



USER MANUAL

Collage Xpress User Manual

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Collage Xpress User Manual

1.0 Hello

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

1.1 Introduction

Collage Xpress is versatile software in which you can create Collage in seconds. You can generate new collage on a single click. In Collage Xpress you can create any size of collage i.e. from smallest to the biggest. Collage Xpress provides you various categories and sizes of collage. You can create your own categories and sizes as well. Collage Xpress provides you various Photo editing tools to add a perfect look to your collage. You can insert as many photos as you want. Collage Xpress provides maximum creation styles in a single click. Layout based creation is possible in Collage Xpress.

1.2 System Requirements

MAC System

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

Windows System

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

Note: Topics marked with * are of PRO users.

2.0 Opening the Tool Box- Getting Started

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

2.1 Registration

Once you have installed the Collage 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 Collage Xpress, the Registration Window appears as shown in Image 2.1.0.1. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk *). Fill in the details and proceed as per the instructions in this section.


The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.



Image 2.1.0.1: The Registration Window

2.1.1 Online Registration

- The screen that you first see on starting the registration process (Image 2.1.0.1) needs to be completed as a first step. Here is how:

- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.
- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field: Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.
- After ensuring that all the fields are filled correctly, click on  in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen (Image 2.1.1.1).
- You are now registered and can use the software.

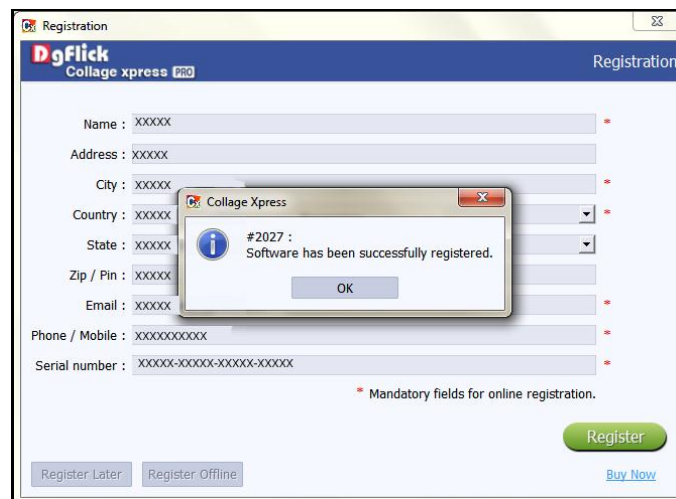


Image 2.1.1.1: Successful completion of online registration

2.1.2 Offline Registration

- If you do not have Internet access on your computer, you can proceed as follows:
 - Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.

- Fields marked with an asterisk (*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
- If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.
- After ensuring that all the fields are filled correctly, click on 'Register Offline' at the lower left-hand corner of the page, after which you move on to the next page.
- The next page (Image 2.1.2.1) has boxes for 'Serial number', 'DgKey' and 'Registration Key'.
- In the first field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.
OR
- If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack. Enter this Serial Number in the serial number text box.

Registration

DgFlick
Collage xpress PRO

Serial number : XXXXX-XXXXX-XXXXX-XXXXX

Generate DgKey

DgKey :

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 : +91-22-29 68 68 68, United States : +1-732-543-7676

Image 2.1.2.1: Registering Offline

- Click on the **Generate DgKey** 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 +91 22 2968 68 68 and the support executive will provide you with the registration key corresponding to your DgKey.
 - **Email:** Email us at support@dgflick.com to receive your registration key via Email.
 - **Web:** Log on to www.dgflick.com to receive the key.
- Once you have your registration key, enter it in the corresponding text box.
- Click on  to activate the software.

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

OR

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

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

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

2.2 Know Your Software

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

2.2.1 General Features

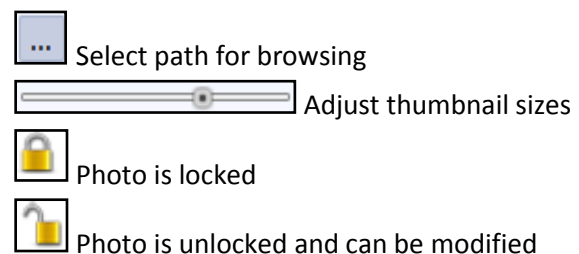
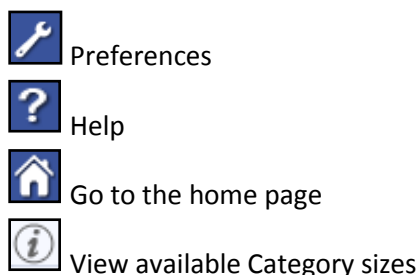
Collage Xpress comes with several features, which are discussed in this section:

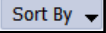
















- **Ready-to-Use Templates:** Collage Xpress has various inbuilt Templates. In addition, new downloadable Templates are released by DgFlick on a regular basis. Existing Templates can be altered as per your specifications and saved*; you could also build new Templates and share* them or sell them to other Collage Xpress users worldwide. Moreover, more than 100 presets are also available along with the Collage Xpress software.



















- **Collage Creation:** Collage Xpress helps you to design and create the collage according to your style. It allows you to sort, select and sequence photos, while planning your page layout and décor and it is supported by Wizard.
- **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 Collage.
- **In-built Standard Collage Sizes:** Collage Xpress comes loaded with several in-built Collage types predefined according to the standard industry printing specifications.
- **Template Creation and Alteration:** You can create new Templates or alter existing ones for the Collage of your choice. You may also create a completely new page design using Decors available in Collage Xpress or can bring in your own Decor and save* the Template for future use.
- **Photo Editing:** Collage Xpress enhances the quality of the photos used.
- **Multilingual:** Collage Xpress is already loaded with multiple languages. It supports Unicode. DgFlick keeps adding to its list of languages that Collage 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:** Collage Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use. Moreover, all control panels are dock able and expandable and can be moved to the position of your choice.

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

2.2.2 Controls and Navigation



-  Sort photos according to the required parameter
-  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 objects
-  Arrange objects
-  Page-based alignment
-  Object-based alignment
-  Equal spacing between objects
-  Equal size photos
-  Group/ungroup objects
-  Rotate photo
-  Edit photo
-  Undo edit
-  Redo edit
-  Show/hide margins
-  Show/hide gridlines

-  Zoom in
-  Zoom out
-  Fit to screen
-  Actual size
-  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 horizontally
-  Flip vertically
-  Create a new category for Collage Creation
-  Edit a category
-  Delete a category
-  Swap photo
-  Panning

2.2.3 Shortcut Tools

Shortcut Keys			
Object Type	Action	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key

	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
	Crop – Full Screen	CTRL+SHIFT+F11	COMMAND +SHIFT+F11
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND +7
	Align Page based – Top Center	CTRL + 8	COMMAND +8
	Align Page based – Top Right	CTRL + 9	COMMAND +9
	Align Page based – Center Left	CTRL + 4	COMMAND +4
	Align Page based – Center	CTRL + 5	COMMAND +5
	Align Page based – Center Right	CTRL + 6	COMMAND +6
	Align Page based – Bottom Left	CTRL + 1	COMMAND +1
	Align Page based – Bottom Center	CTRL + 2	COMMAND +2
	Align Page based – Bottom Right	CTRL + 3	COMMAND +3
	Align Page based – Top	CTRL + T	COMMAND +T
	Align Page based – Bottom	CTRL + B	COMMAND +B
	Align Page based – Left	CTRL + L	COMMAND +L
	Align Page based – Right	CTRL + R	COMMAND +R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND+ SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND+ SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND+ SHIFT + 1

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

2.2.4 Preferences

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

- Change to the language of your choice.
- Select the units you wish to work with,
- Select the desired Theme for your software.
- Dock and undock, expand and move the option panels to the desired location.

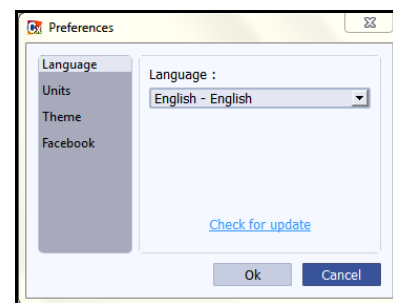



Image 2.2.4.1: The 'Preferences' window

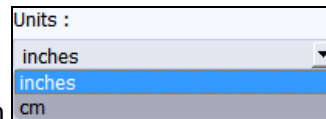
After installation, click on the Collage Xpress shortcut icon in your specified path to start the software. The first screen shows the predefined categories.

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

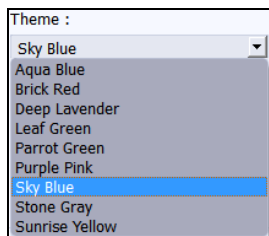
- Clicking on the  on the top right-hand corner, displays the 'Preferences' window (Image 2.2.4.1).



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



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



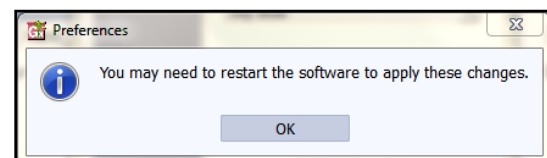
- click on [Get More](#) to get more Themes from Dgflick website.


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



- Click on  to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section 2.2.3).

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

3.0 Getting Into The Job – Using The Software

In previous section we learnt about software functionality. Now in this section we will learn how to use this software to create Collages. We will see various available categories and sizes and various ways to create Collages.

3.1 Predefined Categories and Sizes

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

The ready-to-use collage types, which conform to industry standards, come in five major variants. Each of these categories has multiple size options and you can choose the size that suits the collage you want to design. Besides, these sizes conform to standard printing industry requirements.



Image 3.1.1: 'Select Category' windowPredefined Categories and their Sizes

- Collage categories are categorized into **Canvas**, **Laminationboard**, **Sunboard**, **Sublimation** and **Readyframe**.
 - **Canvas:** Printed on canvas, Mounted on wooden frame, larger safe area to stretch over the frame. Sizes Available(Inch) :8x8, 8x12, 10x10, 12x8, 12x12, 12x18 and 18x12.
 - **Laminationboard:** Printed on paper, pasted on wooden board, Lamination and Least safe area. Sizes Available(Inch) :5x7, 6x8, 8x6, 8x10, 8x12, 10x8, 12x8, 12x18 and 18x12.

