



# **Vanilla Photobook Creator**

## User Guide

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# 1. Introduction



The **Vanilla Photobook Creator** software is an easy to use program designed to enable you to build and design your precious memories into photobooks for you to keep and share with friends and family for years to come.

Once you have downloaded the **Vanilla Photobook Creator** software from [www.vanillaphotobooks.co.uk](http://www.vanillaphotobooks.co.uk) and run the updates available your work is then carried out entirely on your own computer. This means you don't need to rely on your internet connection. You can build your photobook anywhere any time! and it's FREE!



## Copyright & Content

You are responsible for ensuring that you are in no way infringing copyright laws with any of the content in your photobook. When ordering your item and checking our disclaimer you take responsibility for any challenges which may occur to [vanillaphotobooks.co.uk](http://vanillaphotobooks.co.uk).

## Privacy

Your privacy is extremely important to us at [vanillaphotobooks.co.uk](http://vanillaphotobooks.co.uk). Terms and Conditions of sale can be previewed prior to placing your order, we recommend you read this. Your files and photographs will remain local to your machine until you upload your order at the end and the finished product is stored by us with the sole purpose of producing your finished photobook. Your personal details will not be used for any other purpose or passed on to any other business. [vanillaphotobooks.co.uk](http://vanillaphotobooks.co.uk) reserve the right to decline work including material we believe to be offensive or defamatory.

## 2. Downloading / Installing



### Mac System Requirements:

- Mac OS 10.3.9 or later
- 2GB hard disk space
- Minimum 1GB of RAM (2GB recommended)
- Broadband Internet connection

### PC System Requirements:

- Windows XP (Service Pack 2 or 3) or Windows Vista
- 2GB hard disk space
- Minimum 768MB of RAM (2GB recommended)
- Broadband Internet connection

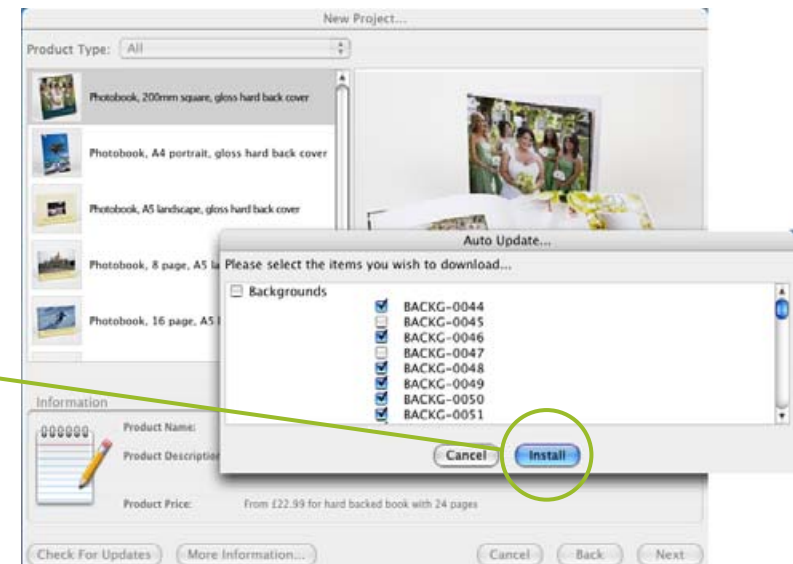
Visit our website [www.vanillaphotobooks.co.uk](http://www.vanillaphotobooks.co.uk), visit the **'CREATE'** page and choose which software you require (PC or MAC). Choose either the run or save option when downloading the software; both will save the software onto the computer. Once downloaded follow the on-screen steps to install the programme and you'll be ready to start creating your book.

Double click on the **Vanilla Photobook Creator** icon to launch the software and see the welcome screen. Click on **'Create a New Project'** to begin.

### Updates

Often when you open the **Vanilla Photobook Creator** software it will inform you that updates have been made. It is advised that you check these updates and choose whether you wish to make the changes. The updates are changes to the page layouts, products, masks and backgrounds available to you as well as software updates.

You can select as many of the available boxes as you wish to update then click the **Install** button. The software will then start the updating process.



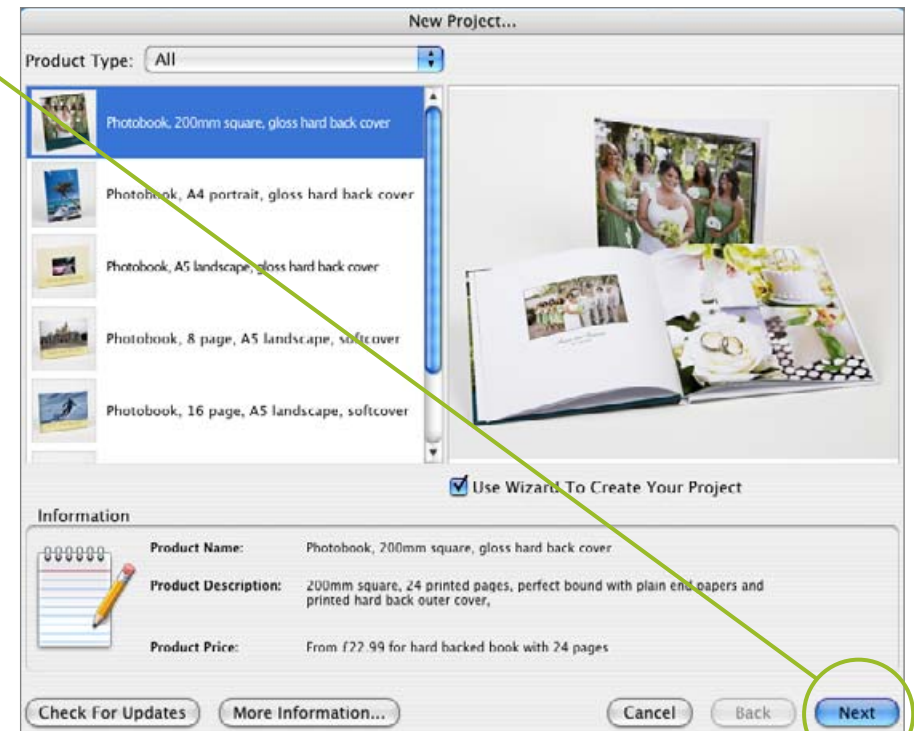
# 3. Creating your photobook



After updating you will be taken through to the **New Project** window, in here you can select the product you wish to use from the selection on the left. Click **'Next'** to continue. When prompted please name your project, you are required to do this in order to continue.

We have predefined a selection of photobook page styles within each of the products to help you get started, however these are only here to guide. You can use these by selecting the **Page Styles** in the Library Selector Panel at the bottom of the page. Select the page style you wish to use then drag and drop onto your blank page.

You do however have complete freedom and flexibility to design your own page layouts. Read more about how to do this and other features available in the Library Selector Panel on page 11.



