



# PHOTOBOOKS

## PHOTOBOOK 2011 SOFTWARE USER MANUAL

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### Page 1 - installing the 2011 software

- 1.1 [Installation](#)
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### 1.1 Installation

**\*\* make sure you are connected to the internet when you are installing this software so that if you are missing some key software you will be prompted to install it from the internet \*\***



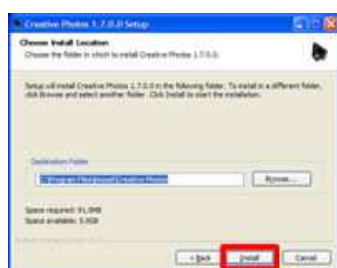
a) Insert the CD into your CD drive, browse the CD to find the installer .exe file icon. Double click on the installer icon. Select the appropriate language on the pop up that appears



b) Start of the installation. Click **Next**



c) License agreement. Click **I agree**



d) Loading the software into Program files/Imaxel/Creative software. Click **Install**



e) Final steps. If you want to start using the software make sure box is ticked. Click **Finish**



f) Creative Photos opening screen takes you straight into the software. Else use shortcut icon that has been created on your desktop

### 1.2 Running the Photobook Software

Once the program has been successfully installed, double click on the program icon shown in your desktop to run it.



The following screen will appear:

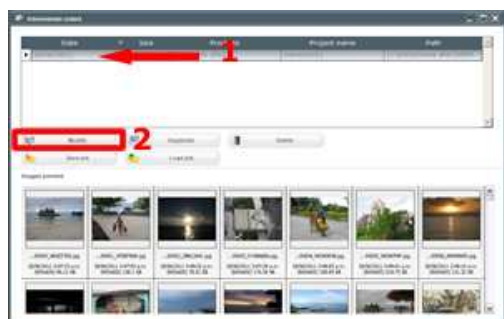


For working on a photobook the window has the options:

- **View orders history** - allows you to view previous orders
- **Continue saved Album** - allows you to continue to work on a previous project
- **Create new Album** - allows you to start a new album

#### Continue saved Album

Click on the arrow to select the project you want to carry on working on. Then select from the options **Modify, Duplicate, Delete**



#### View Orders History

This shows previous orders and their status



### 1.3 Create New Album

To get started on an album hit the Create new Album button.



Click on the Album icon



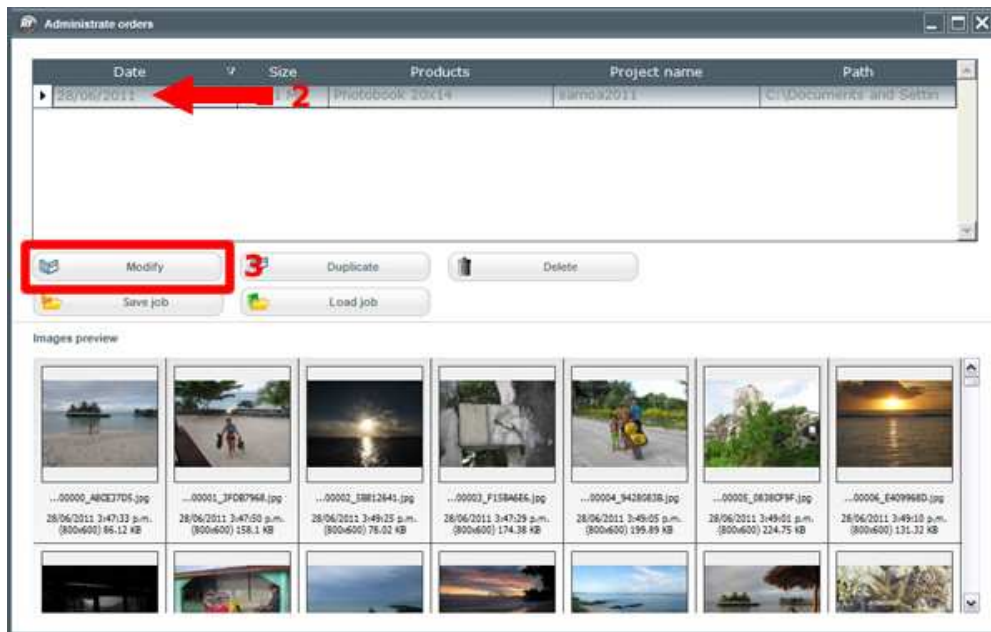
Select the album size and type



Click next. [Go to page 2 of these instructions](#)