- **Sunboard:** Printed on paper, Pasted on Sun board and Least safe area. Sizes Available(Inch) :8x8, 8x12, 10x10, 12x8, 12x12, 12x18 and 18x12.
- **Sublimation:** Printed on paper as mirror image, Heat transferred to sublimation frame. Here when you take the final output the design can be seen in as a mirror effect. Sizes Available (Inch): Mouse Pad_9x8, Mug_3.5x8, Pillow Cover_8x8, Puzzle_10x8 and T-Shirt_10x8.
- **Readyframe:** To be mounted inside ready frames. Sizes Available(Inch) :5x7, 6x8, 7x5, 8x6, 8x10, 8x12, 10x12, 12x8, 12x10, 12x15, 12x18, 16x20, 18x12, 20x24, 24x30 and 30x24.

3.2 Creating and Modifying Categories and Sizes *

Collage Xpress has a wide variety of predefined categories and sizes. However, in case the collage size you have in mind is not among the standard sizes, you could create your own category and size, edit it or delete it permanently as per your requirement.

3.2.1 Creating a Category and Size *

Adding a Category




- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit' and 'Delete' options.
- Click on  to 'Add' a new Category (Image 3.2.1.1) on the 'Select Category' window.



Image 3.2.1.1: The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Category' (Image 3.2.1.2), Fill in the fields corresponding 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.

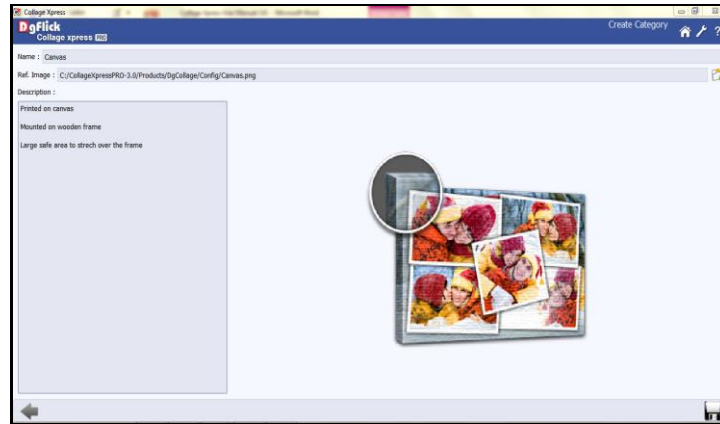


Image 3.2.1.2: The 'Create Category' window




- Click , on the lower right-hand corner to save the category you created (Image 3.2.1.3).




Image 3.2.1.3: The New Category is created

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

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

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

Adding a Collage Size

To view the collage 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.



- Click on  to 'Add' a new size on the 'Select Product' window (Image 3.2.1.4).



Image 3.2.1.4: 'Select Product' window with the 'Add', 'Edit' and 'Delete' options

- On the next window: 'Create Collage' (Image 3.2.1.5), Fill in the fields corresponding to the,
 - (a) 'Name': The name you want for your new Size.
 - (b) 'Ref. Image': The image you want for your Size, clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

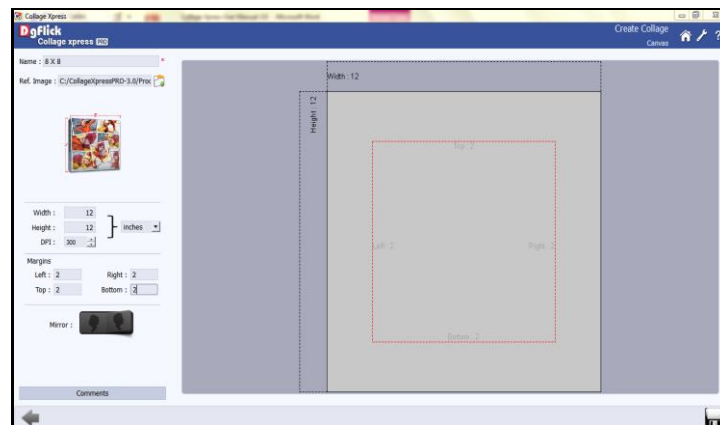


Image 3.2.1.5: The 'Create Collage' window

- Fill in the parameters like Width, Height, DPI and Units.

Width :	12	} inches
Height :	12	
DPI :	300	

- Fill in the parameters for margins Left, Right, Top and Bottom.

Margins			
Left :	2	Right :	2
Top :	2	Bottom :	2

- Give mirror effect from



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


- Click  on the lower left-hand corner to save the size you created.




Image 3.2.1.6: The new Size added

- The new collage size is created and can be viewed along with the other collage sizes (Image 3.2.1.6).

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

3.2.2 Editing a Category and Size *

Editing 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 modify on the 'Select Category' window, (Image 3.2.2.1) click on  to edit the category as per your requirements.



Image 3.2.2.1: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Category' (Image 3.2.2.2), You can add your edits to the,

(a) 'Name': Edit the name as per your choice.

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

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

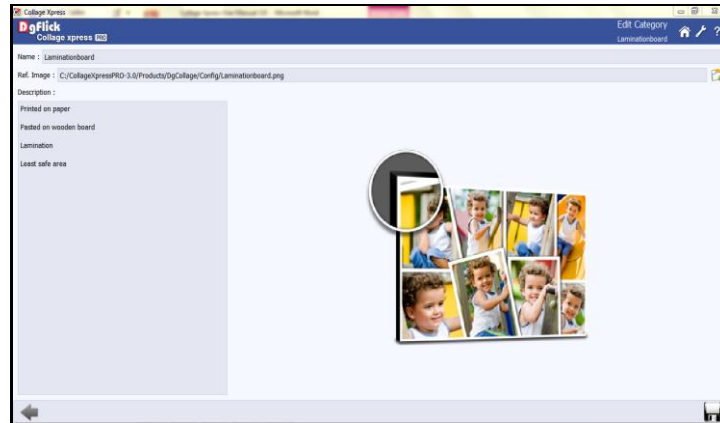





Image 3.2.2.2: The 'Edit Category' window

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

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

Editing a Size

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



- On the 'Select Product' window, (Image 3.2.2.3) select the size you need to edit and then click on .



Image 3.2.2.3: 'Select Product' window with 'Add', 'Edit' and 'Delete' option

- On the next page: 'Edit Collage' (Image 3.2.2.3), You can make changes to the,
 - (a) 'Name': Edit the name as per your choice.
 - (b) 'Ref. Image': Edit the Ref. image as per your choice by clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

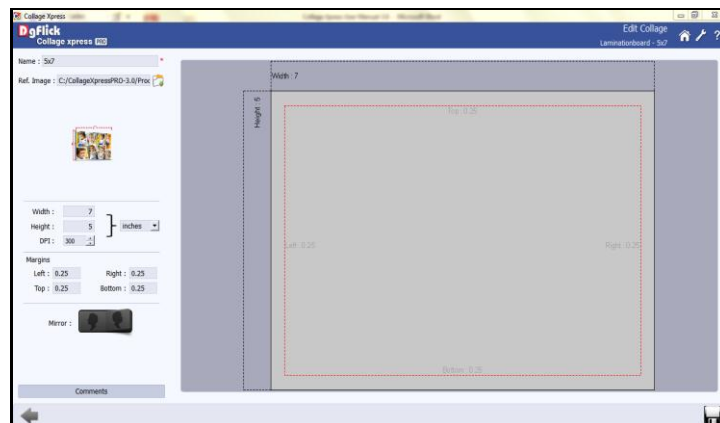


Image 3.2.2.3: The 'Edit Collage' window

- You could edit the parameters like width, height, DPI and units.
- You could edit the parameters for margin (left, right, top and bottom)

Width :	<input type="text" value="7"/>	} inches
Height :	<input type="text" value="5"/>	
DPI :	<input type="text" value="300"/>	

Margins			
Left :	<input type="text" value="0.25"/>	Right :	<input type="text" value="0.25"/>
Top :	<input type="text" value="0.25"/>	Bottom :	<input type="text" value="0.25"/>

- Edit the selection of mirror effect from



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

- Click on the lower right-hand corner to save the changes you made to the size.
- The changes done get saved.

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

3.2.3 Deleting a Category and Size *

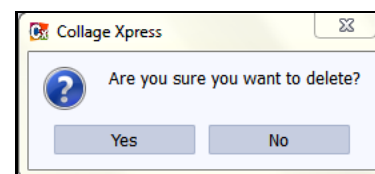
Deleting a Category

- 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 3.2.3.1), click on to delete it.



Image 3.2.3.1: The 'Select Category' window with 'Add', 'Edit' and 'Delete' option

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



Deleting a Size



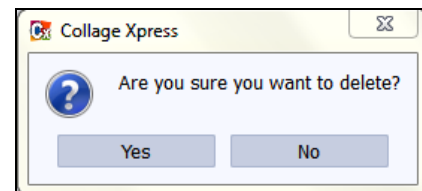
- To view the available sizes under a category, double click on the category. Alternatively, you could select the category and then click on  in the lower right-hand corner.
- On the 'Select Product' window (Image 3.2.3.2), select the size you need to delete and then click on  to delete it.



Image 3.2.3.2: The 'Select product' window

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



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


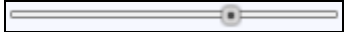

3.3 Creating Your Collage

Once you have modified or customized categories according to your requirements (Section 3.2), it is time to move on to the actual process of Collage creation. Collage Xpress gives you the option of designing your collage either in Fast or Easy way. You could also go in for advanced page composition Smart for a wider array of options while creating your collage.

3.3.1 Fast way of creating Collage


Using Collage Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category, size and photo and your collage is ready in a quick way. It is supported by wizard to make your task simpler.

Common Features

- : This lets you change to the path of your choice to select photos, backgrounds, clip-arts, borders and masks. In most instances, the last 15 paths accessed will be displayed for use and reference, once this option is selected.
- : Can be used for adjusting thumbnail sizes.
- : Can be used to reset the changes done.
- **Number on the photo:** On clicking the 'Photo' tab on the left of the screen, the photos to be used for the collage is displayed. The number on the photo in the tab indicates the number of times the photo has been used in the collage.



- **Ruler:** Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left of the page and can be activated by clicking on them. The rulers that can be dragged onto the page and photos can be aligned against them.

- : Helps to generate instant collage.

