The Easy

Photobooks Express
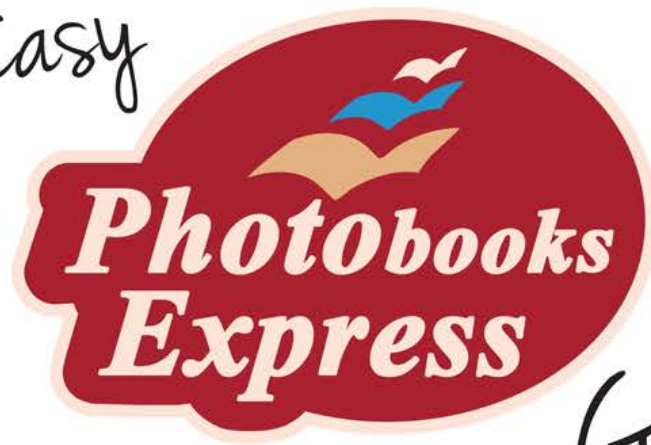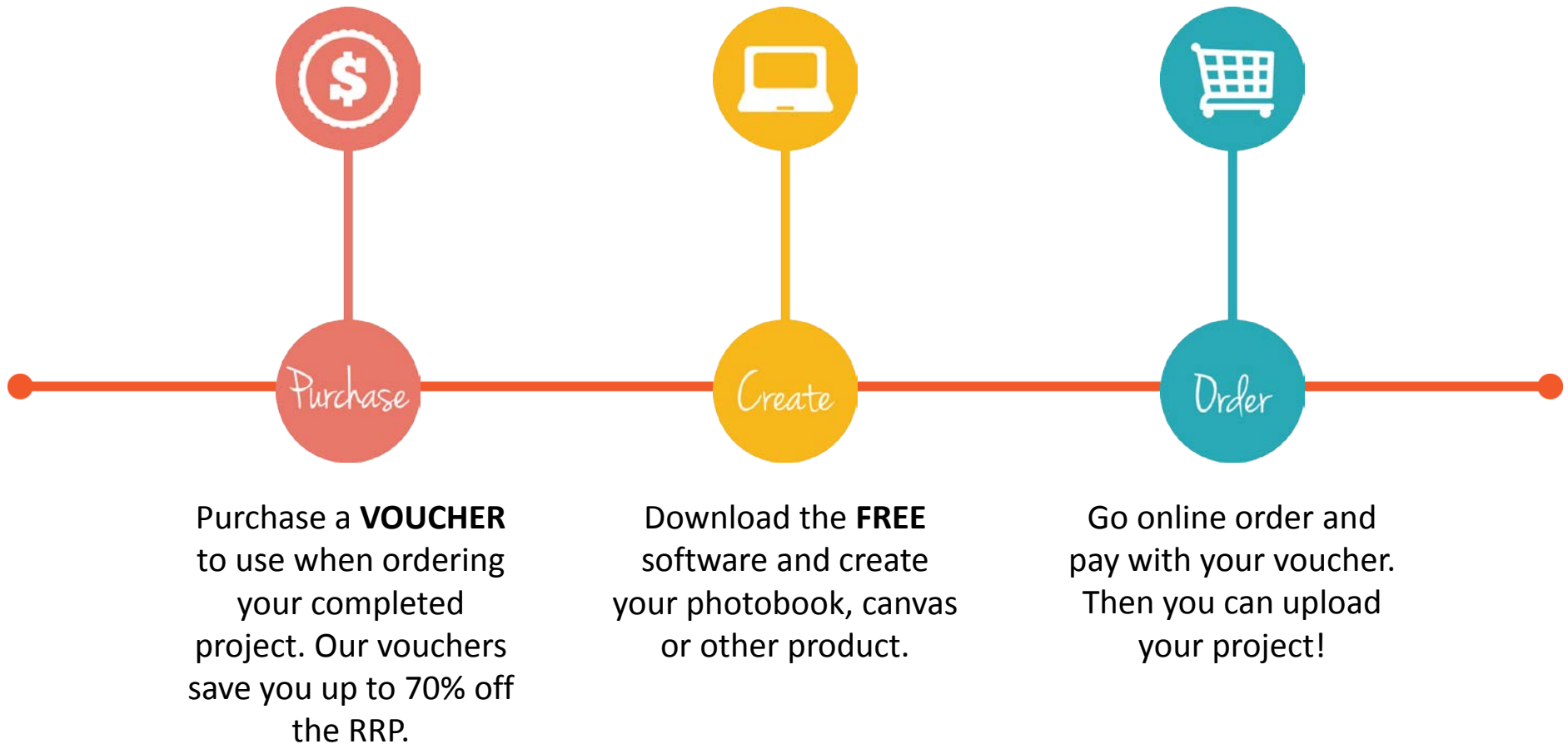
Guide!

Introduction

At Photobooks Express, it's our aim to go that extra mile to deliver excellent service, products and quality. Our fresh, dynamic and flexible culture enables us to stand above the rest and produce a great product and exceptional service.

Our mission is to help you tell your stories and remember special moments by bringing your photos to life through excellent quality products that you've created yourself. You can capture your memories in a range of products. We print photobooks, calendars, canvases and acrylic prints as well as personalised gifts like mugs, mousepads, keyrings and even hard wood chopping boards.

This is all done in the comfort of your own home via our Photobooks Express Software. The software is an easy to use program designed to help transform your precious memories into photobooks and other items for you to keep and share with friends and family for years to come. And best of all, the software is **FREE** to download.

Once you've created your product, you can order and upload it from home - *don't forget to purchase a great value **VOUCHER** from our website and save up to **70% off***! Once we have your order, we print it using the highest quality printers and use the latest technology to ensure your photos are crisp, clear and bright. Then we simply post it to you. Easy as that!
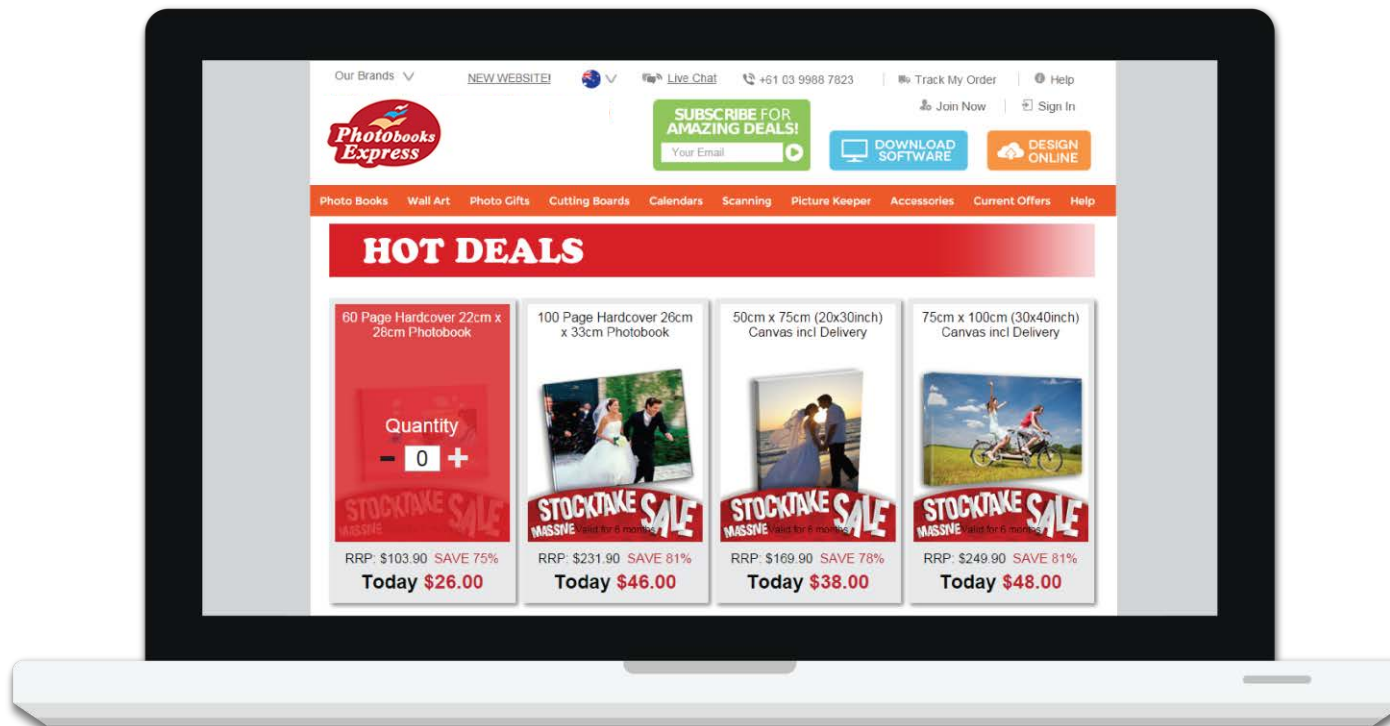
The 3 Steps

Purchase

Purchase a **VOUCHER** to use when ordering your completed project. Our vouchers save you up to 70% off the RRP.

Create

Download the **FREE** software and create your photobook, canvas or other product.

Order

Go online order and pay with your voucher. Then you can upload your project!

