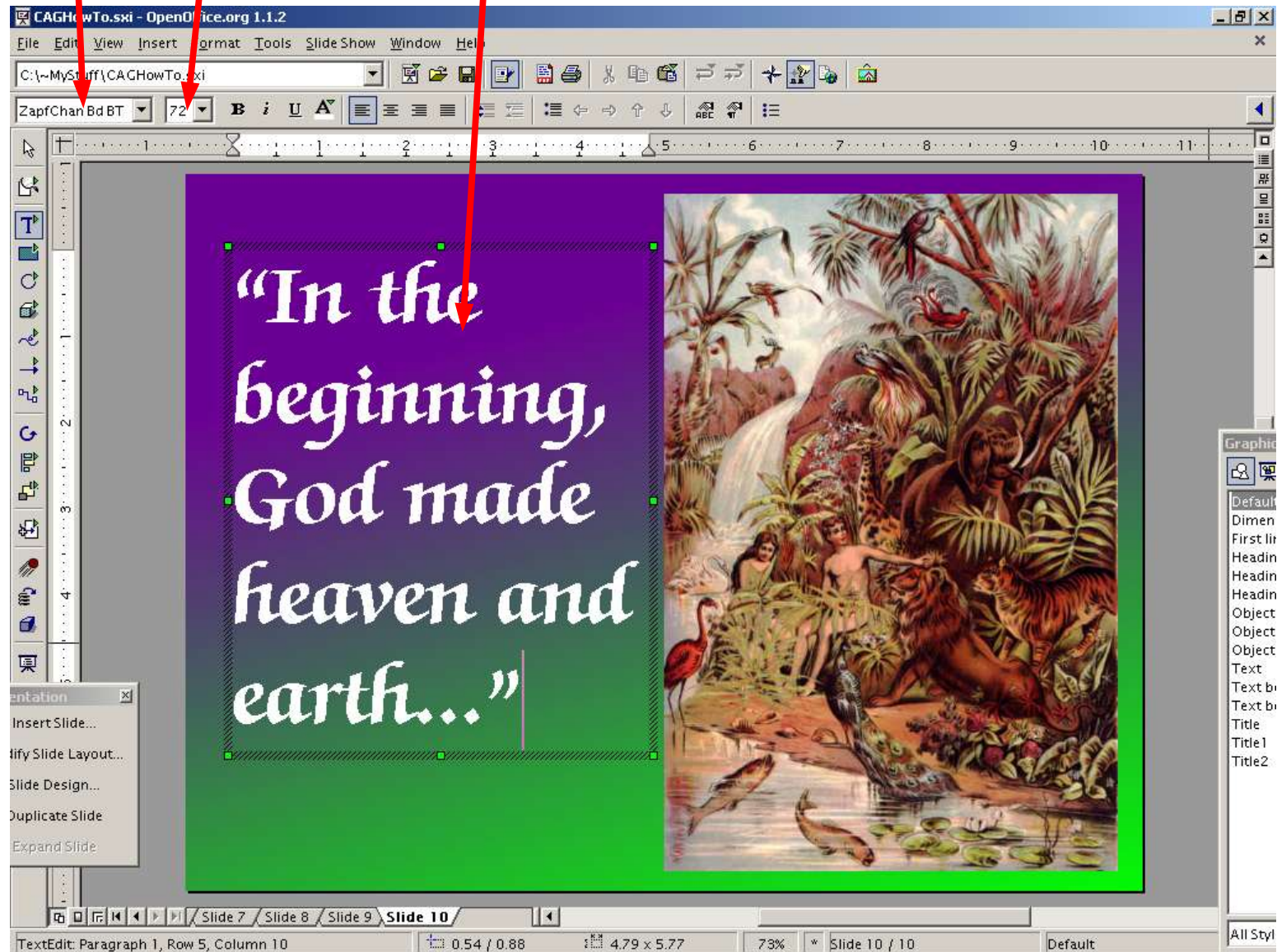
With the drawing tools, drag a rectangle across the entire slide, adjust its color fill, and send it to the back of the drawing.



