



USER MANUAL

Book Xpress User Manual

CONTENTS

1.0 Hello		
1.1	Introduction	
1.2	System requirement	
2.0 Opening the Toolbox – Getting Started		
2.1	Registration	
	2.1.1	Online Registration
	2.1.2	Offline Registration
2.2	Know Your Software	
	2.2.1	General Features
	2.2.2	Controls and Navigations
	2.2.3	Preferences
	2.2.4	Shortcut Tools
3.0 Getting Into the Job – Book Creation		
3.1	Modify Category and Sizes	
	3.1.1	Creating Category and Sizes
	3.1.2	Editing Category and Sizes
	3.1.3	Deleting Category and Sizes
3.2	Creating your book	
	3.2.1	How to Start?
	3.2.2	Auto Book Creation <ul style="list-style-type: none"> • Smart Book • Perfect Book • Creative Book • Catalogue Book • Grid Book • Easy Book • Traditional Book • My Book
	3.2.3	Photo Manager Window
	3.2.4	Page Composition <ul style="list-style-type: none"> • Common Features • The Tool Bar • The Process <ul style="list-style-type: none"> ➤ Ready Page Composition ➤ Blank Page Composition

4.0 Fine Tuning – Photo Editing		
4.1	Normal editing	
4.2	Saving the Changes	
5.0 Saving, Exporting and Opening		
5.1	Saving	
5.2	Exporting	
5.3	Opening	
6.0 Get More and Import		
6.1	Customize Your Theme	
	6.1.1	Save and Build
	6.1.2	Share
	6.1.3	Get More
	6.1.4	Delete
	6.1.5	Import
6.2	Customize Your Layout	
	6.2.1	Save and Build
	6.2.2	Share
	6.2.3	Get More
	6.2.4	Delete
	6.2.5	Import
7.0 Troubleshooting		
8.0 Support		

Book Xpress 6.0 Manual

1.1 Introduction

Book Xpress gives you 7 unique automatic ways of Designing photo book. Without professional photo editing skills; assembling and designing your own photo book can be very boring and time consuming task but Book Xpress comes with seven plus book creation styles which will make your book creation fast, easy and interesting.

Smart Book is for those who love simple and quick photo arrangement

Perfect Book is where you only choose Photos & Book Xpress will try to make Book reaching near to your expectations.

Creative book is for them who love to see their photos arranged creatively with different patterns on every page with hundreds of Layouts to Choose.

Catalogue book is like a hand book where your photos get placed in same size on each page and with subtitle under each photo.

Grid book is to sort and arrange huge collection of photos in no time.

Easy book is for easy arrangement of photos in a particular layout for all pages.

Traditional book is for those who love to see their photos in traditional standard sizes like 4x6, 5x7 and 6x8.

My book is complete personalize book where you have full control to design every single page of your book in your own style.

Ready Shades of Backgrounds, Frames & Masks to match your Photos mood

You may Apply, Layout, Background or its shades to all pages.

1.2 System Requirements

Mac Systems

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

Windows System

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

*NOTE: The Topics marked * are only for PRO users*

2.0 OPENING THE TOOL BOX

This section deals with online, offline registration. It also informs you about other controls, shortcuts and functions like preferences, help in detail.

2.1 Registration

Once you have installed the Book 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 Book Xpress, the Registration window appears as shown in (Image 2.1.1.1). 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.

2.1.1: Online Registration



The screenshot shows the 'Registration' window for 'DgFlick Book xpress PRO'. The window has a title bar with 'Bx Registration' and a close button. The main area contains the following fields:

- Name : *
- Address :
- City : *
- Country : *
- State : *
- Zip / Pin :
- Email : *
- Phone / Mobile : *
- Serial number : *

Below the fields, there is a note: *** Mandatory fields for online registration.**

At the bottom, there are three buttons: 'Register Later', 'Register Offline', and 'Register'. To the right of the 'Register' button is a link that says 'Buy Now'.

Image 2.1.1.1: The Registration Window.

- The screen that you first see on starting the registration process (Image 2.1.1.1) 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  in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen (Image 2.1.1.2).
- You are now registered and can use the software.



Image 2.1.1.2: 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'.
- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box, then enter the number provided by the vendor on purchasing the pack or, alternatively, found on the software box pack.

Registration

DgFlick Book xpress PRO

Serial number : XXXXX-XXXXX-XXXXX-XXXXX

Generate DgKey

DgKey : XXXXX-XXXXX-XXXXX-XXXXX-XXXXX

Provide this DgKey to us on below mentioned Website or Telephone number or email to receive Registration key.

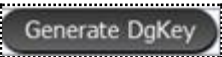

Registration Key :

Enter the Registration key to Register the software.

Back Register

DgFlick Solutions Pvt. Ltd.
203/204, Shreeji Arcade, M.G. Road, Borivali (E), Mumbai – 400066, Maharashtra, India
Website : <http://www.dgflick.com>
Email : support@dgflick.com
Telephone : India : +91-22-29686868, United States : +1-732-543-7676

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 +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 book Xpress, you can download the software from our website www.dgflick.com and use as Trial.

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

OR

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

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 Book Xpress before you actually start working on the software. Running through this section will enhance your understanding of the various options available and will help you to make optimal use of the software.

2.2.1 General Features

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

- **Ready-to-Use Themes:** Book Xpress has various inbuilt themes. In addition, new downloadable themes are released by DgFlick on a regular basis. Existing themes can be altered as per your specifications and saved; you can also create, save, build your own themes and share them with or sell them to other Book Xpress users worldwide.
- **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 book.
- **In-built Standard Book Sizes and Types:** Book Xpress comes loaded with several in-built book types and sizes predefined according to the standard industry printing and binding specifications.
- **Theme and layout Creation and Alteration “*”:** You can create new themes and layout or alter existing ones for the book of your choice. You may also create a completely new page design for your book using your own Decors and save the themes and layouts for future use.
- **Photo Editing:** Book Xpress lets you enhance the quality of the photos that make up your book. It also allows editing multiple photos at a time.
- **Multilingual:** Book Xpress is already loaded with multiple languages. Book Xpress supports Unicode. DgFlick keeps adding to its list of languages that Book 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: Book Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- Easy Backup: Once your book is ready, you can save your book with the photos, backgrounds, clip arts, 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 dock able and expandable and can be moved to the position of your choice.

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

2.2.2 Controls and Navigation



Preferences



Help



Adjust size



Go to the home page



View available book sizes



Select path for browsing



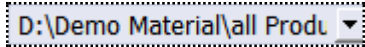
Adjust thumbnail sizes



Photo is locked for editing



Photo is unlocked and can be modified



Change path and browse a different folder



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



Lock/unlock photos



Arrange objects



Page based alignment



Object-based alignment



Equal spacing between objects



Rotate photo



Edit photo



Undo edit



Redo edit



Show/hide margins



Zoom in



Zoom out



Fit to screen



Actual size



Full screen



Save the work



Save a copy of the changes



Load original Image



Reset all











Helps you to move back to the previous page



Helps you go to the next page



rotate border 90°, 180°, 270°


-  Flip border horizontally
-  Flip border vertically
-  Edit a category*
-  Delete a category*
-  Create a new category *
-  Rotate photos anti clock wise
-  Rotate photos clock wise
-  Swap

2.2.3 Preferences

Book Xpress allows you great flexibility in usages while working on your book. You could

- Change to the language of your choice,
 - Select the units you wish to work with,
 - Select the desired themes,
 - Dock and undock, expand and move the option panels to the desired location.
- After installation, click on the Book Xpress shortcut icon in your specified path to start the software. The first screen shows the predefined categories for book creation.

**For the PRO version, do not forget to insert the dongle into your USB drive.*

- Clicking on the  on the top right-hand corner, displays the 'Preferences' window (Image 2.2.3.1).

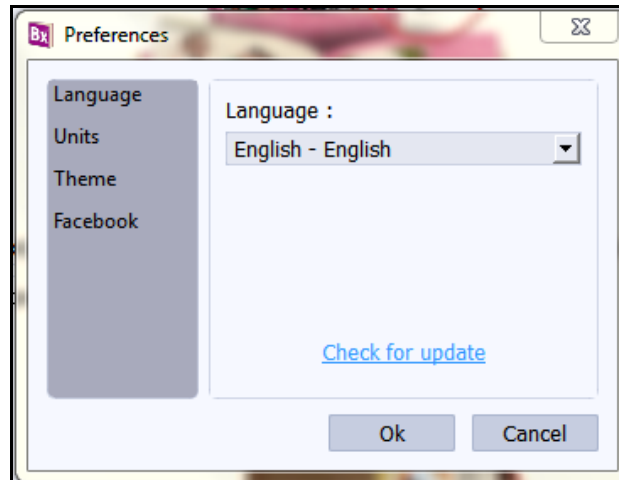
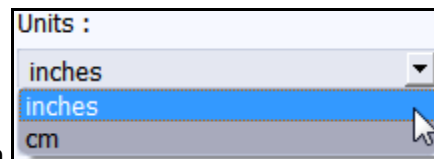


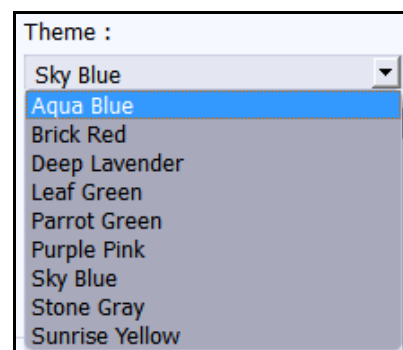
Image 2.2.3.1: The 'Preferences' Window.



- Choose your preferred language from the list; click on [Check for update](#) to check for the updated list of languages.



- Select the units you want to work in, from the list.
- Select the different color in which you want your software to be displayed from the list.



- click on [Get More](#) to get more designs from DgFlick website.
- The history which was generated at the time of importing photos from Facebook will be deleted by clicking on the ☒ [Clear history everytime](#) 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 ☐ **Clear history everytime** checkbox unchecked.
- 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:

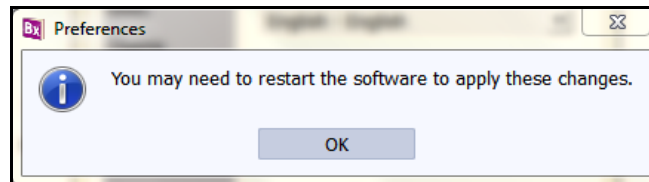



Image 2.2.3.2: Save changes

- 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 2.2.4-Shortcut Tools).
- All option panels can be docked, undocked, expanded or moved to create an interface that gives you maximum working comfort.

2.2.4 Shortcut Tools

Book 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 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	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
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	CTRL + SHIFT + 1	COMMAND + SHIFT + 1

	Left		
	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	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
Page	Flip Page composition	ALT + H	ALT + H

	Horizontally		
	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	-	-
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
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

3.0 GETTING INTO THE JOB



This section will let you know about creating, editing and deleting the predefined categories and sizes in detail.

3.1 Modifying Categories and Sizes *

Book Xpress has a wide variety of predefined categories and sizes for books. However, in case the book size and category 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.

3.1.1 Creating

Adding a Category

1. Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
2. Click on  to 'Add' a new category (Image 3.1.1.1) on the 'Select Category' window.

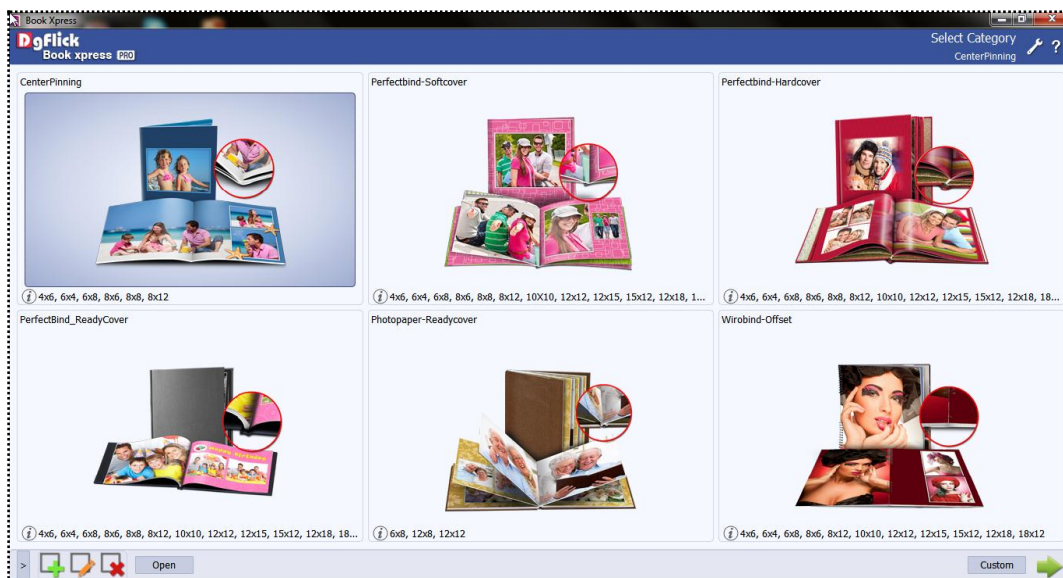



Image 3.1.1.1: The 'Select Category' Window with the 'Add', 'Edit', and 'Delete' options.

3. On the next window – 'Create Category' (Image 3.1.1.2) – fill in the fields corresponding to:


(a) 'Name' – the name you want for your new category,

(b) '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.

(c) 'Description' – give a description of the category you are creating.



Image 3.1.1.2: The 'Create Category' Window.

4. Click on  the lower right-hand corner to save your created Category. (Image 3.1.1.3)

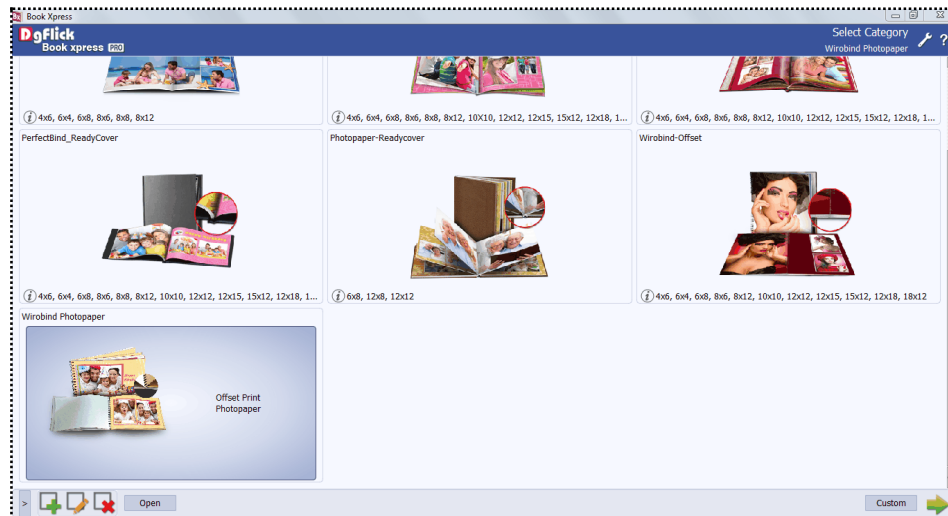



Image 3.1.1.3: The New Category added


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


5. 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 select  to go back to the home page.

Adding a Book Size

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

1. Click on  to 'Add' a new size on the 'Select Book' window (Image 3.1.1.4).

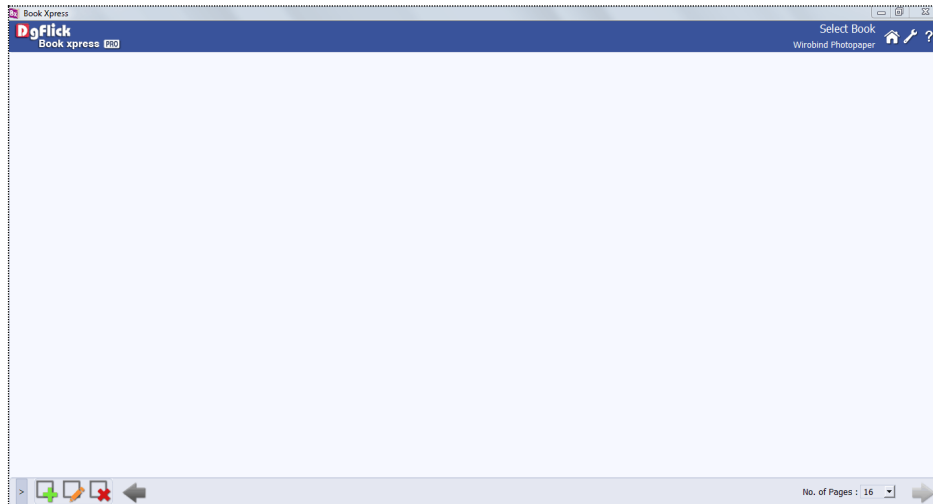


Image 3.1.1.4: The 'Select Book Size' Window. Creating new size in new category

2. On the next window – 'Create Book' (Image 3.1.1.5) –
Fill in the fields corresponding to Name: and Reference Image:

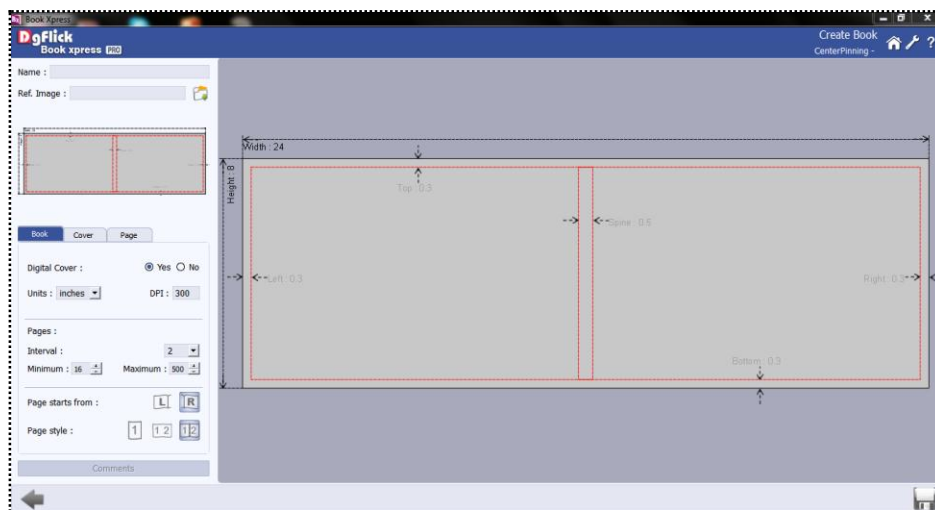


Image 3.1.1.5: The 'Create Book' Window.

1. Fill in the parameters under the 'Book' tab.

These are: (Image 3.1.1.6)

Digital Cover: you can select yes option if you want digital cover for this size. (Yes/No),

Units: here you can select unit for your images from (inches/cm/mm/pixels)

DPI: set the desired DPI (Dot per Inch)

Pages Interval: select required page interval

Number of Pages: select no of minimum and maximum pages required

Page start from: select from which page you want to start the photo book (Left/Right),

Page style: select page style from (Page/Spread/Spread Split).

Image 3.1.1.6: - Book Tab

2. Fill in the parameters under the 'Cover' tab:

(Image 3.1.1.7)

Width and Height: select width and height as needed

Margins: Select margin from (Spine/Left/Right/Top/Bottom),

Create blank cover inner: keep the check box on if you want your inner cover of your book blank

Split: select yes if you want to split the page from (Yes/No)

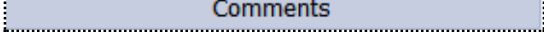

Add split width as per your need

From Logo tab, you can add logo if you want. You can select logos from your computer as well as from external device.

Image 3.1.1.7: Cover Tab

3. Fill in the parameters under the 'Page' tab:
Width and Height: select width and height as needed (Image 3.1.1.8)
Margins: Select margin from (Spine/Left/Right/Top/Bottom),

Image 3.1.1.8: Page Tab

4. You could add your comments by clicking on the  button.
5. Click  on the lower right-hand corner to save the category you created.
6. The new book size is created and can be viewed in select book window (Image 3.1.1.9).

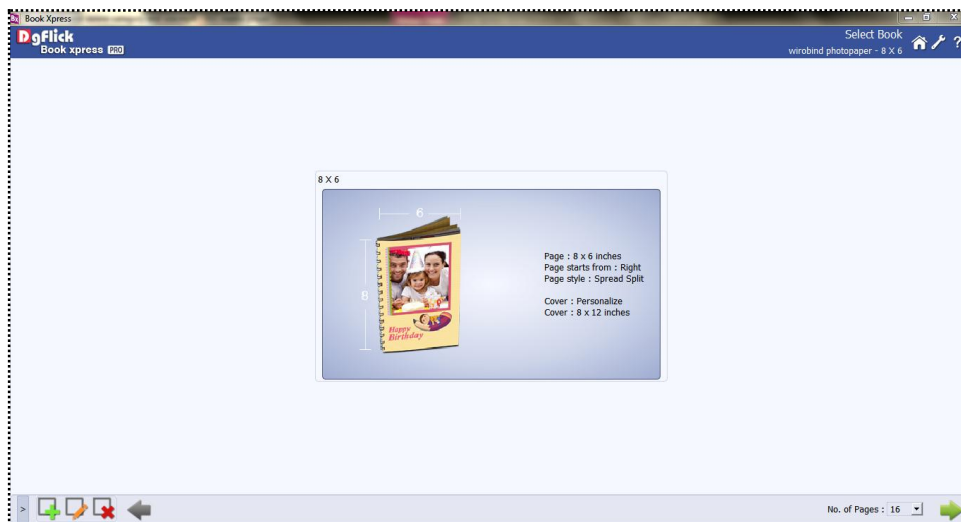




Image 3.1.1.9: The new size added.

3.1.2 Editing

Editing a Category

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

1. After selecting the category you wish to modify on the 'Select Category' window, (Image 3.1.2.1) click

on  to 'edit' the category as per your requirements.