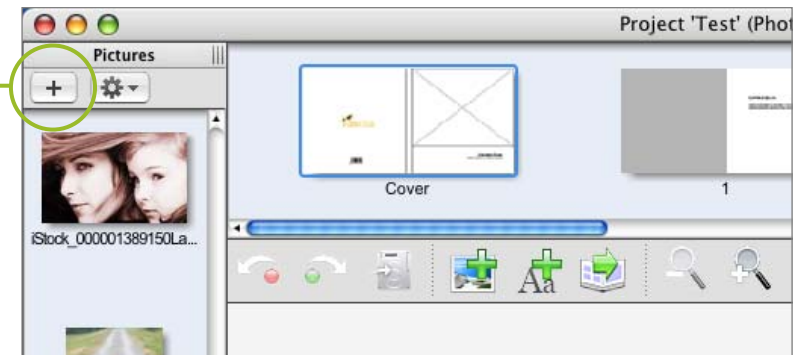
**TIP** When you first start running the Vanilla Photobook Creator software we recommend that you maximise the window so that all the panels are clearly visible. On a PC this is in the middle icon in the top right hand corner. On a Mac this is the green + symbol in the top left hand corner.

## Adding Pictures

To bring your personal images into **Vanilla Photobook Creator** to use them in your project click on the '+' symbol at the top left of the pictures panel and navigate back to where your images are on your computer. Select the folder the required images sit within and import the entire folder of images in one click.

You can continue to add images to your Pictures Panel throughout the creation of your book.

To remove pictures once they have been added to the book, simply right click on the image and choose the clear option.



**TIP** It is advised that you do not move or rename images that you're using in your book after adding them.

## Page Management

### To Add Pages

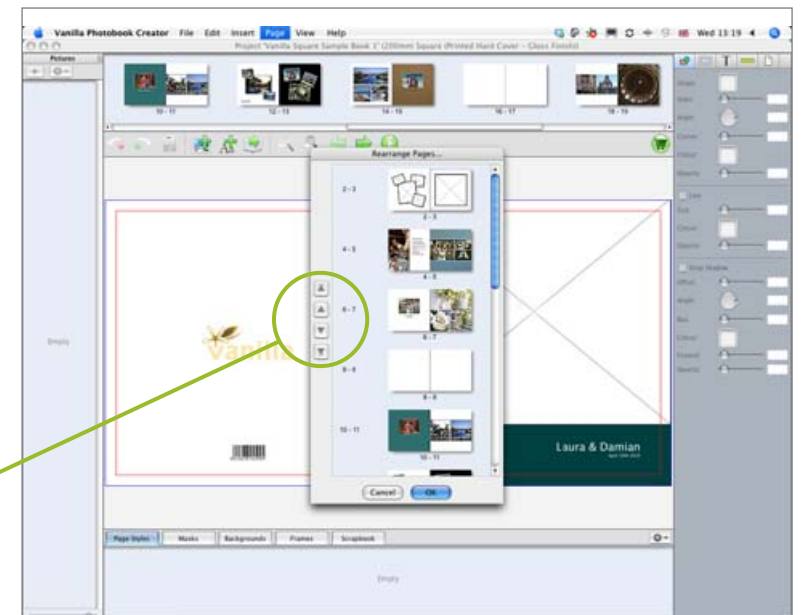
Go to the Main Menu, click on '**Page**' and '**Insert**'.

### To Remove Pages

Select the page you wish to remove in the Page Preview Panel, then go to the Main Menu, click on '**Page**' and '**Delete**'.

### Rearranging Pages

Go to the Main Menu, click on '**Page**' and '**Rearrange Pages**'. You can click and drag on the pages in here to change their order or use the up and down arrows.



# 4. Layout and features

## Page preview panel

Thumbnails of the pages in your book are shown here. If you want to move to a different page in your book you can do this quickly by clicking on the thumbnail in this preview panel. A blue outline will appear around the page, and it will appear in the 'full page preview panel'.

## Main menu

## Toolbar

Quick links are contained in here for frequently used features like adding a picture box to a page & the shopping cart which is used for ordering. See page 19 for more information.

## Pictures panel

Displayed here are thumbnail pictures of all the images you have selected to use in your book. To add pictures to this section click on the '+' and navigate to the image file on your computer.

To use these images simply click on the thumbnail you wish to use then drag and drop the image onto the page or picture box. A number will appear in a red star to the top right-hand side of your image to let you know how many times this photograph has been used in the book.

Right clicking on your images in this panel provides you with an image option menu including the ability to rotate or delete images.

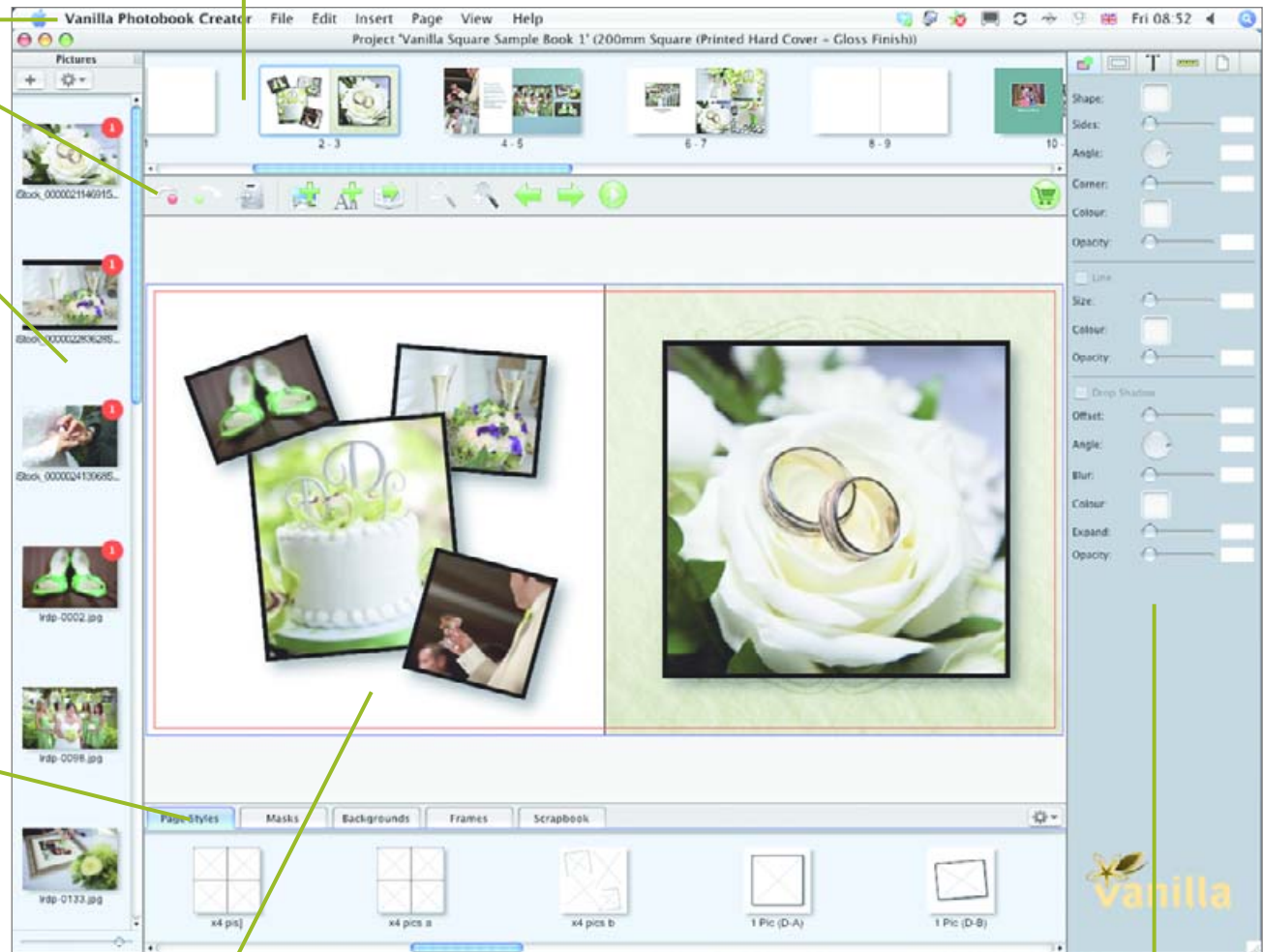
Displayed in the red circle is the number of times a picture has been used in the photobook.