Purchasing

Step 1 - Visit www.photobooksexpress.com.au/voucher or click on the **Current Offers** tab in main menu of our website.
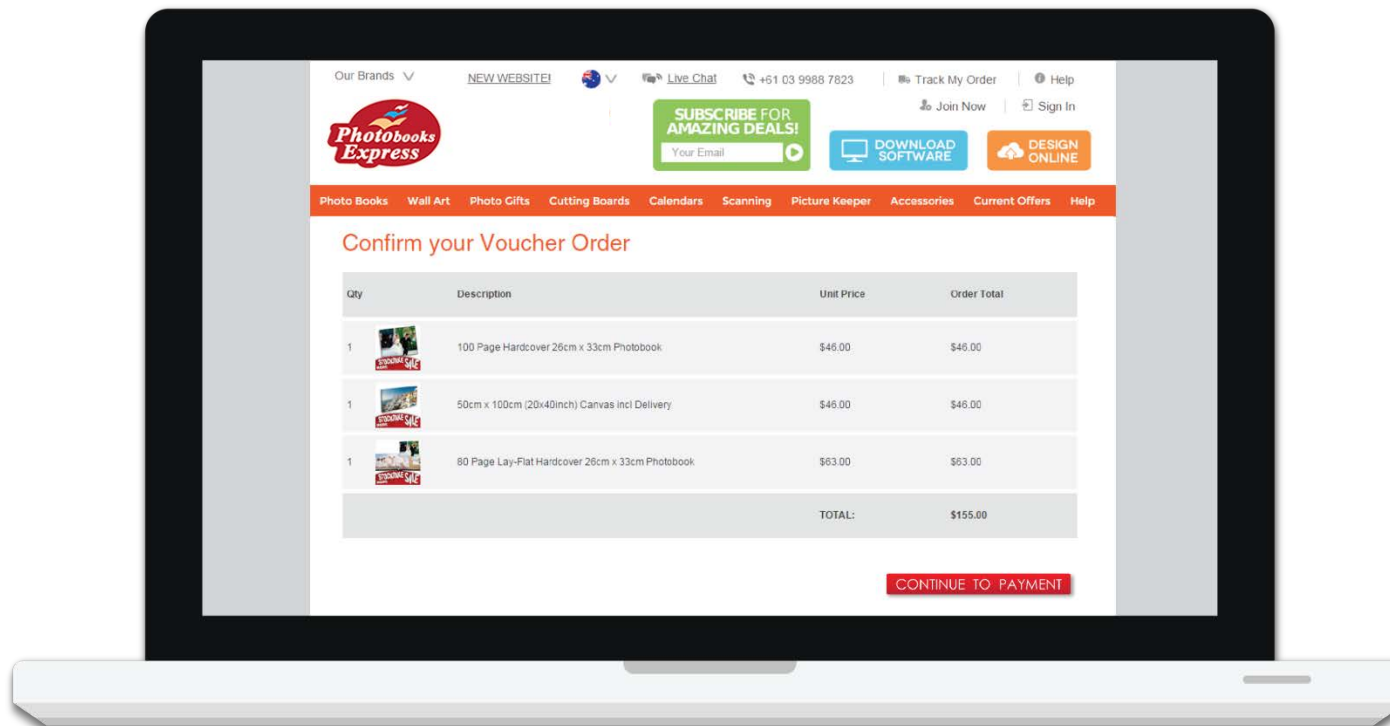
Purchasing

Step 2 – Choose as many vouchers as you wish. Vouchers are valid for 6 months, but can be reactivated for a small fee if you don't finish your project in time. Or simply wait until you've finished your project before purchasing a voucher. (photobooksexpress.com.au/voucher)
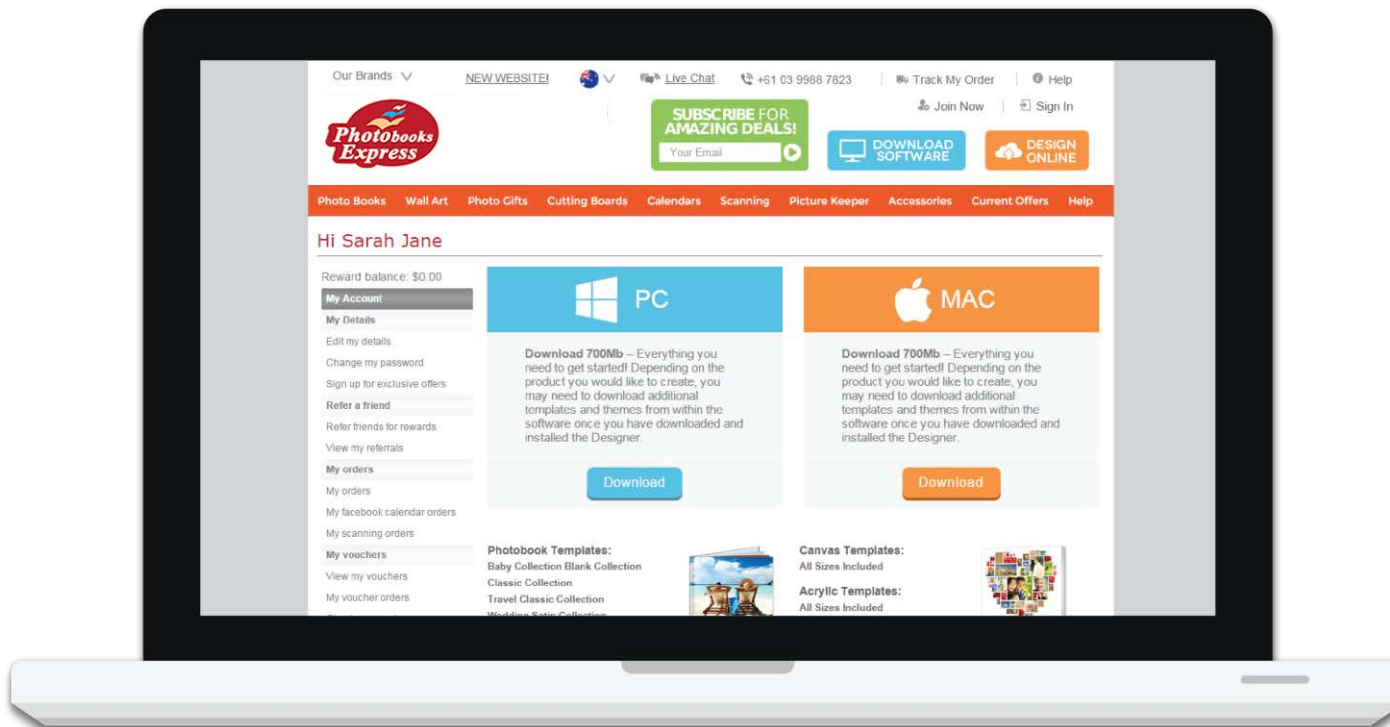
Purchasing

Step 3 – Enter your details, confirm your order and pay for your vouchers. You'll receive your voucher via email with your Voucher Number, which you'll enter at the checkout when ordering your product.
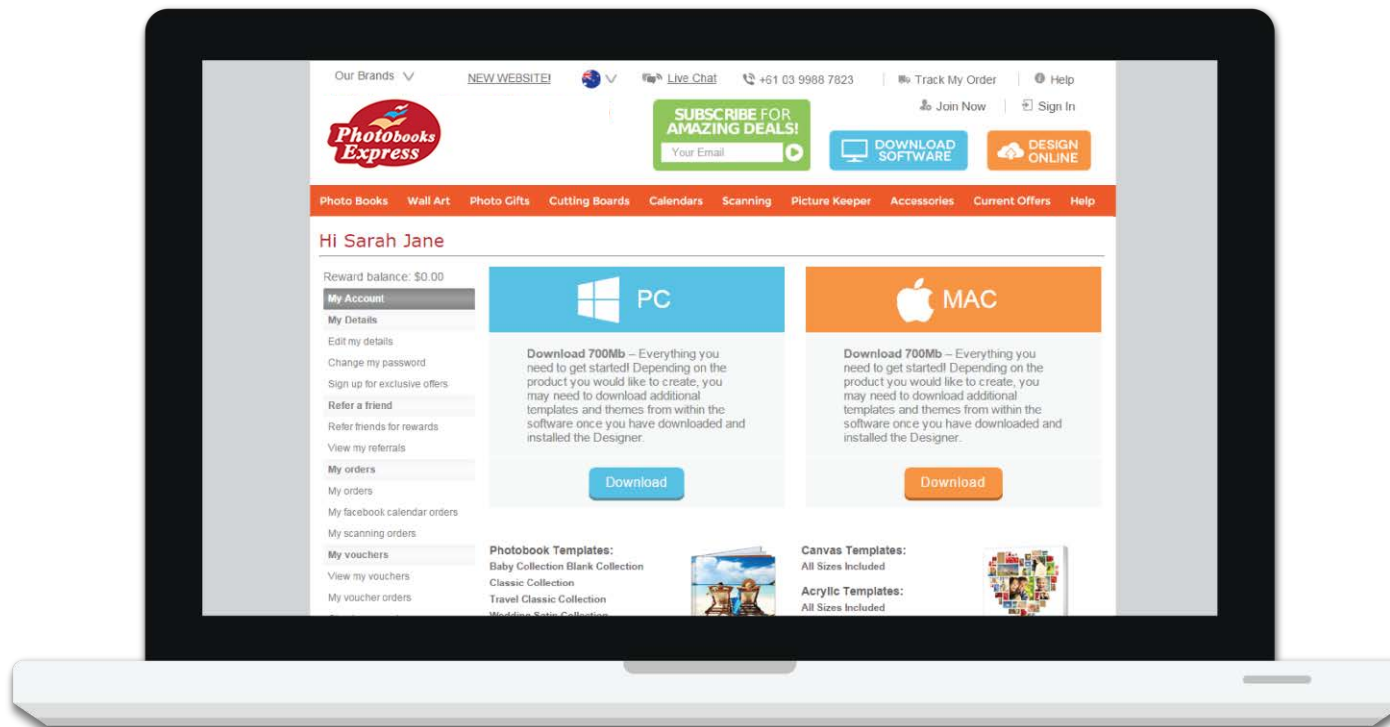
Once Off Download

