



# QUICK GUIDE TO GETTING STARTED

## ADVANCED YEARBOOK CREATOR



## Quick Guide to Getting Started

Thank You for choosing our Advanced Online Book Creator

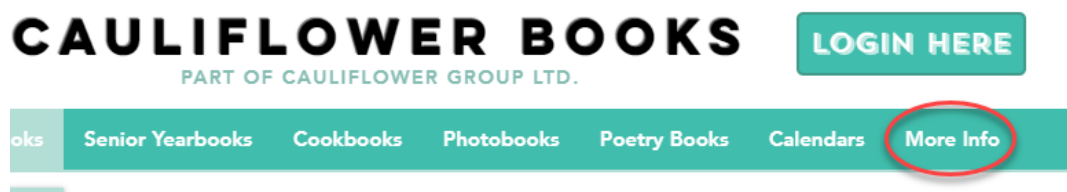
To ensure your project runs smoothly please read the following guide and important system information.

### System Warnings and Important Features to Note

- Full Features are only available in '**Advanced Editing**' Mode. On a computer your interface will load in this mode. If you are using a smaller screen like a phone you will only have access to '**Easy Editing**' which does not have full functionality.
- **Save-** your work before exiting the system or you will lose your work.
- **How not to lose all of your editing** - Do not apply the a page layout to **all pages** in your book after you have started editing your book as this will replace all the pages in your book, as a result you will lose all existing editing and there is no way of getting this back.
- **Ensuring you are viewing all possible options in the Options Bar** - If you have clicked on the option menu to narrow down a category (Layout, Background, Scrapbook, Mask) this filter will be saved and you will have to go back to the menu to remove the filter to give you the full set of options. (Even if you have logged out and log back in at a later date)
- **Accessing Multiple Projects** -If you are editing more than 1 book you will need to log out and log back in to access different projects.
- **Backing up your book** - It is possible to create a **Duplicate** of your book which will provide you with a back up at the point of time you create this. (See our saving section for more details)
- **Font** - The set font for our books is **Open Sans size 10**.

**We have a great step by step help guide! - Please read this to get you started.**

- You will find this located in our More Info – Resources section of our website.

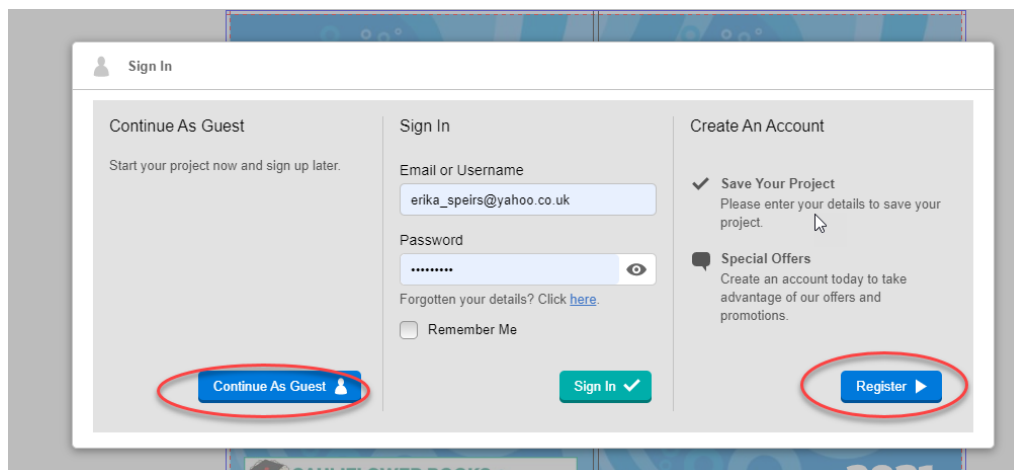


## Starting a Book For The First Time

- Navigate to Primary Yearbooks. You will now be in a section of our website which has lots of helpful organisation tips and Pricing Information. **To get started** on your book go to the select the style of book you want to do - (you can create your own page types within this if required). This will load in a 36 page sample book showcasing the pages we have available for you to choose from and these can all be changed/edited.



## Creating an Account or Continuing as Guest?



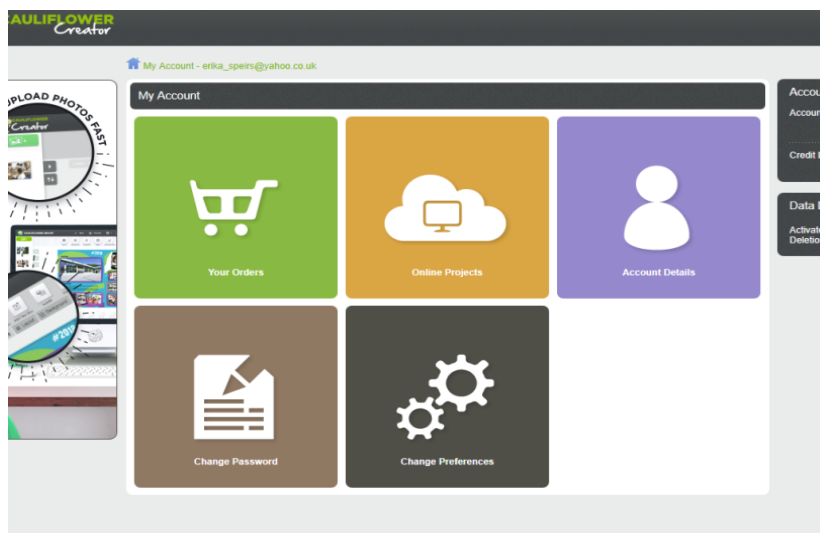
- **Demo Our Creator – Continue as Guest**
- When you launch into our book creator for the first time you are given the choice to create a book as a **guest** - This is the equivalent of demoing our site. You can create an account later if you have started making a book and actually decide you would like to save it.
- **Creating an Account - Register**
- This will provide you with a login so that you can continue editing your book and order when you have completed.

