

Greeting Card xpress

USER MANUAL

Greeting Card Xpress User Manual

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

Greeting Card Xpress User Manual

1.0 Hello

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

1.1 Introduction

Greeting Card Xpress gives you freedom to choose your Greeting From various options available in software. You can create Greeting Cards with your own personal touch. You don't need to do any compromise with limited available option. Greeting Cards designed by Greeting Card Xpress will always stand out. With this software you can create fully personalized Greeting Cards with your design, your quotes and photos of your loved ones. You can import photos from Facebook. Your Greeting Cards will always stand out and stored for life seen and shown many times guaranteed. With this software you can create not only Greeting Card but you can also create Invitation Cards too.

1.2 System Requirements

MAC Systems

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

Windows Systems

- 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 * marks are for PRO users.*

2.0 Opening the Tool Box- Getting Started

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

2.1 Registration

Once you have installed the Greeting Card 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 Greeting Card Xpress, the Registration window appears as shown in Image 2.1.0. 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.



The screenshot shows a registration window titled "Registration" for "DgFlick Greeting Card Xpress PRO". The window contains the following fields and options:

- Name : xxxxxxxx *
- Address : xxxxxxxxxxxx
- City : xxxxxxxx *
- Country : UNITED STATES *
- State : Alabama *
- Zip / Pin : xxxxxx
- Email : xxxxxx@xx *
- Phone / Mobile : xxxxxxxxxx *
- Serial number : xxxxxx-xxxxxx-xxxxxx-xxxxxx *

* Mandatory fields for online registration.

Buttons: Register (green), Register Later, Register Offline, Buy Now (blue link).

Image 2.1.0: The Registration Window

2.1.1 Online Registration

- The screen that you first see on starting the registration process (Image 2.1.0) 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'.
- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box, then enter the number provided by the vendor on purchasing the pack or, alternatively, found on the software box pack.

Registration

DgFlick
Greeting Card xpress

Serial number : XXXXXX-XXXXXX-XXXXXX-XXXXXX

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

2.2.1 General Features

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

- **Ready-to-Use Templates and Presets:** Greeting Card 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 installable templates and share* them with or sell them to other Greeting Card Xpress users worldwide. Moreover, more than 100 presets are also available along with the Greeting Card Xpress software.
- **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 Greeting Card.

- **In-built Standard Greeting Card Sizes:** Greeting Card Xpress comes loaded with several in-built Greeting Card types predefined according to the standard industry printing and binding specifications.
- **Design Creation and Alteration:** You can create new designs or alter existing ones for the Greeting Card of your choice. You may also create a completely new page design using your own Decor and save the design for future use.
- **Photo Editing:** Greeting Card Xpress enhances the quality of the photos used.
- **Multilingual:** Greeting Card Xpress is already loaded with multiple languages. Greeting Card Xpress supports Unicode. DgFlick keeps adding to its list of languages that Greeting Card 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:** Greeting Card 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 Greeting Card Xpress PRO version Users.

2.2.2 Controls and Navigation

-  Preferences
-  Help
-  Go to the home page
-  View available Greeting Card sizes
-  Browsing option to select path
-  Adjust thumbnail sizes
-  Photo is locked
-  Photo is unlocked and can be modified
-  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 Greeting Card
-  Edit a category
-  Delete a category
-  Swap photo
-  Panning

2.2.3 Shortcut Tools

| Greeting Card Xpress - Shortcut Keys | | | |
|--------------------------------------|----------------------|-------------------------|----------------------------|
| Object Type | Actions | Windows | Mac |
| All | Move – Left | Left Arrow key | Left Arrow key |
| | Move – Right | Right Arrow key | Right Arrow key |
| | Move – Top | Top Arrow key | Top Arrow key |
| | Move – Bottom | Bottom Arrow key | Bottom Arrow key |
| | Move – Left + Snap | CTRL + Left Arrow key | COMMAND + Left Arrow key |
| | Move – Right + Snap | CTRL + Right Arrow key | COMMAND + Right Arrow key |
| | Move – Top + Snap | CTRL + Top Arrow key | COMMAND + Top Arrow key |
| | Move – Bottom + Snap | CTRL + Bottom Arrow key | COMMAND + Bottom Arrow key |
| Photo | Crop – Zoom In | ALT + '+' | ALT + '+' |
| | Crop – Zoom Out | ALT + '-' | ALT + '-' |
| | Crop – Left Pan | ALT + Left Arrow key | ALT + Left Arrow key |
| | Crop – Right Pan | ALT + Right Arrow key | ALT + Right Arrow key |
| | Crop – Top Pan | ALT + Top Arrow key | ALT + Top Arrow key |
| | Crop – Bottom Pan | ALT + Bottom Arrow key | ALT + Bottom Arrow key |
| | | Crop – Before | Page Up |
| | Crop – After | Page Down | Page Down |
| All | Rotate X Increase | ALT + X | ALT + X |
| | Rotate X Decrease | ALT + CTRL + X | ALT + COMMAND + X |

| | | | |
|----------------------------|------------------------------------|--------------------------|--------------------------|
| | Rotate Y Increase | ALT + Y | ALT + Y |
| | Rotate Y Decrease | ALT + CTRL + Y | ALT + COMMAND + Y |
| | Rotate Z Increase | ALT + Z | ALT + Z |
| | Rotate Z Decrease | ALT + CTRL + Z | ALT + COMMAND + Z |
| All | Arrange Object – Bring To Front | SHIFT + Top Arrow Key | SHIFT + Top Arrow Key |
| | Arrange Object – Bring Forward | SHIFT + Right Arrow key | SHIFT + Right Arrow key |
| | Arrange Object – Send to Back | SHIFT + Bottom Arrow key | SHIFT + Bottom Arrow key |
| | Arrange Object – Send Backward | SHIFT + Left Arrow key | SHIFT + Left Arrow key |
| All | Align Page based – Top Left | CTRL + 7 | COMMAND + 7 |
| | Align Page based – Top Center | CTRL + 8 | COMMAND + 8 |
| | Align Page based – Top Right | CTRL + 9 | COMMAND + 9 |
| | Align Page based – Center Left | CTRL + 4 | COMMAND + 4 |
| | Align Page based – Center | CTRL + 5 | COMMAND + 5 |
| | Align Page based – Center Right | CTRL + 6 | COMMAND + 6 |
| | Align Page based – Bottom Left | CTRL + 1 | COMMAND + 1 |
| | Align Page based – Bottom Center | CTRL + 2 | COMMAND + 2 |
| | Align Page based – Bottom Right | CTRL + 3 | COMMAND + 3 |
| | Align Page based – Top | CTRL + T | COMMAND + T |
| | Align Page based – Bottom | CTRL + B | COMMAND + B |
| | Align Page based – Left | CTRL + L | COMMAND + L |
| Align Page based – Right | CTRL + R | COMMAND + R | |
| All | Align Object based – Top Left | CTRL + SHIFT + 7 | COMMAND + SHIFT + 7 |
| | Align Object based – Top Center | CTRL + SHIFT + 8 | COMMAND + SHIFT + 8 |
| | Align Object based – Top Right | CTRL + SHIFT + 9 | COMMAND + SHIFT + 9 |
| | Align Object based – Center Left | CTRL + SHIFT + 4 | COMMAND + SHIFT + 4 |
| | Align Object based – Center | CTRL + SHIFT + 5 | COMMAND + SHIFT + 5 |
| | Align Object based – Center Right | CTRL + SHIFT + 6 | COMMAND + SHIFT + 6 |
| | Align Object based – Bottom Left | CTRL + SHIFT + 1 | COMMAND + SHIFT + 1 |
| | Align Object based – Bottom Center | CTRL + SHIFT + 2 | COMMAND + SHIFT + 2 |
| | Align Object based – Bottom Right | CTRL + SHIFT + 3 | COMMAND + SHIFT + 3 |
| | Align Object based – Top | CTRL + SHIFT + T | COMMAND + SHIFT + T |
| | Align Object based – Bottom | CTRL + SHIFT + B | COMMAND + SHIFT + B |
| | Align Object based – Left | CTRL + SHIFT + L | COMMAND + SHIFT + L |
| Align Object based – Right | CTRL + SHIFT + R | COMMAND + SHIFT + R | |
| All | Equal Spacing Horizontally | CTRL + SHIFT + H | COMMAND + SHIFT + H |
| | Equal Spacing Vertically | CTRL + SHIFT + V | COMMAND + SHIFT + V |
| | Move Selection to Next Object | TAB | TAB |
| | Move Selection to Previous Object | SHIFT + TAB | SHIFT + TAB |

| | | | |
|-----|--|--------------------|-----------------------|
| | Add Next Object to current Selection | CTRL + TAB | COMMAND + TAB |
| | Add Previous Object to current Selection | CTRL + SHIFT + TAB | COMMAND + SHIFT + TAB |
| All | Select All Objects on page | CTRL + A | COMMAND + A |
| | Cut Object(s) | CTRL + X | COMMAND + X |
| | Copy Object(s) | CTRL + C | COMMAND + C |
| | Paste Object(s) | CTRL + V | COMMAND + V |
| | Delete Object(s) | DEL | DEL |
| | Undo Object(s) | CTRL + Z | COMMAND + Z |
| | Redo Object(s) | CTRL + Y | COMMAND + Y |
| | Show Photo Information | CTRL + SHIFT + I | COMMAND + SHIFT + I |
| All | Increase the size of Object from – Top Left | ALT + 7 | ALT + 7 |
| | Increase the size of Object from – Top Center | ALT + 8 | ALT + 8 |
| | Increase the size of Object from – Top Right | ALT + 9 | ALT + 9 |
| | Increase the size of Object from – Center Left | ALT + 4 | ALT + 4 |
| | Increase the size of Object from – Center | ALT + 5 | ALT + 5 |
| | Increase the size of Object from – Center Right | ALT + 6 | ALT + 6 |
| | Increase the size of Object from – Bottom Left | ALT + 1 | ALT + 1 |
| | Increase the size of Object from – Bottom Center | ALT + 2 | ALT + 2 |
| | Increase the size of Object from – Bottom Right | ALT + 3 | ALT + 3 |
| All | Decrease the size of Object from – Top Left | CTRL + ALT + 7 | COMMAND + ALT + 7 |
| | Decrease the size of Object from – Top Center | CTRL + ALT + 8 | COMMAND + ALT + 8 |
| | Decrease the size of Object from – Top Right | CTRL + ALT + 9 | COMMAND + ALT + 9 |
| | Decrease the size of Object from – Center Left | CTRL + ALT + 4 | COMMAND + ALT + 4 |
| | Decrease the size of Object from – Center | CTRL + ALT + 5 | COMMAND + ALT + 5 |

| | | | |
|--------|--|--------------------|-----------------------|
| | Decrease the size of Object from – Center Right | CTRL + ALT + 6 | COMMAND + ALT + 6 |
| | Decrease the size of Object from – Bottom Left | CTRL + ALT + 1 | COMMAND + ALT + 1 |
| | Decrease the size of Object from – Bottom Center | CTRL + ALT + 2 | COMMAND + ALT + 2 |
| | Decrease the size of Object from – Bottom Right | CTRL + ALT + 3 | COMMAND + ALT + 3 |
| Page | Flip Page composition Horizontally | ALT + H | ALT + H |
| | Flip Page composition Vertically | ALT + V | ALT + V |
| View | Fit to Screen | CTRL + F12 | COMMAND + F12 |
| | Actual Size (1:1) | CTRL + SHIFT + F12 | COMMAND + SHIFT + F12 |
| | Zoom In | + | + |
| | Zoom Out | - | - |
| Screen | Toggle Full Screen | CTRL + SHIFT + F11 | COMMAND + SHIFT + F11 |

2.2.4 Preferences

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

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

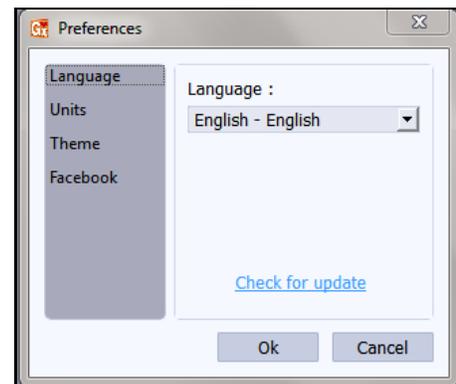


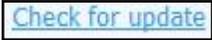
Image 2.2.4.1: The 'Preferences' window

After installation, click on the Greeting Card 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 ; click on  to check for the updated list of languages.



- Select the units you want to work in, from



- Select the theme in which you want your software to be displayed from , click on  to get more Themes from Dgflick website.
- The history which was generated at the time of importing photos from Facebook will be deleted by clicking on the  checkbox from Facebook option.
OR
- If you want to work offline and want to access the photos from Facebook in future which are already accessed then keep the  checkbox unchecked.

- 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 Greeting Cards. We will see various available categories and sizes and various ways to create Greeting Cards.

3.1 Predefined Categories and Sizes

Greeting Card Xpress is very versatile software that lets you “go with the flow” or use its made-to-standard, predefined categories and sizes

The ready-to-use Greeting Card types, which conform to industry standards, come in four major variants. Each of these categories has multiple size options and you can choose the size that suits your requirement.