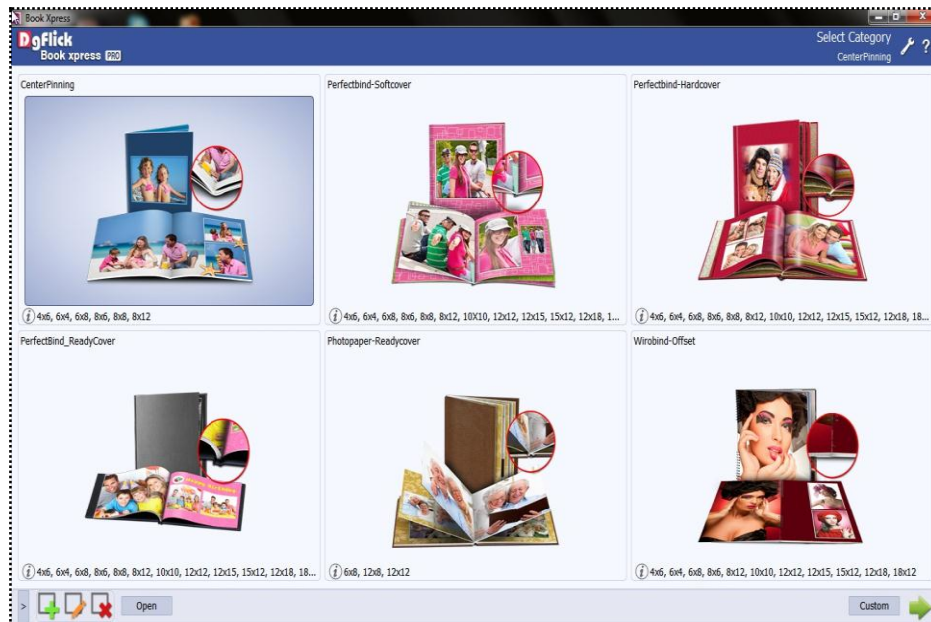



Image 3.1.2.1: The 'Select Category' Window.

2. On the next page: 'Edit Category' (Image 3.1.2.2) – you can add your edits to the,

(a) 'Name': The name you want for your new category,

(b) '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.

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

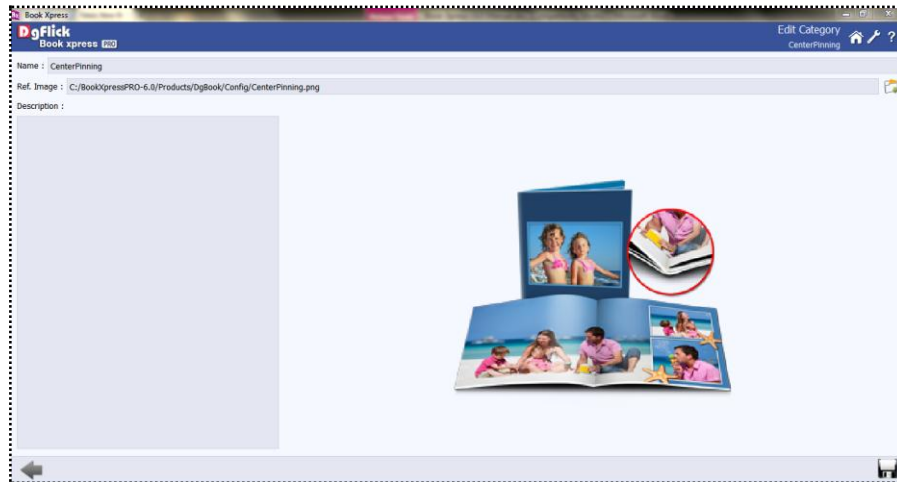






Image 3.1.2.2: The 'Edit Category' Window.


3. 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 the Book Size

To view the book 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.

1. On the 'Select Book' window, select the book size you need to edit and then click on .
2. On the next page 'Edit Book' (Image 3.1.2.3) – you can make changes to the
 - (a) 'Name': the name you want for your new category,

(b) '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.

(c) 'Description': give a description of the category you are creating.

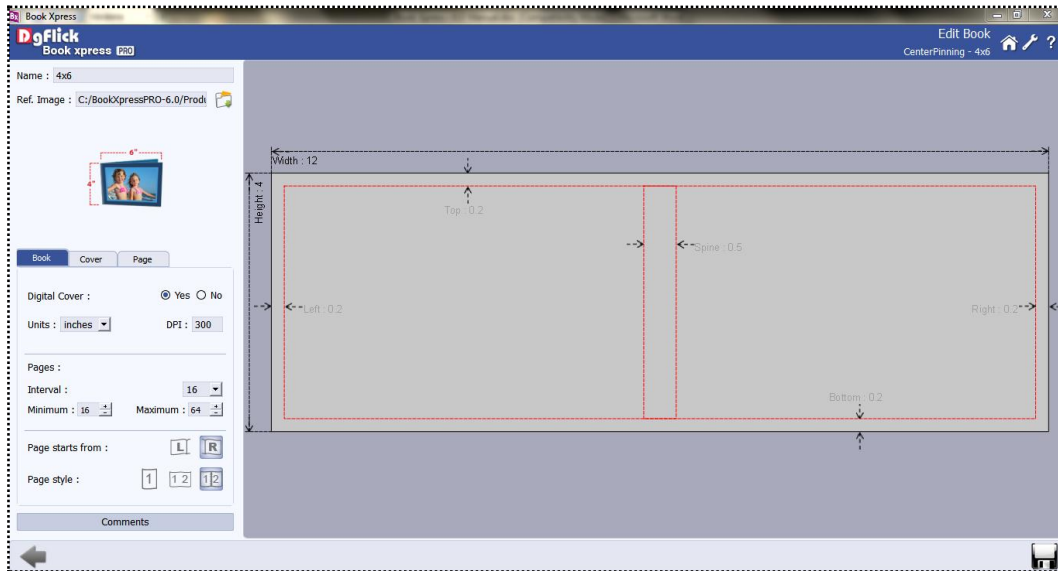


Image 3.1.2.3: The 'Edit Book' Window.

1. Edit the parameters under the 'Book' tab. These are: (Image 3.1.2.4)

Digital Cover: You can yes option if you want

digital cover for this size. (Yes/No),

Units: Here you can select unit for your images
from (inches/cm/mm/pixels)

DPI: Set the desired DPI (Dot per Inch)

Pages Interval: Select required page interval

Number of Pages: Select no of minimum and
maximum pages required

Page start from: Select from which page you
want to start the photo book (Left/Right),

Page style: Select page style from

(Page/Spread/Spread-Split).



Image 3.1.2.4: Book Tab

2. Edit the parameters under the 'Cover' tab:
(Image 3.1.2.5)
Width and Height: Select width and height as needed
Margins: Select margin from (Spine/Left/Right/Top/Bottom),
Create blank cover inner: Keep the check box on if you want inner cover of your book blank.
Split: Select yes if you want to split the page from (Yes/No)
Add split width as per your need.
From Logo tab, you can add logo if you want.
You can select logos from your computer as well as from external device.



Image 3.1.2.5: Cover Tab

3. Edit the parameters under the 'Page' tab:
Width and Height: select width and height as needed (Image 3.1.2.6)
Margins: Select margin from (Spine/Left/Right/Top/Bottom),

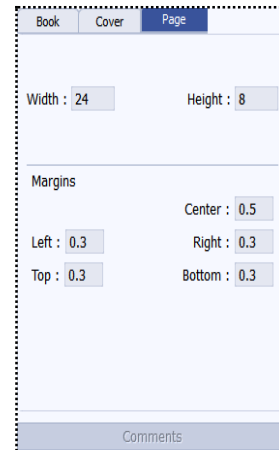
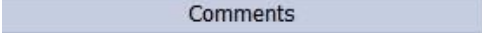





Image 3.1.2.6: Page Tab

4. You could add your comments by clicking on the  button.
5. Click  on the lower right-hand corner to save the category you edited.
6. The changes done get saved.

3.1.3 Deleting

Deleting a Category

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 3.1.3.1), click on  to delete it.

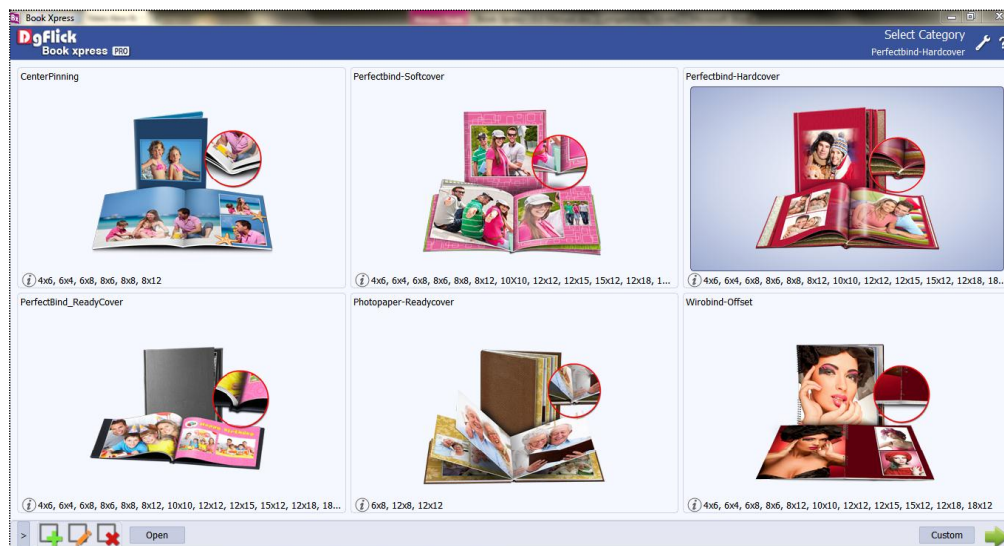
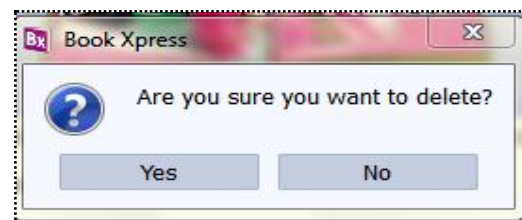




Image 3.1.3.1: The 'Select Category' Window.

- A dialog box asking if you are sure you want to delete it appears on the screen.
- Clicking on 'Yes' deletes the category; clicking on 'No' aborts the operation.



Deleting a Book Size

To view the book 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 Book' window (Image 3.1.3.2), select the size you need to delete and then click on  to delete it.

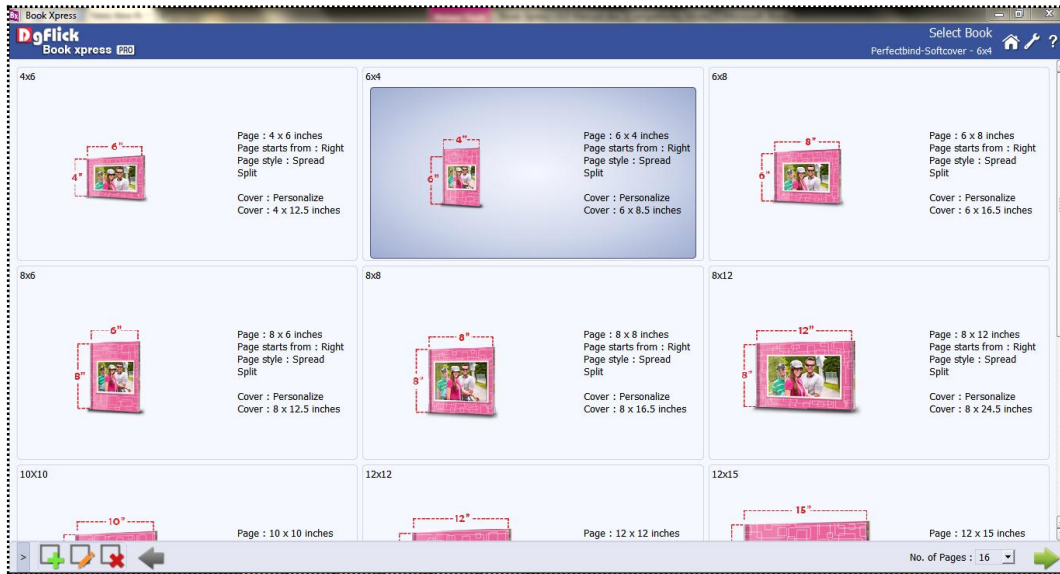
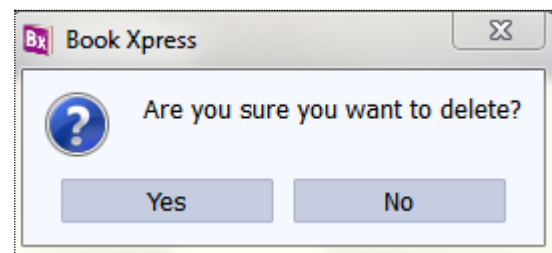


Image 3.1.3.2: The 'Select Book' Window.

1. A dialog box asking if you are sure you want to delete it appears on the screen.
2. Clicking on 'Yes' deletes the size; clicking on 'No' aborts the operation.



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

3.2 Creating Your Book

Once you have modified or customized categories according to your requirements, it is time to move on to the actual process of book creation. Book Xpress gives you the option of designing your book either Fast or Easy way. You could also go in for Smart way for a wider array of options while creating your book.

3.2.1 How to Start?

Using Book Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting, your categories and sizes. It is supported by wizard, which makes your task simpler.

The Process

Select Category

- On the select category window (Image 3.2.1.1), you will get various standard categories of books, select the category you would like to: Center Pinning, Perfect bind Soft Cover, Perfect bind Hard Cover, Perfect Bind Ready Cover, Photo Paper Soft Cover, Photo Paper Ready Cover and Wirobind Offset. The options available for each category are displayed in the Select Category window.

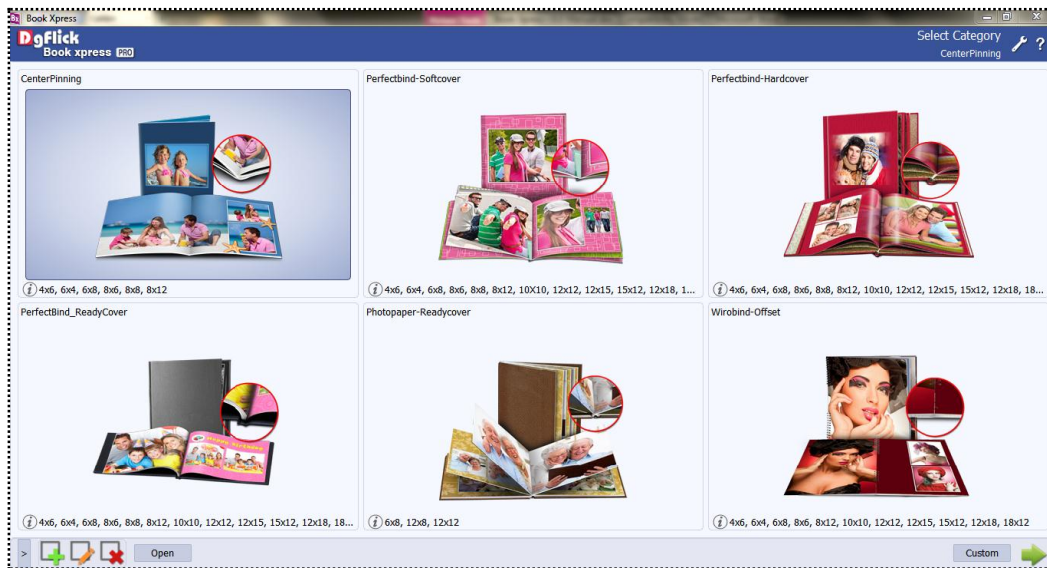


Image 3.2.1.1: Select Category Window

Center Pinning: In center pinning you can create your personalize cover and design individual pages with individual page split option. It provides offset printing i.e. designs are printed on both the sides of the paper. The name itself explains that it is pinned in the center of the book.



Perfect bind Softcover: As the name suggests it is perfectly bind with the soft cover type. Create your personalize cover and design individual pages with individual page split option. This supports offset printing. It is a good quality booklet.



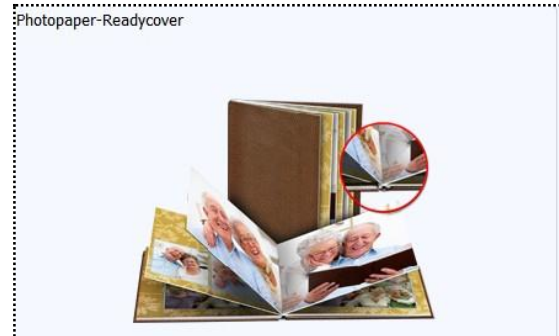
Perfect bind Hardcover: Here the cover type used is of hard quality. This lets you design your cover and individual pages with page split option. It is printed on both the sides of the page.



Perfect bind Ready Cover: Here you will get readymade cover, you just have to design your inner pages. This also provides page split option. This is printed on offset paper.



Photo paper Ready Cover: Provides you with readymade cover and lets you design your individual pages. The design spreads on the full page. This is also known as uninterrupted book. It is printed on photographic paper.

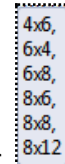



Wirobind Offset: Design your personalize cover and individual pages. It provides individual page split option. It is printed on offset paper. Provides spiral binding.



- With the various categories provided select the one according to your style and requirement.
- The category that you have selected is seen on the top, right-hand corner.

- You can view a drop down list of various book sizes, available under the category (refer section 3.1) by keeping your mouse pointer on:



- To select the category either double click on the desired category or just select it and click on . Now you will go to the 'Select Book window to select the size for your book.

Select Book Size



Image 3.2.1.2: Select Book Size

- Here various sizes can be seen for the category that you have selected.
- Table 3.2.1.3 lists the specifications for all Book Xpress categories and sizes.

Table 3.2.1.3: Specifications for all Book Xpress categories and sizes

Page size	Page starts from	Page style	Page Interval	Cover	Cover size
Center Pinning					
4X6	Right	Spread Split	16	Personalize	12X4
6X4	Right	Spread Split	16	Personalize	8X6
6X8	Right	Spread Split	8	Personalize	16X6
8X6	Right	Spread Split	8	Personalize	12X8
8X8	Right	Spread Split	4	Personalize	16X8
8X12	Right	Spread Split	4	Personalize	24X8
Perfect Bind- Soft Cover					
4X6	Right	Spread Split	16	Personalize	12.5X4
6X4	Right	Spread Split	16	Personalize	8.5X6
6X8	Right	Spread Split	8	Personalize	16.5X6
8X6	Right	Spread Split	8	Personalize	12.5X8
8X8	Right	Spread Split	4	Personalize	16.5X8
8X12	Right	Spread Split	4	Personalize	24.5X8
10X10	Right	Spread Split	2	Personalize	20.5X10
12X12	Right	Spread Split	2	Personalize	24.5X12
12X15	Right	Spread Split	2	Personalize	30.5X12
15X12	Right	Spread Split	2	Personalize	24.5X15
12X18	Right	Spread Split	2	Personalize	36.5X12
18X12	Right	Spread Split	2	Personalize	24.5X18
Perfect Bind Hard Cover					
4X6	Right	Spread Split	16	Personalize	15.7X7
6X4	Right	Spread Split	16	Personalize	11.7X9

6X8	Right	Spread Split	8	Personalize	19.7X9
8X6	Right	Spread Split	8	Personalize	15.7X11
8X8	Right	Spread Split	4	Personalize	19.7X11
8X12	Right	Spread Split	4	Personalize	27.7X11
10X10	Right	Spread Split	2	Personalize	23.7X13
12X12	Right	Spread Split	2	Personalize	27.7X15
12X15	Right	Spread Split	2	Personalize	33.7X15
15X12	Right	Spread Split	2	Personalize	27.7X18
12X18	Right	Spread Split	2	Personalize	39.7X15
18X12	Right	Spread Split	2	Personalize	27.7X21
Perfect Bind Ready Cover					
4X6	Right	Spread Split	16	Ready-made	—
6X4	Right	Spread Split	16	Ready-made	—
6X8	Right	Spread Split	8	Ready-made	—
8X6	Right	Spread Split	8	Ready-made	—
8X8	Right	Spread Split	4	Ready-made	—
8X12	Right	Spread Split	4	Ready-made	—
10X10	Right	Spread Split	2	Ready-made	—
12X12	Right	Spread Split	2	Ready-made	—
12X15	Right	Spread Split	2	Ready-made	—
15X12	Right	Spread Split	2	Ready-made	—
12X18	Right	Spread Split	2	Ready-made	—
18X12	Right	Spread Split	2	Ready-made	—
Photo Paper Ready Cover					

6X8	Left	Spread	2	Ready-made	—
12X8	Left	Spread	2	Ready-made	—
12X12	Left	Spread	2	Ready-made	—
Wirobind Offset					
4X6	Right	Spread-Split	16	Personalize	12X4
6X4	Right	Spread-Split	16	Personalize	8X6
6X8	Right	Spread-Split	8	Personalize	16X6
8X6	Right	Spread-Split	8	Personalize	12X8
8X12	Right	Spread-Split	4	Personalize	24X8
10X10	Right	Spread-Split	2	Personalize	20X10
12X12	Right	Spread-Split	2	Personalize	24X12
12X15	Right	Spread-Split	2	Personalize	30X12
15X12	Right	Spread-Split	2	Personalize	24X15
12X18	Right	Spread-Split	2	Personalize	36X12
18X12	Right	Spread-Split	2	Personalize	24X18

- On the 'Select Book' window, after you select the book size, select the number of pages by clicking on



- Your number of pages can vary according to your selected book size from 16 to 500.
- From the given category and size select it as per your requirement.



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



You could also select to go back to the home page.

3.2.2 Auto Book Creation

Book Xpress is software that automatically designs your book in a creative way. Select the book type provided, along with the photos and your book is ready.

To start with the creation, firstly select the category and size from 'Select Category' and 'Select Book' window.

The Process

Select the type of book you want from 'Select Book Type' window.

Select Book Type



Image 3.2.2.1: Select Book Type

- Here various book types are provided to help you make your book attractive and creative. The books provided are: **Smart Book, Perfect Book, Creative Book, Catalogue Book, Grid Book, Easy Book, Traditional Book and My Book**. Each book type has its own features that let you to design your book in a different way.

Let us take a look on each and every book type in depth which will help you in selection of the book type.



