USER MANUAL

Album Xpress User Manual

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Album Xpress User Manual

1.0 Hello

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

1.1 Introduction

Life is full of colorful moments and Albums help recreate the magic of those special occasions long after they are over. Hence, Albums for any special occasion or landmark in life, such as weddings, birthdays and so on, should be created in a manner that helps one to relive and cherish those special moments. This is where Album Xpress, conceptualized and created by DgFlick, comes into the picture.
The software is specially designed with numerous multi utility features, which provide a user-friendly interface even for the most amateur of Album creators. Its features also cater to professional Album makers and thus its scope and use are wide ranging. The ready-to-use industry standard Album types and sizes and the in-built templates and decors ensure that Album creation is just a matter of a few clicks.
This manual explains the features and uses of Album Xpress in detail and will serve as your guide as you navigate the world of fast and high-quality Album creation.

1.2 Scope and 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
- Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- USB Port *

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

2.0 Opening the Tool Box- Getting Started

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

2.1 Registration

Once you have installed the Album 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 Album Xpress, the Registration Window appears as shown in Image 2.1.0.1. 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.

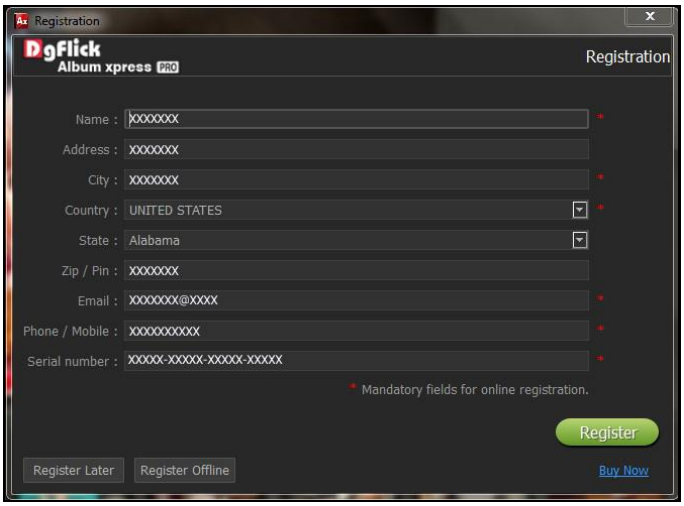


Image 2.1.0.1: The Registration Window

2.1.1 Online Registration

- The screen that you first see on starting the registration process (Image 2.1.0.1) 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.

  - Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.

  - In the last field: Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.

OR

If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.

- After ensuring that all the fields are filled correctly, click on Register in the lower right-hand corner.

- The message confirming completion of the registration process appears on the screen (Image 2.1.1.1).

- You are now registered and can use the software.

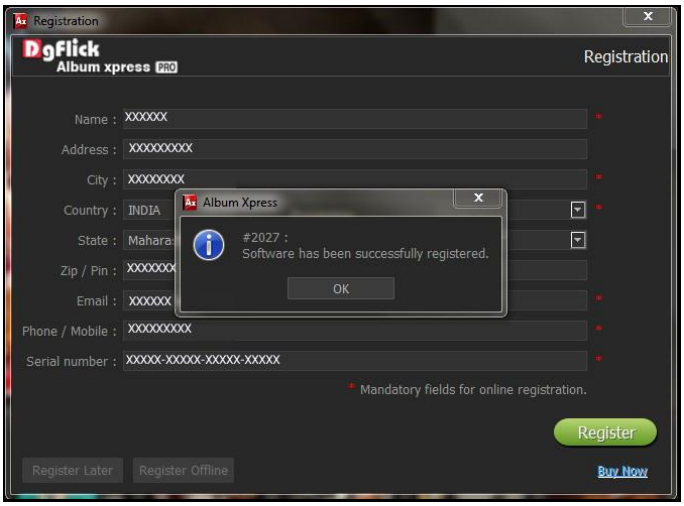


Image 2.1.1.1: Successful completion of online registration

2.1.2 Offline Registration

- If you do not have Internet access on your computer, you can proceed as follows:

  - Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.

  - Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.

  - In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
    OR
    If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.

  - After ensuring that all the fields are filled correctly, click on 'Register Offline' at the lower left-hand corner of the page, after which you move on to the next page.

  - The next page (Image 2.1.2.1) has boxes for 'Serial number', 'DgKey' and 'Registration Key'.

- In the first field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
  OR
  If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.

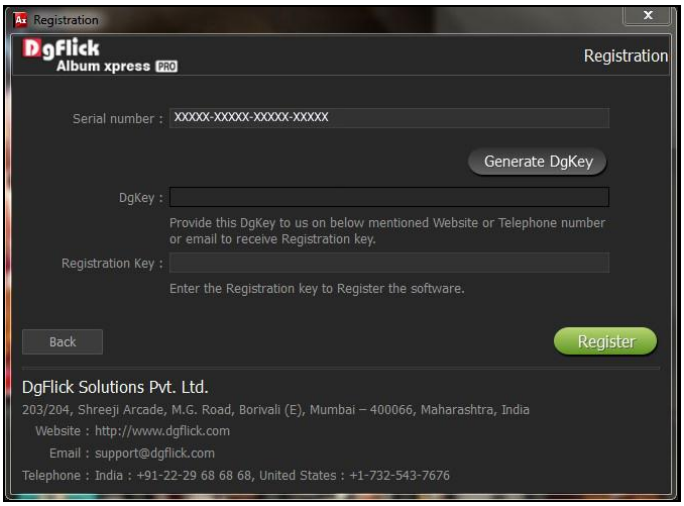
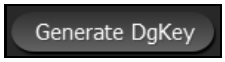


Image 2.1.2.1: Registering Offline

- Click on the 

button below the serial number text box.

- The DgKey appears on the screen in the appropriate text box.

- Next, a registration key is required to complete the process. There are three ways of obtaining this key:

  - **Telephone:** Call India +91 22 2968 68 68 and US +1-732-543-7676 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.

- Click on

to activate the software.

Note: *To get a feel of Album 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 Album 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 and the registration key is generated for your use.*

2.2 Know Your Software

This section gives you a basic understanding of Album 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 finest use of the software.

2.2.1 General Features

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

- **Auto Album Creation:** Album Xpress helps you to design and create the Album of your choice. It allows you to sort, select and sequence templates and photos while planning your page layout and décor and it is supported by Wizard. You can even edit the photos and view the order in which they will appear in the Album.

- **Eco and Perfect Album creation:** In Album Xpress, you can also create perfect and Eco Album. Album Xpress tries to make perfect Album by arranging your photos in the order they were taken while Eco Album arranges all the photos in same size.

- **Ready-to-Use Templates and Presets:** Album Xpress has 88 inbuilt templates and others are in two volumes available in DVD. In addition, new downloadable templates are released by DgFlick on a regular basis. Existing templates can be altered as per your specifications and saved; you could also build installable templates and share them with or sell them to other Album Xpress users worldwide. Moreover, more than 100 presets are also available along with the Album Xpress software. These can be used for quick Album creation in instances where no major customizations are required.

- **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 Album.

- **In-built Standard Album Sizes:** Album Xpress comes loaded with several in-built Album types predefined according to the standard industry printing and binding specifications.

- **Page and Spread Base Designing:** In Album Xpress you will get three different page styles i.e. Page, Spread and Spread Split, select any one the desired style to design your Album.

- **Free Transform:** In Album Xpress, borders and masks are freely transformable i.e. when you transform borders and masks, it will transform your photo together.

- **Center zoom in:** Album Xpress gives you advance feature of center zooming. This helps you to align photo properly.

- **Template Creation and Alteration:** You can create * new templates or alter existing ones for the Album of your choice. You may also create a completely new page design using your own Decor and save the template for future use.

- **Advance Photo Editing:** Album Xpress has features—Lasso, Chroma, Touchup, Highlighter and Eraser—for advance photo editing to enhance the quality of the photos that make up your Album.

- **Multilingual:** Album Xpress is already loaded with multiple languages. Album Xpress supports Unicode. DgFlick keeps adding to its list of languages that Album 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:** Album Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.

- **Print Anywhere:** You could export your project in (i) JPEG format; (ii) Low Resolution PDF for customer approval (iii) as a print- ready PDF i.e. high resolution PDF; and (iv) as a layered PDF to allow color correction before final printing.

- **Easy Backup:** Once your Album is ready, you can save your Album with the photos and decors i.e. backgrounds, clip arts, borders, masks used on it for further usage.

- **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 dockable and expandable and can be moved to the position of your choice.

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

2.2.2 Controls and Navigations

Preferences

Help

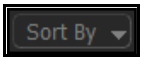
Adjust size

Go to the home page

View available Album sizes

Select path for browsing

Adjust thumbnail sizes



Sort photos according to the required parameter

Indicates the quality of the photo being used

Photo is not of very good quality but can be used

Photo is of bad quality but can still be used

Photo is unfit for use

Photo is locked

Photo is unlocked and can be modified

Lock/unlock photos

Arrange objects

Page-based alignment

Object-based alignment

Equal spacing between objects

Equal size photos

Group/Ungroup Photos

Rotate photo

And Edit Photo

Undo edit

Redo edit

Show/hide margins

Show/hide gridlines

Show/hide Centerline

Zoom in

Zoom out

Fit to screen

Actual size

Full Screen View

Save the work

Save a copy of the changes

Load original image

Reset all

Helps you to move back to the previous window

Helps you go to the next window

Rotate Borders and Masks in 90°, 180°, 270°

Flip horizontally

Flip Vertically

Lasso-make layer

Lasso-select layer

Create a new Category or Size for Album

Edit a Category or Size

Delete a Category or Size

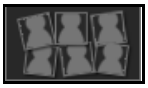
Left page

Right page

Page spread

Expand design collage

Fit design photo collage

 Crop design photo collage

Swap photo

Panning

Rotate clockwise

Rotate counter clock wise

Change layout

2.2.3 Shortcut Tools

Album Xpress - Shortcut Keys			
Object Type	**Actions**	**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 – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
All	Rotate X Increase	ALT + X	ALT + X
	Rotate X Decrease	ALT + CTRL + X	ALT + COMMAND + X
	Rotate Y Increase	ALT + Y	ALT + Y
	Rotate Y Decrease	ALT + CTRL + Y	ALT + COMMAND + Y
	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
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
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left 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
All	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
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from – Top Center	ALT + 8	ALT + 8
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5

	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
	Decrease the size of Object from – Bottom Right	CTRL + ALT + 3	COMMAND + ALT + 3
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	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

2.2.4 Preferences

Album 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.
- Choose your Facebook history storage options.
- Select the layout for your software.

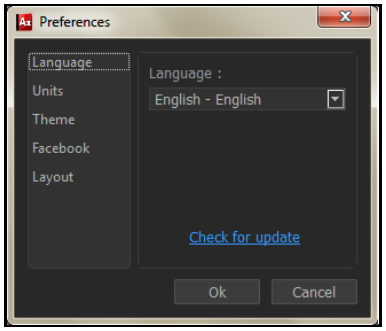


Image 2.2.4.1: The 'Preferences' Window

After installation, click on the Album Xpress shortcut icon in your specified path to start the software.

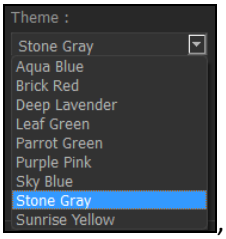
- Clicking on the on the top right-hand corner, displays the 'Preferences' Window.
- Choose your preferred language from

; click on

to check for the updated list of languages.

- Select the units you want to work in, from

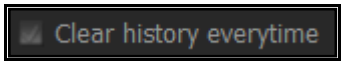
.

- Select the different color themes in which you want your software to be displayed from 

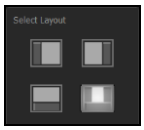
, click on

to get more Themes from Dgflick website.

- The history which was generated at the time of importing photos from Facebook will be deleted by clicking on the

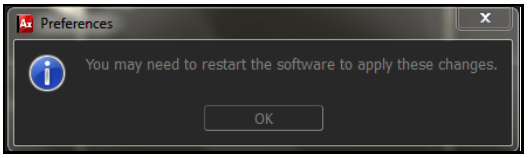
checkbox from Facebook option.
OR
- If you want to work offline and want to access the photos from Facebook in future which are already accessed then keep the 

checkbox unchecked.

- From layout tab 

you can change the layout of design Album window of the software. You can align tabs to left, right, bottom and default style.

- Clicking on OK will accept your choices but you might need to restart your software for the changes to take effect. Click on 'OK' when the following dialog box appears:



- Click on

to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (refer section 2.2.3).

3.0 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 create Albums. We will see various available categories and sizes and various ways to create Albums.

3.1 Predefined Categories and Sizes

Album Xpress is versatile software that lets you use its made-to-standard, predefined categories and sizes or create your own categories and sizes the way you want to.

The ready-to-use Album types, which conform to printing and binding industry standards, come in six major variants. Each of these categories has multiple size options and you can choose the size that suits the Album you want to design. Table 3.1.1 lists the specifications for all Album Xpress categories and subcategories.

- **Ruby:** Lets you personalize your cover and choose your individual page design, printed on offset paper. It comes in the following sizes (in inches): 9 X 12, 10 X 10, 10 X 14, 12 X 9, 12 X 12, 12 X 15, 12 X 18, 15 X 12 and 18 X 12.

- **Topaz:** Gives you a ready-made cover but lets you decide the individual page design, printed on offset paper. It comes in the following sizes (in inches): 9 X 12, 10 X 10, 10 X 14, 12 X 9, 12 X 12, 12 X 15, 12 X 18, 15 X 12 and 18 X 12.

- **Diamond:** You have the option of personalizing your cover and the layout follows a panoramic page design, printed on photographic paper. The available sizes (in inches) are: 8 X 12, 10 X 20, 10 X 28, 12 X 18, 12 X 24, 12 X 30, 12 X 36, 15 X 30, 18 X 24 and 20 X 40.

- **Opal:** Has a ready-made cover but the page design is panoramic and is printed on photographic paper. The available sizes (in inches) are: 8 X 12, 10 X 20, 10 X 28, 12 X 18, 12 X 24, 12 X 30, 12 X 36, 15 X 30, 18 X 24 and 20 X 40.

- **Emerald:** You have the option of personalizing your cover and the layout follows a panoramic page design, printed on offset paper. Also, you could export the pages individually. The sizes (in inches) are: 10 X 20, 10 X 28, 12 X 18, 12 X 24, 12 X 30 and 12 X 36.

- **Sapphire:** Has a ready-made cover but the page design is panoramic and you could export the pages individually, printed on offset paper. The sizes (in inches) are: 10 X 20, 10 X 28, 12 X 18, 12 X 24, 12 X 30 and 12 X 36.

Table 3.1.1: The details and specifications of each predefined categories and subcategories

Page Size	Page Starts From	Page Style	Cover	Cover Size
Ruby				
9 X 12	Left	Page	Personalize	11 X 28
10 X 10	Left	Page	Personalize	12 X 24
10 X 14	Left	Page	Personalize	12 X 32
12 X 9	Left	Page	Personalize	14 X 22
12 X 12	Left	Page	Personalize	14 X 28
12 X 15	Left	Page	Personalize	14 X 34
12 X 18	Left	Page	Personalize	14 X 40
15 X 12	Left	Page	Personalize	17 X 28
18 X 12	Left	Page	Personalize	20 X 28

Topaz				
9 X 12	Right	Page	Ready-made	—
10 X 10	Right	Page	Ready-made	—
10 X 14	Right	Page	Ready-made	—
12 X 9	Right	Page	Ready-made	—
12 X 12	Right	Page	Ready-made	—
12 X 15	Right	Page	Ready-made	—
12 X 18	Right	Page	Ready-made	—
15 X 12	Right	Page	Ready-made	—
18 X 12	Right	Page	Ready-made	—
Diamond				
8 X 12	Left	Spread	Personalize	10 X 16
10 X 20	Left	Spread	Personalize	12 X 24
10 X 28	Left	Spread	Personalize	12 X 32
12 X 18	Left	Spread	Personalize	14 X 22
12 X 24	Left	Spread	Personalize	14 X 28
12 X 30	Left	Spread	Personalize	14 X 34
12 X 36	Left	Spread	Personalize	14 X 40
15 X 30	Left	Spread	Personalize	17 X 34
18 X 24	Left	Spread	Personalize	20 X 28
20 X 40	Left	Spread	Personalize	22 X 44
Opal				
8 X 12	Left	Spread	Ready-made	—
10 X 20	Left	Spread	Ready-made	—
10 X 28	Left	Spread	Ready-made	—
12 X 18	Left	Spread	Ready-made	—
12 X 24	Left	Spread	Ready-made	—
12 X 30	Left	Spread	Ready-made	—
12 X 36	Left	Spread	Ready-made	—
15 X 30	Left	Spread	Ready-made	—
18 X 24	Left	Spread	Ready-made	—
20 X 40	Left	Spread	Ready-made	—
Emerald				
10 X 20	Left	Spread-Split	Personalize	14 X 40
10 X 28	Left	Spread-Split	Personalize	14 X 34
12 X 18	Left	Spread-Split	Personalize	14 X 28
12 X 24	Left	Spread-Split	Personalize	14 X 22
12 X 30	Left	Spread-Split	Personalize	12 X 32
12 X 36	Left	Spread-Split	Personalize	12 X 24
Sapphire				
10 X 20	Right	Spread-Split	Ready-made	—
10 X 28	Right	Spread-Split	Ready-made	—
12 X 18	Right	Spread-Split	Ready-made	—
12 X 24	Right	Spread-Split	Ready-made	—
12 X 30	Right	Spread-Split	Ready-made	—
12 X 36	Right	Spread-Split	Ready-made	—

3.2 Creating and Modifying Categories and Sizes *

Album Xpress has a wide variety of predefined template sizes for Albums (please refer table 3.1.1). However, in case the Album size you have in mind is not among the standard sizes, you could create your own category and size, edit it or delete it as per your requirement. You can define your own custom Album parameters such as Cover, Pages, Size, Bind, Spine and Safe Area.

3.2.1 Creating a Category and Size *

Creating a Category

- Click on

on 'Create Album' window (Image 3.2.1.1) to view available Album categories and sizes.

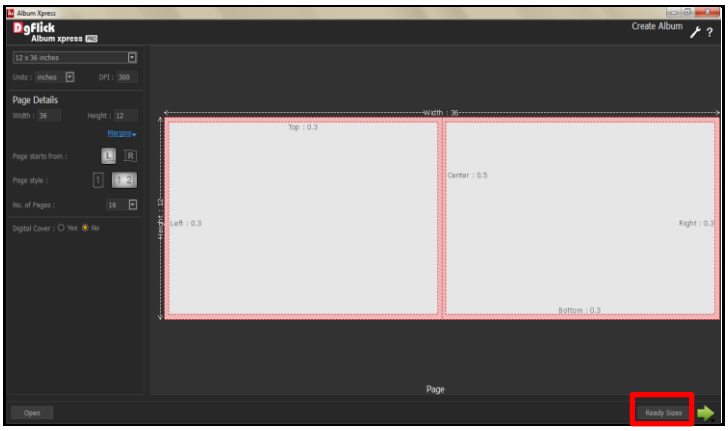


Image 3.2.1.1: 'Create Album' window

- Click on at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.

- Click on to 'Add' a new category (Image 3.2.1.2) on the 'Select Category' window.

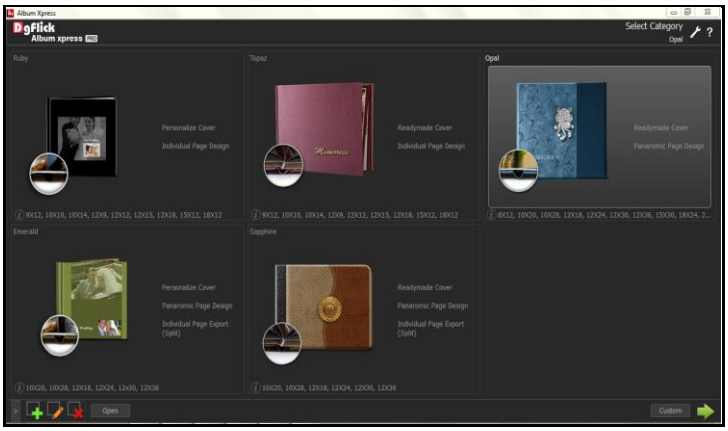


Image 3.2.1.2: The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Category' (Image 3.2.1.3), Fill in the fields corresponding to the,

  'Name': The name you want for your new Category.

  'Ref. Image': The image you want for your Category, clicking on the icon to the right of this field lets you choose the reference image from the path in which you saved it.

  'Description': Give a description of the category you are creating.

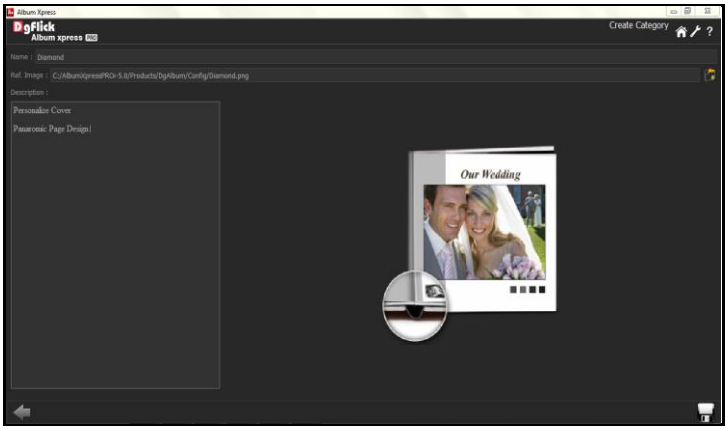


Image 3.2.1.3: The 'Create Category' window

- Click , on the lower right-hand corner to save the category you created (Image 3.2.1.4).