Step 1 - You'll need to create an account with us and download our **FREE** software. Visit Photobooks Express.com.au/index/download or click on the blue "Download Software" button to sign up. Then you can select the software for PC or MAC.
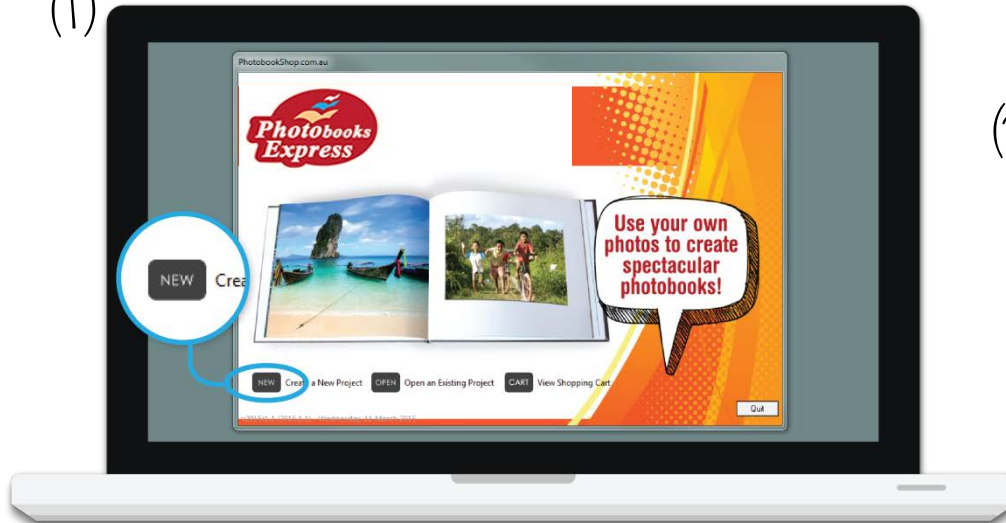
Once Off Download

Step 2 - Depending on your internet connection this can take between 15-45 minutes. Once downloaded you'll need to install the software.
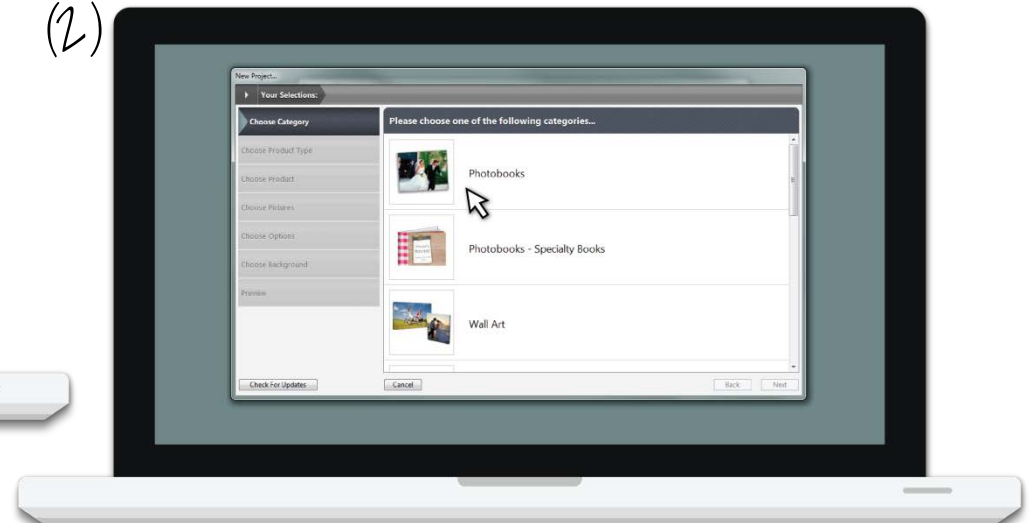
Choosing A Project

Now the fun stuff! Once the software is fully installed, you're ready to start. Click on NEW to create a new project (1). Then choose what product you wish to create (2). We're going to create a photobook for this example.
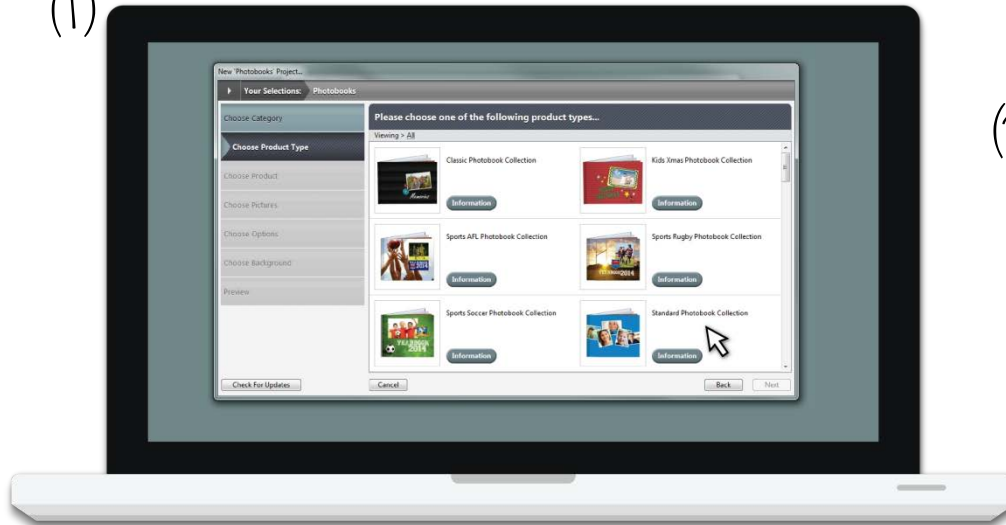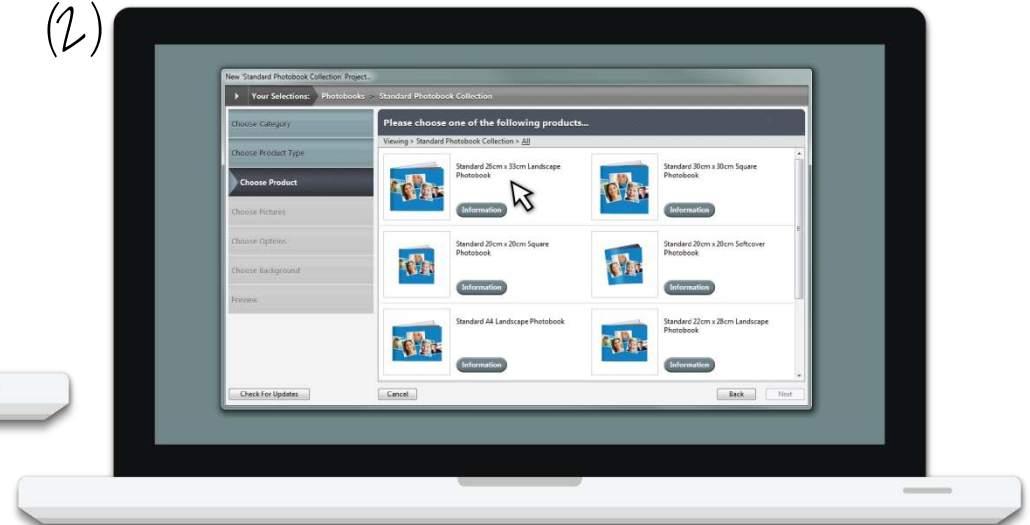
(1)

(2)

Choosing A Project

Most of our products have different themes and collections to choose from, we're using the Standard Photobook Collection (1). Next, choose your size. If you already have a voucher, make sure you select the product and size that corresponds with your voucher. We're going to choose 26 x 33cm Photobook. Give your project a name and you're ready to go!
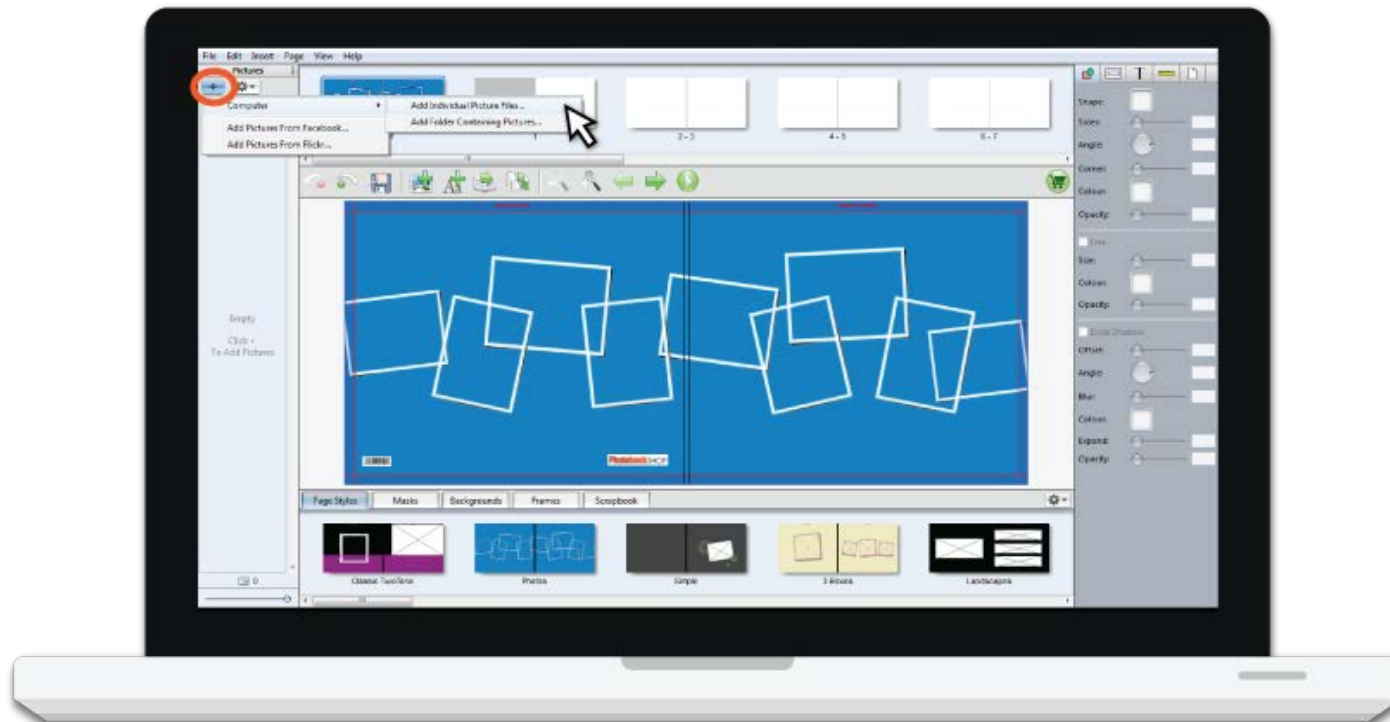
(1)

(2)

Let's Begin — Uploading Photos!