## Logging Back in to Continue a Project

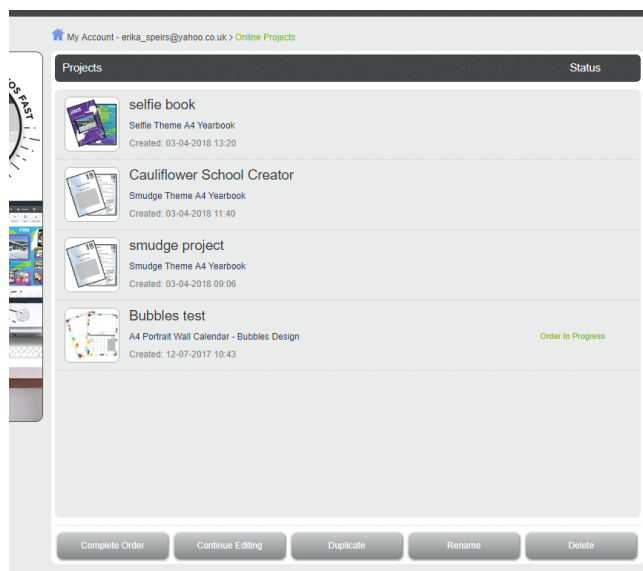


To return to a saved project you must log into the book creator from our website via a login button.

Click on the orange 'Online Projects' button to see the projects you have started and saved.



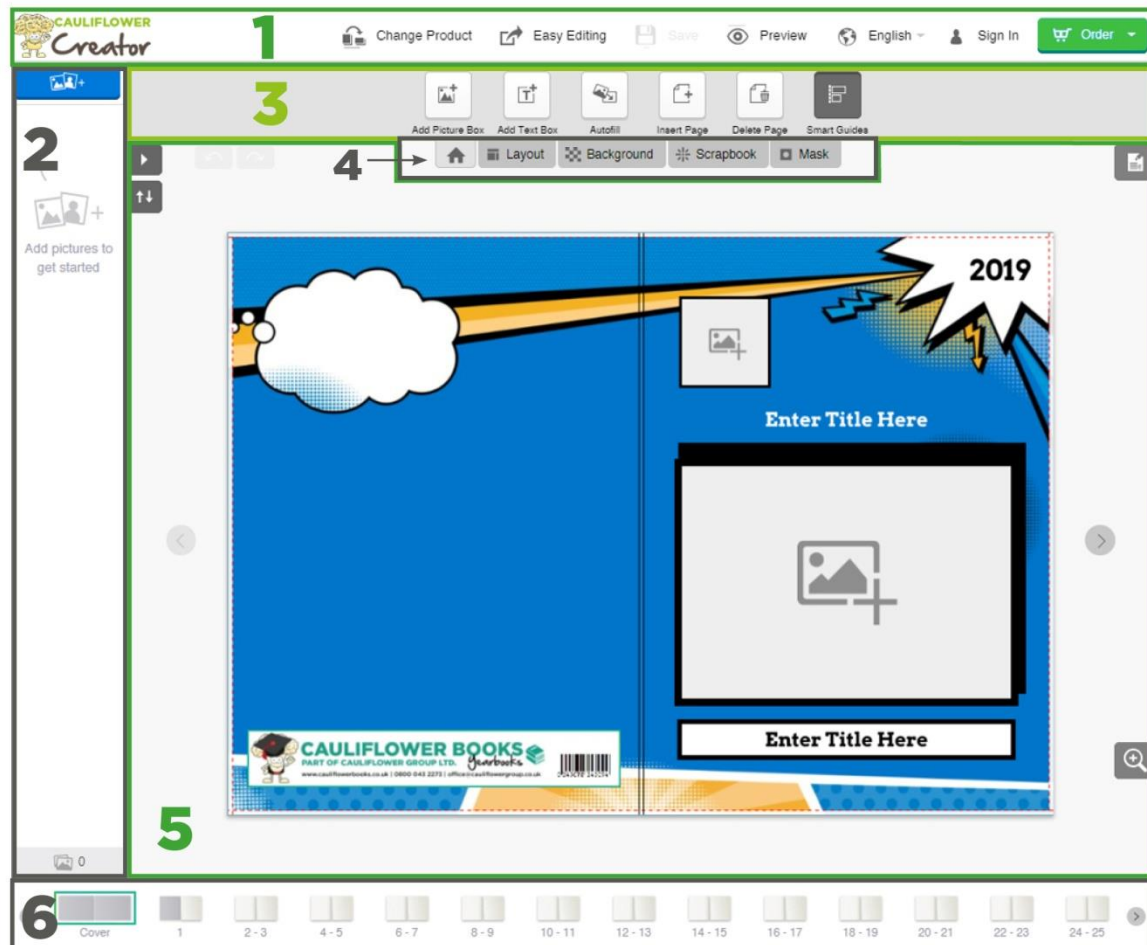
Your projects will be displayed in a list - click on the project you wish to continue editing.



## Switching Between Projects - (where you are working on more than one book)

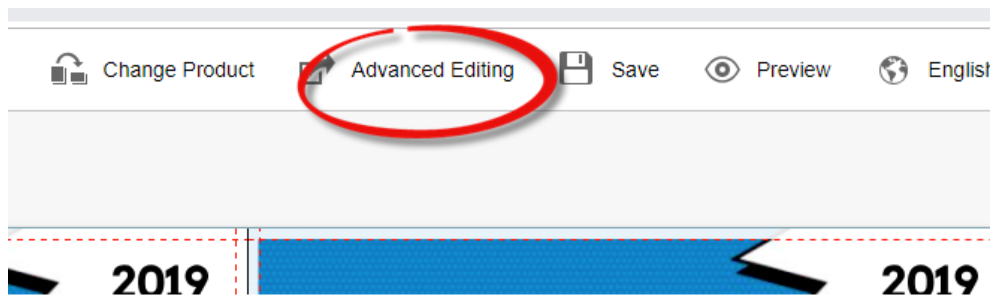
If you are editing more than 1 book you will need to log out and log back in to access different projects as explained above.