Greeting Card categories are categorized into **Postcard**, **Duplex Card**, **Centerfold Card** and **Dual-fold Card**.



Image 3.1.1: Predefined Categories and Sizes

- **Postcard:** Make personalized Postcard which can be designed only on the Front page and no back page available.
Sizes Available (Inch) are: 4x6, 5x7, 6x8 & 8x10.
- **Duplex Card:** Make personalized Duplex Card which can be designed on both front as well as back page.
Sizes Available (Inch) are: 4x6, 5x7, 6x8 & 8x10.
- **Centerfold Card:** Make personalized Centerfold Card which can be designed on both front as well as back page & it folds from the center of the Card.
Sizes Available (Inch) are: 4x6, 6x4, 5x7, 7x5, 6x8, 8x6 & 9x12.

- **Dualfold Card:** Make personalized Dual fold Card which can be designed on both front as well as back page of Card & its fold from two sides of the Card.
Sizes Available (Inch) are: 4x6, 6x4, 5x7, 7x5, 6x8, 8x6 & 9x12.

3.2 Creating and Modifying Categories and Sizes *

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

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.

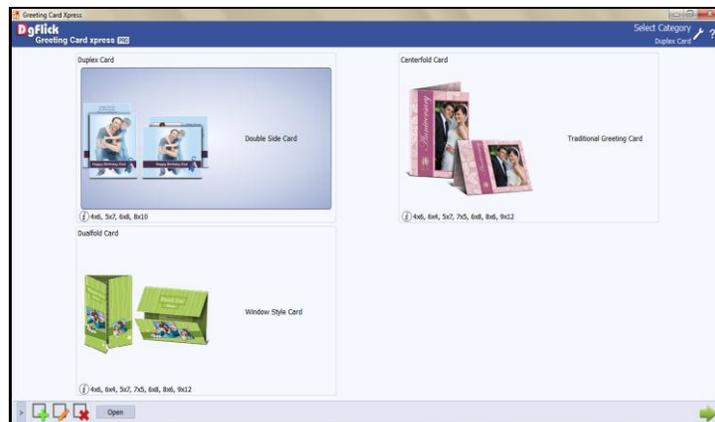


Image 3.2.1.1: The 'Select Category' window with the 'Add', 'Edit' and 'Delete' options

- On the next window – 'Create Category' (Image 3.2.1.2) – fill in the fields corresponding to:
'Name': The name you want for your new category.
'Ref. Image': The image you want for your category, clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.
'Description': Give a description of the category you are creating.



Image 3.2.1.2: The 'Create Category' window

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

! 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.



Image 3.2.1.3: The new Category created

! 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 Size

- To view the Greeting Card 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 Greeting' window (Image 3.2.1.4).



Image 3.2.1.4: 'Select Greeting' window Creating new Size

- On the next window – 'Create Greeting' (Image 3.2.1.5) – fill in the fields corresponding to 'Name': The name you want for your new size.

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

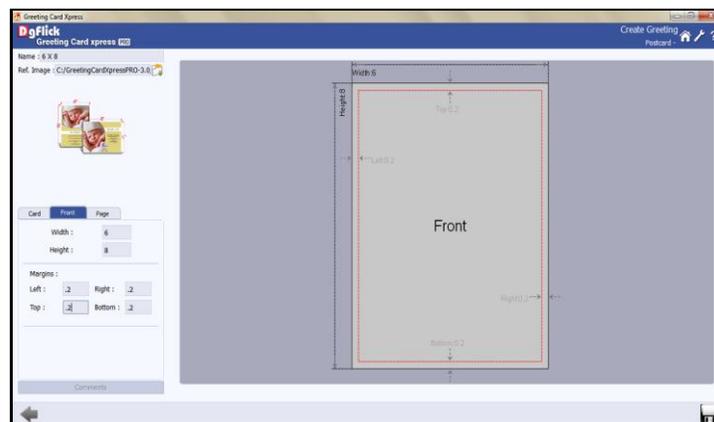
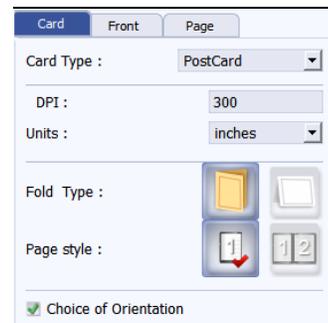


Image 3.2.1.5: The 'Create Greeting' window

- Fill in the parameters under the 'Card' tab. These are:
Card Type (Window/Centerfold/Duplex Card/Postcard),
Units and DPI.
Fold Type (Horizontal/Vertical)
Page Style (Page/Spread).



- Choice of Orientation**: Show or hide the Orientation list box from the 'Select Theme' window.

- Fill in the parameters under Front tab.
These are:
Width and Height.
Margins (Left, Right, Top and Bottom).

| Card | Front | Page |
|-----------|-------|--------------|
| Width : | | 6 |
| Height : | | 8 |
| Margins : | | |
| Left : | 0.2 | Right : 0.2 |
| Top : | 0.2 | Bottom : 0.2 |

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

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

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

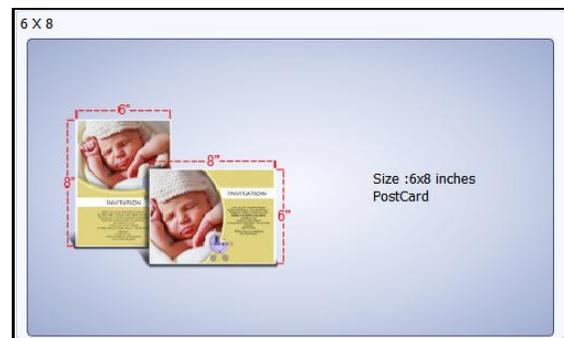


Image 3.2.1.6: The new Greeting Size added

Note: Some features are available only for the Greeting Card Xpress PRO 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 it as per your requirements.



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

- On the next page – 'Edit Category' (Image 3.2.2.2) – you can add your edits to the, 'Name': Edit the name for category.

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

'Description': Edit or add a description of the category you are editing.

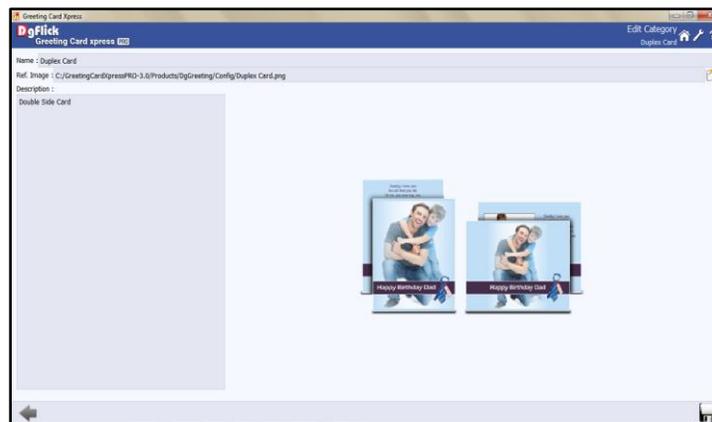


Image 3.2.2.2: The 'Edit Category' window

- 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 Greeting Card 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 Greeting' window, select the Greeting size you need to edit and then click on .

- On the next page – 'Edit Greeting' (Image 3.2.2.3) – you can make changes to the, 'Name': Edit the name as per your choice.

'Ref. Image': change the image of the 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.

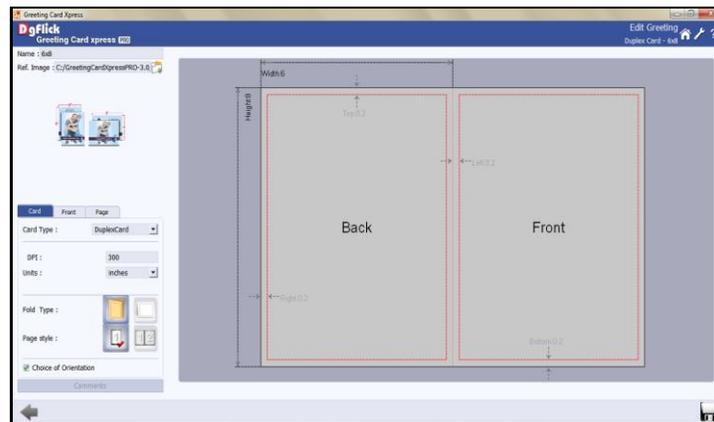


Image 3.2.2.3: The 'Edit Greeting' window

- You could edit the parameters under the 'Card' tab.

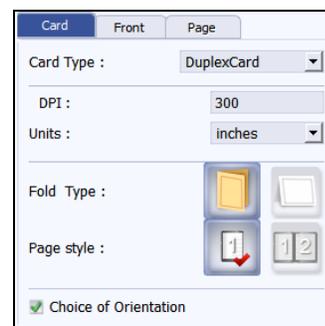
These are:

Card Type (Window/Centerfold/Duplex Card/Postcard),

Units and DPI.

Fold Type (Horizontal/Vertical)

Page Style (Page/Spread).



-  **Choice of Orientation** : Show or hide the Orientation list box from the 'Select Theme' winow.

- You could edit the parameters under Front tab.

These are:

Width and Height.

Margins (Left, Right, Top and Bottom).

| Card | Front | Page |
|-----------|-------|--------------|
| Width : | 6 | |
| Height : | 8 | |
| Margins : | | |
| Left : | 0.2 | Right : 0.2 |
| Top : | 0.2 | Bottom : 0.2 |

- 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 category.
- The changes done get saved.

Note: Some features are available only for the Greeting Card Xpress PRO users.

3.2.3 Deleting a Category and Size *

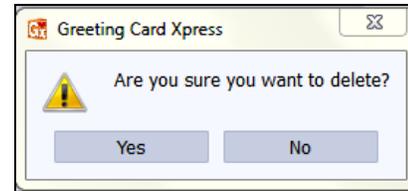
Deleting a Category

- 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 the 'Add', 'Edit' and 'Delete' options

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



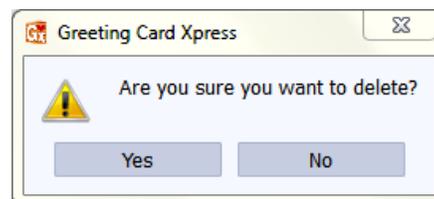
Deleting a Size

- To view the Greeting Card 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 Greeting' 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 Greeting' window

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



Note: Some features are available only for the Greeting Card Xpress PRO users.

3.3 Creating Greeting Cards

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 Greeting Card creation. Greeting Card Xpress gives you the

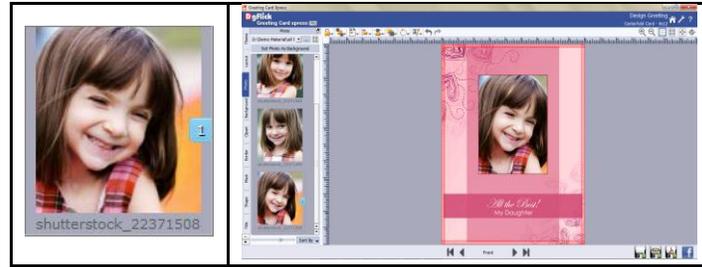
option of designing your Greeting Cards either in a Fast or Easy way. You could also go in for a Smart way for a wider array of options while creating your Greeting Card.

3.3.1 Fast way of creating Greeting Cards

Greeting Card Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting the categories, size and template and your Greeting Card is ready. It is supported by wizard, which makes 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.
- : Select the photos to be swapped using the control key and then click on the icon to swap them.
- : Move the scroll wheel of the mouse on the photo for zooming in/out.
- **On-board panning:** Placing the cursor on  changes it to , this can then be clicked and dragged to pan the photo.
- **Rotate Photo:** Click on  and drag the mouse to rotate the image.
- Any change can be undone or redone using  and  respectively.
- **Color indicator on the photo:** On clicking the 'Photo' tab on the left of the screen, the photos to be used for the Greeting Card is displayed. A green tab indicates that the photo has been used on another page. A blue tab indicates that the photo is being used on the current page. The number on the tab indicates the number of times the photo has been used in the Greeting Card.



- **Photo Quality Indicator:** The quality of photos used in the Greeting Card must be good to ensure clarity in the final product. Greeting Card Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards (refer table 3.3.1.8 in same section).
- **Ruler:** Horizontal and vertical rulers are available to help align photos on the page. The rulers can be seen on the top and left of the page and can be activated by clicking on them. The rulers can then be dragged onto the page and photos can be aligned against them.
- : This helps one to navigate through the pages of the Greeting Card.

The Process

Select Category

- On the select category window (Image 3.3.1.1), select the category you would like to use for your Greeting Card: Postcard, Duplex Card, Centerfold Card and Dual-fold Card. The options available for each category are displayed in the Select Category window.



Image 3.3.1.1: The 'Select Category' window with Available Sizes

- The category that you have selected is seen on the top, right-hand corner.
- You can view a drop down list of various Greeting Card 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.

Select Greeting

- On the 'Select Greeting' window (Image 3.3.1.2), select the desired size.