The Process


Select Category

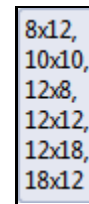
- On the 'Select Category' window (Image 3.3.1.1), select the Category you would like to use for your collage: Canvas, Laminationboard, Sunboard, Sublimation and Readyframe. The options available for each category are displayed in the Select Category window.



Image 3.3.1.1: The 'Select Category' window

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

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







- Double click on the category or select the category and click  on the lower, right-hand corner to select the category.
- On the 'Select Product' window (Image 3.3.1.2), select the desired size for your collage.



Image 3.3.1.2: The 'Select Product' window

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

- Click  on the lower, right-hand corner to go to 'Select Photos' window.

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

Select Photo

- On the 'Select Photos' window (Image 3.3.1.3), select the photos for your collage.

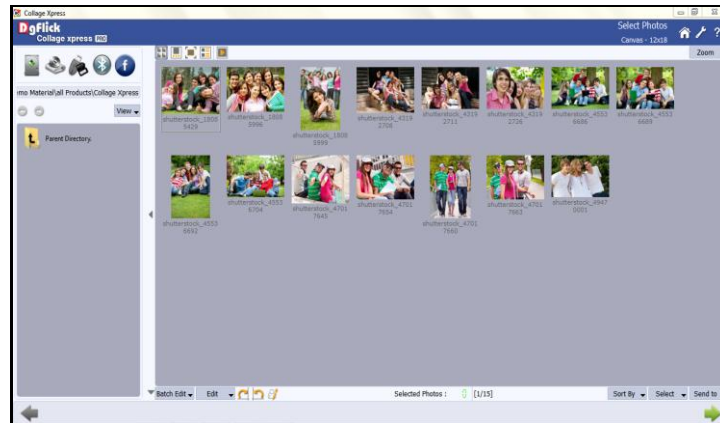


Image 3.3.1.3: The 'Select Photos' window

- You have the option of selecting the photos from the

Hard disk 


USB 


Facebook 

CD/DVD 

Bluetooth 

- You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section 3.3.4 Manage Your Photos)

- Selected Photos :**  Shows the number of photos selected.

- Once you select the required number of photos, click on  to go to the 'Create Design' window.

Design Collage

- Your collage is now ready with the selected photos and can be viewed in the 'Create Design' window (Image 3.3.1.4).

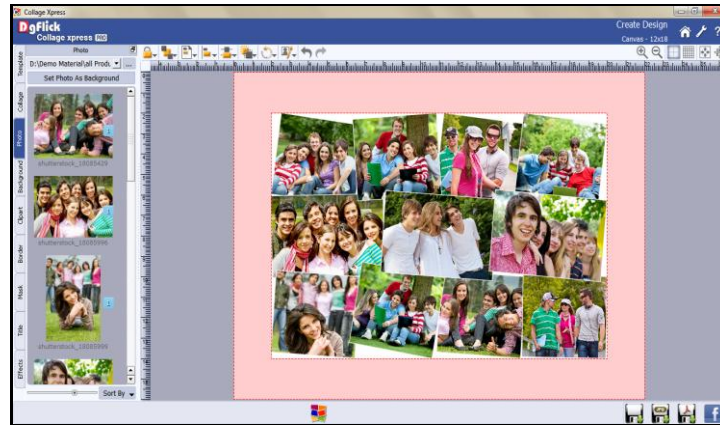


Image 3.3.1.4: The 'Create Design' window

Background

Background

- Click on the **Background** tab on the option bar to select the background for your collage or to fill it with any solid color. (Image 3.3.1.5)
- 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.

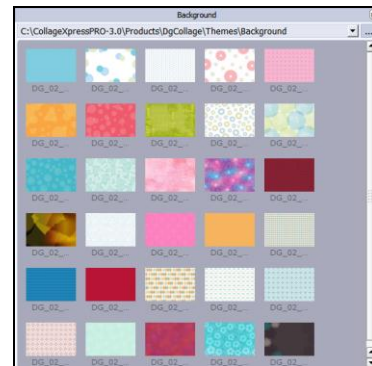


Image 3.3.1.5: Background tab

- To use a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.3.1.6).

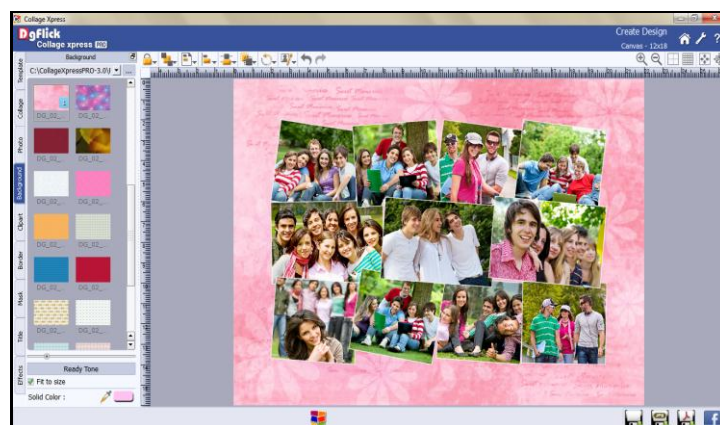
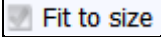




Image 3.3.1.6: The page with the selected background

- Uncheck the  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 collage. 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 3.3.1.7); double click on the chosen tone.

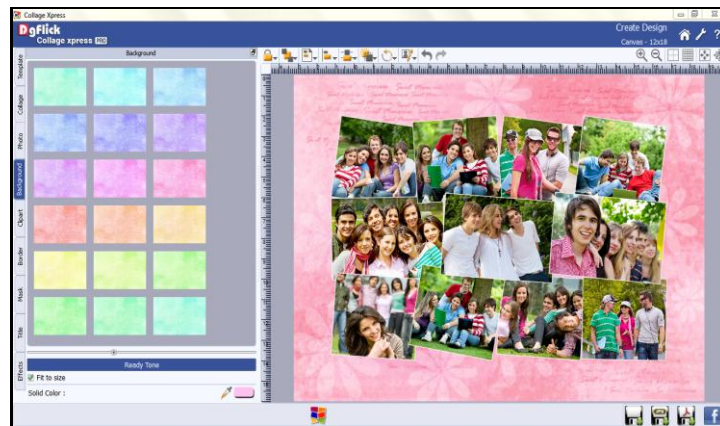


Image 3.3.1.7: The background with its ready tone

- You could also use a photo of your choice as the background for your collage. To do this,


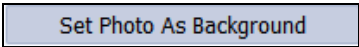

click on the  tab to view the selected photos. Check the box  at the top and then double click on the photo. The photo now serves as a background to the page (Image 3.3.1.8).



Image 3.3.1.8: A photo as the background

- Use Generate collage button  to create an instant collage, each time you click on this button generates a different design for your collage. (Image 3.3.1.9)

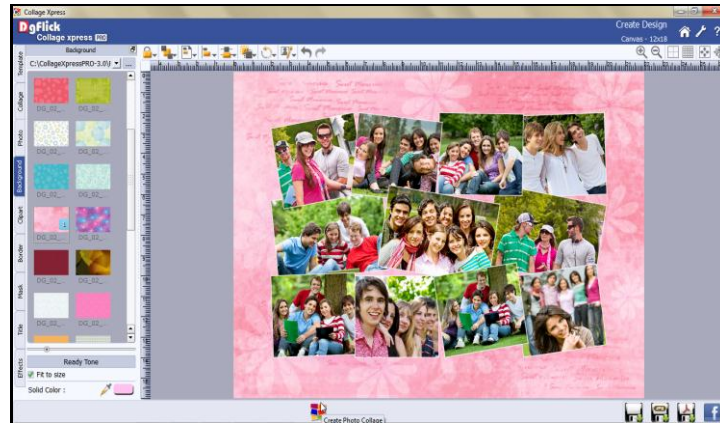





Image 3.3.1.9: Generate Collage

- **Photo Quality Indicator:** The quality of photos used in the collage must be good to ensure clarity in the final product. Collage Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.

Table 3.3.1.10: Photo Quality Indicator

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

- Here your collage is ready in a fast way and now can be saved and exported.

3.3.2 Easy way of personalizing Collage

You can edit your already created collage in a very easy way with the help of following process. In this section we will edit the collage which we created in previous section.

The Process

Once you select category, size and Photos for your collage you will see your collage is ready in 'Create Design' window. You can edit it and add a personal value to Collage in following way.

Design Collage

- Now in 'Create Design' window you can see already created collage. (Image 3.3.2.1)

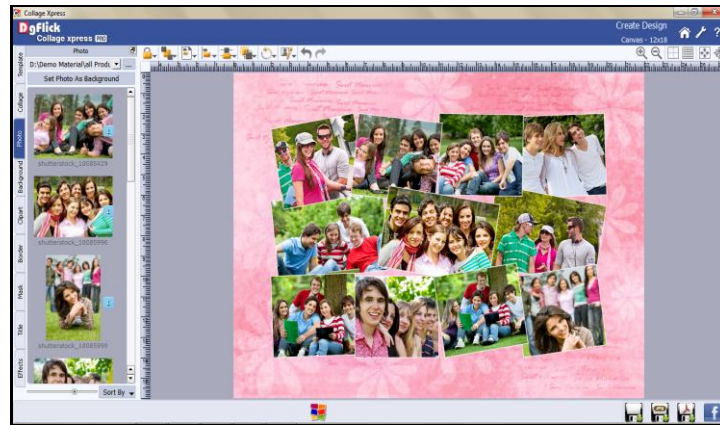


Image 3.3.2.1: 'Create Design' window

Change Template



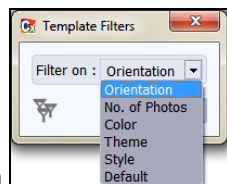
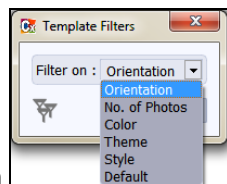
- Click on  tab on the option bar to insert the templates of your choice.
- Click on  to filter the templates according to Orientation, No. of photos, Color, Theme, Style and Default.



