



USER MANUAL 5.0

DgFlick Solutions Pvt. Ltd.,

203/204,

Shreeji Arcade,

M. G. Road,

Borivali (E),

Mumbai – 400066

Telephone: India +91 22 2968 68 68,

US +1-732-543-7676.

www.dgflick.com

support@dgflick.com



Ready & Flexi Package Printing

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HELLO

Passport Xpress is not just a passport photo making software but it's a Passport and beyond software. The program makes passport packages in no time. Now you can add properties like coat, blazer, spectacles, etc. on the photos easily. They are designed perfectly and can be perfectly placed on the photo without much adjustment. You can create mix packages with different photo sizes. Software provides ready packages for all photo sizes. You can also Create Wallet Print, I-Card, Photo Labels, Visiting Cards and Exam IDs. You can put multiple photos in single package. The option of face area will make your work easy as it automatically adjust the photo as well as allows you to do some manual adjustments if needed.

Software provides advance features like advance colour correction in which software will automatically adjust the colour of photo and instant retouching is also possible. You can also change background of all the photos with a single click or use lasso cutting tool for removal or replacement of background. Photo package can be saved to the hard disk drive or sent for printing or you can send the same on Facebook with Facebook option available in the software. As a result, you get a perfectly finished set of passport photos on one page complete with safe area to make cutting easy.

Passport Xpress User Manual

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Introduction

Congratulations on buying Passport Xpress! This Manual will guide you on how to use this software effectively.

System Requirements

MAC System

- Mac Intel, min 1 GHz
- Mac OS X 10.6. V Leopard and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD-ROM drive
- USB Port *

Windows System

- Pentium 4, 2.8 GHz Processor and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- USB Port*

***Note:** Topics marked with * are for PRO users.*

Opening the Tool Box – Getting Started

This section deals with online and offline registration process and other tools like shortcuts, preferences and help.

Registration

Once you have installed the Passport Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

The Process

On installation of Passport Xpress, the Registration Window appears on your screen. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk *). Fill in the details and proceed as per the instructions in this section. The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.

Online Registration

The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.

'Registration' Window

- After ensuring that all the fields are filled correctly, click on 'Register' ③ in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen.
- You are now registered and can use the software.

Offline Registration

If you do not have Internet access on your computer, you can proceed as follow

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number. ①
- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ② You will also find the serial number inside the software box pack.
- After ensuring that all the fields are filled correctly, click on 'Register Offline' ④ at the lower left-hand corner of the page, after which you move on to the next page.
- The next page has boxes for 'Serial number', 'DgKey' and 'Registration Key'.
- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box, ⑤ then enter the number provided by the vendor on purchasing the pack or alternatively, found on the software box pack.

- Click on the 'Generate DgKey' button ⑧ below the serial number text box.
- The DgKey appears on the screen in the appropriate text box. ⑥

Offline Registration

- Next, a registration key is required to complete the process. There are three ways of obtaining this key: ⑦
 - **Telephone:** Call +91 22 2968 68 68 and the support executive will provide you with the registration key corresponding to your DgKey.
 - **Email:** Email us at support@dgflick.com to receive your registration key via Email.
 - **Web:** Log on to www.dgflick.com to receive the key.
- Once you have your registration key, enter it in the corresponding text box ⑨.
- Click on 'Register' ⑩ to activate the software.

Note: To get a feel of Passport Xpress, You can download the software from our website www.dgflick.com and use as Trial.

OR
Click on the 'Buy Now' button to buy the complete version of Passport Xpress.

Some of the features may not be available in trial version.

Note: If you are an existing user, fill in details such as your email id and password. The registration key is generated for your use.

Know Your Software

This section gives you a basic understanding of Passport Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make optimal use of the software.

General Features
















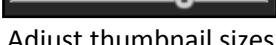










Passport Xpress comes with several features, which are discussed in this section:





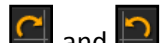













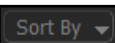







- **Make photo perfect by adding various props:** you can do last moment correction to the photo by adding various props like Coat, Blazer, Spectacles, etc. on it. It helps to make the photo perfect to meet the requirement of various authorities.
- **In-built Standard Sizes:** Passport Xpress provides you the option of deciding the output size from several in-built sizes predefined according to the printing industry standards.

- **In-built Packages:** Passport Xpress provides standard packages – General, ID Card and Mix.
- **Direct Printing:** Passport Xpress provides direct printing of the packages.
- **Create your own Passport Size and Package:** Passport Xpress provides you the facility of creating* your own Passport Size as well as your own Package.
- **Direct Printing:** Passport Xpress provides direct printing of the packages.
- **Online Cropping:** The online photo crop feature allows you to trim out any part of the source photo that you don't need. You can crop your photo to give it the desired height and width before incorporating it in your design.
- **Advance Photo Editing:** Passport Xpress has features—Change Background, Lasso and Touchup—for advance photo editing, to enhance the quality of the photos that make up your design.
- **Multilingual:** Passport Xpress supports Unicode. DgFlick keeps adding to its list of languages that Passport Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.
- **Available on Windows and Mac:** Passport Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use. Moreover, all control panels are dock able and expandable and can be moved to the position of your choice.

*Note: Features marked with * are available only for PRO version users.*

Controls and Navigation

		
Preferences	Show/hide gridlines	Fit to screen
		
Adjust size	Photo is locked	Actual size
		
Go to the home page	Photo is unlocked and can be modified	Lock/unlock photos
		
View available Passport sizes	Zoom in	Arrange objects
		
Select path for browsing	Zoom out	Page-based alignment
		
Adjust thumbnail sizes	Photo is not of very good quality but can be used	Object-based alignment
		
Undo edit	Photo is of bad quality but can still be used	Equal spacing between objects
		
Redo edit	Photo is unfit for use	Equal size photos
		
Show/hide margins		Group/Ungroup Photos

		
Rotate photo	Rotate Borders in 90°, 180° and 270°	Enhance photos
		
Edit Photo	Rotate clockwise and counter clock wise	Change background
		
Save the work	Flip horizontally and Vertically	Touchup
		
Save a copy of the changes	Swap photo	Lasso-make layer
		
Load original image	Panning	Lasso-select layer
		
Reset all	Create a new category or Passport size	Set face area
		
Sort photos according to the required parameter	Edit a category or Passport size	Select all photos
		
Helps you to move back to the previous window	Delete a category or Passport size	Deselect all photos
		
Helps you go to the next window		Edit Photo

Shortcut Tools

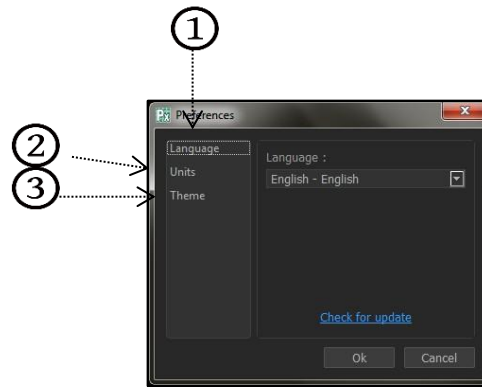
Shortcut Keys			
Object Type	Action	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
	Crop – Full Screen	CTRL + SHIFT + F11	COMMAND +SHIFT + F11
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND +7

	Align Page based – Top Center	CTRL + 8	COMMAND +8
	Align Page based – Top Right	CTRL + 9	COMMAND +9
	Align Page based – Center Left	CTRL + 4	COMMAND +4
	Align Page based – Center	CTRL + 5	COMMAND +5
	Align Page based – Center Right	CTRL + 6	COMMAND +6
	Align Page based – Bottom Left	CTRL + 1	COMMAND +1
	Align Page based – Bottom Center	CTRL + 2	COMMAND +2
	Align Page based – Bottom Right	CTRL + 3	COMMAND +3
	Align Page based – Top	CTRL + T	COMMAND +T
	Align Page based – Bottom	CTRL + B	COMMAND +B
	Align Page based – Left	CTRL + L	COMMAND +L
	Align Page based – Right	CTRL + R	COMMAND +R
	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND+ SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND+ SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND+ SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND+ SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND+ SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND+ SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND+ F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-

Preferences

Passport Xpress allows you great flexibility in usages while working on it. You could

- Change to the language of your choice.
- Select the units you wish to work with.
- Select the desired Theme for your software.
- After installation, click on the Passport Xpress shortcut icon in your specified path to start the software. The first screen shows the Passport projects saved by you.
- Click on 'Preferences' icon on the top right side of the screen to see the available options in the window.
- Choose your preferred language from various available languages from 'Language' tab ^①, click on 'Check for Updates' to check the updated list of languages.
- Select the units in which you want to work in canvas area from the dropdown list of Units ^②.



'Preferences' window

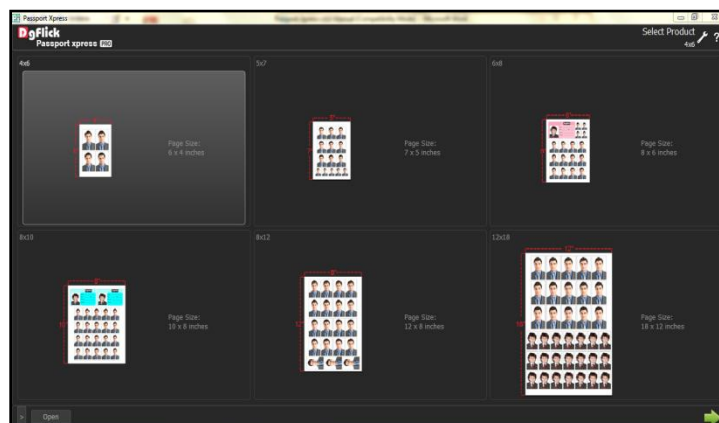
- Select the color in which you want your software to be displayed from 'Theme' tab ^③, click on 'Get More' to get more themes from Dgflick website.
- Save your changes by clicking on 'OK'. You might need to restart your software for the changes to take effect.
- Click on 'Help' to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section Shortcut tools).

Getting Into the Job – Using the Software

In previous section we learnt about software functionality. Now in this section we will learn how to use this software to take output. We will see various available Sizes and various ways to design Passport photos.

Predefined Sizes

Passport Xpress software provides you six standard individual or packages for direct printing or * lets you create your own packages.



'Select Product' window Predefined sizes

After opening Passport Xpress, the first screen you see is 'Select Product' window. In this window, you can see all the Passports packages. The available Standard page sizes are 4 X 6, 5 X 7, 6 X 8, 8 X 10, 8 X 12 and 12 X 18. These are available in inches but you may change the units from preference tab.

Defining and Modifying Passport size and Passports *

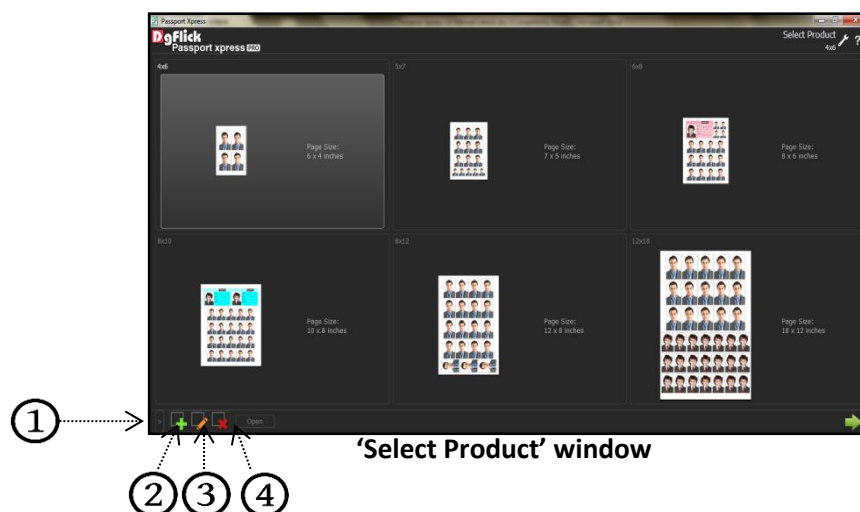
Passport Xpress has a wide variety of predefined package sizes for Passports. However, in case the Passport size you have in mind is not among the standard sizes, you could create your own size, edit it or delete it as per your need. You can define your own custom Passport parameters such as Size, DPI and Safe Area. This section guides you for how to add, edit or delete the given standard sizes in the software.