1. **Smart Book:** In this style of book full size photo gets placed on each page. This is the easiest way to create photo book with less efforts. Less time is required to create this type of photo book. After selecting this book type you will be directed to 'Select Photos' window where you need to select the photos for the cover as well as the pages of your book and within a minute the book is ready. Let's see the process of making of this book.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Smart book.

Step 4: Select photos and cover photo from select photo window for your book (Image 3.2.2.2)



Image 3.2.2.2: The Select photo window

Step 5: Your book is ready. (Image 3.2.2.3)



Image 3.2.2.3: Preview of Smart book pages



2. **Perfect Book:** Perfect book is for those who love to see their photos arranged in the same order they were clicked. Here first you need to select the desired theme for your photo book from



theme window. After selecting theme click on to go to photo window to select photos for cover and pages of the book. Your book is ready.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Perfect book.

Step 4: Select desired theme for photo book. (Image 3.2.2.4)

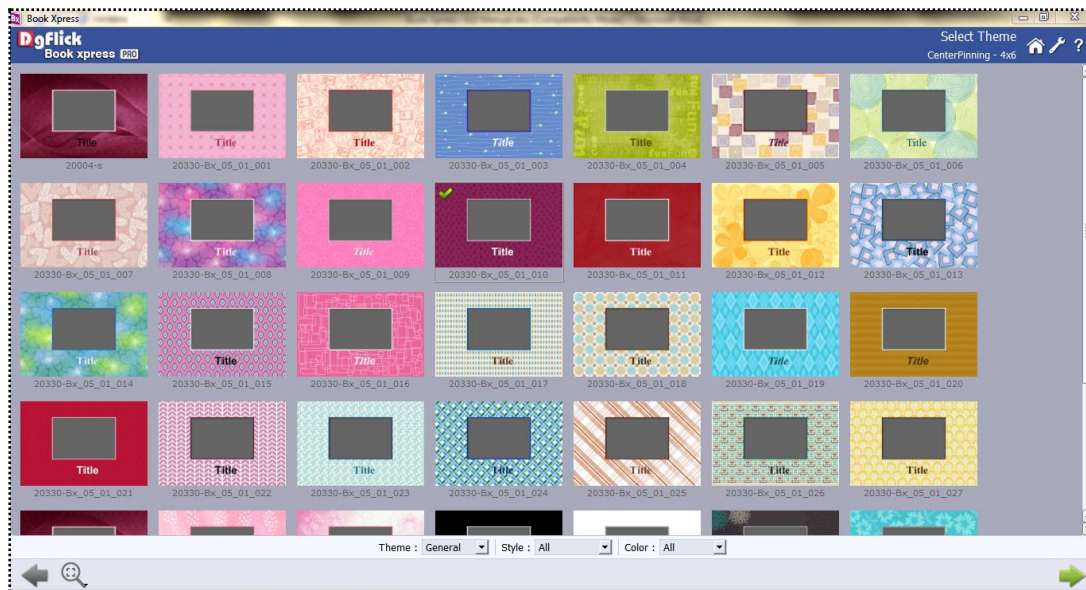


Image 3.2.2.4: Select Theme Window

Step 5: Select photos from select photo window.

Step 6: Your book is ready. (Image 3.2.2.5)



Image 3.2.2.5: Preview of Perfect book pages



3. **Creative Book:** Creative book is for those who love to see their photos arranged creatively with different patterns on every page. You can choose different pattern for each page from available options. Make creative book by choosing different layout on every page and get photos placed automatically with respect to the layouts. You have choice to select layouts for every page. Select this book type, select theme, select different layouts for each and every page, select photos and your book is ready.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Creative book.

Step 4: Select desired theme.

Step 5: Select desired Layout for the pages of book. (Image 3.2.2.6)

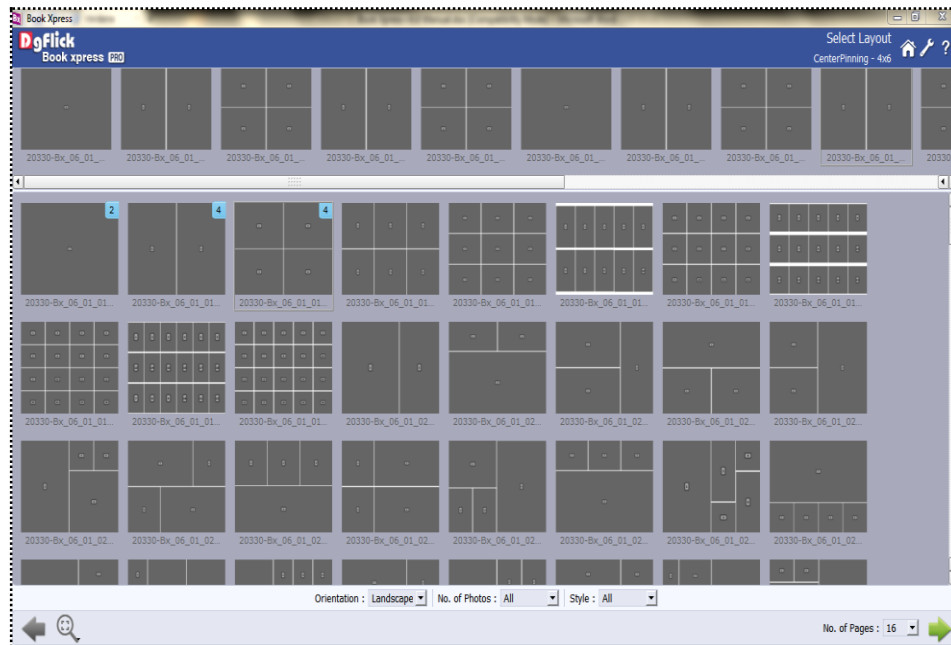


Image 3.2.2.6: Select layout Window

Step 6: Select photos from select photo window.



Image 3.2.2.7 : Overview of Creative book pages

Step 7: Your book is ready. (Image 3.2.2.7)



4. **Catalogue Book:** Catalogue book is like a hand book where your photos get placed in same size on each page and with subtitle under each photo. Your book is created by auto formatted grid based layout to occupy all photos on selected number of pages.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Catalogue book.

Step 4: Select desired theme.

Step 5: Select photos from select photo window.

Step 6: Your book is ready. (Image 3.2.2.8)



Image 3.2.2.8: Preview of Catalogue book pages



5. **Grid Book:** Here all the photos are of the same size. The book is created by auto formatted Grid based layout to occupy all photos on selected number of pages. As you select this book type you will be redirected to the 'Theme' window where you can select the theme of your choice, then select photos from 'Select Photos' window and your book is ready.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Grid book.

Step 4: Select desired theme for book.

Step 5: Select photos from select photo window.

Step 6: Your book is ready. (Image 3.2.2.9)

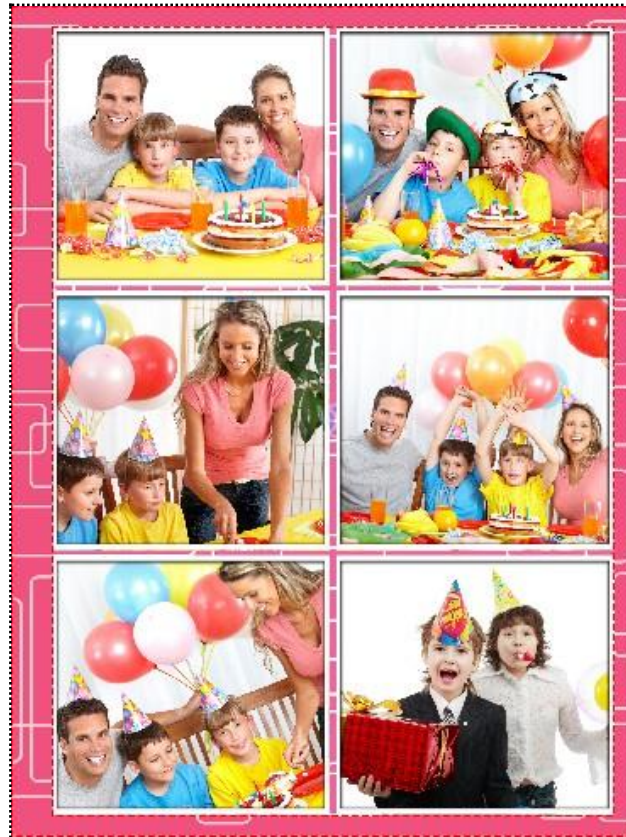


Image 3.2.2.9: Preview of Grid book page



- 6. Easy Book:** Make well designed layout book and here the photos get automatically placed with respect to the layout. Here you get the choice of selecting the layout. After you select this Book type, select the theme from the 'Theme' window, select the layout as per your choice from the 'Select Layout' window, also select the photos and here your book is ready.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the Easy book.

Step 4: Select desired theme for book.

Step 5: Select layout for photo book (Image 3.2.2.10)

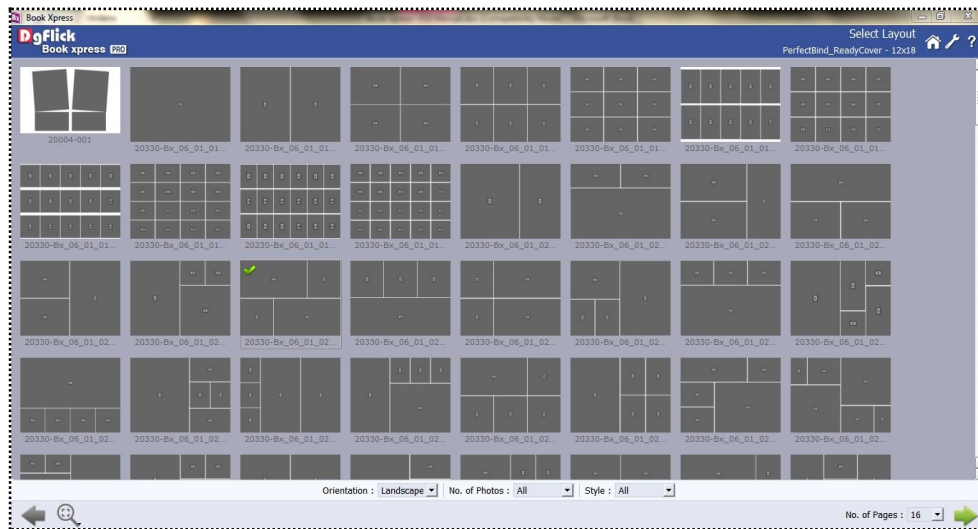


Image 3.2.2.10: Select Layout Window

Step 6: Select photos from select photo window.

Step 7: Your book is ready. (Image 3.2.2.11)



Image 3.2.2.11: Preview of Easy Book page



7. **Traditional Book:** Makes book with traditional photo sizes (4x6, 5x7 and 6x8). Select theme, layout and photo and your book is ready.

Step 1: Select desired category for the book from various available options

Step 2: Select desired options from available sizes.

Step 3: Select the Traditional book.

Step 4: Select desired theme.

Step 5: Select layout for the photo book. (Image 3.2.2.12)

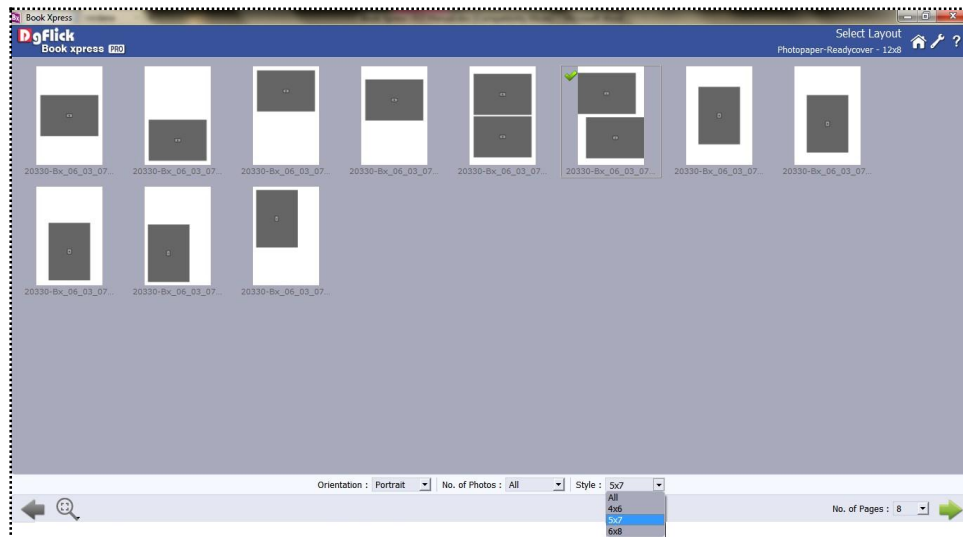


Image 3.2.3.12: Select Layout Window

Step 6: Select photos from select photo window.

Step 7: Your book is ready. (Image 3.2.2.13)



Image 3.2.2.13: Preview of Traditional Book Pages.



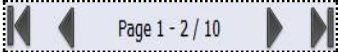
8. **My Book:** Let's you design the book in your own style. You have full control over the book designing. Design each and every page manually using ready layouts and creative decors. Even you can import your personal decors, background, photos, clip art to design your photo book. After selecting this book type you will be redirected to 'Design Book' window with blank canvas area to design your book just the way you want.

Step 1: Select desired category for the book from various available options.

Step 2: Select desired options from available sizes.

Step 3: Select the My book.

Step 4: Design book window will open in front of you. Design each page of book according to your choice.

Step 5: Use  to change page and go to next or previous pages

Step 6: Use different tabs located at left side of window to décor the page book.

Step 7: Compose each page manually with your own choice. (Refer section 3.2.4 page composition)

Auto Book Creation Process

In this section we can learn "how to create smart, perfect, creative, catalogue, grid, easy and traditional book."

Select Theme

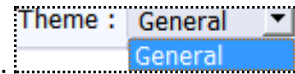
- On the 'Select Theme' window (Image 3.2.2.14) you can select the theme in which you want the book to be designed. There are professional designed themes available.



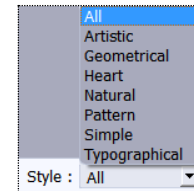
Image 3.2.2.14: The 'Select Theme' window.

- The parameters that you need to filter for the book of your choice are listed in an 'option bar' at the bottom of the page. These are:

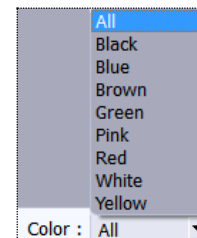
- Theme: the theme for the book can be chosen by clicking on:



- Style: clicking on the style drop list gives you the styles available for the book.
Choose the style by clicking on:



- Color: Choose the color you want to style your book in by clicking on :



- Select the theme you want by clicking on them. The selected one has a green tick symbol on the top left-hand corner (Image3.2.2.15).



Image 3.2.2.15: The selected theme is indicated by a green tick on the top, left-hand corner.

- After selecting the theme, click on  to move on to the 'Select Layout' window.

Select Layout

On the 'Select Layout' window you can select the layouts according to your choice for each page.

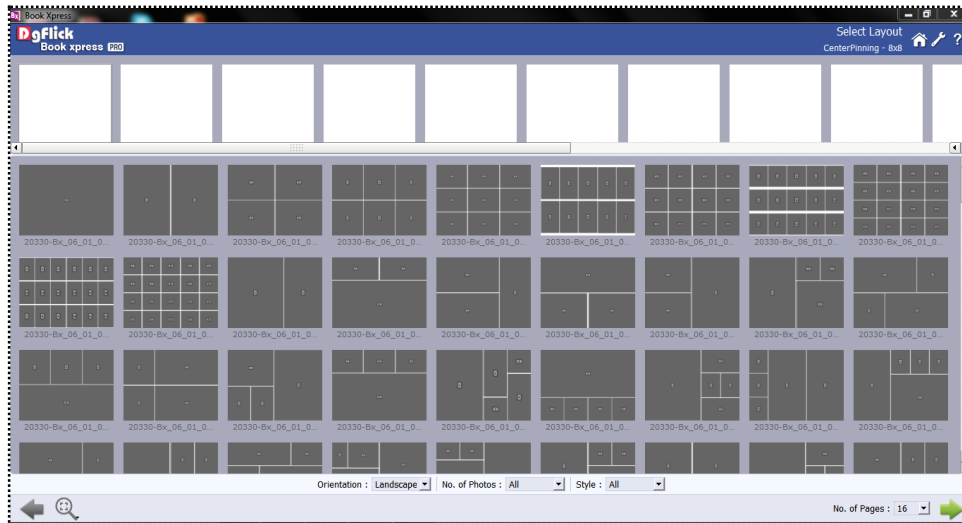


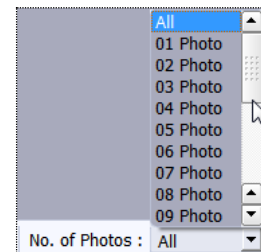
Image 3.2.2.16: Select Layout Window

- The parameters that you need to adjust for the layout of your choice are listed in an 'option bar' at the bottom of the page. These are:

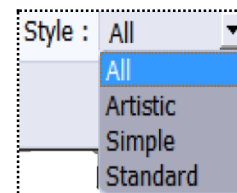
- Orientation: the default orientation for the selected book size will show in the box. However, you could change this by clicking on:



- Number of photos: decide the number of photos to be used in the book by clicking on:



- Style: clicking on the style drop list gives you the styles available for the book. Choose the style by clicking on:



- Just drag and drop the layouts on the blank pages one by one at the top option bar. The selected ones has a blue colour tag on it along with the no. which indicates the no. of times the layout has been used.(Image 3.2.2.17)

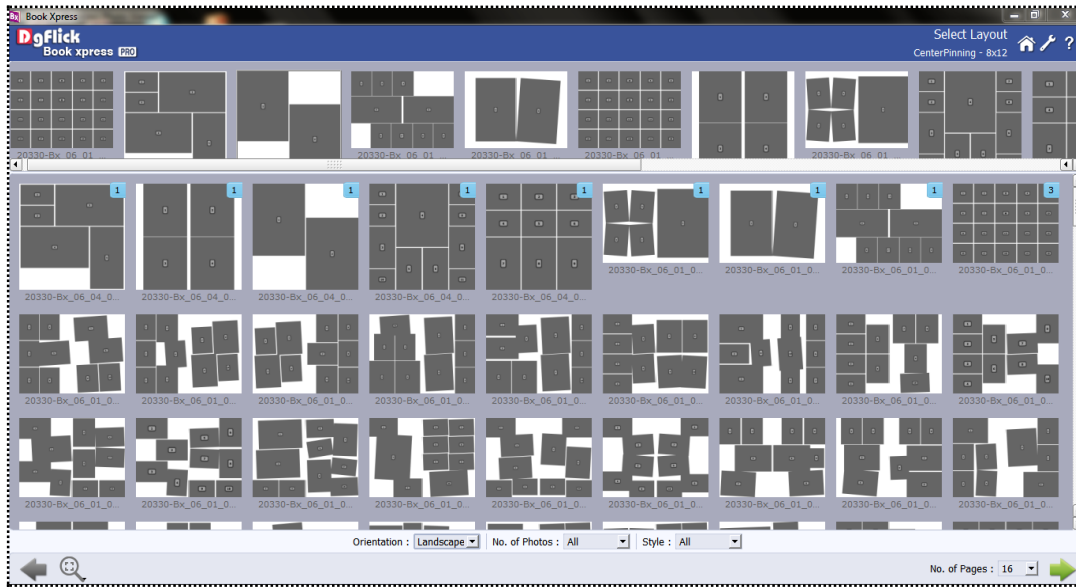



Image 3.2.2.17: Selected Layout

- After selecting the number of pages by clicking on **No. of Pages : 16**, click on  to move on to the 'Select Photos' window.

3.2.3 Photo Manager Window

On the 'Select Photos' window select the photos for which you want to create your book. (Image 3.2.3.1)



Image 3.2.3.1: Select Photo Window

- You have the option of selecting the photos from the

Hard disk 



USB 

or from Facebook 

CD/DVD 

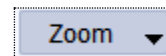
Bluetooth 

- 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

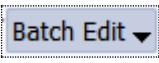
-  to get a full view of the photo.

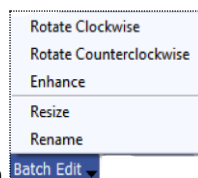
-  filmstrip view.

-  get the photos list wise


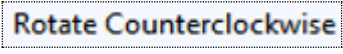
- Navigate the photos from  and 

-  starts the slide show

- Click on  at the lower option bar to edit multiple photos at a time.




- Select the photos to be edited and click on
- Here you can rotate, color correct, resize and rename your photos.

- Select  or  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. (Image3.2.3.2)



Image 3.2.3.2: Select multiple photos

- On the 'Edit Photo' window (**Batch Edit**), (Image 3.2.3.3) select **Enhance** 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.
- 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.

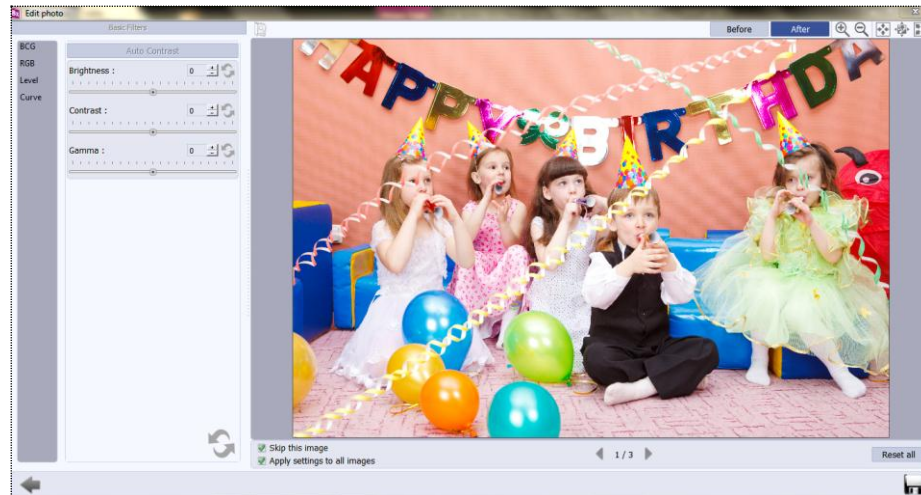
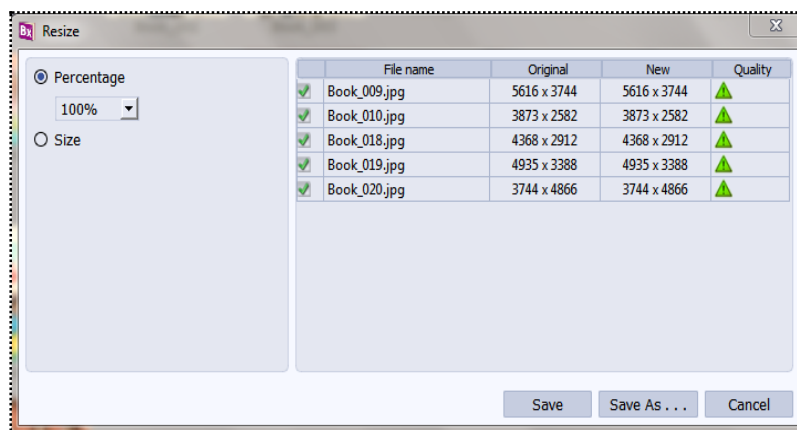

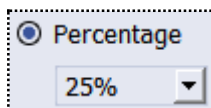


Image 3.2.3.3: Edit Photo

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



- 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.