Image 3.3.2.2: Template tab



- Select the desired filtration type from  and click on 'OK'
- Double click on the desired template to be applied.(Image 3.3.2.3)

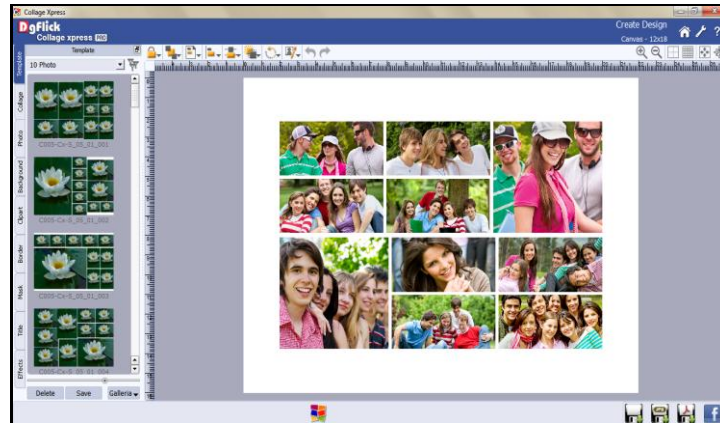


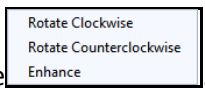
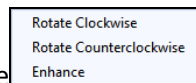


Image 3.3.2.3: 'Create Design' window Template changed

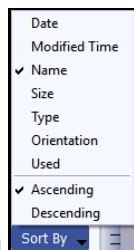
Change Photo



- Click on the  tab on the left panel to change the photos into the applied template.
- You could browse photos and even access the last 15 paths you have used.
- You can edit the photo or rotate clockwise or counterclockwise through photo tab.
- To edit or rotate the photo, keep mouse pointer on desired photo.
- You will see an edit photo icon  on the right bottom side of the photo. Click on that icon.
- You will find options for rotating and editing as well like .
- For Enhance option refer section 3.3.4 Manage your photos.



- Sort the photos by clicking on .



- To insert a photo, either double click on it or drag and drop it on the canvas (Image 3.3.2.4).

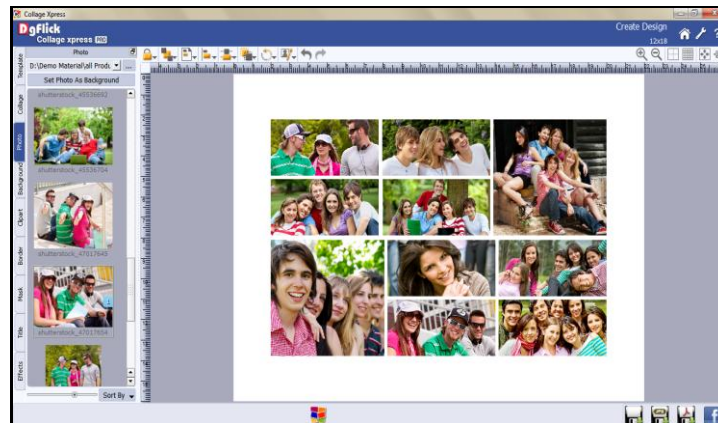


Image 3.3.2.4: 'Create Design' window ... Photo changed

Rotating Photos




- Rotating photos in the collage keeping the creation in mind adds to the overall presentation of it. Collage Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.
- To rotate the photo within the frame: keep your cursor on the rotate icon  that is seen when you select a photo. Once the 'hand' symbol appears use the mouse to rotate it in the direction of your choice.
- To rotate the photo along with the frame: 'Unlock' the photo by clicking on . Now keep your cursor on  and use the mouse to rotate the photo with the frame when the 'hand' appears (Image 3.3.2.5).



Image 3.3.2.5: Rotating: (a) Within the frame; (b) With the frame

Zooming In/Out



- While working on your collage 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 3.3.2.6)




Image 3.3.2.6: (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 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 times you need to swap photos 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.

Background



- Click on the  tab on the option bar to select the background for your collage or to fill it with any solid color. (Image 3.3.2.7)

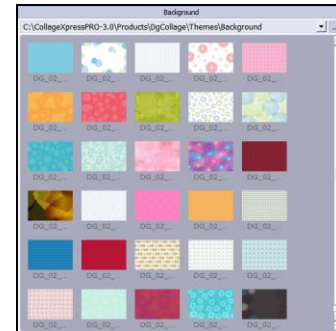



Image 3.3.2.7: Background tab

- 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.
- To use a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.3.2.8).

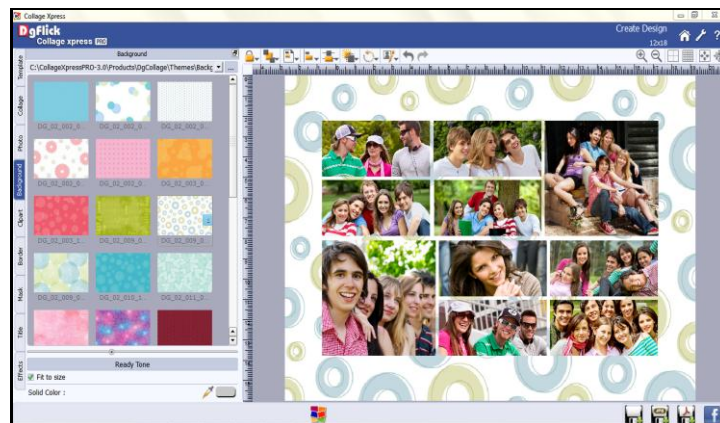



Image 3.3.2.8: Collage with the changed background

Add Border



- Click on  tab on the left panel to select the border that you want for your photos.
- You could select a border from the options, Collage Xpress displays for you on the left panel or you could browse and select borders 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 to it (Image 3.3.2.9).

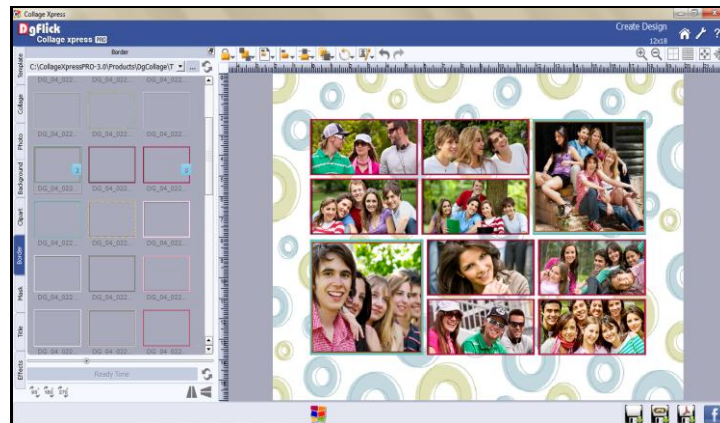








Image 3.3.2.9: The border applied to the photo

- 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.

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

- | | |
|---|--|
| ➤  : To reset the changes. | ➤  : To rotate the border 270 degrees. |
| ➤  : To rotate the border 90 degrees. | ➤  : To flip the border vertical. |
| ➤  : To rotate the border 180 degrees. | ➤  : To flip the border horizontally. |

Effects



- To apply effects to your photos, click Effects on the left-hand option bar.
- There are different options under this category. They are: Colorize Opacity, Shadow, Outline and Presets.(for Details Refer Section 5.0 Photo Editing)
 - **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo.
 - **Opacity:** Add opacity to the photos by selecting the presets available under this option.

- **Shadow:** To apply the shadow effect to your photos, click on 'Shadow' and then choose from the available presets.
 - **Outline:** Select the photo and click on the preset of your choice to apply the outline.
 - **Presets:** This option gives you certain in-built effects that you could use for your photos. Click on the photo and then on the desired preset to apply it.
- In this way your collage gets ready in an easy way, now you can save your collage and export it.






3.3.3 Smart way of creating Collage
















Collage Xpress is software that caters to those who require instant results and also to those wishing to have more control in the designing of their collage and use their creativity. Its tools and options help one to manipulate and edit templates, photos, backgrounds and the layout to get the desired output.

The Tool Bar

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

Table 3.3.3.1: The Tool Bar

Icon	Use
<p><Lock></p> 	Can be used to lock or unlock the photos as per the requirement.
<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> 	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><Equal spacing></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><Equal size></p> 	<p>Helps to equalize the size of photos on a page. Select the photos for which you wish to make size changes. Then click on this tool and select the parameter for equalizing: Width, Height and Size.</p>
<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 axis. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally . You could also rotate the image manually by using  and entering the value of your choice or using the slider .</p>
<p><Edit photo></p> 	<p>Helps you to use enhance the 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><Show/hide gridlines></p> 	<p>Shows/hides the gridlines 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>

The Process

Select Category

- On the select category window (Image 3.3.3.2), select the category you would like to use for your collage: Canvas, Laminationboard, Sunboard, Sublimation and Readyframe. The options available for each category are displayed in the Select Category window.

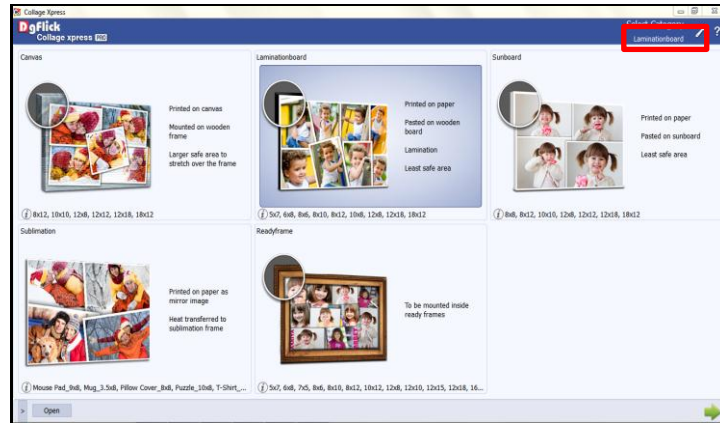


Image 3.3.3.2: The 'Select Category' window





- The category that you have selected is seen on the top, right-hand corner.
- Double click on the category or select the category and click  on the lower, right-hand corner to select the category.
- On the 'Select Product' window (Image 3.3.3.3), select the desired size for your collage.



Image 3.3.3.3: The 'Select Product' window

- Click  on the lower, right-hand corner to go to 'Select Photos' window. Here we will proceed without selecting the photos, now click on  to go to 'Create Design' window.

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

You could also click on  to go back to the home page.