Defining and Modifying Sizes *

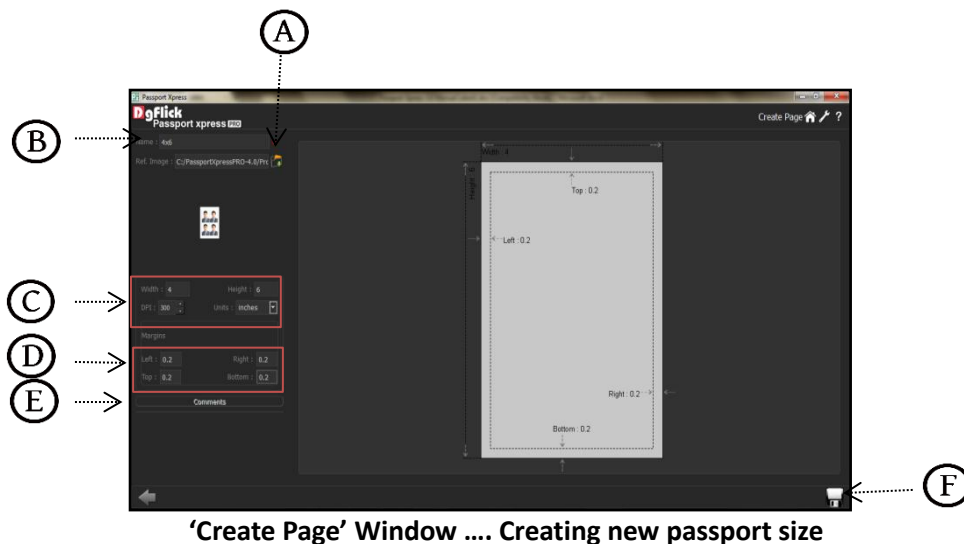
Passport Xpress comes with standard printing sizes, if the size you want to use is not available amongst the provided sizes, you could create your own size and also edit or delete it as per your requirement.

Creating a Size*

- In 'Select Product' window you will get various Passport package sizes. Here you can create your own size.



- Click on ① at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- 'Add' button ② lets you add new passport size.
- Click on 'Add' button ② to add a new Passport size on the 'Select Product' Window.
- On the next Window – 'Create Page' window, – fill in the fields corresponding to:
 - 'Name': ③ The name you want for your new size.
 - 'Ref. Image': The image you want for your new size, Clicking on the 'Browse' icon ④ to the right of this field lets you choose the reference image from the path in which you saved it.
 - Fill in the parameters like width, height, units and DPI ⑤.
 - Define the left, right, top and bottom margins ⑥.
 - You could add your comments by clicking on the 'Comment' button ⑦.



- After adding all the details click on 'Save' icon (F) to save the created size.

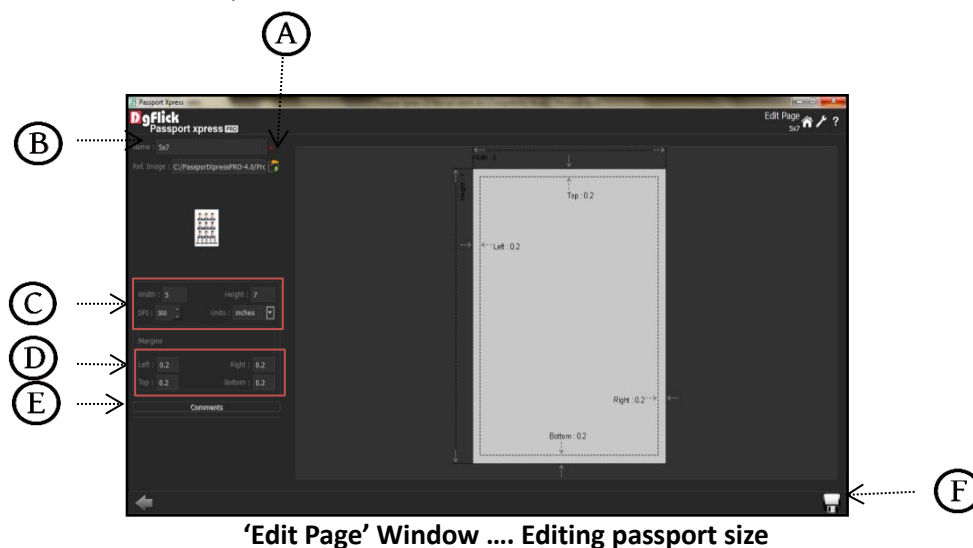
! Leaving either the 'Name' or the 'Ref. Image' field blank will not allow you to save the size.

- The new size is created.

! At any point during the process, you could click on the 'Back' button located at the bottom left corner of the window to go back to the previous Window. On clicking this button, you are offered the chance to save/not to save your changes or cancel the 'Back' command. You could also click on 'Home' button to go back to the home page.

Editing a Size*

- In 'Select Product' window you will get various Passport package sizes. Here you can create your own size.
- Click on (1) at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- 'Edit' button (3) allows you to edit any existing passport size.
- Click on 'Edit' button (3) to edit Passport size on the 'Select Product' Window.



- On the next Window – ‘Edit Page’ window, – you can add your edits to the:
 - ‘Name’: **(B)** The name you want for the size.
 - ‘Ref. Image’: The image you want for the size, Clicking on the ‘Browse’ icon **(A)** to the right of this field lets you choose the reference image from the path in which you saved it.
 - Edit the parameters like width, height, units and DPI **(C)**.
 - Edit the left, right, top and bottom margins **(D)**.
 - You could add your comments by clicking on the ‘Comment’ button **(E)**.
- After editing the details click on ‘Save’ icon **(F)** to save the changes made.

! Leaving either the ‘Name’ or the ‘Ref. Image’ field blank will not allow you to save the size.

- The changes done get saved.

! At any point during the process, you could click on the ‘Back’ button located at the bottom left corner of the window to go back to the previous Window. On clicking this button, you are offered the chance to save/not to save your changes or cancel the ‘Back’ command. You could also click on ‘Home’ button to go back to the home page.

Deleting a Size*

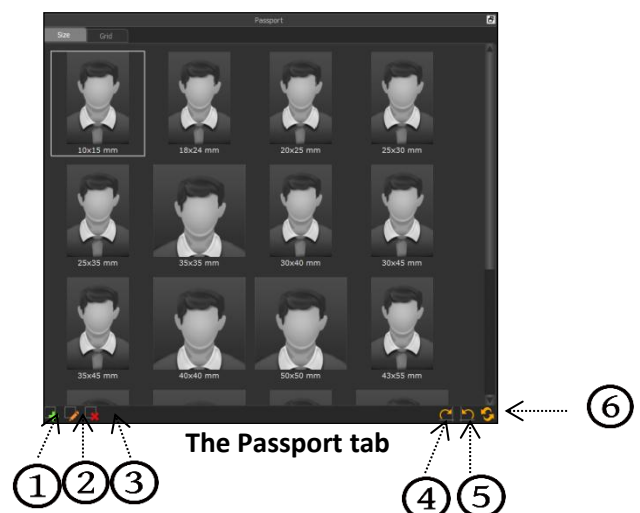
- Click on **(1)** at the lower left-hand corner of the screen to view the ‘Add’, ‘Edit’ and ‘Delete’ options.
- Delete any passport size permanently with the help of ‘Delete’ button **(4)**.
- After selecting the size you wish to delete, click on ‘Delete’ button **(4)** to delete Passport size on the ‘Select Product’ Window.
- A dialog box asking if you are sure you want to delete it appears on the screen.
- Clicking on ‘Yes’ deletes the size; clicking on ‘No’ aborts the operation.

Note: *Functionality marked with * are available only for Passport Xpress PRO users.*

Defining and Modifying Passport*

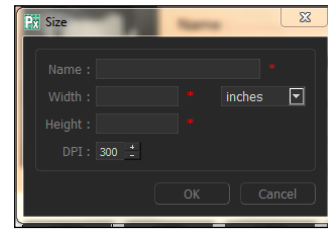
Passport tab

- Click on ‘Passport’ tab on the left panel to create your own passport size.



Creating Passport Size*

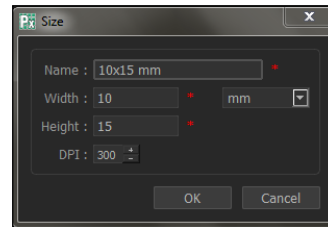
- Click on 'Add' button ① to create your passport size.
- Insert Name for your size, insert width and height and select the desired unit.
- After inserting the necessary fields click on 'OK', your size gets created.



Creating new passport size

Editing Passport Size*

- Select the size you want to edit and click on 'Edit' button ② to edit the passport size.
- Edit Name of your size, edit width and height and select the desired unit.
- After editing the necessary fields click on 'OK', your size gets edited.




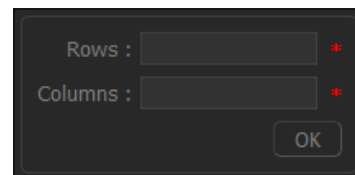
Editing Passport Size Window

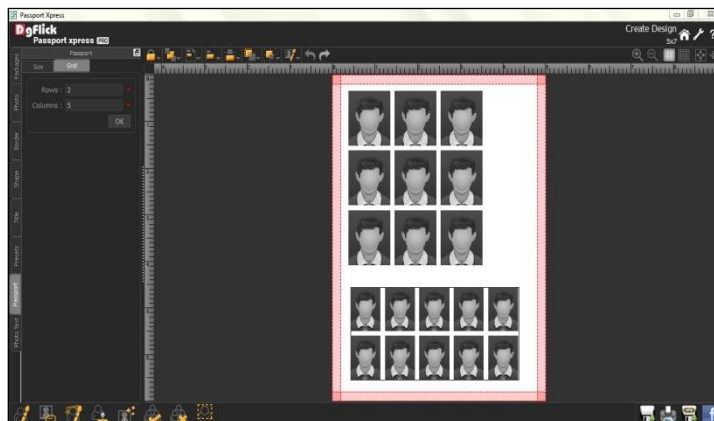
Deleting Passport Size*

- Select the size you want to delete and click on 'Delete' button ③ to delete your passport size.
- A dialog box asking 'if you are sure you want to delete passport size' will appear on screen.
- Clicking on 'Yes' deletes the size; clicking on 'No' aborts the operation.

Additional Features

- 'Rotate CW90' ④ To rotate size 90 degree.
- 'Rotate CW270' ⑤ To rotate size 270 degree.
- Double click on the created size to insert it on the canvas area.
- Click on  tab to insert the same size for multiple times.
- Insert the rows and columns according to your need
- Insert one more passport size and also insert its grid.
- Reset the rotation with the 'Reset' button ⑥.





'Create Design' window The Grid option






Create and Use Package

Once you have modified or created size according to your requirements, it's time to move on to the actual process. Passport Xpress gives you the option of simply using the readymade packages provided or you could even create your own packages with a combination of ID- card and passport sizes

Instant Passport Package Creation

Passport Xpress is a fast and user-friendly process with an interactive interface. It is supported by wizard to make your task simpler. Passport Xpress gives you the freedom of sorting your photos; additionally you can also swap the inserted photos according to your need.

Common Features

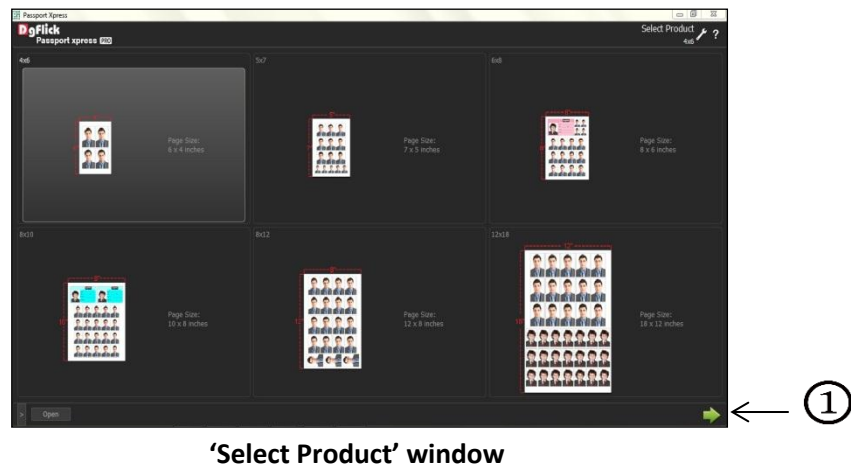
- : This lets you change to the path of your choice to select photos and borders. In most instances, the last 15 paths accessed will be displayed for use and reference, once this option is selected.
- : Can be used for adjusting thumbnail sizes.
- : Can be used to reset the changes done.
- Any change can be undone or redone using  and  respectively.
- **Ruler** – Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left of the page and can be activated by clicking on them. The rulers can then be dragged onto the page and photos can be aligned against them.
- **Photo Quality Indicator** – The quality of photos used must be good to ensure clarity in the final product. Passport Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

The Process

Select Size

- On the select product window, select the size according to your requirement: 4 x 6, 5 x 7, 6 x 8, 8 x 10, 8 x 12 and 12 x 18. The sizes available are displayed in the 'Select Product' window.