## 1.4 Accessing Previous Work

If you have previous work stored then click on the **Continue Saved Album button (1)** on the opening screen then hit the **wee arrow to the right of the order number (2)** to select that order. Then hit **modify (3)** and your previous album project will be installed for you to work on. You will be asked to name your project. You can give it another name if you don't want to overwrite your previous attempt else keep the same name.



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### \*\*Important\*\*

**Before you open the software**, go through your photos and select the ones you want to go into the album and put them into a folder. If the order in which they appear is important then if you have them in the approximate order in the folder then it will be quicker to load them in the same order into the album. The software can re-order a folder of photos alphabetically or by date.

### Page 2 - Setting up the Pages

- 2.1 [Create a new album](#)
- 2.2 [Load the photos](#)
- 2.3 [Assign the photos](#)
- 2.4 [Automatic Composition Option](#)
- 2.5 [Manual Composition Option](#)

### 2.1 Create a new Album

Double clicking the Creative Photos desktop icon to open up the introductory screen. Click on the **Create new album** icon:

### 1.4 Create New Album



Click on the Album icon



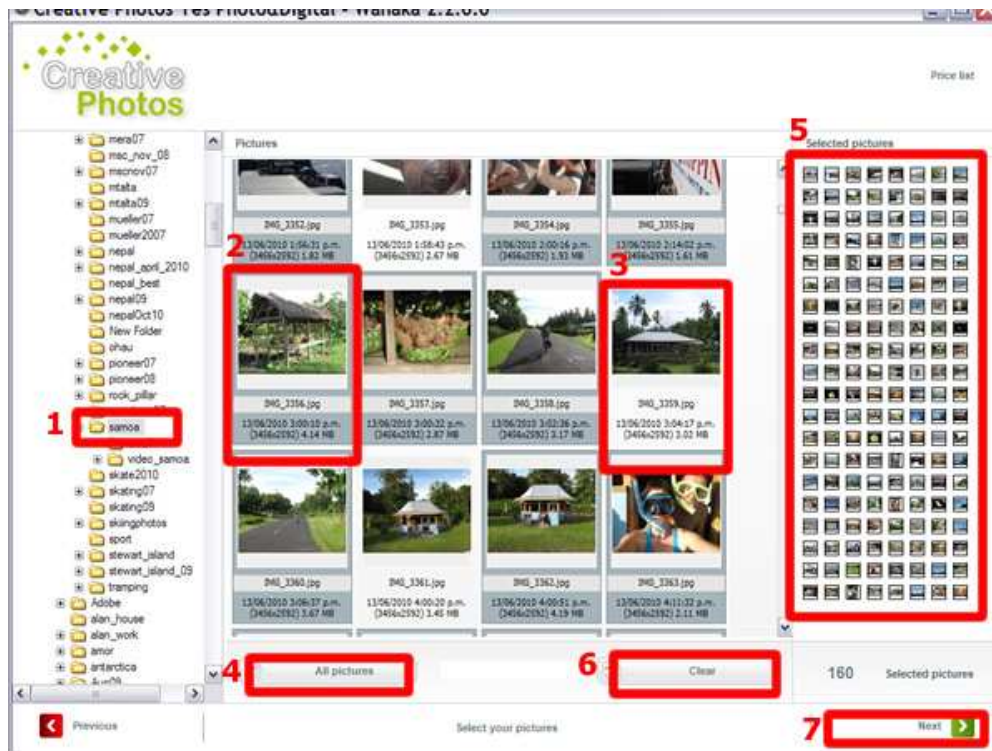
Select the album size and type



Click next. [Go to page 2 of these instructions](#)