Design Collage

Now in 'Create Design' window you will get a blank canvas as we skipped the process of selecting photos. (Image 3.3.3.4)

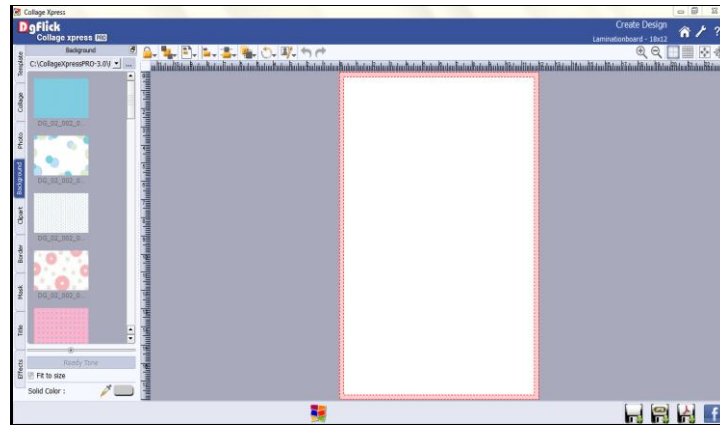



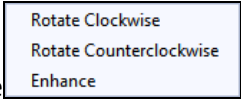


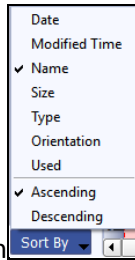
Image 3.3.3.4: 'Create Design' window..... Blank Page

Here we can hide the margins, by clicking  on the top option bar.

Photo



- Click on the  tab on the left panel to insert the photos for your collage.
- You could browse photos and even access the last 15 paths you have used.
- You can edit the photo or rotate clockwise or counterclockwise through photo tab.
- To edit or rotate the photo, keep mouse pointer on desired photo.
- You will see an edit photo icon  on the right bottom side of the photo. Click on that icon.
- You will find options for rotating and editing as well like .
- For Enhance option refer section 3.3.4 Manage your photos.



- Sort the photos by clicking on **Sort By**.
- To insert photos, either double click on it or drag and drop it on the canvas (Image 3.3.3.5).

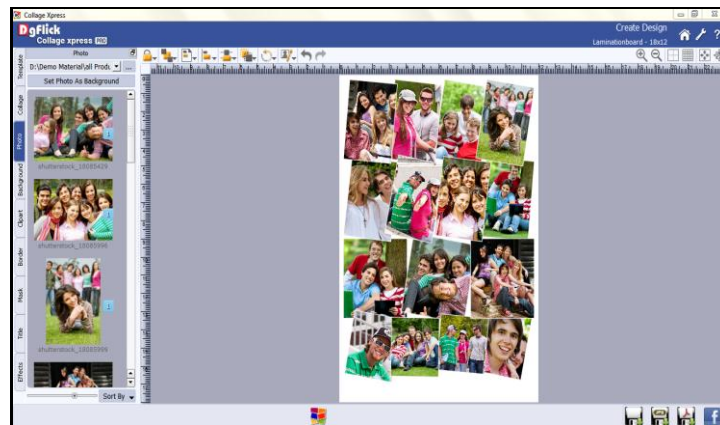
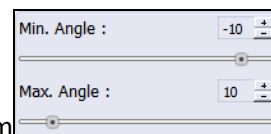


Image 3.3.3.5: 'Create Design' window Photo inserted

Collage



- Click on **Collage** tab on the left panel to set your collage in Expand, Fit and Crop way. (Image 3.3.3.6)



- You can set the minimum and maximum angle for your collage from **Min. Angle** and **Max. Angle**, adjust the slider or enter the values manually.

- To create a collage design in such a way, where your photos get expanded and sets in to the collage,



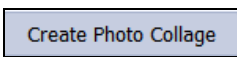
click on

- After selecting the Expand option, click on **Create Photo Collage** button if you want to apply the expand effect.

- To fit your photos into the collage, select the

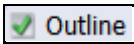


option and click on



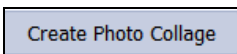
button.

- You can add or remove the outline from the photos by checking or unchecking the



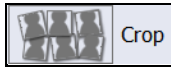
checkbox.

- Each time you make any changes in the Collage tab, you need to click on the



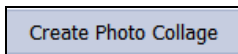
button for the effects to be applied.

- Select the



option if you want the collage design with the cropped photos in it.

- Click on



button to crop the photos and set it into the collage. (Image 3.3.3.7)

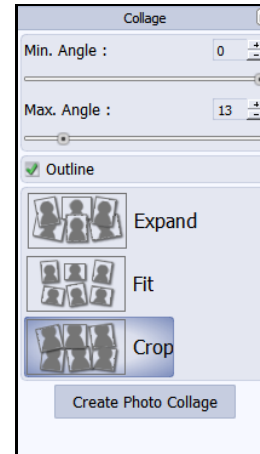


Image 3.3.3.6: 'Collage' tab

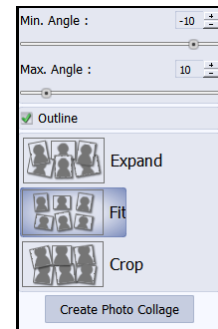



Image 3.3.3.7: Collage tab

Add Background



- Click on the Background tab on the option bar to select the background for your collage 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.

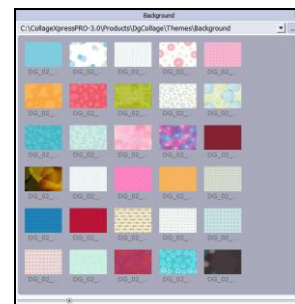


Image 3.3.3.8: Background tab

- To insert a background, double click on it or drag and drop it on the canvas from the option bar (Image 3.3.3.9).

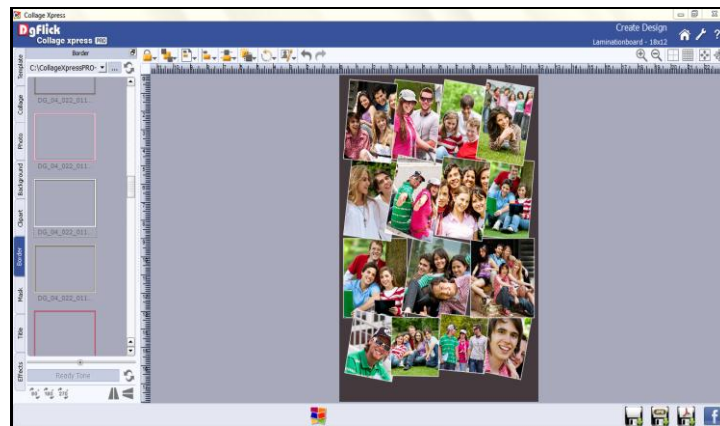

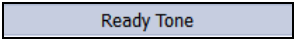



Image 3.3.3.9: The page with the selected background

- 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 collage. 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, double click on the chosen tone.

Add Border



- Click on  tab on the left panel to select the border that you want for your photos.
- You could select a border from the options, Collage 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).
- Double click on the border or drag and drop the border on the photo to apply to it (Image 3.3.3.10).

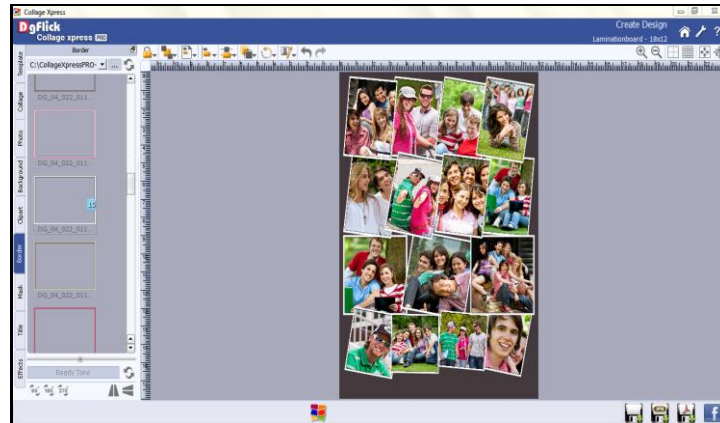
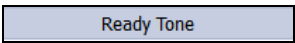








Image 3.3.3.10: The border applied to the photo


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

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

- | | |
|---|--|
| ➤  : To reset the changes. | ➤  : To rotate the border 270 degrees. |
| ➤  : To rotate the border 90 degrees. | ➤  : To flip the border vertical. |
| ➤  : To rotate the border 180 degrees. | ➤  : To flip the border horizontally. |

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. (Image 3.3.3.11)

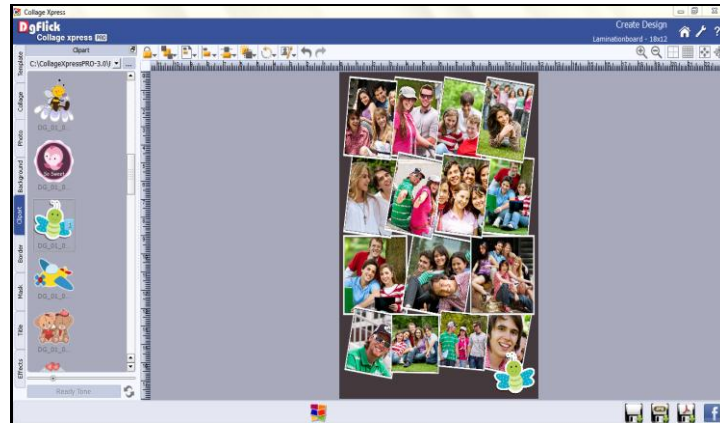

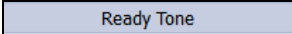


Image 3.3.3.11: 'Create Design' window ... Clipart inserted

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

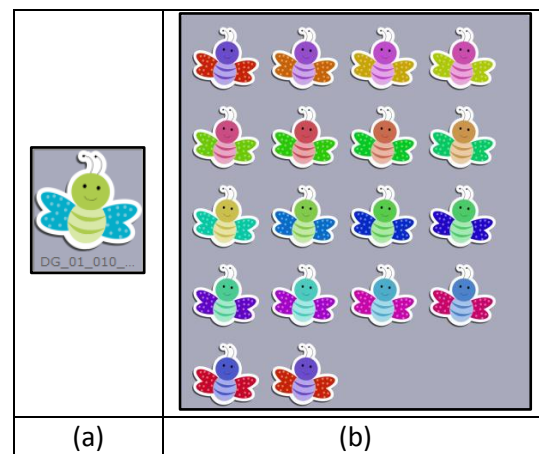




Image 3.3.3.12: (a) Clipart (b) Ready Tone of Clipart

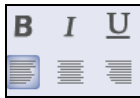
Title



- Click the  tab to add to your collage.
- The empty blank field can be used to type in the title you wish to add.
- You can change the following parameters for the title:

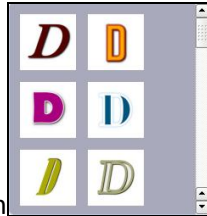
(i) Font 

(ii) Font size



(iii) Style

(iv) Font Color



(v) Ready presets can be available from

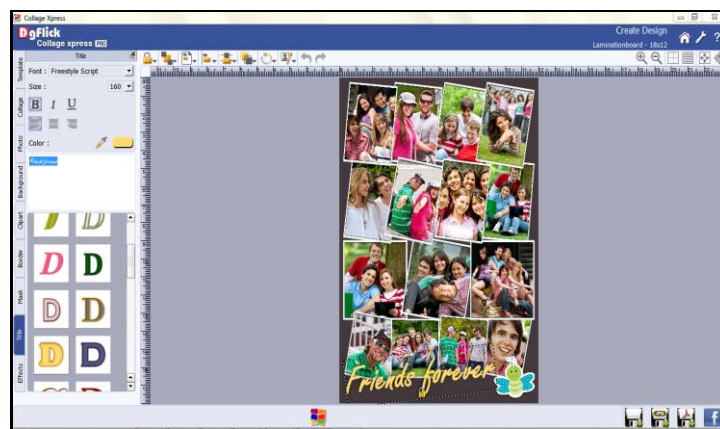



Image 3.3.3.13: Adding a title to your collage

Mask



- Click the  tab on the left-hand panel to insert the mask if required. (Image 3.3.3.14)
- 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.

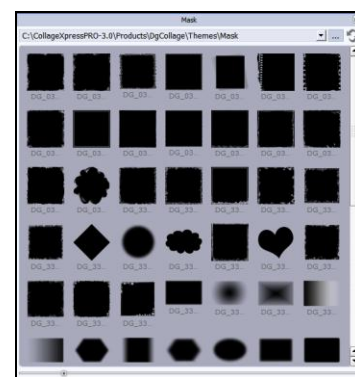


Image 3.3.3.14: Mask tab






- You could rotate the mask by 90 degrees , 180 degrees  or 270 degrees  and can flip it horizontally and vertically by using  and , respectively.
- Your own collage creation is ready in a smart way.



Image 3.3.3.15: Collage is created

3.3.4 Manage Your Photos

In this section we will learn how to manage our photos.

After selecting Category and Size we are redirected to 'Select Photo' window. On the 'Select Photos' window select the photos for which you want to create your Collage. (Image 3.3.4.1)

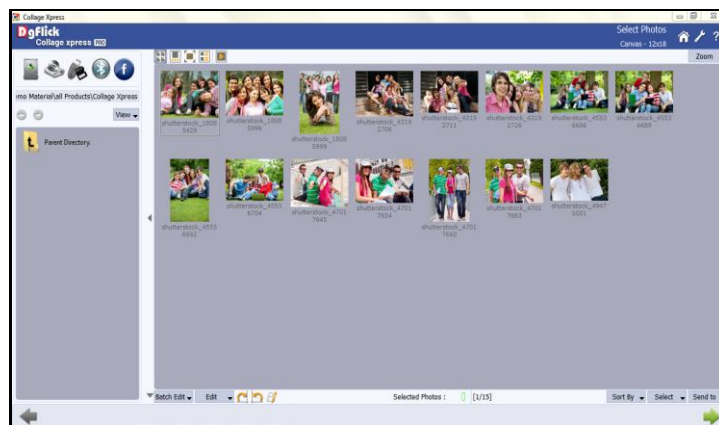


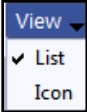
Image 3.3.4.1: 'Select Photo' Window


- You have the option of selecting the photos from the




- Select any of the media where your photos are been saved.

- Go forward or backward with  .

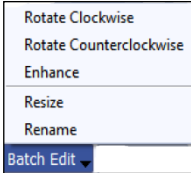
- : View your folders in list or icon style.

- : 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 
- 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 **Rotate Clockwise** or **Rotate Counterclockwise** to rotate your photos clockwise or counter clockwise.

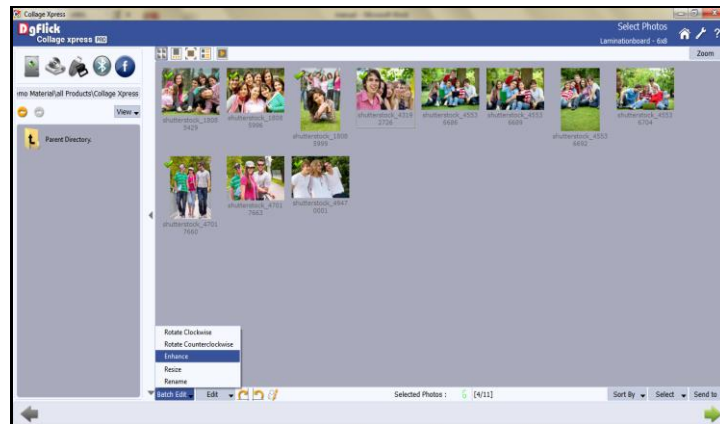





Image 3.3.4.2: Select multiple photos

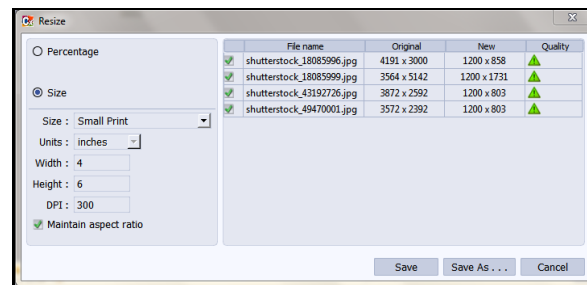
- Select the photos to be edited and click on **Enhance** option to color correct your multiple photos. (Image3.3.4.2)


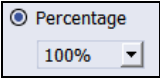


Image 3.3.4.3: Edit Photo window Batch Edit * – Enhance option

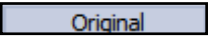

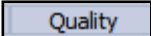
- On the 'Edit Photo' window (**Batch Edit**), (Image 3.3.4.3) select **Enhance** click on **BCG** to adjust the brightness, contrast and gamma; **RGB** to adjust the color tones; **Level** to adjust the input and output levels of the photo and **Curve** to adjust the RGB color.(For details refer Section 5.0 Photo Editing)*
 - 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  button to reset all the changes done.
- Click on  to save all the changes made.
- Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.
- Select  option to change the size of your photos. *

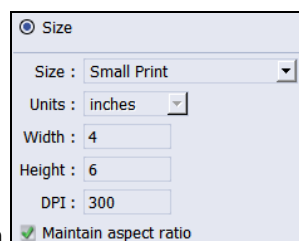


- Click on  the checkbox of the photos to be resized and select the desired percentage from  tab if you want to resize your photos percentage wise.

	File name	Original	New	Quality
✓	shutterstock_18085996.jpg	4191 x 3000	4191 x 3000	▲
✓	shutterstock_18085999.jpg	3564 x 5142	3564 x 5142	▲

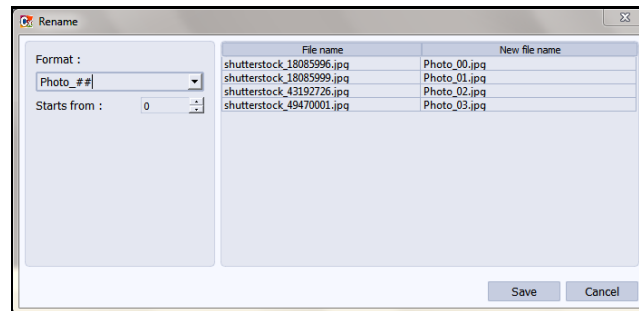
- From the  and  tab you can see the changes applied. The  tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.
- Collage Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required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




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

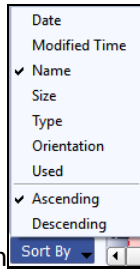



- Select the desired size from

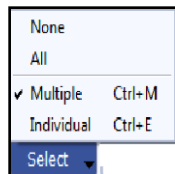
- Select the custom option from size tab if you want to give your customized size to the photo.
- After resizing the photo click on **Save** to overwrite the changes over the existing photos.
- Clicking on **Save As . . .** will save the changes done on the photo with a different name.
- Select the **Rename** 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.
- For Enhance option (refer section 5.0 Photo Editing)
- : Rotate photo clockwise.
- : Rotate photo counter clockwise.
- : Edit photos.




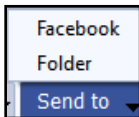
- Sort the photos by clicking on .

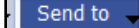


- Click on  to select multiple photos, all photos or individual photos.

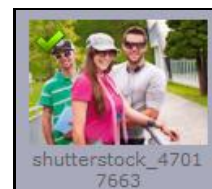
- : Shows the number of photos selected.


- : Indicates the photo highlighted.



- : Lets you to send the photos to your Facebook account or send it to your hard drive.

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



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

4.0 Building the Framework – Page Composition

In previous section we learnt how to create Collage in fast, easy and smart way. In this section we will learn how to align and decor Collage.

4.1 Basic Page and Photos

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

Used Photo Indicator

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

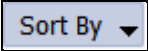
Used Photo Indicator

Blue tab on the photo: This indicates the photos used in Collage.



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



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

Find Photo/Décor

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



Image 4.1.1: The 'Find' option for finding the source of photos, borders and masks

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

Swap Photos

While working on a Collage, you might want to swap photos to achieve the desired effect on the Collage. Collage Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos (Image 5.1.2). This is particularly useful to fit a portrait photo into a portrait frame and vice versa.



Image 4.1.2: Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon

Use Photo as Background

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

Set Photo As Background

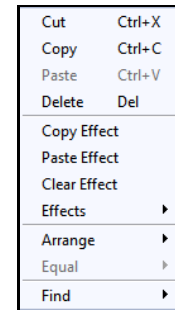
option under the 'Photos' tab on the options bar. The photo is now set as a background (Image 4.1.3).





Image 4.1.3: Setting a photo as background for the Collage

Copy, Paste and Clear Effects

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



Lock and Unlock Photos

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

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.

With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.

Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.

With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axes – x, y and z – to give it a 3D effect.