The picture list is where you load your photos to view. Click on the PLUS icon and then choose which photos you want. In this toolbar you can also categorise and sort your photos, and clear the list if you wish. Important: Once you load your photos into the software you mustn't move them from their location on the computer, as the software will loose this location and won't be able to load them in your project.
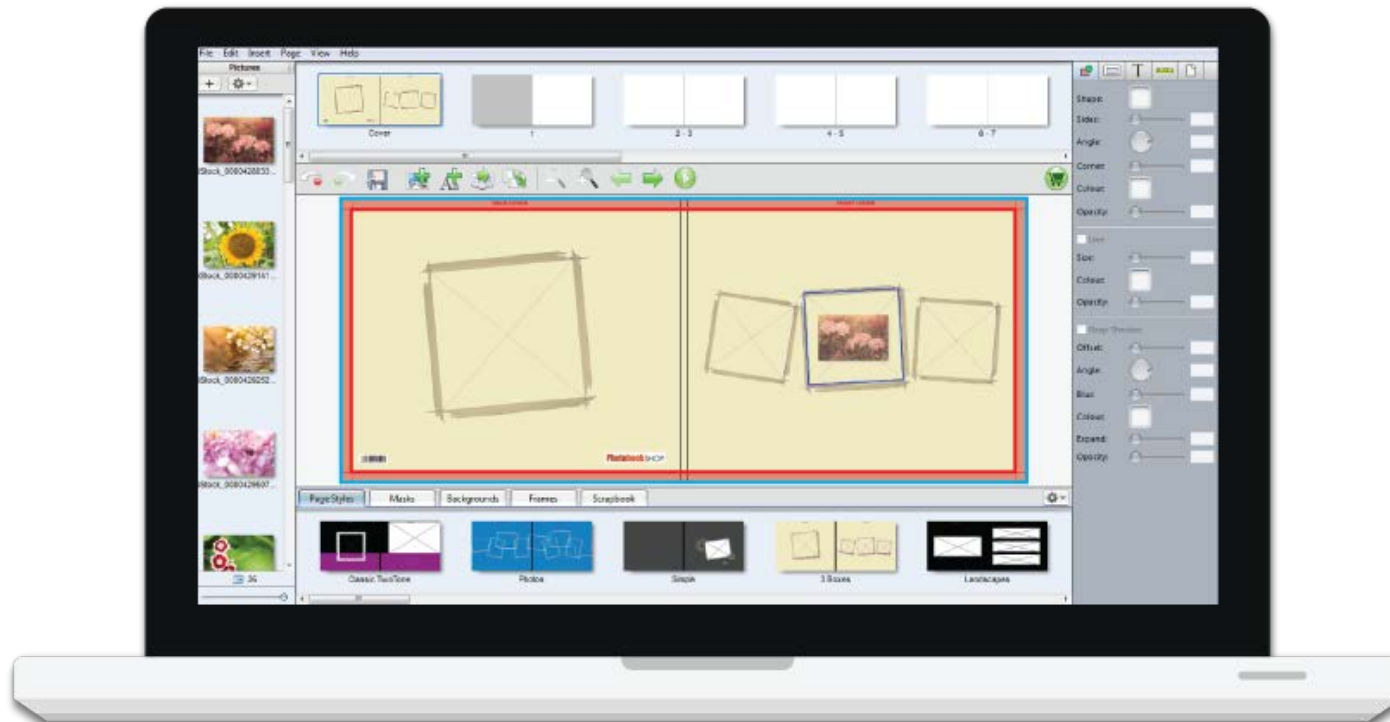
Changing the cover.

Now you are ready to start building your project. You can place page templates on each page to make arranging your photos a breeze. Let's change the style of the cover before we place some photos. In the Library at the bottom, choose which style you like. Drag and drop in onto the cover. You can also create each page from scratch if you want. Just select all on the page and delete.

Bleed Line

Important! During the manufacturing process the pages may be trimmed by any amount between the red and blue line. If you wish a picture or background to go all the way to the edge of the finished page it must go all way to the blue line. However, please keep text and any other important elements within the main page area, marked with the red line or it may be trimmed when we put your book together.
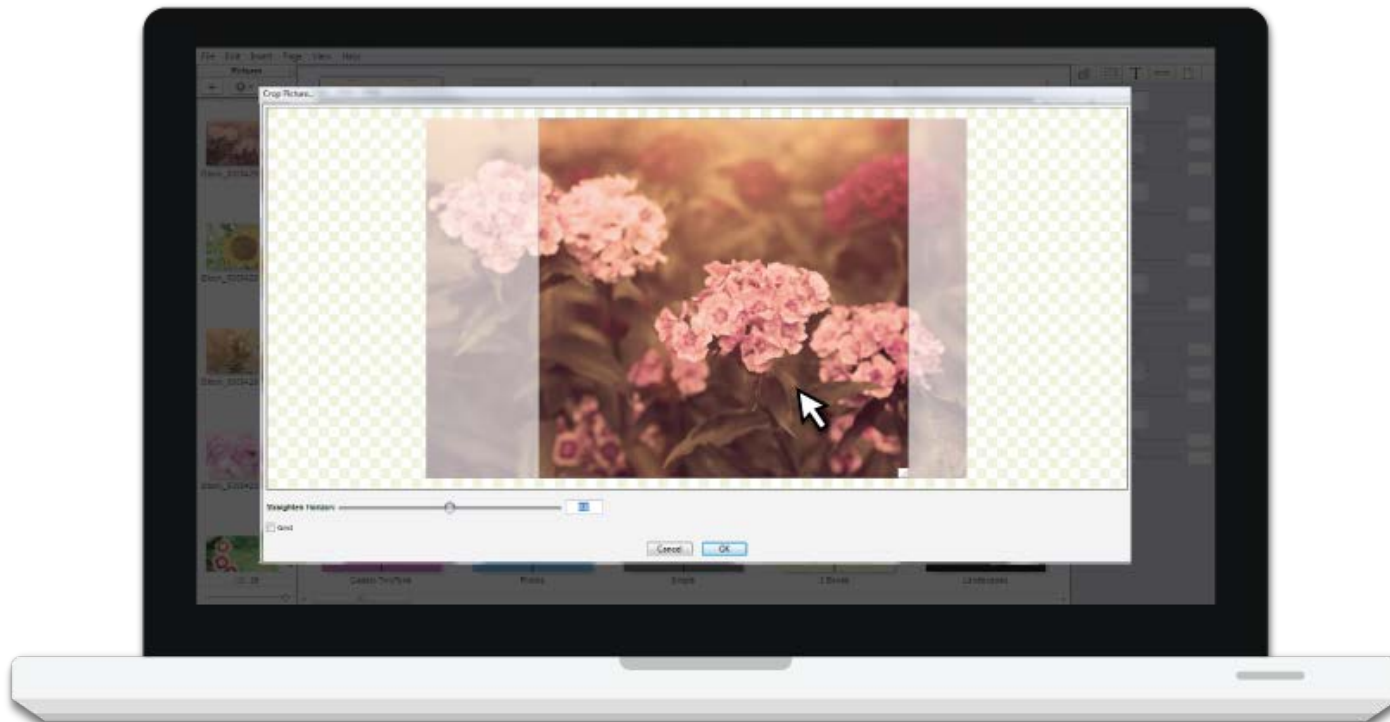
Adding Photos

Drag and drop the photos you want in each picture box. Once you have done this, you can crop your photos by double clicking the picture box. You can also edit the images by using options in the Inspector on the left. **Important!** Because you are viewing your photos on a lit screen they will appear brighter than the finished printed copy. Photos will always print a tiny bit darker, and shadows even more dark. You can edit the photos appearance in the Inspector (see page 35 for more details) Colours will also appear slightly different printed depending on what monitor settings you have.
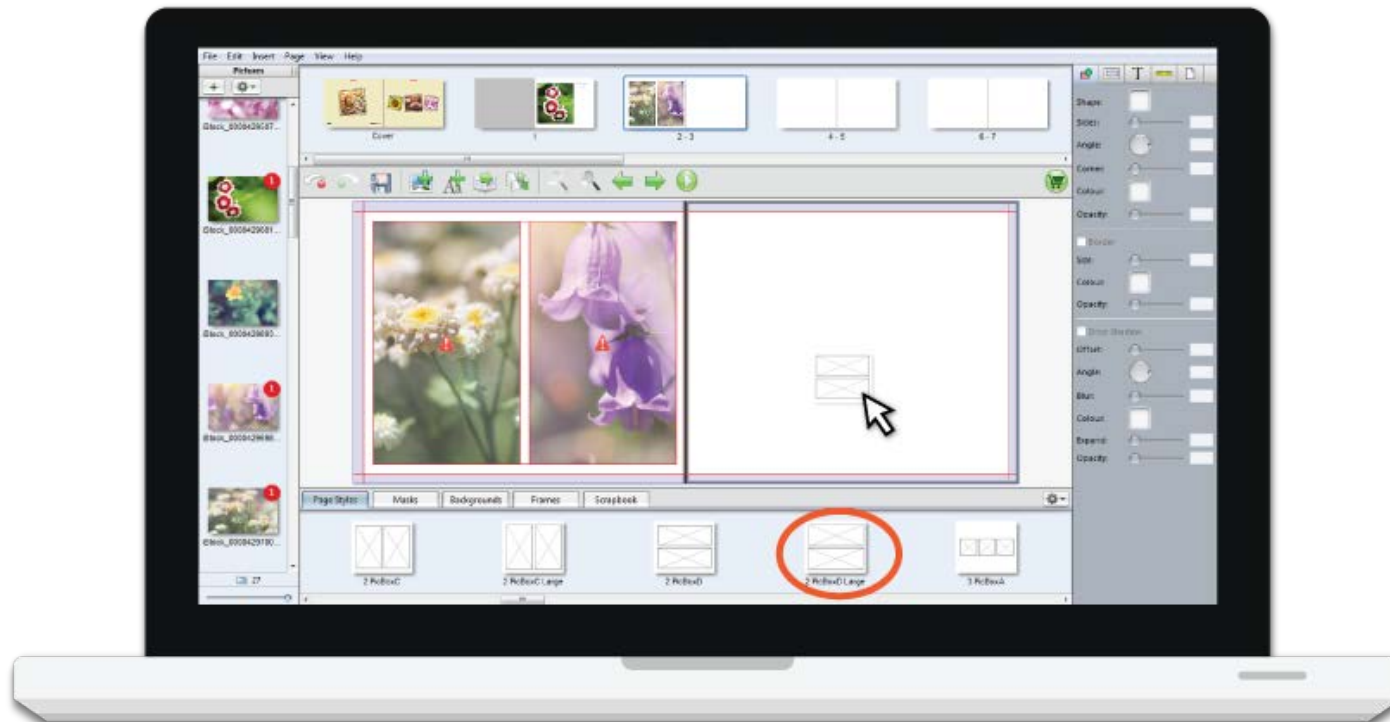
Cropping Photos