Image 3.3.1.2: The 'Select Greeting' window

- The size that you have selected is seen on the top, right-hand corner along with the Category.
- Clicking  on the lower, right-hand corner lets you go to 'Select Theme' 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 Theme

- On the 'Select Theme' window (Image 3.3.1.3), you can select the theme as per your choice.

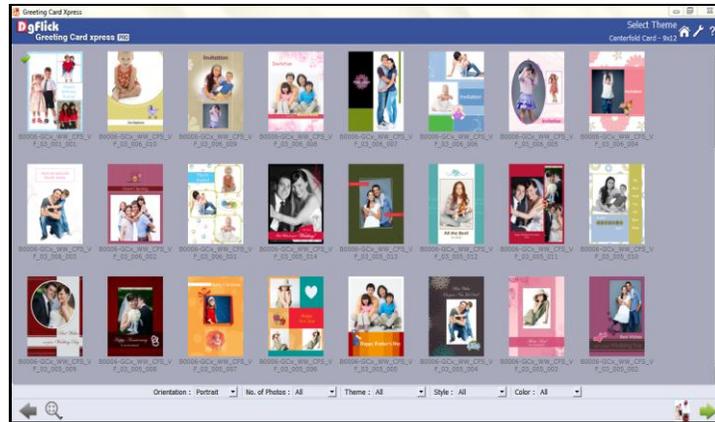


Image 3.3.1.3: The 'Select Theme' window

- The theme selected can be seen at the lower right hand corner.

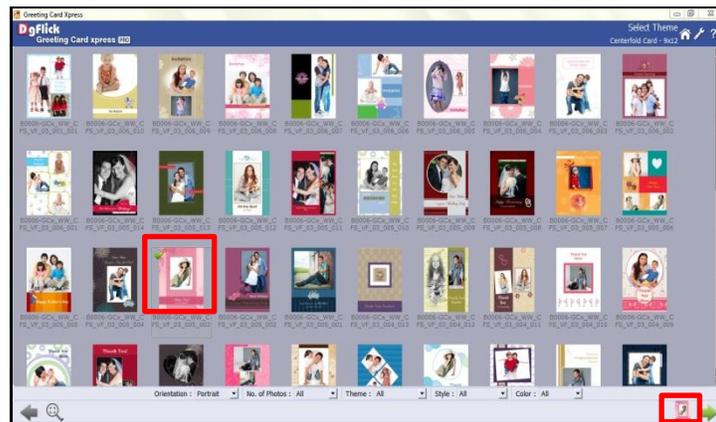


Image 3.3.1.4: The 'Select Theme' window ... Theme selected

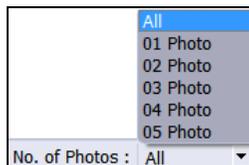
- The parameters that you can filter for the Greeting of your choice are listed in an 'option bar' at the bottom of the page.

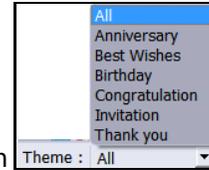
These are:

- **Orientation:** The default orientation for the selected Greeting size will be show in the box. You can change orientation to Landscape or Portrait. However, you could change this by clicking on



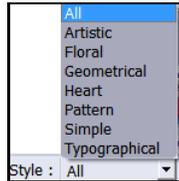
- **Number of photos:** Decide the number of photos to be used in the Greeting Card by clicking on



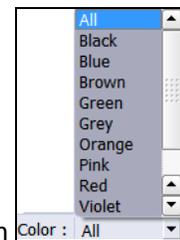


➤ **Theme:** The theme for the Greeting Card can be chosen by clicking on

➤ **Style:** Clicking on the style drop list gives you the styles available for the Greeting Card. Choose



the style by clicking on



➤ **Color:** Choose the color you want to style your Greeting Card in by clicking on

- Select the template you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner (Image 3.3.1.4).

- After selecting the template, click on  to move on to the 'Design Greeting' window.

! Additional icons on the page:

- Clicking on  allow you to alter the size of the thumbnails.

Design Greeting

- Your Greeting Card is now ready with the selected template and can be viewed in the 'Design Greeting' window (Image 3.3.1.5).

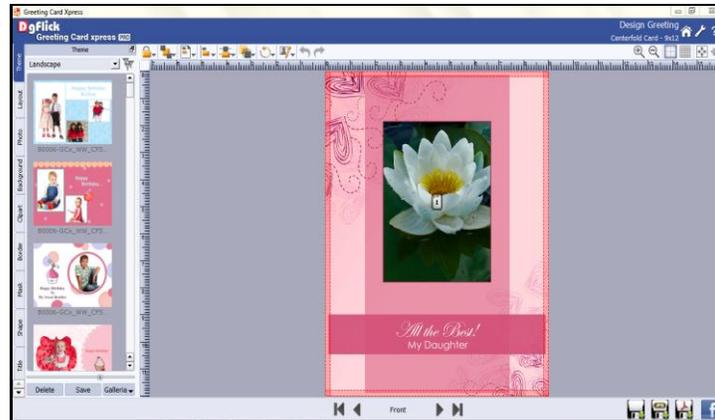


Image 3.3.1.5: 'Design Greeting' window

Photo Tab



- Click on the  tab on the left panel to insert the photos of your choice.
- You could browse photos and even access the last 15 paths you have used.
- You can add photos from your hard disk, CD-DVD Drive, USB, Bluetooth or can take directly from Facebook through  button from Photo Tab.
- After clicking on  button on 'Photo' tab on 'Design Greeting' window, you will be redirected to 'Change Path' Window (Image 3.3.1.6) where you can manage your photos, edit them, give them desire effect, resize them or rename them. (for details refer Section 3.3.4 Manage Your Photos)



Image 3.3.1.6: 'Change Path' window

- To use a photo, either double click on it or drag and drop it on the canvas (Image 3.3.1.7).

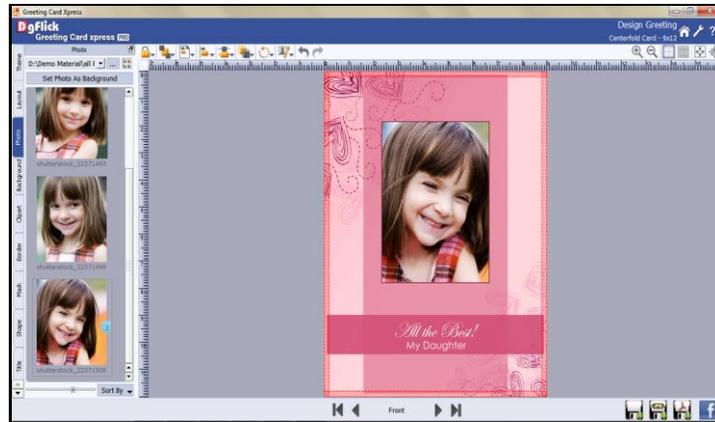
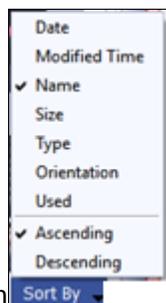


Image 3.3.1.7: Photo inserted



- The number on the photo indicates the count of the photo being used.



- Sort the photos by clicking on **Sort By**.
- Navigate the page from  to insert the photos on the page and back side of the Greeting Card.

Photo Quality Indicator:

- The quality of photos used in the Greeting Card must be good to ensure clarity in the final product. Greeting Card Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards. Once a photo has been placed into the frame the indicator warns you if the resolution is inappropriate for the desired output size. The warning symbols and their interpretations are presented in Table 3.3.1.8.

Table 3.3.1.8: Photo Quality Indicator

| Indicator and color | Interpretation |
|---|--|
|  Yellow | The photo quality is not good; however, the final output will be satisfactory. |

| | |
|---|--|
|  Orange | The photo quality is poor and will not yield good results on printing. |
|  Red | The photo is unsuitable for printing. |

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

3.3.2 Easy way of creating Greeting Card

Once you create your Greeting Card design, Greeting Card xpress allows you to edit it in easy way. We can call it as ready page composition.

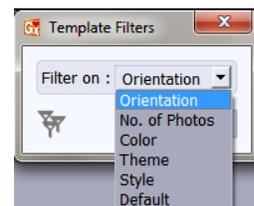
Ready Page Composition

Change Theme

- Click on the  tab on the option bar to change the design of your choice.



- Click on  to filter the designs according to the Orientation, No. of photos, Color, Theme, Style and Default.
- Select the desired filtration type and click on 'OK'.



- Double click on the desired design to be applied.

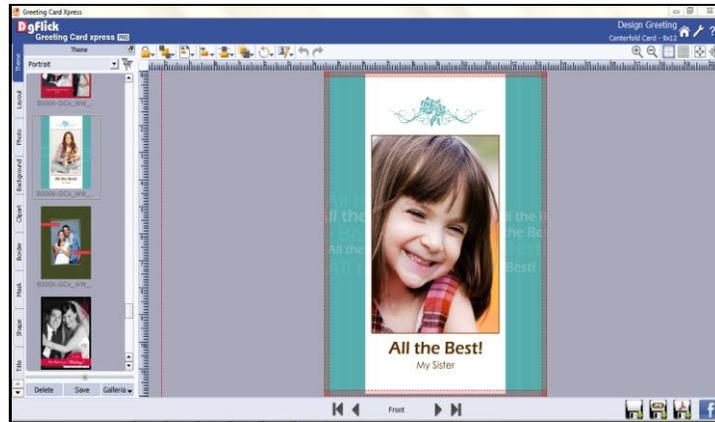


Image 3.3.2.1: 'Design Greeting' window ... Change Design

- In similar way you can change design of other pages of Greeting Card

- Navigate the page from  to change the design of inner page and back side of the Greeting Card.

Change Layout



- Click on  tab on the option bar to change the layouts of the applied theme. You can select from the list of the layouts provided.
- Navigate the page for which you want to apply the desired layout and double click on the layout to be applied. (Image 3.3.2.2)
- The selected layout is applied to the selected page only.



Image 3.3.2.2: 'Design Greeting' window Original Layout

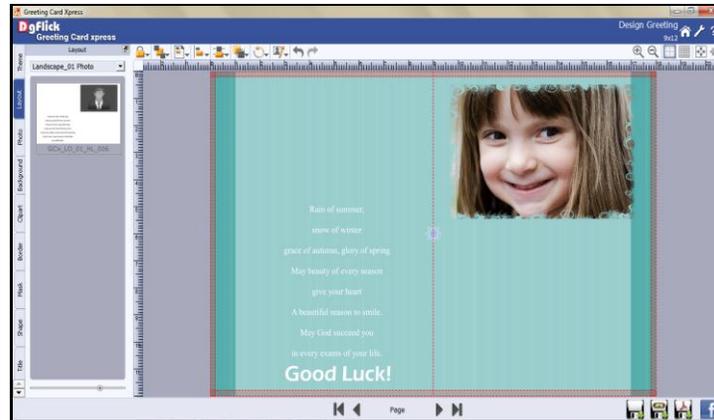


Image 3.3.2.3: 'Design Greeting' window Layout changed of inner page

- Similarly you can change layout of other pages as per your desire

Change Photo



- Click on the  tab in the left panel to change photos. Double click on the photo to be inserted or drag and drop the photo as required.
- You can add photos from your hard disk, CD-DVD Drive, USB, Bluetooth or can take directly from Facebook through  button from Photo Tab.

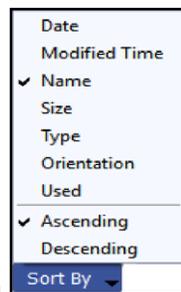


Image 3.3.2.3: 'Change Path' window

- After clicking on  tab you will be redirected to Change Path Window (Image 3.3.2.3) where you can manage your photos, edit them, give them desire effect, resize them or rename them. (for details refer Section 3.3.4 Manage Your Photos)



Image 3.3.2.4: 'Design Greeting' window Photo Changed



- Sort the photos by clicking on

Rotating Photos

Rotating photos by keeping the creative design in mind adds to the overall presentation of the pages. Greeting Card 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  which is visible 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.

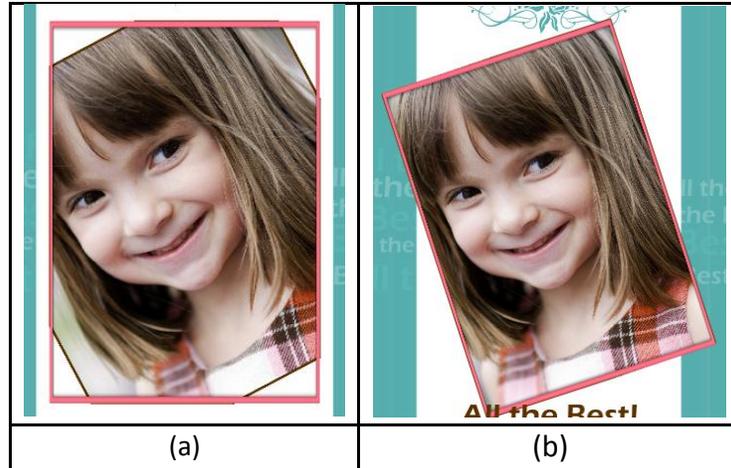


Image 3.3.2.5: Rotating: (a) the photo in the frame; (b) the photo with the frame

Zooming In/Out

While working on your Greeting Card designing 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.