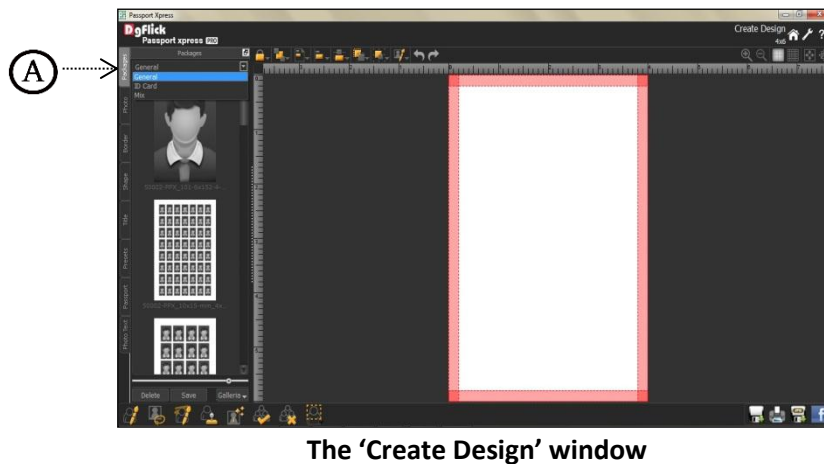
- The size that you have selected is seen on the top, right-hand corner.



- Double click on the size or select the size and click on 'Next' button ① on the lower right-hand corner to select the size.

Create Design

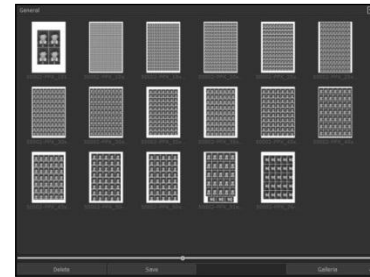
- You are now directed to the Create Design window along with the blank page to insert the packages with the photos and then send it for printing.



Add Packages

- Clicking on 'Package' tab ① on the left most panels shows the in-built Packages type. These are General, ID CARD and Mix.

General: Contains frame, family photos and wallet packages. By default the imported packages gets saved in General category.



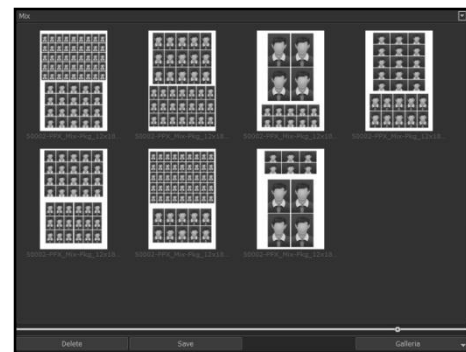
General Category in Packages Tab

ID Card: Contains ID card packages. Where ready to use ID card formats are given.



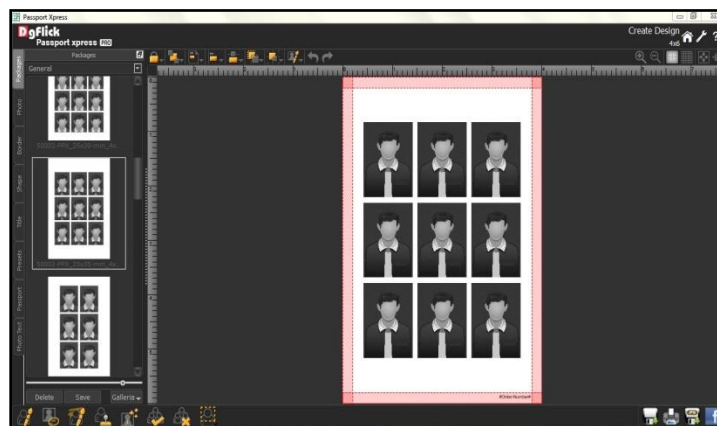
ID Card Category in Packages Tab

Mix: Combination of Passport and Photo text.



Mix Category in Packages Tab

- Select the category and double click on the desired package to be inserted.

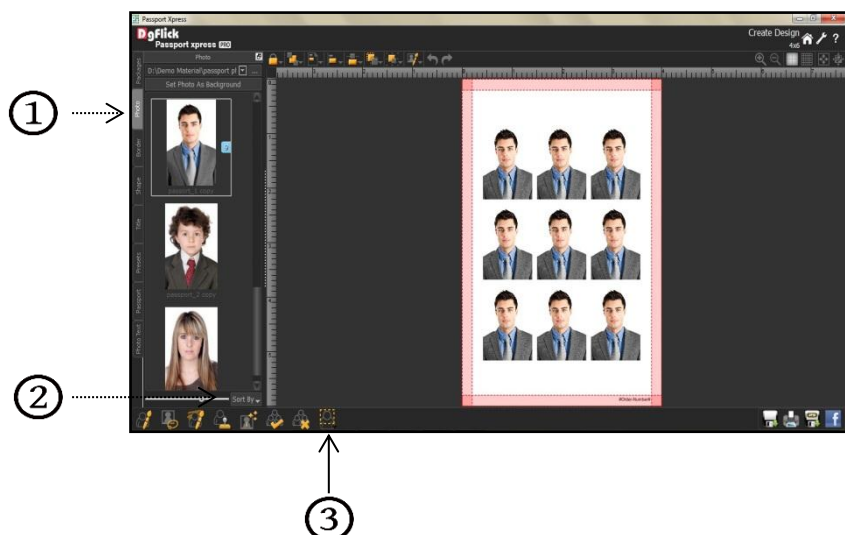
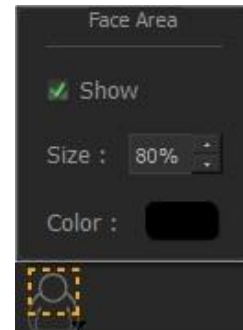


'Create Design' window Desired package inserted

Add Photo

- Click on 'Photo' tab ① on the left panel to insert photos into the package. Double click on the photo to be inserted.
- Sort the photos by clicking on 'Sort By' button ②.

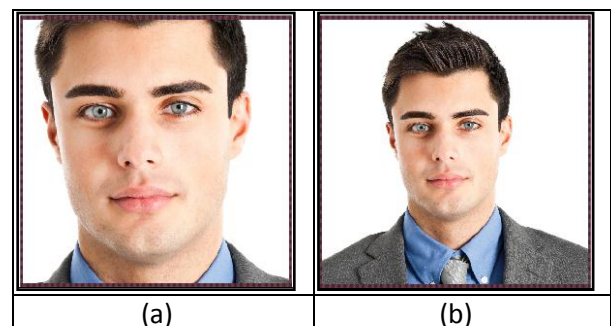
- As we know that in visa photos we need to highlight the maximum area of the face, click on 'Show/ Hide Face Area' icon ③ to fit the maximum face area in the highlighted area.
- Once you click on the icon, you will see some options for the face area appearance.
- First option is 'Show' checkbox. If you want to make the face area indicator visible on the photos, check the 'Show' checkbox.
- From 'Size' option you can define the face area percentage on the photo.
- The 'Color' option lets you go to the color palette and decide the color of the face area indicator.



'Create Design' window Photo inserted into the package

Zooming In/Out


- While working on your Design you can focus on a specific area of the page by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of accuracy on the page.
- Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement.



(a) Zooming in; (b) zooming out

Swapping Photos

- Many a times you need to swap photos on a page as you go along to. However, the borders if applied to the photos do not get swapped.

- Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected the 'Swap' icon appears  Click on the icon to swap the photos.

Panning






- Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the 'Create Design' window. This gives access to the areas that would otherwise remain obscure.
- Place the cursor over , which then changes to  or the 'Hand Symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

Photo Quality Indicator:

The quality of photos used must be good to ensure clarity in the final product. Passport Xpress has an in-built 'quality indicator', which warns you whenever the photo quality goes below the required standards. Once a photo has been placed into the frame the indicator warns you if the resolution is inappropriate for the desired output size. The warning symbols and their interpretations are presented in Table.

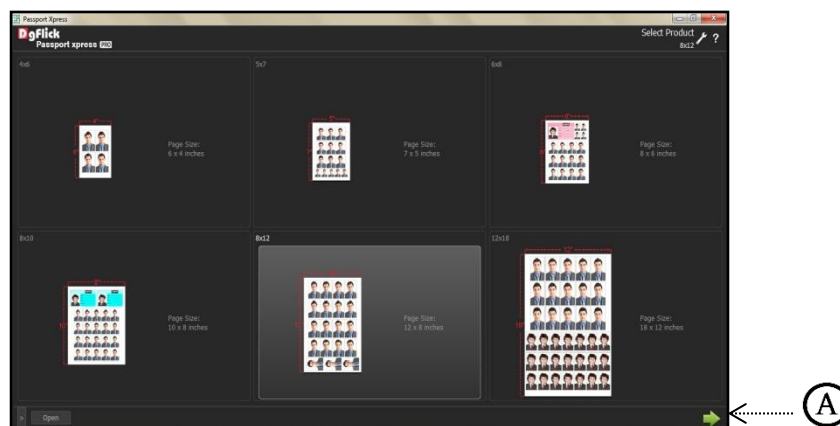
Indicator and color	Interpretation
 Yellow	The photo quality is not good; however, the final output will be satisfactory.
 Orange	The photo quality is poor and will not yield good results on printing.
 Red	The photo is unsuitable for printing.

More Personalized Packages with Passport Xpress

Passport Xpress gives you the freedom of inserting multiple photos into the package. One of the major advantage of using Passport Xpress is you can highlight the face-area according to your requirement and also set the color of the dotted lines, which highlight the face-area.

Select Size

- On the 'Select Product' window, select the size according to the requirement from 4 x 6, 5 x 7, 6 x 8, 8 X 10, 8 x 12 and 12 x 18. The sizes available are displayed in the Select Product window.
- The size that you have selected is seen on the top, right-hand corner.

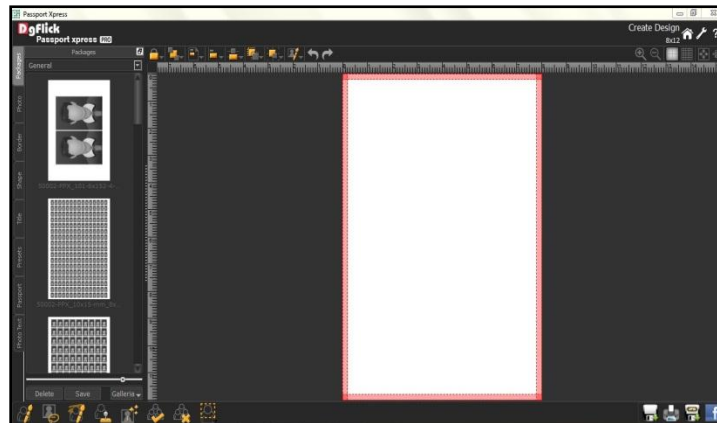


'Select Product' window

- Double click on the size or select the size and click on 'Next' button **A** on the lower, right-hand corner to select the size.

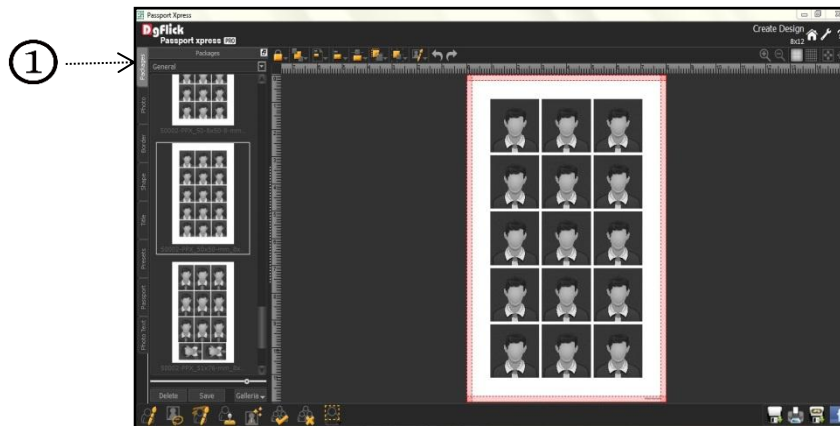
Create Design

- You are now directed to the 'Create Design' window along with the blank page to insert the packages with the photos and then send it for printing.
- Clicking on 'Package' tab **1** on the left most panels to insert the required package.