Cauliflower Group Ltd - Help Guide V5  
**The Book Creator Interface Layout**



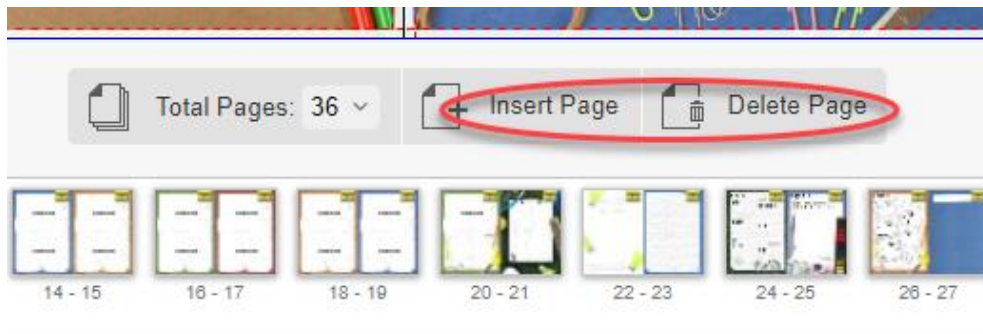
- 1** Header Bar - Product Selection Options
- 2** Pictures Panel
- 3** Options Bar
- 4** Editing Tabs
- 5** Editing Window
- 6** Pages Panel

Your interface will load in **Easy Editing Mode** - this locks down the page designs and only allows text and photo editing. To access full editing features click **Advanced Editing** in the Header Bar before you start.



### Adding Pages (Spreads)

The add & Delete Spreads feature is located below your book in the editing panel:



Your book is loaded in spreads with a default set of 36 inside page based on the theme you have chosen. You can add and take pages away **BUT** this done in spreads (2 pages at a time).

**IMPORTANT** If after you have set up your book you suddenly realise you need to add or take out a page you will either have to add or take out 2 pages - you cannot add or take out just 1.

Although this is not ideal if you are creative then you can work around this, for example you could add a double page to add the extra page you wanted and make the additional page a photo page for example.

**TIP** - As you have full flexibility to decide what you want on each page when you set your book up it is a good idea to plan this out and get it how you want it right from the start.



## Moving Spreads

Similarly pages can only be moved as spreads. Select and drag a spread from the pages panel to a new location.



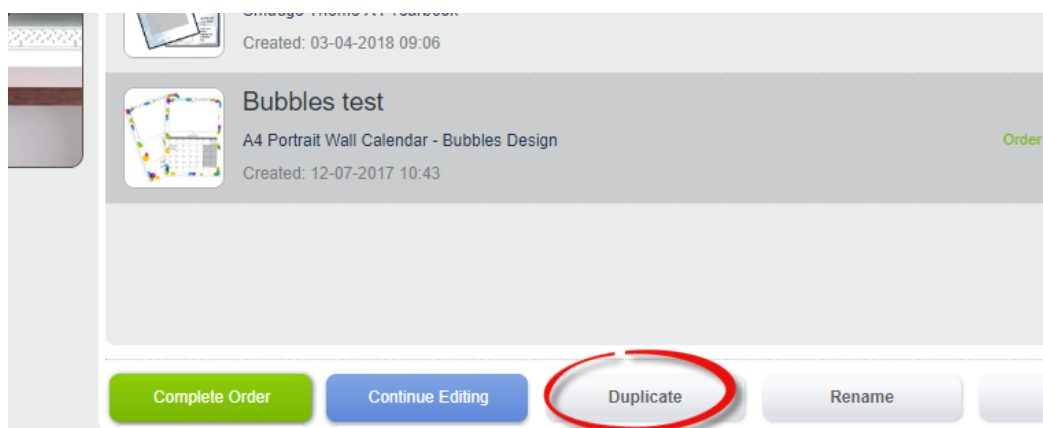
## Saving



**Save** your work before exiting the system **or you will lose your work.**

## Creating a Back Up of Your Book - Duplicating

To back up your book you can create a duplicate of your work to date when you first log in. Select your project and click **Duplicate** - you will be able to re name this duplicate with a meaningful name ie add Backup 1 for example to the end of the name.



## Changing Page Layouts

When you click the 'Layout' tab you will find our predefined page Layouts in the **Top Options Bar** these are fully editable. We have set up all the Page Layouts we think you would need but these are editable, so you can delete/add picture boxes, text boxes and graphic elements as you wish.

Our page layouts have no background colour so they work with all colour backgrounds. When you change the page style you will need to put the coloured background back in. It is best to choose your page Layouts first and then apply your coloured backgrounds afterwards.