## 2.2 Load and Select the photos

It is recommended that prior to launching Creative Photos you have already set up a folder containing the images you want to use (preferably renamed so they are roughly in order in the folder that you will want them in the photobook)



1. Browse to the folder of photos that you want to use for your photobook. The photos in the folder will appear as white thumbnails on the RHS
2. If you click on any thumbnail it will change to a dark grey colour and means that the image is selected for the album
3. You can click on a dark grey thumbnail to deselect it for the album and it will return to a white colour
4. If you think you will be using all the photos in the folder then click on the **All pictures** button down the bottom
5. The right hand panel shows all the selected pictures
6. If you want to clear the selected pictures and start over click the **Clear** button
7. The **Next** button will take you to the next screen

## 2.3 Assign the photos

You then have the choice to have an

- **Automatic fill in** in which case if you have more photos than positions some photos will not be used or pages will be left empty if you do not have enough photos to fill the template. This option will try and put as many photos as it can in the album
- **Drop and drag** option in which case you choose which photos go to which positions and pages in the photobook.

**Note: with both these options at a later stage you can change individual page layouts and number of photos**

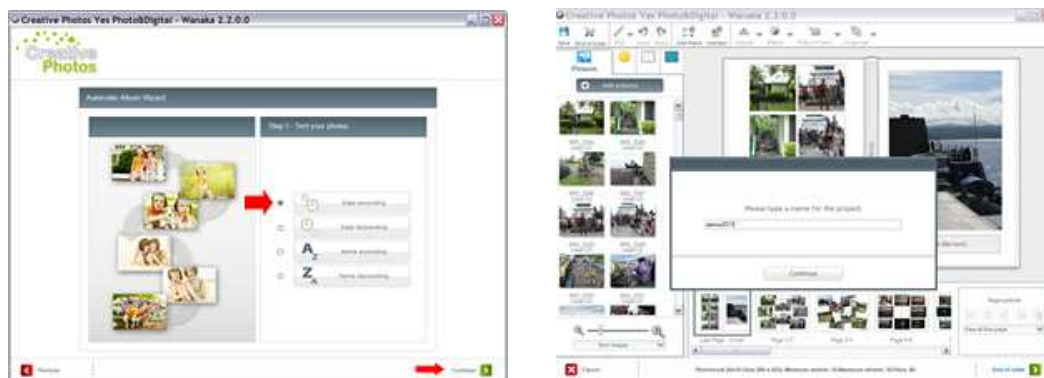
used

Click on the selected option



## 2.5 Automatic Fill in Option

If you chose the **Automatic Composition option** you will then be prompted to select the order of composition. Hit the continue button.,You will be prompted to add a name for the album in the next screen.