'Create Design' window

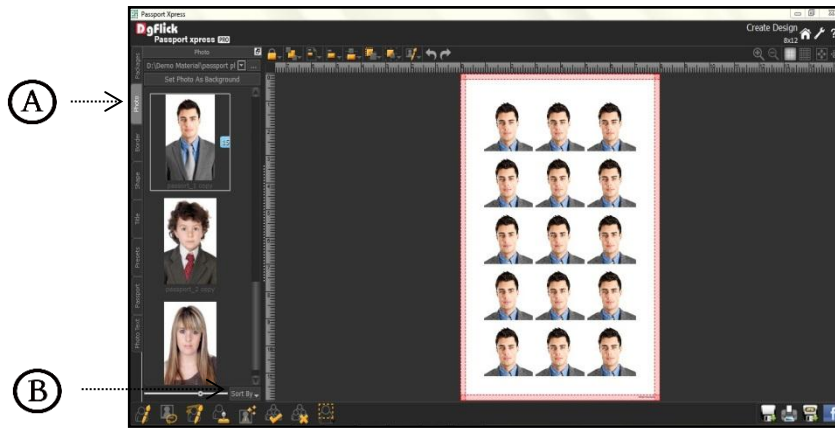
- Select the category and double click on the package to be inserted.



'Package' tab Inserting the package

Add Photo

- Click on 'Photo' tab **A** on the left panel to insert multiple photos into the package. Select the respective areas to insert multiple photos.

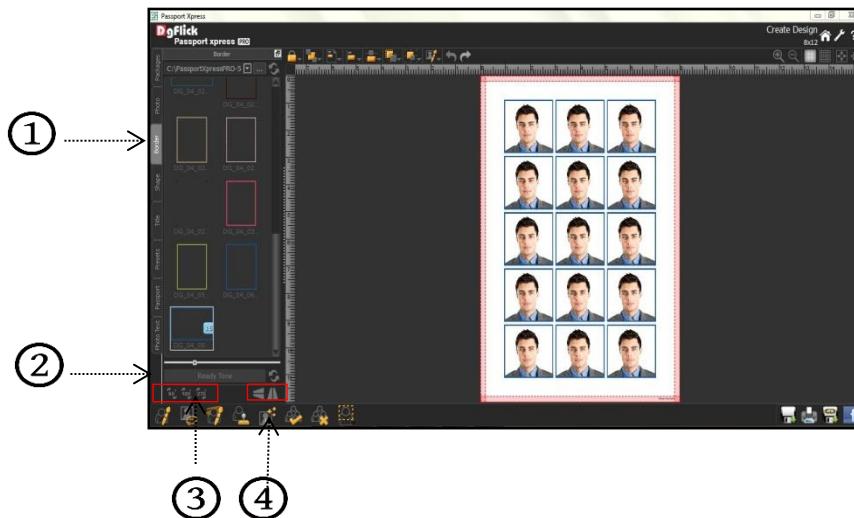


'Photo' tab Photo inserted in the package

- Sort the photos by clicking on 'Sort By' button (B).

Add Border

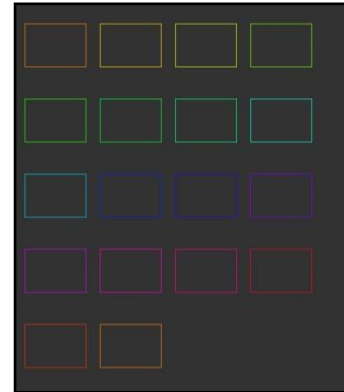
- Click on 'Border' tab (1) on the left panel to select the border that you want for the photos.



'Create Design' window 'Border' tab


- You could select a border from the options, Passport Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available).
- Select the photo on which the border is to be applied and double click on the border or drag and drop the border on the photo to apply to it.
- Borders are easily transformable i.e. they are expandable.

- You could change the color of the border to better suit your photo by clicking on the 'Ready Tone' button ②. There are 18 ready tones available for use.



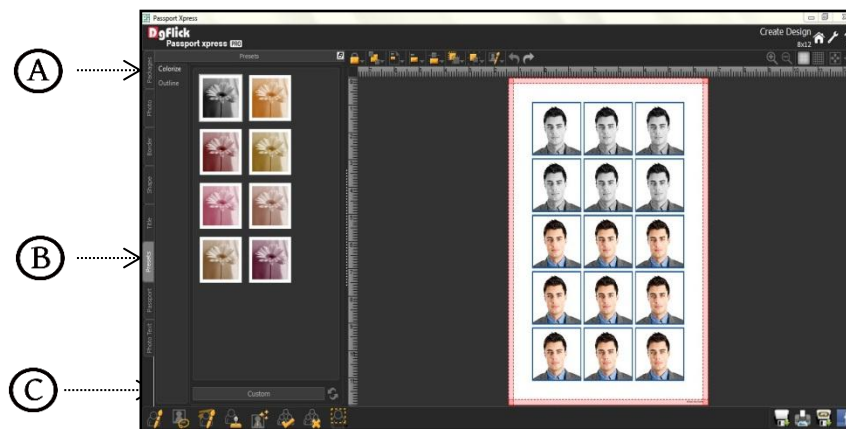
Ready Tones of the selected Border

! Additional icon on the 'Create Design' – Border tab:

- 'Reset' : To reset the ready tone.
- 'Rotate CW90' ③: To rotate the border 90 degrees.
- 'Rotate CW180' ③: To rotate the border 180 degrees.
- 'Rotate CW270' ③: To rotate the border 270 degrees.
- 'Flip Vertical' ④: To flip the border vertical.
- 'Flip Horizontal' ④: To flip the border horizontally.

Presets

- Click on 'Presets' tab ① on the left panel to give colorize or outline effect to the photos.
- Click on 'Colorize' option ②, select the photo and double click on the preset required.

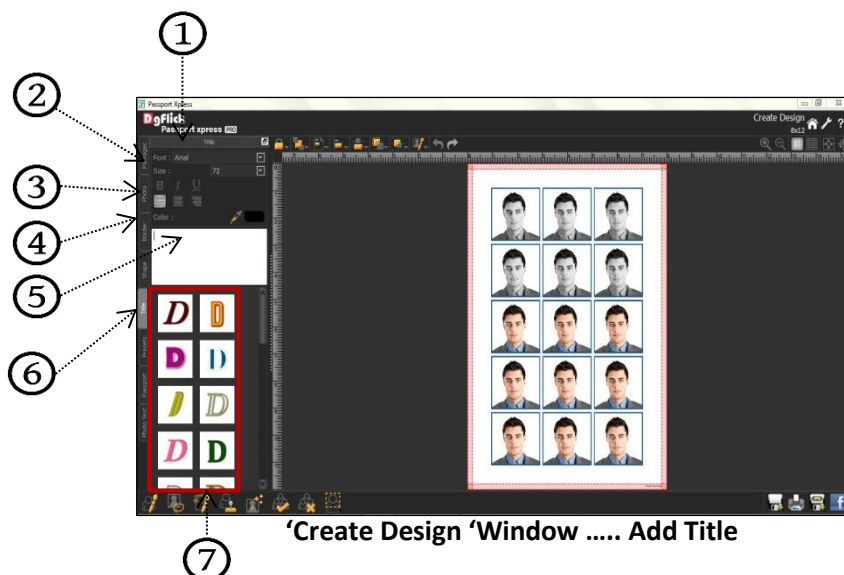


'Presets' tab 'Colorize' Effect

- **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, click on 'Custom' ③ and change the color, opacity and level using 'Color Picker' and sliders.
- **Outline:** Select the photo and click on the preset of your choice to apply the outline. To customize the outline, click on 'Custom' ③. Then, create the outline of your choice by filling in the values in these fields.

Add Title

- Click on the 'Title' tab ⑥ to add or amend a title in design.








- The empty white field ^⑤ can be used to type in the title you wish to add to your design.
- You can change the following parameters for the title:
 - Font from font dropdown menu ^①,
 - Font size from size dropdown menu ^②,
 - Font Style from various style options ^③,
 - Font Color from color palette or color picker ^④,
 - Ready presets can be used from available options ^⑦.
- In this way, you can add title to the design if you want.


















Passport and beyond

Passport Xpress is software that caters to those who require instant results and also to those who wish to create their own mix packages. Its tools and options help one to manipulate and edit photos and packages to get the desired output.

The Top Tool Bar




The tool bar at the top of the screen has a variety of options that makes Passport Xpress user friendly and easy to work with. These options are explained below.






Icon	Use
<Lock> 	Can be used to lock or unlock the photos as per the requirement.
<Arrange objects> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing> 	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.

<p><Equal size></p> 	Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<p><Group/Ungroup></p> 	Group and ungroup elements on the page. Grouping (select objects to be grouped and then click on the tool and select 'Group' option) ensures that the photos that are grouped move together as one unit with the spacing intact. To move an element of a group individually you need to ungroup the elements (click on the grouped photo and select 'Ungroup' option).
<p><Rotate object></p> 	Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axis. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally  . You could also rotate the image manually by using  and entering the value of your choice or using the slider  .
<p><Edit photo></p> 	Helps you to use enhance the photos.
<p><Undo></p> 	To reset the change you made to the page.
<p><Redo></p> 	To redo a change you made to the page.
<p><Show/hide margins></p> 	Shows/hides the margins on the page.
<p><Show/hide gridlines></p> 	Shows/hides the gridlines on the page.
<p><Zoom in></p> 	For zooming the page in.
<p><Zoom out></p> 	For zooming the page out.
<p><Fit to screen></p> 	Adjusts the page size such that the page fits the screen.
<p><Actual Size></p> 	Shows the actual size of the page.
<p><Full size></p> 	View page in full size.

The Bottom Tool Bar

The tool bar at the bottom of the screen serves you to edit the photos according to your needs. These are explained below.

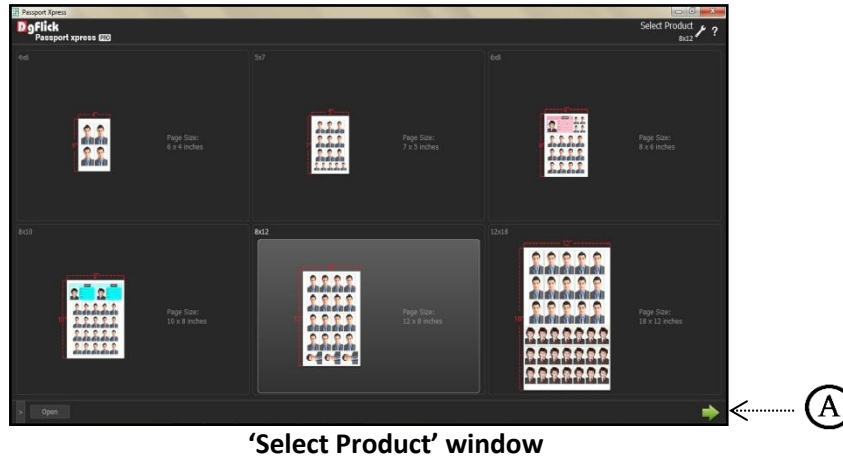
Icon	Use
<p><Enhance></p> 	Colors correct your photos as per your requirement.
<p><Lasso></p> 	Give Lasso cutting to the photo.
<p><Edit Photo></p> 	Add Props like Coat, Blazer, Spectacle, etc. on the photo.

<Change Background> 	Using this option you can change the background of your photo.
<Touch Up> 	With this option you can remove all the blemishes, wrinkles, spots and marks from the face or any skin area.
<Select all photos> 	This option helps you to select all the photos inserted in the package at a time.
<Deselect all photos> 	Deselect all the selected photos into the package.
<Show/Hide Face Area> 	Helps to show or hide the face area.

The Process

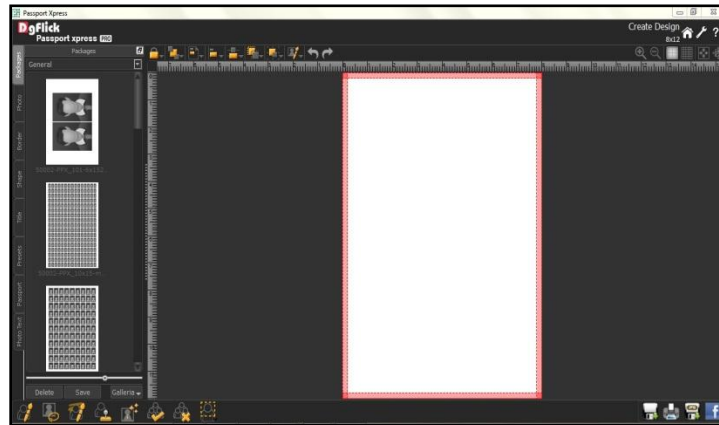
Select Size

- On the select product window select the size according to your requirement: 4 x 6, 5 x 7, 6 x 8, 8 X 10, 8 x 12 and 12 x 18. The sizes available are displayed in the Select Product window.
- The size that you have selected is seen on the top, right-hand corner of the window.
- Double click on the size or select the size and click on 'Next' button **(A)** on the lower right-hand corner to select the size.