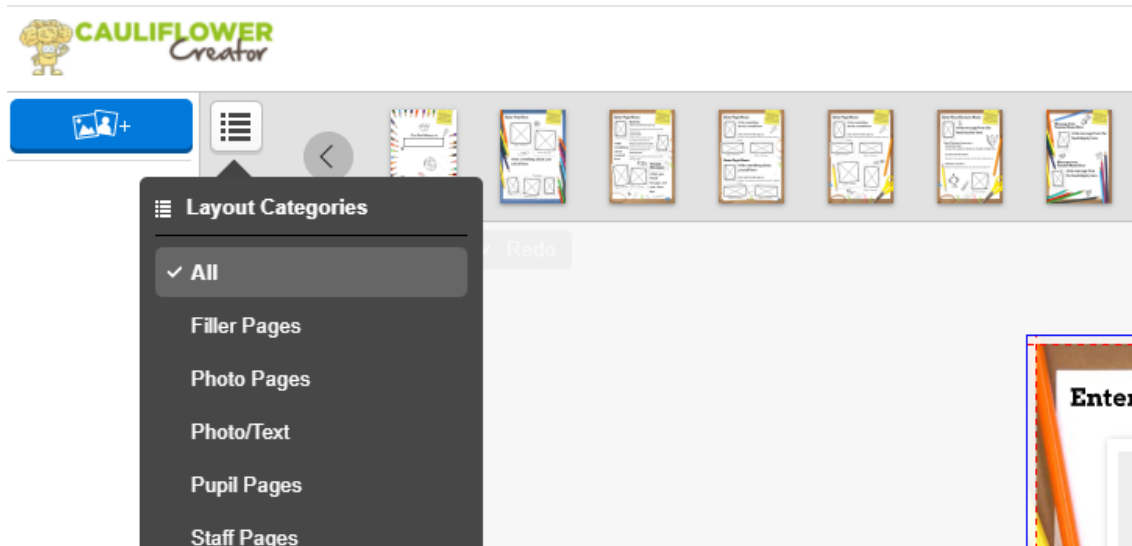
**\*\*Important Front Cover/Page Layout Options - Info\*\***

If you are currently viewing the front cover in the editor window and click the **Layout Tab** *only* front cover layouts will display. Move to an inside page and click the Layout Tab to view page layouts.

**Categorising Page Layouts** - to make them easy to view/choose



Click on this menu icon in the **Options Bar** to filter the different Layout Categories - choose one of these to see Page Layouts for a specific category – ie pupil pages

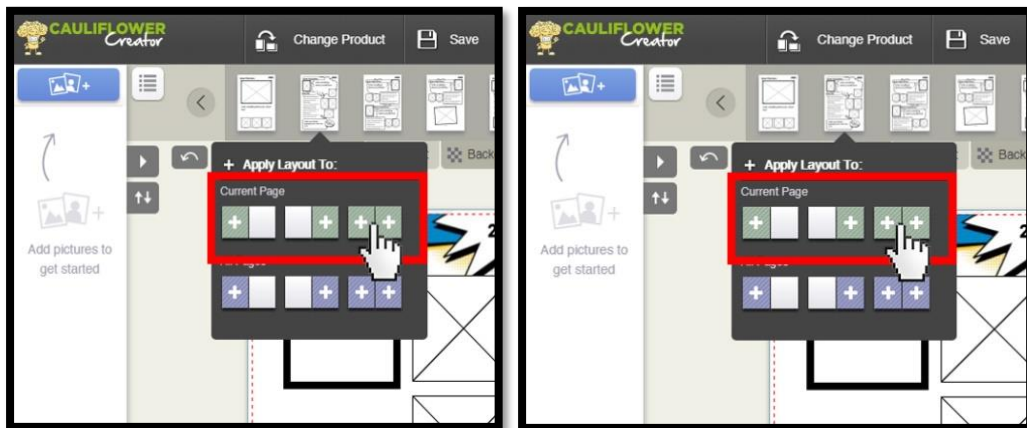




### Applying a Layout

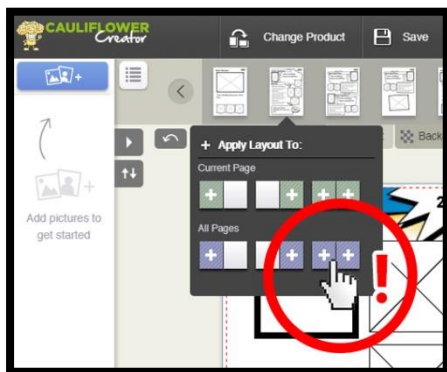
To apply a layout click and drag on to the page you would like to change. The layout will be applied.

The other way to apply a back ground is to click on the page layout which will bring up an option box. Here you can either apply a layout to the left or right hand page or to both pages in a spread.

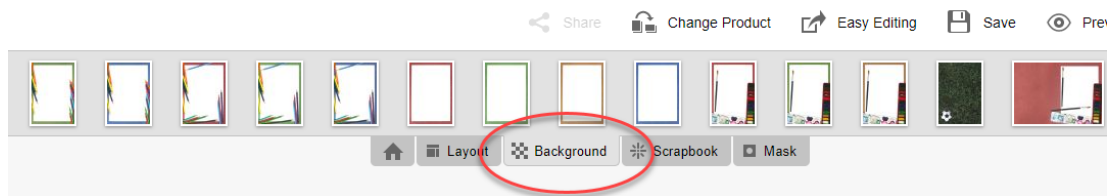


### **WARNING**

You can choose to apply to 'All Pages' **DON'T DO THIS** unless you want to apply one layout throughout your book. If you change your page type throughout your book you will lose all editing you have previously done and you will not be able to get this back.



## Changing the Background Design



When you click the '**Backgrounds**' tab you will find our background designs/colour options for the design you have chosen displayed in the top **Options Bar**. These are variations for the designs you have chosen - if you scroll along you can also choose plain background colours.

When you view the backgrounds you will see:

- Options for front covers - double Page cover.
- Options for inside backgrounds - individual inside page.
- We also provide plain colours that could be applied to either the inside pages or front covers.