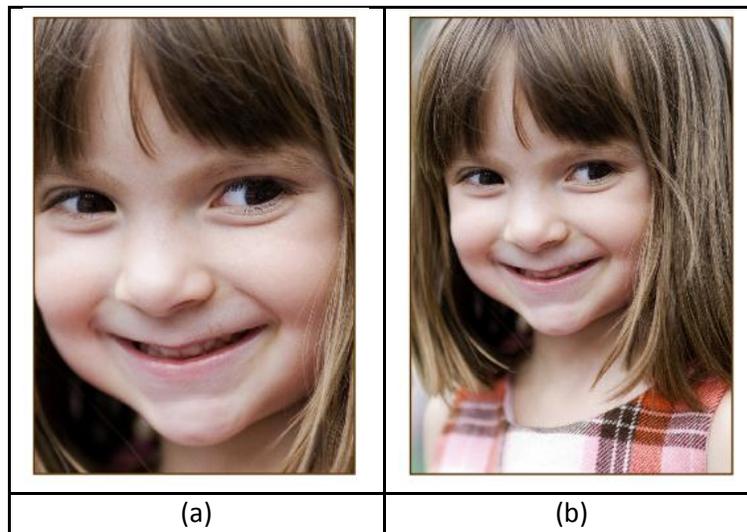


Image 3.3.2.6: (a) Zooming in; (b) zooming out

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

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



Image 3.3.2.7: Swap Photos (a) Before (b) After

Right Clicking

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

Right clicking outside photos: As seen in Image 3.3.2.8, right clicking outside photos lets you access the following options directly:

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



Image 3.3.2.8: Right clicking outside photos

Right clicking on the photos: Using right click after selecting a photo (Image 3.3.2.9) lets you access the following options directly:

- Cut, copy, paste (in case an element has been copied) and delete.
- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation, Presets and Blend.
- Copy Effect option - Copy Effect of the photo.
- Paste Effect option- paste copied Effect.
- Clear Effect option- Clear Effect of any photo.
- Arrange objects- Send to Back, Send Backward, Bring to Front and Bring Forward.
- The 'Flip' option to flip the page either vertically or horizontally
- The 'Find' option to find the source of the object.



Image 3.3.2.9: Right clicking on the photos

Add Effects

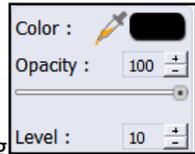


- To add effects to your Greeting Card, click  tab on the left-hand option bar.

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

- **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. (Image 3.3.2.10)

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



and level using



Image 3.3.2.10: Applying the 'Colorize' effect. (a) Before and (b) After

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

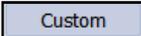
Click on to increase or decrease the level or blurriness using the slider.

- **Opacity:** Add opacity to the photos by selecting the presets available under this option. You could also manually choose the level of opacity by clicking on .

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

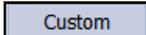
Click on to manually change the values of the feather using the slider.

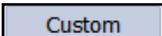
- **Shadow:** To apply the shadow effect to your photos, click on 'Shadow' and then choose from the available presets.

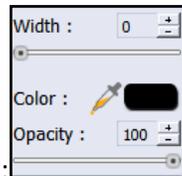
You could customize your 'shadow' by clicking on  and then applying the shadow



settings manually using

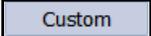
- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset. Apply your own settings by clicking on the  button and changing your blur, color and opacity values.

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



filling in the values in these fields:

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

Click on  to change the values for the x, y and z axes and give the photo a 3-D effect. You could also flip the photo horizontally and vertically by using  and , respectively.

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

- **Blend:** There are 13 blending modes that help you achieve the desired effect for your photo. Click on the photo and then select the blend option of your choice to apply.

- In similar way you can design other pages of your Greeting Card.

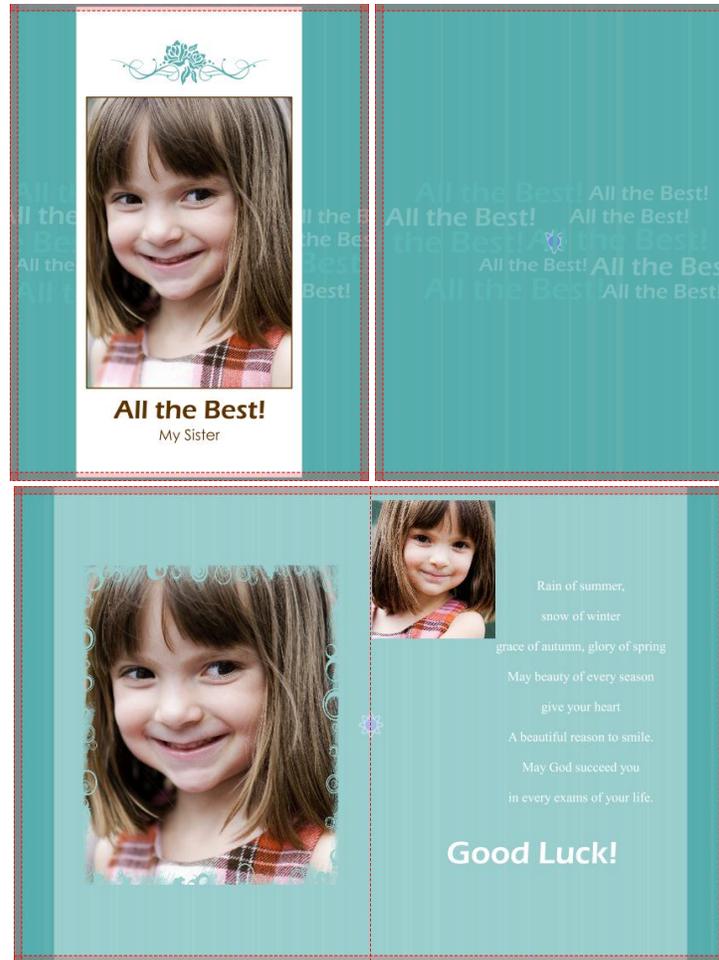


Image 3.3.2.11: Final Greeting Card

- Your Greeting Card is ready in an easy way and now can be sent for exporting or can be shared on your Facebook account.

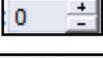
3.3.3 Smart way of creating Greeting Card

Greeting Card Xpress is versatile software that caters to those who require instant results and also to those wishing to have more control in the designing of their Greeting Card 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 Greeting Card Xpress user friendly and easy to work with. These options are explained below.

Table 3.3.3.1: The Tool Bar

| Icon | Use |
|---|---|
| <p data-bbox="272 289 354 317"><Lock></p>  | <p data-bbox="443 323 1214 350">Can be used to lock or unlock the photos as per the requirement.</p> |
| <p data-bbox="261 409 365 478"><Arrange objects></p>  | <p data-bbox="443 401 1403 552">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 design. Click on the object and then choose the option required to move the photo accordingly.</p> |
| <p data-bbox="240 569 386 638"><Page based alignment></p>  | <p data-bbox="443 598 1370 667">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> |
| <p data-bbox="228 718 397 787"><Object based alignment></p>  | <p data-bbox="443 726 1393 837">This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.</p> |
| <p data-bbox="217 867 409 898"><Equal spacing></p>  | <p data-bbox="443 863 1398 972">Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.</p> |
| <p data-bbox="240 991 386 1022"><Equal size></p>  | <p data-bbox="443 987 1377 1096">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 data-bbox="217 1142 409 1211"><Group/Ungroup></p>  | <p data-bbox="443 1113 1409 1304">Groups and ungroups elements on the page. Grouping (select objects to be grouped and then click on the tool and select 'Group' option) ensures that the photos that are grouped move together as one unit with the spacing intact. To move an element of a group individually you need to ungroup the elements (click on the grouped photo and select 'Ungroup' option).</p> |
| <p data-bbox="217 1392 409 1423"><Rotate object></p>  | <p data-bbox="443 1318 1406 1562">Rotates the object. To rotate the object as per your requirements, click on the tool and alter the x, y and z axes. You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally . You could also rotate the image manually by using  and entering the value of your choice or using the slider .</p> |
| <p data-bbox="240 1581 386 1612"><Edit photo></p>  | <p data-bbox="443 1610 1078 1638">Helps you to use enhance or color correct the photos.</p> |
| <p data-bbox="272 1684 358 1715"><Undo></p>  | <p data-bbox="443 1713 951 1740">To reset the change you made to the page.</p> |
| <p data-bbox="272 1787 358 1818"><Redo></p>  | <p data-bbox="443 1816 922 1843">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> |

Select Category

- On the select category window (Image 3.3.3.2), select the category you would like to use for your Greeting Card: Postcard, Duplex Card, Centerfold Card Dualfold Card. 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.

Select Greeting

- On the 'Select Greeting' window (Image 3.3.3.3), select the desired Greeting Card size.



Image 3.3.3.3: The 'Select Greeting' window

- The size that you have selected is seen on the top, right-hand corner along with the Category.
- After selecting the desired size, click  on the lower, right-hand corner to go to 'Select Theme' 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 Theme

- On the 'Select Theme' window (Image 3.3.3.4), you can select the theme as per your choice.

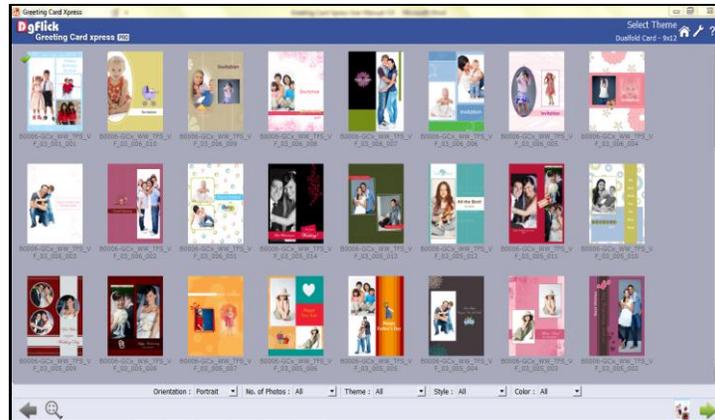


Image 3.3.3.4: 'Select Theme' window

- The theme selected can be seen at the lower right hand corner.

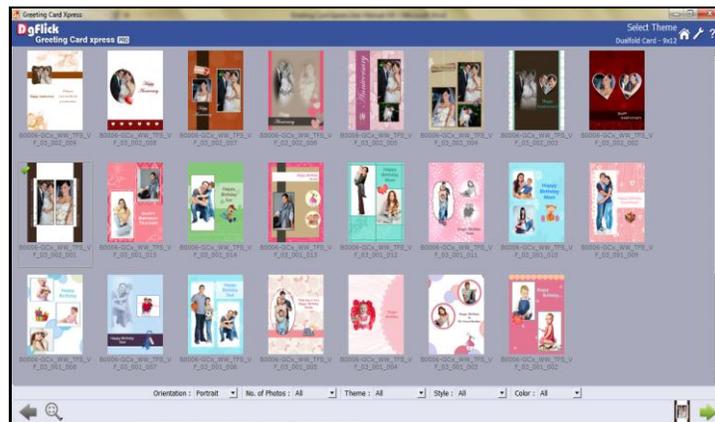


Image 3.3.3.5: 'Select Theme' window ... Theme selected

The parameters that you can filter for the Greeting of your choice are listed in an 'option bar' at the bottom of the page.

Design Greeting

You will see your Greeting Card in selected theme ready to design. 'Help tools' are listed at the top of the page (defined earlier) and the option bar is to your left.

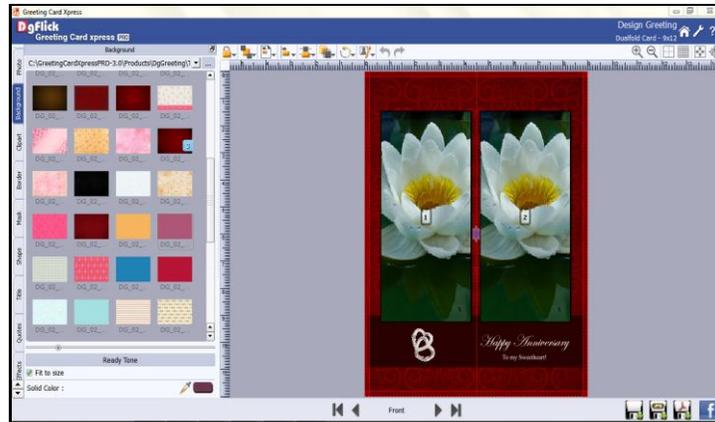


Image 3.3.3.6: 'Design Greeting' Window Theme tab

Add Background



- Click on the **Background** tab on the option bar to replace the background for your Greeting Card 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.
- To use a background, double click on it or drag and drop it on the canvas from the option bar.