	File name	Original	New	Quality
✓	Book_009.jpg	5616 x 3744	1404 x 936	▲
✓	Book_010.jpg	3873 x 2582	968 x 645	▲

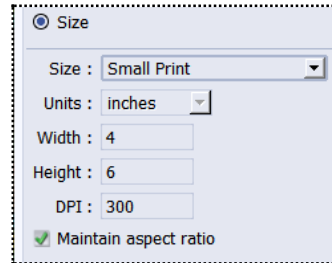
- from the **Original**

and **New** tab you can see the changes applied.

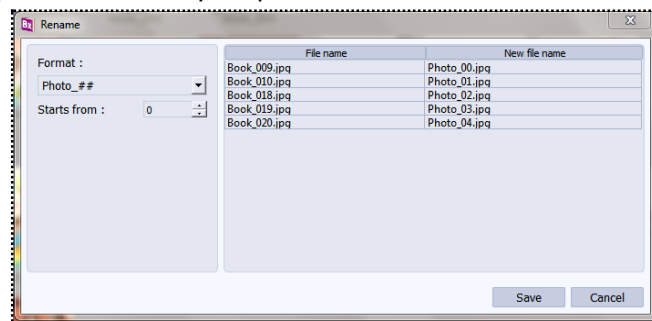
The **Quality** tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.

Book 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.

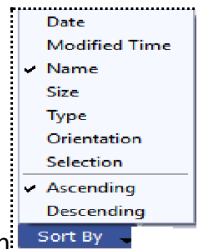


- Manually change the photo name from **Photo_##**
- Or
- Starts from :** **0** from here you can change the count of the photos.
- Click on **Save** to save the changes made.
- From **Edit** button you can edit your photos individually.
- As that of batch editor you can rotate, resize, rename and enhance your individual photos.
- For Enhance option (refer section 4.0)

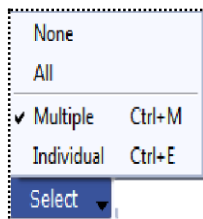
-  rotate photo clockwise.

-  rotate photo counter clockwise.

-  edit photos.

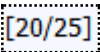


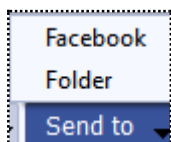
- Sort the photos by clicking on



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

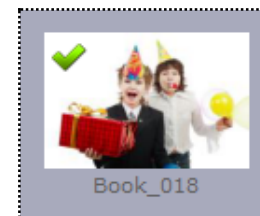
-  shows the number of photos selected.

-  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.




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



- After you select the photos for the cover as well as the inner pages click on  to see the details of the photos selected and the no. of pages recommended depending on the selection of photos.

- If you want to select a photo only for your cover and not for your inner pages of book then

uncheck the . The photo will appear like this.




Note: cover page option is available only when category with cover option is selected.


Perfect Book	
Cover	Selected Photos : 25
Selected Photos : 4	Used Photos : 21
Used Photos : 4	Recommended Pages : 19
	Maximum Photos per page : 2
	Selected Pages : 16
Photo Placement : Crop	
<input checked="" type="checkbox"/> Respect safe area	

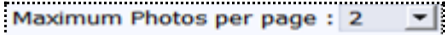
- The name on the top shows the book type selected **Perfect Book**


- The left hand side of the window shows the cover details like the no. Of photos selected for the cover and actually the photos used in it.

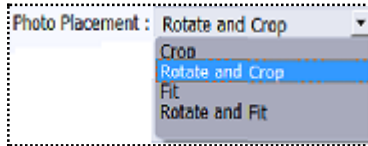
Cover
Selected Photos : 4
Used Photos : 4


-  indicates the no. of photos selected and the used no. of photos.

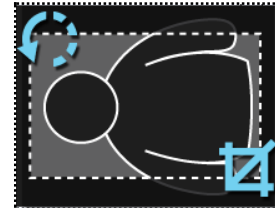
-  shows the no. of pages selected for the book. You can change the no. of pages by clicking on the drop down list.



- You can decide the no. of photos to be placed per page from . You will get this option only in Grid Book, Perfect Book and Catalogue Book type.

- Depending on the no. of photos used, the no. of pages selected and the maximum no. of photos per page, the no. of pages for the book gets automatically recommended . According to the recommendation you can select the no. of pages.




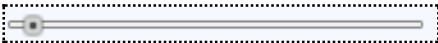


- you can either crop the selected photos, or rotate and crop the photos, or fit the photos or just rotate and fit the selected photos.
- The arrangement of the selection of the photo placement can be seen by clicking on , which then gives you an idea of the photo as



- To avoid the photos from getting placed on the safe area and getting cut while printing, click on the  **Respect safe area** check box.
- After selecting the photos and setting its arrangement click on  to go to 'Design Book' window, where you can view the book ready with the selected parameters and can also make any changes if required with the help of various tabs available.

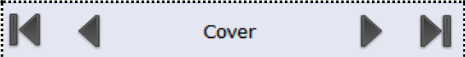
3.2.4 Page composition


Common Features

- 1:  This lets you change to the path of your choice to select backgrounds, clip-arts and so on that has been saved previously. In most instances, the last 15 paths accessed will be displayed for use and reference once this option is selected.
- 2:  Can be used for adjusting thumbnail sizes.
- 3:  Can be used to reset the changes done.
4. Color indicator on the photo  – On clicking the 'Photo' tab on the left of the screen, the photos to be used for the book is displayed. A green tab indicates that the photo has been used on another page. A blue tab indicates that the photo is being used on the current page. The number in the tab indicates the number of times the photo has been used in the current page.






5. 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 double clicking on them. The rulers can then be dragged onto the page and photos can be aligned against them.







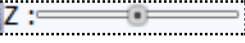








6.  – This helps one to navigate through the pages of the book.


7. Photo quality indicator – The quality of photos used in the book must be good to ensure clarity in the final product. Book 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 Tool Bar

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

Icon	Use
<p><Lock></p> 	Can be used to lock or unlock the photos as per the requirement while book creation.
<p><Arrange objects></p> 	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.
<p><Page based alignment></p> 	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.

<p><Object based alignment></p> 	<p>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.</p>
<p><Equal spacing></p> 	<p>Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.</p>
<p><Rotate object></p> 	<p>Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axes. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally . You could also rotate the image manually by using:  and entering the value of your choice or using the slider: </p>
<p><Edit photo></p> 	<p>Helps you to enhance photos.</p>
<p><Undo></p> 	<p>To Reset the change you made to the page.</p>
<p><Redo></p> 	<p>To redo a change you made to the page.</p>
<p><Show/hide margins></p> 	<p>Shows/hides the margins on the page.</p>
<p><Zoom in></p> 	<p>For zooming the page in.</p>
<p><Zoom out></p> 	<p>For zooming the page out.</p>
<p><Fit to screen></p> 	<p>Adjusts the page size such that the page fits the screen.</p>
<p><Actual Size></p> 	<p>Shows the actual size of the page.</p>

<p><Full screen></p> 	<p>Hides the option bar on the left and the page is now laid across the full screen.</p>
--	--

Page composition can be done in two ways

1. Ready page composition
2. Blank page composition

The Process

1. Ready page composition:

Once you have selected the category, size, book type, layout and photos for the book, you will be redirected to 'Design Book' window with the book designed according to your selection. Here you can edit the backgrounds, layouts, clip-arts, etc. of a ready page manually. (Image 3.2.4.1)




Image 3.2.4.1: Preview of Book

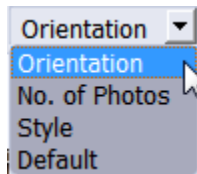
Change Layout: to change layout


- Select page of which you want to change the layout



- Click on  tab at left side of the window
- Click on to filter the layouts according to the Orientation, No. of photos, Style or you can select default.

- Select the desired filtration type from



and click on 

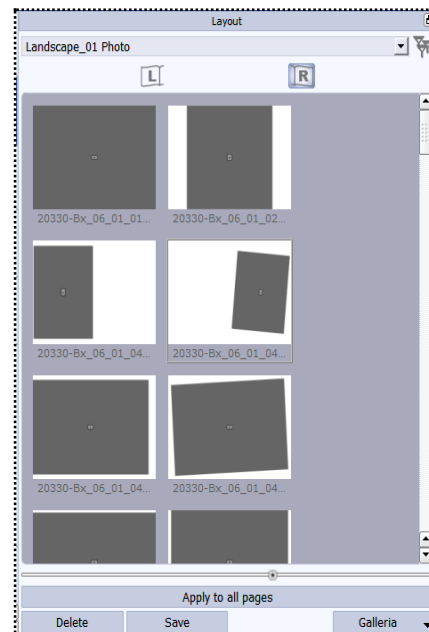



Image 3.2.4.2 : Layout Options

- Click on button if you want to change layout of left page and click on button if you want to change the layout of right page.
- You will see various layouts (Image 3.2.4.2)

Change Theme



- Click on the  tab on the option bar to insert or replace the theme of your choice. (Image 3.2.4.3)

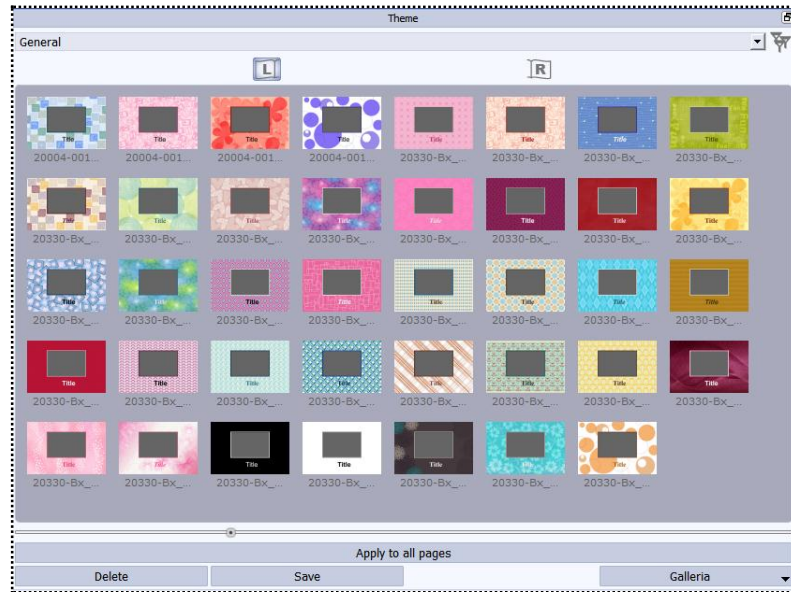


Image 3.2.4.3: Theme Option


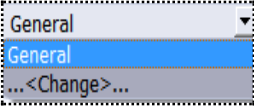
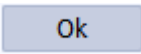



- Click on  to filter the themes according to the Theme, Style and Color.
- Select the desired filtration type from  and click on .
- Click on  to change the layout on the left side of the page and click on  to change it on the right side.
- Double click on the desired layout to be applied. (Image 3.2.4.4).

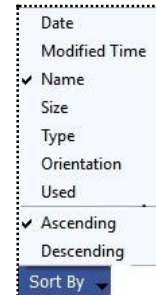


Image 3.2.4.4: Change: (A) Layout (B) Theme

Change or Edit Photo




- Click on the  tab on the left panel 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




- To insert or replace photos, either double clicks on it or drag and drops it on the canvas

Rotating Photos

Rotating photos in the book keeping the creative design in mind adds to the overall presentation of the pages. Book 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 3.2.4.5).



Image 3.2.4.5: Rotating: (a) the photo in the frame; (b) the photo with the frame.

Zooming In/Out

While working on your book 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.

How to: 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.

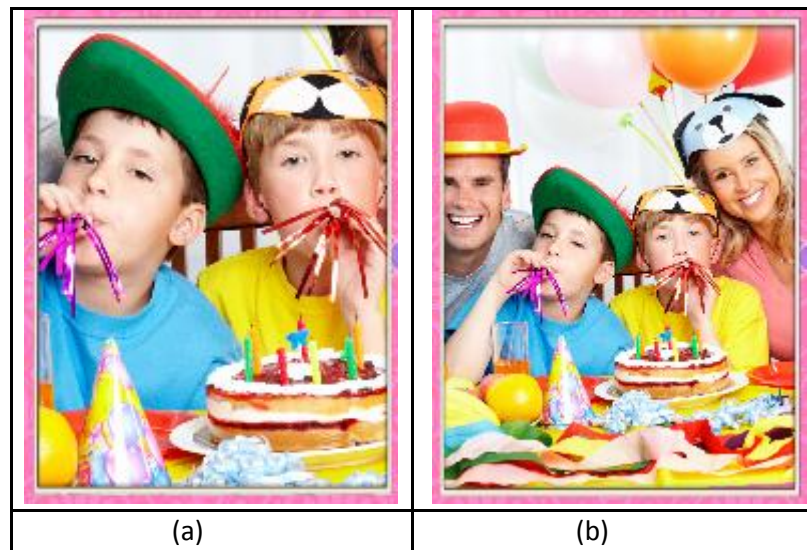




Image 3.2.4.6: (a) Zooming in; (b) zooming out.

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.


How to: 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. (Image 3.2.4.7)



Image 3.2.4.7: Swap Photos (a) Before (b) After

Right Clicking

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

Right clicking outside photos: As seen in Image 3.2.4.8 right clicking outside photos lets you access the following options directly:

- The 'Effects' option Give effects like Colorize, Blur, Opacity, Shadow and Outline.
- The 'Flip' option to flip the page either vertically or horizontally
- The 'Find' option to find the source of the object.

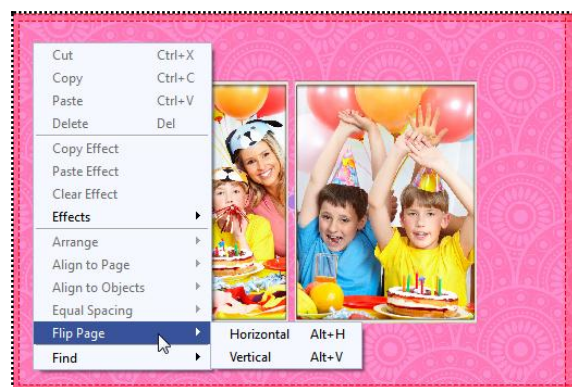


Image 3.2.4.8: Right Clicking Outside Photos.

Right clicking on the photos: Using right click after selecting a photo (Image 3.2.4.9) lets you access the following options directly:

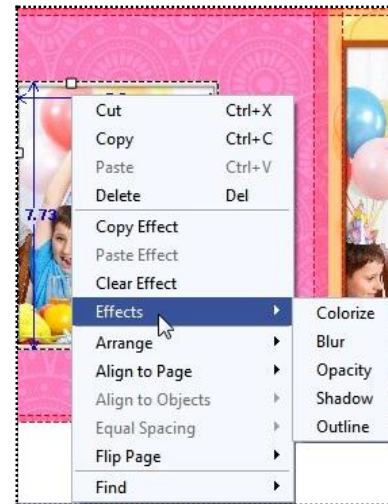







Image3.2.4.9: Right Clicking On the Photos

- Cut, copy, paste (in case an element has been copied) and delete.
- The 'Effects' option Give effects like Colorize, Blur, Opacity, Shadow and Glow. 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.

Change Background:



- Click on the  tab on the option bar to replace the background for your book or to fill it with any solid color.
- Besides the inbuilt 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  to apply the background on the left side of the page and click on  to apply it on

the right side. To delete the background on either side, click on . (Image 3.2.4.10)

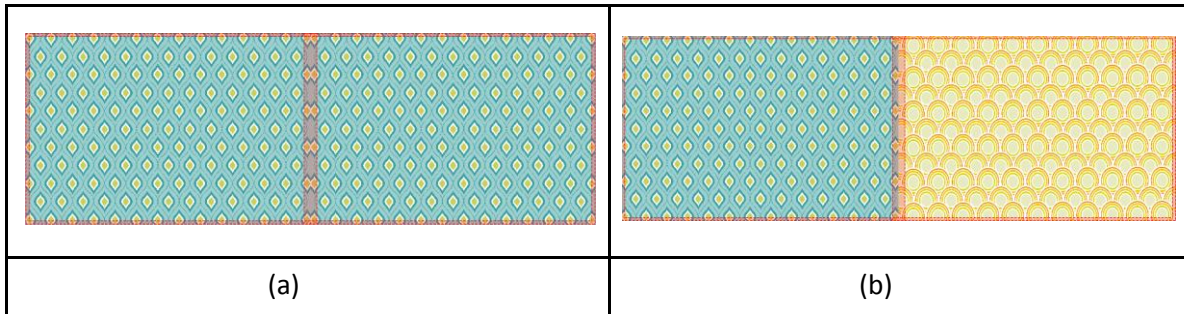


Image 3.2.4.10: Applying the Background on the (A) Blank Page; (B) Page with Background

- To use a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.2.4.11).

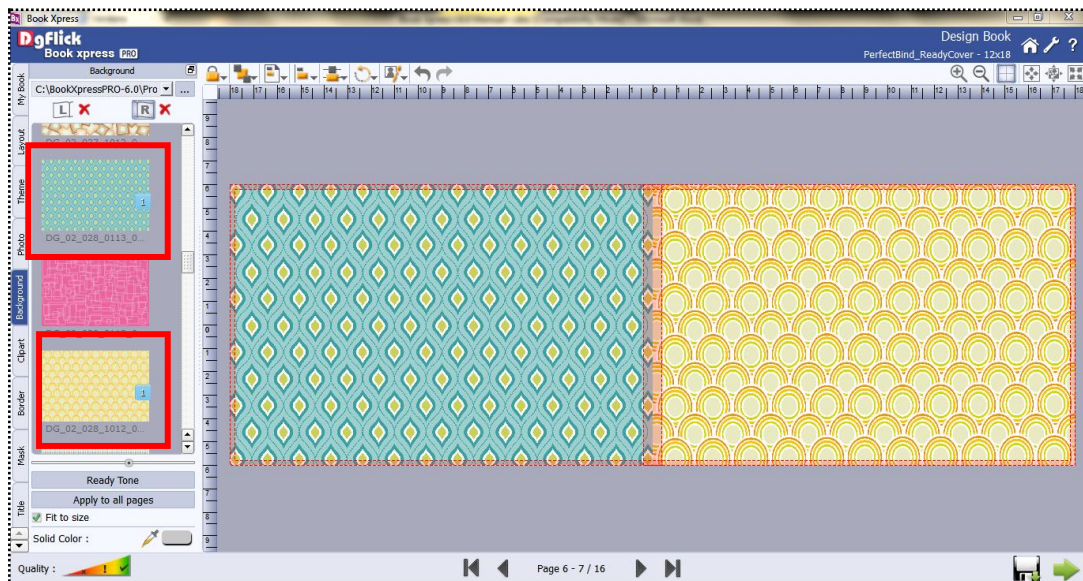


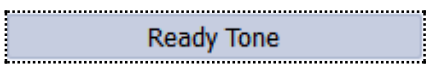


Image 3.2.4.11: The page with the selected background.

- Uncheck the  **Fit to size** check box on the left 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 page. The whole page now gets a background of that color.
- Click on the  button on the left panel to select from a range of 18 ready tones available for each background.

- To change the tone (Image 3.2.4.12); double click on the chosen tone.

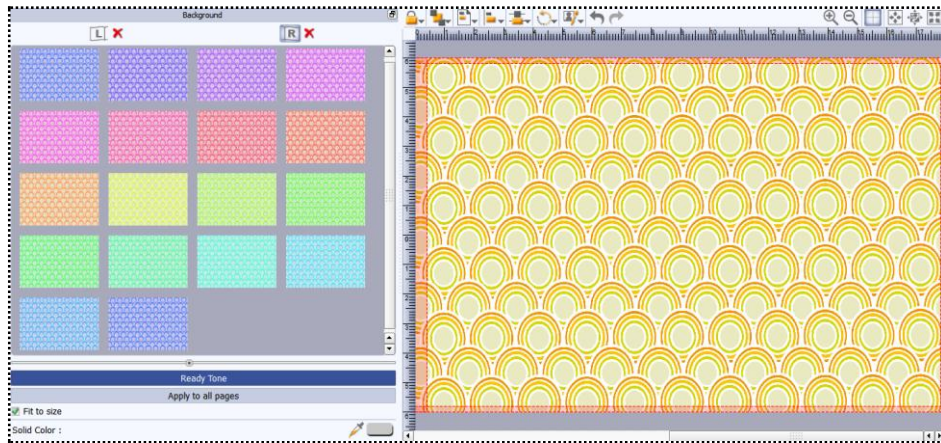


Image 3.2.4.12: Ready Tone Options

- If you wish to apply the same background on all the pages, then click on **Apply to all pages** button.
- You could also use a photo of your choice as the background for your book page. To do this, click



on the **Photo** tab to view the selected photos. Select the photo and click

on **Set Photo As Background** button. The


photo now serves as a background to the page (Image 3.2.4.13)



Image 3.2.4.13: A Photo as the Background.