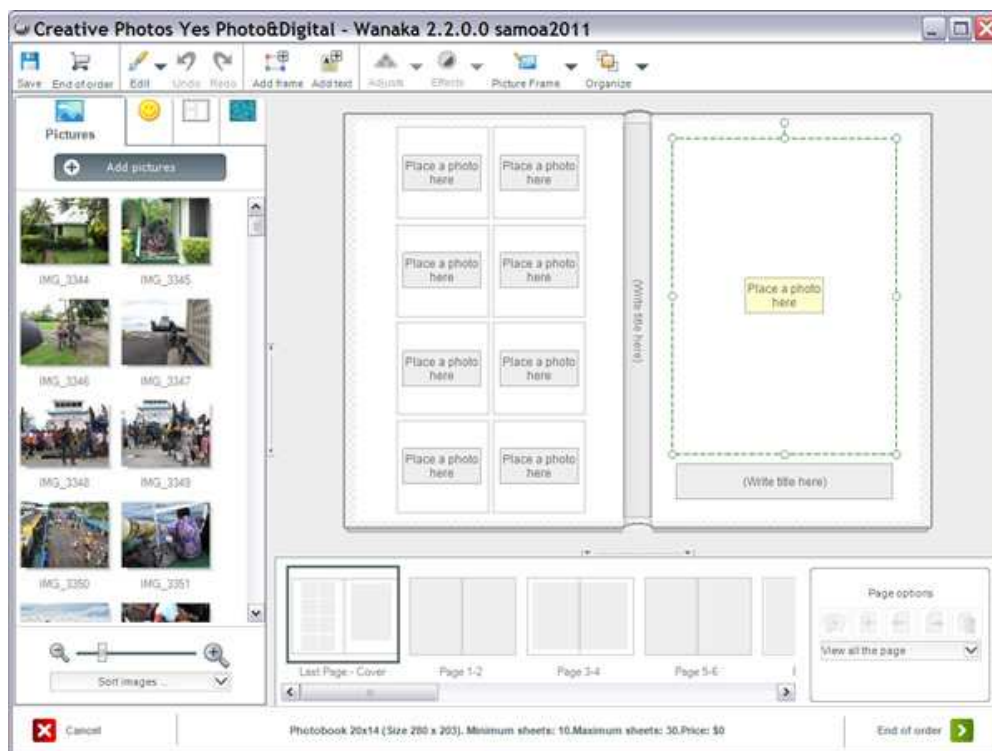


go to page 3 for editing instructions for individual pages of the photobook

## 2.6 Drop and Drag Option

For both options you will be required to **name your project**. Go to page 3 for editing instructions for individual pages of the photobook.

Below is image of the Drag and drop option ready to go after the project has been named.



### Refining your album and finishing off

Once the album is set up you now have the freedom to swap images, change layouts, change backgrounds, add text and more. Go to [page 3](#) for instructions on how to edit pages

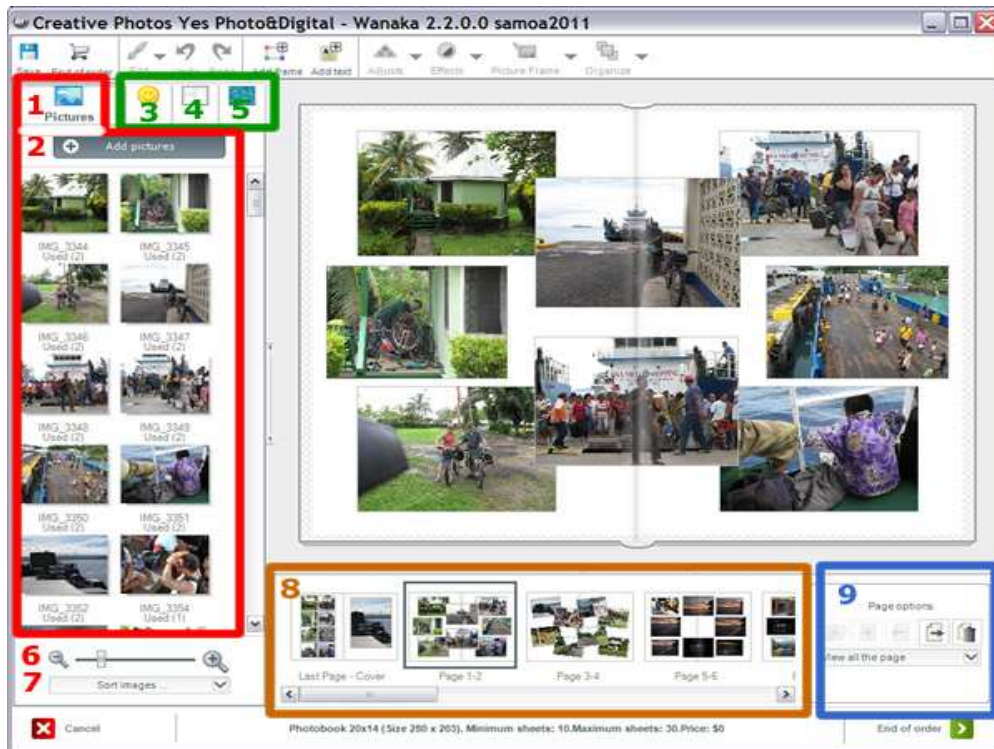
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#### Page 3 - editing the pages