If you wish to crop your photos, double click on the picture box and then drag the box so the part of your photo you want in the picture box is highlighted. You can also change the appearance of your photo by playing around with the options in the Inspector (see page 34 and 35 for more details)

Adding Page Layouts and Photos

Now you can start filling your pages. Scroll through the different page styles in the library and drag and drop the one you want onto the page. Then drag and drop your photos into the picture boxes.
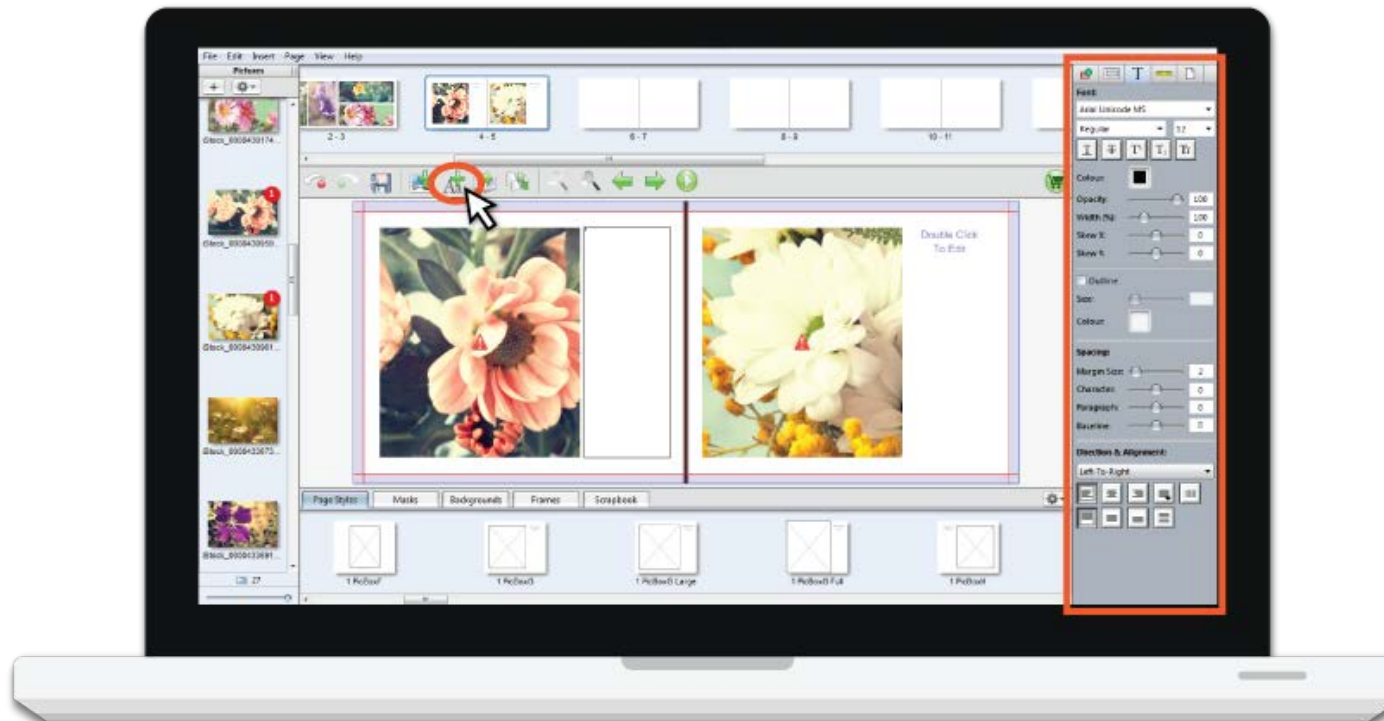
Adding and Deleting Pages

Depending on the size of your project you can add or delete pages. In the main menu, select the Page option and then Insert or delete. You can also duplicate and rearrange pages in this menu as well.
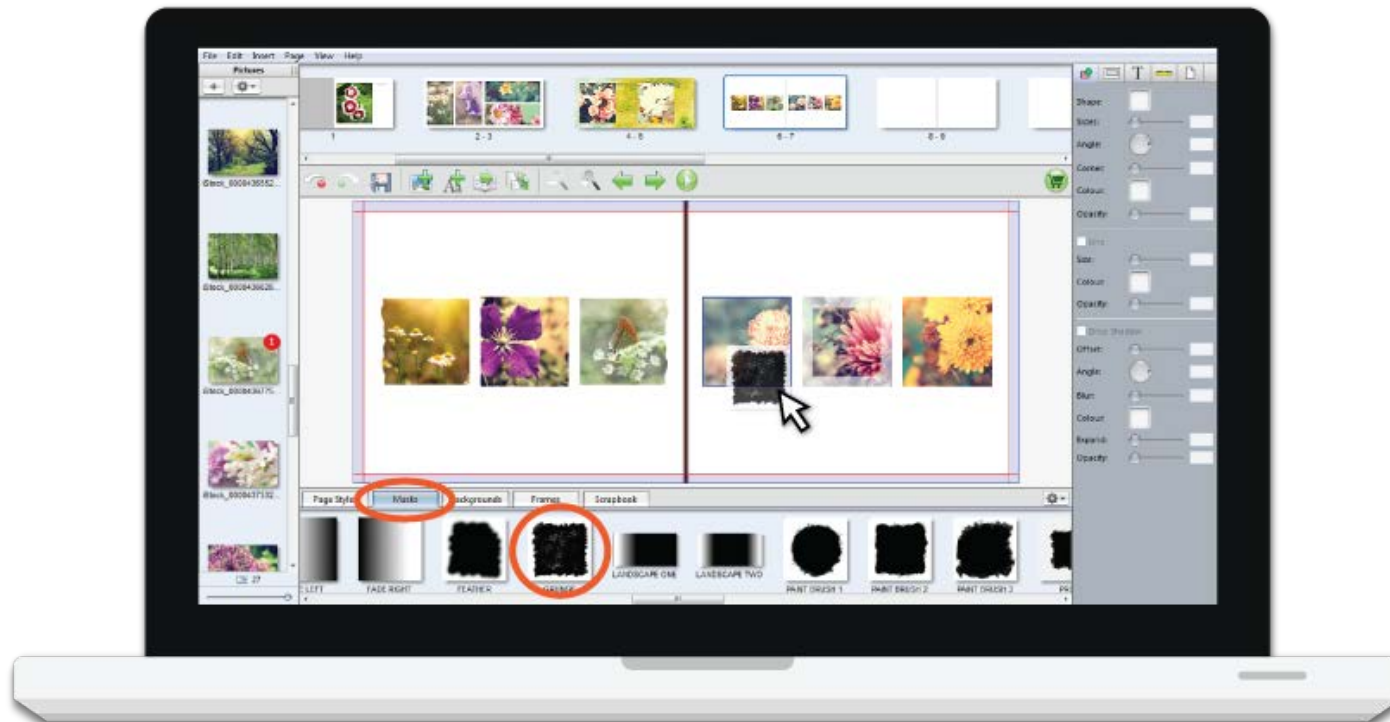
Adding Text

You can add text to any page. Either select a Page Style that has a text box or add a text box from the toolbar. Once you have your text box you can edit the text by double clicking. All your text options can be found in the Inspector (see page 36 for more details)
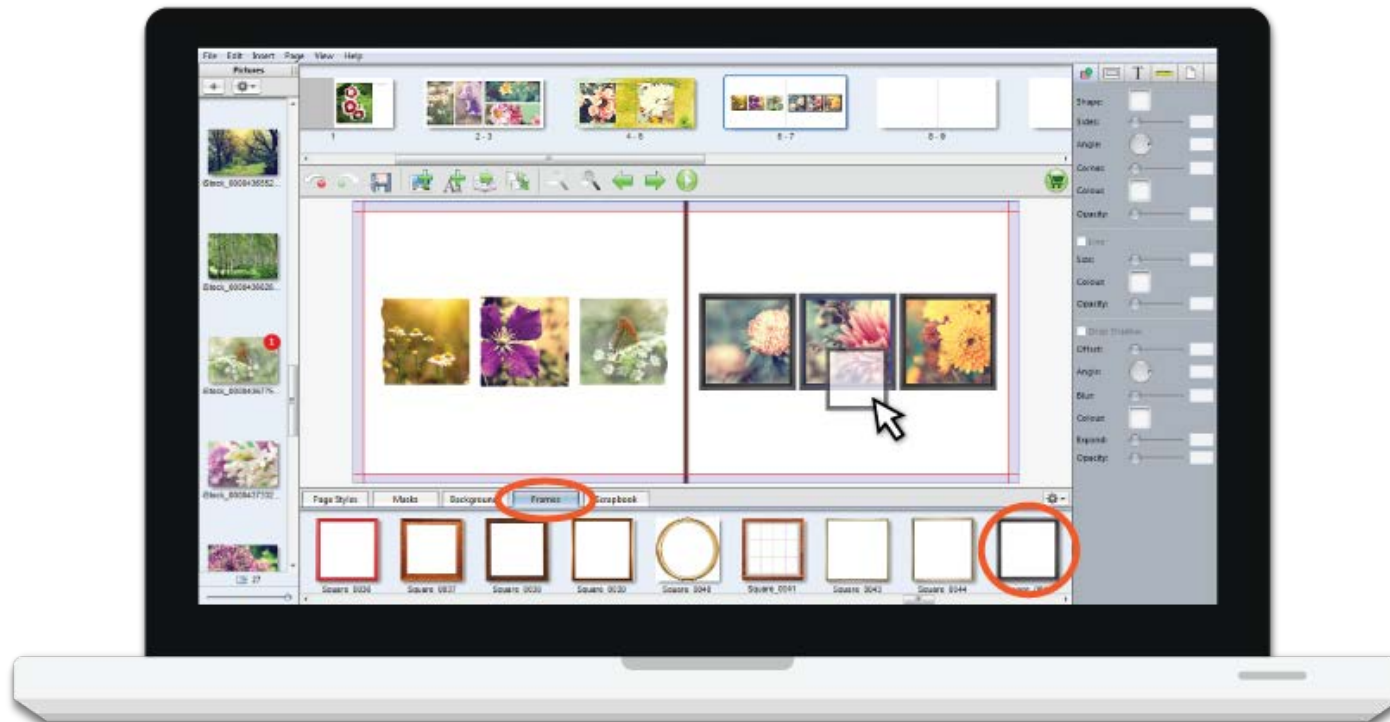
Adding Masks