Clipart



- Click on the **Clipart** tab on the option bar for a listing on the available cliparts.
- Double click on the clipart of your choice or drag and drop it onto the canvas to use it on the page.
- You could even use your own cliparts by accessing them using , where the last 15 paths accessed are available.

- Click on **Ready Tone** to access the ready tones for the cliparts. 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 (Image3.2.4.14)

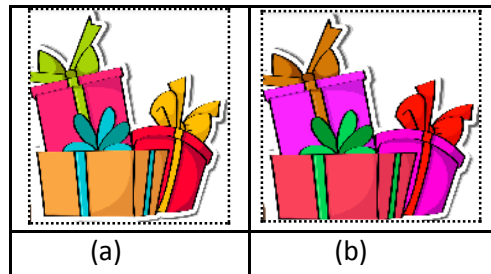


Image 3.2.4.14: (a) inserting a clipart. (b) Changing the ready tone of the clipart.

Border



- Click on the **Border** tab on the left panel to select the border that you want for your photo.
- You could select a border from the options, Book Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available here also).
- Double click on the border or drag and drop the border on the photo to apply or to replace it (Image3.2.4.15)

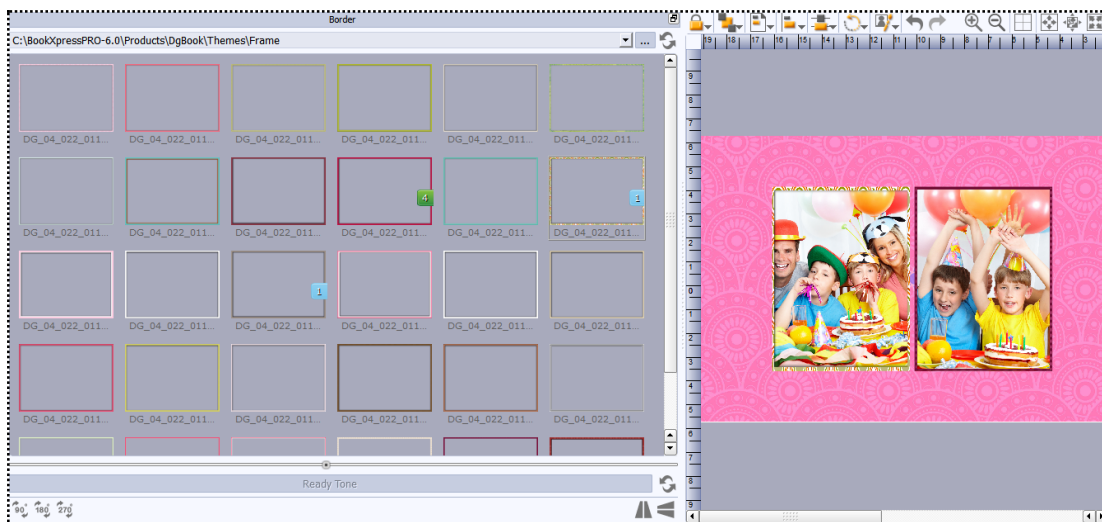


Image 3.2.4.15: The Border Applied To The Photo.

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

Ready Tone

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 3.2.3.16)

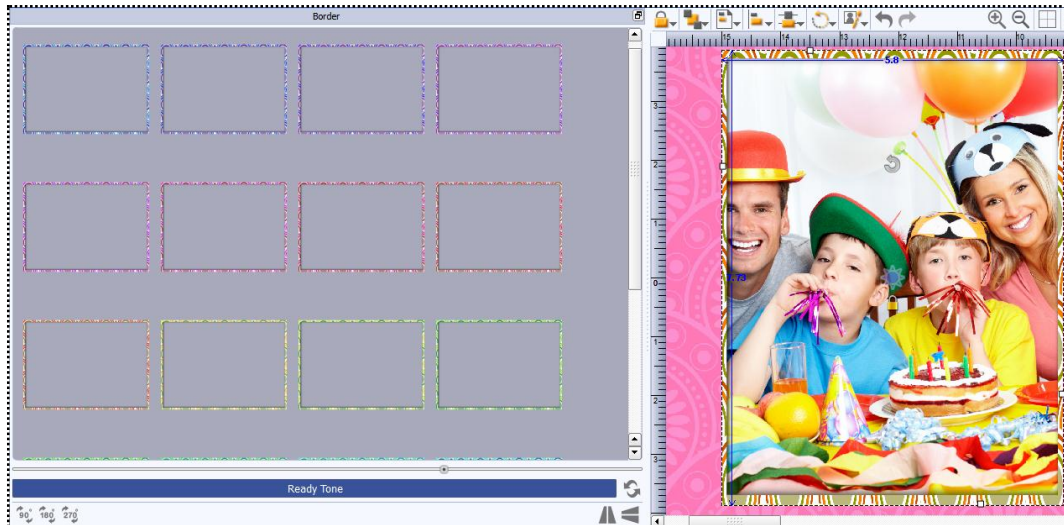









Image 3.2.4.16: Applying a Ready Tone to the Border the Original Border; with the Ready Tones.






! Additional icon on the 'Design Book' Border screen:

- | | |
|---|--|
| (i)  – to reset the changes. | (iv)  – to rotate the border 270 degrees. |
| (ii)  – to rotate the border 90 degrees. | (v)  – to flip the border vertically. |
| (iii)  – to rotate the border 180 degrees. | (vi)  – to flip the border horizontally. |

Mask



- Click the  tab on the left-hand panel 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 3.2.4.17) you could even access the previous 15 paths.

- 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.

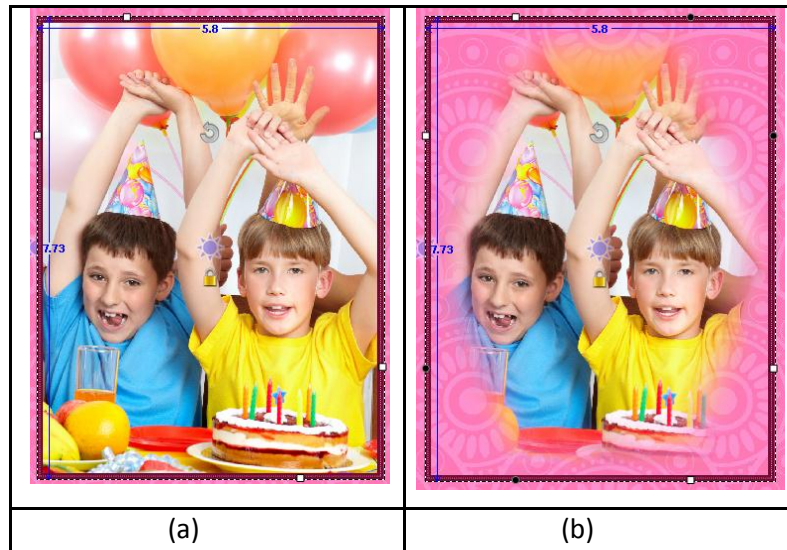



Image 3.2.4.17: Applying a 'Mask' to the Photo.


Title



- Click the  tab to add or amend a title for your book.
- The empty white field can be used to type in the title you wish to add (Image 3.2.4.18).
- You can change the following parameters for the title:

(i) Font: 

(ii) Font size: 

(iii) Style: 

(iv) Font Color: 

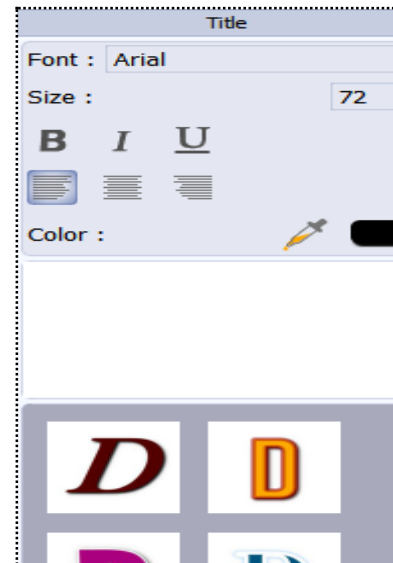
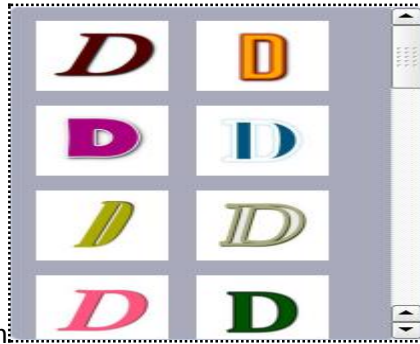


Image 3.2.4.18: Title Tab



- Ready presets can be availed from

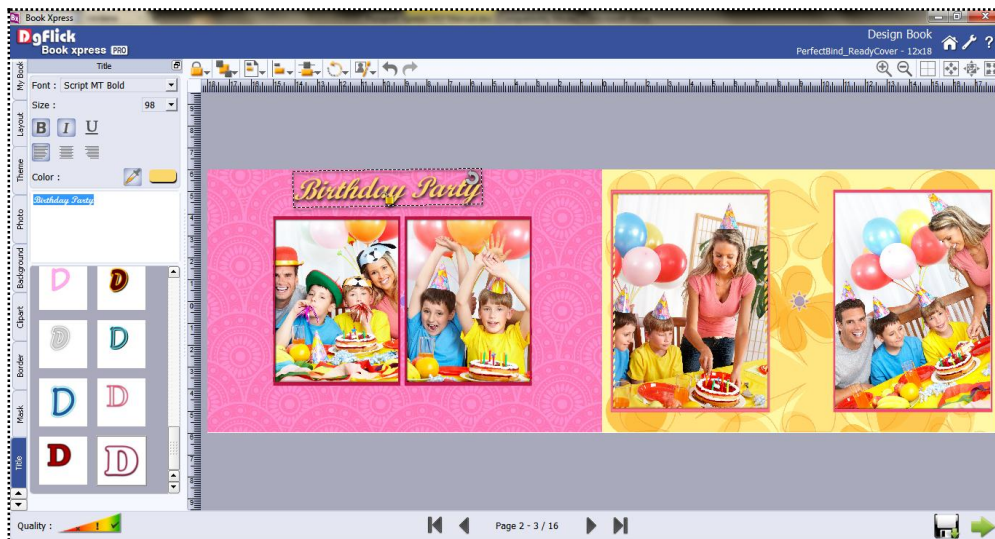



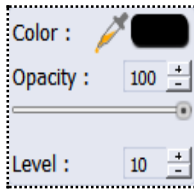
Image 3.2.4.19: Adding a Title for Your Book.

Effects



- To apply effects to your book pages, click  tab on the left-hand option bar.
 - There are 5 different options under this category. They are:
Colorize Blur, Opacity, Shadow and Outline.
- (i) **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo.

To manually make changes or customize, click on **Custom** and change the color, opacity and level



using (Image 3.2.4.20)

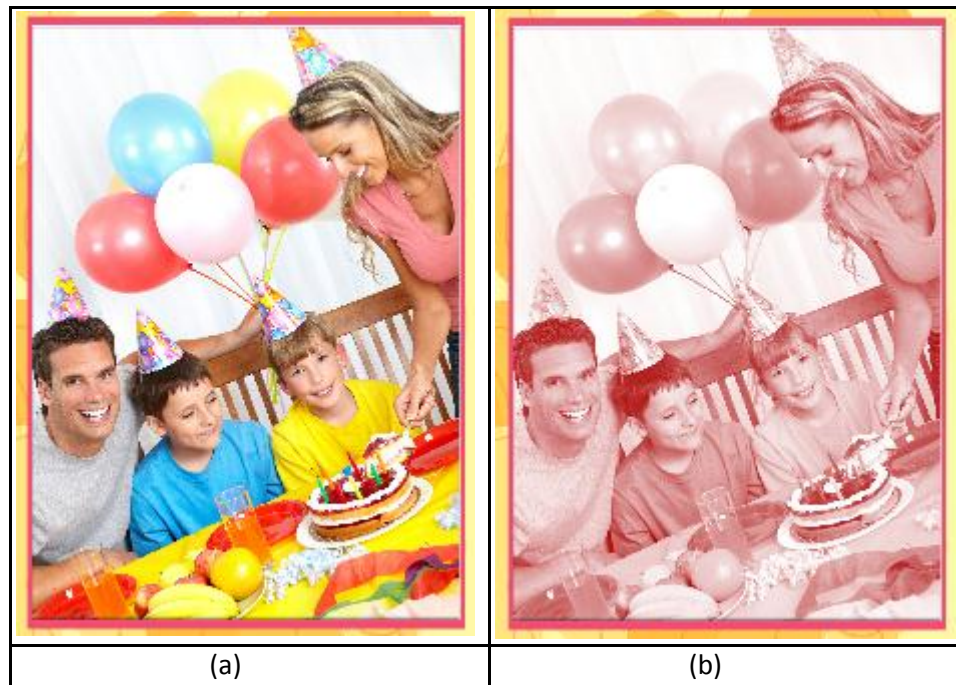


Image 3.2.4.20: Applying the 'Colorize' Effect.

(ii) **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 **Custom** to increase or decrease the level of blurriness using the slider. (Image 3.2.4.21)

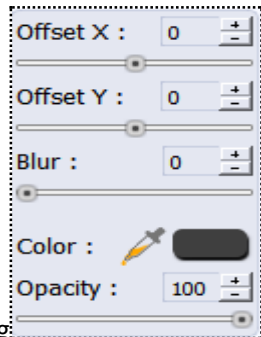


Image 3.2.4.21: Applying Blur Effect

(iii) **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 **Custom**

(iv) **Shadow:** To apply the shadow effect to your photos, click on 'Shadow' and then choose from the available presets (Image 3.2.4.22)

You could customize your 'shadow' by clicking on **Custom** and then applying the shadow settings



manually using

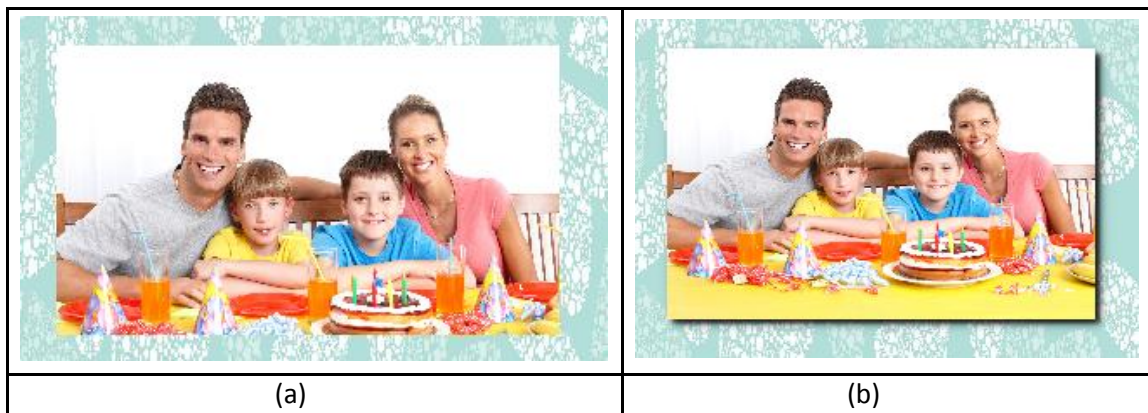


Image 3.2.4.22: Shadow Effect a) Before and b) After

(v) **Outline:** Select the photo and click on the preset of your choice to apply the outline. (Image 3.2.4.23)

To customize the outline, click on **Custom**. Then, create the outline of your choice by filling in the values in these fields

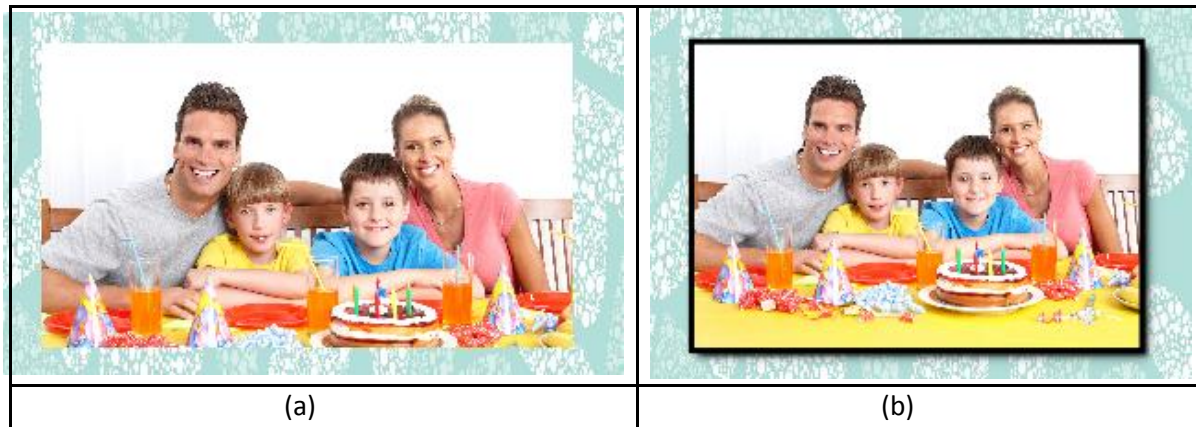


Image 3.2.4.23: Outline Effect a) Before and b) After

Right Clicking

While creating the book, 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.

My BOOK Tab

- As you design one page after the other, you can view the book page wise on the left panel by clicking on


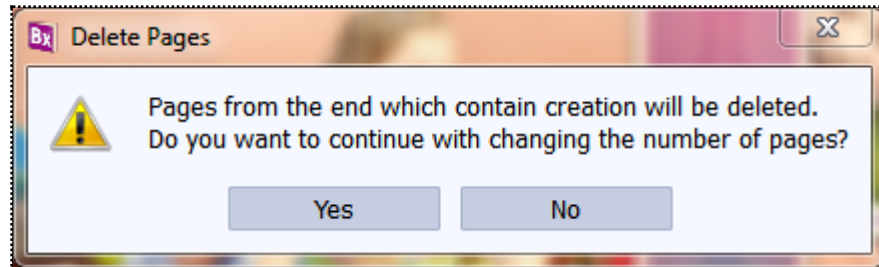
the  tab on the option (Image3.2.4.24).



Image 3.2.4.24: 'My Book' displayed on the left panel.

- You can alter the number of pages in the book by clicking on **No. of Pages : 32**, where you have the choice of selecting book pages ranging from 16 to 500. (depends on category selected)
- 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 you can edit and add your personal desired effects to the already composed photo book. Now we will see how to create photo book page manually.

2. Blank page composition

Step 1: Select desired category (Image 3.2.4.25)

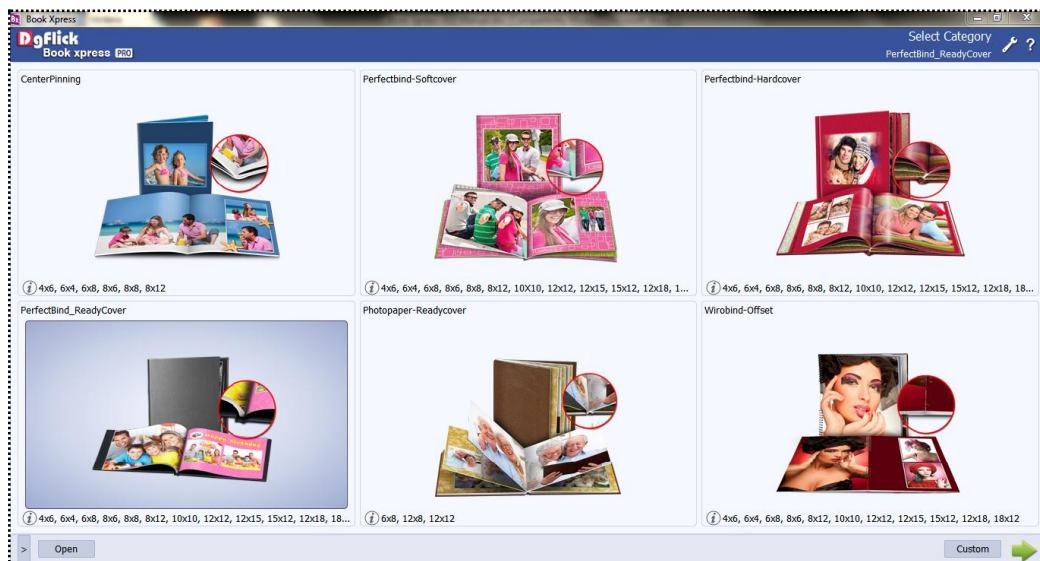


Image 3.2.4.25: Select Category

Step 2: Select desired size of book (Image 3.2.4.26)



Image 3.2.4.26: Select Book Size

Step 3: Select desired book type (Image 3.2.4.27)



Image 3.2.4.27: Select Book Type

Step 4 : Select desired theme for book (Image 3.2.4.28)



Image 3.2.4.28: Select Theme

Step 5: Select layout for book (Image 3.2.4.29)

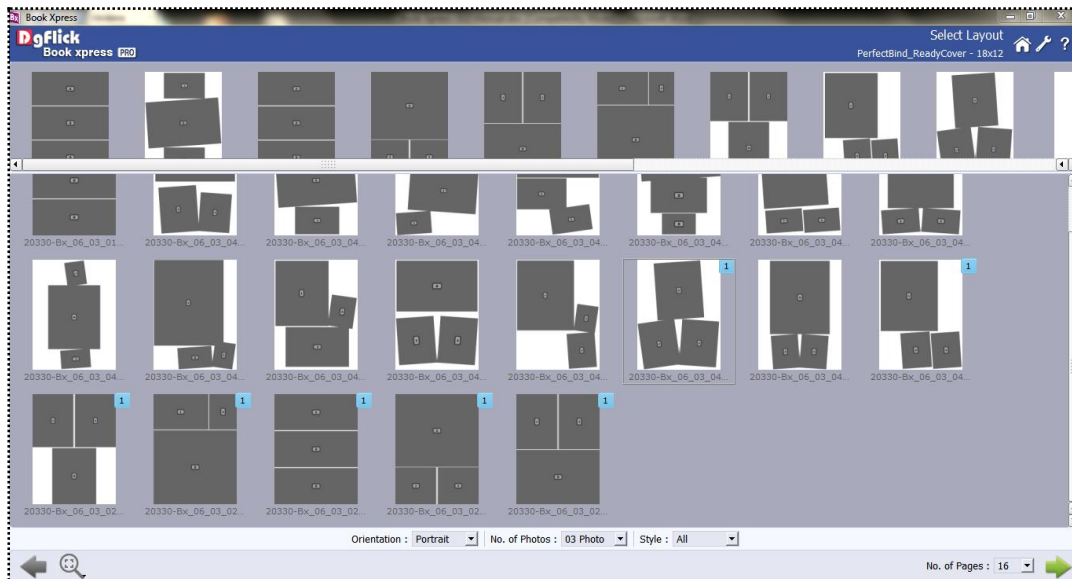


Image 3.2.4.29: Select Layout

Step 6: Select photos you want to add to book (Image 3.2.4.30)



Image 3.2.4.30: Select Photo

Step 7: Your photo book is ready. (Image 3.2.4.31)



Image 3.2.4.31: Preview of Book Pages

Now at this stage, if you want to add some pages to this book then you can add it through

No. of Pages : 16 tab. You will see blank pages at the end of the book .