- [3.1 Page view options](#)
- [3.2 Editing the page layouts](#)
- [3.3 Photobooks toolbar editing options](#)  
[Clip Art & Frames](#)
- [3.4 End of Order](#)
- [3.5 Confirming your Photobook order](#)
- [3.6 Saving your work to a CD, USB or hard drive or send to the shop via the internet](#)
- [3.7 Deliver your order to Yes Photo & Digital](#)

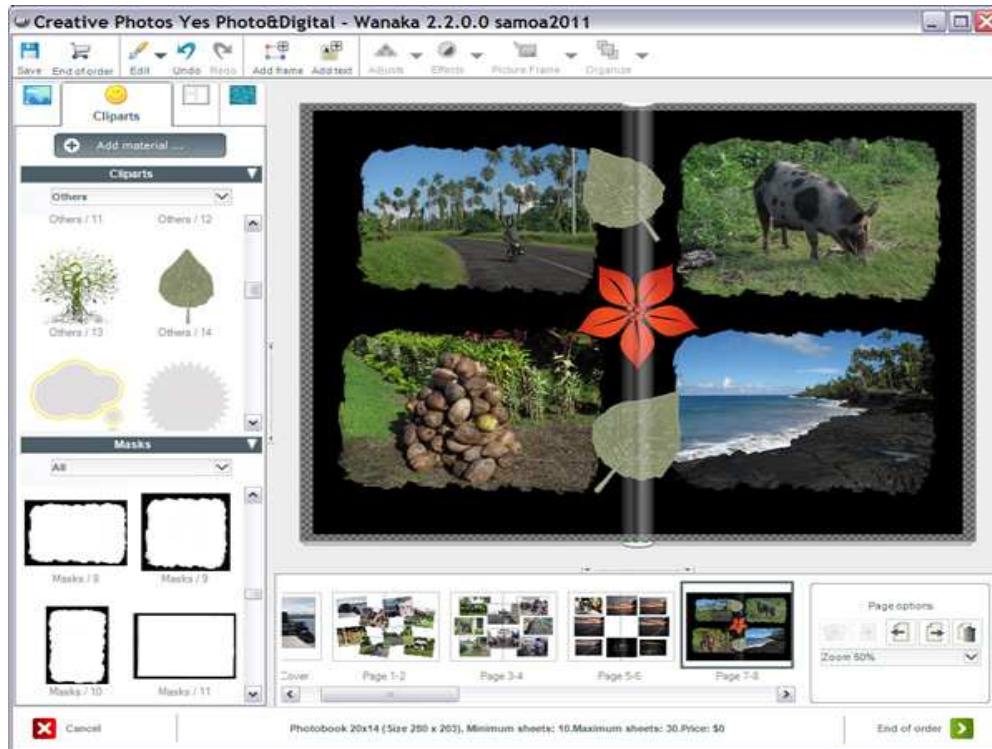
#### 3.1 Page View Options



#### LH Column Options

1. **Pictures** - Shows thumbnails of the photos you originally selected with the number of times that the photo has been included below e.g used (2) means that the photo presently appears twice in the album.
2. **Add Pictures** - If **Pictures** is selected then you can add more pictures from your computer/CD/external thumbdrive to add to your album
3. **Cliparts** - drop and drag onto your page as required. To remove drag off or right click and select delete.  
**Masks** - drag the mask you like over the photo you want it on. To remove - right click the frame and select Picture Frame -> remove mask. With both cliparts you can add clipart from your computer
4. **Designs** show the different photo layout options that are available for any page. If you double click on a design it will load it onto the page showing. If the design has less frames than the present one and there are photos loaded it will delete one of the present photos. If the design has more frames then you will be able to drop and drag another photo in.
5. **Textures** - shows the range of background solid colours or patterns that are available to different pages. Double click on the background you want and you will be prompted to apply to all the pages or the current page.
6. **Slider** allows you to change the size of the photos displayed in this column
7. **Sort Images** - images in this column can be sorted by date or name in the picture view
8. **Page Views** - you can select which page you want to look at/edit
9. **Page Options** - add pages (if you are less than maximum sheet number), move forward or backward through pages or delete pages. You can also zoom in or out on a page.