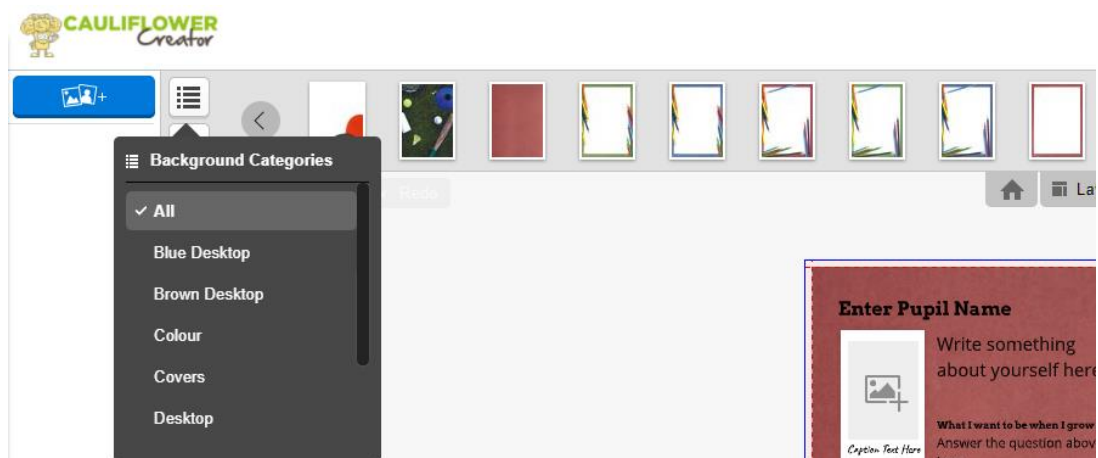
## Getting the Order Correct for your Change of Background

Choose your layout and then change your background colour if required.

**Background Categories Options**- to make these easy to view/choose



Click on this menu icon in the **Options Bar** to view the Background Categories .



## How to Change the Background:

### Covers

Covers are changed by selecting the 'Background' Tab and from the category menu select 'Covers'. Drag the double page background design you require from the **Options Bar** on to your cover spread in the **Editing Window**.

## Pages

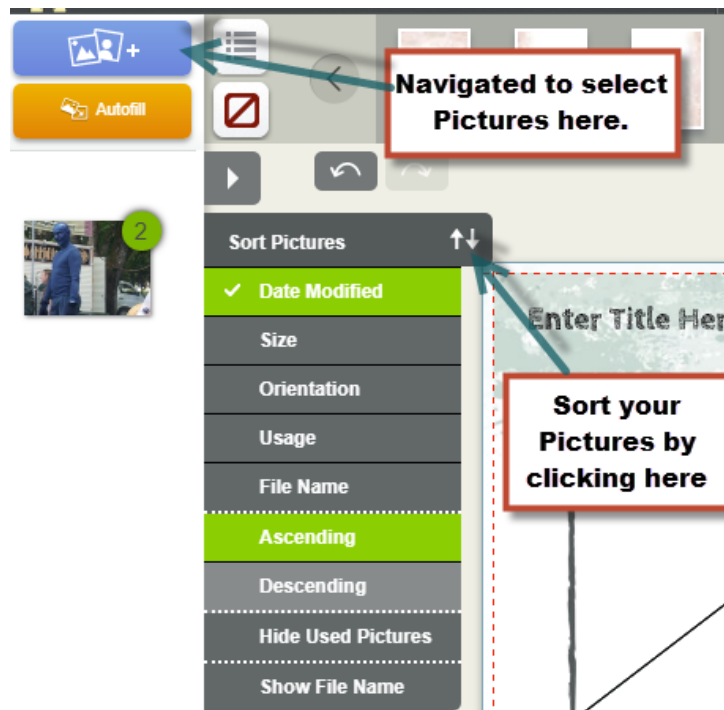
To change the Background colour for the Pages choose 'Pages' category in the menu. Click on colour you would like to change and apply this colour to 'All pages' left and right. Or alternatively you can also drag the background on a selected page.

Please note: Do not choose the spread option  as the background is created as a single page and the image will distort over the spread.

## Changed Your Mind and Want to Pick a Different Design?

If you have changed your mind and would like to do a different design altogether then revisit our website to pick a different design and start a new book!

## Adding Images To Your Project



To select images to upload to your project click on the Blue+ Photos Icon located at the top of the 'Picture Panel' you can now navigate via your computer to select photos. Click on open to start the upload process. You can select multiple images to upload at any one time.

When you have used the photographs the image will be marked with a number to help you identify used images.

## Getting the Resolution of Images Correct



You will see a system warning icon when your image is the wrong resolution. **Low resolution photos will print blurry when your book is printed.**

## Help for Choosing the Best Photos

Standard (500kb+) will print nicely for all small photo boxes and higher resolution (1 to 1.5 mb) would be best for the larger photo boxes. For full page photos we would recommend 2 mb.

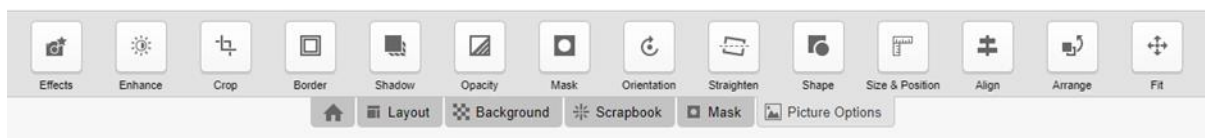
## Adding an Image to your Page

Simply drag the image required to a photobox on the page, or just drop it onto the page and it will create its own photobox.

## Applying Image Effects

Click on your image and a new set of '**Picture**' options appears in the Options Bar - have a play with these to create different effects including brightening images, adding borders and turning your photos black and white.