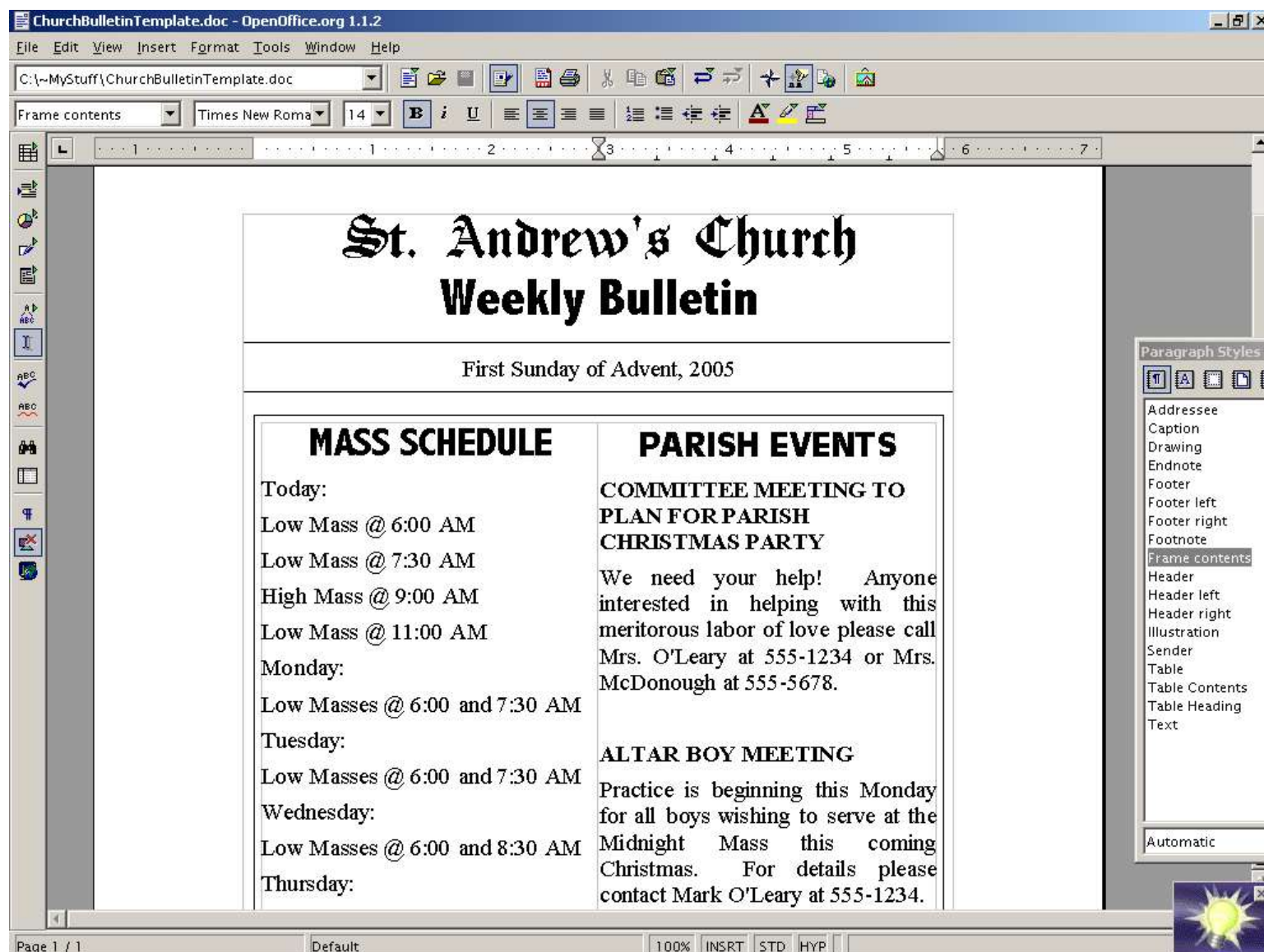


Choose an appropriate font and size, type in a text, and your slide is ready! Insert another blank slide, and repeat with another picture. Don't forget to *save your work* even before you are done. When your presentation is complete, choose a file format compatible with the program that will be used to show it for your final save. Some programs, like the one we are using, can export the presentation as a pdf file that can be viewed on most any computer. The pdf document you are viewing now was made this way.

Next, we see how to place pictures in a word processor document...



Suppose you are preparing your parish's weekly bulletin, and would like to make it more attention-getting. Open the template in your favorite word processor.