**Photobook page below with a black background, clip art and photo frames (masks) added**



### 3.2 Editing the page layouts

#### Swapping Images on a page

With the **Pictures** option selected at the bottom of the LH column drag and drop the thumbnail of the image from the LH column into the frame of the image you want to swap out.

#### Swapping Frames Layout on a page

If you want to go from a page that has 6 photos on it to one that only has 2 photos, then select the 2 photo layout you want from the RHS column and drag it over the page in the middle. The first 2 photos will remain in the new 2 photo layout and the other 4 photos will be deleted.

#### Deleting a Frame

Click on the photo and a green dashed border will appear around the photo. Hit the delete button on your keyboard or use the **edit-> delete** option at the top of the screen or you can right click on the page and select delete

#### Inserting a Frame

From the options at the top of the screen choose **Add Frame**. A new frame will appear in the centre of the page which you can drag into position and resize using the resize handles around the green frame. You can then drag and drop an image into the frame or you can right click on the page and select add->add ->add frame

#### Editing a photo

Click on the photo and a green dashed border will appear around the photo. Moving your cursor around the outside edge of the photo will give you the options of **moving** the frame, **resizing** the photo, **rotating** the photo, **swapping photo orientations** and **zooming** in or out of the frame

Clicking on a photo brings up a set of editing options



Rightclicking on the page brings up a text menu of options



Clicking on the background gives a set of editing options



### Inserting Text

Click on the text box and it will highlight it with a pale yellow background. A text window will appear in which you can add and format text

### Deleting a Text Box

Click on the text box to highlight, then use the delete button on your keyboard to delete

### Inserting a Text Box

Click on the Add Text button at the top of the page. Insert the text in the text box window that appears then move the text box into place

### Changing the page background

With the Background option selected in the RH column click on a solid colour or texture that you like and a prompt will appear that will give you the option of applying the background to the current page or all pages.

### Setting a photo as a background

If you have a number of frames set up on a page and you want a photo as a faded backdrop to the page then drag the photo onto a clear area of the page and it will appear faded behind the framed images

## 3.3 Top Tool Bar Editing Options



**Save** - saves a working copy of the album

**End of order** - takes you on to the next step once you have finished editing your project

**Edit** - gives you options for the photo you have selected

**Undo** - undoes the most recent action (not always available)

**Redo** - redoes the most recent action (not always available)

**Add Frame** - adds an empty frame to the page

**Add Text** - adds an empty text box to the page

**View** - adjusts the working view of the pages of the photobook on your computer screen

**Adjusts** - once a photo is selected this button adjusts aspects of the photo e.g. photo colour and red eye reduction/correction

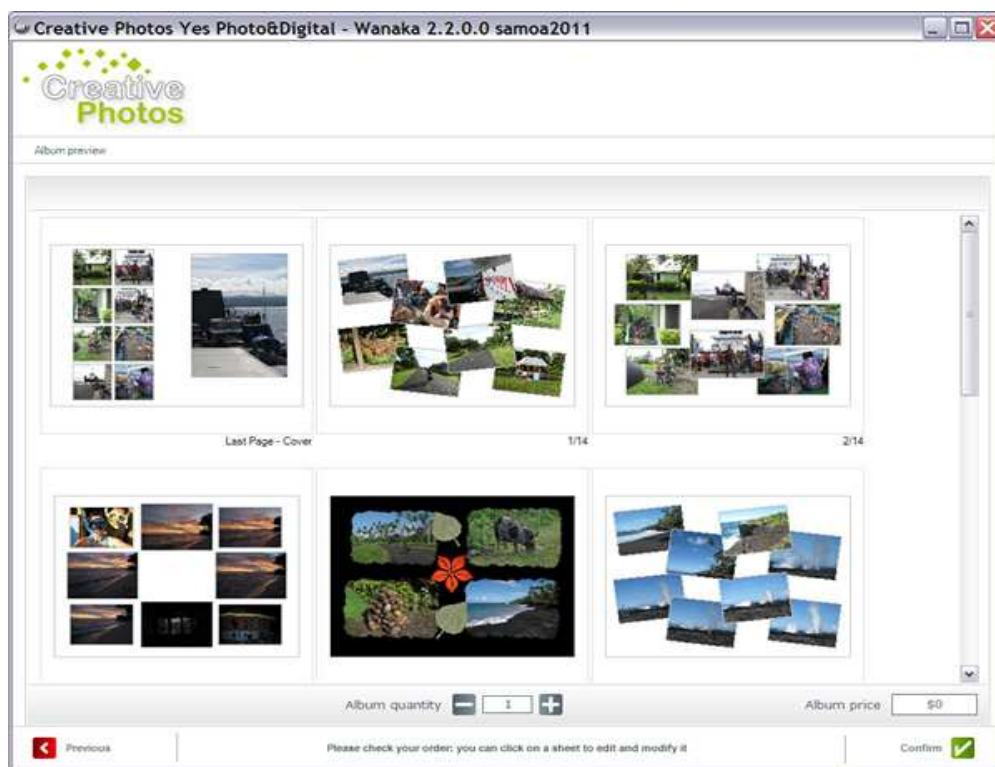
**Effects** - once a photo is selected this button can change the photo in a frame to a black & white image, sepia image or adjust transparency of an image