Create Design

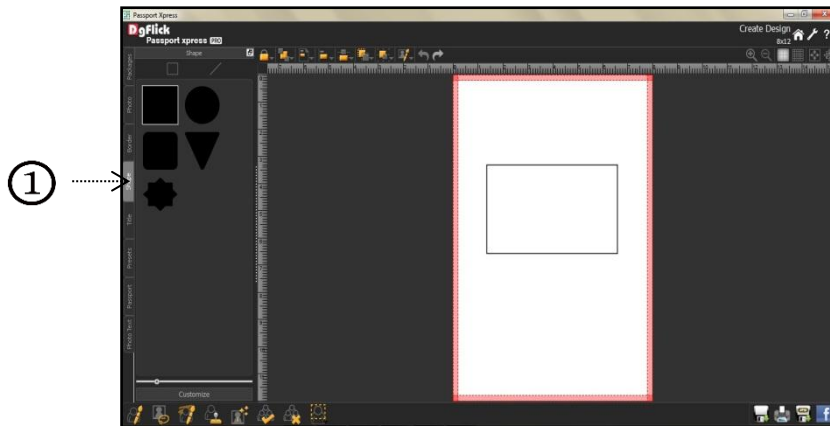
- You are now directed to the Create Design window along with the blank page to insert the packages with the photos and then send it for printing.



'Create Design' window

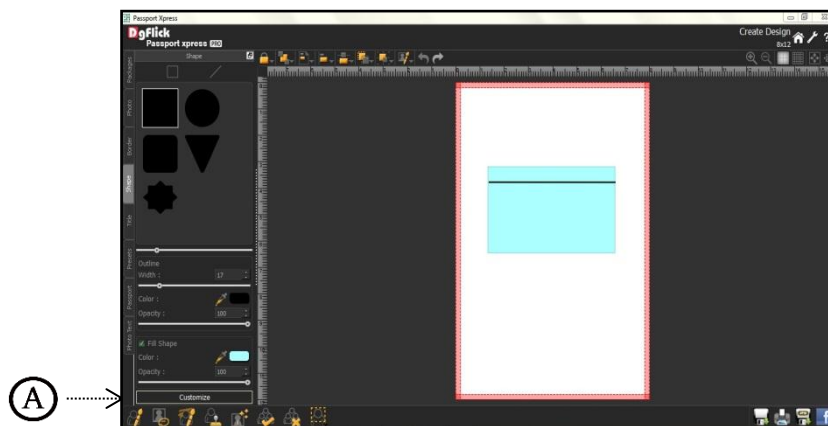
Create ID Card

With Passport Xpress you can create ID Cards too. Let's see how to create ID Cards with Passport Xpress.



'Shape' tab Shape inserted and resized

- Click on 'Shape' tab ① on the left panel to insert a shape to create an ID-card.
- Double click on the required shape. You can see the shape in the work area.
- Resize the shape by left clicking on it and drag the mouse as required, also you can align it as per your requirement.

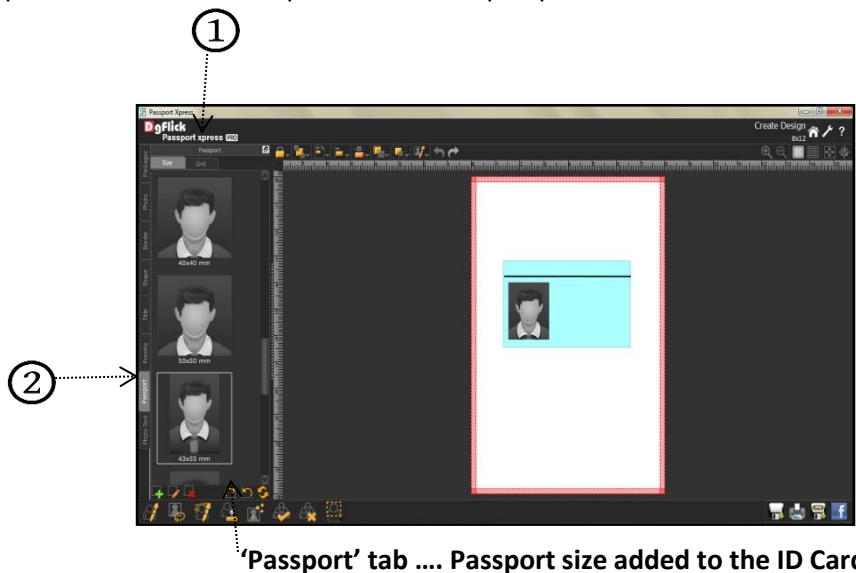


'Shape' tab Shape filled and line added

- You may add line from shape as per your design.
- Fill the Shape with color and color the border if needed.
- To customize the shape according to your need, click on 'Customize' option ^(A).
- Use the sliders on 'Customize' option ^(A) to modify the shape to suit your requirements.
- Use the 'Color Picker' to pick any color from the screen for your shape.

Passport

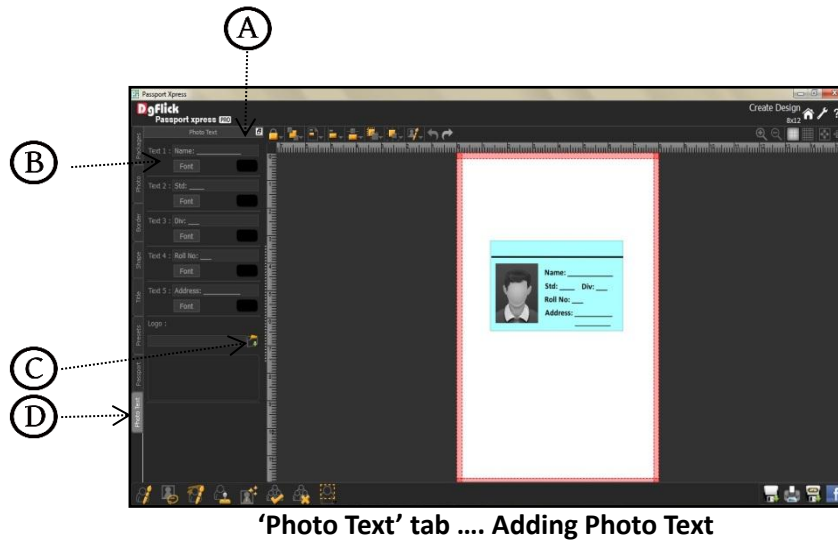
- Click on 'Passport' tab ⁽²⁾ on the left panel to insert a passport size or double click on the size to be inserted into the ID card.



- Double click on the desired size to insert it on the canvas area.
- Click on 'Grid' tab ⁽¹⁾ to insert the same size for multiple times.
- Add photo and Text as required you may use Ruler to set it.

Add Photo Text

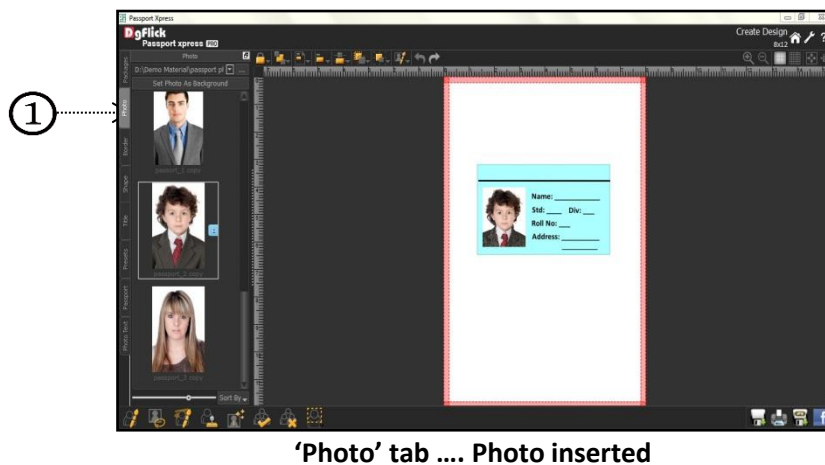
- Click on 'Photo Text' tab ^(D) on the left panel to insert texts into the ID Card.
- Insert the desired text into the respective text tab's
- Click on 'Font' option ^(B) to change the font, font size and style.
- Change the font color from 'Color Palette' ^(A).



- Insert logo by Clicking on the 'Browse' icon (C) to the right of this field lets you choose the logo from the path in which you saved it.

Photo

- Click on 'Photo' tab on the left panel to insert the photos into the package or in ID Card.
- Select the photo and double click on the photo to be inserted.
- You can see your ID Card Design is ready.



- In this way you can create your ID Cards and export it.

Building the Framework – Page Composition

In previous section we learnt how to create designs and take output in Passport Xpress. In this section we will learn how to align photos.

Basic Page and Photos

While you are creating the package, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Passport Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

Passport Xpress helps you sort the photos and manage them better by indicating the photos the number of time they have been used in Passport.

Blue tab on the photo: This indicates the photos used in design on current page.


Number on the tab: This indicates the number of times the photo has been used in the design.


Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Sort By' button on the tab.

Swap Photos

While working on a design, you might want to swap photos to achieve the desired composition on the page or design. Passport Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos. This is particularly useful to fit a portrait photo into a portrait frame and vice versa.

Lock and Unlock Photos

Passport Xpress generally 'locks' the photo on the Design to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Passport. Clicking on the  'lock' icon 'unlocks'

 it and now you can move it or resize it as per your wish.

Flip Border

Border can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the 'Border' tab.




Advanced Page and Photos

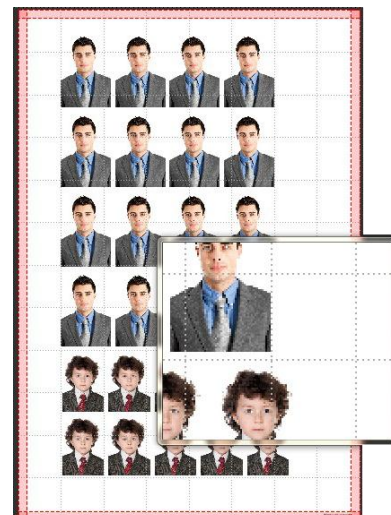
The following are the options available with Passport Xpress for advanced page composition.

Grid and Guideline

Passport Xpress gives you the option of using grids and other guidelines such as ruler, margins on the page to help you align your design better and design with ease.


Grids: On the top, right-hand corner of the window,

click on  to activate the gridlines on the page you are working on. The grids on the page allow you to align the photos and other elements on the page accurately. Click on the same icon again to deactivate the grids on the page.






Gridlines activated on the page

Rulers: On the 'Create Design' window, you can view the rulers at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously. Select and delete the rulers to remove them from the page.

Margins: On the top, right-hand corner of the page, click on  to activate the margins on the page.


Page-Based Alignment


This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the

 Ctrl key. Then click on  to select the alignment option you wish to apply to your photos from the drop list. You can undo the changes by clicking on .

Page based alignment	
Top Left	Ctrl+7
Top Center	Ctrl+8
Top Right	Ctrl+9
Center Left	Ctrl+4
Center	Ctrl+5
Center Right	Ctrl+6
Bottom Left	Ctrl+1
Bottom Center	Ctrl+2
Bottom Right	Ctrl+3
Top	Ctrl+T
Bottom	Ctrl+B
Left	Ctrl+L
Right	Ctrl+R
Horizontal Center	Shift+H
Vertical Center	Shift+V

Arrange objects




Passport Xpress allows you the option of changing the position of an object on the Passport i.e. send it backward or forward or to the back or front. Select the photo you wish to move backward or forward and click on  to access the options under this function.

Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or 'Bring forward' to move the object either one step backward or one step forward. You can undo the changes by clicking on .

Arrange object(s)	
Send to Back	Shift+Down
Send Backward	Shift+Left
Bring to Front	Shift+Up
Bring Forward	Shift+Right

Object-Based Alignment

This option allows you to align photos with respect to other photos or elements on the Passport. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the

 Ctrl key. Then click on  to select the alignment option you wish to apply to your photos from the drop list. You can undo the changes by clicking on .