## Library selector panel

You can select the library that you wish to use in here from page styles, backgrounds, masks or scrapbook. You are able to view the thumbnails of what is available here in the preview panel. See page 11 for more information.

## Full page preview panel

This is where you view the page or spread you are currently working on. Add image boxes and text boxes in here according to the page you are designing.



## Inspector panel

This panel provides you with all of the tools available to you for manipulating your pages, images and text boxes. See page 15 for more information.

# 5. Toolbar

## 1. Undo

Undoes last change.

## 2. Redo

Redoes the last change.

## 3. Save

Shortcut to saving the project.

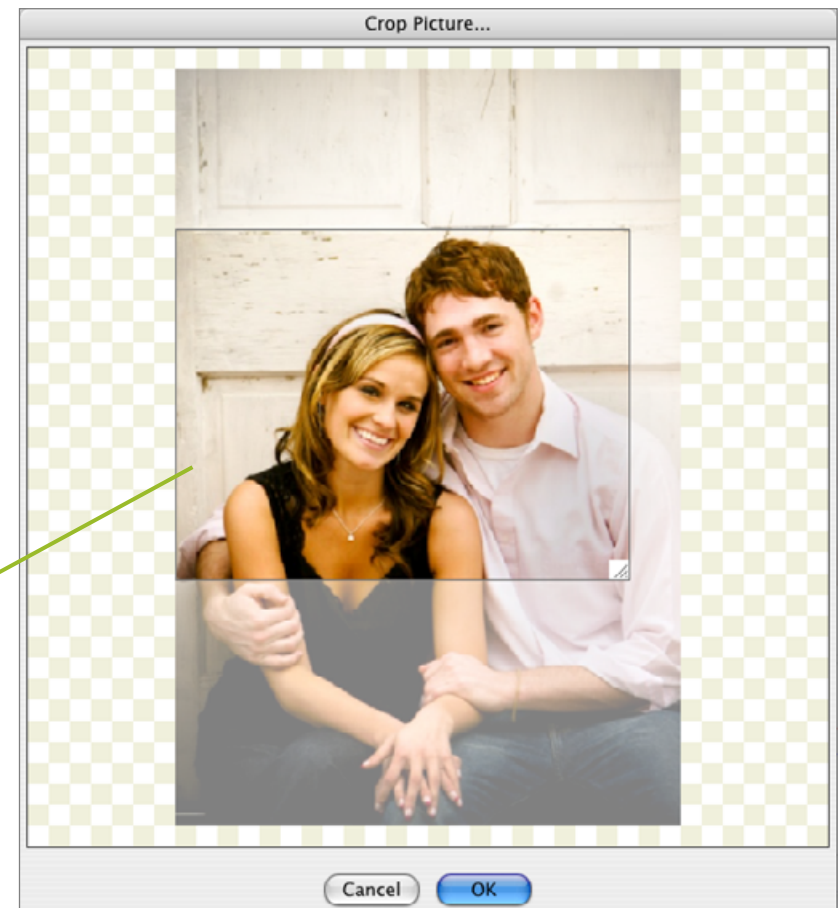
## 4. Add Picture Box

Clicking on here places a square picture box in the centre of your left hand page. Click on this box and drag on the corner **to manually change the size and shape, if you hold down the shift key** whilst doing this it will scale the image proportionally.

Click anywhere within the box and drag to move the box anywhere on your pages.

To populate your image box select the image you wish to use from the **Pictures** panel on the left, click and drag the image into the picture box.

If you then double click anywhere in the image box you will be taken to the **Crop Picture** panel where you can resize the image within the box and choose which area of the image you wish to use.



## 5. Add Text Box

Clicking on here places a square text box in the centre of your left hand page. As with the picture box click on this box and drag on the corner to manually change the size and shape, if you hold down the shift key whilst doing this it will scale the image proportionally.

Click anywhere within the box and drag to move the box anywhere on your pages.

To populate your text box double click anywhere in the text box you will be taken to the **Edit Text** panel where you can add text and change the properties of the text.

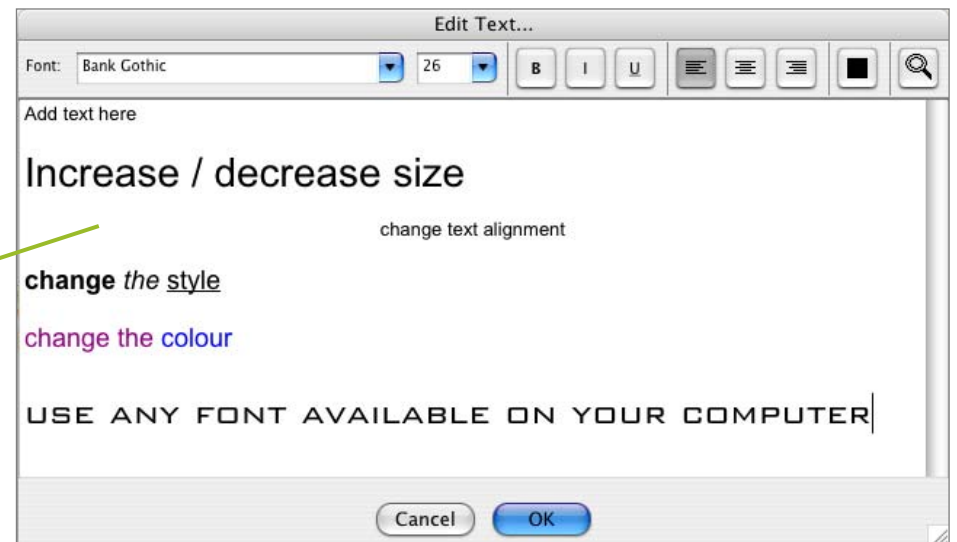
If the border of the text box turns red it means that there is too much text in the box. When this occurs you can either expand the size of the box by dragging on the corner or double click on the text box to bring up the **Edit Text** panel again and adjust the settings.