Shapes can be dragged and dropped onto images and backgrounds from the Masks Library to create cut outs and interesting effects. You can also delete, flip or invert the mask by right clicking on the photo and choosing an option from the "Mask" list.

Adding Frames

Frames can be dragged and dropped onto pictures to create an ornamental or fun frame around them. You can remove the frame by right clicking on the photo and selecting "Remove Frame" from the list.

Adding backgrounds

Backgrounds can be dragged and dropped onto each page. The image will automatically fill what page it is dropped on or if you drag into the centre it will fill both the left and right pages. If you want just a plain colour, you can select it from the Inspector (see page 38 for more details)

Adding Scrapbook Items

The scrapbook contains items such as clip art and shapes that can be dragged onto a page for decoration. You can enlarge or shrink them by clicking on the blue dots.

Adding Your Own Items

You can add your own masks, frames, backgrounds and scrapbook items by selecting the symbol in the right of the Library. Click add, then upload your items.
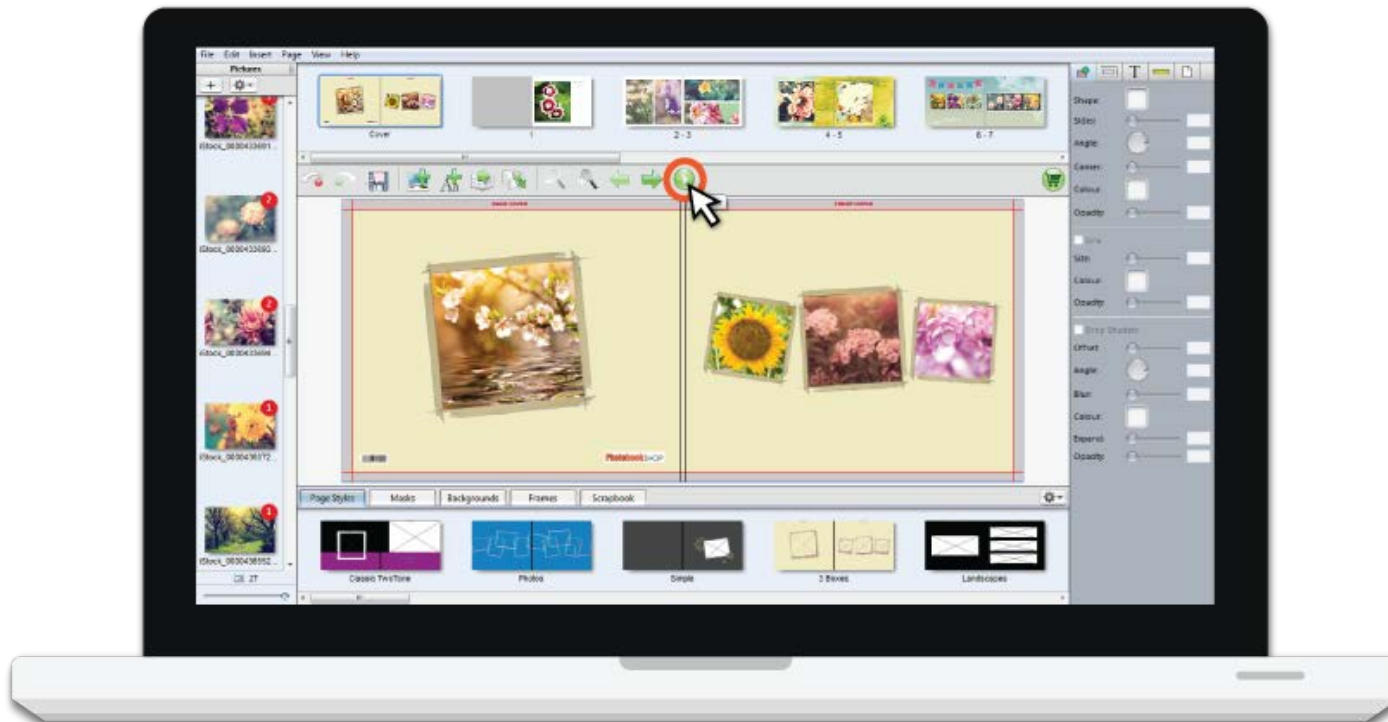
Positioning Items

By right clicking on any item you can arrange, align and space it. You can easily centre items on the page, or line up selected items. You can evenly space selected items as well by clicking on the "Space Items" option. You can also accurately position items on a page by using specific measurements in the Inspector (see page 37 for more details)
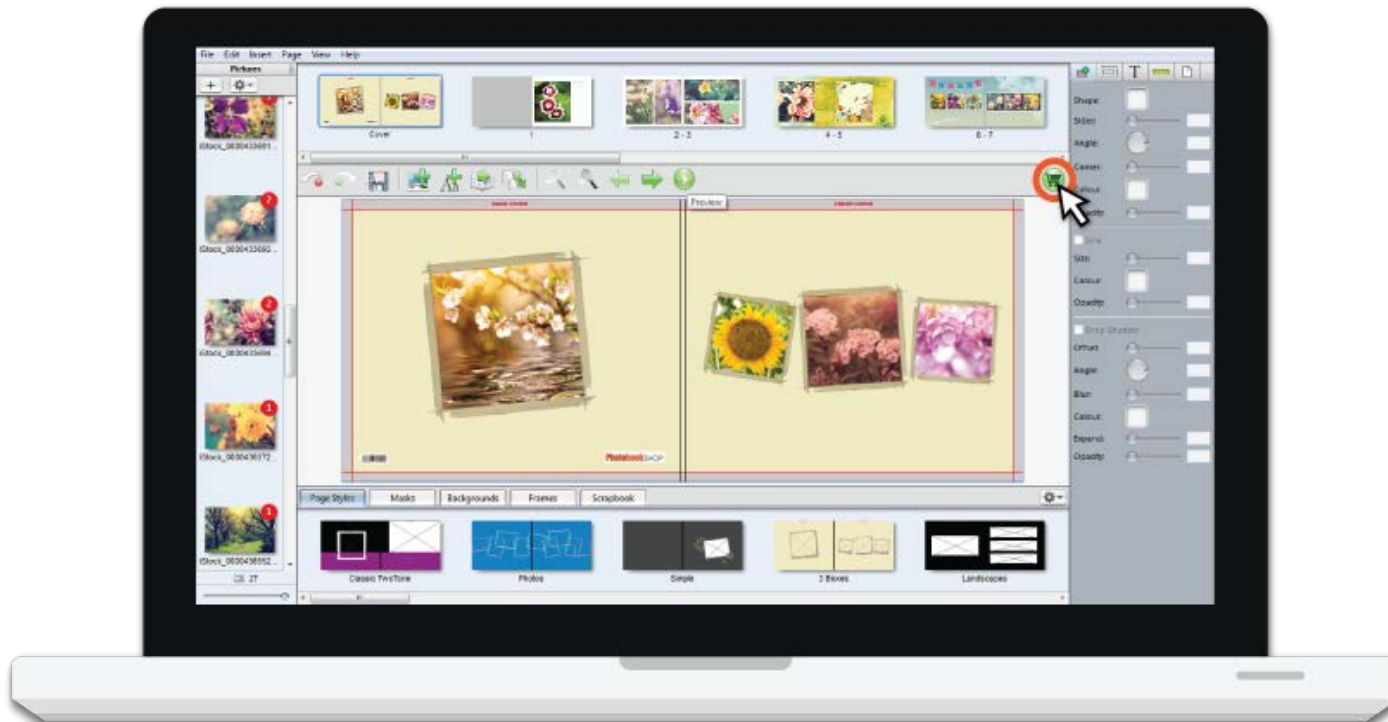
Proofing