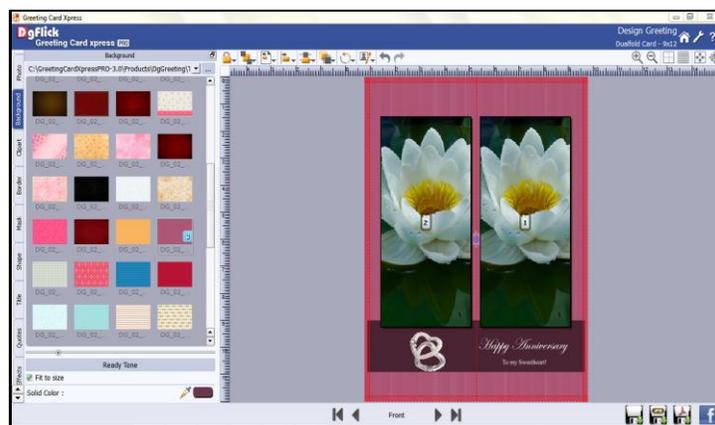
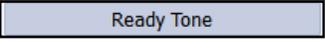


Image 3.3.3.7: 'Design Greeting' window The page with the selected background

- Uncheck the **Fit to size** check box on the left to expand the background on the page.

- To fill the canvas with one single solid color, click on  and place it on the color you wish to use as background for your Greeting Card. 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.

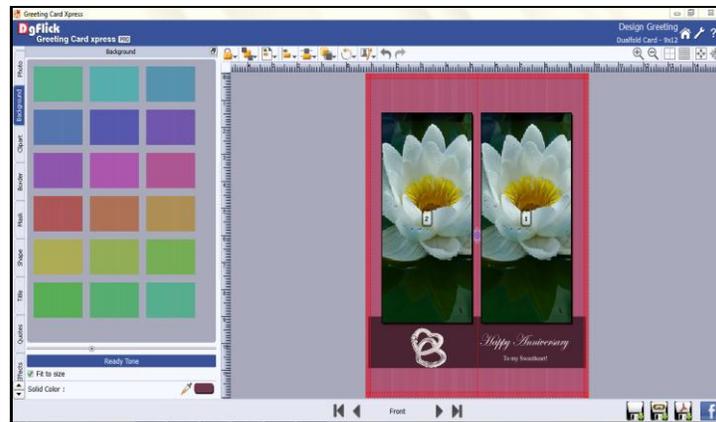


Image 3.3.3.8: The background with its ready tone option

- Similarly add or change background of other pages if required.
- You could also use a photo of your choice as the background for your Greeting Card. To do



this, click on the  tab to view the selected photos. Select the photo and click on the 'Set Photo as Background' button. The photo now serves as a background to the page (Image 3.3.3.9).



Image 3.3.3.9 A photo as the background

Add Photo



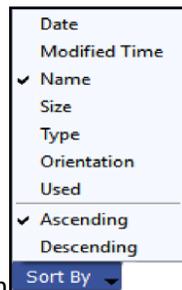
- Click on the  tab on the left panel to access the photos of your choice.
- You could browse photos and even access the last 15 paths you have used.

- You can add photos from your hard disk, CD-DVD Drive, USB, Bluetooth or can take directly from Facebook through  button from Photo Tab.



Image 3.3.3.9: 'Change Path' window

- After clicking on  tab you will be redirected to Change Path Window (Image 3.3.3.9) where you can manage your photos, edit them, give them desire effect, resize them or rename them. (for details refer Section 3.3.4 Manage Your Photos)



- Sort the photos by clicking on .
- To use a photo, either double click on it or drag and drop it on the canvas (Image 3.3.3.10).

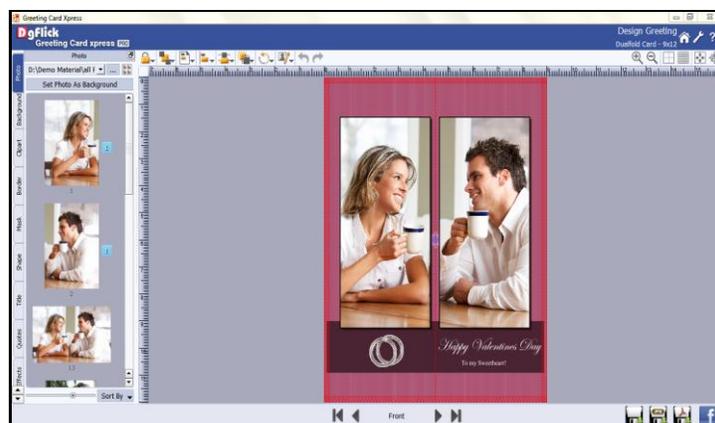


Image 3.3.3.10: Photo added to page

- Similarly you can add photos on other pages also as you want.

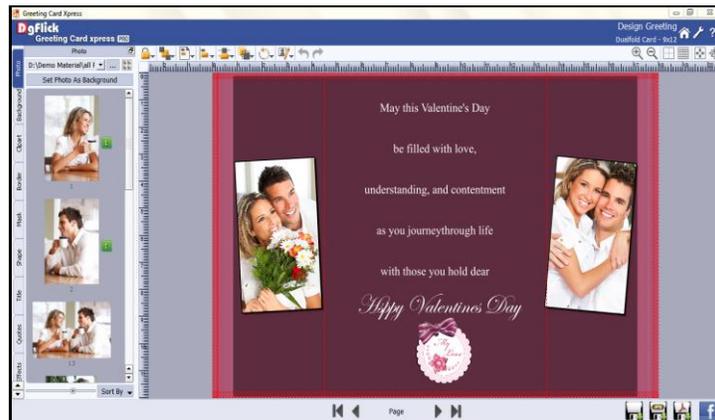


Image 3.3.3.11: Photo added to page

Add Border



- Click on the **Border** tab on the left panel to select the border that you want for your photo.
- You could select a border from the options, Greeting Card Xpress displays for you on the left panel or you could browse and select a border of your choice from the path in which you have saved it (the previous 15 paths are available here also).
- Double click on the border or drag and drop the border on the photo to apply to it.
- You could change the color of the border to better suit your photo by clicking on the **Ready Tone** button. There are 18 ready tones available for use.
- Choose the ready tone you want and double click on it to apply it to the photo border.

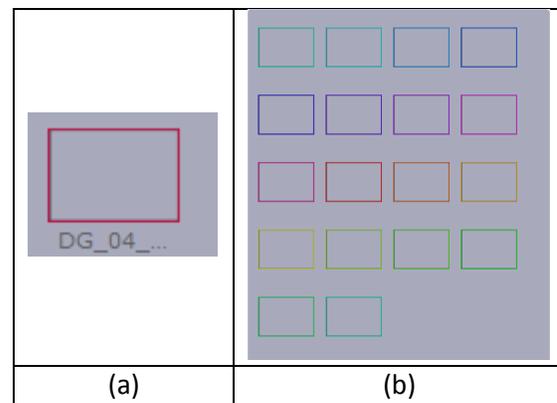


Image 3.3.3.12: (a) The original border; (b) the ready tones

! Additional icon on the 'Design Greeting Card' – Border tab:

(i)  To reset the changes.

(ii)  To rotate the border 90 degrees.

(iii)  To rotate the border 180 degrees.

(iv)  To rotate the border 270 degrees.

(v)  To flip the border vertically.

(vi)  To flip the border horizontally.

Add Clipart



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

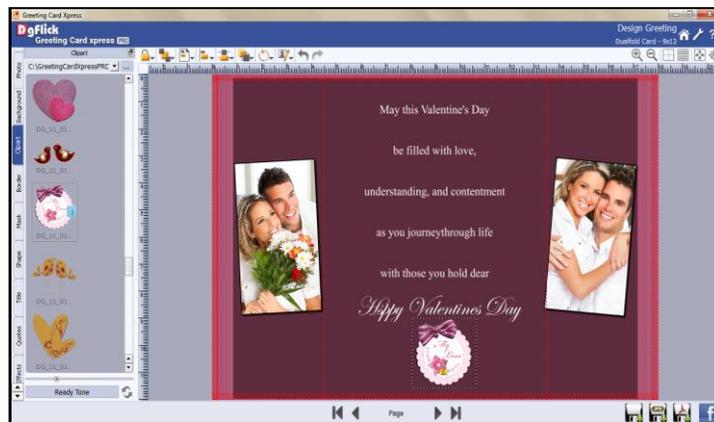


Image 3.3.3.13: 'Design Greeting' window ... Clipart added

- In similar way you can add or change clipart on other pages also as you want.

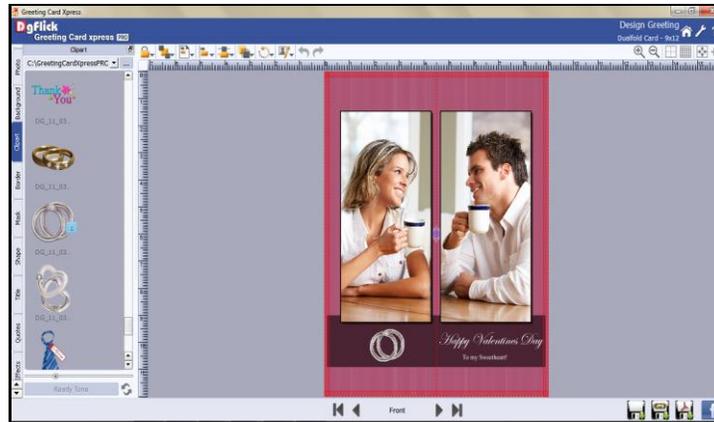


Image 3.3.3.14: 'Design Greeting' window ... Clipart added

- Click on **Ready Tone** to access the ready tones for the cliparts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your design by double clicking on the ready tone (Image 3.3.3.15).

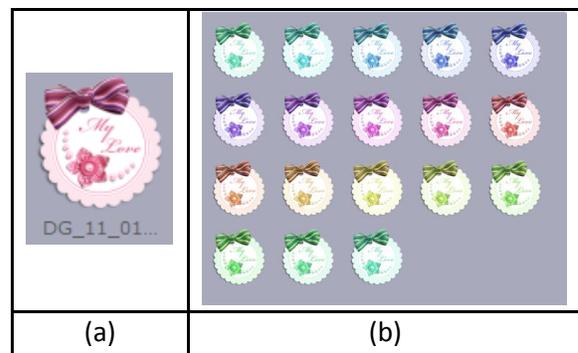


Image 3.3.3.15: (a) A clip-art. (b) Ready Tone of Clipart

Add Mask



- Click on the **Mask** tab on the left-hand panel to select the mask of your choice.
- Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. You could even access the previous 15 paths (Image 3.3.3.16).

! Additional icon on the 'Design Greeting Card' – Mask tab:

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

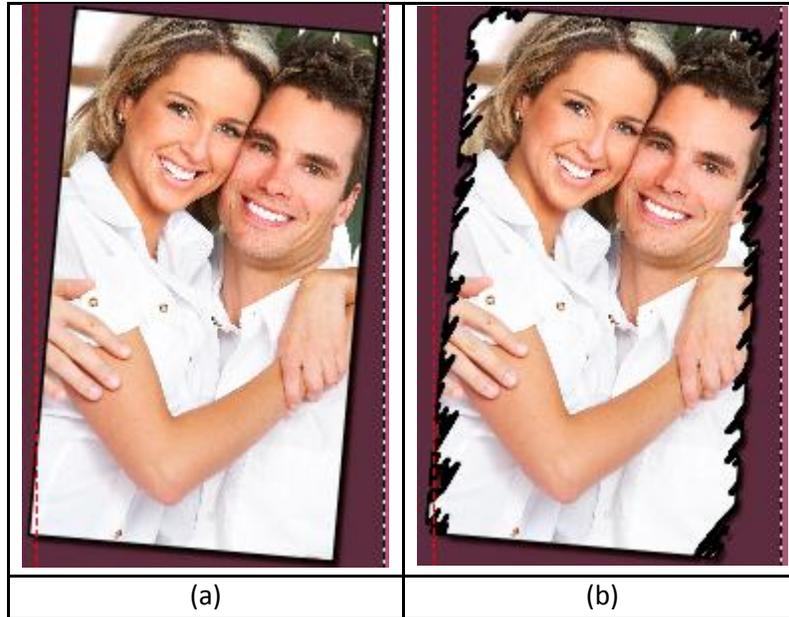


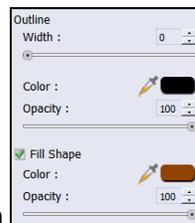
Image 3.3.3.16: Applying a 'mask' to the photo (a) Original (b) Mask applied

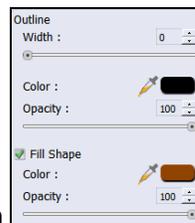
- In this way you can add mask to your photo if you want on other pages of Greeting Card as per your desire.

Add Shape



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



- Use the sliders on  to modify the shape to suit your requirements.

- Use the color picker  to pick any color from the screen for your shape (Image 3.3.3.17).