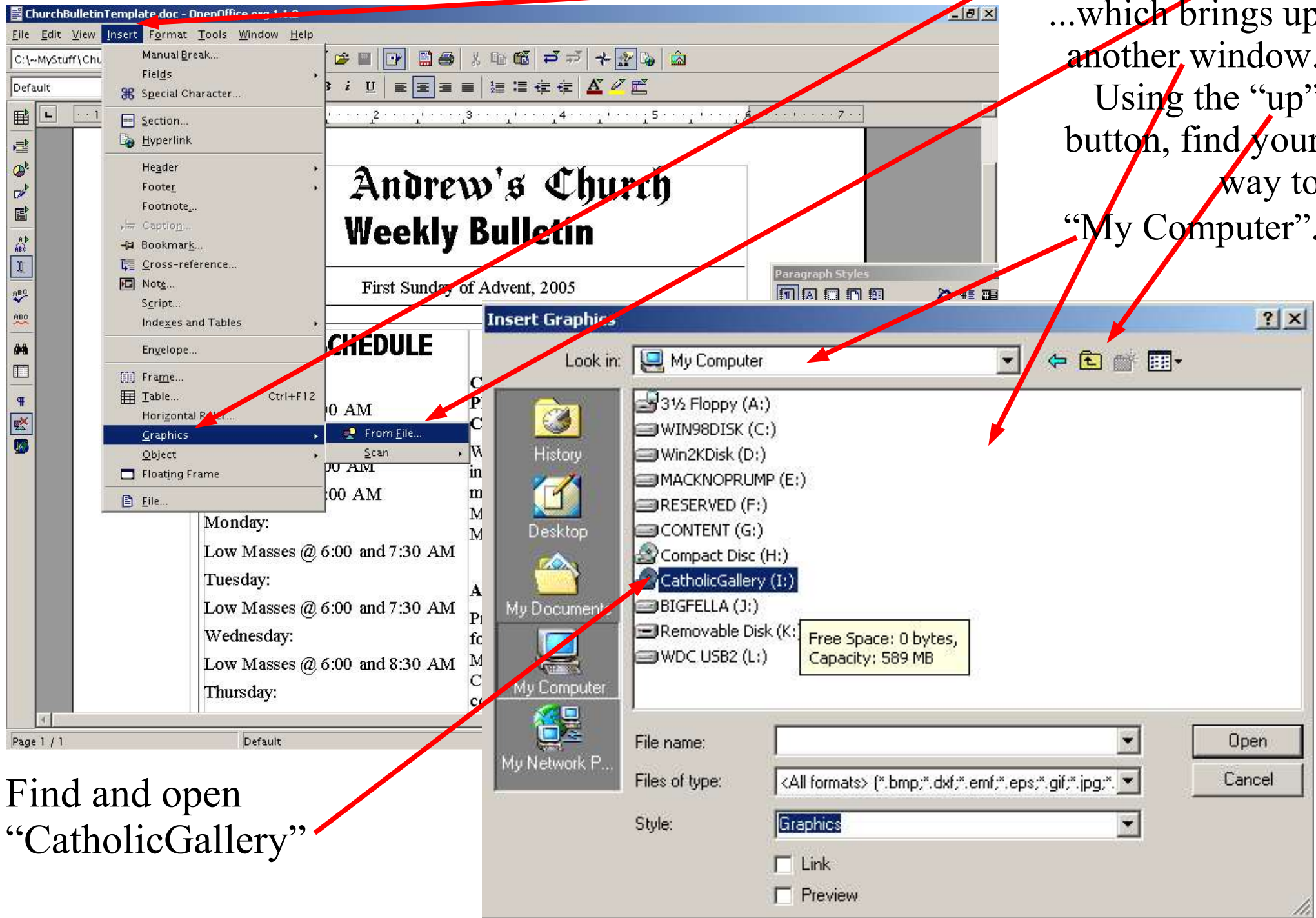




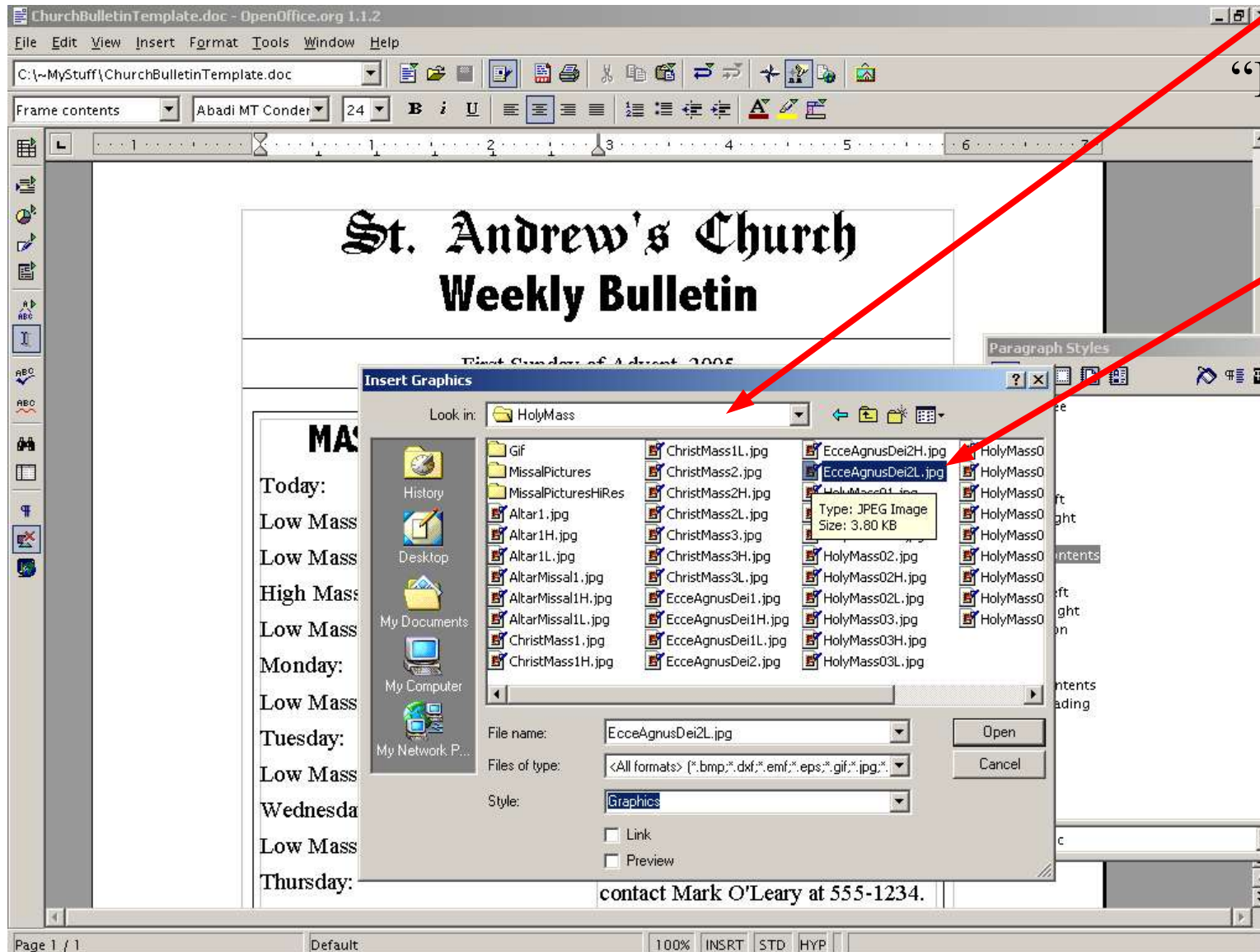
Set your insertion point where you want it. Select “insert... graphic... from file”...

...which brings up another window.

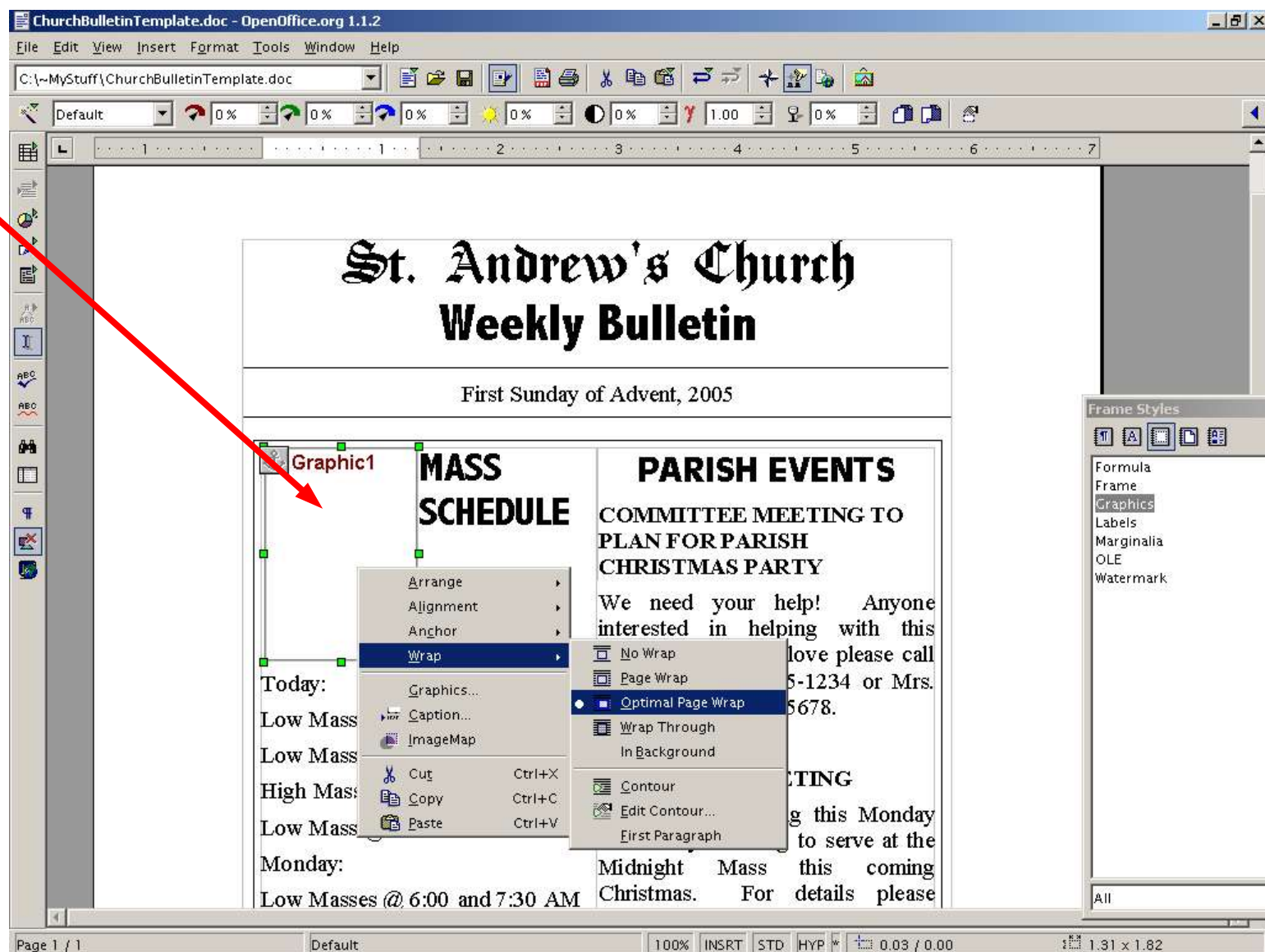
Using the “up” button, find your way to “My Computer”.



Navigating the folders as before, find and open the folder “HolyMass”. Select and open “EcceAgnusDei2L”.