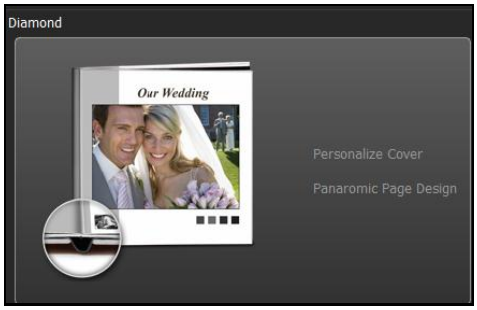


Image 3.2.1.4: The New Category created

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

- The new category is created and can be viewed along with the predefined categories.

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

Creating an Album Size

- To view the Album sizes under a category, double click on the category. Alternatively, you could select the category and then click on in the lower right-hand corner.

- Click on to 'Add' a new size on the 'Select Album' window (Image 3.2.1.5).

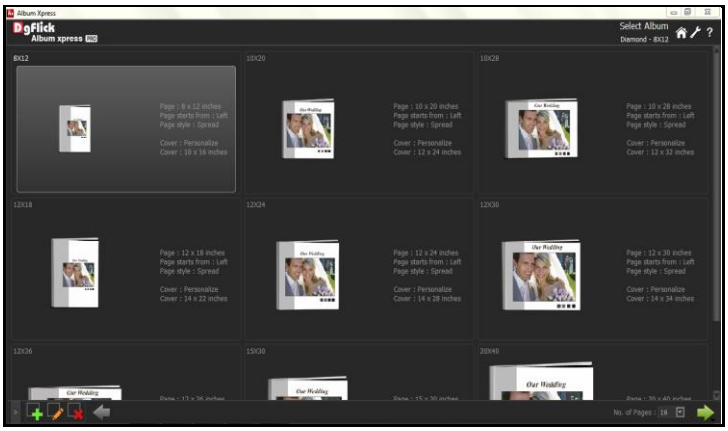


Image 3.2.1.5: 'Select Album' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Album' (Image 3.2.1.6), Fill in the fields corresponding to the,

'Name': The name you want for your new Size.

'Ref. Image': The image you want for your Size, clicking on the icon to the right of this field lets you choose the reference image from the path in which you saved it.

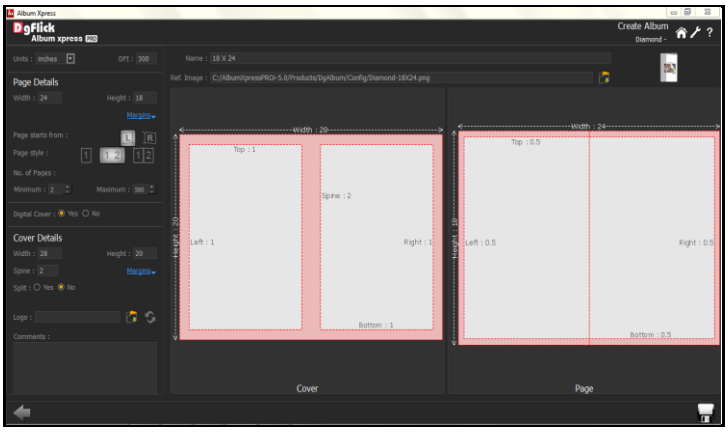
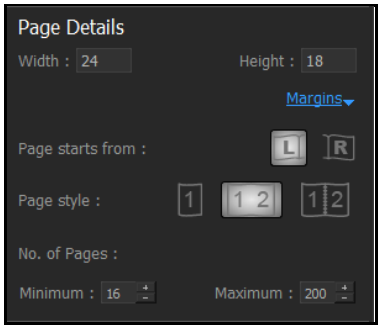


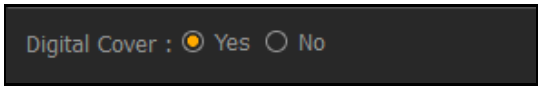
Image 3.2.1.6: The 'Create Album' window

- Define the units and DPI from here.

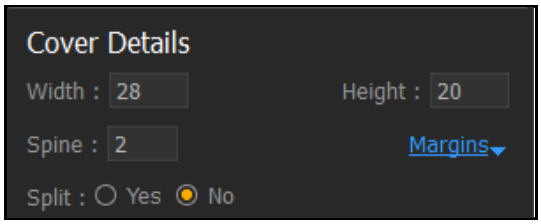
- Set the parameters below the Page Details.
  These are:
  Width and Height,
  Margins (Center/Left/Right/Top/Bottom),
  Page start (Left/Right),
  Page style (Page/Spread/Spread-Split),
  Number of pages (Minimum and Maximum).



- Select the cover type from
  Digital Cover (Yes/No).



- Set the parameters below the Cover details.
  These are:
  Width and Height,
  Margins (Left, Right, Top and Bottom),
  Spine and Split.



- Set the logo for Album from Logo option.

  Browse from and set the logo.

  Reset the logo from .

- You could add your comments by clicking on the 'Comment' button.

- Click on the lower left-hand corner to save the size you created. (Image 3.2.1.7)

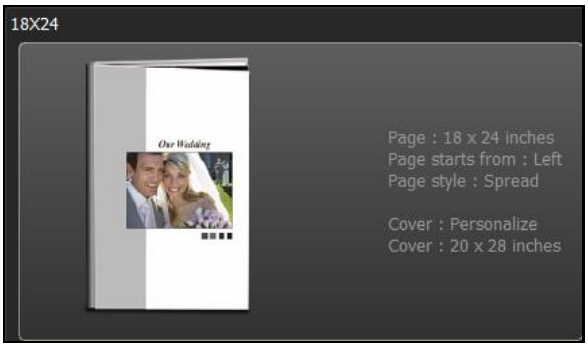


Image 3.2.1.7: The new size

- The new Album size is created and can be viewed along with the other Album sizes.

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

3.2.2 Editing a Category and Size *

Editing a Category

- Click on

in 'Create Album' window (Image 3.2.2.1) to view the available Album categories and sizes.

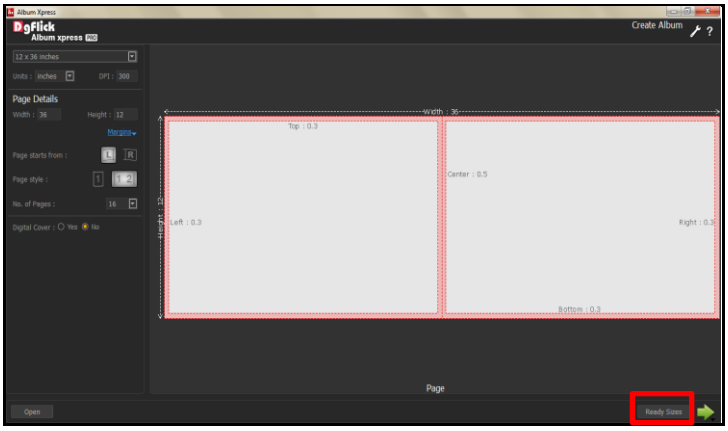


Image 3.2.2.1: 'Create Album' window

- Click on at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.

- After selecting the category you wish to modify on the 'Select Category' window, (Image 3.2.2.2) click on to edit the category as per your requirements.

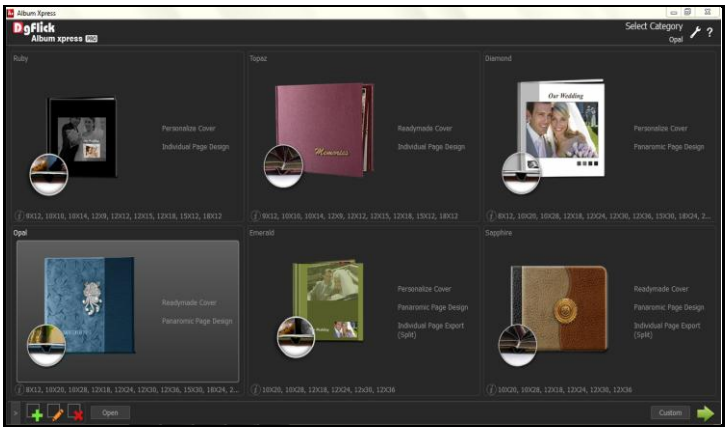


Image 3.2.2.2: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Category' (Image 3.2.2.3), You can add your edits to the,
  'Name': Edit the name as per your choice.

  'Ref. Image': Edit the Ref. image as per your choice by clicking on the icon to the right of this field lets you choose the reference image from the path in which you saved it.

  'Description': Change the description of the Category as per your Choice.

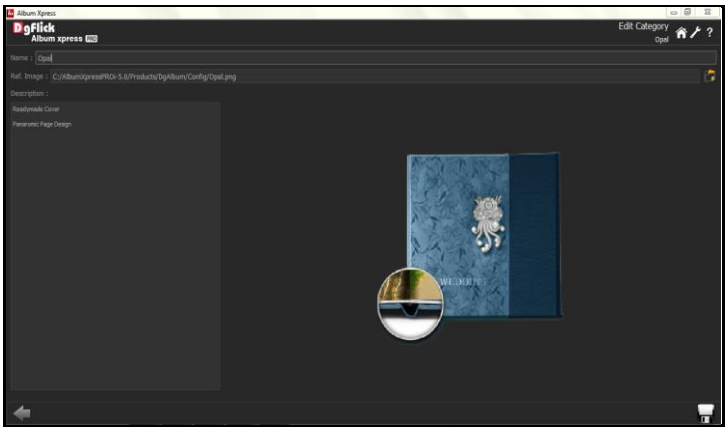


Image 3.2.2.3: The 'Edit Category' window

- Save the changes by clicking on the lower right hand corner.

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

Editing an Album Size

- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on in the lower right-hand corner.

- On the 'Select Album' window, (Image 3.2.2.4) select the size you need to edit and then click on .

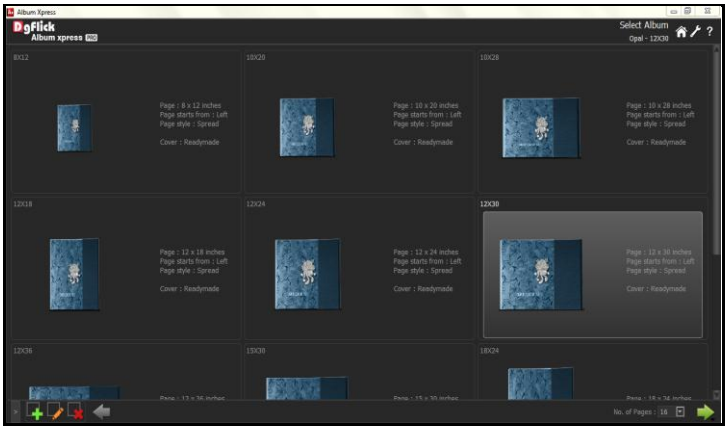


Image 3.2.2.4: The 'Select Album' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Album' (Image 3.2.2.5), You can make changes to the,
  'Name': Edit the name as per your choice.

  'Ref. Image': Edit the Ref. image as per your choice by clicking on the icon to the right of this field lets you choose the reference image from the path in which you saved it.

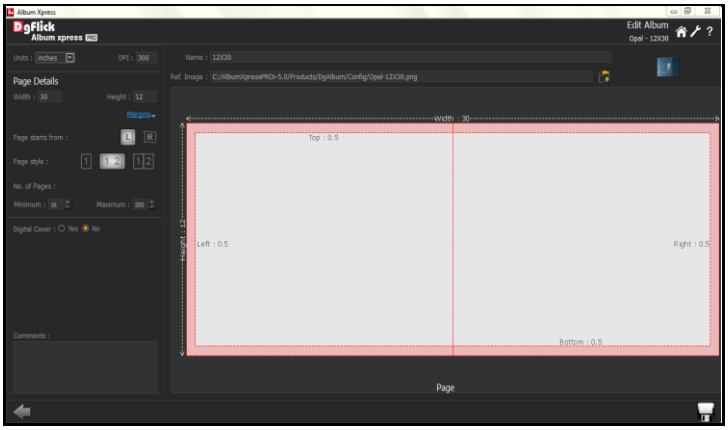
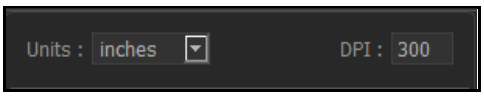
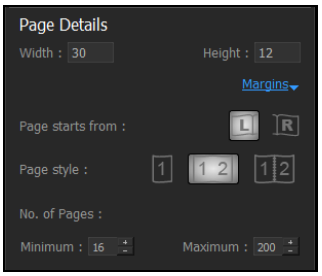


Image 3.2.2.5: The 'Edit Album' window

- Define the units and DPI from here.



- Set the parameters below the Page Details.
  These are:
  Width and Height,
  Margins(Center/Left/Right/Top/Bottom),
  Page start (Left/Right),
  and Page style (Page/Spread/Spread-Split),
  Number of pages (Minimum and Maximum).



- Select the cover type from
  Digital Cover (Yes/No).

- You could add your comments by clicking on the 'Comment' button.

- Click on the lower right-hand corner to save the changes you made to the size.

- The changes done get saved.

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

3.2.3 Deleting a Category and Size *

Deleting a Category

- Click on

in 'Create Album' window (Image 3.2.3.1) to view available Album categories and sizes.

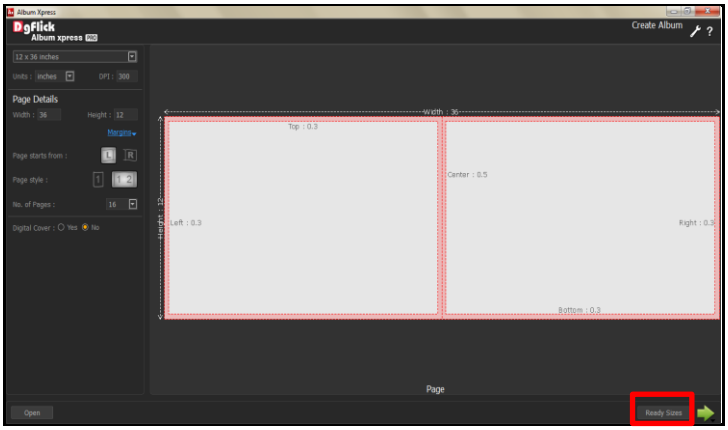


Image 3.2.3.1: 'Create Album' window

- Click on at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.

- After selecting the category you wish to delete on the 'Select Category' window (Image 3.2.3.2), click on to delete it permanently.

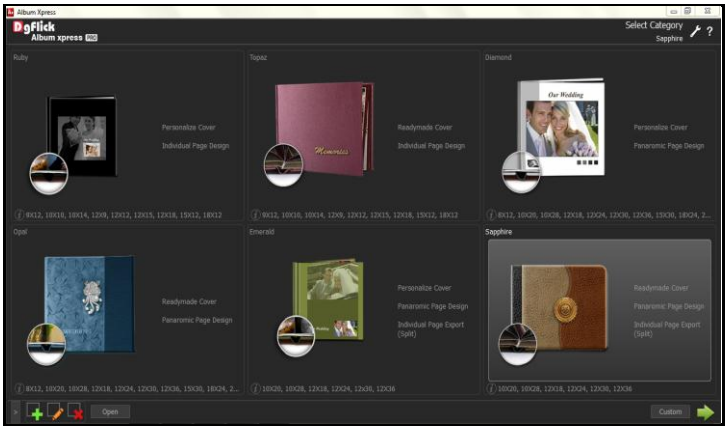
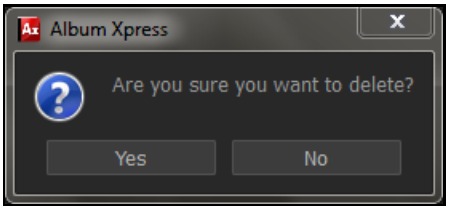


Image 3.2.3.2: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- A dialog box asking if you are sure you want to delete it appears on the screen.



- Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.

Deleting an Album Size

- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on in the lower right-hand corner.

- On the 'Select Album' window (Image 3.2.3.3), select the size you need to delete and then click on to delete it permanently.

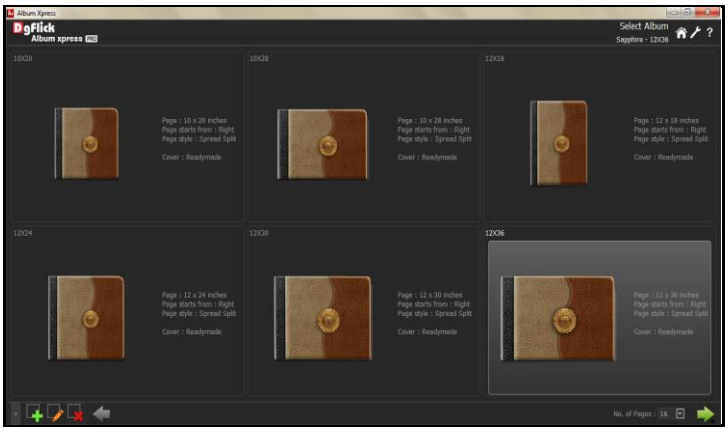
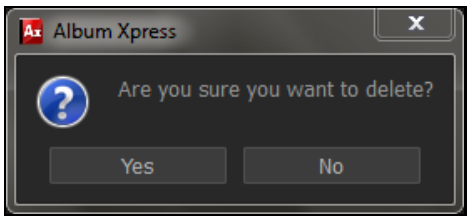


Image 3.2.3.3: The 'Select Album' window

- A dialog box asking if you are sure you want to delete it appears on the screen.



- Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.

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

3.3 Creating your Album

Once you have modified or customized categories according to your requirements (Section 3.2), it is time to move on to the actual process of Album creation. Album Xpress gives you the option of designing your Album in Perfect, Eco, Auto or in Manual way.

3.3.1 Create Album with Custom Sizes

Album Creation with Custom Sizes using Album Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting, sorting and sequencing your templates and photos. It is supported by wizard, which makes your task simpler. Additionally, you could swap pages and photos and view the Album you have created.

The Process

- Once you open the Album Xpress software, the first screen you see is 'Create Album' window (Image 3.3.1.1).

- On this window, you can create custom sizes of Album.

- Maximum 10 sizes get stored in this option.

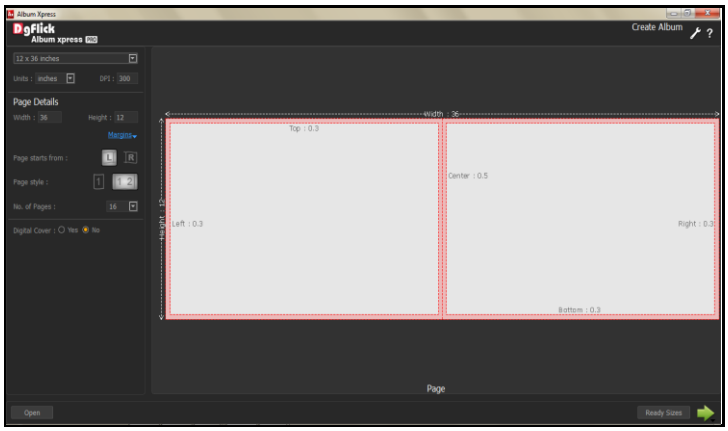


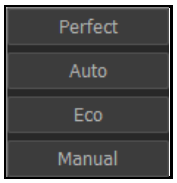
Image 3.3.1.1: 'Create Album' window

- Here create size as per your requirement. (refer section 3.2.1 Creating a category and size)

Image 3.3.1.2: Adding new custom size for the Album

- After you add parameters for new custom size,

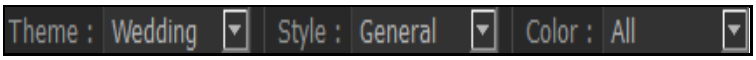
  click on to select style of Album creation.



- Here we will go with Perfect Album creation style.
- Album Xpress will try to create a perfect Album for you by automatically placing the photos on the pages in the order they were clicked.
- After selecting Album style, you will be redirected to 'Select Theme' window.
- You can see custom size details in top right hand corner of 'Select Theme' window. (image 3.3.1.3)

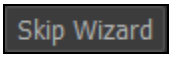
Image 3.3.1.3: 'Select Theme' window

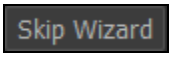
- You can sort themes in following parameters.



  - **Theme:** You can sort theme wise i.e. Wedding.
  - **Style:** You can sort style wise i.e. General.
  - **Color:** You can sort them color wise. You have 7 colors to sort themes.