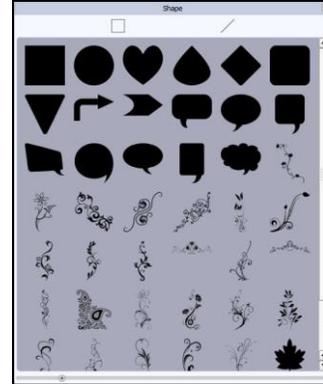
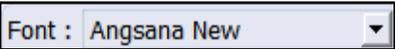


Image 3.3.3.17: 'Design Greeting' window
.... Shape tab

Add Title



- Click on the  tab to add or amend a title to your Greeting Card.
- The empty white field can be used to type in the title you wish to add to your Greeting Card.
- You can change the following parameters for the title:

- (i) Font 
- (ii) Font size 
- (iii) Style 
- (iv) Font Color 



- (v) Ready presets can be availed from

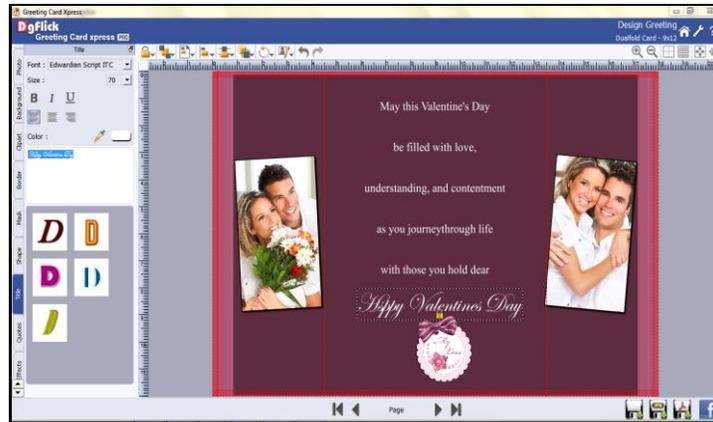


Image 3.3.3.18: Changing Title for your photo

- Similarly add or change title on other pages also.

Quotes

- Clicking on the  tab on the left option bar lets you to select the quotes provided for the particular event or you can also create your own category and save your own quotes in it. (Image 3.3.3.19)

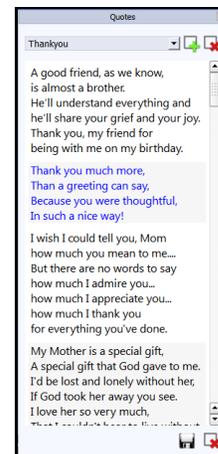
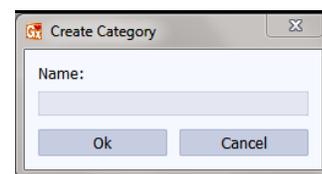
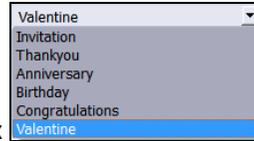


Image 3.3.3.19: 'Design Greeting' window ...
'quotes' tab

- Select the desired category and double click on the quote you wish to apply.
- To create your own category, of Quotes, click on .
- Give name to your category and click on 'OK' to save your category..





- You can see your created category in the category list box



- With the help of  button you can permanently delete the Quotes category which you no longer need.



- To create your own quotes and save it in the category you created click on the  tab and write your quotes in the white space provided.(Image 3.3.3.20)

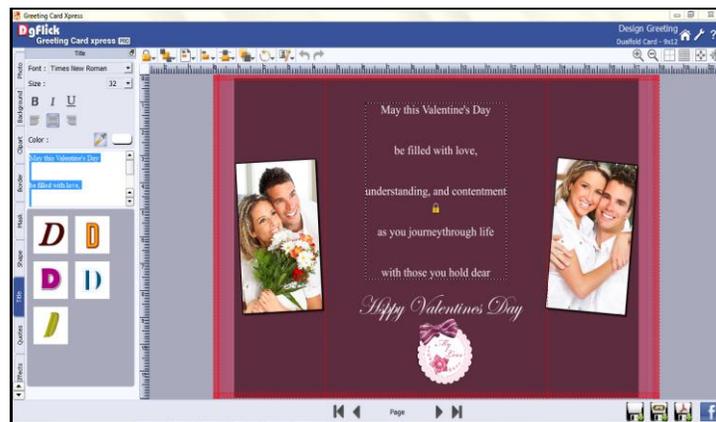


Image 3.3.3.20: Inserting Quote



- After you insert your quotes click on the  tab and click on  to save the quotes in the created category. (Image 3.3.3.21)

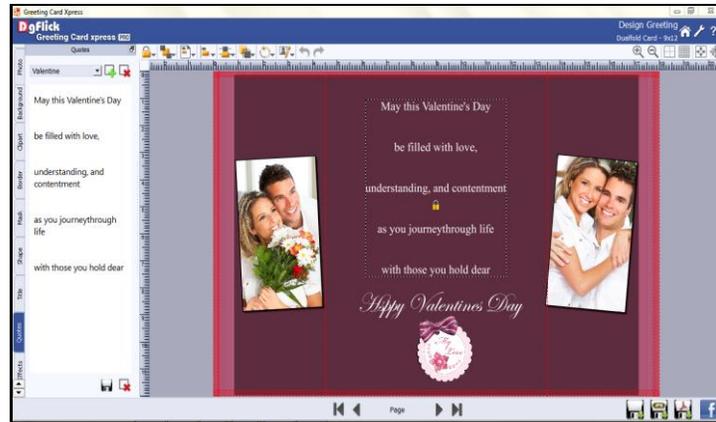


Image 3.3.3.21: 'Design Greeting' window Saving Quote

- Click on , if you wish to delete a quote from the category.
- In this way you can create your Greeting Card in a smart way and can be further sent for exporting and printing or can be sent to Facebook account. (Image 3.3.3.22).





Image 3.3.3.22: Your Greeting Card is Ready

3.3.4 Manage Your Photos



- Click on the  tab on the left panel to access the photos of your choice.
- You could browse photos and even access the last 15 paths you have used.
- You can add photos from your hard disk, CD-Drive, Pen Drive, Bluetooth or take photos from Facebook through  button from Photo Tab.
- After clicking on  tab you will be redirected to Change Path Window where you can manage your photos, edit them, give them desire effect, resize them or rename them as follow:
- On the 'Change Path' window select the photos for which you want to create your Greeting Card. (Image 3.3.4.1)



Image 3.3.4.1: Change Path Window

- You have the option of selecting the photos from the

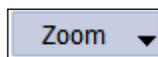


- Select any of the media where your photos are been saved.

- Go forward or backward with  



- View your folders in list or icon style.



- This button on the top right corner of the window to zoom in/out your photos.

- The top option bar  helps you to view the photos in 5 different ways



- Thumbnail style



- To get a full view of the photo.



- Filmstrip view.



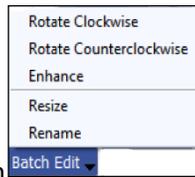
- get the photos list wise

- Navigate the photos from  and .



- starts the slide show

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



- Select the photos to be edited and click on **Batch Edit** *.
- Here you can rotate, color correct, resize and rename your photos.
- Select **Rotate Clockwise** or **Rotate Counterclockwise** to rotate your photos clockwise or counter clock wise. *
- Select the photos to be edited and click on **Enhance** option to color correct your multiple photos. (Image 3.3.4.2) *



Image 3.3.4.2: Select multiple photos with 'Batch Edit' 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. *
 - If you do not wish to apply the changes on the current photo, click on **Skip this image**.
 - To apply changes to all the selected photos, click on **Apply settings to all images**.

➤ Click on  to save all the changes made.

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

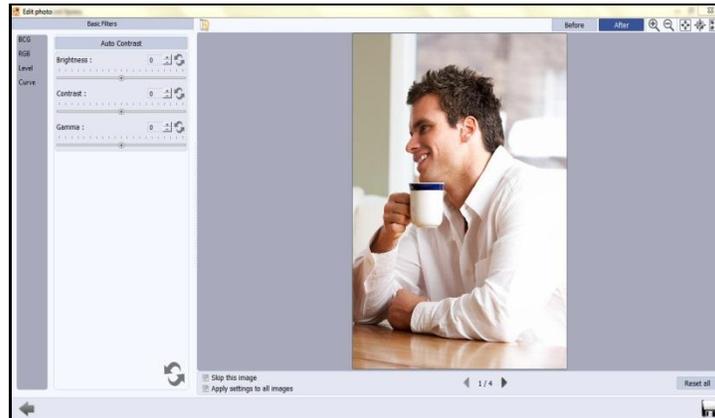
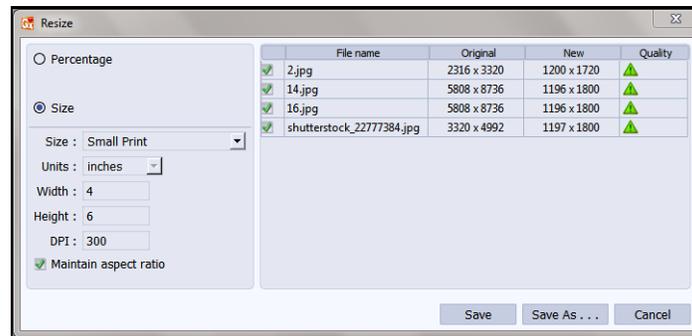


Image 3.3.4.3: Edit Photo window (Batch Edit) *

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

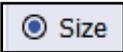


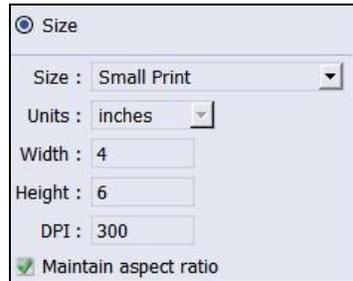
➤ Click on  the checkbox of the photos to be resized and select the desired percentage from Percentage 100% tab if you want to resize your photos percentage wise.

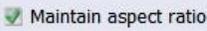
| | File name | Original | New | Quality |
|---|-----------|-------------|-------------|---------|
| ✓ | 2.jpg | 2316 x 3320 | 1200 x 1720 | ▲ |
| ✓ | 14.jpg | 5808 x 8736 | 1196 x 1800 | ▲ |

➤ From the Original and New tab you can see the changes applied. The Quality tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product.

Greeting Card 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.

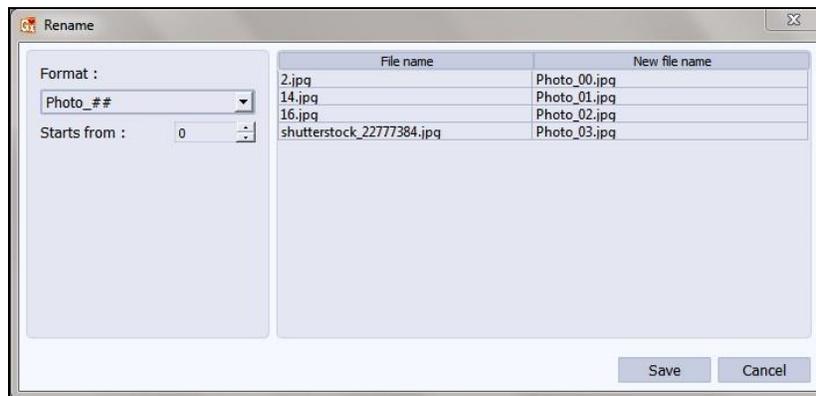


- Select the desired size from 
- Select the custom option from size tab if you want to give your customized size to the photo.

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

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

- Select the  option to rename your photos. *

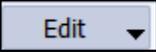


- Manually change the photo name from 

OR

-  From here you can change the count of the photos.

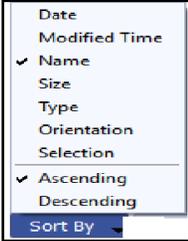
➤ Click on  to save the changes made.

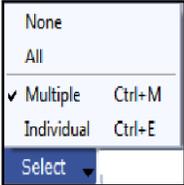
- From  button you can edit your photos as that of batch editor you can rotate, resize, rename and enhance your individual photos.
- For Enhance option (refer section 5.0 Photo Editing)

- : Rotate photo clockwise.

- : Rotate photo counter clockwise.

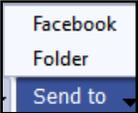
- : Edit photos.

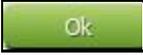
- Sort the photos by clicking on .

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

-  Shows the number of photos selected.

-  Indicates the photo highlighted.

-  Let's you to send the photos to your Facebook account or send it to your hard drive.

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

*Note: Topics marked with * are only for Pro version Users.*

4.0 Building the Framework – Page Composition

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

4.1 Basic Page and Photos

While you are designing your Greeting Card, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Greeting Card 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

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 Greeting Card.



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 Greeting Card, 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 Greeting Card Greeting Card.