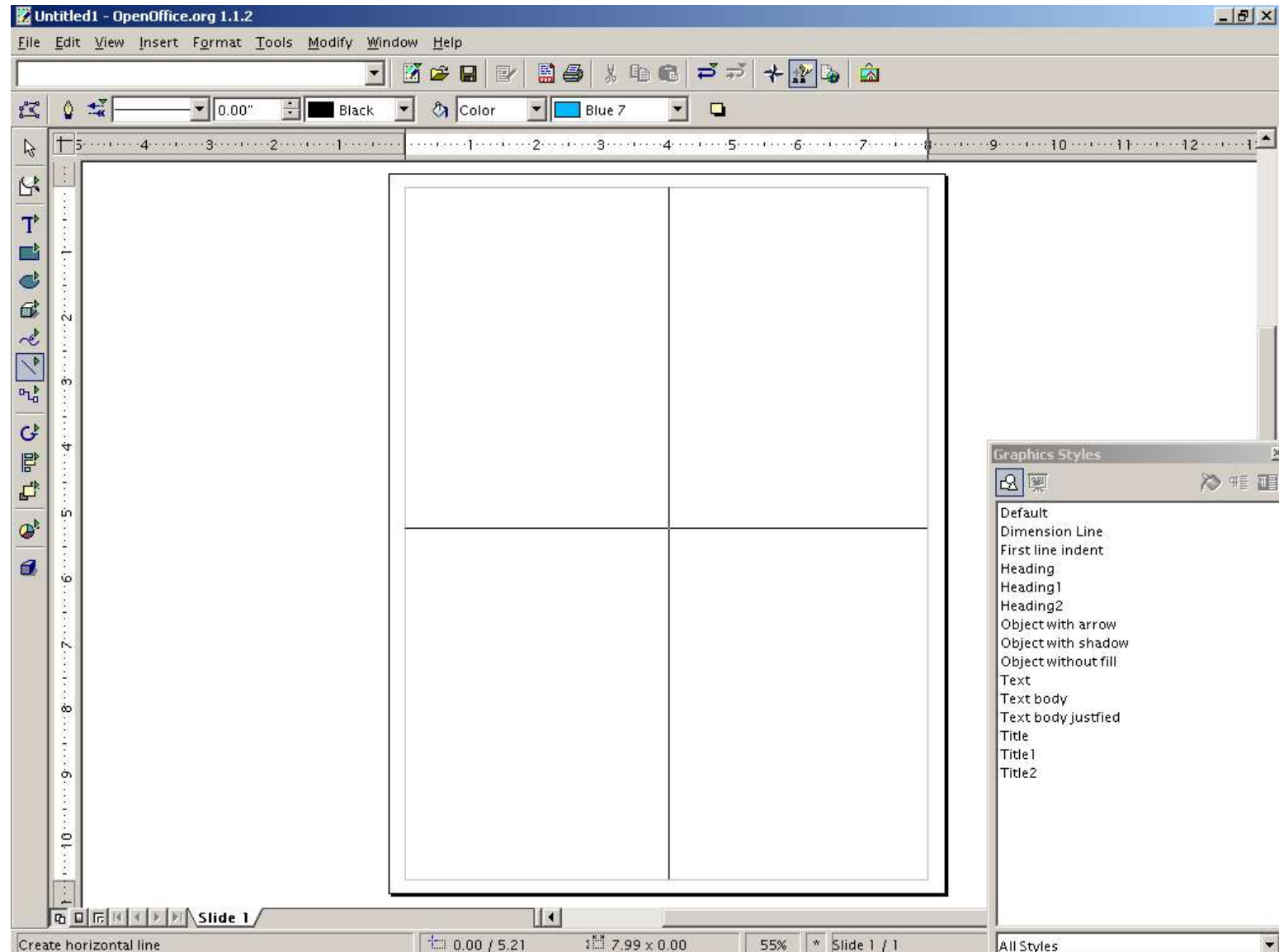
Picture gets inserted in symbolic form in this program. Resize as needed. When it is printed, the actual picture will appear, (provided that the disk the picture is on is in the drive). By right-clicking and making the right selection, you can make the text wrap around the object as desired .