Or

Select my book type at step 3 and you will be redirected to design window

Steps 8: go to blank page with **Page 1 - 2 / 10**

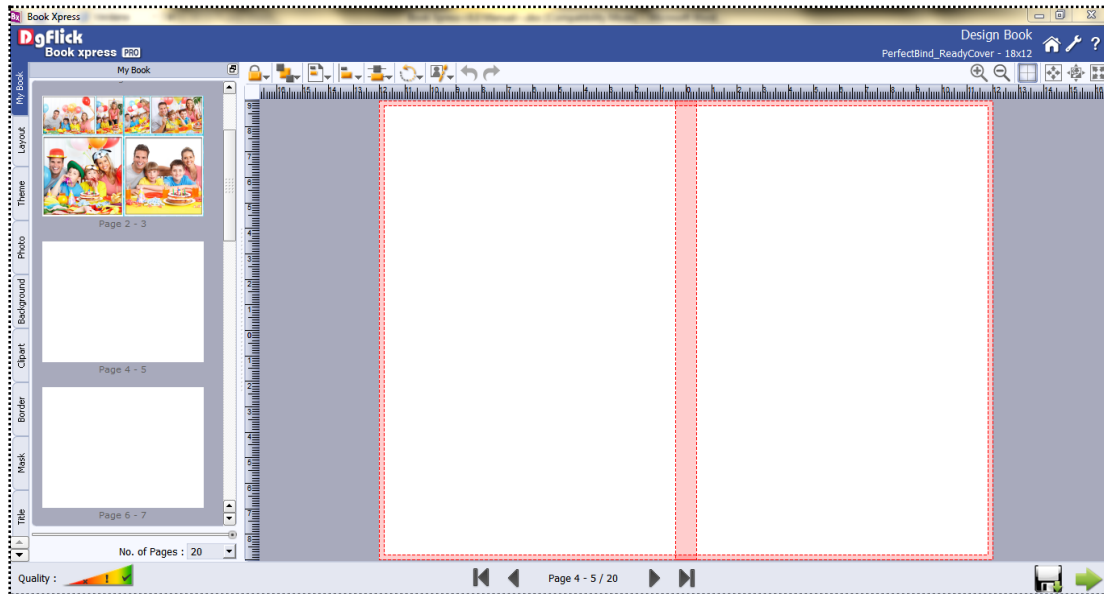







Image 3.2.4.32: Open Blank Page

Add Background:



- Click on the  tab on the option bar to replace the background for your book 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  to apply the background on the left side of the page and click on  to apply it on the right side. To delete the background on either side, click on  (Image 3.2.3.33)
- To use a background, double click on it or drag and drop it on the canvas from the option bar.

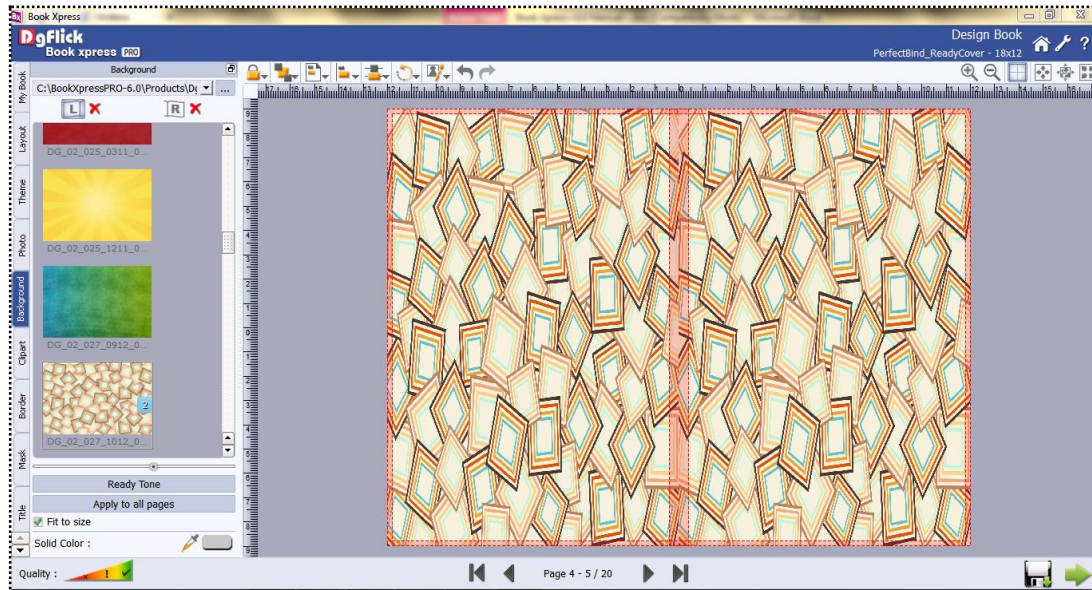



Image 3.2.4.33: The Page with the Selected Background.

- Uncheck the ☒ **Fit to size** check box on the left to expand the background on the page. (Image3.2.4.34)
- If you want you can fill the canvas with one single solid color, click on  and place it on the color you wish to use as background for your page. The whole page will get a background of that color. (Image3.2.4.34)

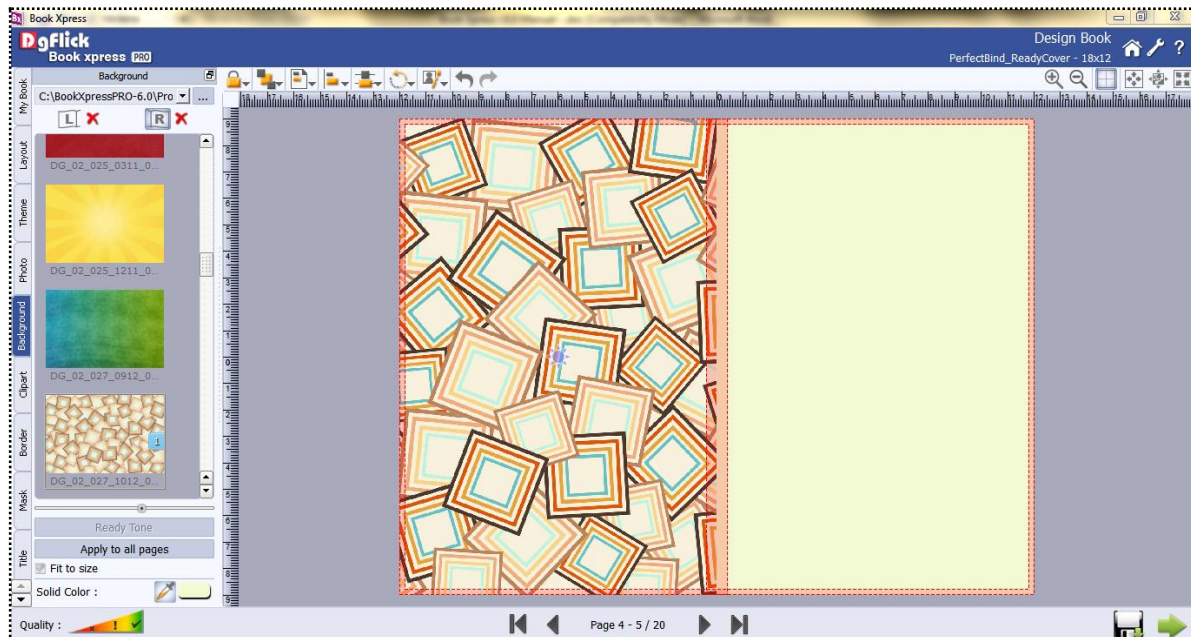


Image 3.2.4.34: The Page after Applying 'Fit To Size' and 'Solid Color'

- Click on the **Ready Tone** button on the left panel to select from a range of 18 ready tones available for each background.
- To change the tone (Image 3.2.4.35); double click on the chosen tone.

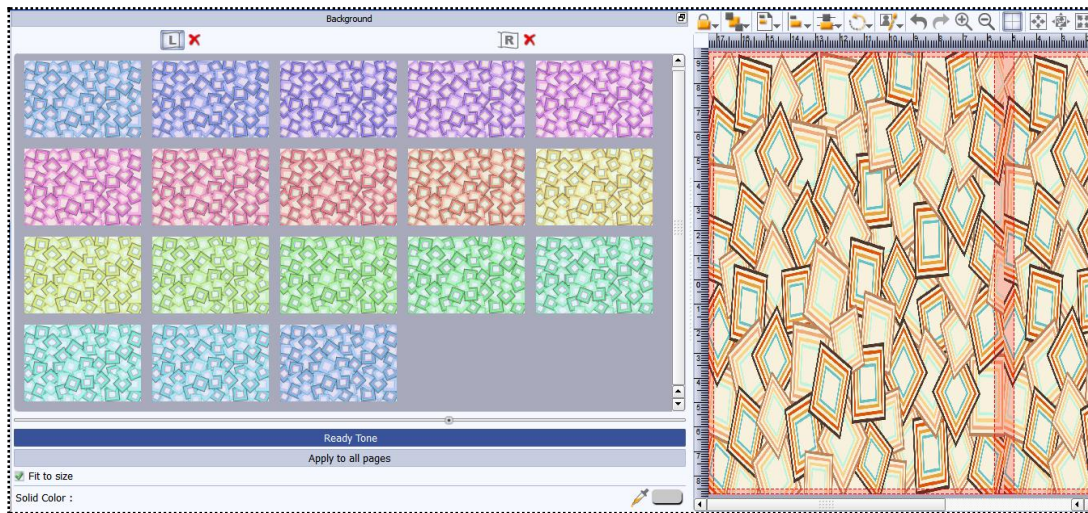


Image 3.2.4.35: Ready Tone Options

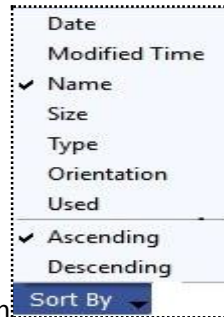
If you wish to apply the same background on all the pages then click on

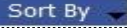
Apply to all pages

- You could also use a photo of your choice as the background for your book page. To do this, click on the **Photo** tab to view the selected photos. Select the photo and click on **Set Photo As Background** button. The photo now serves as a background to the page (Ref. Image 3.2.4.13 from section ready page composition)

Add Photo

- Click on the **Photo** tab on the left panel 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 .
- To insert or replace photos, either double clicks on it or drag and drop it on the canvas (Ref. Image 3.2.4.36).

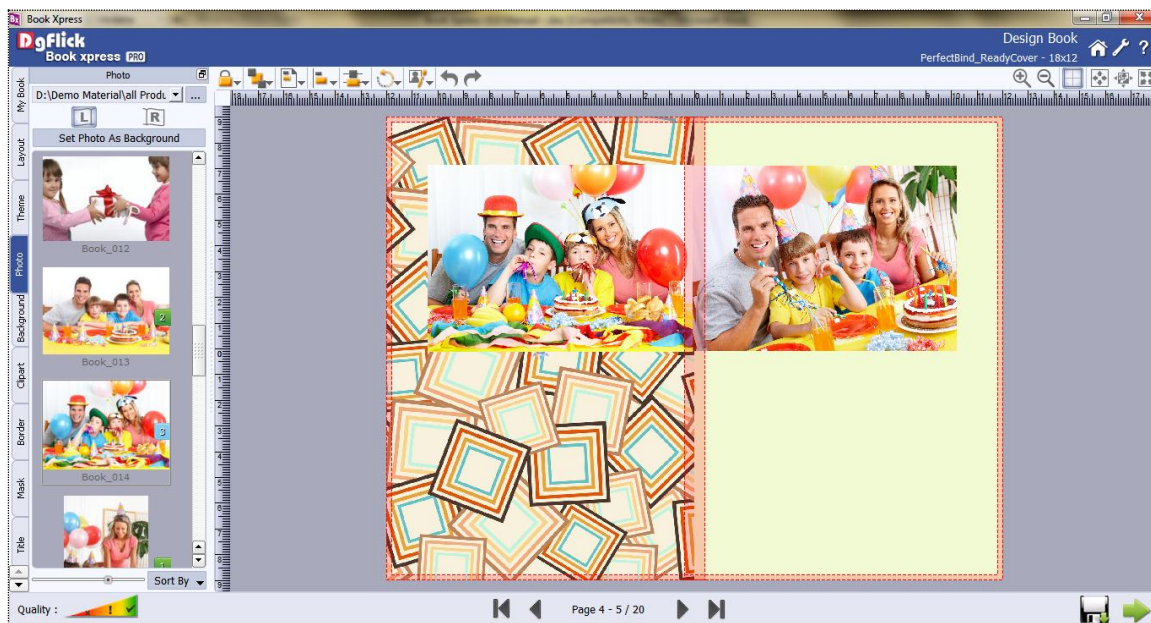





Image 3.2.4.36: On clicking the 'Photo' Tab

Rotating Photos

Rotating photos in the book keeping the creative design in mind adds to the overall presentation of the pages. Book 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 (Ref. Image 3.2.4.5 from Section Ready Page Composition).



Zooming In/Out

While working on your book 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.

How to: 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 (Ref.Image 3.2.4.6 from Section Ready Page composition).

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 pan: 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.

How to swap: 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. (Ref.Image 3.2.4.7 from Section Ready Page composition).

Right Clicking

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

Right clicking outside photos: As seen in Image 3.2.4.37 right clicking outside photos lets you accesses the following options directly:

- The 'Effects' option Give effects like Colorize, Blur, Opacity, Shadow and Outline.
- The 'Flip' option to flip the page either vertically or horizontally.
- The 'Find' option to find the source of the object.

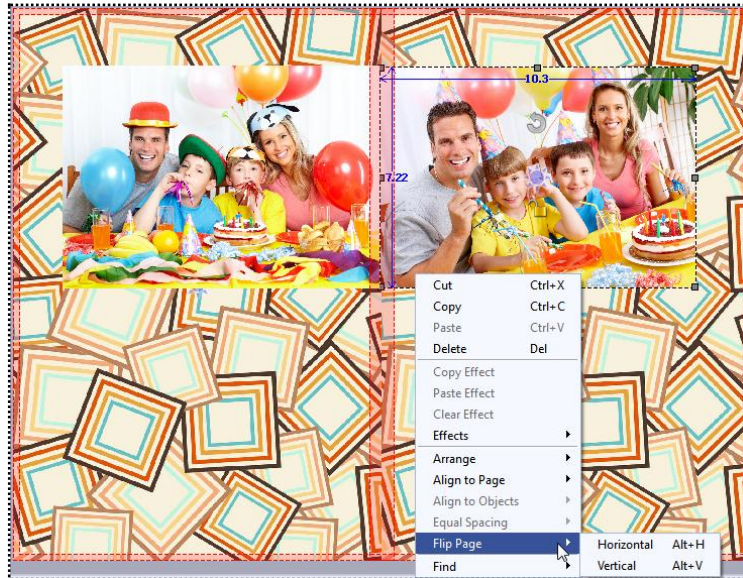


Image 3.2.4.37: Right Clicking Outside Photos.

Right clicking on the photos: Using right click after selecting a photo (Image 3.2.4.44) 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, Shadow and outline. And copy, paste and clear effects.
- 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.

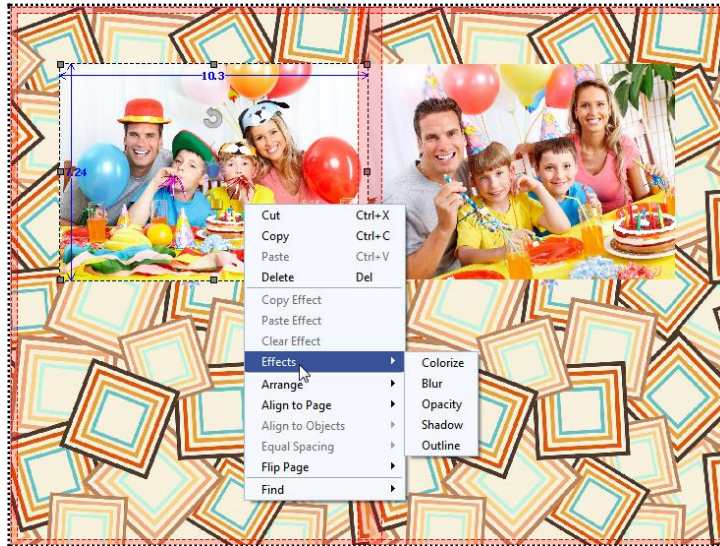



Image 3.2.4.38: Right Clicking on the Photos.

Add Border



- Click on the  tab on the left panel to select the border that you want for your photo.
- You could select a border from the options, Book Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available here also).
- Double click on the border or drag and drop the border on the photo to apply or to replace it (Image3.2.4.39)

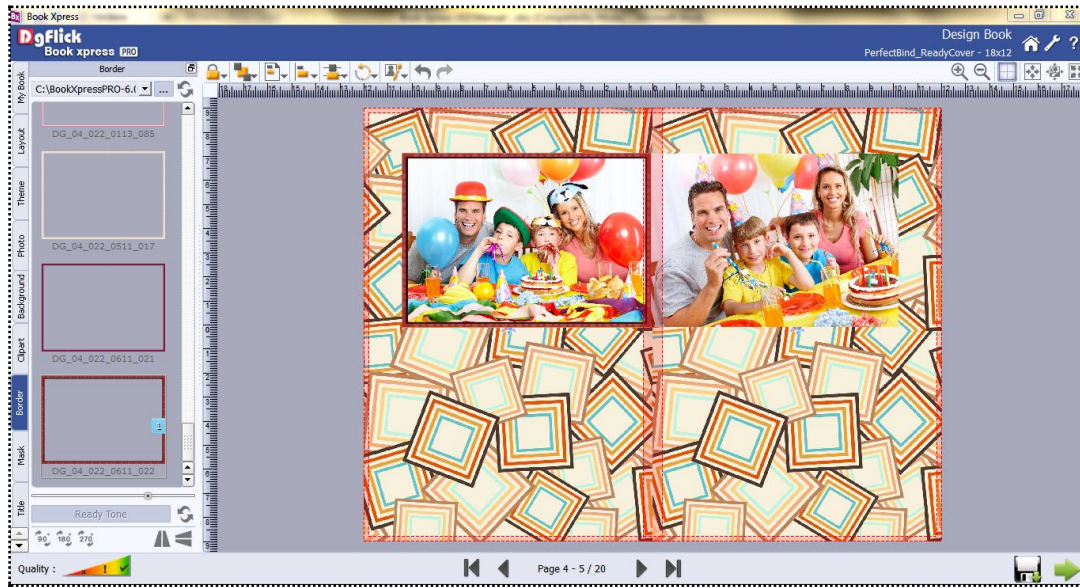


Image3.2.4.39: The Border applied to the Photo.

- You could change the color of the border to better suit your photo by clicking on the **Ready Tone** 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 (Image3.2.4.40)

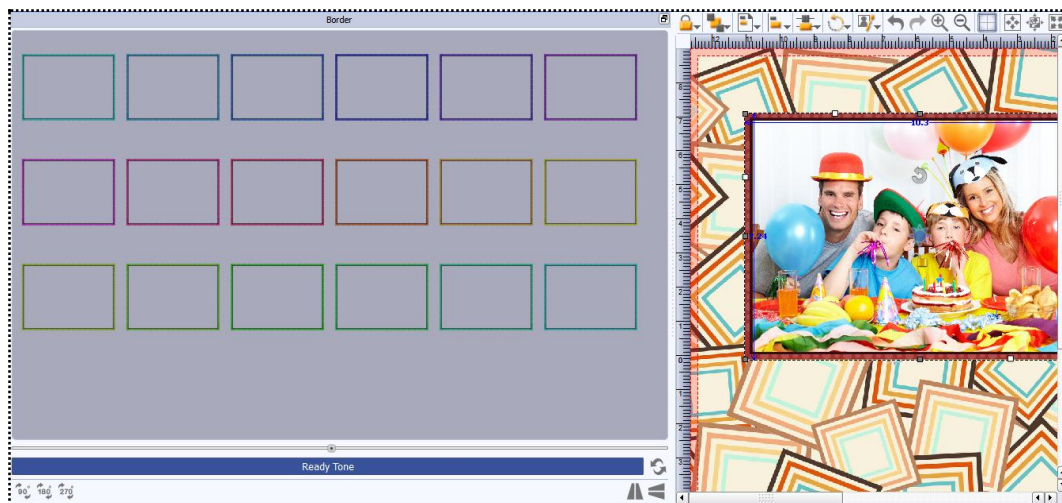


Image 3.2.4.40: The Original Border; with the Ready Tones.

! Additional icon on the 'Design Book' – Border screen:



— to reset the changes.




— to rotate the border 90 degrees.




— to rotate the border 180 degrees.




— to rotate the border 270 degrees.

(v)  – to flip the border vertically.

(vi)  – to flip the border horizontally


Add Title



- Click the  tab to add or amend a title for your book.
- The empty white field can be used to type in the title you wish to add. (Ref.Image 3.2.4.18 from Sec. Ready Page composition)
- You can change the following parameters for the title:

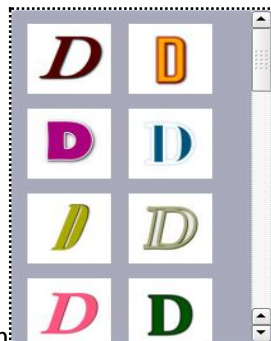
(i) Font 

(ii) Font size 

(iii) Style 


(v) Font Color 

(vi) Ready presets can be availed from



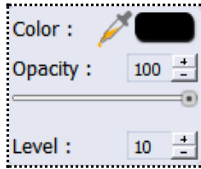
Effects



- To apply effects to your book pages, click  tab on the left-hand option bar.
- There are 5 different options under this category. They are: Colorize Blur, Opacity, Shadow and Outline.