! Additional icons on the page: clicking on *allow you to alter the size of the thumbnails.*

- If you select 

option, you will be redirected to 'Design Album' window where you will have to add photos manually into the selected theme.
OR
- If you haven't selected any theme and you choose 

option, then you will be redirected to 'design Album' window for manual creation of Album.
- After selecting theme, continue the process with 'Next' button.
- Now you are in 'Select Photos' window. (Image 3.3.1.4)

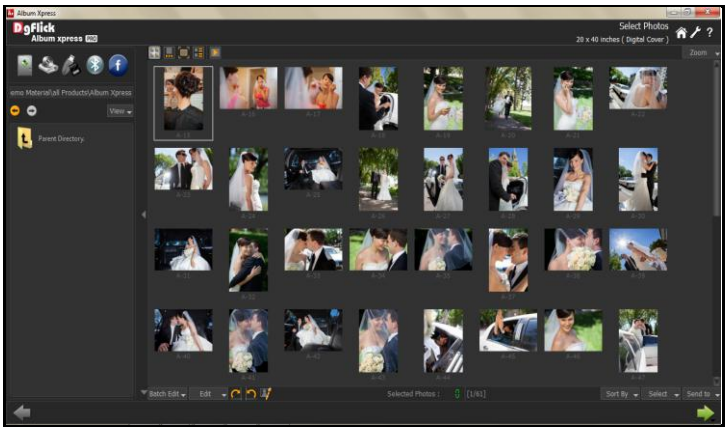
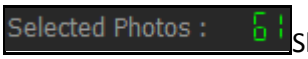
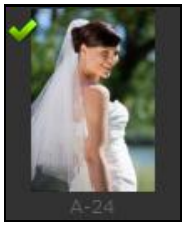


Image 3.3.1.4: 'Select Photos' window

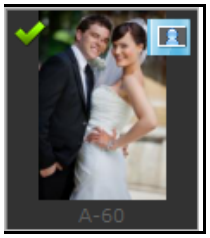
- 

Shows the number of photos selected.

- Select the required photos; the selected ones have the green tick mark on the top left corner of the photo.



- To select the photo for cover, click on the icon on the top right hand corner of the photo.



- If you want to select a photo only for your cover and not for your inner pages of Album then uncheck the by selecting photo in cover option. The photo will appear like this.

- Select the photos for your Album and continue the process with 'Next' button. You will see a confirmation window showing information about selected photos and pages.

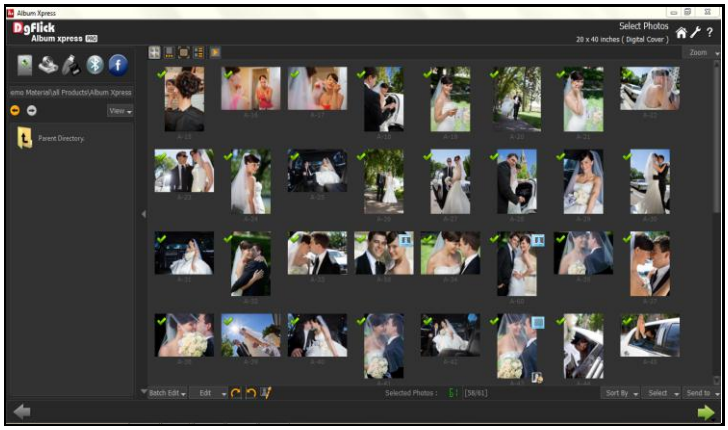


Image 3.3.1.5: 'Select Photos' window … photos selected with confirmation window

- Left side of confirmation window is showing details about selected and used photos for cover page and right side is showing the selected photos, used photos and the required pages for your Album. Set Maximum photos per page. Change the selected pages according to the pages recommended.

- Check the 'Respect safe area' if you want to maintain safe margins around the page.

- Once you done with page selection. Click on 'Next' button.

- You will be redirected to 'Design Album' window where you will see your Album is ready with selected theme and photos.

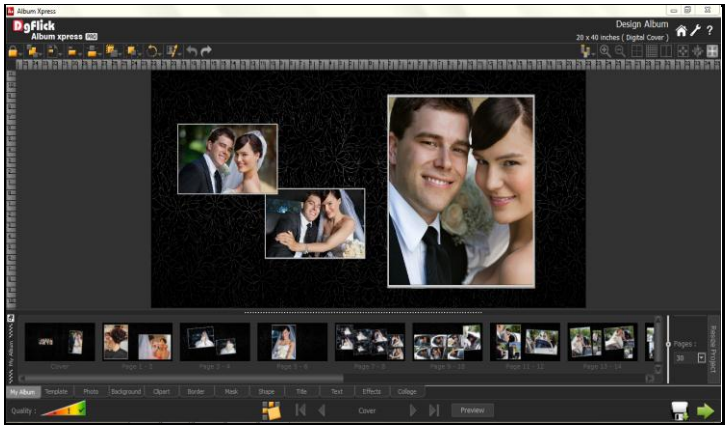


Image 3.3.1.6: 'Design Album' window …. Album is ready

- With layout button, you can change layout of the page. With every click, Album Xpress will automatically generate a new layout for your page.

- And in this way you are done with Perfect Album. You can save and export it. (refer section 7.0)

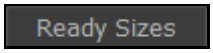
3.3.2 Eco Album Creation

In Eco Album, your photos will get arranged in a particular size on all the pages. It gives you two options for selection of photo size i.e. small and medium size.

Common Features

- : This lets you change to the path of your choice to select photos, backgrounds, clip-arts, borders and masks. 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.
- **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 that can be dragged onto the page and photos can be aligned against them.
- **Number on the photo:** On clicking the 'Photo' tab on the 'Design Album' window, the photos to be used for the Album is displayed. The number on the photo in the tab indicates the number of times the photo has been used in the Album.

The Process

- In 'Create Album' window, click on 

at bottom right hand corner of the window to select standard categories and sizes for your Album or create custom size. (refer section 3.3.1 Create Album with custom sizes)

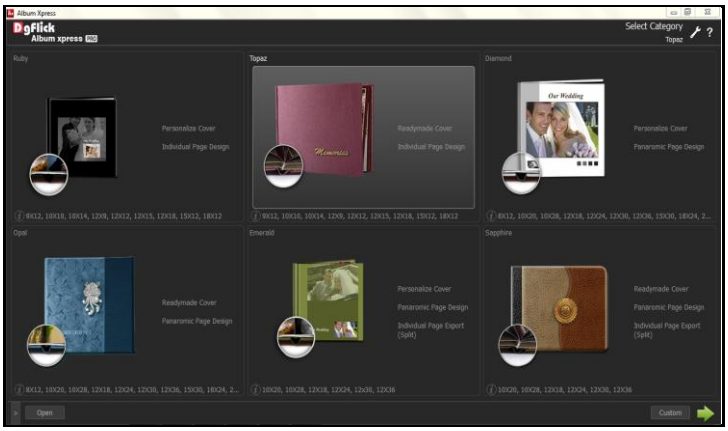


Image 3.3.2.1: 'Select Category' window

- Select the category of your choice and continue with 'Next' button.

  Note: Eco Album option is available in following sizes only: 18 X 12, 15 X 12, 14 X 10 and 16.5 X 11 in page style and 36 X 12, 30 X 12, 28 X 10 and 33 X 11 in spread style.

- You will be redirected to 'Select Album' window from where you can choose Album size.

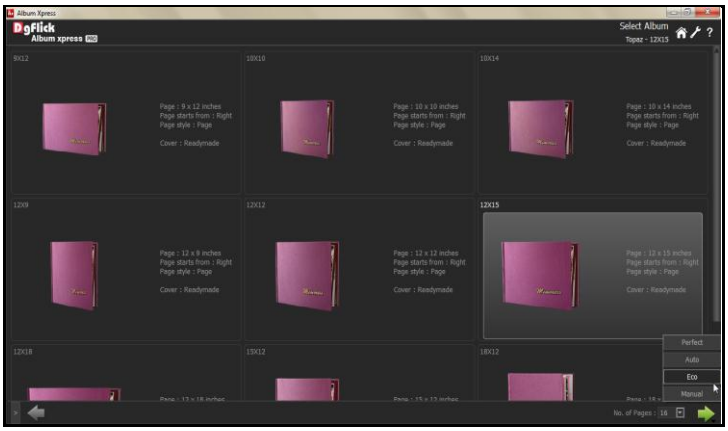


Image 3.3.2.2: 'Select Album' window … Size and Style Selected

- You can choose no of pages for Album from

.

- Once you are done with category and size selection, select the Album style – Eco and continue the process with 'Next' button.

- When you select Eco style, the software asks photo size for your photos.

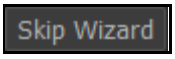
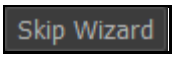
- You have two options to decide photo size small or medium.

- Select the desired size and click on 'OK'.

- You will be redirected to 'Select Theme' window where you can choose theme for your Album.

Image 3.3.2.3: 'Select Theme' window

! Additional icons on the page: clicking on *allow you to alter the size of the thumbnails.*

- If you select  option, you will be redirected to 'Design Album' window where you will have to add photos manually into the selected theme.
  OR
- If you haven't selected any theme and you choose  option, then you will be redirected to 'Design Album' window for manual creation of Album.

- After selecting theme, continue the process with 'Next' button.

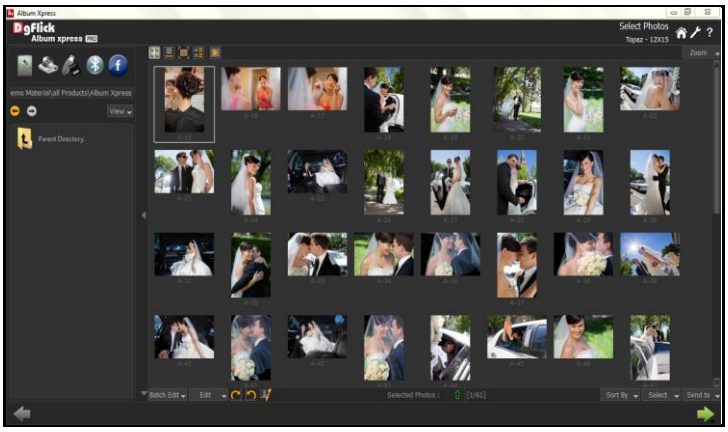
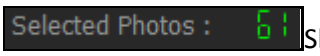


Image 3.3.2.4: 'Select Photos' window

- You have the option of selecting the photos from the

Hard disk
USB
Facebook
CD/DVD
Bluetooth

- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section 3.3.5 Manage Your Photos)

- 

Shows the number of photos selected.

- Select the photos for your Album and move on to the next process with ‘Next’ button.

- When you click on ‘Next’ button, you will be able to see a confirmation window where following information will be displayed.

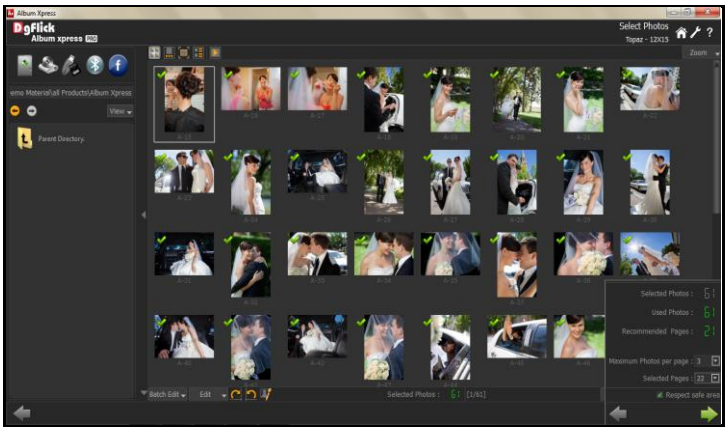


Image 3.3.2.5: ‘Select Photos’ window … Photos selected with confirmation window

- Confirmation window is showing the selected photos, actually used photos and the required pages for your Album. Set Maximum photos per page. Change the selected pages according to the pages recommended.

- Check or unchecks the Respect safe area if you want to maintain safe margins around the photo.

- Once you done with all the setting, continue the process with ‘Next Button.

- You will be redirected to ‘Design Album’ window.

- You can see that your Album is ready with selected theme and photos.

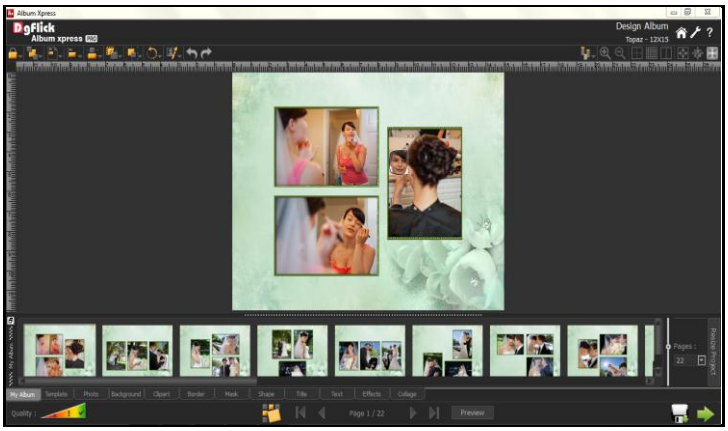


Image 3.3.2.6: 'Design Album' window … Album is created

- You can change photos or swap photos with each other.

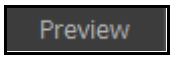
- With  button you can see preview of Album.

Image 3.3.2.7: Preview of Album

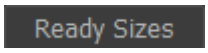
- With this navigator , you can navigate through pages of Album.

- In this way, your Album is ready. You can save and export it. (refer section 7.0)

3.3.3 Auto Album Creation

Album Xpress helps you to design and create the Album of your choice. It allows you to sort, select and sequence templates and photos while planning your page layout and décors.

The Process

- In 'Create Album' window, click on 

at bottom right hand corner of the window to select standard categories and sizes for your Album or create custom size. (refer section 3.3.1 Create Album with custom sizes)

- In 'Select Category' window, select the category for your Album.

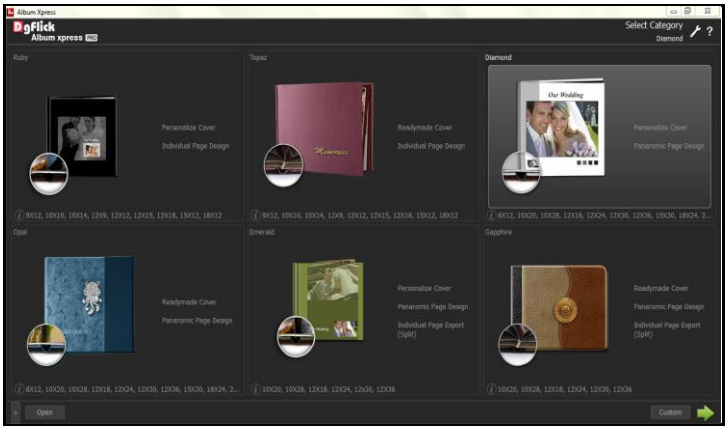


Image 3.3.3.1: 'Select Category' window

- Here we have selected Diamond Category.

- As you select category for Album, continue the process with 'Next' button.

- You will be redirected to 'Select Album' window where you can select size for your Album.

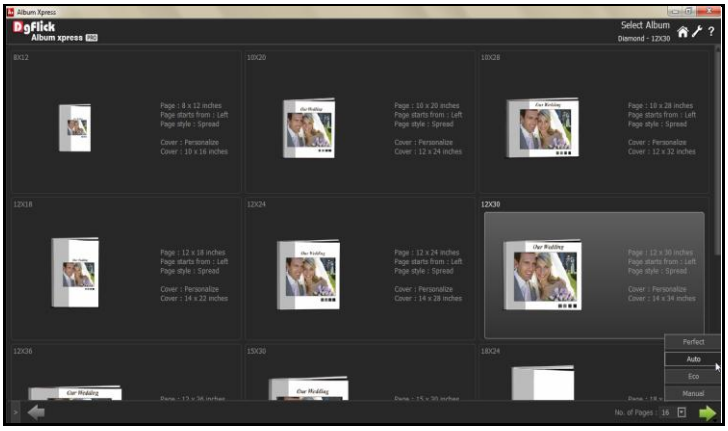
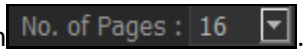


Image 3.3.3.2: 'Select Album' window

- You can choose no of pages for Album from 

.

- Once you select the Album size, you can continue the process with 'Next' button. You will be asked to

select the Album style. Select the Album style – Auto and continue with next button.

- You will be redirected to 'Select Theme' window.

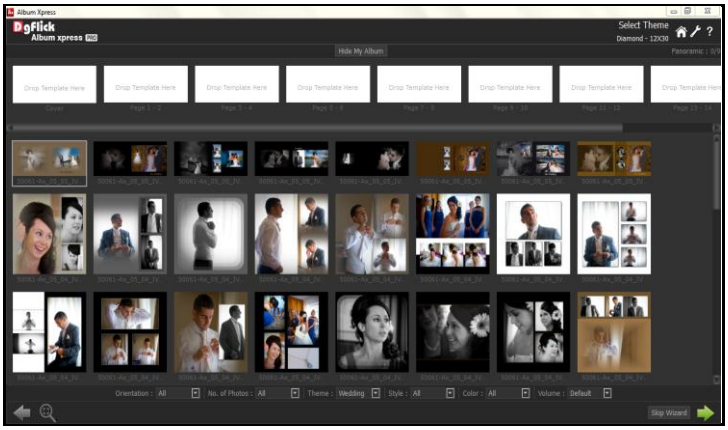
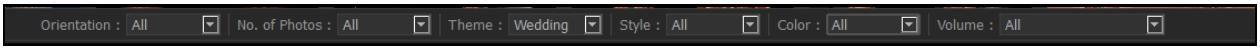


Image 3.3.3.3: 'Select Theme' window

- You can see preview of cover and Album pages here.
- Below preview, you can see available themes (templates) for your Album.
- You have different sorting option by which you can sort themes. They are as follow:



  - **Orientation:** You can sort themes orientation wise i.e. cover, landscape, panoramic, portrait and square.
  - **No. of photos:** You can sort themes no of photo wise i.e. from one photo per theme till 12 photos per theme.
  - **Theme:** You can sort templates theme wise i.e. wedding.
  - **Style:** You can sort themes style wise i.e. creative, elegant, modern, royal and simple.
  - **Color:** You can sort themes color wise. We have provided 8 color options to sort.
  - **Volume:** Your imported volumes of templates can be seen under volume tab.

- You need to drag and drop the themes on Album Cover and other pages to apply. You can use different templates on different pages or apply the same template manually on all the pages if you want.
- When you select the theme for any page, you will see a Blue indicator on that theme. The number in the indicator indicates number of times the theme has been used.

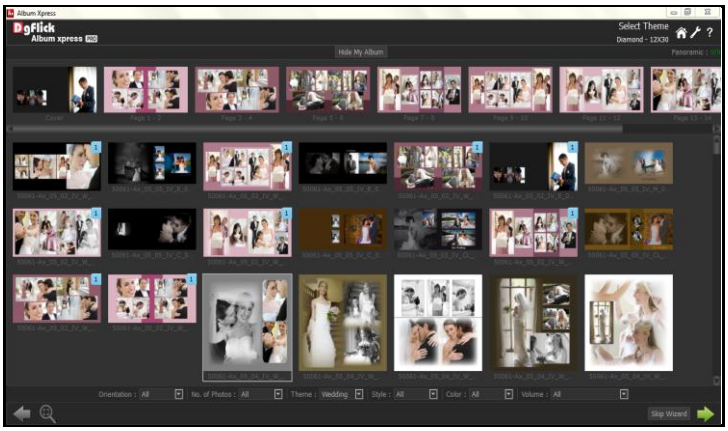


Image 3.3.3.4: 'Select Theme' window … Themes applied

- If you select Skip Wizard option, you will be redirected to 'Design Album' window where you will have to add photos manually into the selected templates.
  OR
- If you haven't selected any templates and you choose Skip Wizard option, then you will be redirected to 'design Album' window for manual creation of Album.

! Additional icons on the page: clicking on *allows you to alter the size of the thumbnails; clicking on* Show My Album *displays the revised Album pages; alternatively,* Hide My Album *'hides' them.*

- After you select themes, click on to go to 'Select Photos' window.
- Now you are in 'Select Photos' window. (Image 3.3.3.5)
- You can see that cover and page photos have been automatically allotted. It means that photos having the tag name-cover will go to the cover page and photos containing the number-tag on it will go to that page number respectively.
- You can manually sort your photos. Select the photo and drag and drop wherever you want. In this way you can sort as many photos as you want.

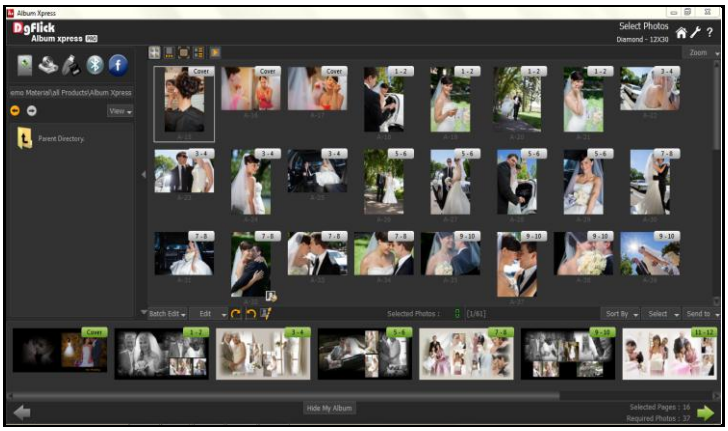


Image 3.3.3.5: 'Select Photos' window

-

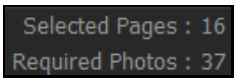
: A picture selected for the cover. The

indicates this.

-

: A picture chosen for a page. The page number

at the top indicates this.

- 

Shows the number of pages selected and the number of photos required for the Album.

- Here select photos you want for your Album.

- You can use select all option to select all photos.