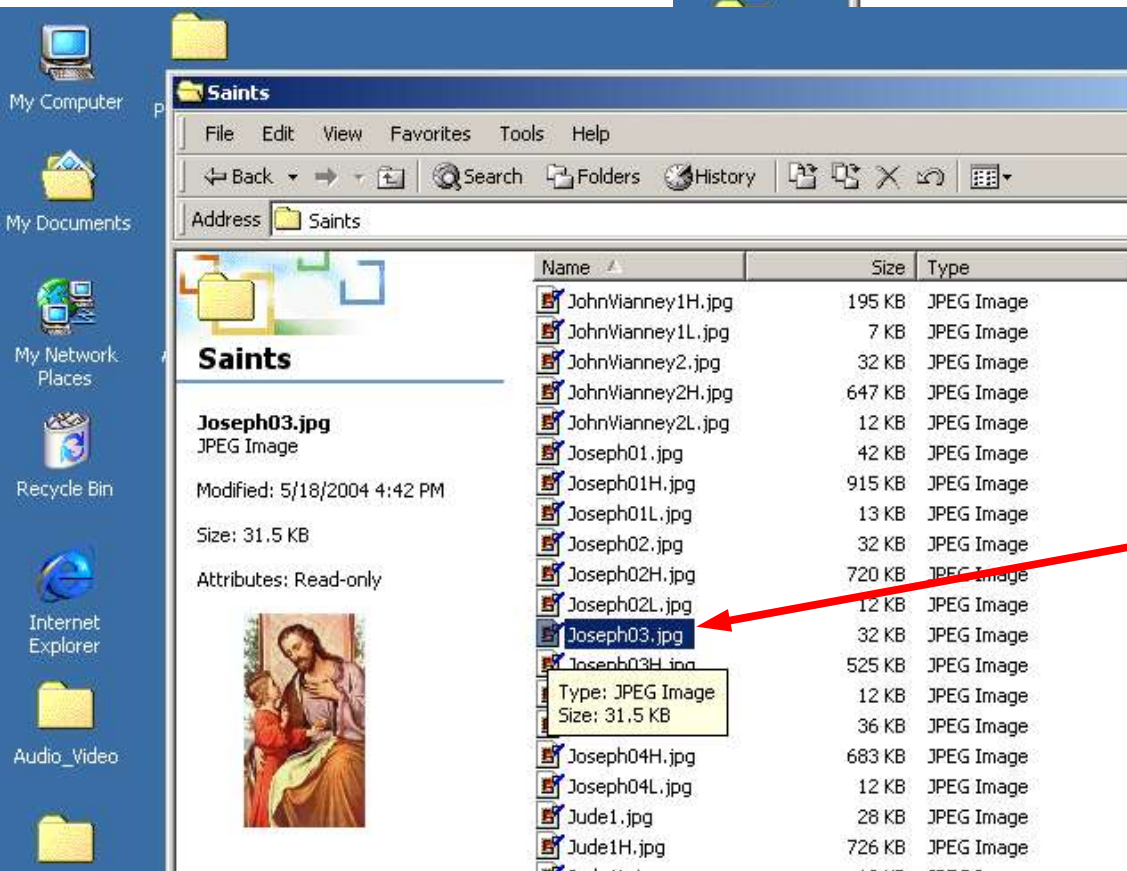
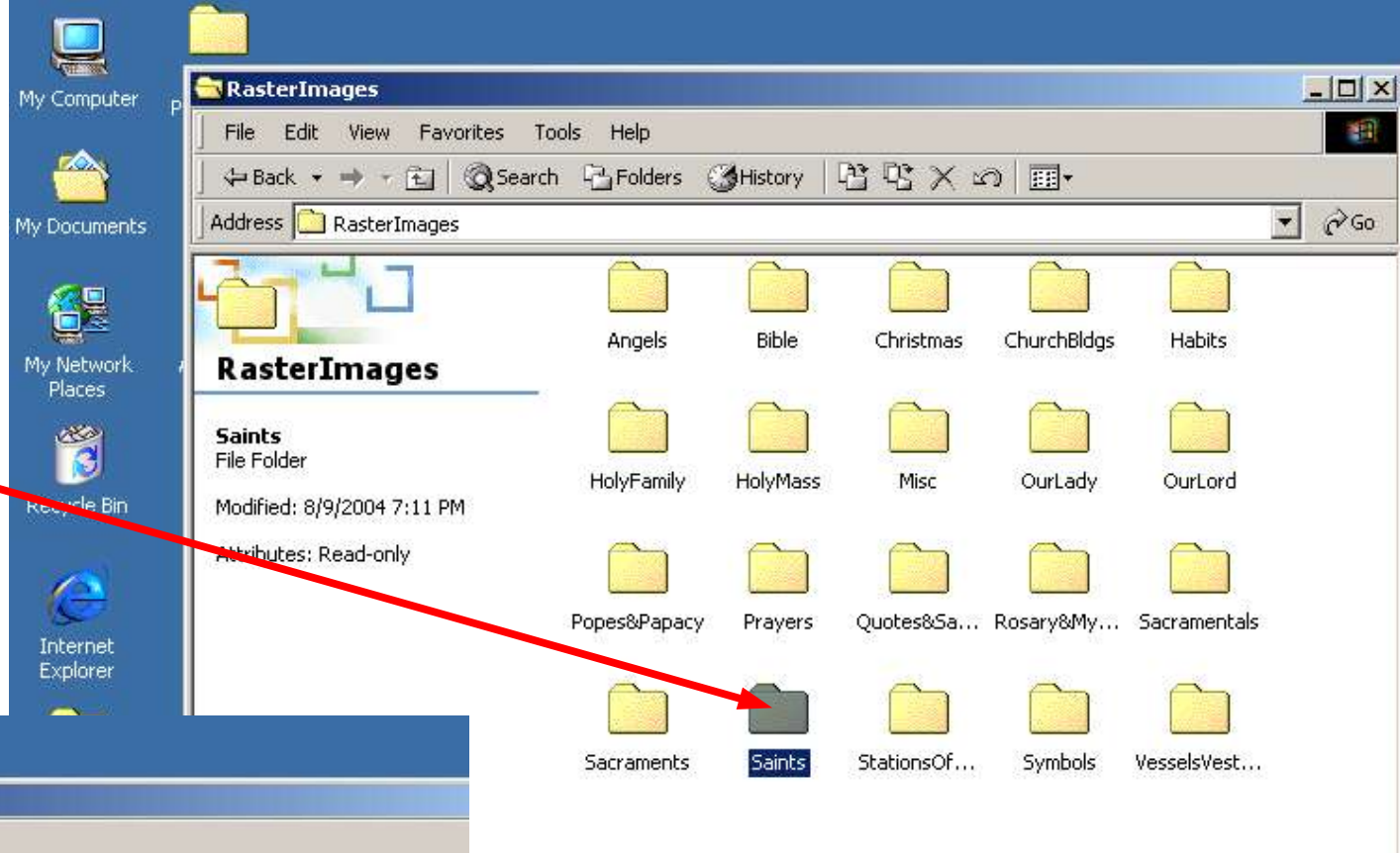
Next we try making a customized greeting card using a drawing program....



Open your favorite drawing program. Using the “Line” tool, divide the page into four equal parts. Make sure Catholic Art Gallery disk is in your CD or CD/DVD drive and open it as was shown in pages 4 through 7.

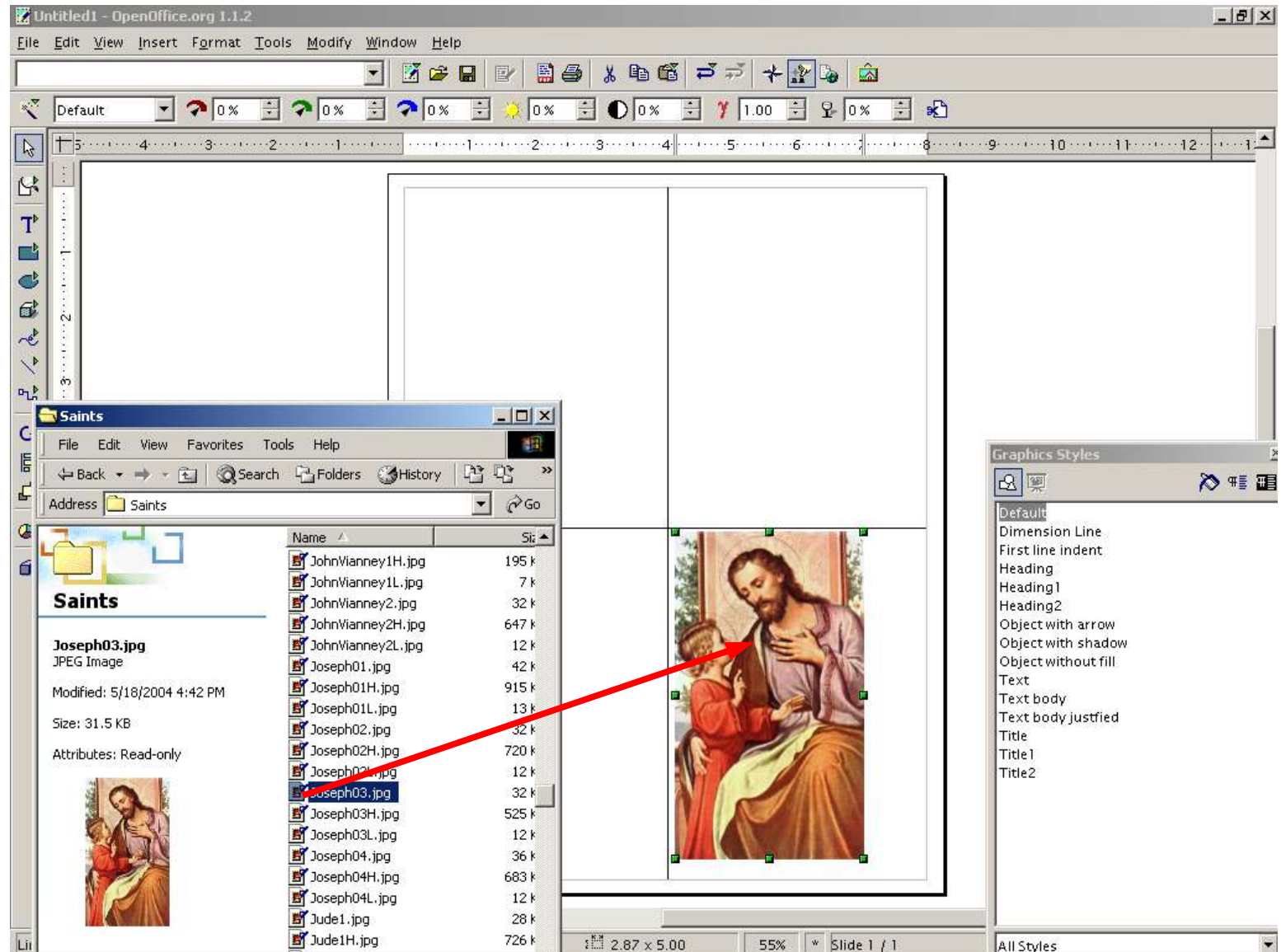


Suppose Joseph is having a birthday soon. This time, let's open the "Saints" folder....