**Vanilla Photobook Creator** allows you to use any font installed on your computer.

## 6. Autoflow

The **Autoflow** function is great if you're in a hurry and if you already have all of your photographs the right way up in the **Picture Panel**.

**Autoflow** automatically uses all of the images in the **Picture Panel** and flows them into the document using the page styles provided at random. You can still go through the document manually and make any additional changes and tweaks to the layout.



**7. Zoom Out**

Enables you to zoom out on the page.

**8. Zoom In**

Enables you to zoom in on the page.

**9. Previous Page**

Takes you to the previous page.

**10. Next Page**

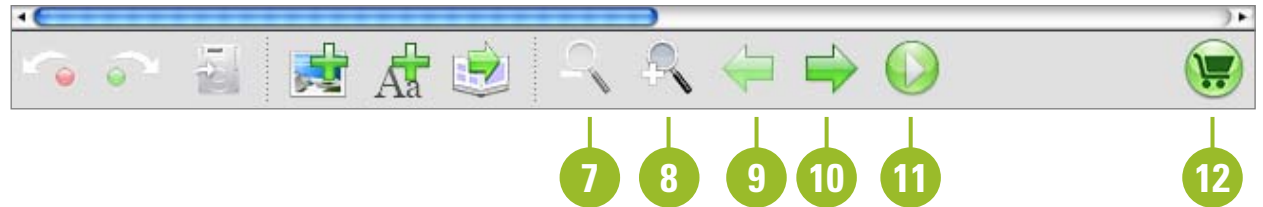
Takes you to the next page.

**11. Preview**

Clicking here allows you to view your entire book full screen.

**12. Order**

See ordering information on page 19 of this User Guide.



# 6. Library Selector Panel



## Page Styles

If you have checked for updates you will see here the supplied pre-defined Page Styles.

Use the preset pages at the top or drag & drop the page style onto the layout page.

You may choose to not use our pagestyles and **design your own pages as you go**. This can be done directly on each page individually.



## Masks

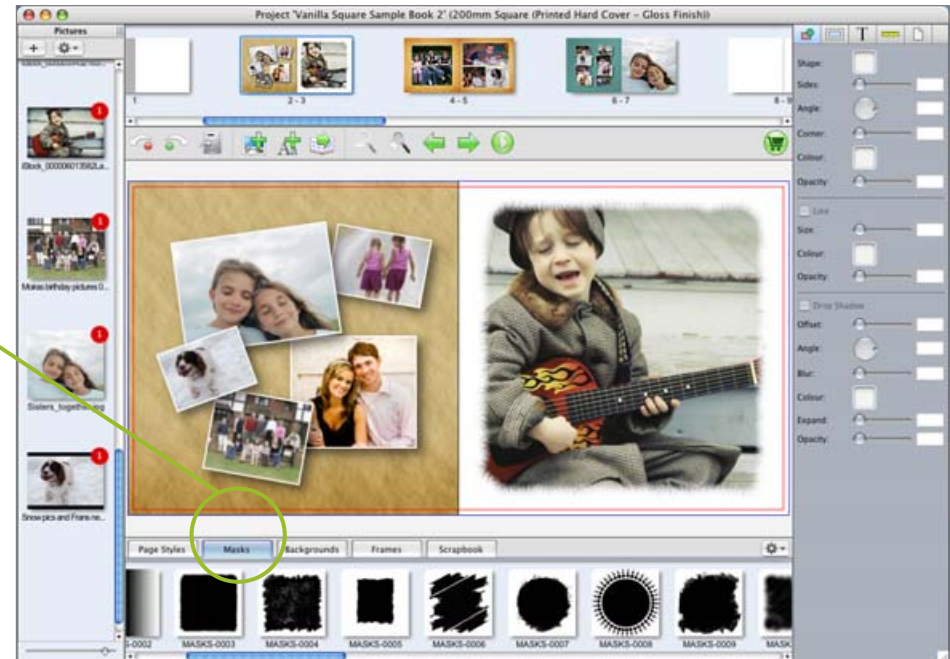
Masks can be used to creatively hide or reveal sections of your photos.

Masks are black & white images that the **Vanilla Photobook Creator** program uses with your photographs. The black area of the mask will reveal the photograph, and the white area will reveal the background colour in your photobook.

Click '**Masks**' tab to view variety of masks.

Drag & drop selected mask onto image.

To remove mask select image, right click and choose '**remove**'.



## Backgrounds

As with **Pagestyles** and **Masks** we have also loaded some generic backgrounds for you.

You have the same flexibility with these images as you do with your own images. See details on the inspector panel tools on page 15.

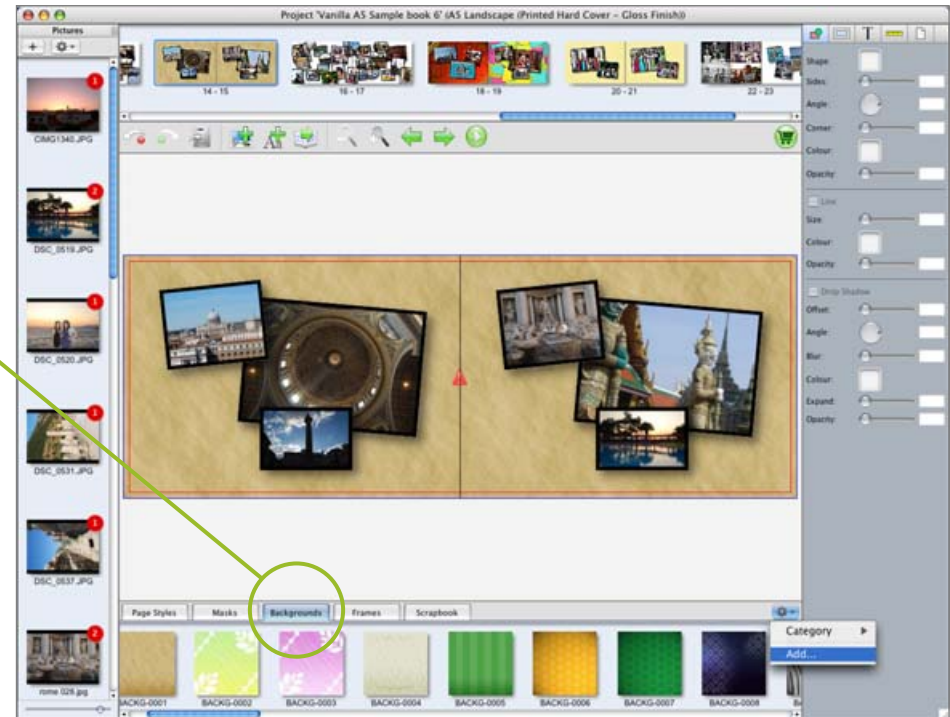
Click '**Background**' tab to view variety of backgrounds.