Depending on the design you we will either get the full set of effect:



Some of our more complex designs will only have a limited set of Effect Options so that the design is not effected:

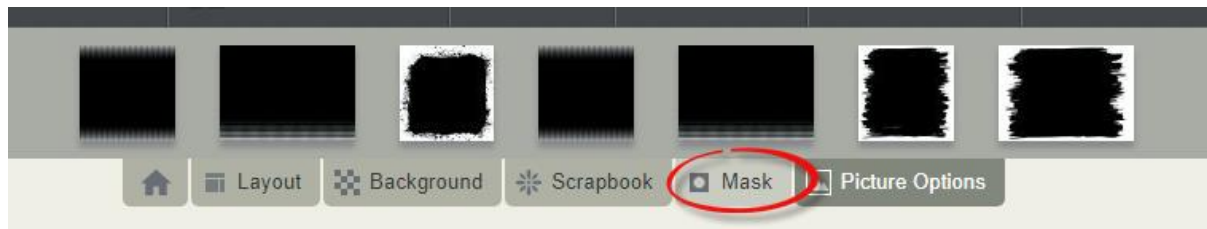


## Fun Tip – setting your own background with an image

You can drag a high resolution photo onto your page drag the corners to resize the image to fill the whole page. Click on the '**Arrange**' button in the Options Bar to send the image behind all the elements on the page. If you can't see the text very well you can click on the '**Enhance**' button and play with the brightness and contrast to enable text to show or you can change the change the colour of the text.

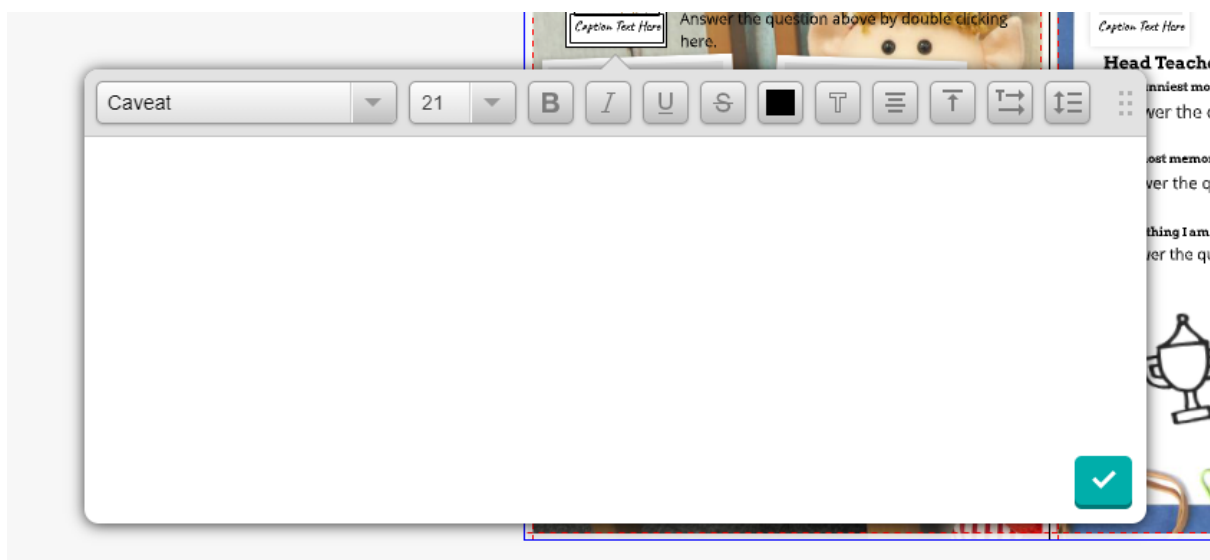
## Masks

These can be dragged over a picture to create special effects.

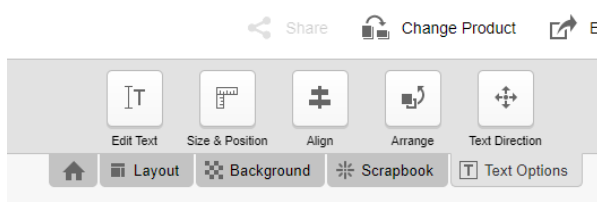


## Editing Text

Double click in a text box allows you to add text to a text. There are lots of editable features available in the text box including change of font, size & colour once you have your text how you want click on the tick to add the text to your page – get creative!



Once you have added text you can play with other **Text Options** available in the Options Bar at the top of the page.



**Font Used in Our Designs:** We have set all the paragraph text in our designs to **Open Sans 10** - if you add a text box you will need to change your text to match this.

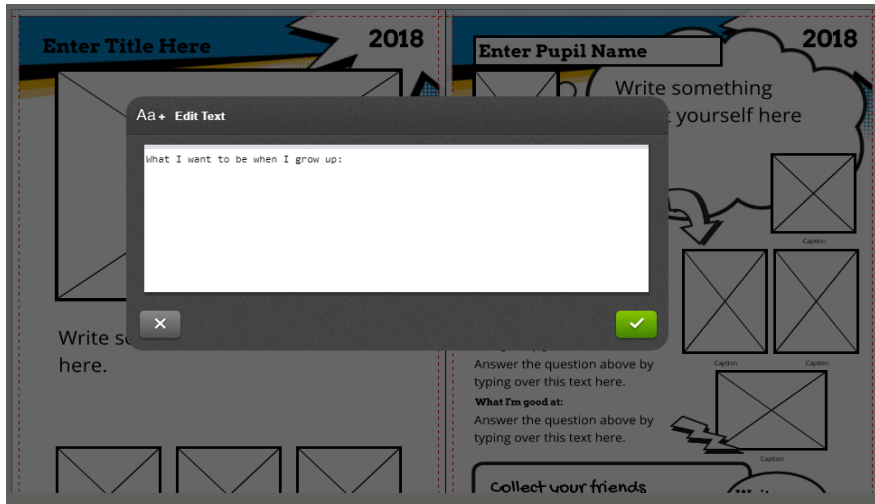
## Changing Prompt Text and Questions:

We have entered example questions and Titles on some of our page types (Head teacher's page, Pupil Pages, Teachers report and Awards Page). You can change these by double clicking in the text