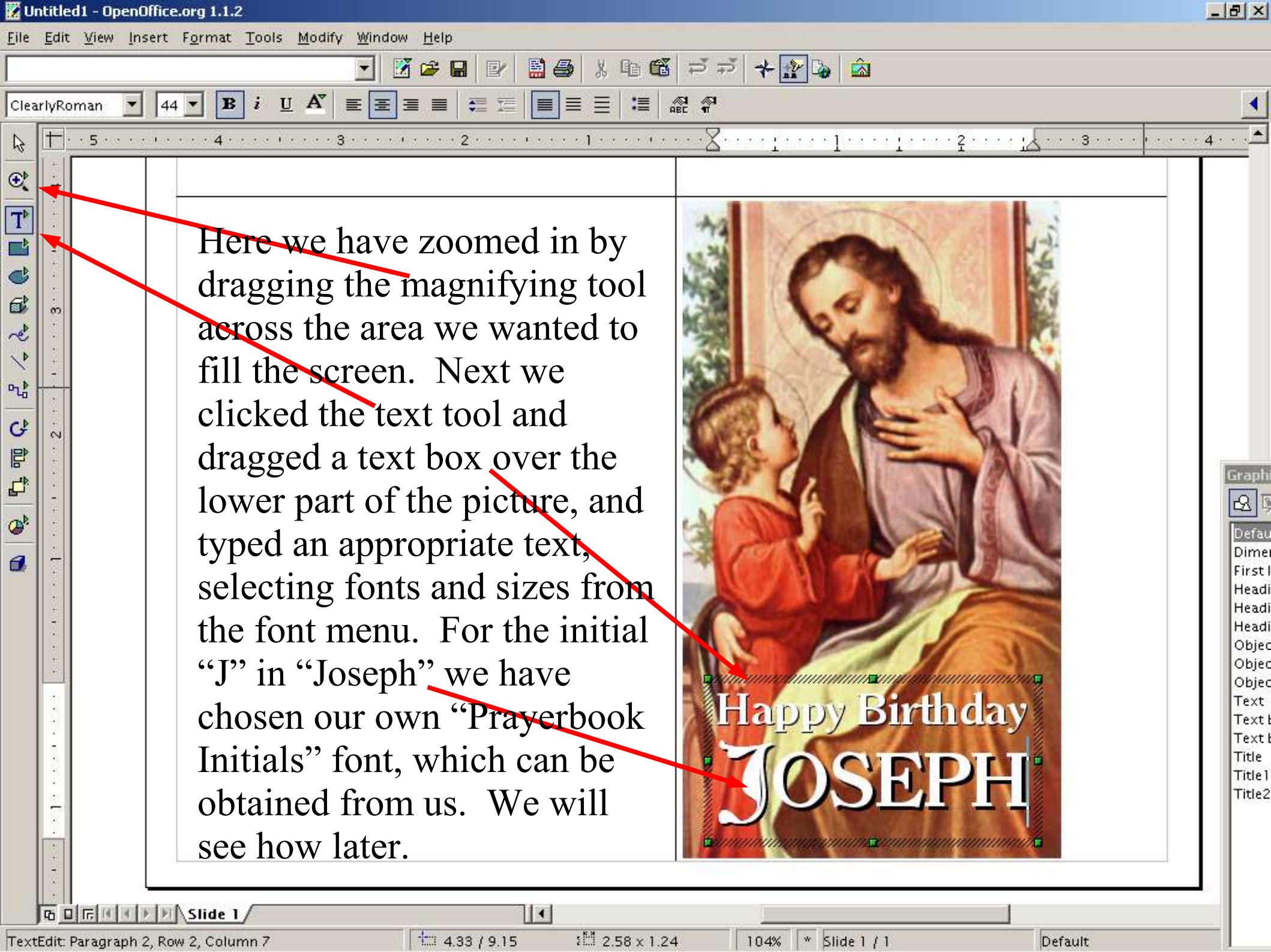


This image of St. Joseph looks appropriate.

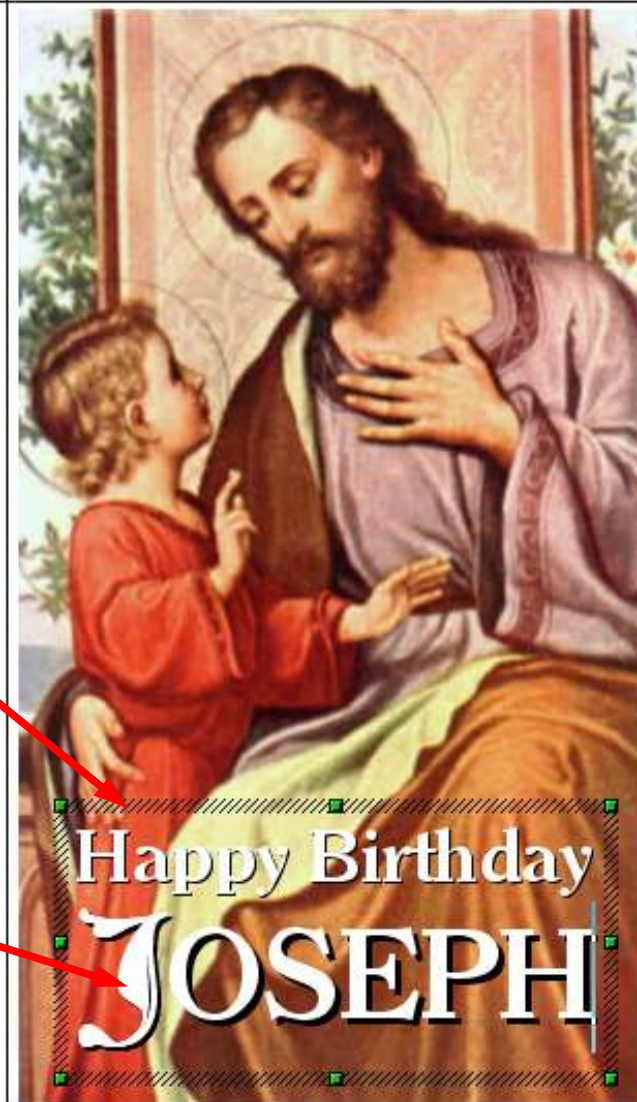
With the “Saints” window positioned on top of your drawing document, drag the icon of the desired picture file into the position you want it. Move and resize as needed.