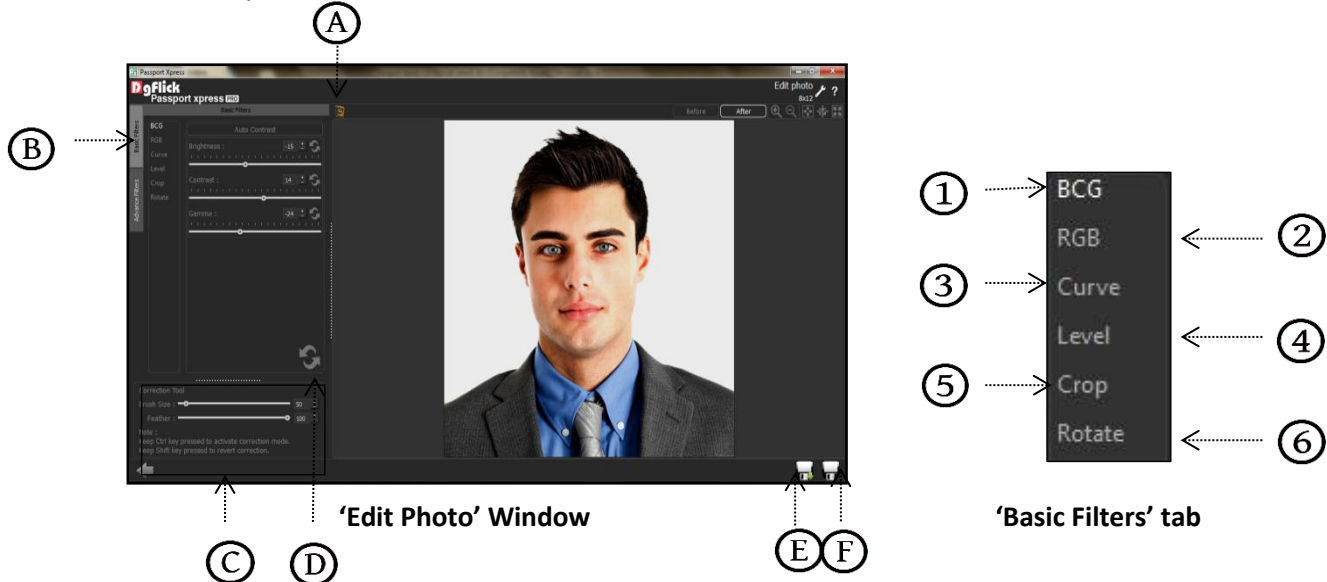
Object based alignment	
Top Left	Ctrl+Shift+7
Top Center	Ctrl+Shift+8
Top Right	Ctrl+Shift+9
Center Left	Ctrl+Shift+4
Center	Ctrl+Shift+5
Center Right	Ctrl+Shift+6
Bottom Left	Ctrl+Shift+1
Bottom Center	Ctrl+Shift+2
Bottom Right	Ctrl+Shift+3
Top	Ctrl+Shift+T
Bottom	Ctrl+Shift+B
Left	Ctrl+Shift+L
Right	Ctrl+Shift+R
Horizontal Center	Alt+Shift+H
Vertical Center	Alt+Shift+V

Fine Tuning – Photo Editing

Passport Xpress has inbuilt photo editing tools. You can do basic editing like adjusting brightness and contrast as well as advance editing where change Background, touch up tools will come handy. This section guides you with the functions available for photo editing.

Normal Editing

Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could access these options by clicking on 'Basic Filters' tab **(B)** on the options bar. This section deals with the filters one by one.



- On the 'Create Design' window, click on 'Edit Photo' option on the top of the photo to go to 'Edit Photo' Window.

BCG (Brightness, Contrast and Gamma) Color Correction

- To adjust the brightness, contrast and gamma of your photo, click on the 'BCG' **(1)** button on the 'Edit Photo' window.
- Move the sliders of the three parameters forward and backward to achieve the desired effect.
- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.



The 'BCG' option

- Clicking on the 'Auto Contrast' button **(A)** at the top will adjust the contrasts automatically.
- The changes can be reset by clicking on 'Reset' **(B)**.

RGB (Red, Green and Blue) Color Correction

- To adjust the color tones of your photos, you could use the 'RGB' **(2)** color correction option.
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

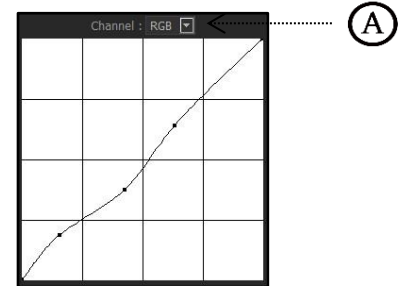
- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Color' **(A)** button at the top will adjust the color automatically.
- The changes can be reset by clicking on 'Reset' **(B)**.

Curve

- Color intensities can be adjusted by clicking on 'Curve' **(3)** button on the options bar of the 'Edit Photo' window.
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' **(A)** button.
- Adjust the intensity by clicking on the curve and moving it as per your requirement.



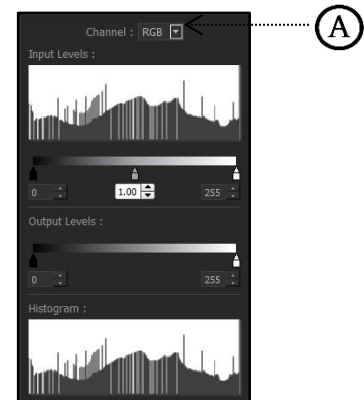
The 'RGB' option



The 'Curve' option

Level

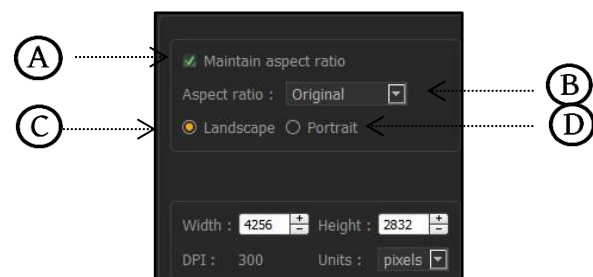
- To adjust the input and output levels of the photo, click on 'Level' button **(4)** on the options bar of the 'Edit Photo' window.
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button **(A)**.
- Modify the 'Input' and 'Output' level values in the value boxes as required.



The 'Level' option

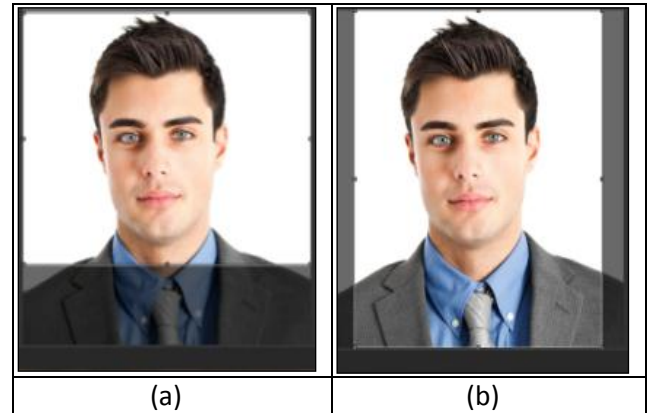
Crop

- To crop the photo to the desired dimensions and orientation, click on 'Crop' **(5)** button on the 'Edit Photo' window.
- Change the aspect ratio by clicking on the 'Aspect Ratio' box **(B)** and select the required value.



The 'Crop' option

- Select the orientation you desire by selecting either 'Landscape' [Ⓒ] or 'Portrait' [Ⓓ].
- You can enter the values for the width and height after selecting the unit you want to work with.
- Uncheck the 'Maintain Aspect Ratio' checkbox option [Ⓐ] if you would like to proceed with free-hand cropping of the photo.



Cropping: (a) Landscape; (b) portrait

Rotate

- Select the 'Rotate' option [Ⓔ] on the options bar and then rotate the photo to the desired angle using the slider [Ⓐ].
- The changes can be reset by clicking on 'Reset' [Ⓒ].
- Uncheck the 'Show Grid' box to remove the grid lines.
- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grids lines by checking the 'Show Grid' checkbox [Ⓑ].



The 'Rotate' option



Using grid lines on the photo

! You could undo the changes by clicking on 'Reset' [Ⓓ] or load the original image by clicking on 'Load Original' [Ⓐ] at any point in the process.

Other Icons on Basic Filter Page

Apart from the options that are available under Basic filters, there are few other 'aids' on the Passport Xpress that help you as you proceed with designing your Photos. These are discussed below.

Correction Tool

The correction tool [Ⓐ] appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.

! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

Original and Before and After Images

Original Image: In the course of working on your photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon **(C)** is clicked the software asks for confirmation by displaying a text box. This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to your photo with changes.

Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the page.

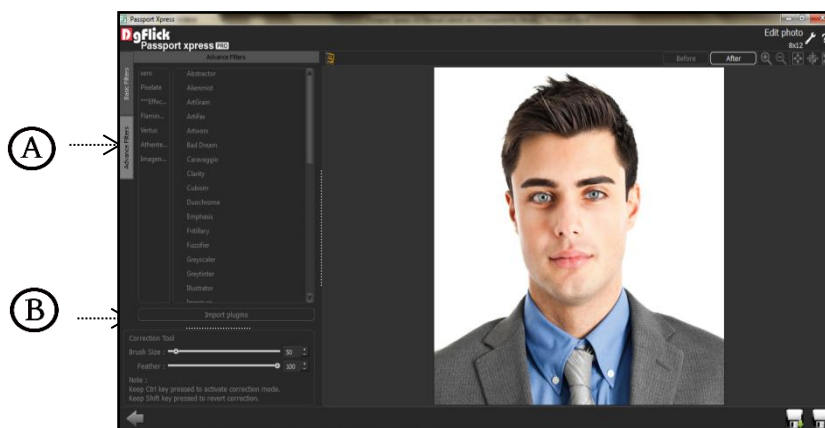
'Save': **(F)** Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

'Save Copy': **(E)** Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'OK' after entering the name creates a new copy of your work.

Advanced Editing

Passport Xpress has several types of 'filters' that helps in adding special effects to the photos. Basic Filters have been dealt with in detail in previous section. We now take a look at the advanced editing option in Passport Xpress – the Advance Filters.

- On the 'Edit Photo' window, click on 'Advanced Filters' **(A)** tab to access the advance filters.
- Click on 'Import Plugins' button **(B)** on the page to import third-party plug-ins from the location in which you have saved it.




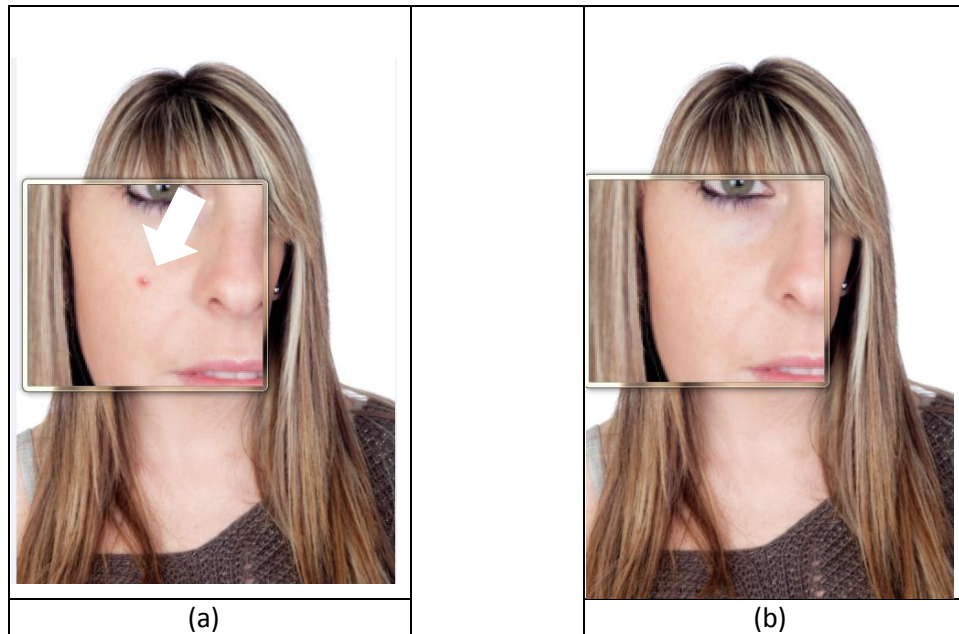
'Edit Photo' window Advanced Filters

- You could even download plug-ins from the Internet. Most of Photoshop plug-ins are supported by Passport Xpress.

Note: Advanced Filters option is not available with MAC.

Touchup


- You can remove all the blemishes, wrinkles, unwanted spots and marks with the help of Touchup tool. Select the option 'Touchup' icon  located at the bottom option bar in 'Create Design' window to give 'Touchup' to the selected photo.