**Picture Frame** - puts a frame around the photo with options of circular frame, rectangular frame, no border, thin border, thicker border, shadow

**Organise** - rotate photos, layer up photos, change orientation and centres photos

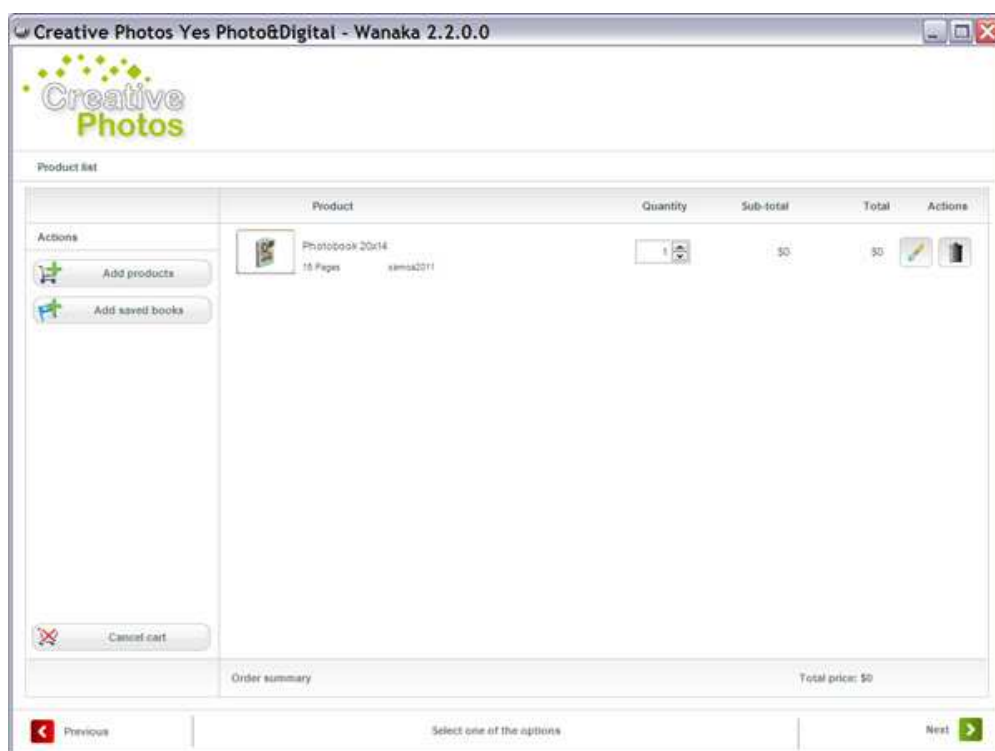
## 3.4 End of Order

If you click on the green End of Order button (bottom right of page) you will see all the pages. Click confirm to finish.