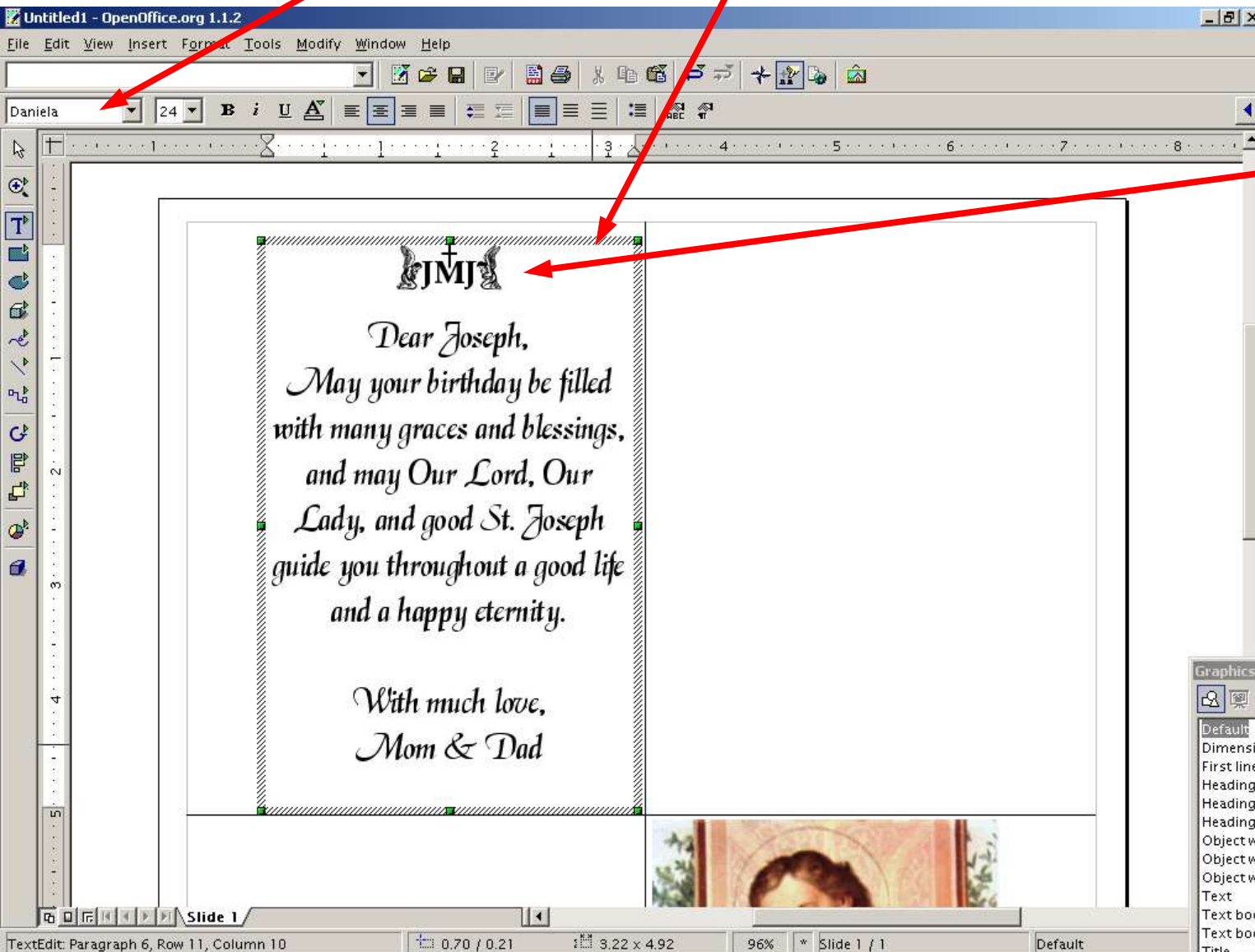




Here we have zoomed in by dragging the magnifying tool across the area we wanted to fill the screen. Next we clicked the text tool and dragged a text box over the lower part of the picture, and typed an appropriate text, selecting fonts and sizes from the font menu. For the initial "J" in "Joseph" we have chosen our own "Prayerbook Initials" font, which can be obtained from us. We will see how later.