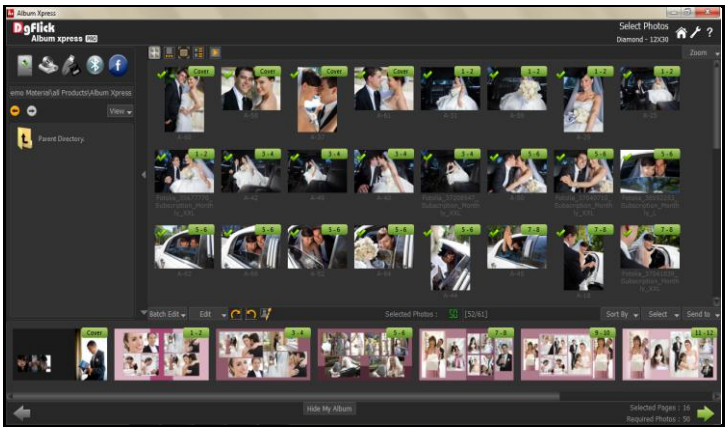


Image 3.3.3.6: 'Select Photos' window … photos selected

! Clicking on Show My Album *displays the revised Album pages; alternatively,* Hide My Album *'hides' them.*

- Once you are done with photo selection process, continue process with option.

- You will be redirected to 'Select Album' window where you can see your Album is ready with selected themes and photos.

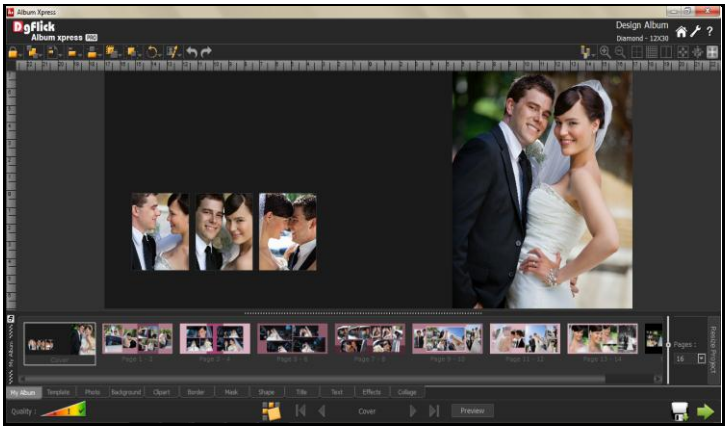


Image 3.3.3.7: 'Design Album' window with ready Album

- Now your Album is ready to save and export. (refer section 7.0)

Photo Quality Indicator:

The quality of photos used in an Album must be good to ensure clarity in the final product. Album 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 3.3.3.8.

Table 3.3.3.8: Photo Quality Indicator

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.

3.3.4 Manual Album Creation

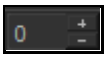
In manual Album Creation software provides you full control over designing. You can give personal touch to your Album by adding your cliparts, background, shapes and decors.

The Tool Bar

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

Table 3.3.4.1: The Tool Bar

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.
<Equal size>	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.

<Rotate object>	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
<Edit photo>	Helps you to use enhance the photos.
<Undo>	To reset the change you made to the page.
<Redo>	To redo a change you made to the page.
<View>	Shows/hides tabs on the page.
<Show/hide margins>	Shows/hides the margins on the page.
<Show/hide gridlines>	Shows/hides the gridlines on the page.
<Show/hide centerlines>	Shows/hides the centerlines on the page.
<Zoom in>	For zooming the page in.
<Zoom out>	For zooming the page out.
<Fit to screen>	Adjusts the page size such that the page fits the screen.
<Actual Size>	Shows the actual size of the page.
<Full size>	View page in full size.

The Process

- In 'Create Album' window, click on at bottom right hand corner of the window to select standard categories and sizes for your Album or create custom size. (refer section 3.3.1 Create Album

with custom sizes)

- You will be redirected to ‘Select Category’ window.

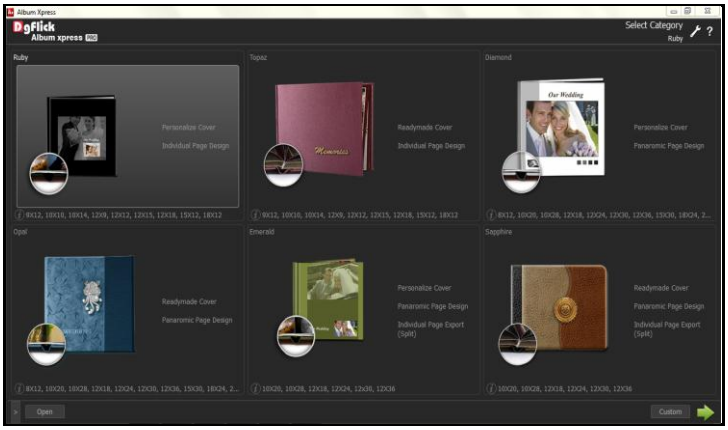


Image 3.3.4.2: ‘Select Category’ window

- In ‘Select Album’ window, select size for Album.

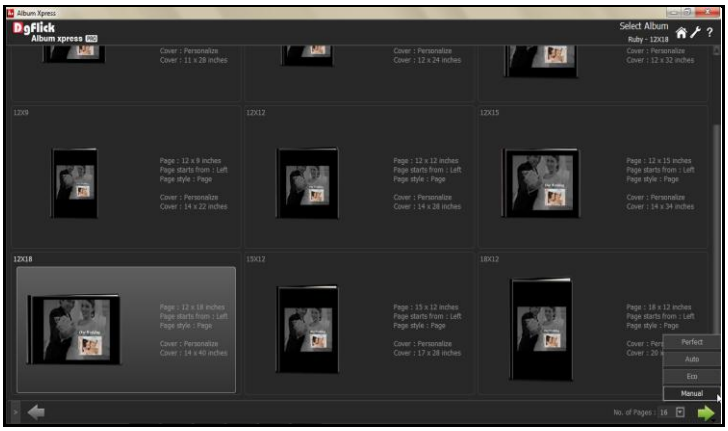
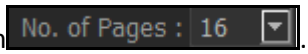


Image 3.3.4.3: ‘Select Album’ window …. Size selection

- You can choose no of pages for Album from 

.

- Once you select the Album size, you can continue the process with ‘Next’ button. You will be asked to select the Album style. Select the Album style – Manual and continue with next button.

- You can either select Album style from ‘Next’ button or directly double click on desired size to go for manual creation.

- You will be redirected to ‘Design Album’ window where you can see blank pages of Album.

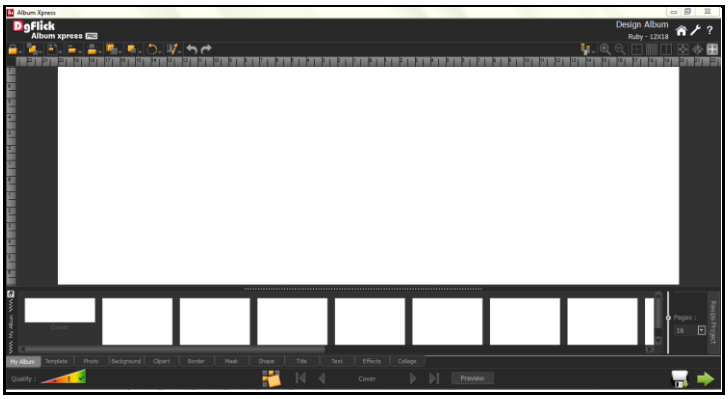


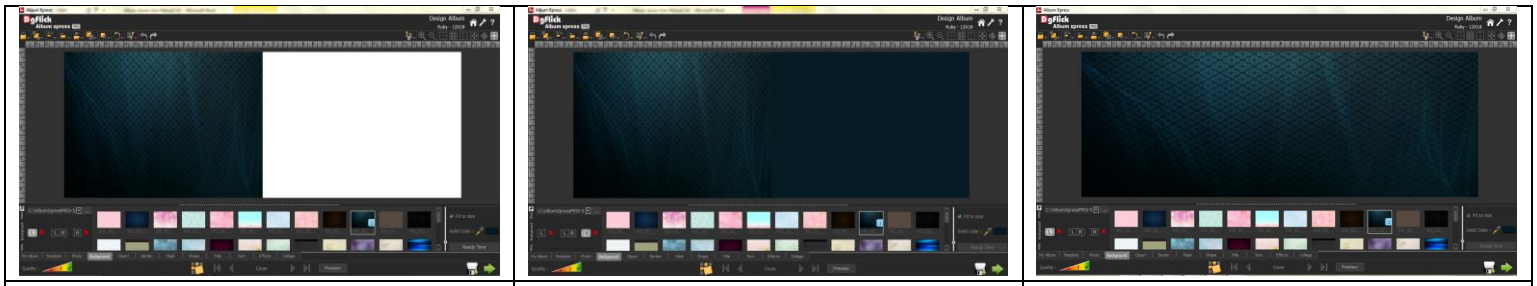
Image 3.3.4.4: 'Design Album' window … Album with blank pages

Background Tab

- Click on the Background tab on the option bar to select the background for your Album or to fill it with any solid color.

- Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the browse button. The last 15 paths used can be viewed.

- Click on L to apply the background on the left side of the page, click on the L R to apply background on both the pages and click on R to apply it on the right side. To delete the background on either side, click on. (Image 3.3.4.5)



(a)	(b)	(c)

Image 3.3.4.5: Applying the background on the (a) left page; (b) solid color on right page; and (c) on both left and right pages

- To use a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.3.4.6).

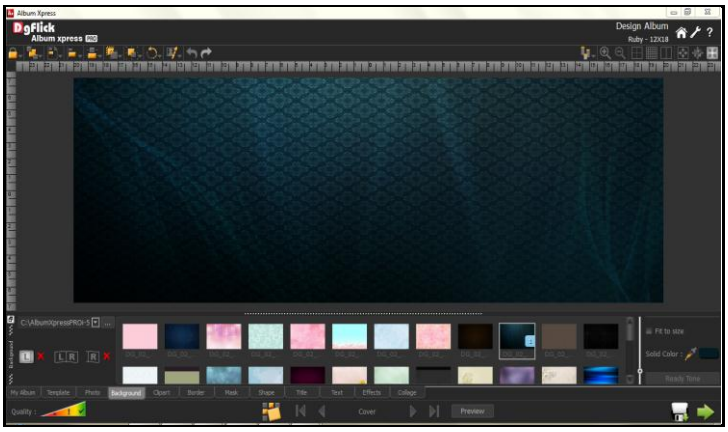


Image 3.3.4.6: The page with the selected background

- Uncheck the Fit to size check box on the Background tab to expand the background on the page.

- To fill the canvas with one single solid color, click on and place it on the color you wish to use as background for your Album. The whole page now gets a background of that color.

- Click on the Ready Tone button on the Background tab to select from a range of 18 ready tones available for each background.

- To change the tone, double click on the chosen tone.

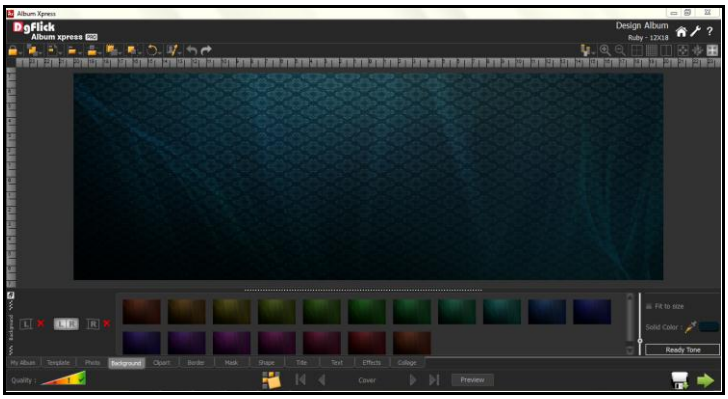


Image 3.3.4.7: The background with its ready tone options

- You could also use a photo of your choice as the background for your Album page. To do this, click on the Photo tab to view the photos. Select the photo and click on 'Set Photo as Background' at the top and then double click on the photo. The photo now serves as a background to the page (Image 3.3.4.8).

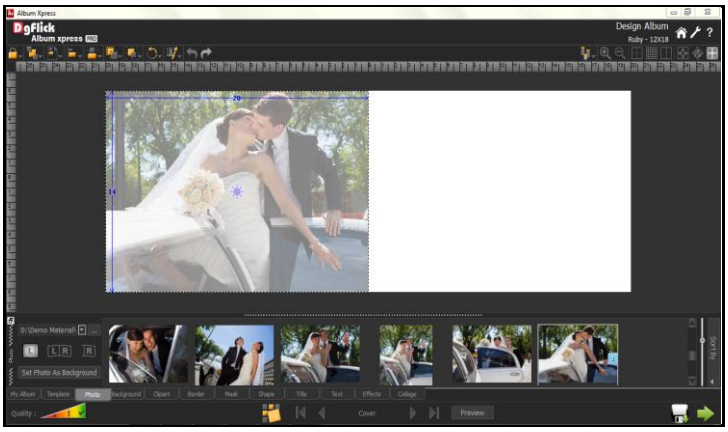
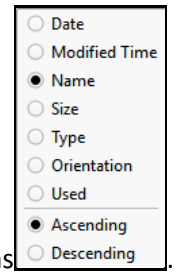


Image 3.3.4.8: A photo as the background

Photo Tab

- Click on the

tab on the 'Design Album' window to access the photos of your choice.
- You could browse photos and even access the last 15 paths you have used.
- Sort the photos by clicking on sort by button you will see following options 

.
- To use a photo, either double click on it or drag and drop it on the canvas (Image 3.3.4.9).

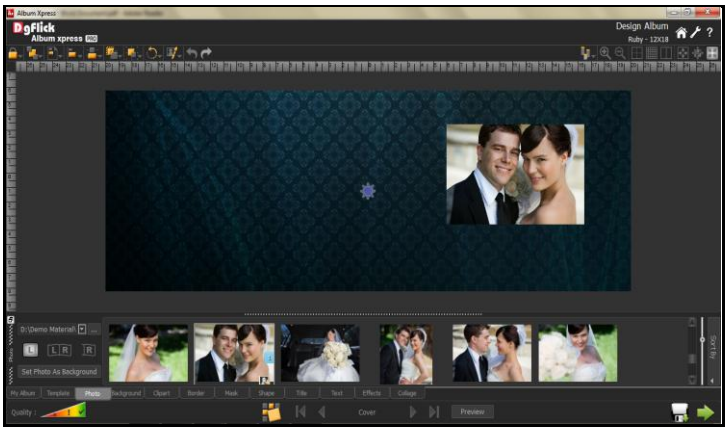


Image 3.3.4.9: 'Design Album' window …. Photos added

Rotating Photos

- Rotating photos in an Album keeping the creative design in mind adds to the overall presentation of the pages. Album Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.

- To rotate the photo within the frame: keep your cursor on the rotate icon that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.

- To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on and use the mouse to rotate the photo with the frame when the 'hand' appears (Image 3.3.4.10).

(a) (b)

Image 3.3.4.10: Rotating: (a) the photo in the frame; (b) the photo with the frame

Zooming In/Out

- While working on your Album you can focus attention 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 (Image 3.3.4.11).

(a)

(b)

Image 3.3.4.11: (a) Zooming in; (b) zooming out

Panning

- Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the document window. This gives to access to the areas that would otherwise remain obscure given the size of the photo.

- How to: 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.

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.

Right Clicking

- While working on Album Xpress, you could use the right click button to get several options right then and there.

- Right clicking outside photos: As seen in (Image 3.3.4.12), right clicking outside photos lets you access the following options directly:

- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow Glow, Outline, Rotation, Presets and Blend.
- The 'Flip' option to flip the page either vertically or horizontally.

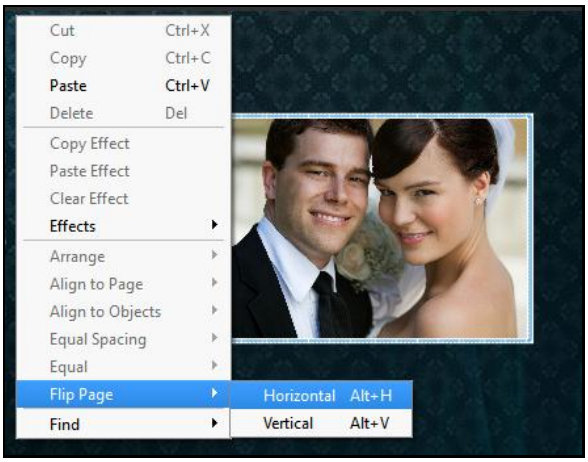


Image 3.3.4.12: Right clicking outside photos

- Right clicking on the photos: Using right click after selecting a photo (Image 3.3.4.13) lets you access the following options directly:
  - Cut, copy, paste (in case an element has been copied) and delete.
  - The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets and Blend and copy, paste and clear effect.
  - Arrange objects- Send to Back, Send Backward, Bring to Front and Bring Forward.
  - Align to page- Top Left, Top Center and so on.
  - The 'Flip' option to flip the page either vertically or horizontally.
  - The 'Find' option to find the source of the object.

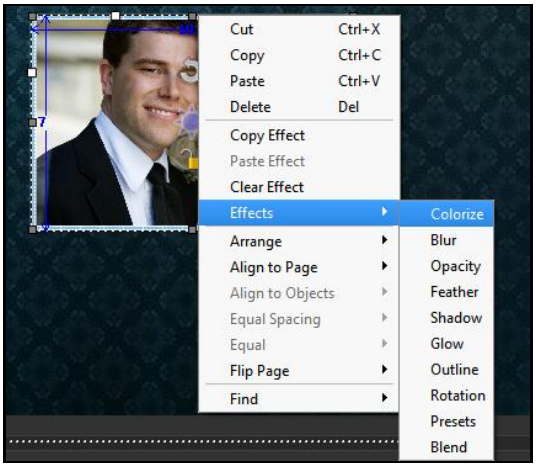
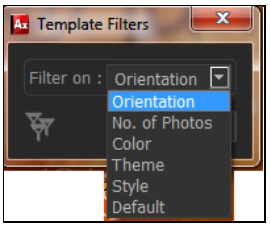


Image 3.3.4.13: Right clicking on the photos

- From the 'template bank' you can filter your search and get the templates as per your requirements by clicking on . The categories are: Orientation, No. of Photos, Color, Theme, Style and the Default option.



- Once the category is chosen the options under that category can be viewed in the drop-down box to the left of the category icon. Select your subcategory to further refine your search for suitable templates. Album Xpress comes loaded with more than 2,000 ready-to-use templates and thus it gives you a wide variety of templates to choose from.

Border

- Click on

tab on the 'Design Album' window to select the border that you want for your photo.

- You could select a border from the options, Album Xpress displays for you or you could browse and select a border of your choice from the path in which you have saved it.

- Double click on the border or drag and drop the border on the photo to apply to it (Image 3.3.4.14)

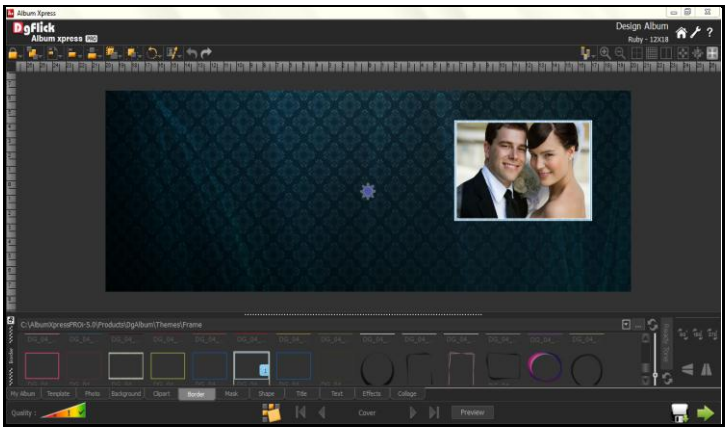


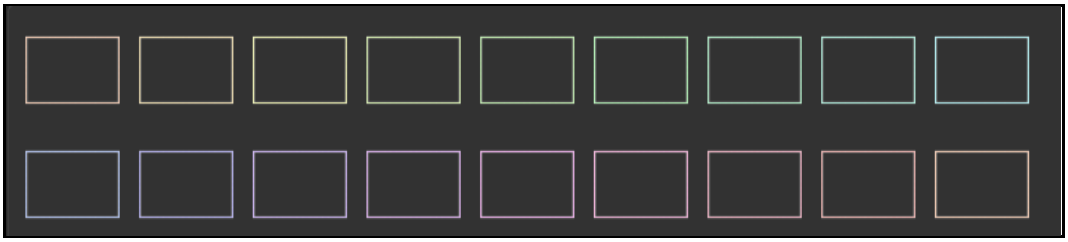
Image 3.3.4.14: The border applied to the photo

- You could change the color of the border to better suit your photo by clicking on the

button. There are 18 ready tones available for use.

- Choose the ready tone you want and double click on it to apply it to the photo border (Image 3.3.4.15).

(a)



(b)

Image 3.3.4.15: Applying a ready tone to the border: (a) The original border; (b) the ready tones

- You can transform these borders freely on the photo.

  ! Additional icons on the 'Design Album' – Border screen:

  (i) To reset the changes.

  (ii) To rotate the border 90 degrees.

  (iii) To rotate the border 180 degrees.

  (iv) To rotate the border 270 degrees.

  (v) To flip the border vertically.

  (vi) To flip the border horizontally.

Title

- Click the tab to add or amend a title for your photo.