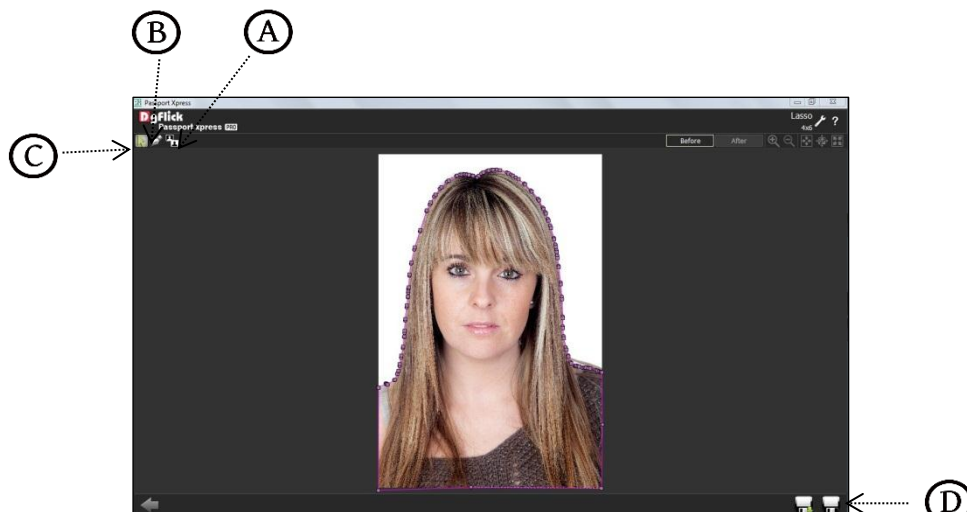


The 'Touchup' option (a) before (b) after

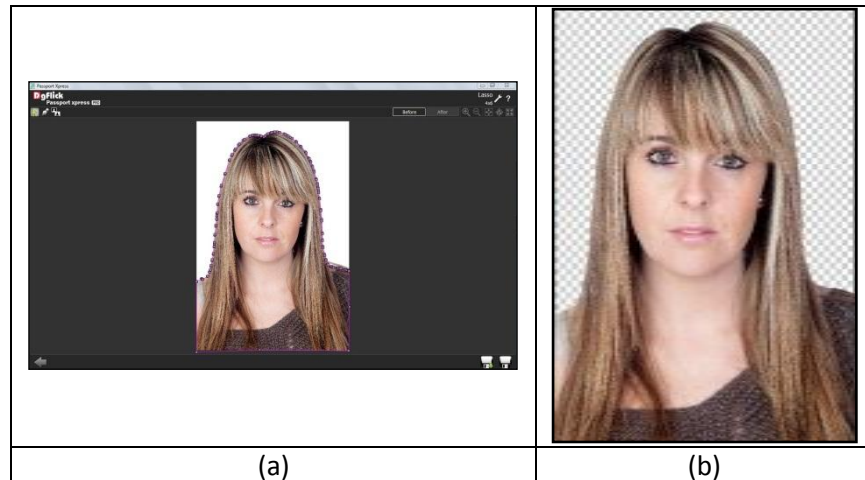
- Select a clone point by Alt + click to copy the same area to remove blemish i.e. any spot, mark, select the brush size according to the area that needs to be given touch up and now take your cursor on the affected area and click mouse button.

Lasso

- Click  on the bottom option bar of the window to give lasso effect.
- Select the Layer with this 'Select Layer' button (C).
- To make layer click on 'Make Layer' button (B).
- Invert layer with this 'Invert Layer' button (A).




'Edit Photo' window Giving 'Lasso' effect



Lasso Effect (a) Before and (b) After

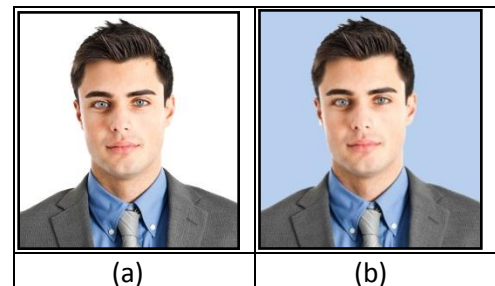
- Click on 'Save Copy' button ① to save the image with a different name.

Change Background

- Click  on the bottom option bar of the 'Create Design' window to change its background.
- Select the color of the background to be changed from 'Color Picker' or 'Color Palette' ①.
- Adjust the feather and tolerance from 'Feather' ② and 'Tolerance' ③ sliders.
- Select the new background from 'New Background' button ④.



'New Background' option



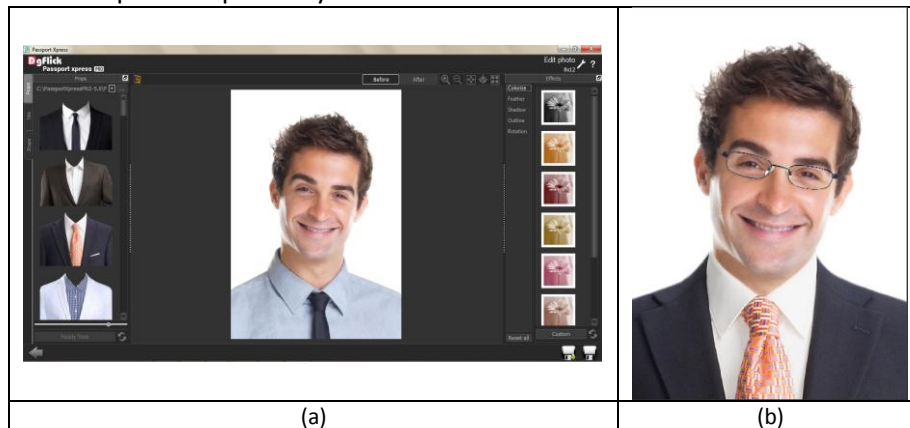
Change Background (a) Before (b) After

- Click on 'Save Copy' to save the image with a different name.

'Edit Photo' tab

The very new feature added to the newest version of the Passport Xpress 5.0 is an 'Edit Photo' tab. Through this tab you can various professional props to the photo like coat, blazer, Spectacles etc.

- To add such props to the photo, select the photo, go to the edit photo tab on the top option bar and select the 'Edit Photo' option. You will be redirected to the 'Edit Photo' window where you can add props to the photo. On the left side you will see the 'Props' tab.
- In this tab, you can see various props. You can add any of it on the photo.
- Resize the props and place it on the photo properly to make the photo look perfect.
- Browse from 'Browse' button in 'Props' tab and bring in any props to the software.
- For each selected Props, software generates 18 ready to use tones. To see the ready tones, click on the
- Apart from the props you can also add the title from the 'Title' tab. You can change the font, font size and style of the title from the given options. You can also use ready presets for title from here.
- From 'Shape' tab add the shape on the photo. Customize your shape from 'Customize' option. You can fill the shape, manage the opacity of the shape and also give outline to it.
- You can also give various effects to the props from 'Effects' tab. Colorize your props from 'Colorize' tab.
- Several other effects are also available in the tab like feather effect from where you can remove the sharpen edges of the props, give shadow from 'Shadow' effect , give outline from 'Outline' effect and from 'Rotation' tab, you can rotate the props easily in X, Y and Z perspectives. You can also flip the prop horizontally and vertically from the 'Flip Horizontal' and 'Flip Vertical' option respectively available in the 'Rotation' effect.



'Edit Photo' window (a) before (b) after

- This way you can edit the photo. Once you done with all the changes.
 - 'Save': Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.
 - 'Save Copy': Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new copy of your work.

Nuts and Bolts – Packages

This section deals with various available package related functions and features and guides you on how to get more, import as well as share, Save and Build and delete packages.

Software Packages and Décor

Passport Xpress has varieties of inbuilt packages and decor options, which offer a wide range of choices in designing Passports. The features are listed here:

- Passport Xpress has more than 150 ready-to-use packages, which can be accessed by clicking on the 'Package' tab on the option bar. Moreover, these packages come along with the software pack.
- Passport Xpress also has a huge collection of decor options for Passport designing. These include a variety of props and frames that help you to present your Passport in a more artistic and eye-catching manner.
- Besides the inbuilt decor options Passport Xpress also allows you to use your own borders and props. Any PNG and JPG file can be used as props and borders can be designed or used directly on the design.
- Borders and props are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each decor. This option is available even for your own decors.

! You could download utility from www.dgflick.com or buy relevant CDs/ DVDs.

- DgFlick releases new package volumes at a regular interval to make Passport Xpress more and more versatile for the user. These packages can be downloaded or they can be bought in the form of CDs/DVDs.
- The versatility of Passport Xpress enables you to create and save your own packages for future use. Existing packages can be modified and saved as new packages or new packages can be created from scratch using your own or DgFlick's decor elements. These can then be saved * as packages for later use.
- With increasing number of users comes the demand for more and more packages. You may 'Build' your packages in an installable format and these can then be shared with or sold to other users worldwide.

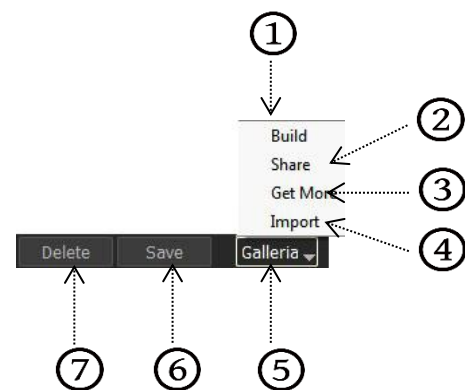
Note: Feature marked with * mark is only for PRO Version users.

Customize Your Package

This section explains how packages can be saved, imported, built, shared or deleted in Passport Xpress.

The versatility of Passport Xpress lies in the fact that it gives you a wide range of ready-to-use packages to choose from besides letting you create or modify packages according to your choice. Moreover, packages can be imported from other locations and built and shared* with other Passport Xpress users worldwide

! Save, Build, Share and Delete options are available in the PRO version.



Get More and Import

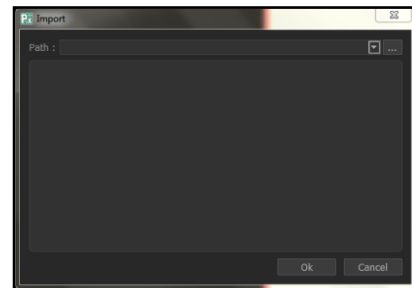
Get More

- DgFlick adds new package collection on the website on regular basis. You can add these packages to your software.
- To Get More packages, on the 'Select Designs' window, click on 'Get More' button to access the packages of Passport. OR

- On 'Create Design' window, Click on 'Galleria' ⑤. Click on 'Get More' Button ③ to access more packages from the DgFlick website.
- You are now routed to www.dgflick.com from where you can download the packages of your choice and proceed to creating your Passport.

Import

- Passport Xpress software provides you the facility to use your own created or downloaded packages in design creation.
- For that you need to import your packages into the software.
- To Import packages on the 'Select Designs' window, click on 'Import' button to access the package for Passport.
- On 'Create Design' window, Click on 'Galleria' ⑤. Click on 'Import' Button ④ to Import packages.
- Access the folder containing your packages by clicking on the browse button and selecting the location.
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.

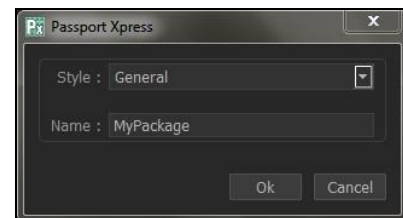


The 'Import' packages window

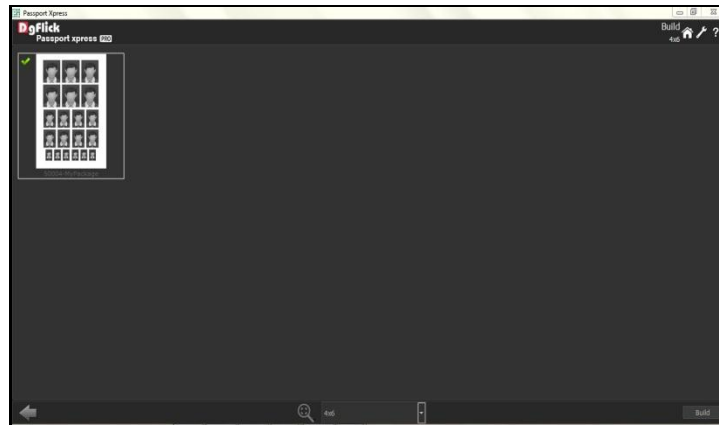
- Now select the packages from the location and click 'OK' to import them to the Package tab. Now you can apply the same in your Passport.