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

To manually make changes or customize, click on **Custom** and change the color, opacity and level



using

- (ii) **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 **Custom** to increase or decrease the level of blurriness using the slider.



Image 3.2.4.41: Applying the 'Blur' Effect.

- (iii) **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 **Custom**.

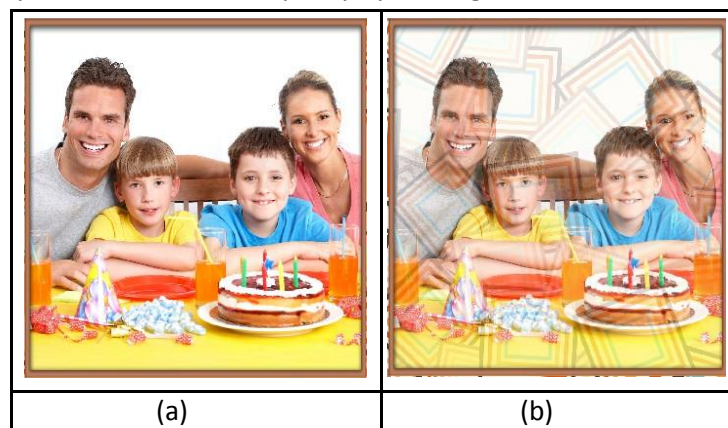
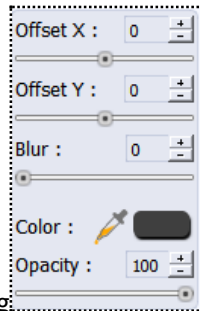


Image 3.2.4.42: Applying the 'Opacity' Effect.

(iv) **Shadow:** To apply the shadow effect to your photos, click on 'Shadow' and then choose from the available presets (Image 3.2.4.43)

You could customize your 'shadow' by clicking on **Custom** and then applying the shadow settings



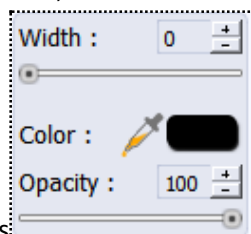
manually using



Image 3.2.4.43: Applying the 'Shadow Effect a) Before and b) After

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

To customize the outline, click on **Custom**. Then, create the outline of your choice by filling in the




values in these fields.

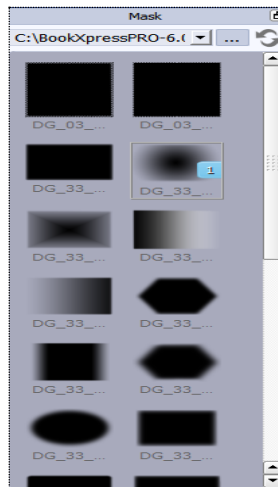
Right Clicking

While creating the book, 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.

Add Mask





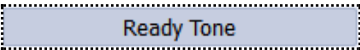
1. Click the  tab on the left-hand panel to select the mask of your choice.
2. Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it You could even access the previous 15 paths.



3. 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. (ref. Image 3.2.4.17 from sec. Ready Page Composition)

Add Clipart



- Click on the  tab on the option bar for a listing on the available cliparts.
- Double click on the clipart 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 (Image3.2.4.44)

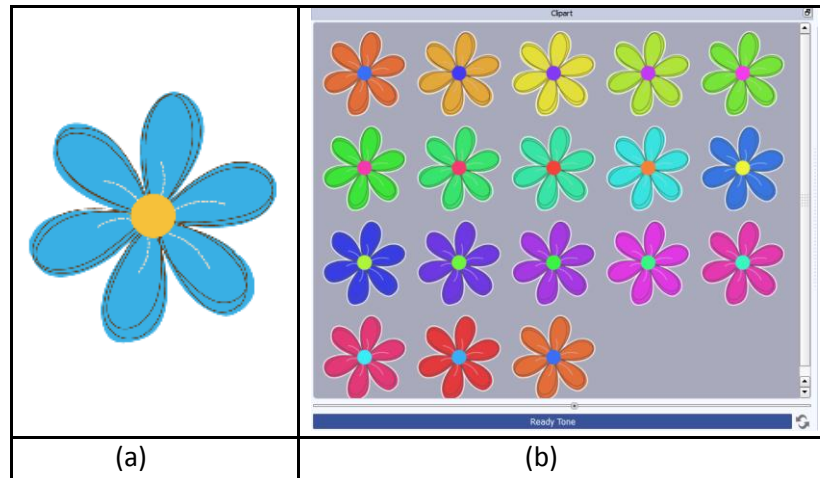


Image 3.2.4.44: (a) Inserting a Clip-art. (b) Changing the Ready Tone of the Clip-Art.

My Book Tab

- As you design one page after the other, you can view the book page wise on the left panel by clicking on



the **My Book** tab on the option bar (Image 3.2.4.45).



Image 3.2.4.45: 'My Book' displayed on the left panel.

In this way you can edit and add your personal desired effects to the already composed photo book.

4.0 FINE TUNING

This Section explains about the basic photo editing tools available in Book Xpress.

4.1 Normal Editing

Book Xpress has basic photo editing tools that help in the editing of photos to be used in books. It helps you modify the photos to suit your requirements and they add value to the pages without much effort. This sections deals with Enhance option.

Basic Filters

Features such as BCG correction, RGB color modification, Curve, Level, Crop, Blur, Colorize, Feather, Opacity, crop and rotate are explained in detail below.

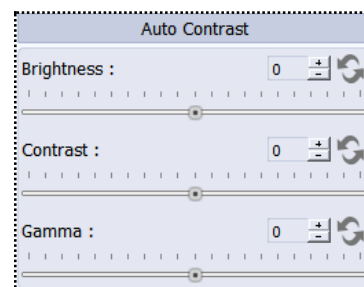
BCG (Brightness, Contrast, Gamma) Color Correction

1. To adjust the brightness, contrast and gamma of your photo, click on the **BCG** button on the 'Edit Photo' window (Image 4.1.1).




Image 4.1.1: The 'BCG' option on the 'Edit Photo' Window.

2. Move the sliders for the three parameters up and down to achieve the desired effect.



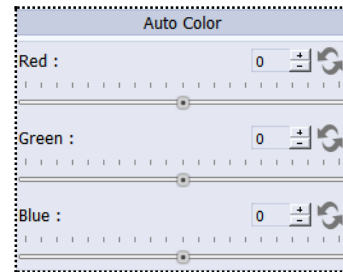
3. Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.

- 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 colour tones of your photos, you could use the **RGB** colour correction option

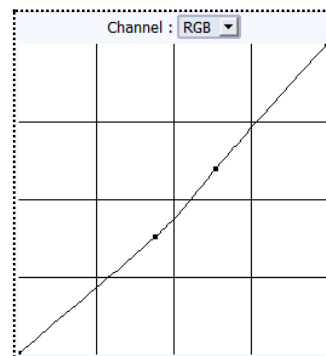


- Modify the colour tone by altering the degree of 'Red', 'Green', and 'Blue' on the colour sliders.
- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Colour' button at the top will adjust the colour automatically.

- The changes can be reset by clicking on .


Curve

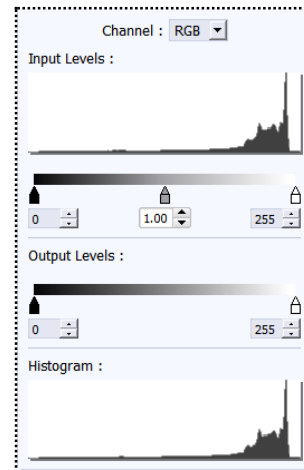
- Colour intensities can be adjusted by clicking on **Curve** button on the options bar of the 'Edit Photo' Window.



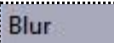

- Select the colour to be adjusted (RGB i.e. red, green, or blue) from the drop list under the 'Channel' button.
- Adjust the intensity by clicking on the curve and moving it as per your requirement.

Level

1. To adjust the input and output levels of the photo, click on:  button on the options bar of the 'Edit Photo' window
2. Select the colour 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.
3. Modify the 'Input' and 'Output' level values in the value boxes as required.

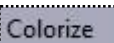


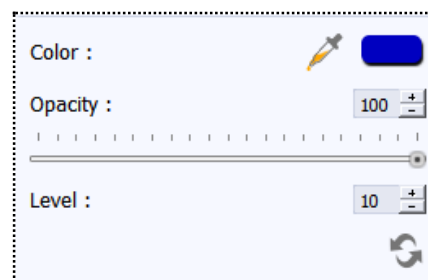
Blur


1. To give the photo a blurred effect, click on:  button on the options bar of the 'Edit Photo' window
2. Move the slider button up and down to achieve the desired degree of blurring.
3. To reset the changes, click on: .



Colorize

1. To give a colorize-film effect on the photo, click on:  button on the option bar under 'Basic Filters'.



2. Click on:  to select a colour from anywhere on the screen to be used as a film on the entire photo
3. You could also select a colour by clicking on the colour bar next to the dropper icon
4. To adjust the opacity, move the slider on.

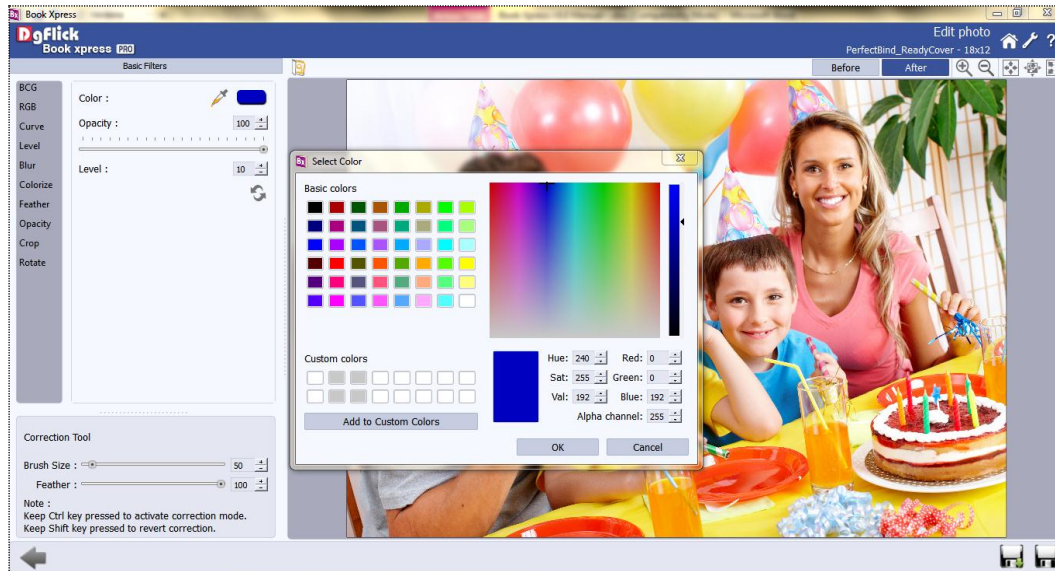


Image 4.1.2:- The colour palette from colorize option

5. Select the colour from the colour palette and click on 'OK' to apply the colour tone to the photo (Image 4.1.2).

6. To reset the changes, click on

Feather

1. Click on **Feather** button to give the feather effect to a photo.
2. Adjust the feather effect by moving the slider up and down or by inserting the value in the value box.



3. To reset the changes, click on

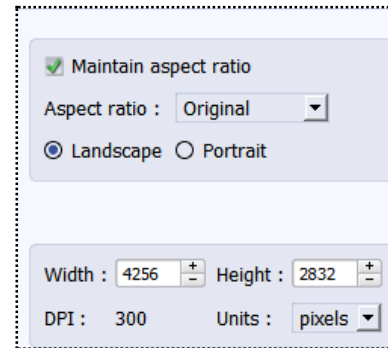
Opacity

1. Click on **Opacity** to adjust the opacity of the photo.
2. Adjust the opacity by moving the slider up and down or by inserting the value in the value box.
3. To reset the changes, click on



Crop

1. To crop the photos to the desired dimensions and orientation, click on **Crop** button on the 'Edit Photo' window.



2. Change the aspect ratio by clicking on the 'Aspect Ratio' box and select the required value.
3. Select the orientation you desire by selecting either 'Landscape' or 'Portrait' (Image 4.1.3).



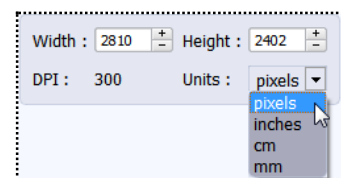
(a)



(b)

Image 4.1.3: Cropping: (a) Before; (b) After

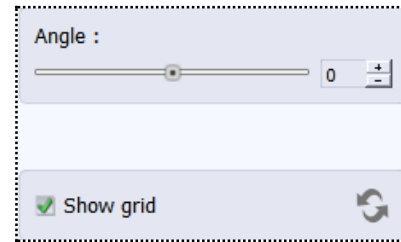
4. You can enter the values for the width and height after selecting the unit you want to work with



5. Uncheck the **Maintain aspect ratio** option if you would like to proceed with free-hand cropping of the photo.



Rotate

1. Select the **Rotate** option on the options bar and then rotate the photo to the desired angle using the 'Angle' slider. With the help of this rotate option, you can bring your tilted photographs in proper angle.



2. 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 **Show grid** box next to 'Show Grid' below the rotation slider

3. Uncheck the **Show grid** 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.

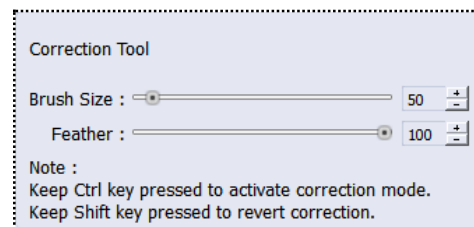
Other Icons on edit photo window

Apart from the options that are available under Basic editing tools, there are few other 'aids' on the page that help you as you proceed with designing your book. 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. For example, you could use the correction tool to highlight faces of the subjects once the blur option has been applied to the photo.

The brush size and feather effect can be altered by using the respective slider or by entering the value of your choice in the value box.



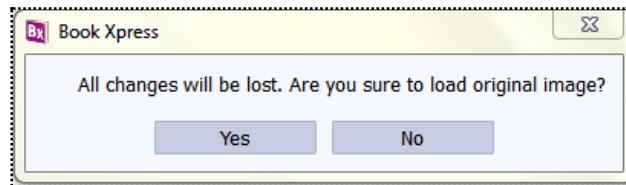
! Remember to keep the Ctrl key depressed to activate the correction mode and to keep the Shift key depressed to undo the change.

Original and Before and After Images

Original Image: In the course of working on your photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on



Once the 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 and thus faster book creation.

4.2 Saving the Changes

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



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.

5.0 SAVING, EXPORTING & OPENING

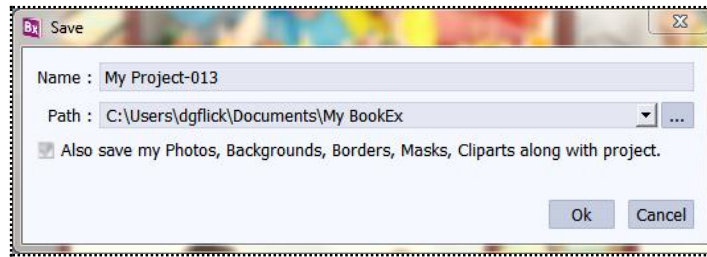
Book Xpress not only supports book creation but also allows you to save the file for future use, send a viewable copy to the customer, and export it as required. These features add to the versatility of the software and also simplify working on it to a great extent. This section deals with the saving,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

5.1 Saving



1. After the project is done, the next step is saving the project by clicking on.
2. The default path for saving the project is displayed in the textbox as 'My Documents \My Books'. You could either save the project in this path or provide the path of your choice to save the project.

3. Save the other elements used in the book, such as cliparts, borders, shapes, and so on, by checking the box against.



4. Click on 'Ok' to save a copy of the project or on 'Cancel' to abort the process.

5.2 Exporting

1. After a book project is saved, it needs to be 'exported' so that it can be printed as the final output.
2. Once the saving process is done, click on next to start the 'exporting' process.
3. on the next screen, the 'Export' page (Image 5.2.1), you can see all the pages of your book with little green 'tick' marks on them.

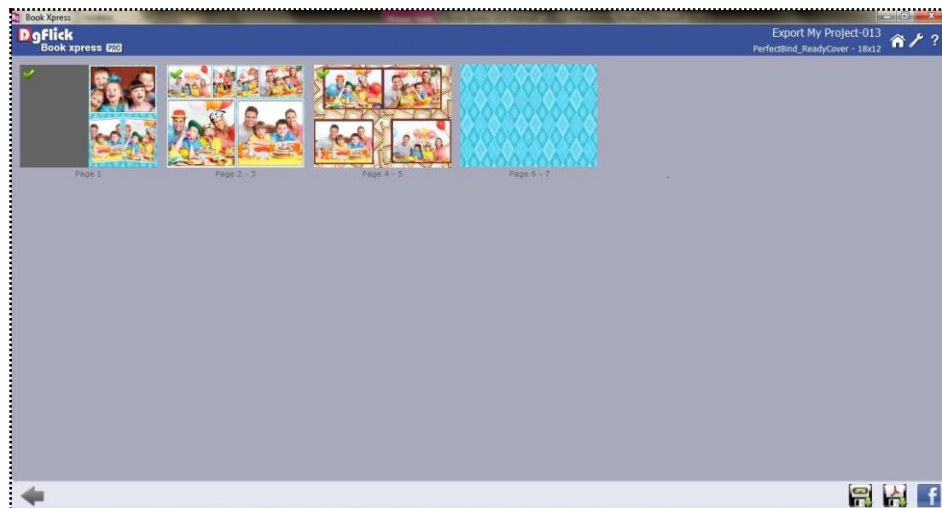


Image.5.2.1: The Export Window

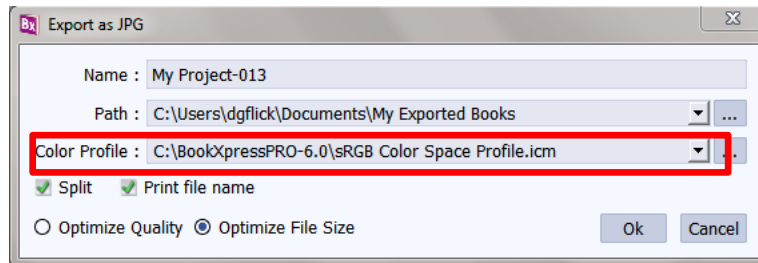
2. In case you do not wish to include any page in the 'exporting' process, simply uncheck the page by clicking on it. The green tick now disappears and the page will not be included in the final book.



Exporting in .jpg Format



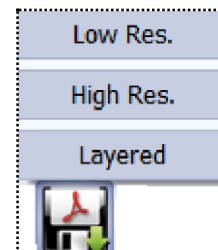
- To save the project in a .jpg format, click on the lower right-hand corner. The default path for saving the .jpg file appears in the textbox that is now visible on screen. The path is 'My Documents\My exported pages'. However, you could change the path and save it in any location of your choice.
-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



- To split the book while saving, check the box next to Split.
- You could optimize the quality or the file size by checking or Optimize Quality Optimize File Size, 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 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.

2. 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 books'. However, you could change the path and save it in any location of your choice.
3. Clicking on 'OK' will create a low res. PDF file. Clicking on 'Cancel' will abort the process.
4. Once the project has been exported you get the confirmation in a text box.

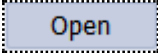
High Res. PDFs

1. Select to save the file with a high resolution. A file saved with this option will be in a printable format.
2. 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 books'. However, you could change the path and save it in any location of your choice.
3. Select to split the file while saving.
4. Clicking on 'OK' will create a high res. PDF file. Clicking on 'Cancel' will abort the process.
5. Once the project has been exported you get the confirmation in a text box.

Layered PDFs

1. 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.
2. 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 Books'. However, you could change the path and save it in any location of your choice.
3. Clicking on 'OK' will create a layered PDF file. Clicking on 'Cancel' will abort the process.
4. Once the project has been exported you get the confirmation in a text box.

5.3 Opening

1. To open a project that has been saved and exported, click on  the first page of Book Xpress.
2. The projects you have saved are now displayed on the screen (Image 5.3.1).

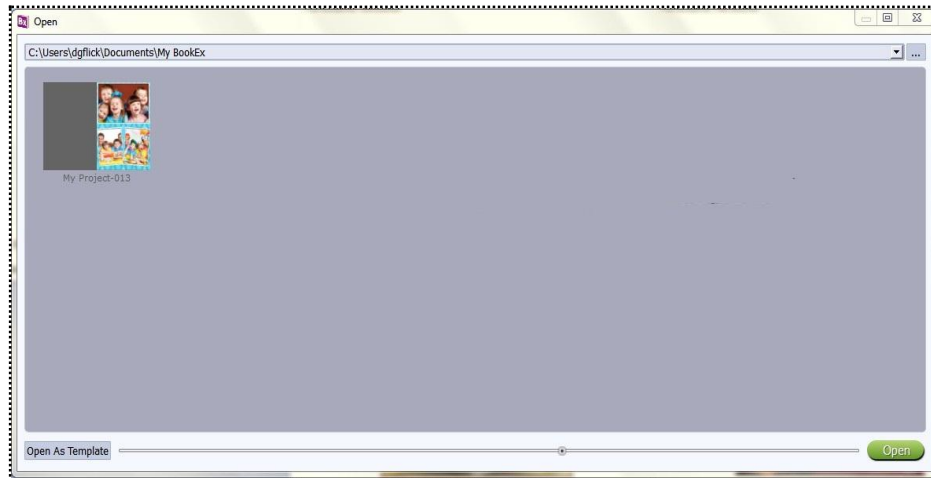



Image 5.3.1: The Saved Projects in the Path.