- The empty white field can be used to type in the title you wish to add for your photo (Image 3.3.4.16).

- You can change the following parameters for the title:

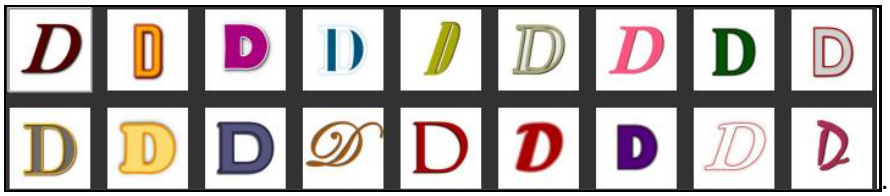
  (i) Font

  (ii) Font size

(iii) Style

(iv) Font Color

(v) Ready presets can be availed from



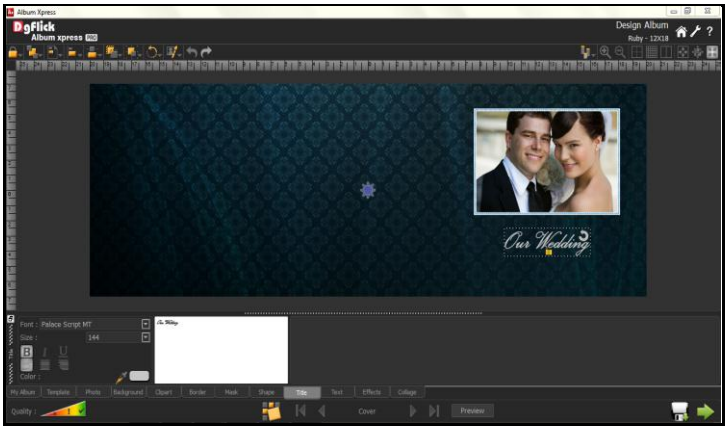
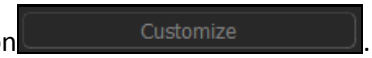
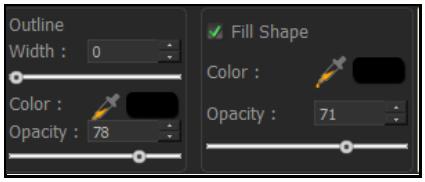


Image 3.3.4.16: 'Design Album' window …. Adding a title for your photo

Shape

- Click

tab on the option bar to select a shape you would like to add to decorate the page.
- Double click on the shape or drag and drop onto the canvas.
- You can align and resize the shape or rotate it using on the shape.
- To customize the shape according to your taste, click on 

.
- Use the sliders on 

to modify the shape to suit your requirements.
- Use the color picker to pick any color from the screen for your shape (Image 3.3.4.17).

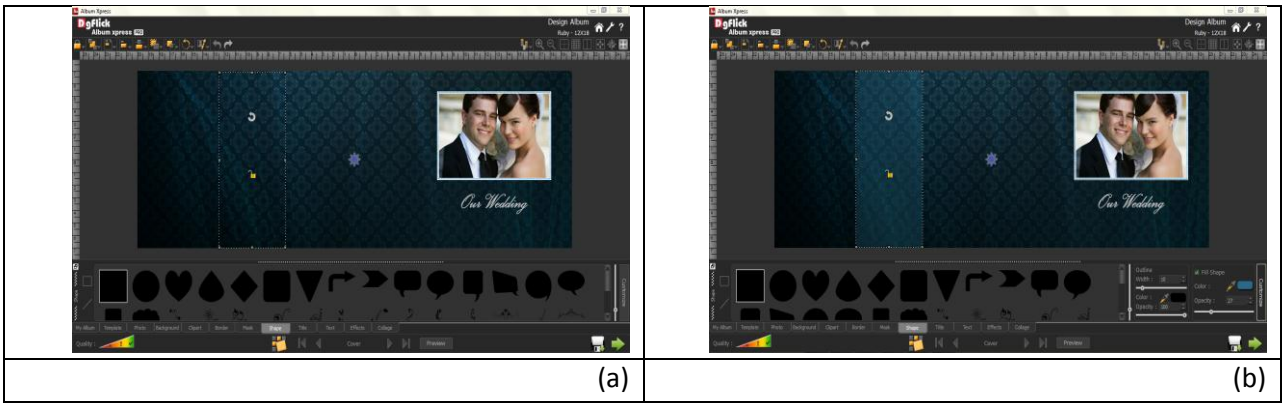


Image 3.3.4.17: Adding a shape to the canvas: (a) On selecting the 'Shape' tab; (b) the customize option

- Now we will add some more photos to Album page and use equal size tool to make two or more photos of a same size.

Image 3.3.4.18: 'Design Album' window …. Photos added

- Select the photo and adjust its width and height manually as per your desire. Now select the same photo and select other photos which you want to bring to current photo size and use Equal size tool. After adjusting width, height and size arrange the photos on the shape.

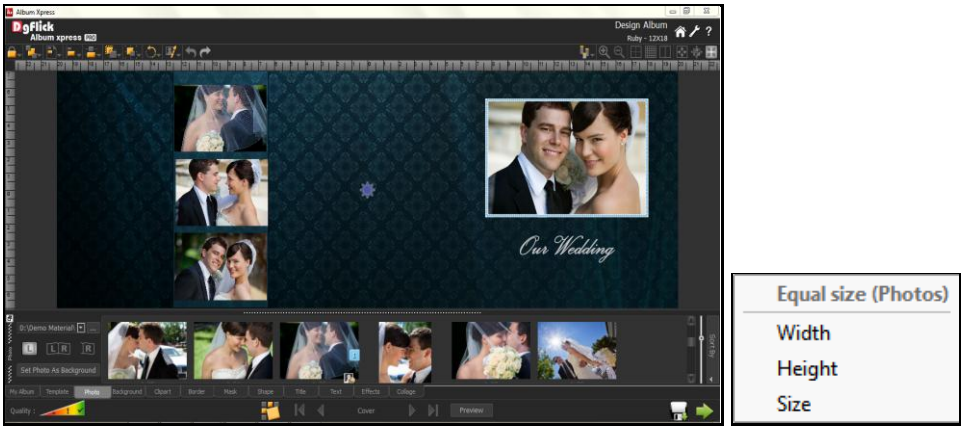


Image 3.3.4.19: 'Design Album' window … using Equal size option

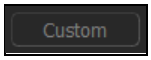
Effects

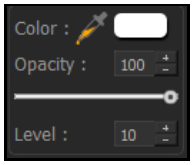
- To apply effects to your Album pages, click

on the option bar.

- There are 10 different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets and Blend.

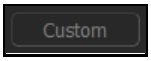
  - **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo.

    To manually make changes or customize, click on 

and change the color, opacity and level using 

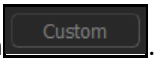
.

  - **Blur:** You could give a blurred appearance to some photos to make the page more visually appealing. Click on the photo you need to blur and then select the preset of your choice under this option.

    Click on 

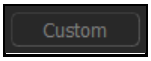
to increase or decrease the level or blurriness using the slider.

  - **Opacity:** Add opacity to the photos by selecting the presets available under this option.

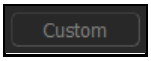
    You could also manually choose the level of opacity by clicking on 

.

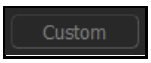
  - **Feather:** Apply the feather effect to your photos by clicking on the photo and then selecting the preset of your choice.

    Click on 

to manually change the values of the feather using the slider.

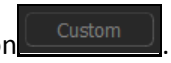
  - **Shadow:** To apply the shadow effect to your photos, click on ‘Shadow’ and then choose from the available presets .You could customize your ‘shadow’ by clicking on 

and then applying the shadow by doing settings manually.

  - **Glow:** Apply the required presets under the ‘Glow’ option by clicking on the photo and then clicking on the preset. Apply your own settings by clicking on the 

button and changing your blur, color and opacity values.

  - **Outline:** Select the photo and click on the preset of your choice to apply the outline.

    To customize the outline, click on 

. Then, create the outline of your choice by filling in the

values in these fields

.

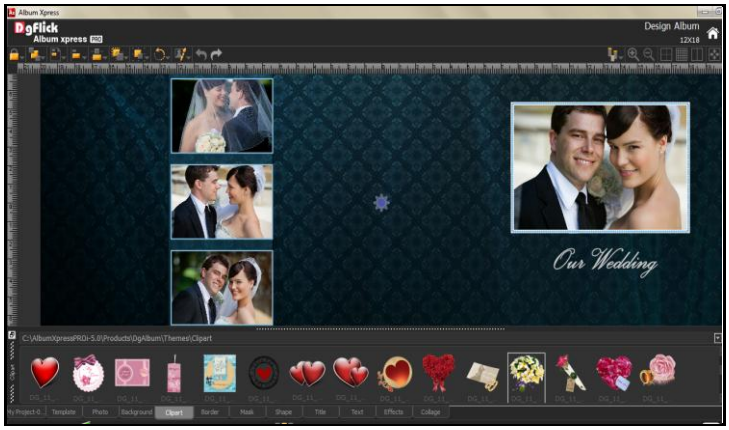
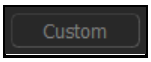


Image 3.3.4.20: 'Design Album' window … Applying Outline Effect to the photo

- **Rotation:** The photos on the Album page can be rotated using the predefined presets under the 'Rotation' option.

  Click on 

 to change the values for the x, y and z axis and give the photo a 3-D effect.

  You could also flip the photo horizontally and vertically by using and , respectively.

- **Presets:** This option gives you certain in-built effects that you could use for your photos. Click on the photo and then click on the desired preset to apply it.

- **Blend:** There are 12 blending modes that help you achieve the desired effect for your photo. Click on the photo and then select the blend option of your choice to apply.

Right Clicking

While creating the Album, at any point, you could select a photo and use the right click to access the 'Effects' option directly. You could also copy and paste effects from one photo to another and clear existing effects on a photo.

Clipart

- Click on the

 tab on the option bar for a listing on the available clip-arts.

- Double click on the clip-art of your choice or drag and drop it onto the canvas to use it on the page.

- You could even use your own clip-arts by accessing them using , where the last 15 paths accessed are available.

- Click on

to access the ready tones for the clip-arts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page setup by double clicking on the ready tone (Image 3.3.4.21).

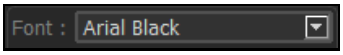
Image 3.3.4.21: 'Design Album' window … Clipart added with ready tone options

Text

- Click on the

button on the option bar to insert text to describe your photos on your page, if required (Image 3.3.4.22).

- You could add text and change its look by using:

(i) Font type: 

(j) Font size:

(k) Font style:

(l) Font color:

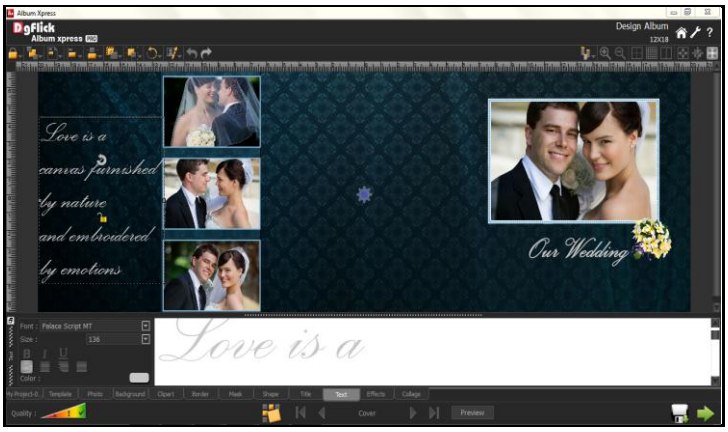


Image 3.3.4.22: 'Design Album' window … Inserting text

Mask

- Click the Mask tab on the option bar to select the mask of your choice.
- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it (Image 3.3.4.23). You could even access the previous 15 paths.
- You can transform these masks freely on the photo.
- You could rotate the mask by 90 degrees, 180 degrees or 270 degrees and can flip it horizontally and vertically by using the and, respectively.

Image 3.3.4.23: Applying a 'mask' to the photo with Mask tab

Collage

Album Xpress provides you with the facility of creating a collage of your remaining unused photos in the Album.

- Insert the photos you want to include in your collage by going to on the options bar.

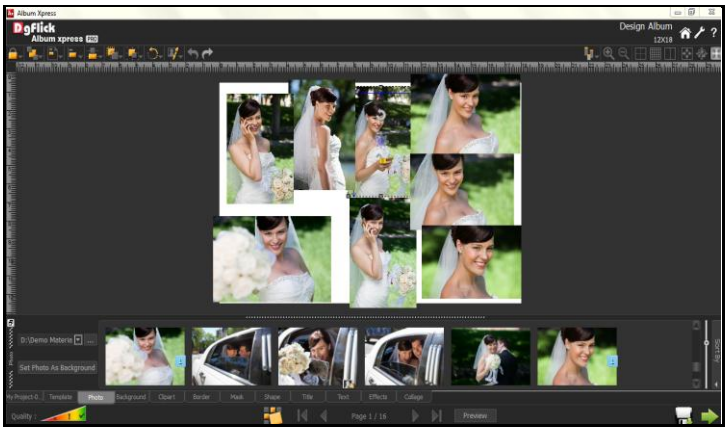


Image 3.3.4.24: 'Design Album' window … Photos for the collage

- To create a collage with your photos, click on

on the options bar.

- Expanded collage will be created with Expand option. Here the photographs get overlapped that too with uneven sizes. Click on to create the photo collage to see the expand effect. (*Image 3.3.4.25)*.

Image 3.3.4.25: The 'Expanded' Collage design with Collage tab

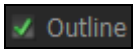
- 'Fit' option in collage tab will help you to design collage page without much overlap. Create Photo Collage button should be press to apply the changes.

- Crop the photos and then form a collage with 'Crop'. The photos will set in the same size on the page. (Image 3.3.4.26)

Image 3.3.4.26: The 'Cropped' Collage design with Collage tab

- Click on Background tab on the option panel to apply the background for the collage. Double click on the desired background or drag and drop it.

- You could alter the maximum and minimum angles of tilt for the photos by using the sliders for the angles or by manually inserting the values in the value boxes. Then click on to create photo collage.

- You could add outlines and shadow effects and colorize the photos in your collage. For adding outlines to the photos in the collage, select the 

option on the options bar. Then click on to apply outlines. Outlines are now added to the photos.

- To add a shadow effect to your photos, select the option on the options bar. Then click on to apply the shadow effect to the photos. The shadow effect is now seen on the photos in the collage (*Image 3.3.4.27*).

(a) (b)

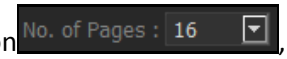
Image 3.3.4.27: The 'Shadow' option applied to the collage. (a) before (b)after

- To 'colorize' the photos in the collage, select the checkbox of 'Colorize' from Collage tab, then click on to add the effect to the collage photos. The photos in the collage now display the colorize effect.

- After the photos are inserted on all your Album pages, your Album is ready and you could make the final modifications to it before moving on to printing.

My Album

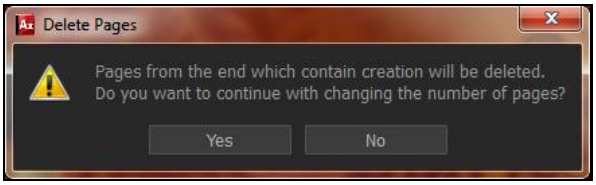
- As you design one page after the other, you can view the Album page wise on My Album tab.

- You can alter the number of pages in the Album by clicking on 

, where you have the choice of selecting Album pages ranging from 16 to 200.

- For Custom sizes available Album pages are ranging from 16 to 500.

- When you choose to reduce the number of pages, a textbox for confirmation of deletion of pages from the end appears.



- Clicking on 'Yes' will let you proceed as desired.

- In this way your Album is ready to save and Export. (refer section 7.0)

3.3.5 Manage Your Photos

In this section you will learn how to manage the photos.

After selecting Category, Size and theme, we are redirected to 'Select Photos' window. On the 'Select Photos' window select the photos of which you want to create your Album. (Image 3.3.5.1)

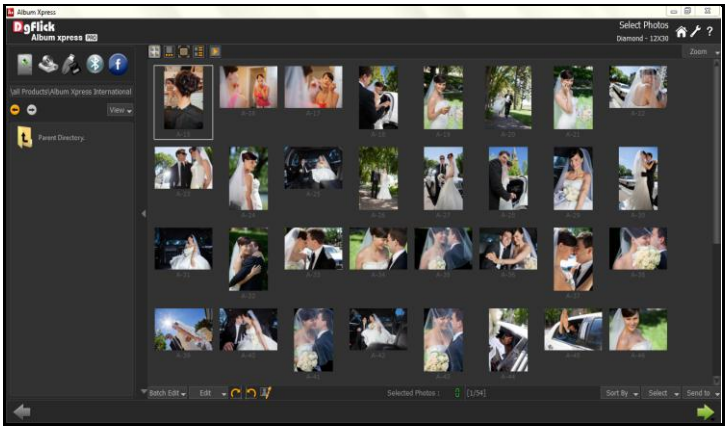


Image 3.3.5.1: 'Select Photos' Window

- You have the option of selecting the photos from the

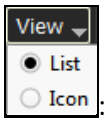
Hard disk

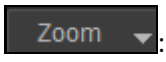
USB

Facebook

CD/DVD

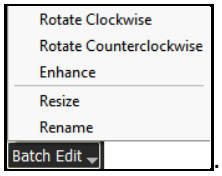
Bluetooth

- Select any of the media where your photos are been saved.
- Go forward or backward with .
- 

: View your folders in list or icon style.
- 

: The button on the top right corner of the window to zoom in/out your photos.
- The top option bar helps you to view the photos in 5 different ways
  - Thumbnail style
  - Filmstrip view
  - Navigate the photos from and
  - to get a full view of the photo
  - get the photos list wise
  - starts the slide show

- Click on Batch Edit * at the lower option bar to edit mutilple photos at a time.

- Select the photos to be edited and click on 

.

- Here you can rotate, color correct, resize and rename your multiple photos.

- Select Rotate Clockwise or Rotate Counterclockwise to rotate your photos clockwise or counter clock wise.

- Select the photos to be edited and click on Enhance option to color correct your multiple photos. (Image 3.3.5.2)

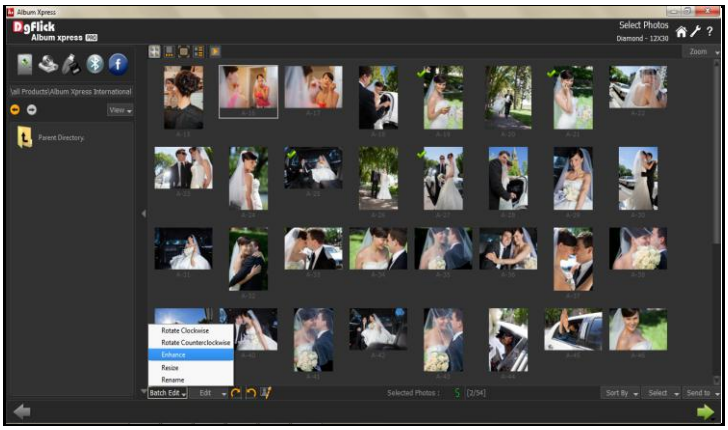


Image 3.3.5.2: Edit Photo window …. Batch Edit * – Enhance option

- On the 'Edit Photo' Window (Image 3.3.5.3), click on BCG to adjust the brightness, contrast and gamma; RGB to adjust the color tones; Level to adjust the input and output levels of the photo; and Curve to adjust the RGB color.

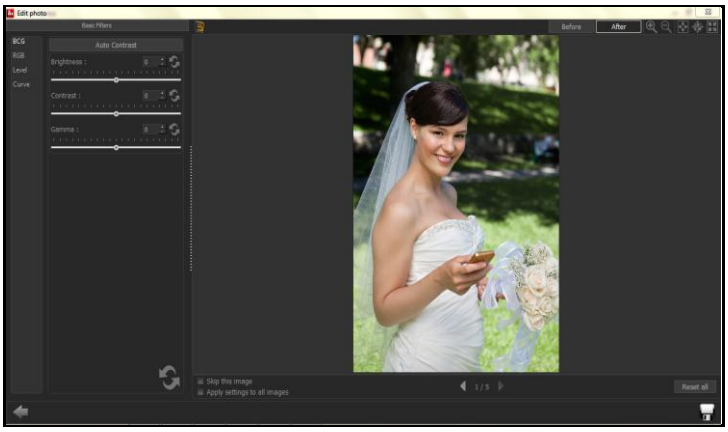
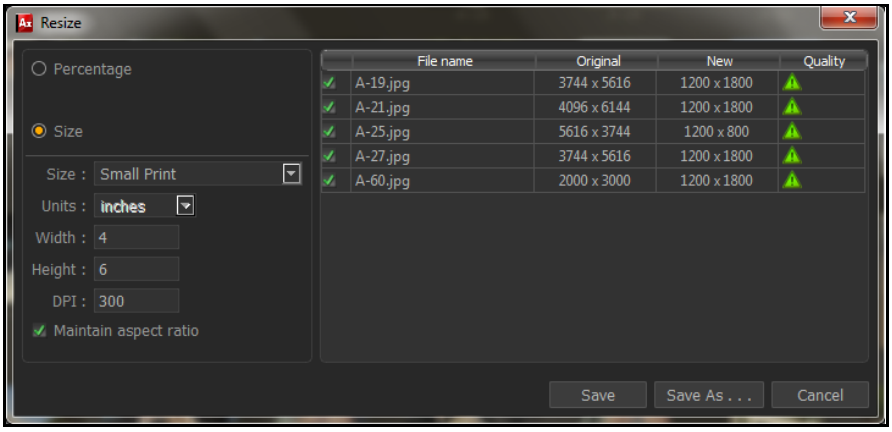


Image 3.3.5.3: 'Edit Photo' window

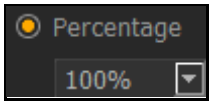
- If you do not wish to apply the changes on the current photo, click on Skip this image.
- To apply changes to all the selected photos, click on Apply settings to all images.
- Click on to save all the changes made.

- Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.

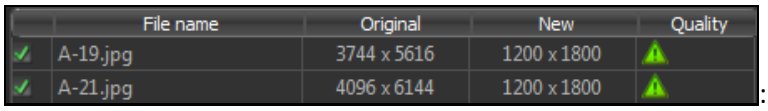
- Select Resize option to change the size of your photos. *



Note: *Functions marked with* * marks are only for PRO version users.

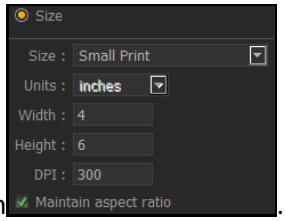
- Click on the checkbox of the photos to be resized and select the desired percentage from 

tab if you want to resize your photos percentage wise.

- 

: From the Original and New tab you can see the changes applied. The Quality tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.
Album Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

- Click on Size if you want to resize the photos size wise.

- Select the desired size from 

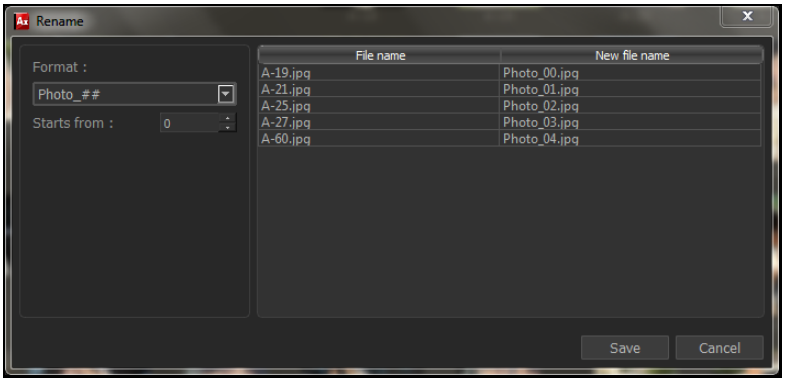
.

- Select the custom option from size tab if you want to give your customized size to the photo.

- After resizing the photo click on Save to overwrite the changes over the existing photos.

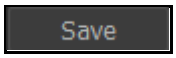
- Clicking on Save As . . . will save the changes done on the photo with a different name.

- Select the Rename * option to rename your photos.

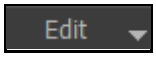


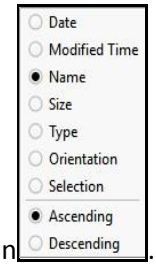
Note: *Functions marked with* * marks are only for PRO version users.

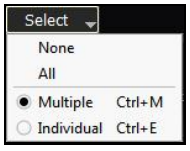
- Manually change the photo name from Photo_##
OR
Starts from : 1 : From here you can change the count of the photos.

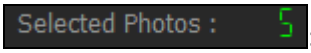
➢ Click on 

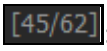
to save the changes made.

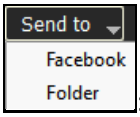
- From 

button you can edit your photos individually as that of batch editor you can rotate, resize, rename and enhance.
- For Enhance option (refer section 6.0 Photo Editing)
- : Rotate photo clockwise.
- : Rotate photo counter clockwise.
- : Edit photos.
- Sort the photos by clicking on 

.
- Click on 

to select multiple photos, all photos or individual photos.
- 

: Shows the number of photos selected.
- 

: Indicates the photo highlighted.
- 

: Lets you to send the photos to your Facebook account or send it to your hard drive.
- Select the required photos; the selected ones have the green tick mark on the top left corner of the photo.

- After selecting the photos and setting its arrangement click on to go to 'Design Album' window, where you can view the Album ready with the selected parameters and can also make any changes if required with the help of various tabs available.

3.4 Resizing Your Album

Many a times, after the Album is done or while it is being designed, you might wish to resize it to another set of specifications. This is where the 'Resize Your Album' function available in Album Xpress comes to your aid.

The Process

- Let's say, as an example, that you are using 'Custom size', size 20 X 40 (Image.3.4.1) for your Album.

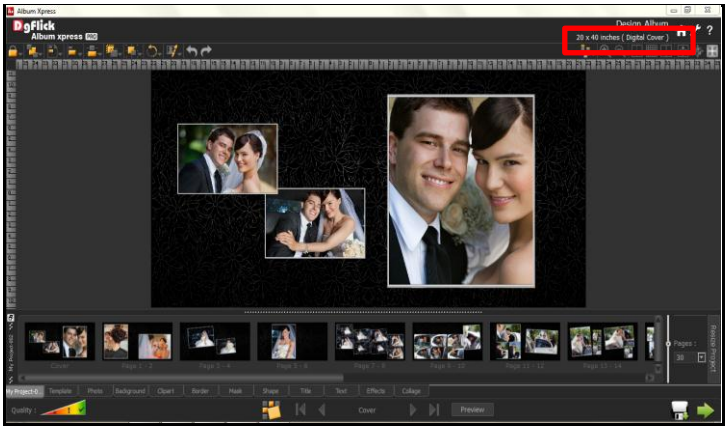


Image.3.4.1: 'Design Album' using 'Custom Size' 20 X 40

- Click

on the template tab to change the size of the Album.

- On the next page – 'Select Category for Resizing' – select the category that you want to resize your Album to; say, 'Ruby' (Image 3.4.2) and then click on .

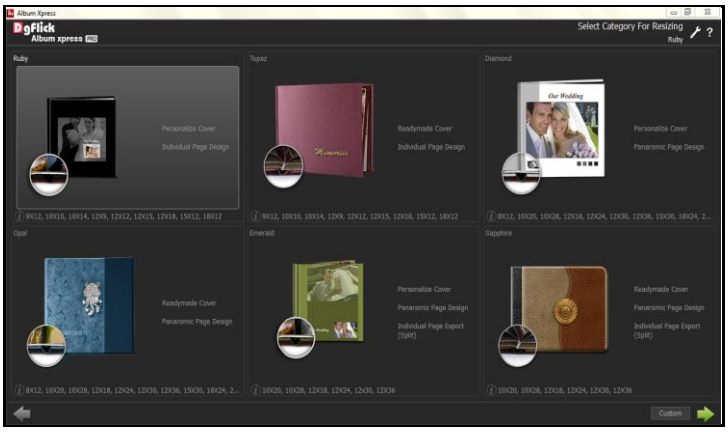


Image.3.4.2: 'Select Category for Resizing' – 'Ruby'

- Next, select the size you require on the 'Select Album to Resize' page, for example, size 15 X 12 (Image 3.4.3).

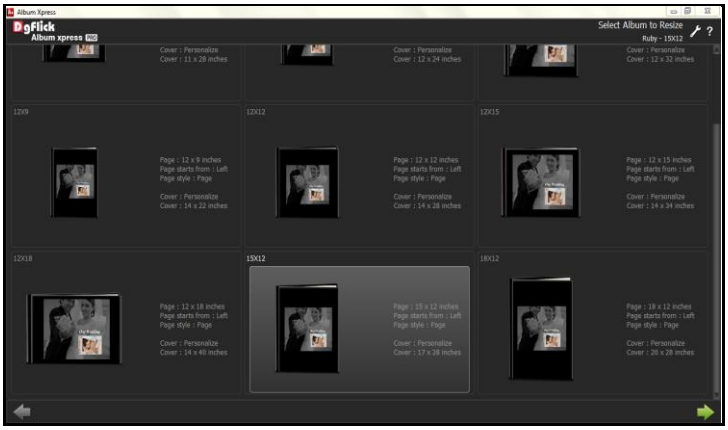


Image 3.4.3: 'Select Album to Resize' – size 15 X 12

- Click on to resize the project.

- The Album is now resized to category of your choice, the resized category and size can be seen on the top right hand corner of the 'Design Album' window (Image 3.4.4).

- In same way you can resize any created Album in any category and size.

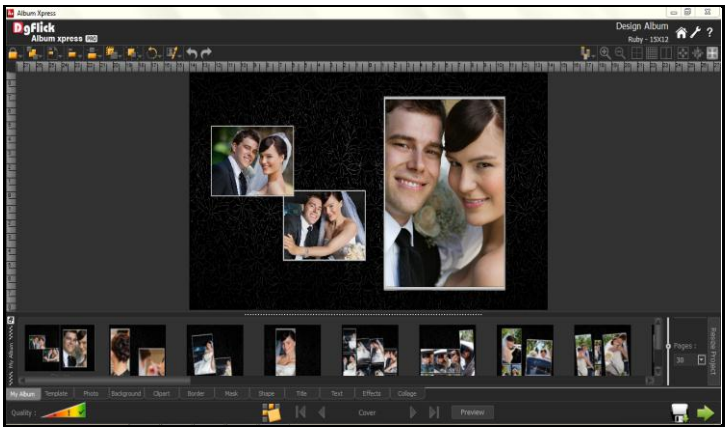


Image 3.4.4: The new category applied to the Album

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

4.0 Nuts and Bolts – Templates and Décors

This section deals with various available features of template and guides you on how to get more, import as well as share, Save and Build and delete templates.

4.1 Software Templates and Décors

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

- Album Xpress has more than 1,000 ready-to-use templates, which can be accessed by clicking on the 'Template' tab on the option bar. Moreover, these templates come along with the software pack.

- You can design each page of your Album in a unique manner by applying templates to the right and left pages. The templates can be dragged and dropped on to the pages of the Album and this gives you unlimited possibilities in page design.

- Album Xpress also has a huge collection of decor options for Album designing. These include a variety of backgrounds, clipart's, frames, masks and shapes that help you to present your Album pages in a more artistic and eye-catching manner.

- Besides the inbuilt decor options Album Xpress also allows you to use your own backgrounds, borders, clipart's and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Album pages.

- Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of your elements to match the page color. This option is available even for your own decor.

- PSD templates can be converted to Ax templates for use while designing your Album. DgFlick also provides PSD to Ax converter application free of cost. To download, visit www.dgflick.com. This software can be used for layer-by-layer conversion of existing Photoshop templates to Ax templates.

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

- DgFlick releases new template volumes every month to make Album Xpress more and more versatile for the user. These templates can be downloaded or they can be bought in the form of CDs/DVDs.

- The versatility of Album Xpress enables you to create and save * your own templates for future use. Existing templates can be modified and saved as new templates or new templates can be created from scratch using your own or DgFlick's decor elements. These can then be saved as templates for later use.

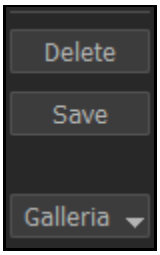
- Album Xpress users in India alone number more than 20,000. With increasing number of users comes the demand for more and more templates. You may 'Build'* your templates in an installable format and these can then be shared with or sold to other users worldwide.

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

4.2 Customize Your Template

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

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



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

4.2.1 Get More and Import

Get More

- DgFlick adds new templates on the website on regular basis. You can add these templates to your software.

- To Get More templates, on the 'Design Album' window, go to the 'Template' tab to access the templates of Album.

- Click on 'Galleria'.

- Click on Get More Button (Image 4.2.1.1) to access more templates from the DgFlick website.

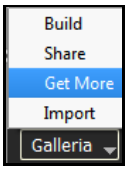


Image 4.2.1.1: The 'Get More' button on the template tab

- You are now routed to www.dgflick.com, from where you can download the templates of your choice and proceed to creating your Album.

Import

- Album Xpress software provides you the facility to use your own created or downloaded templates in Album creation.

- For that you need to import your templates into the software.

- To Import templates on the 'Design Album' window, go to the 'Template' tab to access the template for Album.

- Click on 'Galleria'.

- Click on Import Button to Import templates (Image 4.2.1.2).

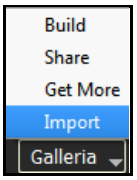


Image 4.2.1.2: The 'Import' button on the Template tab

- Access the folder containing your templates by clicking on the browse button (...) and selecting the location (Image 4.2.1.3).

- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.

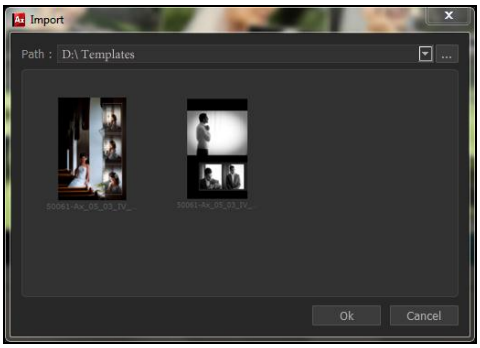


Image 4.2.1.3: The 'Import' templates window

- Now select the templates from the location and click 'OK' to import them to your Template tab. Now you can apply the same to your Album.

4.2.2 Save and Build *

- Album Xpress gives you the option of building templates of your own. You can also share them with other users. This option is available only to the users of the Album Xpress PRO version.

- To start with the building process, you need to first save the template that you want to build.

- Select the template and click on

at the bottom of the option bar to save the template.

- In the textbox that appears (Image 4.2.2.1); enter the template information pertaining to the parameters (except the parameter according to which the template has been filtered).

- These include: No. of Photos, Orientation, Color, Theme, Style and Custom. Depending on the orientation and no. of photos used in the template, here the orientation and no. of templates get detected automatically. You can also enter a name for your template in the relevant box.

- Click on 'Ok' to proceed and on 'Cancel' to quit the process.

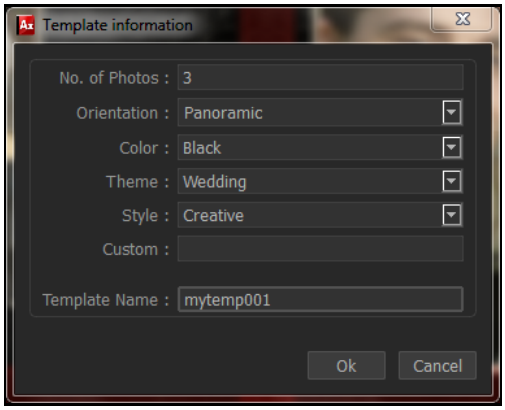
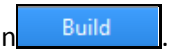


Image 4.2.2.1: Template information while saving your template

- To proceed with the building of your templates, click on 

.

Image 4.2.2.2: Building your template - 1

- On the 'Build' window, select the templates and then click on Build. (Image 4.2.2.2)

- In the text box that appears next (Image 4.2.2.3), specify the name of the folder in which you wish to save it (Name : MyVolume001) and the path where you want to place it.

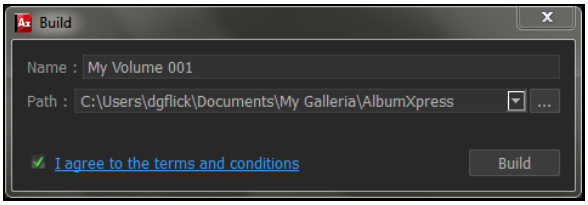


Image 4.2.2.3: Building your template - 2

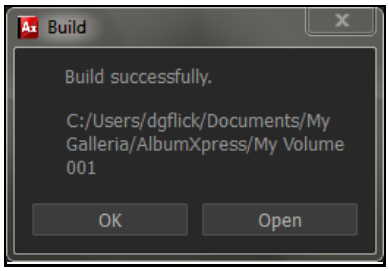
- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Album Xpress.

- Check the box next to 'I agree to the terms and conditions' and proceed to click on Build.

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

- The following text box appears on screen:

- Click on the 'OK' button to continue with saving, else click on 'Open' to access the created template.



! At any point during the process, you could click on the *button to go back to the previous Album.*

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

4.2.3 Share*

- Templates that have been created can be shared with other users by means of the 'Share' option available with Album Xpress. This option is available only to the users of the Album Xpress PRO version.

- Click on Share to share the template that you have created.

- Select the templates you wish to share and then click Share on the 'Share' Template (Image 4.2.3.1).

Image 4.2.3.1: 'Share' window …. Sharing your template

- The templates are shared on DgFlick's website.
- You need to log into your account using your username and password (Image 4.2.3.2) to be able to share templates.
- 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.

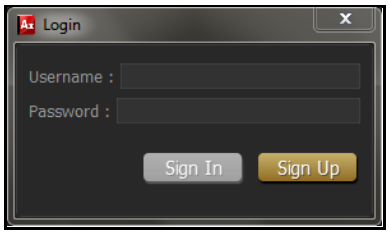


Image 4.2.3.2: Sharing your template – login Album

- On completion of the login process, a textbox asking if you agree to the terms and conditions of template sharing appears (Image 4.2.3.3).

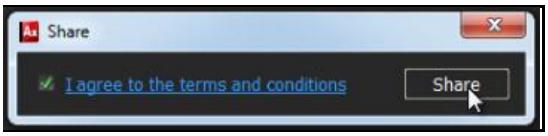


Image 4.2.3.3: Sharing your template – terms and conditions

- If yes, accept the terms and conditions and then click on

to share the templates 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 *button to go back to the previous Album.*

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

4.2.4 Delete *

- Besides building and sharing, Album Xpress also gives you the option of deleting any template that you no longer wish to retain in your template bank.
- To delete a template, select the template that you wish to delete.
- Click on Delete at the bottom of the Template tab.
- A textbox asking for confirmation for deletion appears (Image 4.2.4.1).
- Click on 'Yes' to proceed with the permanent deletion, else click on 'No' to abort the process.

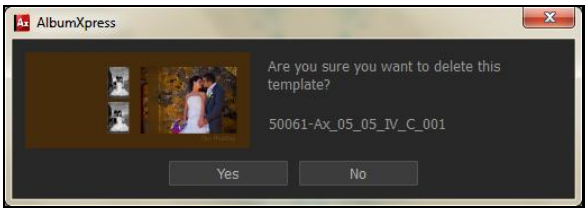


Image 4.2.4.1: Deleting your template

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

5.0 Building the Framework – Page Composition

In previous section we learnt how to create Album in four different styles. In this section we will learn how to align and decorate Album.

5.1 Basic Page and Photos

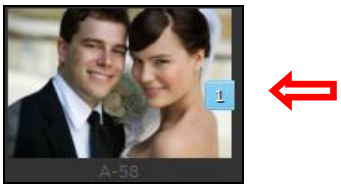
While you are designing your Album, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Album Xpress gives you this flexibility and more. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

While designing Album you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Album Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Album. This helps you plan the Album with the remaining photos and also avoid using the same photos multiple times without being aware that you are doing so.

Green tab on the photo: This indicates the photos used in Album on other page.

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



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

Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Used' button on the

tab.

Find Photo/Décor

After you are done with an Album, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Album.

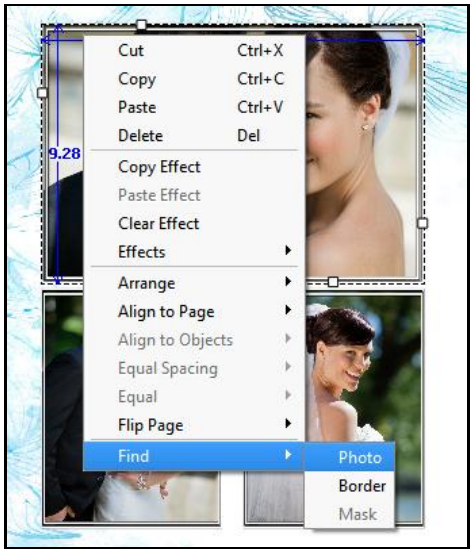


Image 5.1.1: The 'Find' option for finding the source of photos, borders and masks

Moreover, all the photos appearing on an Album can be identified by the blue tab on them, as described earlier.

Swap Photos

While working on an Album, you might want to swap photos to achieve the desired effect on the Album. Album 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 (Image 5.1.2). This is particularly useful to fit a portrait photo into a portrait frame and vice versa.

(a)	(b)	(c)

Image 5.1.2: Swapping photos (a) Original placement, (b) After Swapping, (c) Swap Icon

Use Photo as Background

Album Xpress provided you with many backgrounds with its ready tone for your photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize your Album, you might wish to use a photo as a background for an Album. This can be done in an instant using the software.

Just select the photo you want to use as background and choose the Set Photo As Background option under the 'Photos' tab on the options bar. The photo is now set as a background (Image 5.1.3).

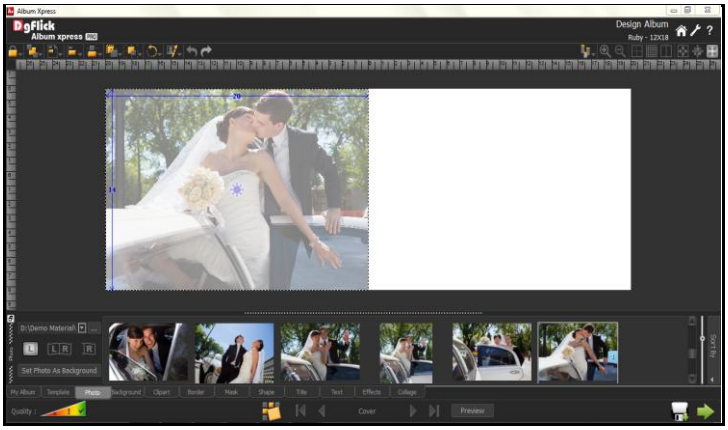
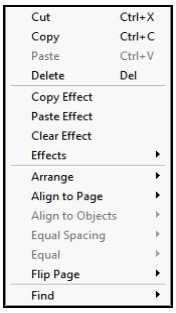


Image 5.1.3: Setting a photo as background for the Album

Copy, Paste and Clear Effects

Album Xpress allows you to cut, copy and paste photos and effects on the photos in the Album. Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.