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

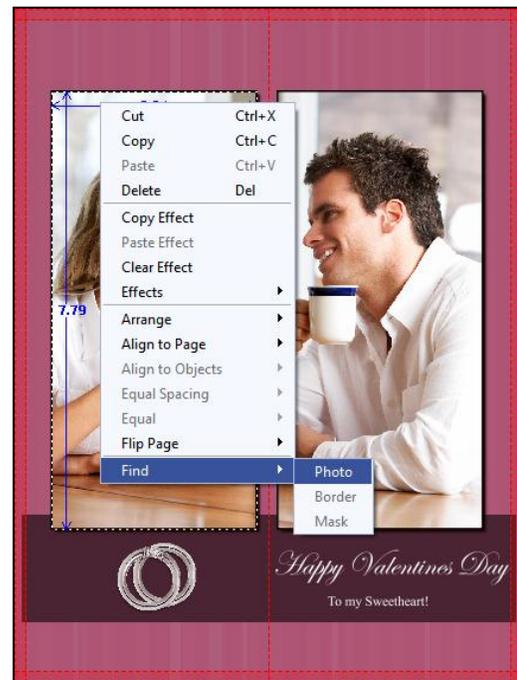
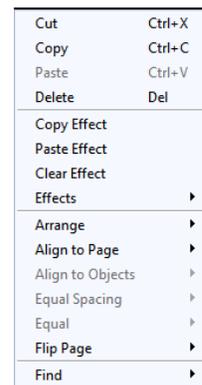


Image 4.1.1: The 'Find' option for finding the source of photos, borders and masks

Copy, Paste, and Clear Effects

Greeting Card Xpress allows you to cut, copy, and paste photos and effects on the photos in the Greeting Card. 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

Greeting Card Xpress generally 'locks' photo on the Greeting Card to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Greeting

Card. 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 Greeting Card Xpress for advanced page composition.

Grid and Guideline

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

Grids: On the top, right-hand corner of the Greeting Card, click on  to activate the gridlines on the Greeting Card 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.

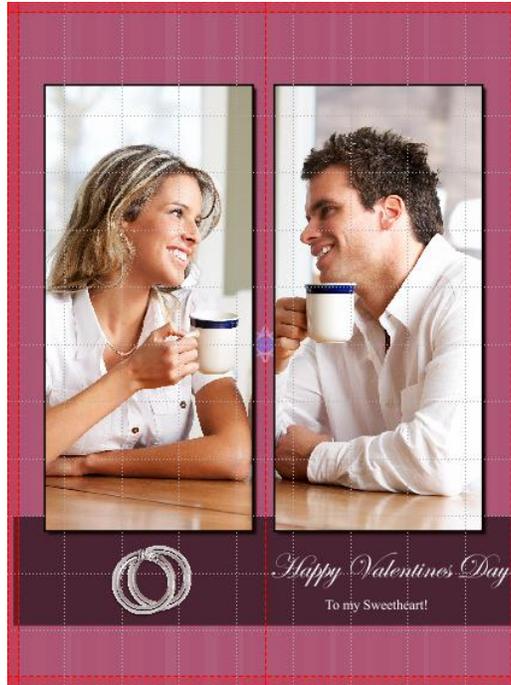


Image 4.2.1: Gridlines activated on the page

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. You could work with multiple rulers simultaneously. Drag and drop the rulers back on to the main ruler 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 (Image 4.2.2).

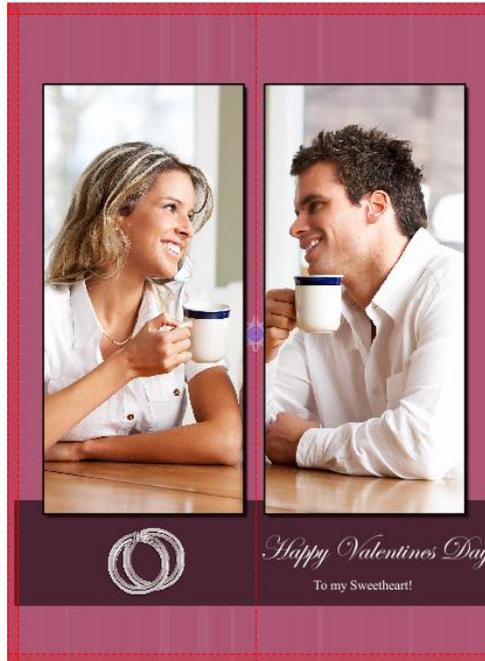


Image 4.2.2: Margins on the page

Click on the logo again to deactivate either 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 Greeting Card. 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 4.2.4). 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 4.2.3: The options for object-based alignment

You can undo the changes by clicking on .

Arrange objects

Greeting Card Xpress allows you the option of changing the position of an object on the Greeting Card, that is, 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 4.2.4). 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 4.2.4: The options for moving the position of an object on the Greeting Card

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 Fine Tuning – Photo Editing

Greeting Card Xpress has Basic Filters that help in the editing of photos to be used. Each of these filters includes several options that help you modify the photos to suit your requirements and they add value to the Greeting Card Design without much effort. This section 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 and so on 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 backward and forward 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 color correction option (Image 5.1.3).
- Modify the color tone by altering the degree of 'Red', 'Green', and 'Blue' on the color sliders.

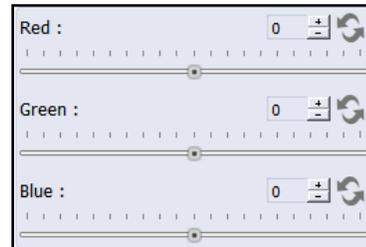


Image 5.1.3: The 'RGB' option

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

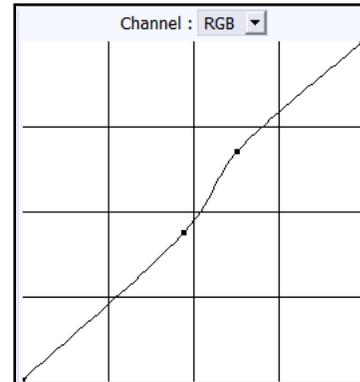


Image 5.1.4: The 'Curve' option

Level

- To adjust the input and output levels of the photo, click on the '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.

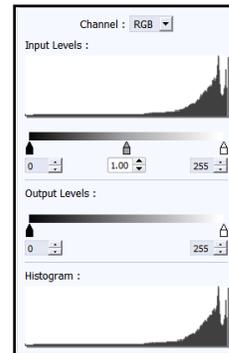


Image 5.1.5: The 'Level' option

- Modify the 'Input' and 'Output' level values in the value boxes as required.

Blur

- To give the photo a blurred effect, click on the 'Blur' button on the options bar of the 'Edit Photo' window (Image 5.1.6).



Image 5.1.6: The 'Blur' option

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

Colorize

- To give a colorize-film effect on the photo, click on button on the option bar under 'Basic Filters' (Image 5.1.7).

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



Image 5.1.7: The 'Colorize' option

- You could also select a color by clicking on the color bar next to the dropper icon (Image 5.1.7).

- Select the color from the color palette and click on 'OK' to apply the color tone to the photo. To

adjust the opacity, move the slider on .

- To reset the changes, click on .

Feather

- Click on the 'Feather' button to give the feather effect to a photo (Image 5.1.8).



Image 5.1.8: The 'Feather' option

- Adjust the feather effect by moving the slider up and down or by inserting the value in the value box (Image 5.1.9).

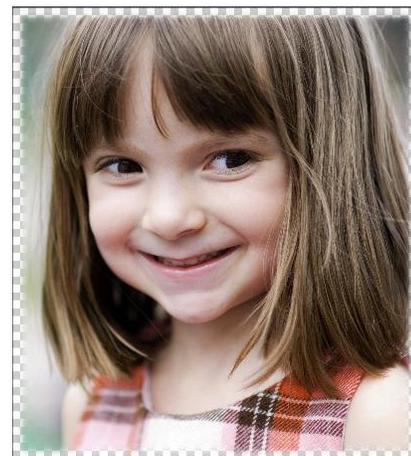


Image 5.1.9: The 'Feather' effect applied to the photo

- To reset the changes, click on  .

Opacity

- Click on to adjust the opacity of the photo (Image 5.1.10).
- Adjust the opacity by moving the slider up and down or by inserting the value in the value box.

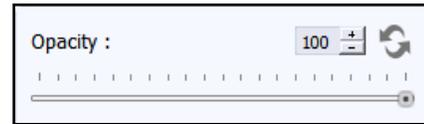


Image 5.1.10: The 'Opacity' option



Image 5.1.11: Applying 'opacity' to the photo

- To reset the changes, click on  .

Crop

- To crop the photo to the desired dimensions and orientation, click on the 'Crop' button on the 'Edit Photo' window (Image 5.1.12).
- Change the aspect ratio by clicking on the 'Aspect Ratio' box and select the required value.

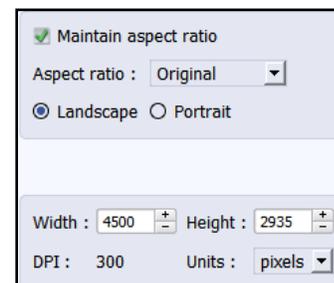


Image 5.1.12: The 'Crop' option

- Select the orientation you desire by selecting either 'Landscape' or 'Portrait' (Image 5.1.13).

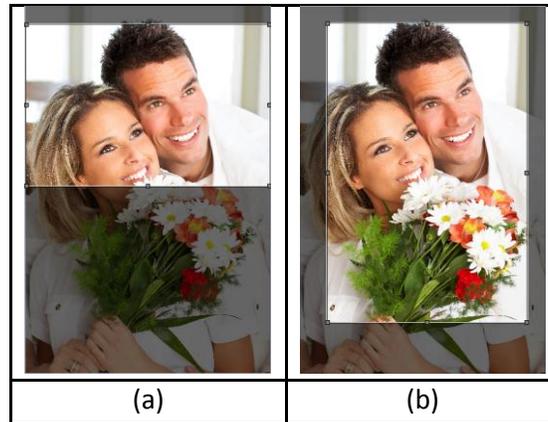
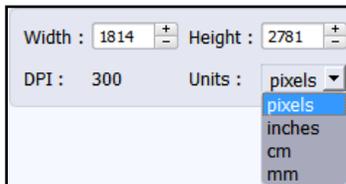


Image 5.1.13: Cropping: (a) Landscape; (b) portrait

- 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 the slider.
- You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grid lines by clicking on the **Show grid** box next to 'Show Grid' below the rotation slider (Image 5.1.14).

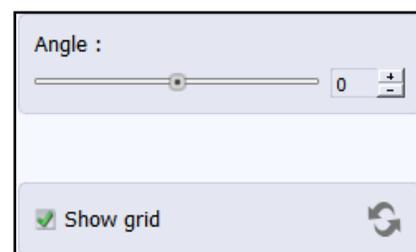


Image 5.1.14: The rotation slider

- Uncheck the **Show grid** box to remove the grid lines.

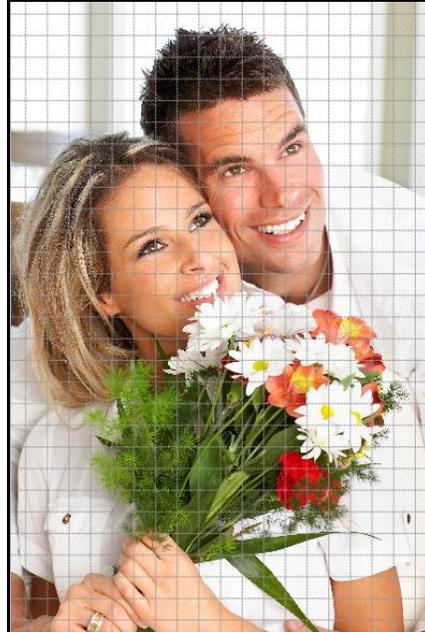


Image 5.1.15: Using grid lines on the photo

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

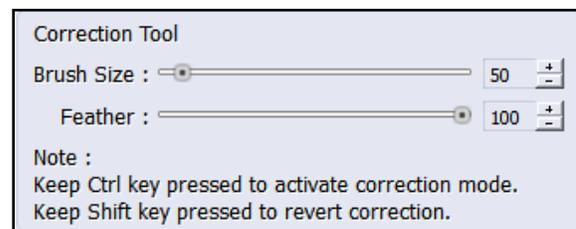
5.2 Other Icons on Basic Filter Pages

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

Correction Tool

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

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



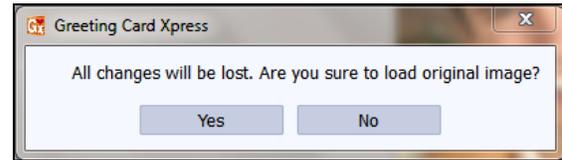
! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

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 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 page.



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



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

6.0 Nuts and Bolts – Themes

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

6.1 Software Themes and Décor

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

- Greeting Card 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 page of your Greeting Card in a unique manner by applying different Layouts. The Layouts can be dragged and dropped on the Greeting Card and this gives you unlimited possibilities in Greeting Card design.
- Greeting Card Xpress also has a huge collection of decor options for Greeting Card designing. These include a variety of backgrounds, clipart's, frames and masks that help you to present your Greeting Card in a more artistic and eye-catching manner.
- Besides the inbuilt decor options Greeting Card Xpress also allows you to use your own backgrounds, borders, clipart's, and masks. Any PNG and JPG file can be used as a clipart or as backgrounds, and masks or borders can be designed or used directly on the Greeting Card.
- 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 Greeting Card color. This option is available even for your own decor.

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

- DgFlick releases new template volumes every month to make Greeting Card 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 Greeting Card 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 Design

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

This section explains how designs can be saved, imported, built, deleted or shared in Greeting Card Xpress



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

6.2.1 Get More and Import

Get More

- On the 'Design Greeting' window, click on the 'Design' tab to access the Design page.
- Click on 'Get More' and select Get More option to access more designs from the DgFlick website.