Drag & drop selected background onto image.


You can add your own by clicking on the  button and '**add**', you can then navigate to your desired background on your computer.

To remove background select the background, right click and choose remove.

**Note the red triangle.** This warns that the image has been enlarged beyond it's optimum size. The image may still print to an acceptable quality.



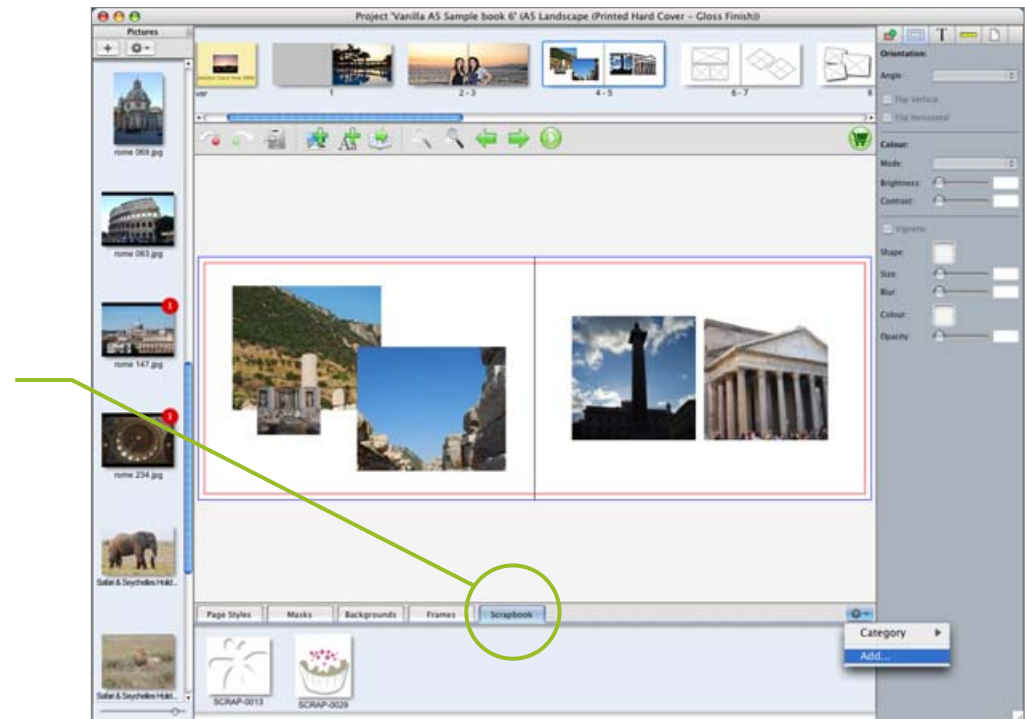
## Scrapbook

Scrapbook items is a great place for you to store any items that you may want to use multiple times. For example, logos. You can add your own by clicking on the  button and 'add', then navigating to your desired scrapbook item on your computer.

## Scrapbook Clippings

Also really useful in this tab you can create Scrapbook clippings. Scrapbook clippings are collections of picture boxes and/or text boxes and/or shapes that have been grouped together to make more sophisticated items that you want to use multiple times.

Once you have created the elements on the page that you wish to make into a Scrapbook clipping item, select all the elements and do a right hand click (or control and click for Mac users) and '**Add To Scrapbook**'.



# 7. Inspector Panel

The Inspector Panel runs down the right hand-side of the software. In here you can change or alter the appearance of any picture boxes, text boxes or shapes.

The Inspector is split into 5 parts, each covering a different category:

**Item/Shape** tab, **Picture** tab, **Text** tab, **Measurements** tab and **Page Background** tab.

## Item/Shape tab

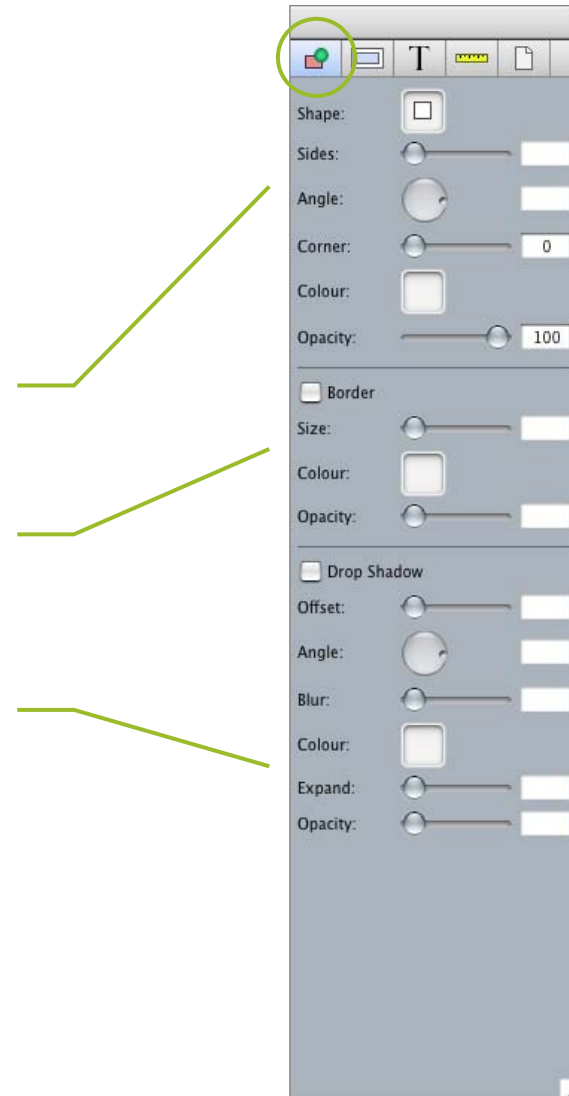
This tab is broken down into a further 3 sections; **Shape**, **Border** and **Drop Shadow**.

**Shape** controls the basic shape of an element. If the element is a picture box then it can be adjusted to be square, round or a polygon with sides ranging from 3 to 10. If the item is a Text Box then the shape cannot be adjusted.

Not only can you change the number of sides of an object but you can also change the angle, the corners can be curved as dramatically as you choose, **Borders** can be added in any colour with any opacity at a variety of thicknesses and text boxes can be made any colour from the dropdown menus shown.

Whether your item is a Text Box or a Picture Box you are able to add a **Drop Shadow**, here as with other areas of the inspector panel you have full control of how you would like the shadow to appear by adjusting the Offset, Angle, Blur, Colour, the Expanse and the Opacity.