Lock and Unlock Photos

Album Xpress generally 'locks' photo on the Album to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Album. Clicking on the 'lock' icon 'unlocks' it and now you can move it or resize it as per your wish.

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.
With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.
Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.
With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis x, y and z to give it a 3D effect.

Flip Décor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.

Flip Page

Album Xpress gives you the option of flipping a page both horizontally and vertically as per your requirements.
Horizontal flip: Right click on the page and select the 'Flip page' option on the drop list. Select 'Horizontal' to flip the page horizontally (Image 5.1.4).

(a)

(b)

Image 5.1.4: Horizontal flipping (a) before flip (b) after flip

- **Vertical flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Vertical' to flip the page vertically (Image 5.1.5).

(a)

(b)

Image 5.1.5: Vertical flipping (a) Before flip (b) after flip

5.2 Advanced Page and Photos

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

Grid and Guideline

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

Grids: On the top, right-hand corner of the Album, click on to activate the gridlines on the Album you are working on (Image 5.2.1). The grids on the page allow you to align the photos and other elements on the page accurately.

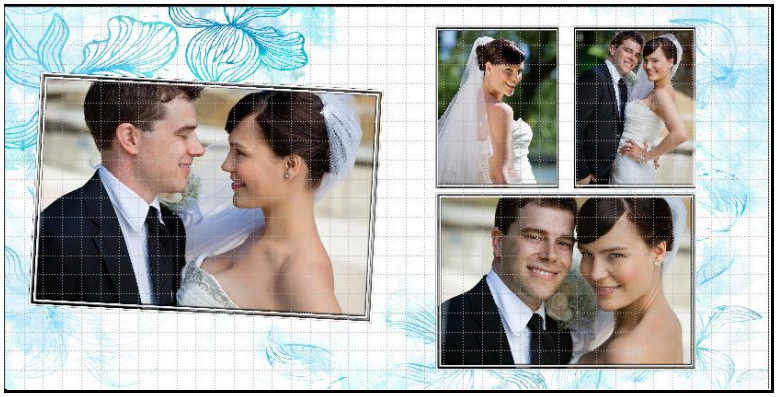


Image 5.2.1: Gridlines activated on the page

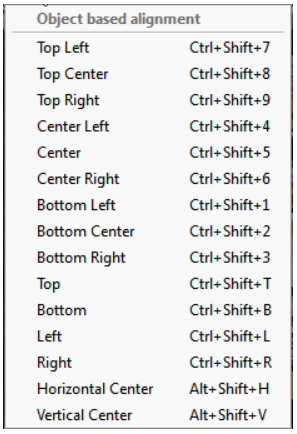
Click on the same icon again to deactivate the grids on the page.

Rulers: On the 'Design Album' 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 and Centerline: On the top, right-hand corner of the page, click on to activate the margins on the page. Similarly, click on to activate the centerline on the page.

Object-Based Alignment

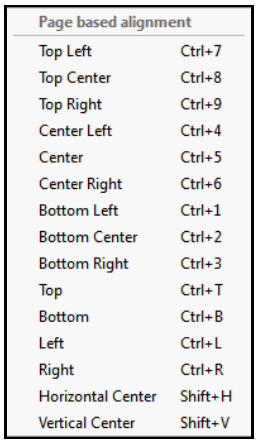
This option allows you to align photos with respect to other photos or elements on the Album. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on to select the alignment option you wish to apply to your photos from the drop list. Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options.



You can undo the changes by clicking on .

Page-Based Alignment

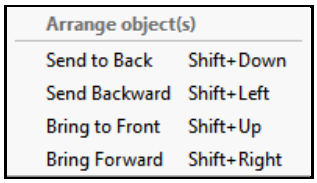
This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on to select the alignment option you wish to apply to your photos from the drop list. Alternatively, use the right click button and on the drop list click on 'Page-based alignment' to access the sub-options.



You can undo the changes by clicking on .

Arrange objects

Album Xpress allows you the option of changing the position of an object on the Album 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. Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options.



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 .

6.0 Fine Tuning –Photo Editing

Album xpress has inbuilt photo editing tools. You can do basic editing like adjusting brightness and contrast as well as advance editing where chroma removal, lasso cutting, touch up tools will come handy.

6.1 Normal Editing

Album Xpress has Basic Filters and Artistic Filters that help in the editing of photos to be used in Albums. Each of these filters includes several options that help you modify the photos to suit your requirements and they add value to the pages without much effort. This sections deals with the additional features in Basic Filters and all the features included under Artistic Filters.

6.1.1 Basic Filters

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

tab on the options bar. This section deals with the filters one by one.

BCG (Brightness, Contrast, Gamma) Color Correction

- To adjust the brightness, contrast and gamma of your photo, click on the

button on the 'Edit Photo' window (Image 6.1.1.1).

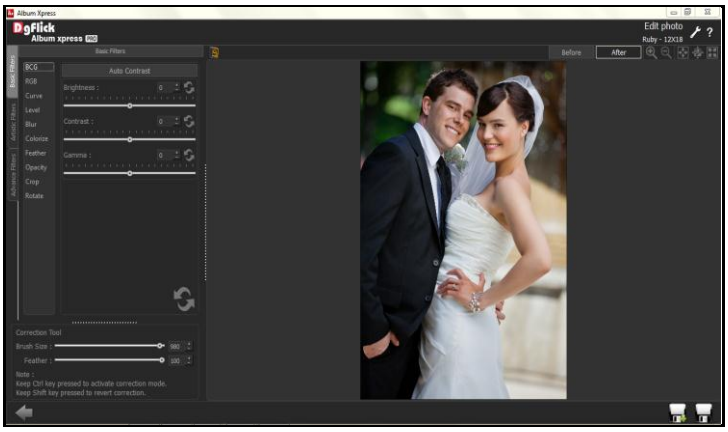


Image 6.1.1.1: The 'BCG' option on the 'Edit Photo' window

- Move the sliders for 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.

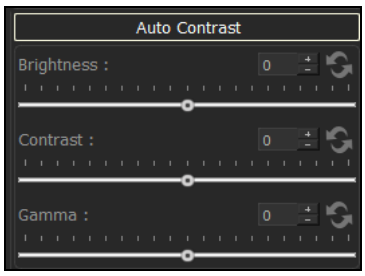


Image 6.1.1.2: The 'BCG' option

- Clicking on the 'Auto Contrast' button at the top will adjust the contrasts automatically.

- The changes can be reset by clicking on .

RGB (Red, Green, Blue) Color Correction

- To adjust the color tones of your photos, you could use the RGB color correction option (Image 6.1.1.3).

- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

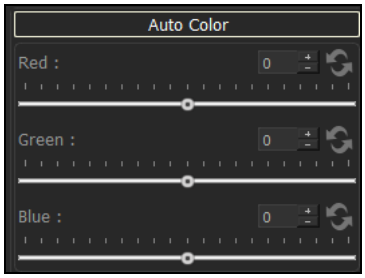


Image 6.1.1.3: The 'RGB' option

- Alternatively, you could enter the values manually in the value boxes above the respective sliders.

- Clicking on the 'Auto Color' button at the top will adjust the color automatically.

- The changes can be reset by clicking on .

Curve

- Color intensities can be adjusted by clicking on Curve button on the options bar of the 'Edit Photo' window (Image 6.1.1.4).
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.

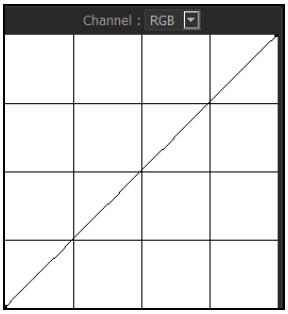


Image 6.1.1.4: The 'Curve' option

- Adjust the intensity by clicking on the curve and moving it as per your requirement.

Level

- To adjust the input and output levels of the photo, click on Level button on the options bar of the 'Edit Photo' window (Image 6.1.1.5).
- 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.
- Modify the 'Input' and 'Output' level values in the value boxes as required.

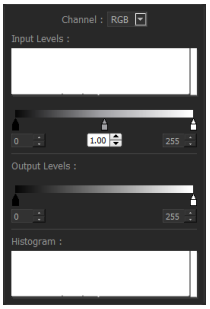


Image 6.1.1.5: The 'Level' option

Blur

- To give the photo a blurred effect, click on Blur button on the options bar of the 'Edit Photo' window (Image 6.1.1.6).

Image 6.1.1.6: The 'Blur' option

- Move the slider button forward and backward to achieve the desired degree of blurring.
- To reset the changes, click on .

Colorize

- To give a colour-film effect to the photo, click on Colorize button on the option bar under 'Basic Filters' (Image 6.1.1.7).

- Click on to select a color from anywhere on the screen to be used as a film on the entire photo.

Image 6.1.1.7: The 'Colorize' option

- You could also select a color by clicking on the color bar next to the dropper icon (Image 6.1.1.8).

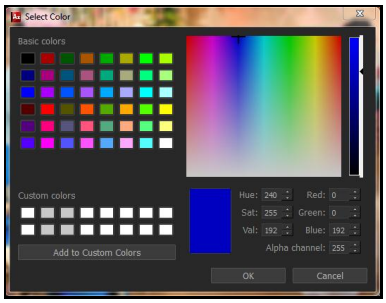


Image 6.1.1.8: The color palette

- To adjust the opacity, move the slider on .

- To reset the changes, click on .

Feather

- Click on Feather button to give the feather effect to a photo (Image 6.1.1.9).

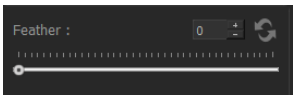


Image 6.1.1.9: The 'Feather' option

- Adjust the feather effect by moving the slider forward and backward or by inserting the value in the value box (Image 6.1.1.10).

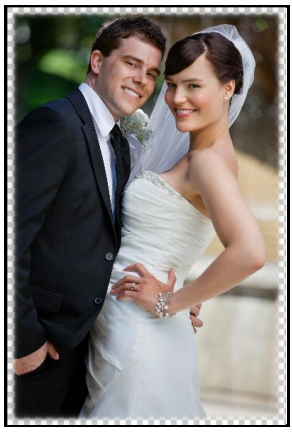


Image 6.1.1.10: The 'Feather' effect applied to the photo

- To reset the changes, click on .

Opacity

- Click on Opacity to adjust the opacity of the photo (Image 6.1.1.11).

Image 6.1.1.11: The 'Opacity' option

- Adjust the opacity by moving the slider forward and backward or by inserting the value in the value box (Image 6.1.1.12).

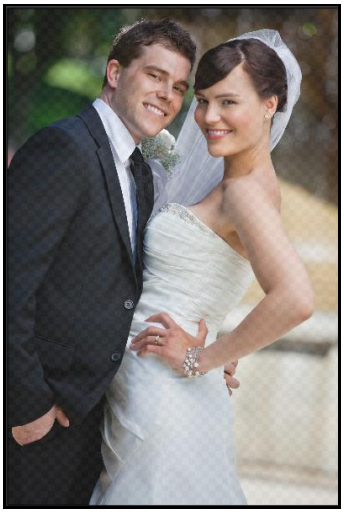


Image 6.1.1.12: Applying 'Opacity' to the photo

- To reset the changes, click on .

Crop

- To crop the photo to the desired dimensions and orientation, click on Crop button on the 'Edit Photo' window (Image 6.1.1.13).

- Change the aspect ratio by clicking on the 'Aspect Ratio' box and select the required value.

- Select the orientation you desire by selecting either 'Landscape' or 'Portrait' (Image 6.1.1.14).

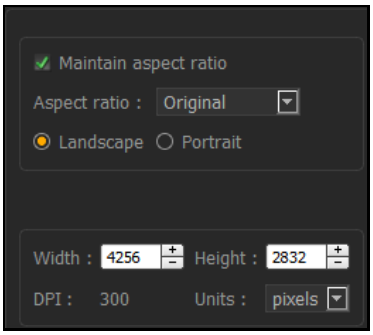
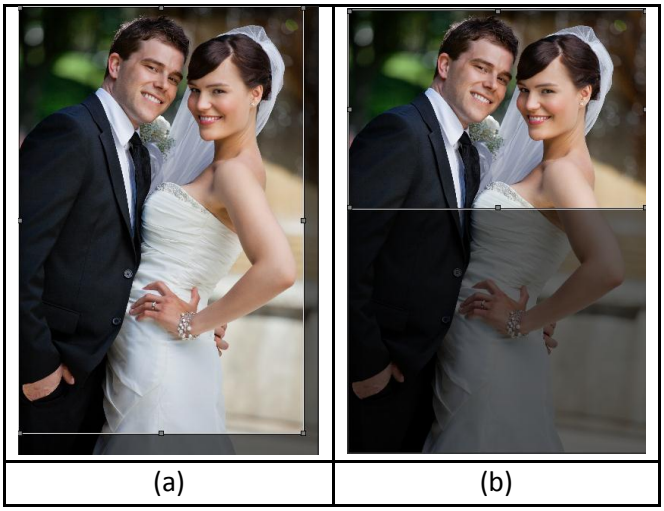


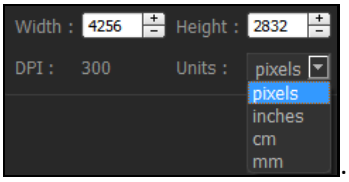
Image 6.1.1.13: The 'Crop' option



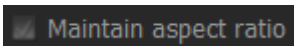
(a) (b)

Image 6.1.1.14: Cropping: (a) Landscape; (b) portrait

- You can enter the values for the width and height after selecting the unit you want to work with

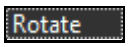


.

- Uncheck the 

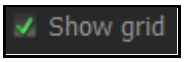
option if you would like to proceed with free-hand cropping of the photo.

Rotate

- Select the 

option on the options bar and then rotate the photo to the desired angle using the slider

.

- 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 clicking on the 

box next to 'Show Grid' below the rotation slider (Image 6.1.1.15).

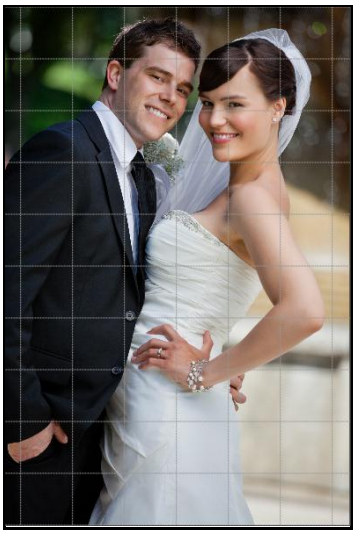
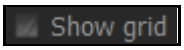


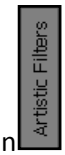
Image 6.1.1.15: Using grid lines on the photo

- Uncheck the 

box to remove the grid lines.

! You could undo the changes by clicking on *or load the original image by clicking on* *at any point in the process.*

6.1.2 Artistic Filters

Artistic filters provide more options for editing your photo and adding more effects to get an eye-catching end result. Some of these options include Mosaic, Ripple, Shift and so on. You could access these options by clicking on 

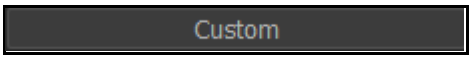
tab on the options bar. This section deals with the filters one by one.

Mosaic

- Click on

to add a mosaic effect to your photo.

- You could apply the effect seen in any one of the 10 presets on the options bar to your photo by double clicking on the preset (Image 6.1.2.1).

- To customize the size of the mosaic blocks, click 

on below the presets.

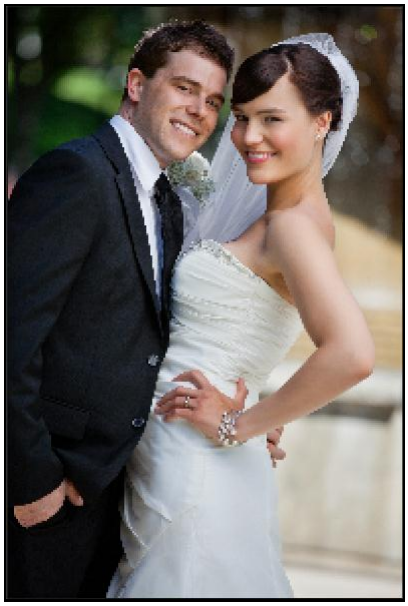
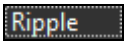


Image 6.1.2.1: Applying a 'Mosaic' preset to the photo

- Click on to reset the settings.

Ripple

- To add a 'ripple' effect to your photos, click on  button on the options bar.
- Select the preset of your choice from the 20 available presets and double click on it to apply the effect to your photo (Image 6.1.2.2).
- You could customize your ripple by clicking on and either adjusting the sliders for the amplitude and wavelength or entering values manually.

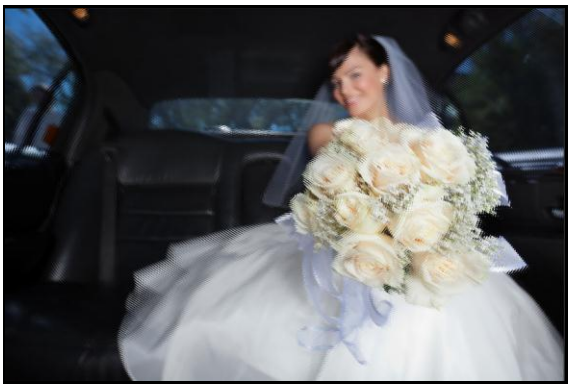
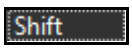


Image 6.1.2.2: Applying the 'Ripple' effect to the photo

- Click on to reset the settings.

Shift

- Click on  to apply the shift effect to your photo.
- Select and apply the effect you desire by double clicking on one of the 10 presets available on the options bar.

- Click on Custom if you wish to customize your shift value.
- Move the slider or manually insert the value in the shift value box.
- Click on to reset the settings.

Splash

- Click on Splash button on the options bar to apply the splash effect to your photo.
- Of the five presets that appear on the options bar, you could choose any one for your photo and apply the effect by double clicking on it.
- Click on Custom to customize the density of the splash effect.
- Use the slider to change the value of the density or manually enter the value in the value box.
- Click on to reset the settings.

Implode

- Click on Implode button on the options bar to apply the effects under implode to your photo.
- Of the ten presets available on the option bar, double click on the desired preset to apply the effect on your photo.
- Click on Custom to alter the values for ‘Implosion’ and ‘Explosion’ based on your requirements.
- Use the sliders to alter the values, else manually enter the values in the value box.
- Click on to reset the settings.

Swirl

- Click on Swirl button on the options bar to apply the ‘swirl’ effect on the photo.
- Of the 18 presets available under this category, you could choose any one for your photo by double clicking on it.

- Click on Custom to alter the degree of swirl.
- Use the slider to alter the swirl value, else manually enter the value in the value box as per your requirement.
- Click on to reset the settings.

Illusion

- Click on Illusion button on the options bar to apply different illusion effects on the photo.
- Of the 10 presets available under this category, you could choose any one for your photo by double clicking on it.
- Click on Custom to alter the section count of the illusion effect.
- You could increase or decrease the section count by using the slider or entering the value manually in the value box.
- Click on to reset the settings.

3dGrid

- Click on 3dGrid to apply the 3d grid effect on your photos.
- Of the 10 presets available under this category, you could choose any one for your photo by double clicking on it.
- To customize the cell size and line depth, click on Custom .
- Use the sliders to adjust the cell size and line depth as per your requirements, else insert the values in the value boxes.
- Click on to reset the settings.

Softlense

- Click on Softlense button on the options bar to apply the effects under the ‘Softlense’ category.

- From the 13 presets available, you could choose and apply the preset of your choice to the photo by double clicking on the preset (Image 6.1.2.3)

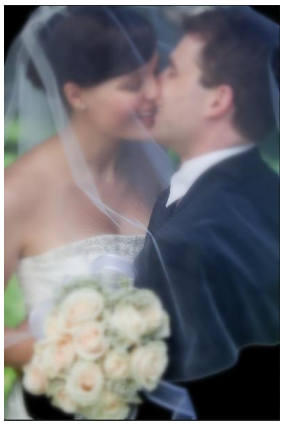


Image 6.1.2.3: The 'Softlense' effect applied

- Click on

to modify the 'softness' of the effect.

- Use the slider to make the required change, else enter the value manually in the value box.

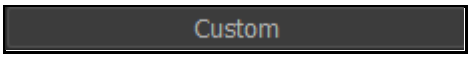
- Click on to reset the settings.

Oil Painting

- To lend an oil-painting effect to your photo, click on

button on the options bar.

- Select the effect you require by double clicking on the preset of your choice from the 10 made available on the options bar.

- To customize your brush size, click on 

.

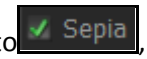
- Change the brush size by moving the slider or by manually entering the value in the value box.

- Click on to reset the settings.

Sepia

- To apply a sepia tone to your photo, click on

in the options bar.

- Check the box corresponding to 

, to apply the effect to your photo (Image 6.1.2.4).