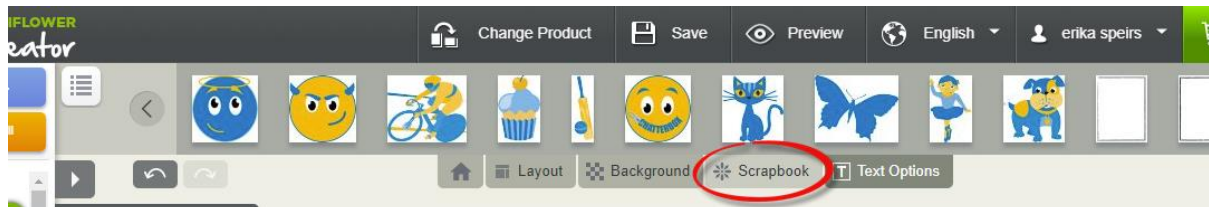
box. If you remove the question prompt text will appear 'please enter question here...' will be displayed instead.

Prompt text will not print in your published book it is there to remind you to add text but this is not a requirement if you would rather not have this text.

Rather than leave the prompt text you can select the box and delete it altogether to see how your page will look.



## Scrapbook Items



To make your pages fun you can add scrap book items from our **Scrapbook Options Bar**.

These items can be dragged anywhere onto the page and resized. Scrapbook items are categorised into the school colours ie Royal Blue & Gold or theme specific so you can match them with your page background colours.

## Customising Page Layouts

Our system allows you to create individual custom pages to add to your book. It is not however possible to duplicate this page and use it throughout your book (yet). You can however make an unlimited number of custom pages if you would like each page in your book to be unique.

There are 2 methods to set about creating a custom layout:

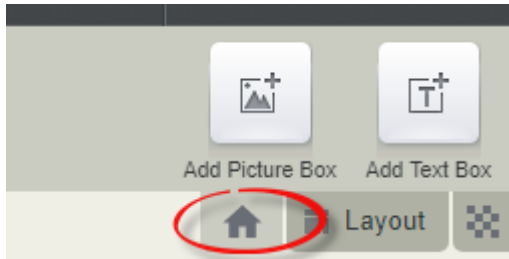


## **Method One**

Start with one of our Layouts you can then delete /move and add picture/ text boxes or select and move any of the elements on the page.

### **Adding Picture Boxes or Text Boxes**

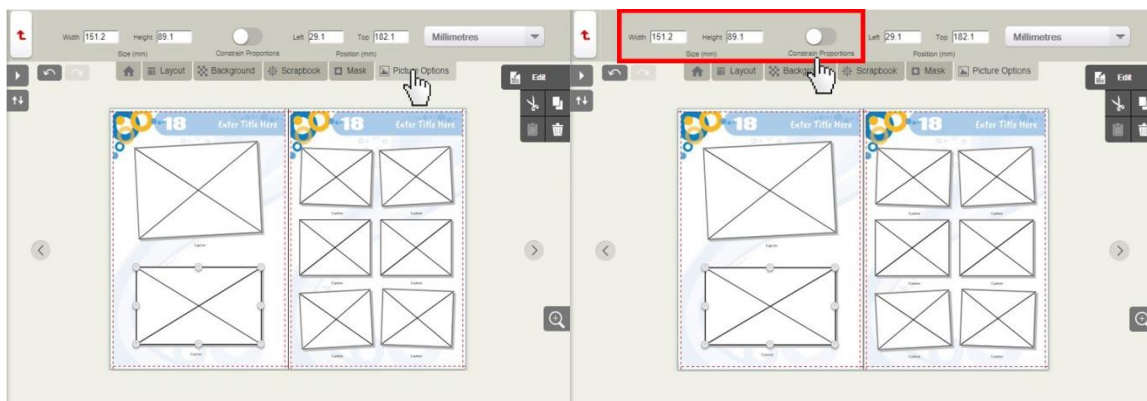
You can add Picture Boxes and Text Boxes from the **home button** on the editing tab. Boxes can be dragged around the spread and resized.



**Font Used in Our Designs:** We have set all the paragraph text in our designs to **Open Sans 10** - if you add a text box you will need to change your text to match this.

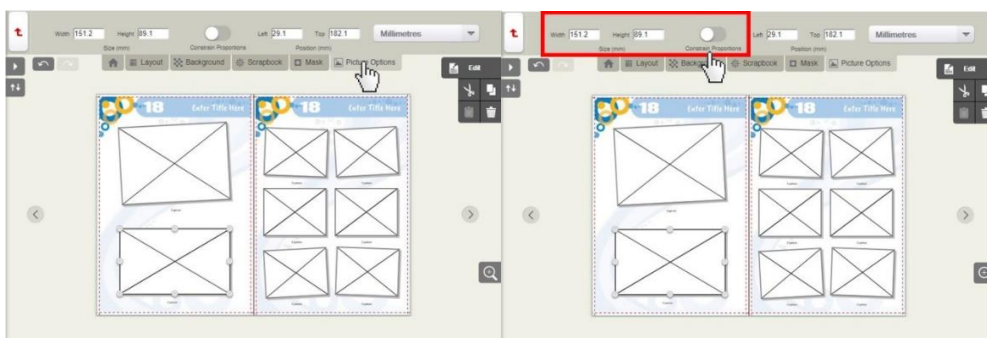
### **Changing Picture Box Box Size**

You can do this by dragging the nodes that appear around the box when you click on it. You can also change the photo box to specific size if you click on **Picture Options/Size & Position**.



### **Picture Box Rotation Adjustments**

If you want to re-adjust the dimensions of a picture box that is on an angle use the Orientation tool, selecting the picture box first; and set the picture box back to 0 degrees you will now be able to resize your box. Now use the slider to re angle your box.