It is very important to proof your project before ordering. We have such large volumes of orders every day, we don't have the facilities to pick up on errors, plus we might be incorrect in assuming you do or do not want your project a certain way, so we rely on the customer to submit a project exactly the way they want it printed. To proof what it will look like trimmed on the Red Line, click on the arrow to bring up a page preview. You can also create a PDF proof to print at home by selecting file, then create proofs.
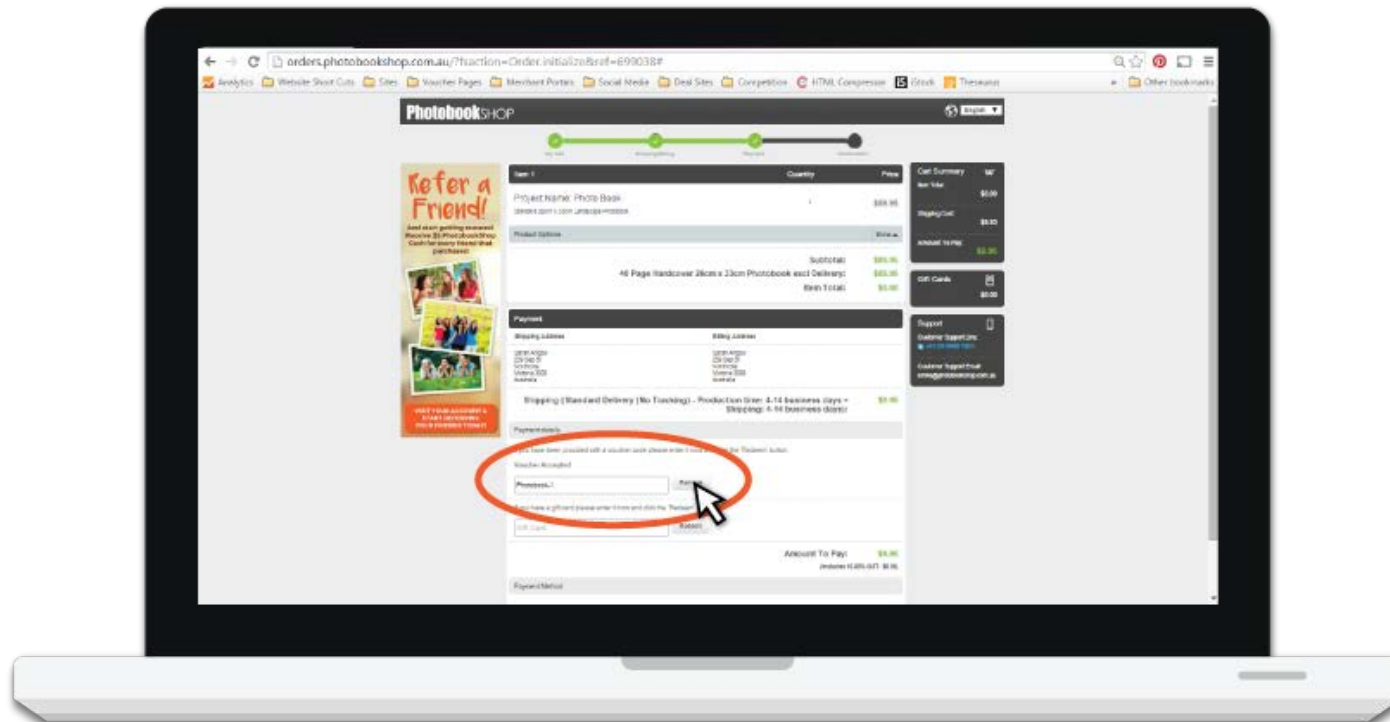
Ordering

Once you are 100% happy with your project, you can proceed to order! Save your project then click on the Green Shopping Cart in the toolbar. An alert box will appear to let you know of any low quality images or text overflows. The software is very sensitive so click on "Critical Errors Only". Click "OK" then "Continue" to skip the error process. On the next prompt click "Order Now". There will be a disclaimer to agree to that you have proofed your project and that you're happy with it to be printed exactly as-is and to certify that you have all legal rights to the design and photos you provided. Once you agree you can start your order and upload.

Ordering

You will be taken online to log in to your account. If you don't have an account yet you can create an account at this step. Enter your shipping details, then at the payment section of the order type in your Voucher you purchased earlier and click redeem. Then continue to upload your order. You'll be taken back to the software to upload your project.

Uploading

You will be prompted to upload your order. Click on the first option. If you have slow internet connection you may need to mail in your upload, but this rarely happens. Once you click Upload Online your project pages will begin uploading. Depending on what size and how many images, this may take a while.

Your Project is Complete!

Once everything is uploaded you will be notified and your project will close. Now all you have to do is wait to receive your order in the mail. You can log into your account to track your orders progress and at any stage if you need to contact Photobooks Express you can find all our help details at www.photobooksexpress.com.au/help

The Software Breakdown

Main Menu
File – Save, close and create proofs of your project then order.
Edit – Undo, Redo, Copy, Paste & Delete
Insert – Add Picture Box, Shapes and Text to your project.
Page – Insert, delete, duplicate and arrange pages of your project.
View – Show or hide software elements, rulers, grid-lines and guides, zoom and preview
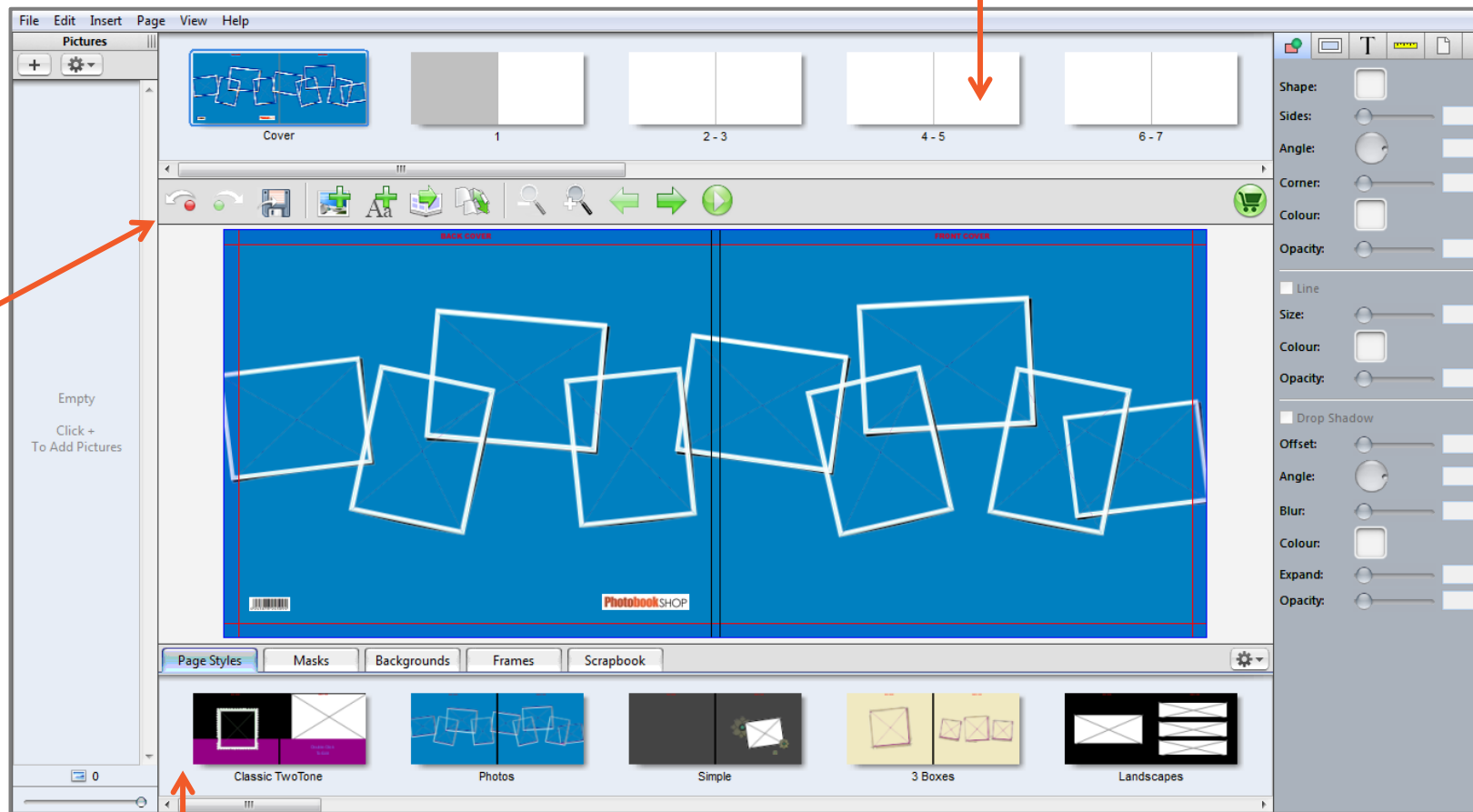
Page Previews
This is a section where you can see thumbnails of pages. You can jump to a page by selecting it.

Pictures
Here you can add all the pictures and photos you will use in your project.

Inspector
These tools enable you to edit the finer details and elements in your project

**Short Cuts
(left to right)**
Undo,
Redo,
Save,
Add Picture Box,
Add Text Box,
Auto Add Images,
Change Project,
Zoom Out,
Zoom In,
Previous page,
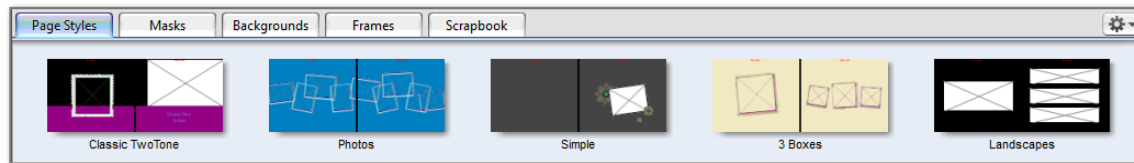Next Page,
Preview Project,
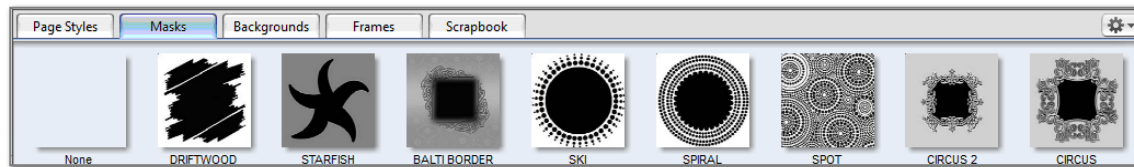Order,