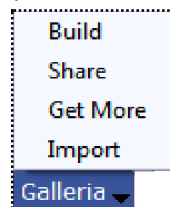
3. Select the project you wish to open and then click on. 
4. To open a project to use the theme and add a different set of photos, click on after selecting the project saved.
5. You now get a blank project with the themes from the saved project applied. You can now add photos to create a new book.
6. Use the slider to increase or decrease the size of the thumbnail.

6.0 GET MORE AND IMPORT

This section introduces you with galleria options available in theme as well as layout tab. Where you can import, create, build, and share the themes and layouts very easily.

6.1 Customize Your Theme

The versatility of book Xpress lies in the fact that it gives you a wide range of ready-to-use themes to choose from besides letting you create or modify themes according to your choice. Moreover, themes can be imported from other locations and built and shared with other book Xpress users worldwide. This section explains how themes can be saved, imported, built, deleted or shared in Book Xpress.



! Save, Build, Delete and Share are the options that are available in the PRO version and not in the Standard one.

6.1.1 Save and Build *

Book Xpress gives you the option of building themes of your own and also sharing them. This option is available only to the users of the book Xpress PRO version.

- To start with the building process, you need to first save the theme that you want to build.
- Select the theme and click on **Save** at the bottom of the option bar to save the theme.

- In the textbox that appears (Image 6.1.1.1); enter the theme information pertaining to the parameters (except the parameter according to which the theme has been filtered). These include name, Color, Theme, Style. You can also enter a name for your theme in the relevant box.



Image 6.1.1.1: Theme information while saving your theme.

- Click on 'Ok' to proceed and on 'Cancel' to quit the process.
- To proceed with the building of your theme, click on **Build** (Image 6.1.1.2).

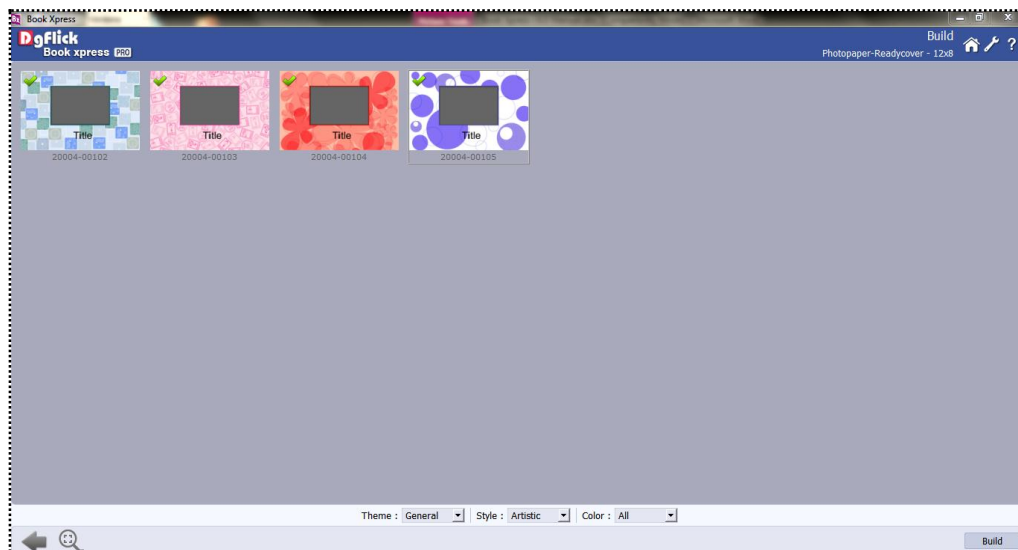


Image 6.1.1.2: Building your theme

- On the 'Build' page, select the themes and then click on **Build**.
- In the text box that appears next (Image 6.1.1.3), specify the name of the folder in which you wish to save it (Name : My Volume), and the path where you want to place it.

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

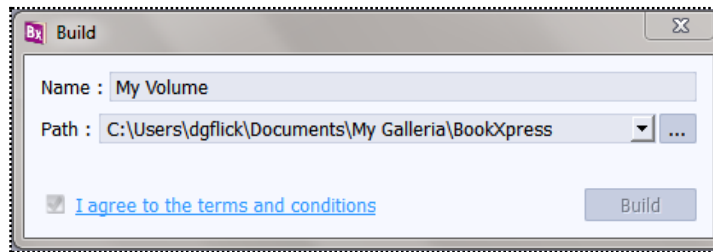
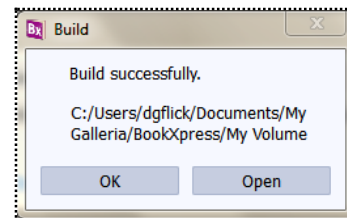


Image 6.1.1.3: Building your theme

- 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 theme.



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

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

6.1.2 Share *

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

- Click on **Share** to share the theme that you have created.
- Select the themes you wish to share and then click **Share** on the 'Share' page (Image 6.1.2.1).

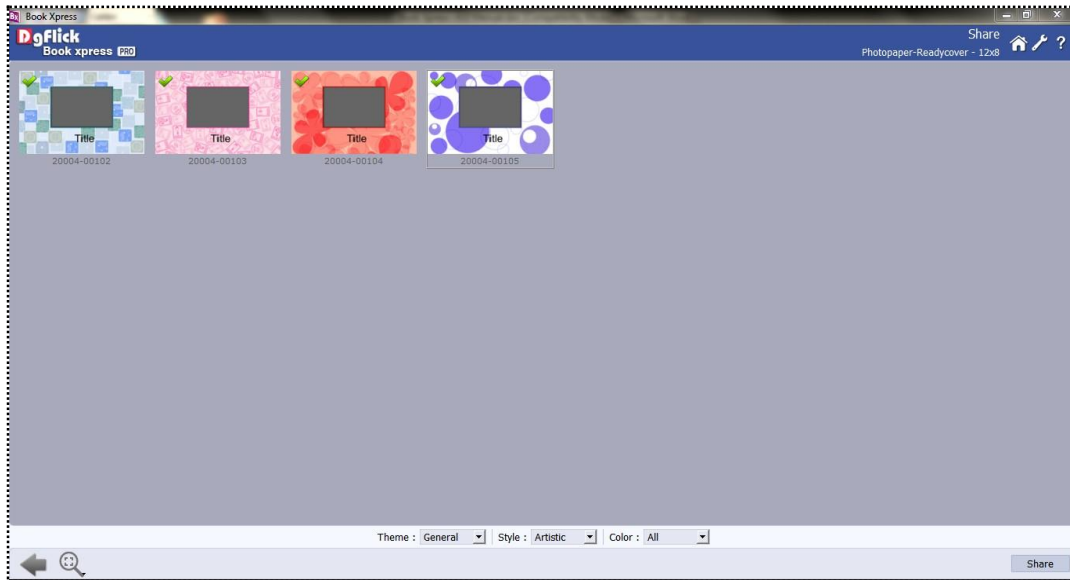


Image 6.1.2.1: Sharing your Theme.

- The themes are shared on DgFlick's website.
- You need to log into your account using your username and password (Image 6.1.2.2) to be able to share themes.

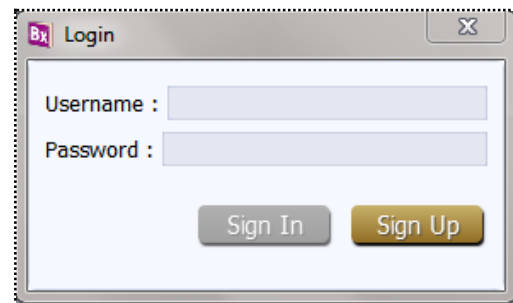


Image 6.1.2.2: Sharing your Theme – login page.

- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of theme sharing appears (Image 6.1.2.3).

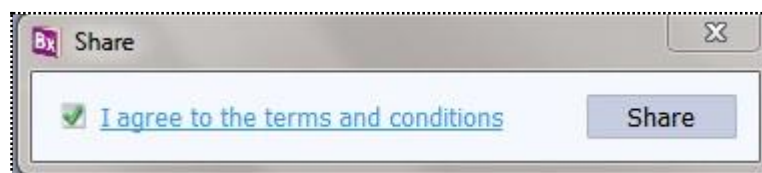


Image 6.1.2.3: Sharing your Theme – Terms and Conditions.

- If yes, accept the terms and conditions and then click on **Share** to share the themes 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 page.

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

6.1.3 Get More

- On the 'Design book' page, click on the 'Theme' tab to access the theme page.
- Click on **Get More** (Image 6.1.3.1) to access more themes from the DgFlick website.



Image 6.1.3.1: The 'Get More' button on the theme page.

- You are now routed to www.dgflick.com, from where you can download the theme of your choice and proceed to creating your book.
- And apply them to your book pages.

6.1.4 Delete *

Besides building and sharing, Book Xpress also gives you the option of deleting any theme that you no longer wish to retain in your theme bank. To delete a theme:

- Select the theme that you wish to delete.
- Click on **Delete** at the bottom of the options bar.
- A textbox asking for confirmation for deletion appears (Image 7.1.4.1).



Image 6.1.4.1: Deleting your Theme.


- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

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

6.1.5 Import



Image 6.1.5.1: The 'Import' button on the Theme page.

- Access the folder containing your themes by clicking on the browse button (), and selecting the location (Image 6.1.5.2)

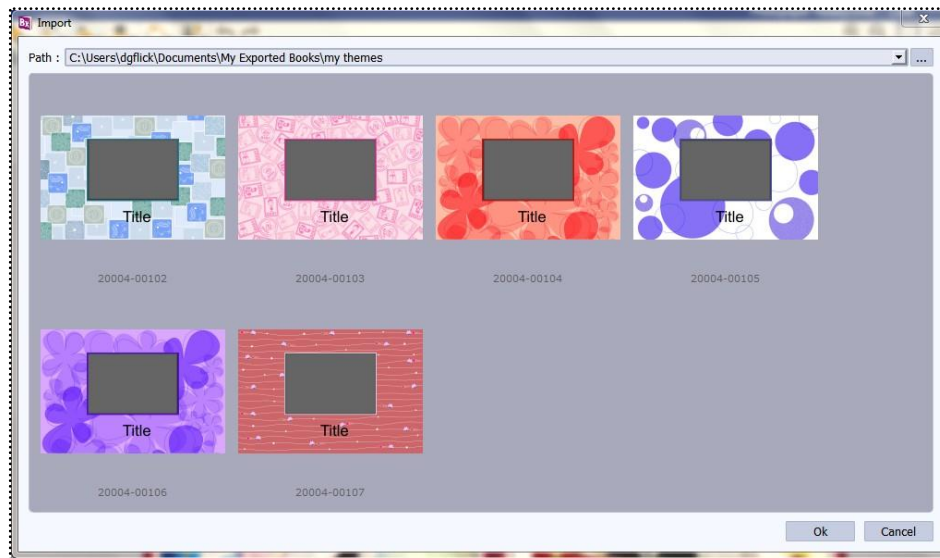
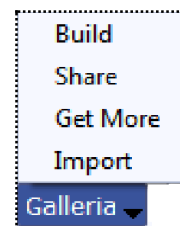


Image 6.1.5.2: The 'Import' Themes text box.

- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the themes from the location and apply them to your book pages.

6.2 CUSTOMIZE YOUR LAYOUT

The versatility of book Xpress lies in the fact that it gives you a wide range of ready-to-use layout to choose from besides letting you create or modify layouts according to your choice. Moreover, layouts can be imported from other locations and built and shared with other book Xpress users worldwide. This section explains how layouts can be saved, imported, built, deleted or shared in book Xpress.



! Save, Build, Delete and Share are the options that are available in the PRO version and not in the Standard one.

6.2.1 Save and Build *

Book Xpress gives you the option of building layout of your own and also sharing them. This option is available only to the users of the book Xpress PRO version.

- To start with the building process, you need to first save the layout that you want to build.
- Select the layout and click on **Save** at the bottom of the option bar to save the layout.
- In the textbox that appears (Image 6.2.1.1); enter the layout information pertaining to the parameters (except the parameter according to which the layout has been filtered). These include name, Color, Layout, Style. You can also enter a name for your layout in the relevant box.

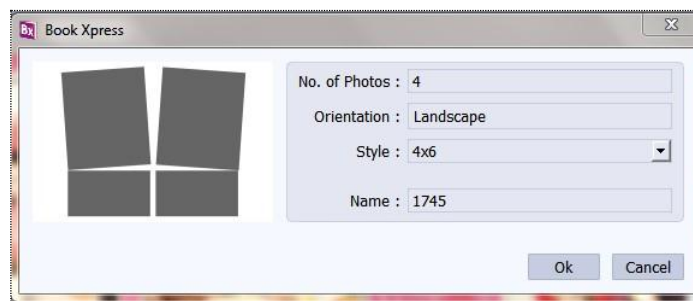


Image 6.2.1.1: Layout information while saving your Layout.

- Click on 'Ok' to proceed and on 'Cancel' to quit the process.
- To proceed with the building of your layout, click on **Build** (Image 6.2.1.2).

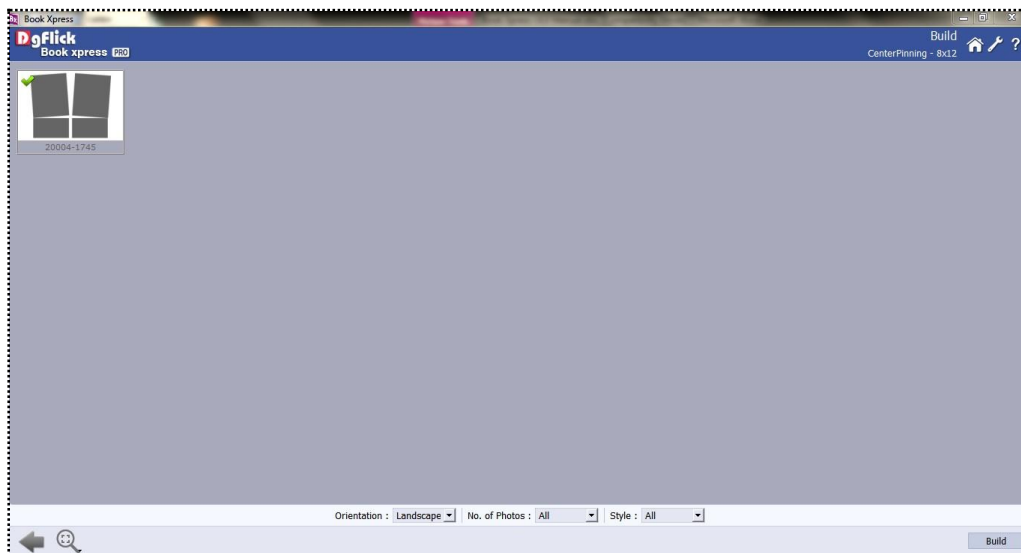
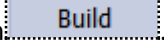



Image 6.2.1.2: Building your Layout

- On the 'Build' page, select the layouts and then click on .
- In the text box that appears next (Image 6.2.1.3), specify the name of the folder in which you wish to save it () , and the path where you want to place it.
- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleries\BookXpress.

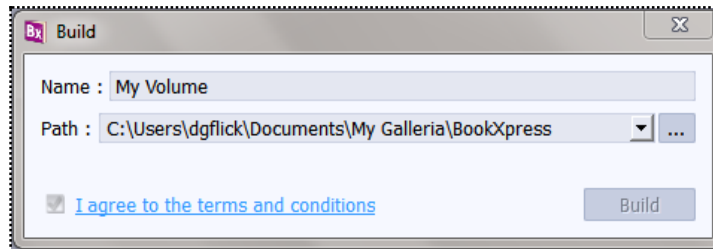
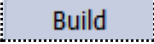
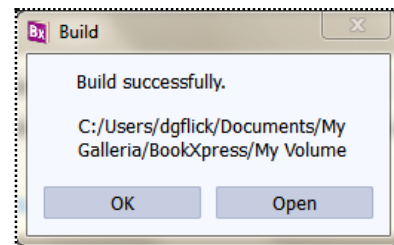



Image 6.2.1.3: Building your Layout

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

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

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

6.2.2 Share *

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

- Click on **Share** to share the layout that you have created.
- Select the layouts you wish to share and then click **Share** on the 'Share' page (Image 6.2.2.1).



Image 6.2.2.1: Sharing your layout.

- The layouts are shared on DgFlick's website.
- You need to log into your account using your username and password (Image 6.2.2.2) to be able to share layouts.



Image 6.2.2.2: Sharing your layout – login page.

- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of layout sharing appears (Image 6.2.2.3).

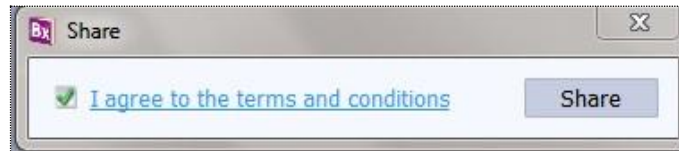


Image 6.2.2.3: Sharing your layout – terms and conditions.

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

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



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

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

6.2.3 Get More

- On the 'Design book' page, click on the 'Layout' tab to access the layout page.
- Click on **Get More** (Image 6.2.3.1) to access more layouts from the DgFlick website.

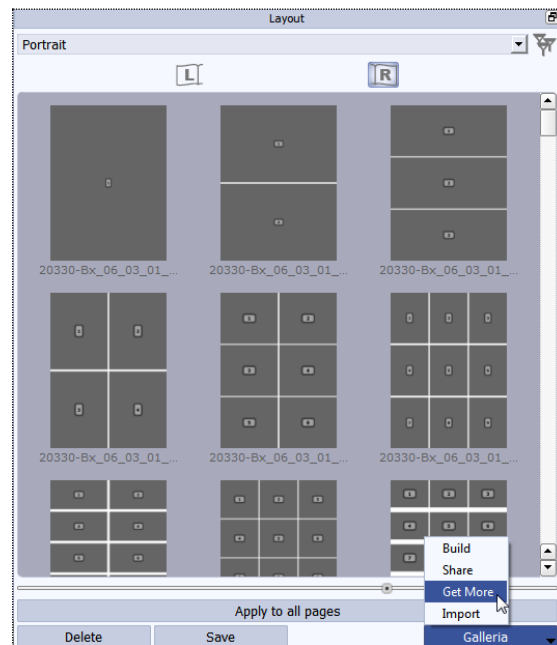


Image 6.2.3.1: The 'Get More' button on the layout page.

- You are now routed to www.dgflick.com, from where you can download the layout of your choice and proceed to creating your book.
- And apply them to your book pages.

6.2.4 Delete *

Besides building and sharing, Book Xpress also gives you the option of deleting any layout that you no longer wish to retain in your layout bank. To delete a layout:

- Select the layout that you wish to delete.
- Click on **Delete** at the bottom of the options bar.
- A textbox asking for confirmation for deletion appears (Image 6.2.4.1).



Image 6.2.4.1: Deleting your layout.

- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

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

6.2.5 Import

- You may import layouts in layout tab

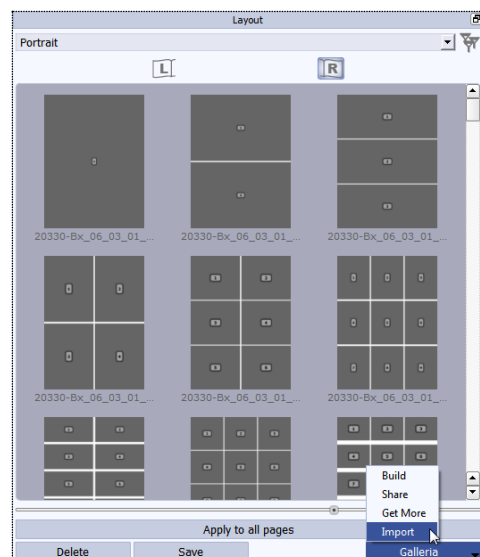



Image 6.2.5.1: The 'Import' button on the layout page.

- Access the folder containing your layouts by clicking on the browse button (), and selecting the location (Image 6.2.5.2).

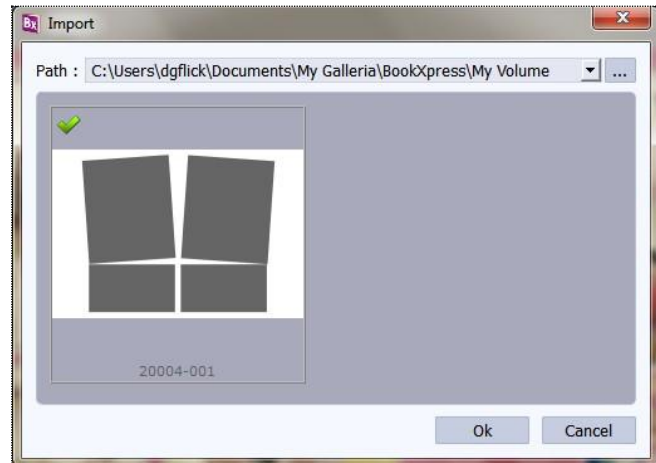


Image 6.2.5.2: The 'Import' Layouts text box.

- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the layouts from the location and apply them to your book pages.

7.0 TROUBLESHOOTING

1. How many times I can install the software on the same machine?

Ans. You can install the software on the same machine for as many times as you needed but subject no change in components such as Hard disk drive, Motherboard etc.

If components changes then you would face an issue in registration, the software will consider you as a new user.

2. Can I install the software from the same DVD on MAC as well as on Windows?

Ans. The installation DVD comes with dual installation setup exe files of both MAC & Windows so you can easily install on both operating systems with the same DVD.

3. What if I misplaced the dongle?

Ans. In that case you have to inform us about the same by sending an E-mail to support@dgflick.com and we will provide you the new dongle for that new dongle you have to bare some cost which include dongle cost+ shipment +courier charges if any.

4. How would I come to know about the software upgrades?

Ans. The upgrades are periodic and the updates are available via our website, in case the customer is facing any error while doing so, please call customer service and our executive would be happy to assist you.

5. Do I have to pay for the software upgrades?

Ans. You can download directly from our website the software upgrades free for the lifetime

6. Could I use my own collection of clip arts in place of the book Xpress ones?

Ans: yes, book Xpress allows you to import any decors such as

- Background (any JPEG),
- Clip-arts (any JPEG/PNG),
- Frames (any PNG),
- Masks (any PNG).

Any décor used in book Xpress will automatically be generated in 18 shades. You can also get your own themes while working on book Xpress

8.0 SUPPORT

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

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