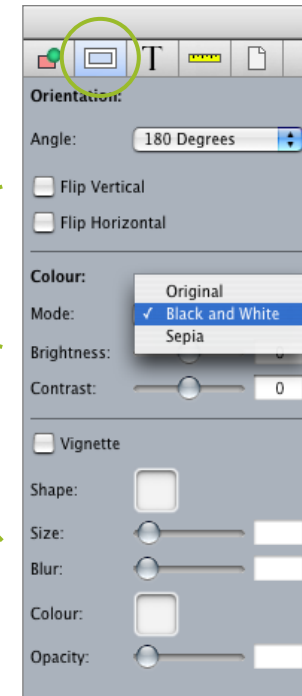
**TIP** Adding a drop shadow to an image is a great way to add life to your book and really lifts your images from the page.



## Picture tab

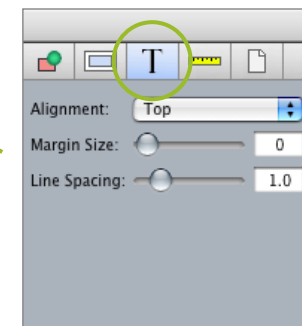
The Picture tab is broken down into a further 3 sections; **Orientation**, **Colour** and **Vignette** (Gradient or colour fade).

This is where you can manipulate your images and define the properties. All of the functions apply to the actual box that the image is in and not to the image itself. So, if you replace the image in the box the new image will be affected in the same way as the previous image, whether it be changing the Angle of the image, Flipping it, changing its Colour more to Sepia or Black and White or applying a Vignette the box will hold the changes.



## Text tab

The Text tab allows you to control **Text Alignment**, **Margin Sizes** within the text box and the **Line Spacing** of the text within the box.



## Measurements tab

The Measurement tab covers another 4 sections; **Position, Size, Offset** and **Scale**.

In the **Measurements** tab you can change the size of an element and affect the elements position numerically without clicking on and dragging the item.

In the **Position** section you set the exact X and Y coordinates of your item.

In **Size** you can set the size. Here you can also click on the Constrain Proportions check box to ensure that the proportions of your item are not changed.

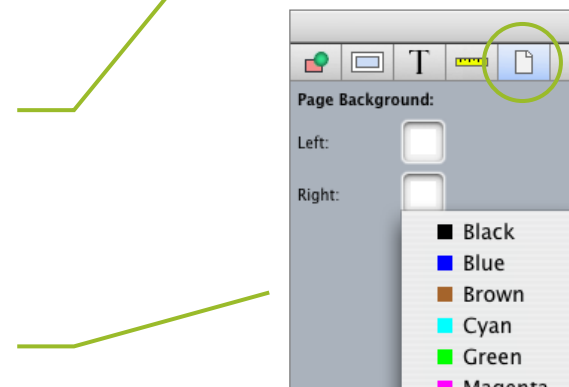
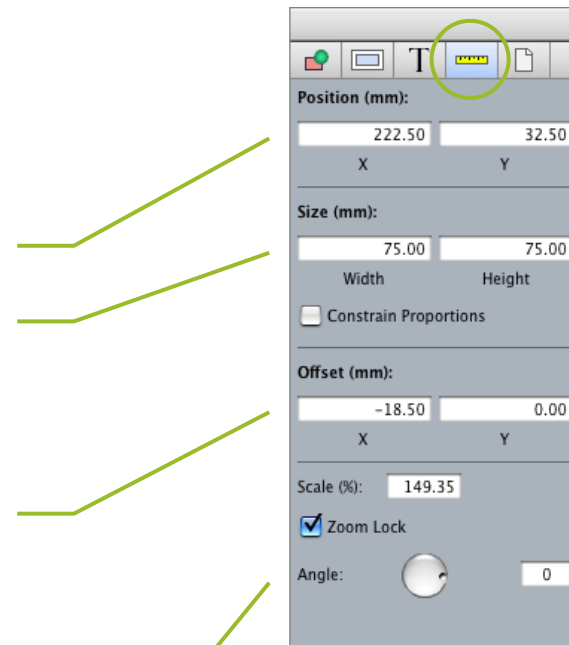
**Offset** refers to how the image is placed within the image box. When an image is cropped, panned or zoomed these settings are set automatically to the centre of the image (illustrated on page 8). The **Offset** tool here allows you to set this manually. You can also affect this by holding down the Alt key, clicking and moving the image or in the **Crop Picture** window that is produced by double-clicking on the image.

**Scaling** the % of the image controls the magnification of the image within the box. As with Offsetting you can set this manually, in the **Crop Picture** window that is produced by double-clicking on the image or by holding down the Control and Alt keys whilst dragging the image within it's box.

You have complete control over the rotation of your images on the page by dragging the dial control or manually inputting figures in to the field on the right of the **Angle** setting section.

## Page Background tab

The **Page Background** tab enables you to change the background colour of the page to any colour you wish.



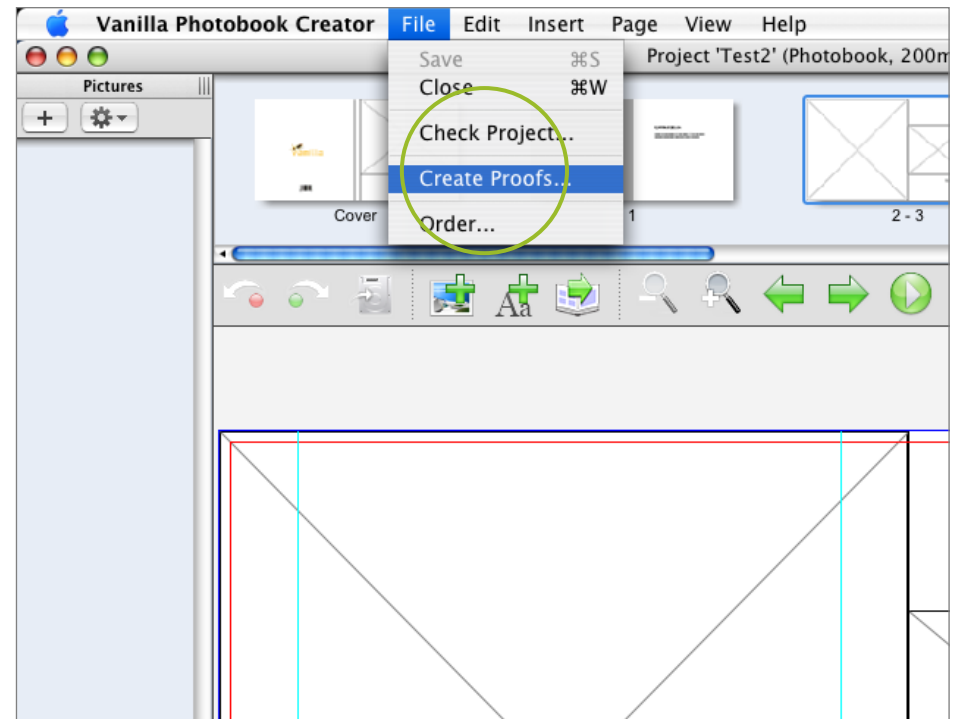
# 8. Proofing



When you are satisfied that you have completed your book you may choose to create a dummy or “proof “ of the job to check through.