Save and Build *

- Passport Xpress gives you the option of building packages of your own. You can also share them with other users. This option is available only to the users of the Passport Xpress PRO version.
- To start with the building process, you need to first save the package that you want to build.
- Create the package and click on 'Save' ⑥ at the bottom of the option bar to save the package.
- In the textbox that appears; enter the package information pertaining to the parameters.
- These include: Style and Package name. By default the package gets saved in the General category, you can also select the desired category to save the package. Enter a name for your package in the relevant box.
- Click on 'Ok' to proceed and on 'Cancel' to quit the process.
- To proceed with the building of your packages, click on 'Build' ①.

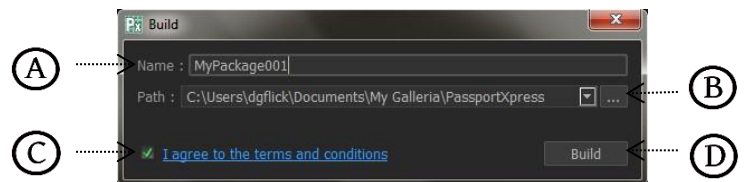


Package information while saving your package



Building your package – 1

- On the 'Build' window, select the packages and then click on 'Build'.
- In the text box that appears in next window, specify the name of the folder **(A)** in which you wish to save it and the path **(B)** where you want to place it.
- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Passport Xpress.



Building your package - 2

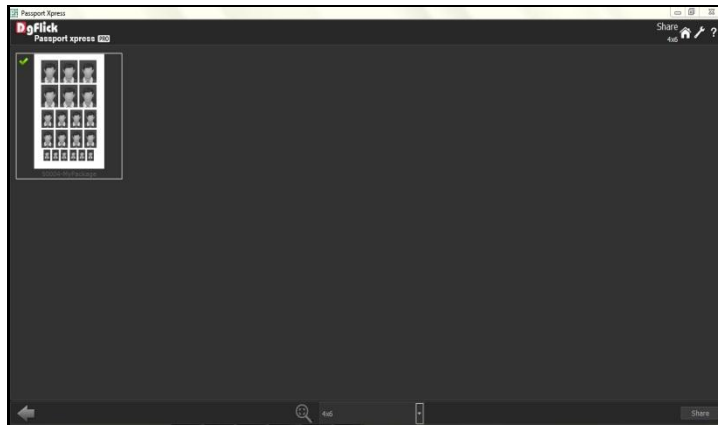
- Check the box **(C)** next to 'I agree to the terms and conditions' and proceed to click on 'Build' **(D)**.
! If you do not agree to the terms and conditions, close the textbox and quit the building process.
- One text box will appear which will inform you about successful buildup of packages. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created package.

! At any point during the process, you could click on the 'Back' button to go back to the previous Passport.

Note: Some features are available only for the Passport Xpress PRO version.

Share*

- Packages that have been created can be shared with other users by means of the 'Share' option available with Passport Xpress. This option is available only to the users of the Passport Xpress PRO version.
- Click on 'Share' **(2)** in 'Package' tab in 'Create Design' window to share the package that you have created.
- Select the packages you wish to share and then click on the 'Share' Package.
- The packages are shared on DgFlick's website.

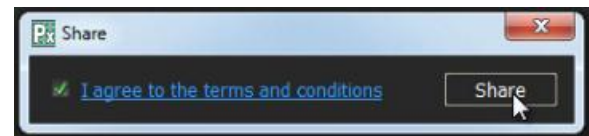


'Share' window Sharing your package

- You need to log into your account using your username and password to be able to share packages.
- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of package sharing appears.



Sharing your package – login Passport



Sharing your package – terms and conditions

- If yes, accept the terms and conditions and then click on 'Share' to share the packages you have created and selected for sharing.

! If you do not agree to the terms and conditions, close the textbox and quit the sharing process.

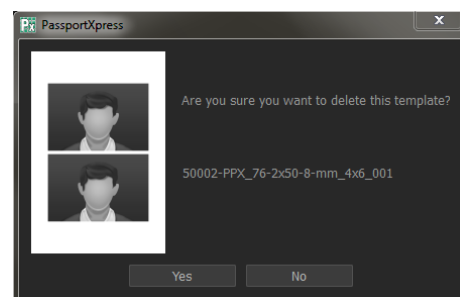
! At any point during the process, you could click on the 'Back' button to go back to the previous window.

Note: Some features are available only for the Passport Xpress PRO version users.

Delete*

Besides building and sharing, Passport Xpress also gives you the option of deleting any package that you no longer wish to retain in your package bank.

- To delete a package, select the package that you wish to delete.
- Click on 'Delete' ⑦ at the bottom of the Package tab.
- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

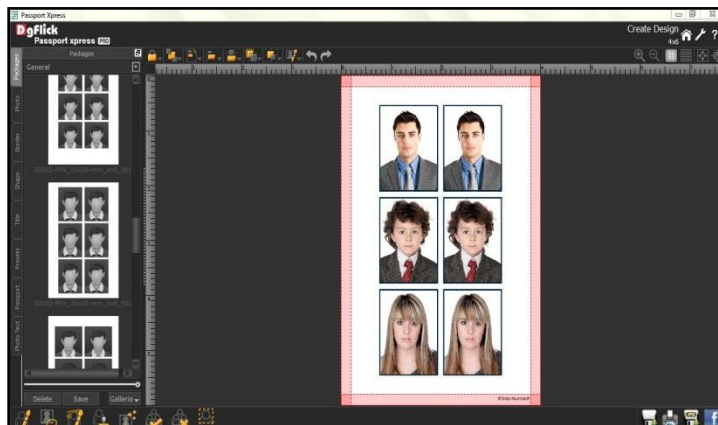


'Create Design' window Deleting Package

Note: Some features are available only for the Passport Xpress PRO version users.


Saving, Printing and Exporting

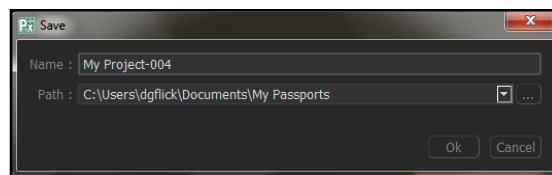
Passport Xpress not only supports passport creation but also allows you to save the file for future use, send a viewable copy to the customer and export it as required. These features add to the versatility of the software and also simplify working on it to a great extent. This section deals with the saving and exporting of files.




The Exporting and Saving Options

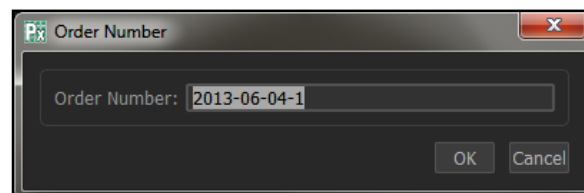
Saving the Project

- After the project is done, the next step is saving it by clicking on .
- The default path for saving the project is displayed in the textbox as 'My Documents\My Passports'. You could either save the project in this path or provide the path of your choice to save the project.
- Click on 'Ok' saves the project or on 'Cancel' to abort the process.




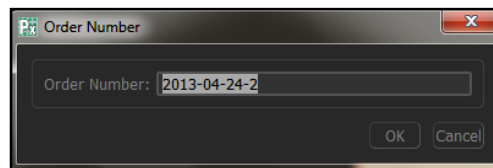
Printing

- Click on  for direct printing of the project.
- Message box for order number appears on the screen.
- Change the Order Number if required, the default format for Order Number is "YY-MM-DD-Order No."
- Click on 'OK' to save the order number.
- Your project gets printed directly. Be sure that your computer is connected to a Printer.

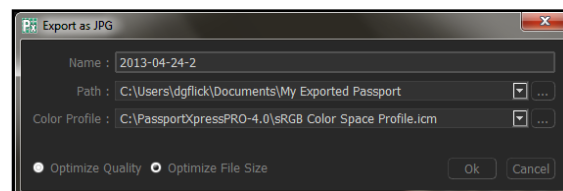


Exporting the Project

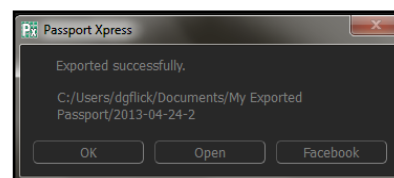
To save the project in a .jpg format, click  on the lower right-hand corner. A message box for Order Number appears. Change the Order Number if required, the default format for Order Number is “YY-MM-DD-Order Number”.



- Click OK to save the order number.
- The default path for saving the .jpg file appears in the textbox that is now visible on screen. The path is ‘My Documents\My Exported Passport’. However, you could change the path and save it in any location of your choice.



- Set the color profile color profile option. You can browse from ‘Browse’ button and select the color profile.
- You could optimize the quality or the file size by checking or, as per your requirement.
- Click on ‘OK’ to proceed with the exporting or on ‘Cancel’ to abort the process.
- Once the project has been exported you get the confirmation in a text box. You can view the output by clicking on ‘Open’ button or can directly share on Facebook from ‘Facebook’ button.



Share on Facebook

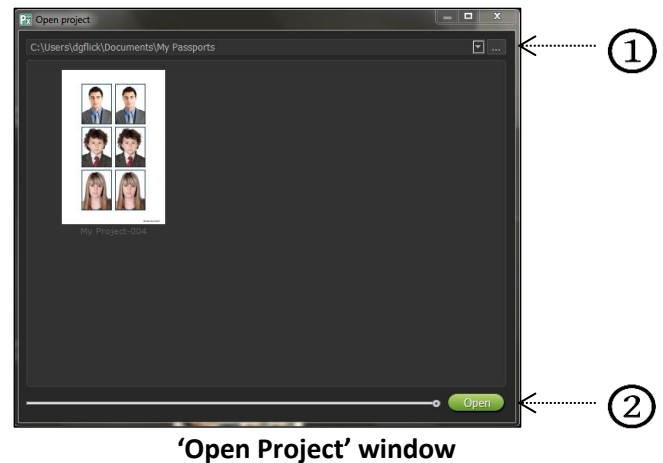
If you wish to share it on your Facebook account then click on .

Open Saved Project

Passport Xpress gives you the great advantage of opening and editing the saved projects as many times as you want.

- To open a project that has been saved, click on the ‘Home’ icon.
- You will be redirected to Home page where you can see ‘Open’ option at left bottom side.
- The projects you have saved are now displayed on the screen.
- Through ‘Browse’ button ① you can give path of the folder where you have saved your project.

- Use the slider to increase or decrease the size of the thumbnail.



- Select the project you wish to work on and then click on 'Open' button ②.

Troubleshoot

This section deals with questions most commonly encountered by Passport Xpress users.

➤ **How fast can I create a Package?**

Ans: With Passport Xpress, creating Packages in a matter of Seconds. Once you select the package size and photos that go into the package, Passport Xpress will do the rest for you.

➤ **I do not wish to use Passport Xpress ready packages. Can I design my own package?**

Ans: Sure. Passport Xpress has plenty of tools and options to help you with perfect composition. They include:

- Composition tools – ruler, grid and guidelines and so on.
- Decoration tools – borders, shapes and so on.

➤ **Could I use my own collection of props in place of the Passport Xpress ones?**

Ans: Yes. Passport Xpress allows you to import any décor such as

- Props (any JPEG/PNG),
- Frames (any PNG),

Any décor used in Passport Xpress will automatically be generated in 18 shades. You can also create your own packages while working on Passport Xpress.

➤ **Can I color correct photos before printing packager?**

Ans: Sure. Passport Xpress provides two types of photo editors, which are a part of the software:

- Photo editing with RGB, BCG, Curves and Levels
- Advanced editing with Touch up, Change Background and plug-ins.

➤ **I usually use 'Portraiture' plug-in available in Adobe Photoshop to correct photos. Can I use photos corrected in this manner in Passport Xpress?**

Ans: Passport Xpress directly supports 'Portraiture' as a plug-in. Hence, you need not exit Passport Xpress to correct your photos with your favorite plug-in. Besides, you may import any other plug-in of your choice within Passport Xpress.

➤ **How can I create ID cards in passport xpress?**

Ans: Yes Passport Xpress is passport and beyond software which lets you create Wallet Print, I-Cards, Photo Labels, Visiting Cards and Exam IDs and much more. For more details please Refer Sec. Passport and beyond... from **Passport Xpress User Manual-5.0**

➤ **Can I create my own passport sizes?**

Ans: Yes, you can create as many sizes you want. Software gives you complete freedom to create, save and share* your creations.

Support

For additional technical support or clarification, please contact DgFlick offices/support via:

DgFlick Solutions Pvt. Ltd.,
203/204,
Shreeji Arcade,
M. G. Road,
Borivali (E),
Mumbai – 400066
Email: support@dgflick.com
Telephone: India +91 22 2968 68 68,
US +1-732-543-7676.

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