Flip Décor

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



4.2 Advanced Page and Photos

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

Grid and Guideline

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



Grids: On the top, right-hand corner of the Collage, click on  to activate the gridlines on the Collage you are working on (Image 4.2.1). The grids on the page allow you to align the photos and other elements on the page accurately.




Image 4.2.1: Gridlines activated on the page

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

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


Margins: On the top, right-hand corner of the page, click on  to activate the margins on the page. Click on the logo again to deactivate the margins as per your requirement.

Object-Based Alignment


This option allows you to align photos with respect to other photos or elements on the Collage. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on  to select the alignment option you wish to apply to your photos from the drop list (Image 4.2.2). Alternatively, use the right click button and on the drop list click on the 'Object-based alignment' to access the sub-options.

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

Image 4.2.2: Object-Based Alignment

You can undo the changes by clicking on .


Arrange objects

Collage Xpress allows you the option of changing the position of an object on the Collage i.e. send it backward or forward or to the back or front. Select the photo you wish to move backward or forward and click on  to access the options under this function (Image 4.2.3). Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options.

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

Image 4.2.3: Arrange Object tab

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

You can undo the changes by clicking on .

5.0 Photo Editing

Collage Xpress has Basic Filters that helps in the editing of photos to be used in collage. This filter includes several options that help you modify the photos to suit your requirements and they add value to the Collages without much effort. This sections deals with the additional features in Basic Filters.

5.1 Basic Filters

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

BCG (Brightness, Contrast, Gamma) Color Correction

- To adjust the brightness, contrast and gamma of your photo, click on the **BCG** button on the 'Edit Photo' window (Image 5.1.1).



Image 5.1.1: The 'BCG' option on the 'Edit Photo' window

- Move the sliders for the three parameters forward and backward to achieve the desired effect.
- Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.

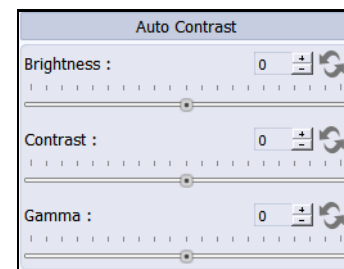



Image 5.1.2: The 'BCG' option

- Clicking on the 'Auto Contrast' button at the top will adjust the contrasts automatically.
- The changes can be reset by clicking on .

RGB (Red, Green, Blue) Color Correction

- To adjust the color tones of your photos, you could use the **RGB** color correction option (Image 5.1.3).
- Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

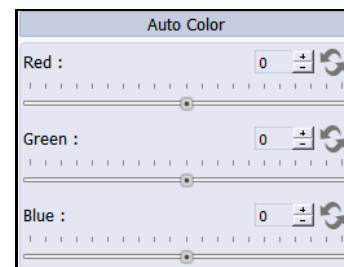



Image 5.1.3: The 'RGB' option

- Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- Clicking on the 'Auto Color' button at the top will adjust the color automatically.

- The changes can be reset by clicking on .

Curve

- Color intensities can be adjusted by clicking on **Curve** button on the options bar of the 'Edit Photo' window (Image 5.1.4).
- Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.

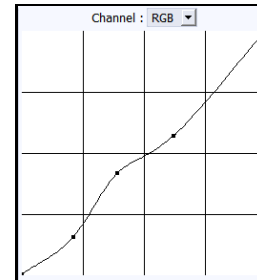


Image 5.1.4: The 'Curve' option

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

Level

- To adjust the input and output levels of the photo, click on **Level** button on the options bar of the 'Edit Photo' window (Image 5.1.5).
- Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.
- Modify the 'Input' and 'Output' level values in the value boxes as required.

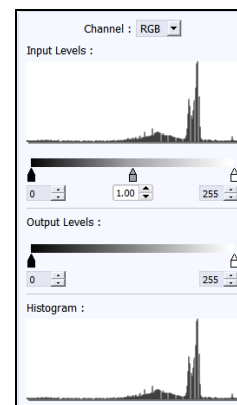


Image 5.1.5: The 'Level' option

Crop

- To crop the photo to the desired dimensions and orientation, click on **Crop** button on the 'Edit Photo' window (Image 5.1.6).

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

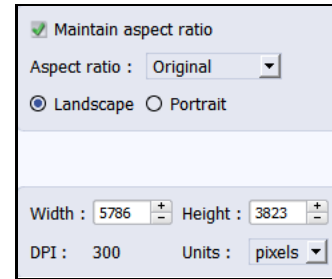


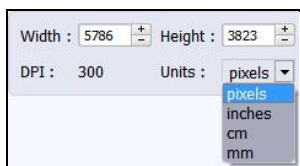
Image 5.1.6: The 'Crop' option

- Select the orientation you desire by selecting either 'Landscape' or 'Portrait' (Image 5.1.7).



Image 5.1.7: Cropping: (a) Landscape; (b) portrait

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



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

Rotate

- Select the **Rotate** option on the options bar and then rotate the photo to the desired angle using







- 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 (Image 5.1.8).
- Uncheck the  **Show grid** box to remove the grid lines.



Image 5.1.8: Using grid lines on the photo

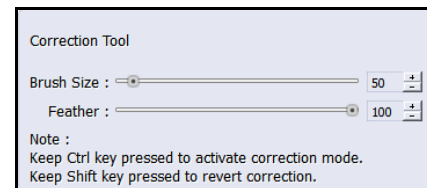
! You could undo the changes by clicking on  or load the original image by clicking on  at any point in the process.

5.2 Other Icons on Basic Filter Collages

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


Correction Tool

- The correction tool appears with all options (Except Level tool) and can be used to 'correct' any error that might happen while using the filters or add to the effects already created.



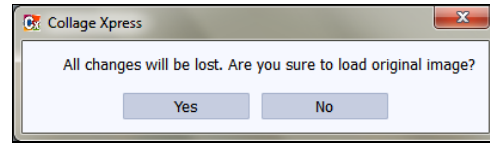
- The brush size and feather effect can be altered by using the respective slider or by entering the value of your choice in the value box.
! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.



Original and Before and After Images

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

- Once the 'Load Original' icon is clicked the software asks for confirmation by displaying a text box.


- This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to your photo with changes.




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

Saving the Changes

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

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

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

6.0 Nuts and Bolts – Templates

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

6.1 Software Templates and Décor

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

- Collage Xpress has 100 ready-to-use templates, which can be accessed by clicking on the 'Template' tab on the option bar. Moreover, these templates come along with the software pack.

- You can design each of your Collage in a unique manner by applying different templates. The templates can be dragged and dropped on the Collage and this gives you unlimited possibilities in Collage design.
- Collage Xpress also has a huge collection of decor options for Collage designing. These include a variety of backgrounds, cliparts, frames and masks that help you to present your Collage in a more artistic and eye-catching manner.
- Besides the inbuilt decor options Collage Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Collage.
- Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of your elements to match the Collage color. This option is available even for your own decors.

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

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

6.2 Customize Your Template

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

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



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

6.2.1 Get More and Import

Get More

- DgFlick adds new templates on the website on regular basis. You can add these templates to your software.
- To Get More templates, on the 'Create Design' window, go to the 'Template' tab to access the templates of Collage.
- Click on 'Galleria'.

- Click on  Button (Image 6.2.1.1) to access more templates from the DgFlick website.

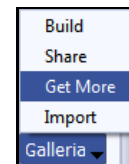


Image 6.2.1.1: The 'Get More' button on the template Collage

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

Import

- Collage Xpress software provides you the facility to use your own created or downloaded templates in Collage creation.
- For that you need to import your templates into the software.
- To Import templates on the 'Create Design' window, go to the 'Template' tab to access the template for Collage.

- Click on 'Galleria'.
- Click on  Button to Import templates (Image 6.2.1.2).

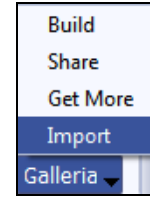



Image 6.2.1.2: The 'Import' button on the Template tab

- Access the folder containing your templates by clicking on the browse button () and selecting the location (Image 6.2.1.3).
- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the templates from the location and click 'OK' to import them to your Template tab. Now you can apply the same to your collage.

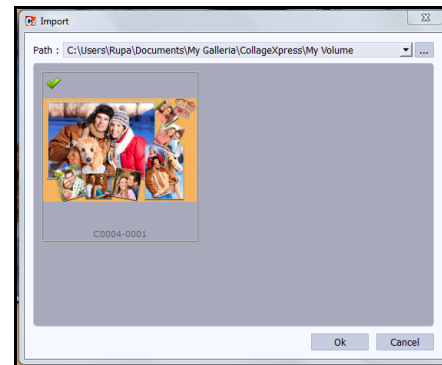
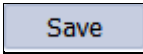


Image 6.2.1.3: The 'Import' templates window

6.2.2 Save and Build *

- Collage Xpress gives you the option of building templates of your own. You can also share them with other users. This option is available only to the users of the Collage Xpress PRO version.
- To start with the building process, you need to first save the template that you want to build.
- Select the template and click on  at the bottom of the option bar to save the template.
- In the textbox that appears (Image 6.2.2.1); enter the template information pertaining to the parameters (except the parameter according to which the template has been filtered).
- These include: No. of Photos, Orientation, Color, Theme, Style and Custom. Depending on the orientation and no. of photos used in the template, here the orientation and no. of templates get detected automatically. You can also enter a name for your template in the relevant box.

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

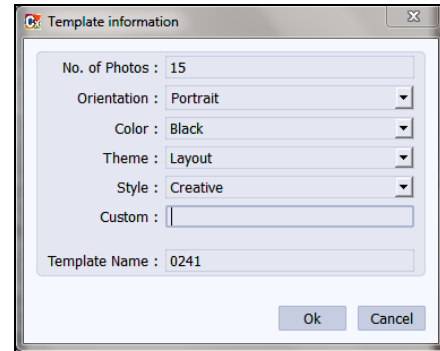


Image 6.2.2.1: Template information while saving your template

- To proceed with the building of your templates, click on **Build** (Image 6.2.2.2).