First you are required to save the project then in the File menu select Create Proofs, this will bring up a pop-up window where you must select options then click OK. You can then view the watermarked proofs of your project on screen and/or print out.

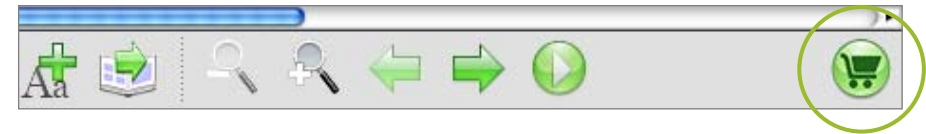
Once you are totally satisfied with the product you can then order.



# 9. Ordering



To order select **File - Order** from the main menu or click on the shopping cart icon in the toolbar.

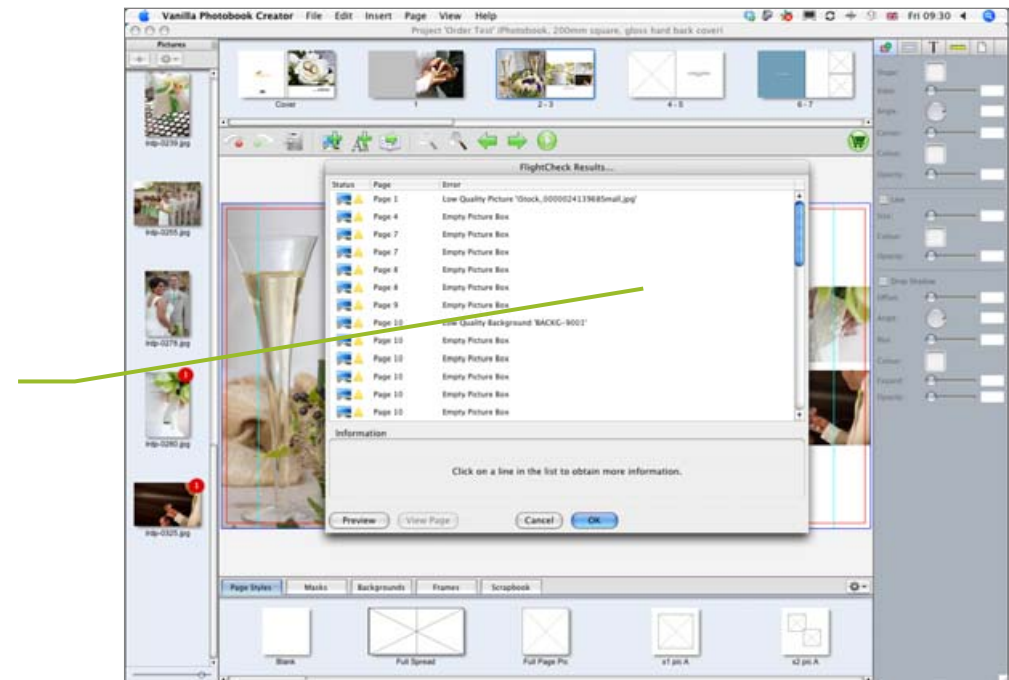


This message may appear if there are any potential problems e.g. empty pages, image resolution.

See page 13 regarding the red triangle.

At this point you still have the opportunity to replace any images by pressing cancel.

Click **'OK'** to continue.

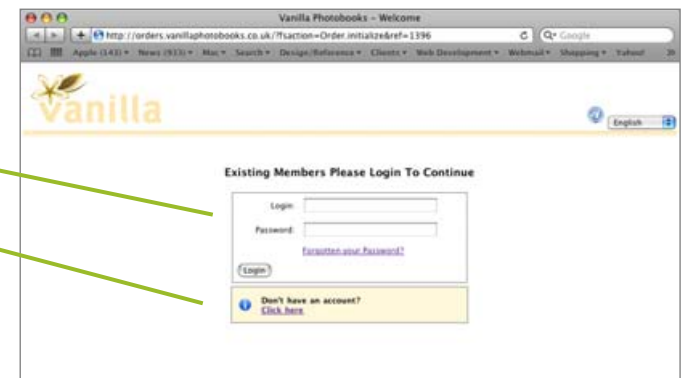


Click the box to accept the terms then click **'Start'**.

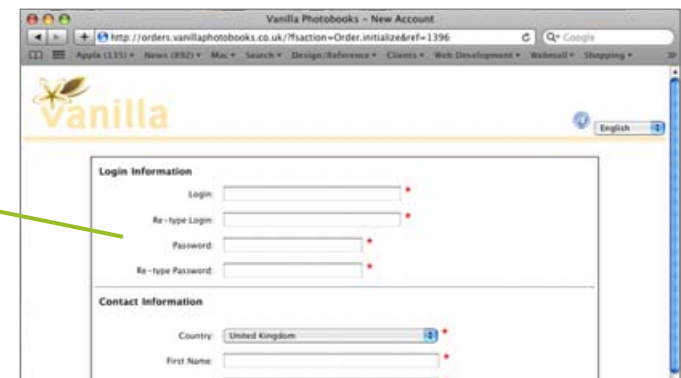


If you already have a login and password insert here and login.

For new customers **'click here'** to insert your details.

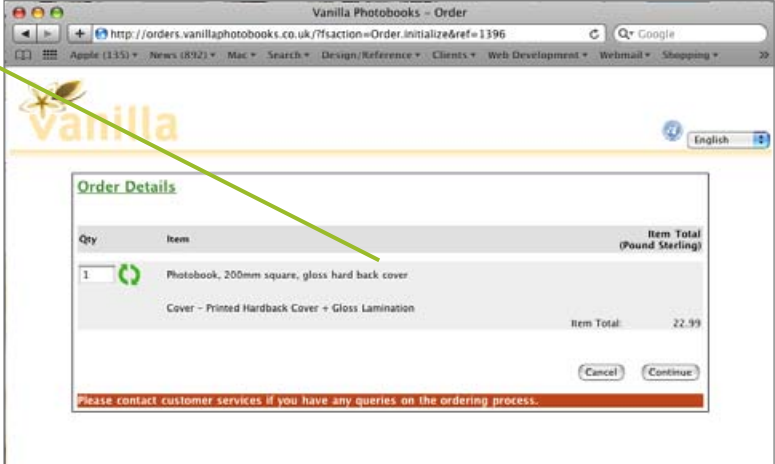


Insert your details



Here you can increase the quantity desired and then Click to Update The Item Total