Library (detailed next page)
These options let you change the Page Styles and photo layouts, Image Masks, Backgrounds, Frames, Scrapbook Items.
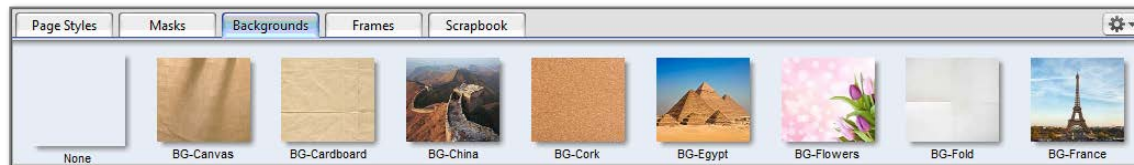
Library

Page Styles
These are predesigned templates that you can drag and drop onto your page to change the layout, background and scrapbook items
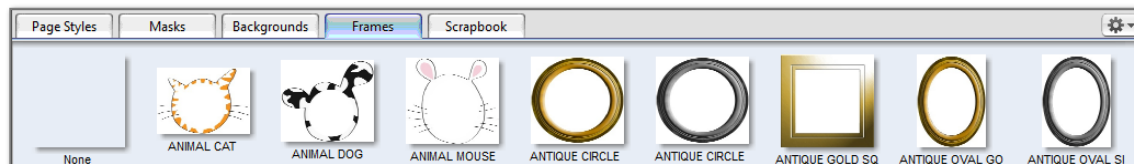

Masks
Shapes can be dragged and dropped onto images, shapes and backgrounds to create cut outs and interesting effects

Backgrounds
These images can be dragged and dropped onto each page. The image will automatically fill what page is it dropped on, or if you drag into the centre it will fill both the left and right pages.

Frames
Frames can be dragged and dropped onto pictures to create an ornamental or fun frame around them.

Scrapbook
The scrapbook contains items such as clip art and shapes that can be dragged onto a page for decoration.
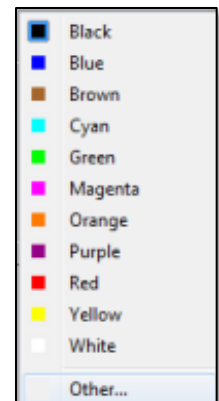
Inspector – Edit Shapes

Edit a Shape or Picture Box
Here you can change shapes of a picture box. Make a square photo into a circle or even a hexagon by changing how many size the shape has.

Corner
Round the corners of a square

Colour
Change the colour of your shape. Click other to choose from the whole colour spectrum.

Opacity
This sets the transparency of a shape or picture, enabling you to "see through" the object.

Line
Give an outline to a shape or picture, you can change the colour of the line and it's opacity

Drop Shadow
This makes the object have a shadow behind it. You can change the angle of the shadow and how much is it blurred.

If you want the shadow to appear larger, expand it here.

Shape:
Sides:
Angle:
Corner:
Colour:
Opacity:
Line
Size:
Colour:
Opacity:
Drop Shadow
Offset:
Angle:
Blur:
Colour:
Expand:
Opacity:

Black
Blue
Brown
Cyan
Green
Magenta
Orange
Purple
Red
Yellow
White
Other...

Inspector – Edit Photos

Double click on a picture box to crop the photo

Orientation:

Angle: 0 Degrees

☐ Flip Vertical

☐ Flip Horizontal

Orientation
Here you can rotate or flip a photo inside a picture box

Picture Enhancement:

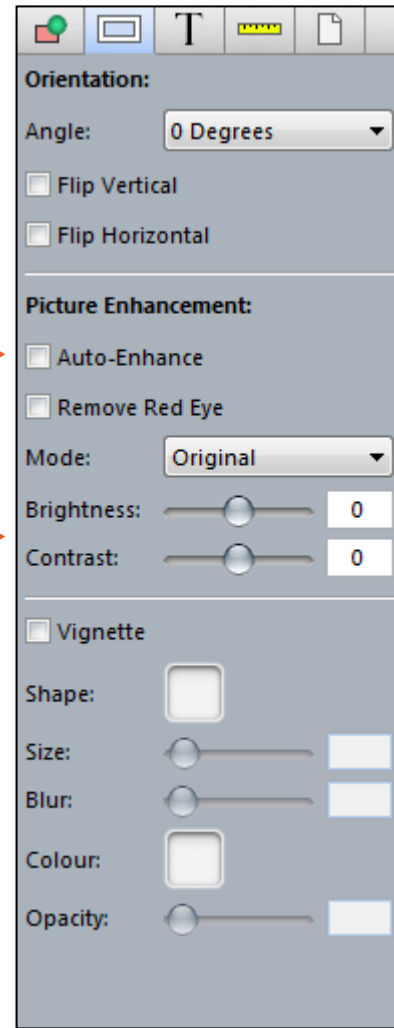**Auto Enhance**
Enhance each image by selecting this option. You can also automatically remove Red Eye be selecting the option below.

☐ Auto-Enhance

☐ Remove Red Eye

Mode: Original

Mode
Here you can make a photo black & white or turn it into a sepia tone.

Brightness and Contrast
Or you can manually enhance a photo by changing it's brightness and contrast

Brightness: 0

Contrast: 0

☐ Vignette

Shape:

Vignette
Change the brightness and saturation of a photo at the corners of the image. Vignettes are good to draw interest to the centre of the photo and to frame it softly.

Size:

Blur:

Colour:
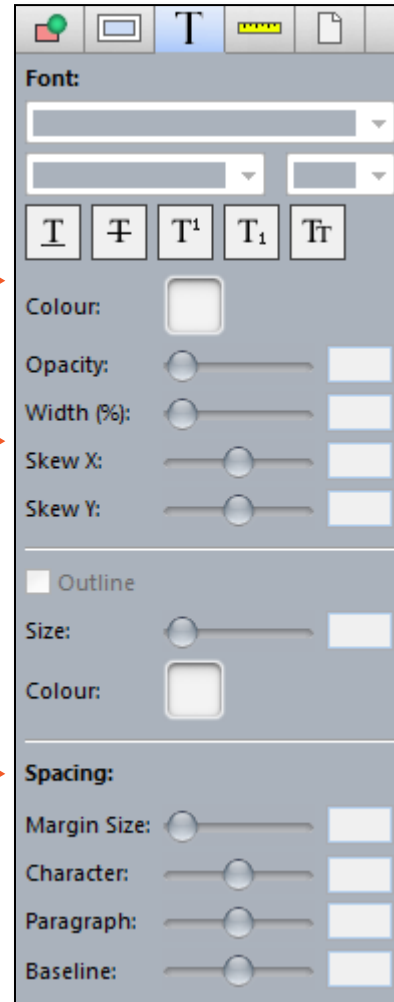
Opacity:

Inspector – Edit Text

Double click on a text box and highlight text to edit

Font
Change the font type and size by selecting from the drop down lists.

Colour
Change the colour of your font.
Click other to choose from the whole colour spectrum.

Opacity
This sets the transparency of the text enabling you to "see through" it.

Width and Skew
Change how wide and what angle each letter of your text is

Outline
Give an outline to the text, you can change the colour of the line as well

Direction & Alignment
Change which direction the text goes and where it will sit in the text box, either left, right, centred or even spread

Spacing
Margin Size: increase the space between the text and the edge of the text box.
Character: increase the space between each character.
Paragraph: increase the space in-between lines of text.
Baseline: increase the space between the text and the bottom of the text box.
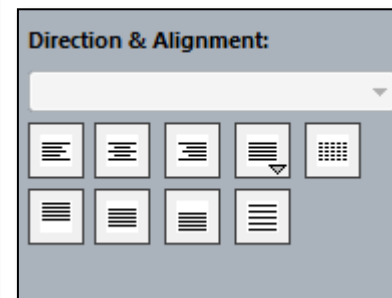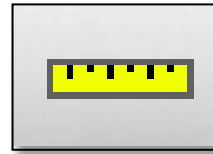
Colour:

Opacity:

Width (%):

Skew X:

Skew Y:

Outline

Size:

Colour:

Spacing:

Margin Size:

Character:

Paragraph:

Baseline:

Direction & Alignment:

Inspector – Ruler

Position
Accurately change where an object sits on the page.

Size
Accurately change the size of an object.

Opacity
This sets the transparency of the text enabling you to "see through" it.

Offset
This changes where your photo sits in the picture box, you can also do this by double clicking on the photo and dragging the crop area.

Scale
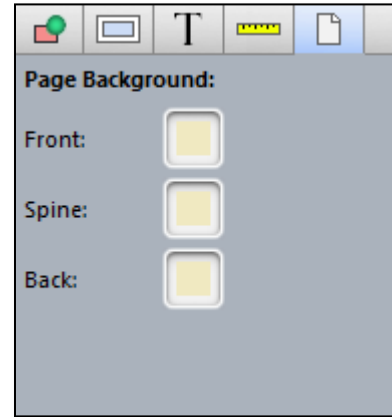Increase or decrease the size of the photo in the picture box. Zoom Lock ensures the edge of the image stays on the edge of the picture box.
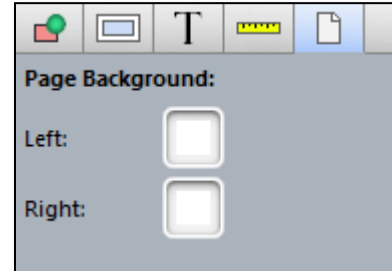
Angle
Rotate the angle of an object

Position (mm):
X   Y

Size (mm):
Width   Height
Constrain Proportions

Offset (mm):
X   Y

Scale (%):
Zoom Lock

Angle:

Inspector – Page Background

Page Background:

Front:

Spine:

Back:

Cover Backgrounds
Change the colour of your cover. You can have separate colours for the front, back and spine.

■ Black
■ Blue
■ Brown
■ Cyan
■ Green
■ Magenta
■ Orange
■ Purple
■ Red
■ Yellow
□ White

Other...

Page Background:

Left:

Right:

Page Backgrounds
Change the colour of your pages.

Colours
If you select "Other" you can choose any colour on the spectrum