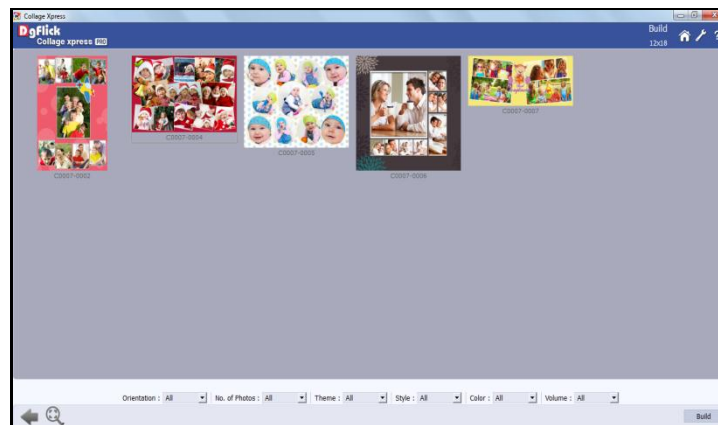


Image 6.2.2.2: Building your template - 1

- On the 'Build' window, select the templates and then click on **Build**.
- In the text box that appears next (Image 6.2.2.3), specify the name of the folder in which you wish to save it (**Name : My Volume 707**) and the path where you want to place it.

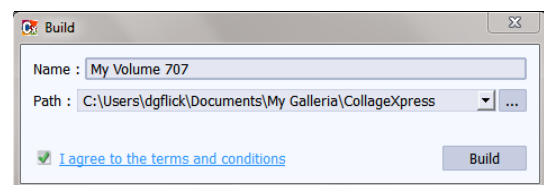
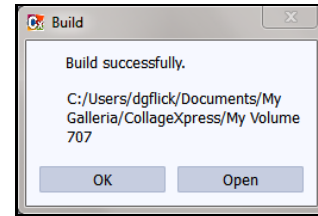



Image 6.2.2.3: Building your template - 2

- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\Collage Xpress.
- Check the box next to 'I agree to the terms and conditions' and proceed to click on **Build**.

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

- The following text box appears on screen:
- Click on the 'OK' button to continue with saving, else click on 'Open' to access the created template.



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

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

6.2.3 Share*



- Templates that have been created can be shared with other users by means of the 'Share' option available with Collage Xpress. This option is available only to the users of the Collage Xpress PRO version.
- Click on  to share the template that you have created.
- Select the templates you wish to share and then click  on the 'Share' Template (Image 6.2.3.1).



Image 6.2.3.1: 'Share' window Sharing your template

- The templates are shared on DgFlick's website.
- You need to log into your account using your username and password (Image 6.2.3.2) to be able to share templates.

- After entering your details, click on the 'Sign In' button to access your account. If you do not have a username and password, click on 'Sign Up' to start an account with DgFlick.

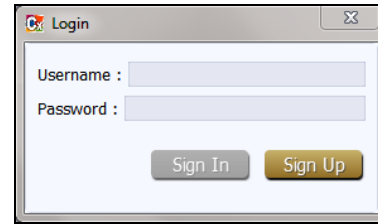
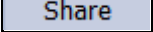


Image 6.2.3.2: Sharing your template – login Collage


- On completion of the login process, a textbox asking if you agree to the terms and conditions of template sharing appears (Image 6.2.3.3).



Image 6.2.3.3: Sharing your template – terms and conditions

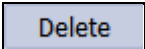
- If yes, accept the terms and conditions and then click on  to share the templates you have created and selected for sharing.

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

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

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

6.2.4 Delete

- Besides building and sharing, Collage Xpress also gives you the option of deleting any template that you no longer wish to retain in your template bank.
- To delete a template, select the template that you wish to delete.
- Click on  at the bottom of the Template tab.
- A textbox asking for confirmation for deletion appears (Image 6.2.4.1).
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

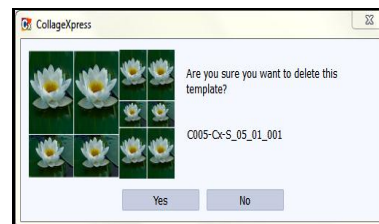



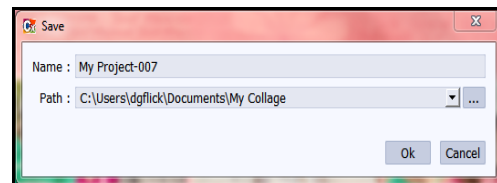
Image 6.2.4.1: Deleting your template.

7.0 Saving and Exporting

Collage Xpress not only supports creation of collage 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 collage is created.

7.1 Saving


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



7.2 Exporting

Exporting is nothing but creating a copy of the Collage in a printable format.

7.2.1 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 Collage'. However, you could change the path and save it in any location of your choice.

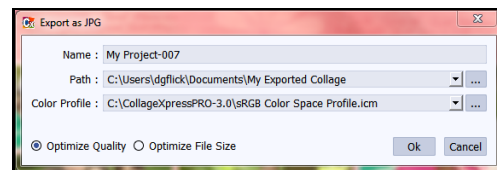
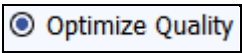
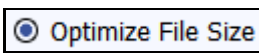


Image 7.2.1.1: Exporting in JPG format

- Set the color profile by clicking on Color Profile option.
- Two formats are given to export JPG in  or 

- You could optimize the quality or the file size by selecting 'Optimize Quality' or 'Optimize File Size' option 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.

Output

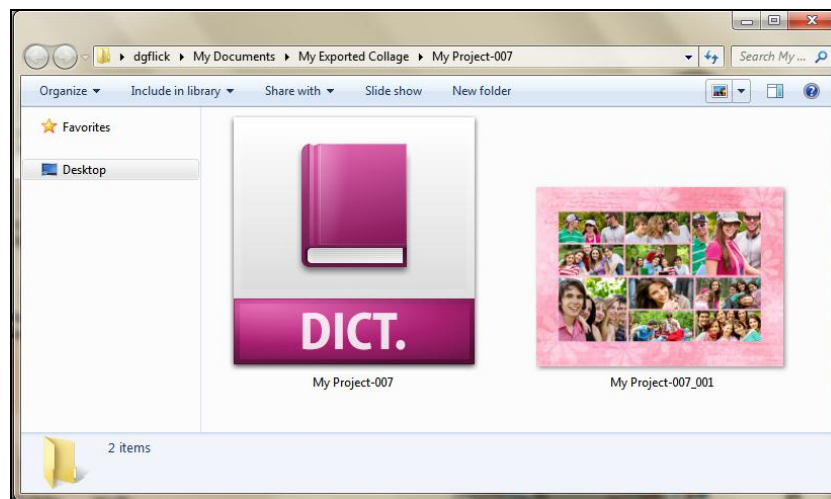



Image 7.2.1.2: Exported as JPG Final Output window

7.2.2 Exporting in PDF Format

- To save the project in a PDF format, click on  the lower right-hand corner.

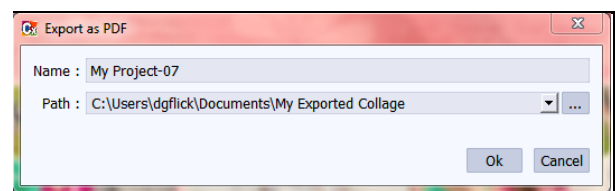


Image 7.2.2.1: Exporting in PDF format

- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Collage'. However, you could change the path and save it in any location of your choice.
- Clicking on 'OK' will create a PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.

Output

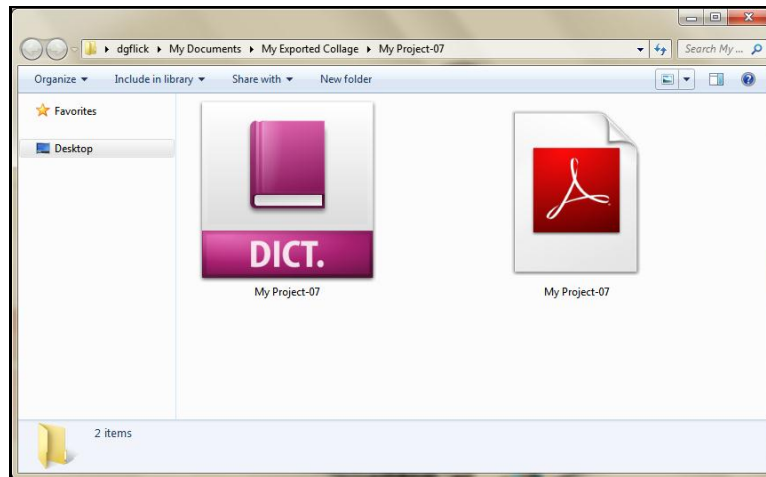


Image 7.2.2.2: Exported as PDF Final Output window

8.0 Open Saved Project

- To open a project that has been saved and exported, click on 'Open' Button on the 'Home' window of Collage Xpress.
- The projects you have saved are now displayed on the screen (Image 8.1).
- Select the project you wish to open and then click 'Open'.

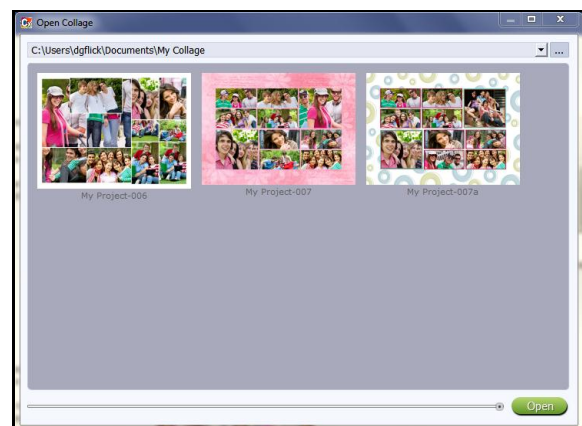


Image 8.1: The saved projects in the path

9.0 TROUBLESHOOT

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 to 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/CD on MAC as well as on Windows?

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

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 many photos I can insert in my Collage?

Ans: Collage Xpress provides you ready to use templates up to 40 photos. If you want, you can bring in as many photos as you want and arrange it in personalized way.

5. Can I get my Facebook photos directly in Collage Xpress?

Ans: Yes, Collage Xpress allows you direct access to your Facebook account; from where you can import your photos easily. You can also send your created Collage to your Facebook account directly from Collage Xpress.

6. Can I create Collage of my own size?

Ans: Yes, Collage Xpress provides you ready to use Collage Categories and Sizes. You can create as many Categories and Sizes as you want.

7. Can I create my own Collage Templates?

Ans: Yes, Collage Xpress provides you ready to use Collage Categories and Sizes. If you want, you can create as many Categories and Sizes as you want. You can also create Templates of your own choices. Software gives you complete freedom to create and save your creations.

10.0 SUPPORT

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

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