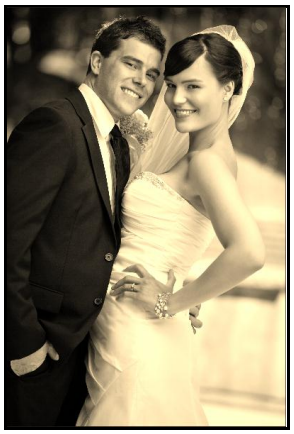
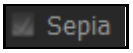


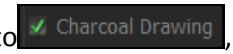
Image 6.1.2.4: The 'Sepia' effect

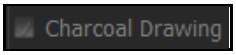
- Uncheck the 

box to reset the setting.

Charcoal Drawing

- To add a charcoal drawing effect to your photo, click on

button on the options bar.
- Check the box corresponding to 

, to apply the effect to your photo.
- Uncheck the 

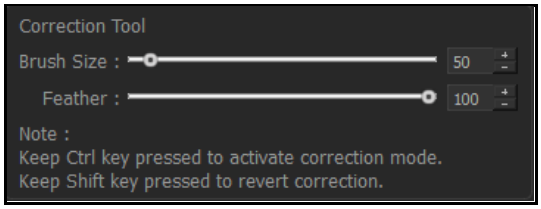
box to reset the setting.

6.1.3 Other Icons on Edit Photo window

Apart from the options that are available under Basic filters, there are few other 'aids' on the Album that help you as you proceed with designing your Album. 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 can be altered by using the respective slider or by entering the value of your choice in the value box.

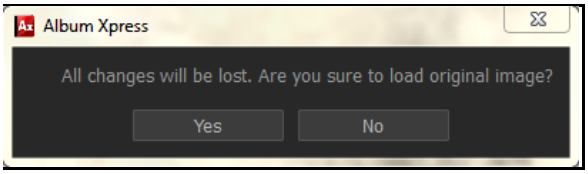
! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to reset correction.

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 .

- Once the 'Load Original' icon 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

and how the photo looks after the change by clicking on

. This aids in better decision-making.

Saving the Changes

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

- : 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.

- : Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

6.2 Advanced Editing

Album Xpress has several types of 'filters' that help in adding special effects to your photos and Album to make for an eye-catching end product. Basic Filters and Artistic Filters have been dealt with in detail in section 6.1. We now take a look at the advanced editing option in Album Xpress – the Advance Filters.

- On the 'Edit Photo' window, click on

to access the advance filters. *

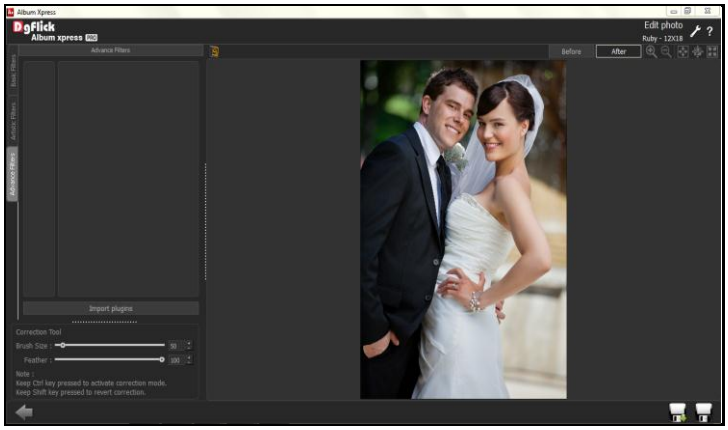
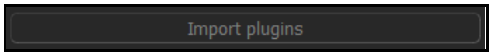


Image 6.2.0.1: 'Edit Photo' window …. Advanced Filters

- Click on 

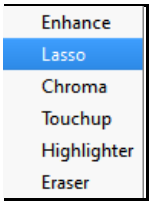
button on the page to import third-party plug-ins from the location in which you have saved it.

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

***Note**: Advanced Filters option is not available with MAC.*

Lasso

- On the 'Design Album' window, select the photo you wish to modify, then click on on top option bar and select the option 'Lasso'.



- On the 'Lasso' window (Image 6.2.1), the tools are available on the top, left-hand corner above the photo.

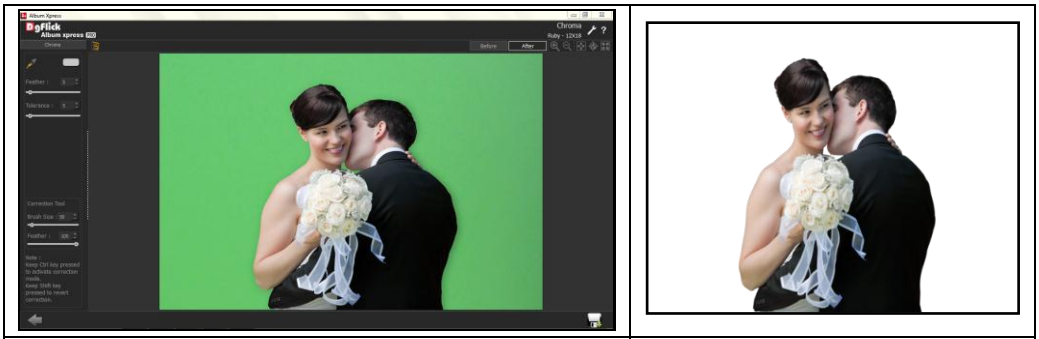
(a) (b)

Image 6.2.1: The Lasso page with the tools. (a) Before (b) After

- Select from the top tool bar to make the 'layer' you would like to use.
- The right-click on your mouse helps you to go back in case of an error.
- Use to select the layer created.
- Finally, use to invert the layer.
- At any point of the process, click on to see how the picture will appear after the change is applied and to view the photo as it was before the change.
- Save the changes by clicking on . This allows you to save a copy of the new file in the path.

Chroma

- On the 'Design Album' window, select the photo you wish to modify, then click on and select the option 'Chroma' (Image 6.2.2).

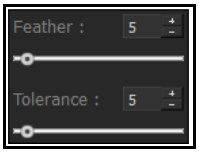


(a) (b)

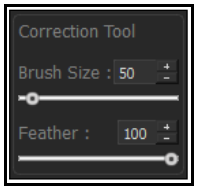
Image 6.2.2: The Chroma option (a) before (b) after

- The Chroma option is useful when you wish to change the background of a photo or conceal some part of the photo to suit your layout.
- The color picker and 'Feather' and 'Tolerance' help in using this option.
- Click on the color picker and click on the area on the photo that you want concealed.

- Adjust the values for the feather and tolerance as per your requirement by moving the sliders for these values backward and forward or by manually entering the values in the value boxes.



- To undo a change or to make corrections to the changes made, use the correction tool on the page.



- You could change the brush and feather size by using the sliders or by entering the values in the value boxes.

- Keep the Ctrl key pressed to activate the correction mode and the Shift key to reset the change.

- At any point of the process, click on

to see how the picture will appear after the change is applied and

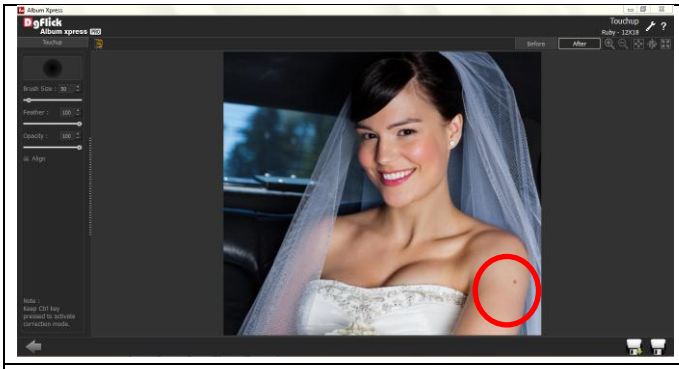
to view the photo as it was before the change.

- Save the changes by clicking on . This allows you to save a copy of the new file in the path.

Touchup

- You can remove all the blemishes, wrinkles, unwanted spots and marks with the help of Touchup tool. On the 'Design Album' page, select the photo you wish to modify, then click on and select the option 'Touchup' (Image 6.2.3)

- 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.



(a)	(b)

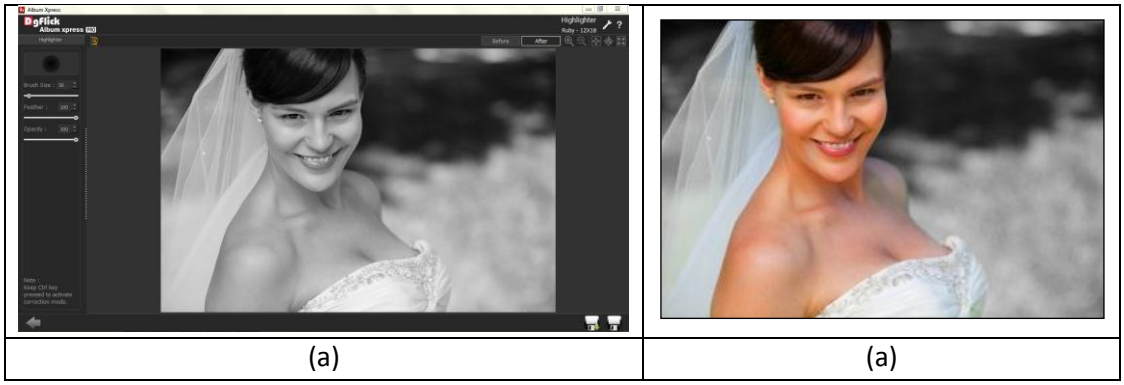
Image 6.2.3: The Touchup option. (a) before (b) after

Highlighter

- On the 'Design Album' window, select the photo you wish to modify, then click on and select the option 'Highlighter'.

- The highlighter option helps to make any subject of your wish stand out in color against a black-and-white background.

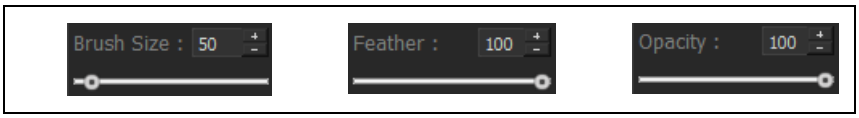
- Once the photo is selected and 'Highlighter' option chosen, the photo, initially in color, opens in black and white on the 'Highlighter' page (Image 6.2.4).



(a)	(a)

Image 6.2.4: Highlighter (a) before (b) after

- Adjust the brush size, feather and opacity using their respective sliders or by entering the values in the value boxes.



- Move the brush over the area you want to be highlighted. That segment now appears in color and the remaining parts stay in black and white (Image 6.2.4 (b)).
- Keep the Ctrl key pressed to activate the correction mode in case you need to undo your highlighting.

- To see how the photo looked before and after the change, clicks on

and

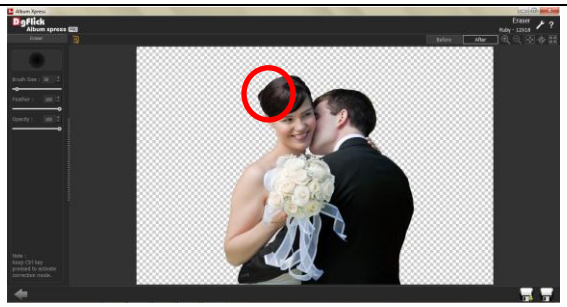
respectively.

- You could save a copy of the photo with the changes by clicking on or overwrite the original photo by clicking on .

Eraser

- On the 'Design Album' window, select the photo you wish to modify, then click on and select the option 'Eraser'.

- The 'Eraser' can be used to erase the portions of the photo that you do not wish to retain in your Album.



(a)	(a)

Image 6.2.5: Eraser (a) before (b) after

- Adjust the brush size, the feather and the opacity by using the corresponding sliders or by entering the values in the value boxes.

- Move the eraser over the segments of the photo that need to be erased.

- Keep the Ctrl key pressed to reset the changes and the Shift key pressed to redo the erasing.

- You could save a copy of the photo with the changes by clicking on or overwrite the original photo by clicking on .

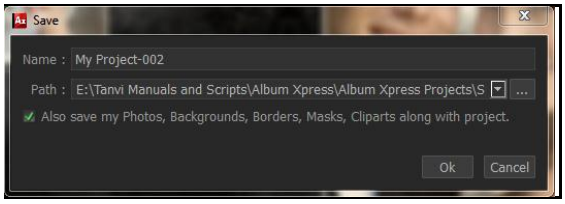
7.0 Job's Done! – Saving and Exporting

Album Xpress not only supports Album 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, opening and exporting of files once the Album is created.

Saving

- After the project is done, the next step is saving the project by clicking on .

- The default path for saving the project is displayed in the textbox as 'My Documents \My Albums'. You could either save the project in this path or provide the path of your choice to save the project.



- Save the other elements used in the Album, such as cliparts, borders, shapes and so on, by checking the box against

.

- Click on 'Ok' to save the project or on 'Cancel' to abort the process.

Exporting

- After an Album project is saved, it needs to be 'exported' so that it can be sent to the customer or printed as the final output.

- Once the saving process is done, click on to start the 'exporting' process.

- On the next screen, the 'Export My Creation' page (Image 7.1), you can see all the pages of your Album with little green 'tick' marks on them.

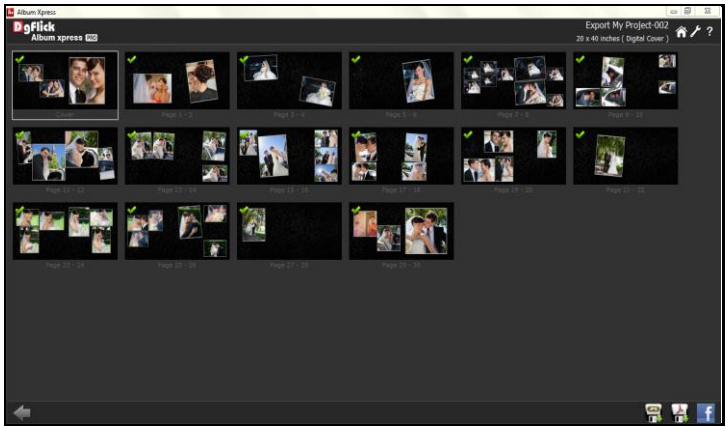
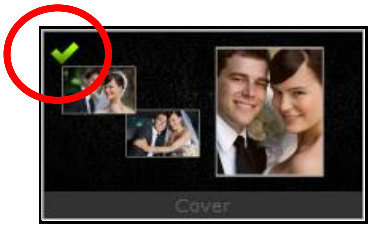


Image.7.1: 'Export My Creation' Window

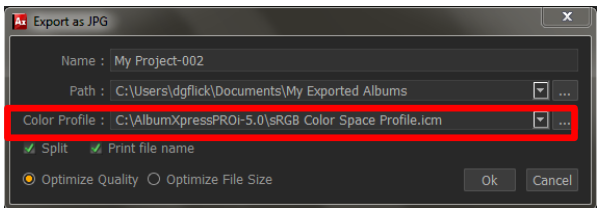
- In case you do not wish to include any page in the 'exporting' process, simply uncheck the page by clicking on it. The green tick now disappears and the page will not be included in the final Album.

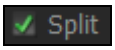


Exporting in .jpg Format

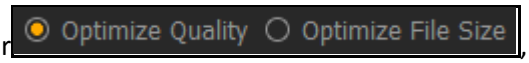
- To save the project in a .jpg format, click on on the lower right-hand corner. The default path for saving the .jpg file appears in the textbox that is now visible on screen. The path is 'My Documents\My exported pages'. However, you could change the path and save it in any location of your choice.

- Set the color profile by clicking on browse button.



- To split the Album while saving, check the box of 

.

- You could optimize the quality or the file size by checking or 

, as per your requirement.

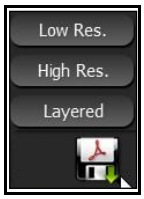
- Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.

- Once the project has been exported you get the confirmation in a text box.

Exporting in PDF Format

- To save the project in a PDF format, click on in the lower right-hand corner.(ref : Image 7.1)

- The PDF file can be exported in three different formats: Low res. PDFs, High res. PDFs and Layered PDFs.



Low Res. PDFs

- Select 'Low Res.' to save the file with a low resolution. Such low res. files can be used only for viewing and are not suitable for printing. Files are created in this format so that they can be sent to the client for approval or for general viewing purposes. Besides, the customer can add in comments for the photos or pages.

- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Albums'. However, you could change the path and save it in any location of your choice.

- Clicking on 'OK' will create a low res. PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.

High Res. PDFs

- Select to save the file with a high resolution. A file saved with this option will be in a printable format.
- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Albums'. However, you could change the path and save it in any location of your choice.
- Select to split the file while saving.
- Clicking on 'OK' will create a high res. PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.

Layered PDFs

- Click on to save a 'layered' PDF file. Such layered PDF files are high-quality files in which color correction can be done before printing.
- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Albums'. However, you could change the path and save it in any location of your choice.
- Clicking on 'OK' will create a layered PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.
- If you wish to share the Album on your Facebook account then click on .

8.0 Open Project

Album Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert your photos. This saves your time as well as your energy.

8.1 Open Saved Project

- To open a project that has been saved and exported, click on the Home icon of Album Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen (Image 8.1.1)
- Through ... button you can give path of the folder where you have saved your project.
- Select the project you wish to work on and then click on 'Open'.

Image 8.1.1: The saved projects in the path

8.2 Open Project as Template

- To open a project as a template that has been saved and exported, click on the Home icon of Album Xpress.
- You will be redirected to Home page where you can see 'Open' option at left bottom side.
- Click on 'Open' option.
- The projects you have saved are now displayed on the screen (Image 8.2.1).
- Through ... button you can give path of the folder where you have saved your project.
- Select the project you wish to use as a template and then click on 'Open as Template' button at left bottom side to use the same design with other photos as many times as you wish to.

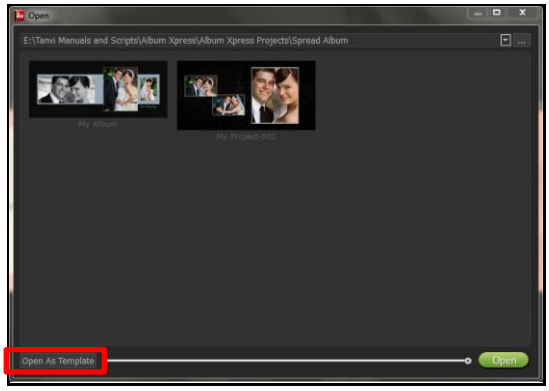


Image 8.2.1: The 'Open Project' window with 'Open as Template' option

9.0 Troubleshoot

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

1. **How fast can I create an Album?**
   Ans: With Album Xpress, you have the option of creating Albums in a matter of minutes using Auto Album Creation. Once you select the templates and photos that go into your Album, Album Xpress will do the rest for you.

2. **I do not wish to use Album Xpress ready templates. Can I design my own template?**
   Ans: Sure. Album Xpress has plenty of tools and options to help you with perfect composition and decoration. They include:
   - Composition tools – ruler, grid, guidelines and so on.
   - Decoration tools – mask, border, clip arts and so on.

3. **Can I create Albums in sizes specific to My Album Company and my requirements?**
   Ans: Yes. Album Xpress allows you to customize your Album size. Moreover, you could define your cover and page size including margins. You can also define the starting page in your Album, that is, whether the Album should start on the left page or on the right. Album Xpress also allows you to save this new Album size for future use.

4. **Could I use my own collection of clip-arts in place of the Album Xpress ones?**
   Ans: Yes. Album Xpress allows you to import any décor such as
   - Background (any JPEG),
   - Clip-arts (any JPEG/PNG),
   - Frames (any PNG),
   - Masks (any PNG).

   Any décor used in Album Xpress will automatically be generated in 18 shades. You can also get your own templates while working on Album Xpress (use Free PSD to Ax Template conversion utility).

5. **Can I color correct photos while designing my Album?**
   Ans: Sure. Album 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 Lasso, Chroma, Touch up, Highlighter, Eraser and plug-ins.

6. **I usually use 'Portraiture' plug-in available in Adobe Photoshop to correct photos. Can I use photos corrected in this manner in Album Xpress?**
   Ans: Album Xpress directly supports 'Portraiture' as a plug-in. Hence, you need not exit Album Xpress to correct your photos with your favorite plug-in. Besides, you may import any other plug-in of your choice within Album Xpress.

7. **How will I send the designed Album to the customer for his or her approval?**
   Ans: Album Xpress lets you export your Album project as low-resolution PDF files. These files have the following advantages:
   - Low-resolution PDF files are good to view in any size and require no special software. Any PDF viewer can display such files and they can even be viewed on any mobile device.
   - Since it is in PDF format, the customer can add his or her comments on any page/photo.
   - A low-resolution PDF file does not give a good output on printing and hence you can be assured that for printing purposes, the high-resolution files for the Album can be sourced only through you.

8. **Can I transfer my on-going Album project to my home PC to ensure quicker delivery?**
   Ans: Absolutely. You could transfer Album Xpress projects to your home PC as while saving your project the software allows you to save the photos and décors as well. However, you might not be able to install Album Xpress in your home PC unless you have purchased three PC licenses and have an unused license with you or unless you have purchased the Pro version (where a dongle is required to save the project).

9. **Is it possible to expand size of mask or free transform the mask on photos?**
   Ans: Yes absolutely possible. Here the software allows you to adjust mask size as well as the border size according to the height width and size of the inserted photo.

10.0 SUPPORT

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

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