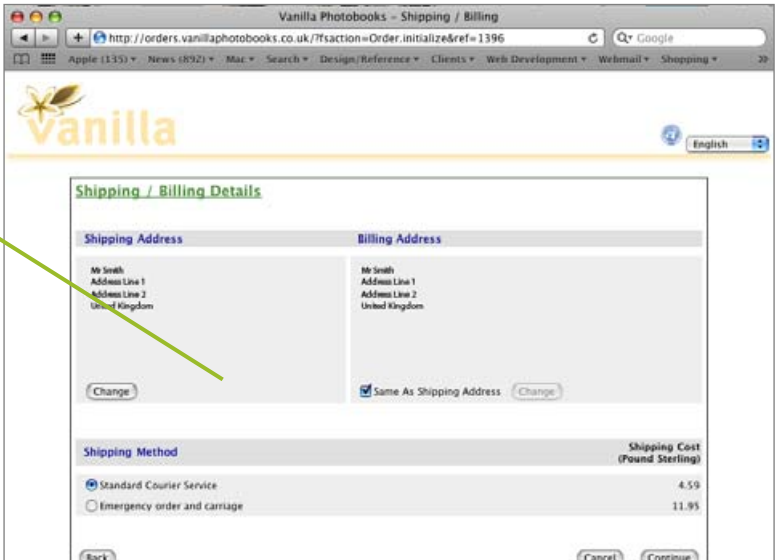
Click **'Continue'**



The screenshot shows the 'Order Details' section of the Vanilla Photobooks website. It features a table with columns for 'Qty', 'Item', and 'Item Total (Pound Sterling)'. A green arrow points to the quantity input field, which is currently set to '1'. Below the table, there are 'Cancel' and 'Continue' buttons. A red banner at the bottom of the table area contains the text: 'Please contact customer services if you have any queries on the ordering process.'

Qty	Item	Item Total (Pound Sterling)
1	Photobook, 200mm square, glass hard back cover Cover - Printed Hardback Cover + Gloss Lamination	22.99

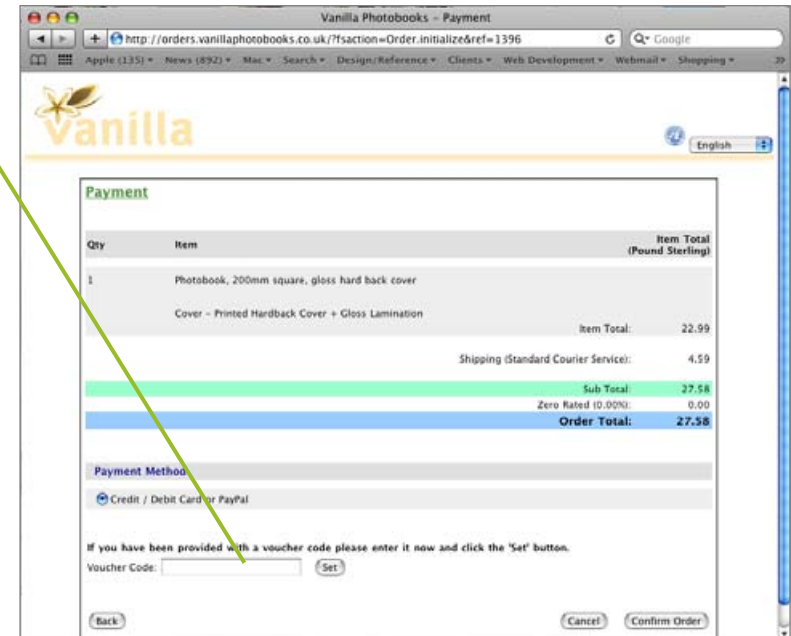
Adjust delivery details and method as required



The screenshot shows the 'Shipping / Billing Details' section of the Vanilla Photobooks website. It is divided into two columns: 'Shipping Address' and 'Billing Address'. Both columns show the same address: 'Mr Smith, Address Line 1, Address Line 2, United Kingdom'. There are 'Change' buttons for each address. Below the addresses, there is a checkbox labeled 'Same As Shipping Address' which is checked. At the bottom, there is a 'Shipping Method' section with two options: 'Standard Courier Service' (selected) with a cost of 4.59, and 'Emergency order and carriage' with a cost of 11.95. 'Back', 'Cancel', and 'Continue' buttons are also visible.

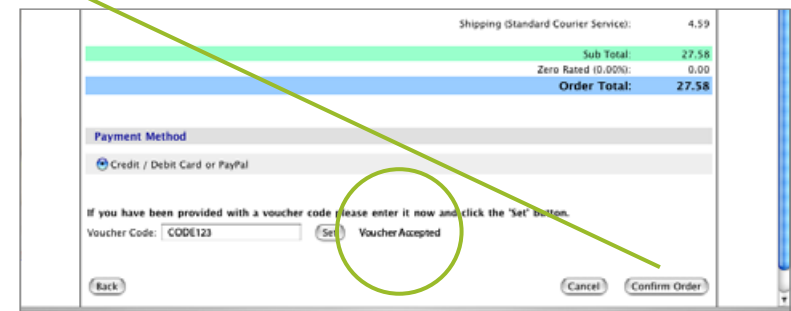
Shipping Method	Shipping Cost (Pound Sterling)
<input checked="" type="radio"/> Standard Courier Service	4.59
<input type="radio"/> Emergency order and carriage	11.95

If you have a discount voucher code insert here and click 'Set'.



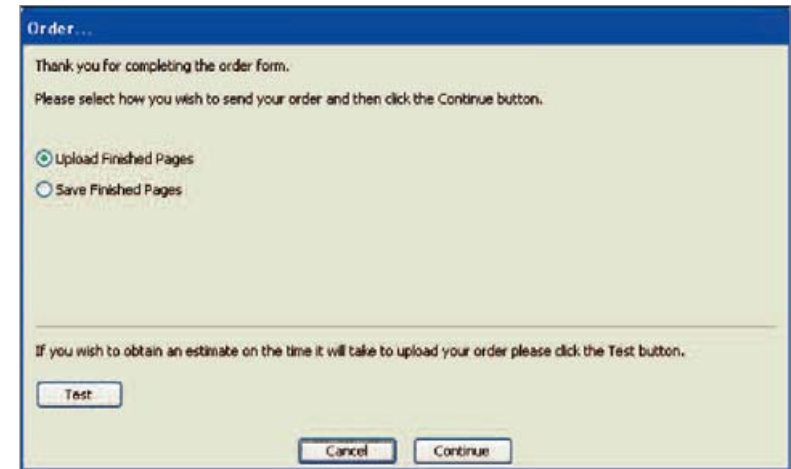
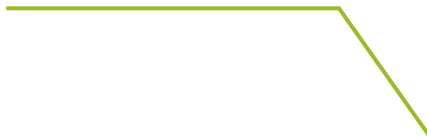
Note a discount has appeared.

Now choose your payment method and click 'Confirm Order'



Finally click **'Upload Finished Pages'** and then **'Continue'**

You will receive an order confirmation detailing your purchase



Order...

Thank you for completing the order form.  
Please select how you wish to send your order and then click the Continue button.

Upload Finished Pages  
 Save Finished Pages

If you wish to obtain an estimate on the time it will take to upload your order please click the Test button.

Test

Cancel Continue