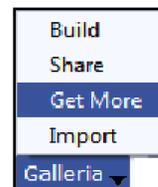


Image 6.2.1.1: The 'Get More' button

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

Import

- To import designs, click on 'Galleria' select Import option.

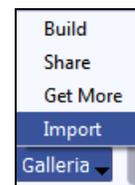


Image 6.2.1.2: The 'Import' button

- Access the folder containing your designs by clicking on the browse button (), and selecting the location.
- The paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.



Image 6.2.1.3: The 'Import' design window

- Now select the designs from the location and apply them to your creation.

6.2.2 Save and Build*

Greeting Card Xpress gives you the option of building designs of your own and also sharing them. This option is available only to the users of the Greeting Card Xpress PRO version.

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

- In the textbox that appears (Image 6.2.2.1); enter the design information pertaining to the parameters (except the parameter according to which the design has been filtered). These include: No. of Photos, Orientation, Color, Theme, Style and Custom. Depending on the no. of photos and orientation used in the design, here the no. of photos and orientation gets detected automatically. You can also enter a name for your design in the relevant box.

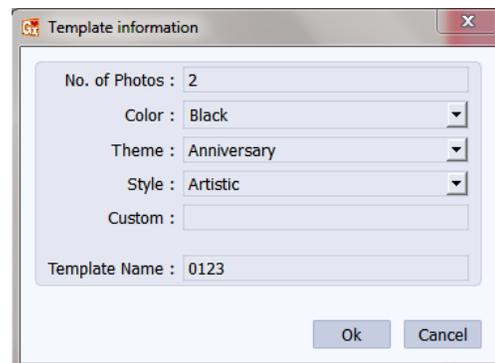


Image 6.2.2.1: Design information while saving your design

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



- To proceed with the building of your designs, click on **Galleria** and select the Build option.

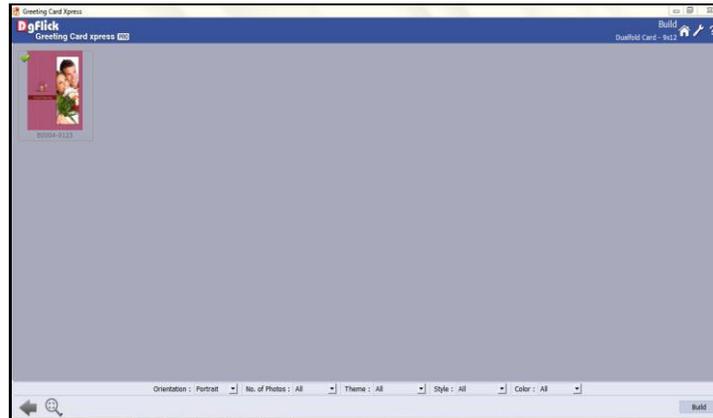


Image 6.2.2.2: Building your design – 1

- On the 'Build' window, select the designs 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**), and the path where you want to place it.

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

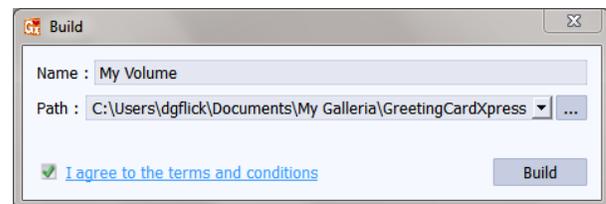


Image 6.2.2.3: Building your design – 2

- 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 design.



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

Note: Some features are available only for the Greeting Card Xpress PRO users.

6.2.3 Share *

Design that has been created can be shared with other users by means of the 'Share' option available with Greeting Card Xpress. This option is available only to the users of the Greeting Card Xpress PRO version.



- Click on **Galleria** and select the Share option to share the design that you have created.
- Select the design you wish to share and then click **Share** on the 'Share' page.

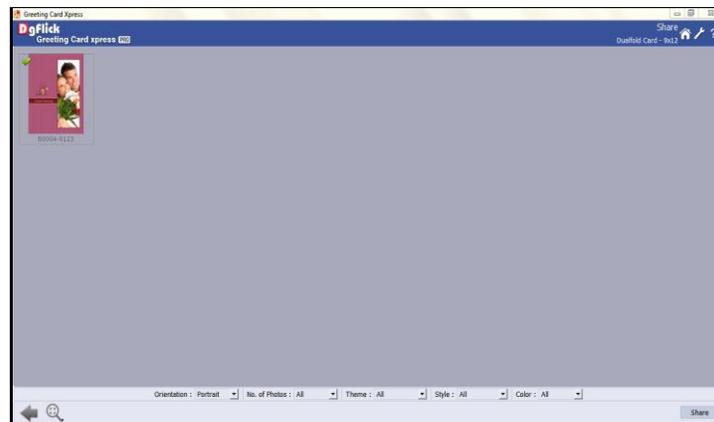
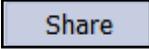


Image 6.2.3.1: Sharing your design

- The designs 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 the designs.
- 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 create an account with DgFlick.



Image 6.2.3.2: Sharing your design – login page

- On completion of the login process, a textbox asking if you agree to the terms and conditions of design sharing appears
- If yes, accept the terms and conditions and then click on  to share the designs you have created and selected for sharing.



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

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

Note: Some features are available only for the Greeting Card Xpress PRO version users

6.2.4 Delete*

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

- Select the design that you wish to delete.
- Click on  at the bottom of the options bar.
- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

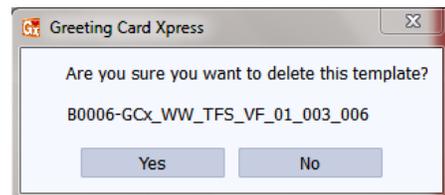


Image 6.2.4.1: Deleting your design

Note: Some features are available only for the Greeting Card Xpress PRO users.

7.0 Job's Done! – Saving and Exporting

Greeting Card Xpress not only supports creation of Greeting Card but also allows you to save the file for future use 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 Greeting Card is created.

7.1 Saving

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

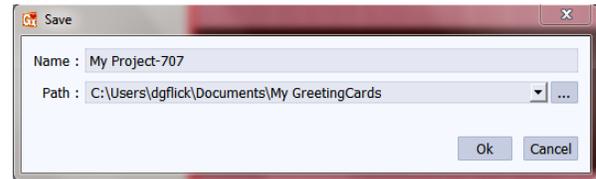


Image 7.1.1: saving Project

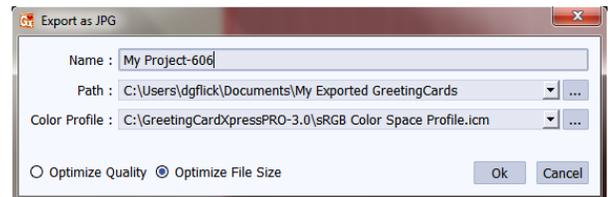
- The default path for saving the project is displayed in the textbox as 'My Documents\My Greeting Cards'. You could either save the project in this path or provide the path of your choice to save the project.
- Click on 'Ok' to save a copy of the project or on 'Cancel' to abort the process.

7.2 Exporting

This Section will guide you on how to render your saved project into the printable file.

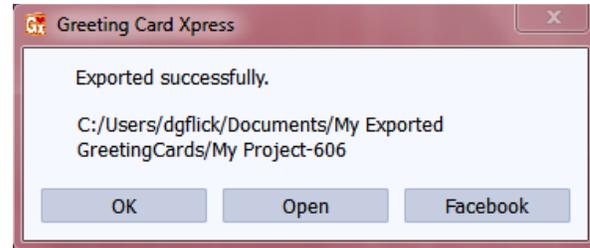
7.2.1 Exporting in JPEG Format

- To save the project in a jpg format, click on  at 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 Greeting Cards'. However, you could change the path and save it in any location of your choice.



- Set the color profile by clicking on Color Profile option.
- Two formats are given to export JPG in **Optimize Quality** or **Optimize File Size**
- 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 dialog box.
- You can see the output by clicking on 'Open' button or you can directly share it on your Facebook account by clicking on 'Facebook' option.



Output

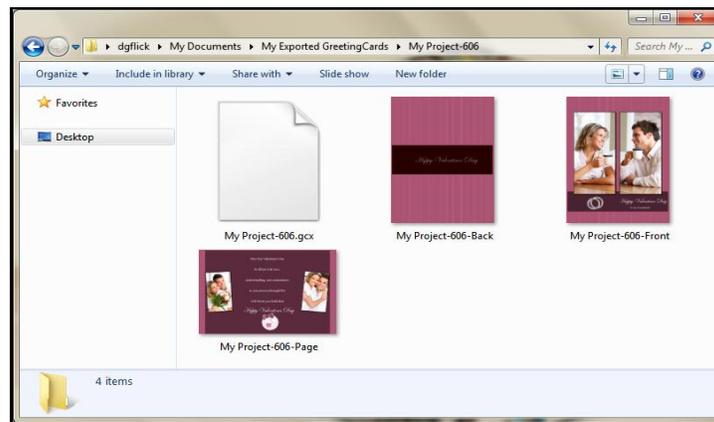
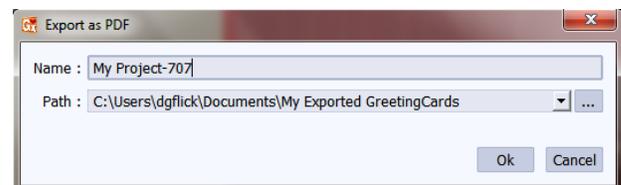


Image 7.2.1.1: Exported in JPEG Final output

7.2.2 Exporting in PDF Format

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

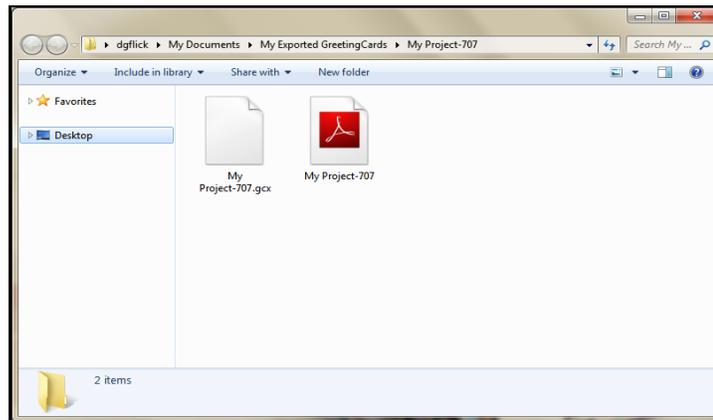


Image 7.2.2.1: Final Output window of PDF Export

- If you wish to share the Greeting Card Design on your Facebook account then click on .

8.0 Open Project

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

8.1 Open Saved Project

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

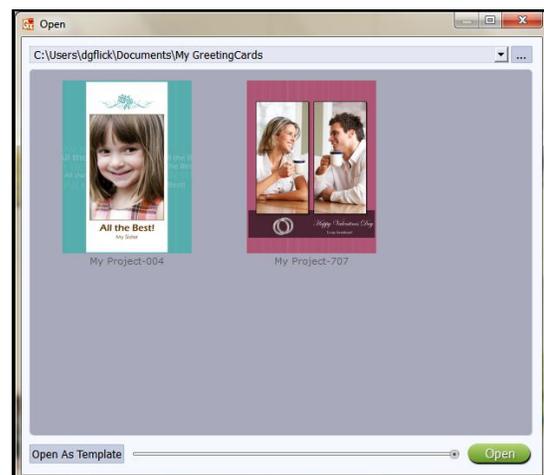


Image 8.1.1: The saved projects in the path

8.2 Open Project as Template

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

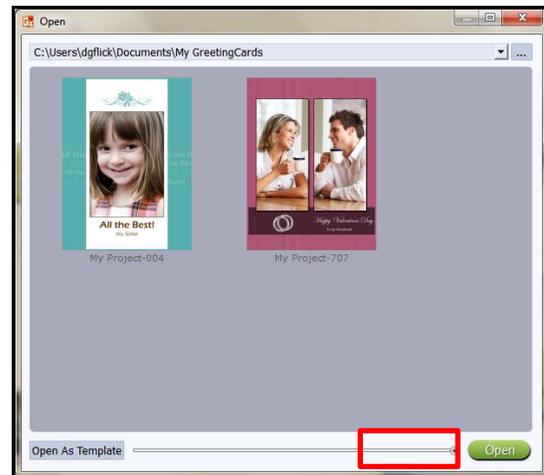


Image 8.2.1: The 'Open Project' window with 'Open as Template' option

9.0 TROUBLESHOOT

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. Can I get my Facebook photos directly in Greeting Card Xpress?

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

5. Can I edit given ready template and create my own card?

Ans: Yes. Greeting Card Xpress provides you full control over editing and designing of your Greeting Card. You can import your personal Decors any time to design your Greeting Card.

6. Can I add my desired Quotes to the Greeting Card?

Ans: Yes, you can add your own Quotes to your Greeting Card. Greeting Card Xpress allow you to give a personal touch to your Greeting. You can save your Quotes for future use as well.

7. Can I create my Greeting Card in the desired sizes?

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

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

10.0 SUPPORT

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

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US +1-732-543-7676.