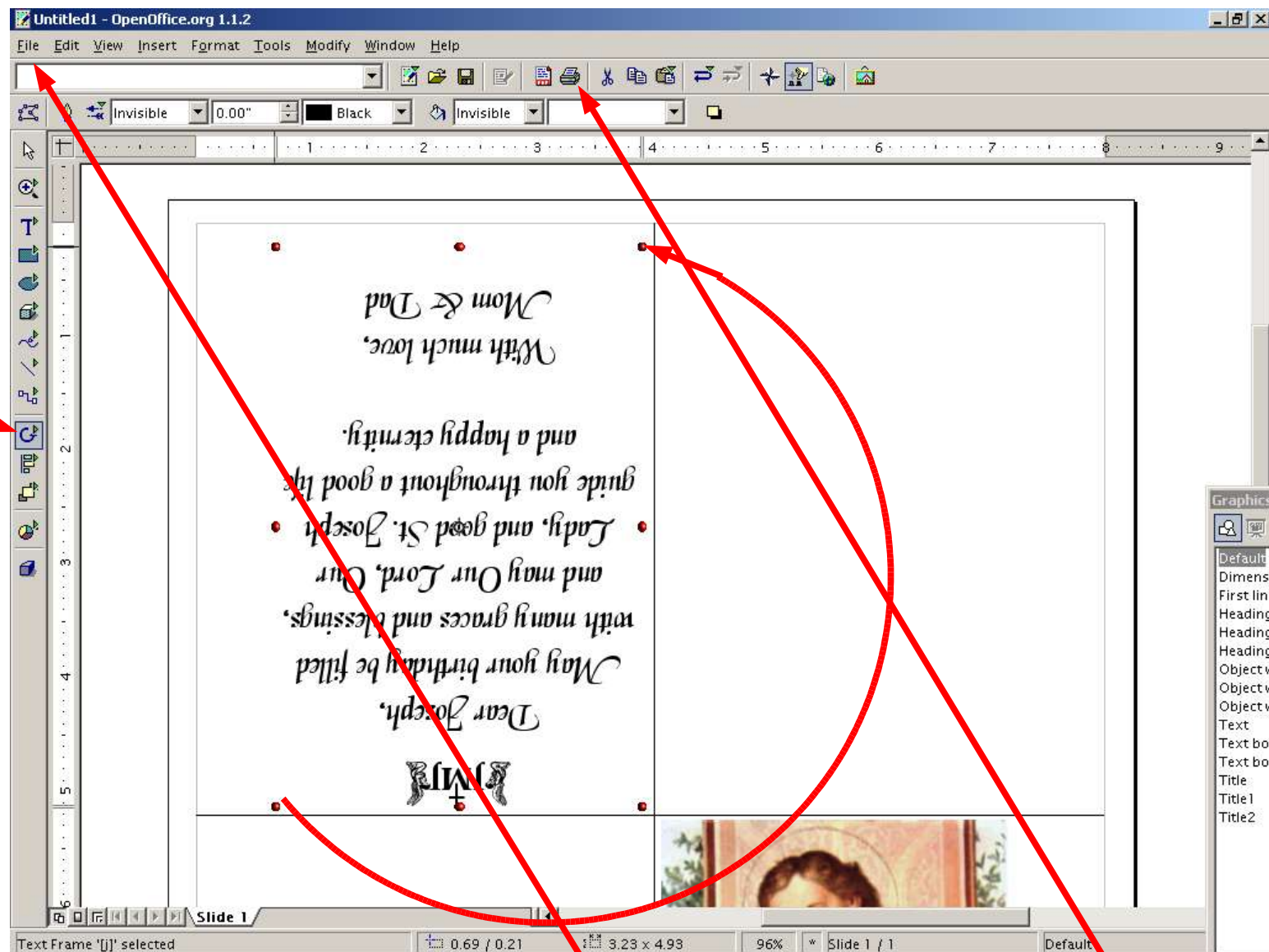


Scrolling to the upper portion of the page, we have dragged another text box, typing out a personalized birthday message. A fancy script font was chosen for the main text.



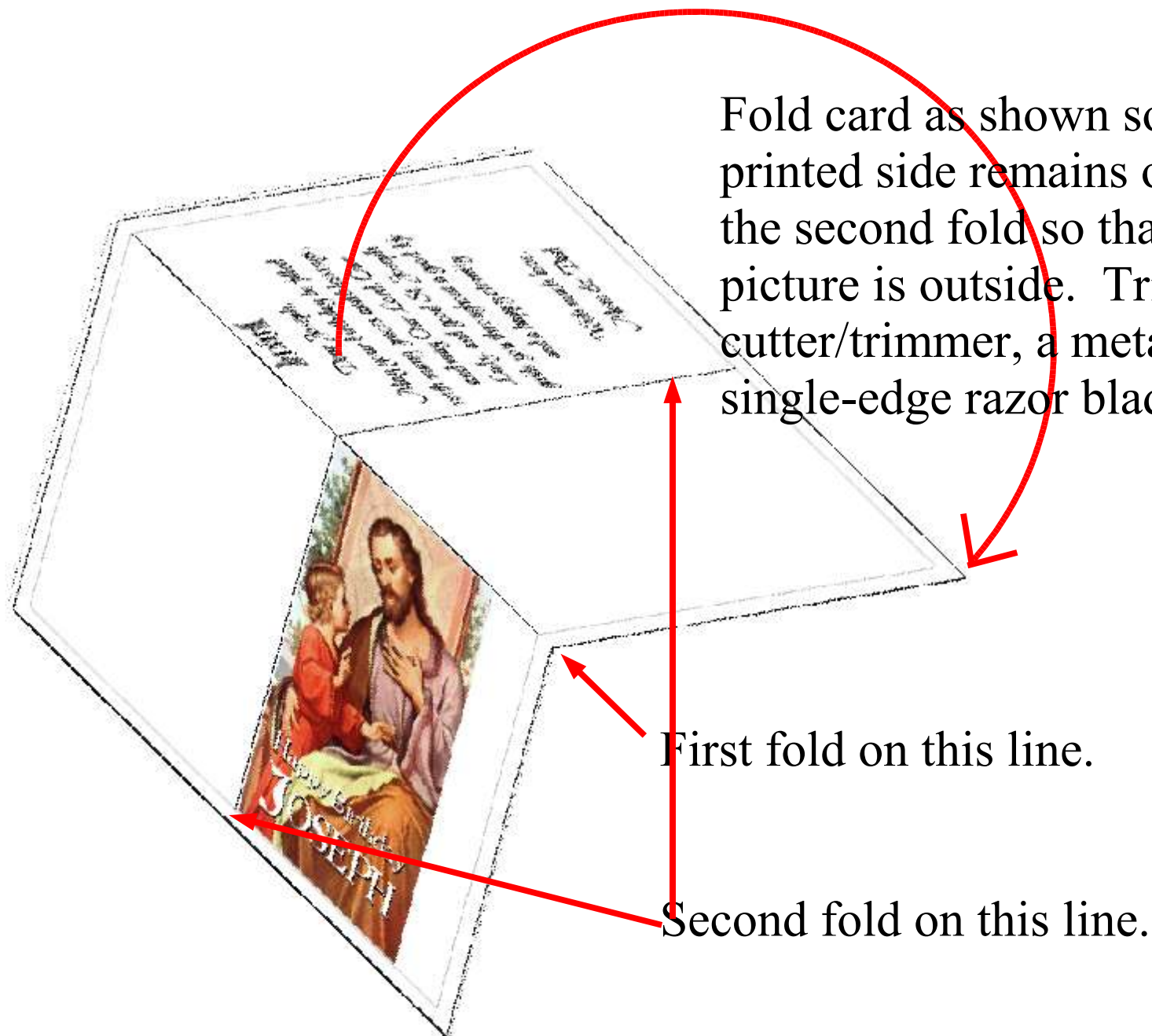
(For the “JMJ” heading, we have typed “[j]” and selected those three characters with the mouse. From the font menu we have chosen our own “AngelWings” Catholic symbol and picture font, which can be ordered from our catalog, and which comes with the “Prayerbook Initials” font shown on page 18.)

Because this card is to be folded, we now use the rotate tool to rotate the text 180° to turn it upside-down.



Add other graphics and text boxes as desired. Print using the print button on the toolbar or use the Print command in the File menu.





Fold card as shown so that the printed side remains outside. Make the second fold so that the front picture is outside. Trim with a paper cutter/trimmer, a metal ruler and single-edge razor blade, or scissors.

First fold on this line.

Second fold on this line.

There are many more uses for the images on this disk. Stationery, memorial cards, awards, certificates, prayerbooks, leaflets, banners,

Note: Many printers come with software that can simplify the making of greeting cards. The same software should also work with the Catholic Art Gallery in most cases. Consult the help files that come with your software programs for specific instructions.

If you do not have/ cannot afford the software required to perform these operations, we can help. The program we used in all these examples is readily available and very affordable. It is called “OpenOffice.org” and it is a free download from the website of the same name. If you do not have or desire internet access, or if your service is too slow to permit downloading of big files, you may order a copy from us (requires Windows 98 or later) on CD-ROM for only \$10.00 postpaid. It is a fully functional program, not shareware, and can be legally duplicated and shared with friends. This program is not made by us, and we are not prepared to offer any support or guarantees, but we will supply with it a manual (pdf file) that can be read from the disc.

If you would also like to have the “AngelWings” and “Prayerbook Initials” TrueType® fonts to install on your computer, another disk containing these and a user guide can also be obtained from us for \$10.00 postpaid (USA funds only).

Order from

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