### 3.5 Confirm Order

Finalize your order and export it to a removable unit



### 3.6 Sending your file to Yes Photo & Digital

At this stage if you Photobook is complete and you can send your Photobook file to Yes Photo & Digita or you can save it on your computer, on a CD or removable pen drive (which you can bring in to the shop). You need to complete your Customer details. If

you are going to send your order via the internet Yes Photo and Digital require a phone number to organise payment before they make a book. Click on the arrow 1 to select the **Send the order via the internet** option 2. If you are going to save your file then leave **Pay at the store** selected. Click **Next**

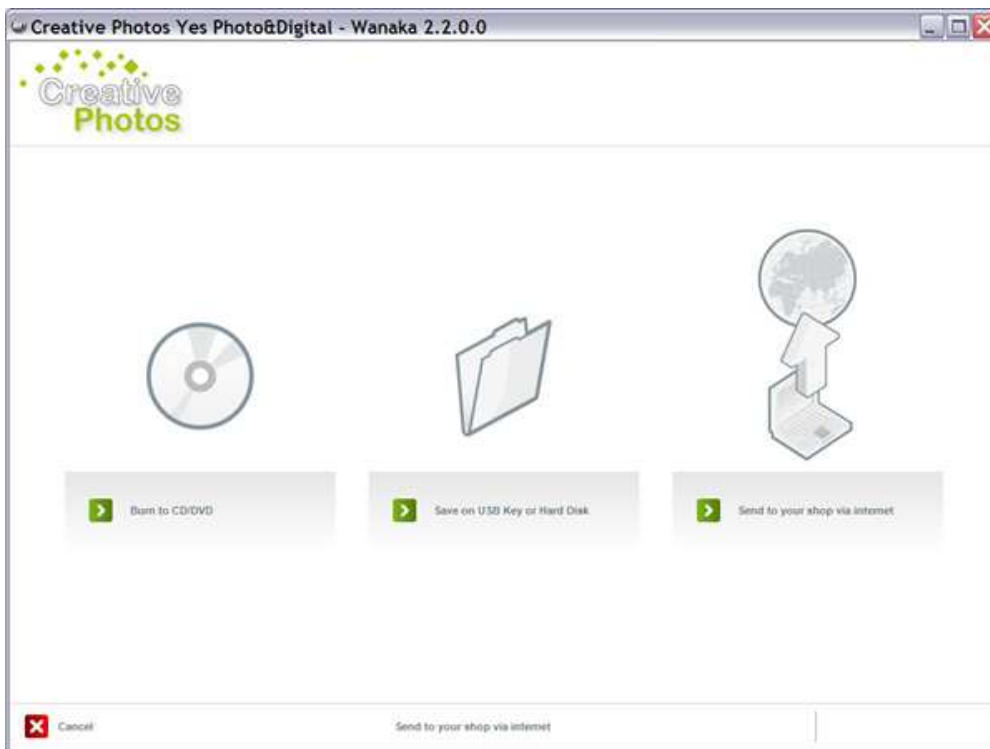


This status window appears. It says your order is being sent to the laboratory but because you are not at the shop it is not being sent yet so hit OK.

Click **Finish** to give you the options of **burning to CD/DCD, saving on USB or sending to the shop via the internet**

### **Saving your work to a CD, USB or hard drive or send to the shop via the internet**

Select one of the three options presented



**Burn in a CD/DVD**

Put a CD into your CD burner and select Burn



**Save on USB or Had Drive**

There will be a prompt for you to browse to a destination folder of your choice for the project



**Send to the shop via the internet**



**3.7 Deliver Photobook file to Yes Photo & Digital, Wanaka**

Once you have your completed Photobook file on a CD or portable flash drive then you need to get it printed by Yes Photo & Digital Wanaka.

**You can bring it into us at the shop:**

**Yes Photo & Digital**  
14 Helwick Street  
Wanaka

**Post it to us** with your email address, contact name, telephone number and return address for the completed photobooks at:

**Yes Photo & Digital**  
PO Box 429  
Wanaka

**Note: It generally takes 24 hours to complete the printing process.**

Yes PHOTO & DIGITAL 14 Helwick Street, Wanaka P:03 443 6241 E:info@photobooks.co.nz

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