## **Moving Elements on the Page**

Click and drag elements around the page to the location you prefer. Borders / text boxes / scrap book items can all be moved separately.

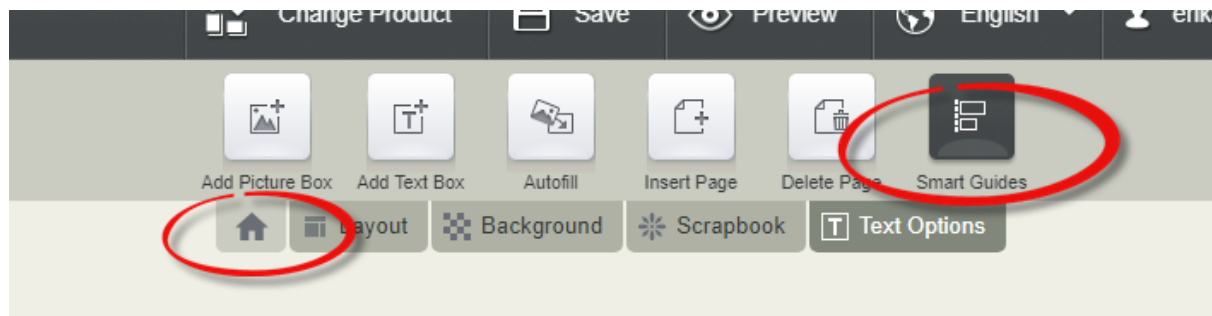
## **Picture Box Dimensions**

If you are moving one of our picture boxes the proportions may be fixed ie you may not be able to change a rectangular box into a square box for example. You will however be able to make this box smaller and larger.

- New picture boxes will not have proportion constraints.
- Rotated boxes will need to be straightened before they can be changed. (see note above)

## **Finely Adjusting Alignment of Picture Frames**

If you have difficulty realigning picture boxes and borders ensure that **Smart Guides** is turned off and this will allow fine adjustments of positioning.

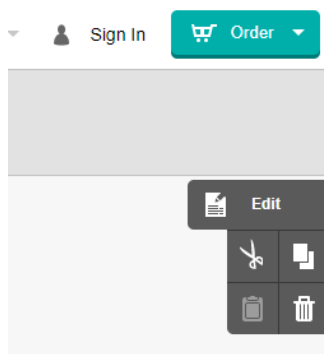


## **Smart Guides**

These are really helpful for aligning a row of elements you are adding to a page - when you are doing this ensure that the smart guides are turned on. Ruler lines will appear on your page so that you can align elements.

## **Deleting Elements on a Page**

Click on the item you wish to delete to select it then click the bin icon found on the right of the editing window.



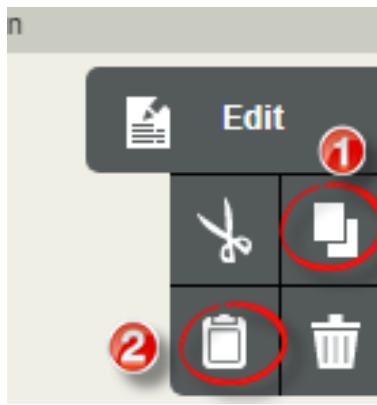
## **Method Two**

You can add a blank spread and start your custom page from scratch. You may not want 2 custom pages so you can drag one of our Layouts to one of them and begin work on creating your custom page on the blank one.

- When you add new pages you will need to add a background - go to the backgrounds tab.
- Add Text boxes and Picture boxes as explained in Method 1.
- Use scrap book items to add design elements to your page. (We have included many of the page design elements in the scrapbook options)
- If there is a design element you require and it has not been added as a scrapbook item you can copy and paste page items from one page to another.

## **Copy and Pasting Page Elements**

Select the item you would like to copy then click on the **copy page icon** found in the top right of the Edit Window to copy and then on the **clip board** to paste. Your pasted item will appear in the top left hand corner of your spread. You can now drag this to the position on the page that you require.

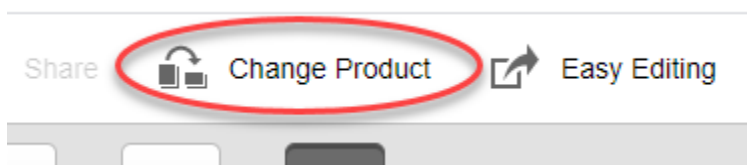


## **Soft or Hardback Book?**

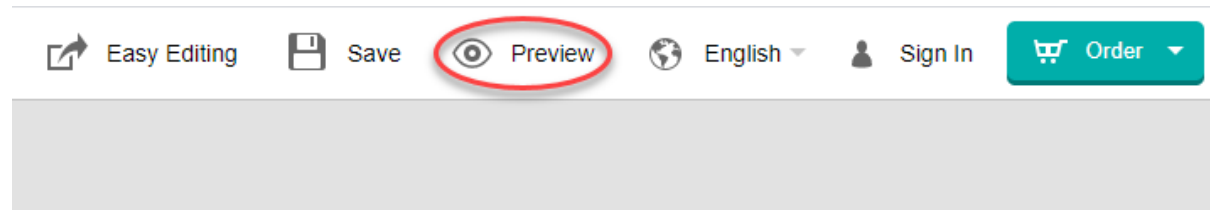
**By default your book is loaded as a softback book. (Softback books are cheaper.)**

You will be asked when you login and again when you order whether you would like to upgrade to a Hardback cover. This is an extra cost of £5.00 and takes a little longer to turn around (10 working days). At any point you can switch from the softback to the hardback and back again (if you change your mind) by clicking on the 'Change Product' button in the top bar.

If you change the type of book after you have edited it, it is recommended that you check all of the pages before you order, especially the front cover.

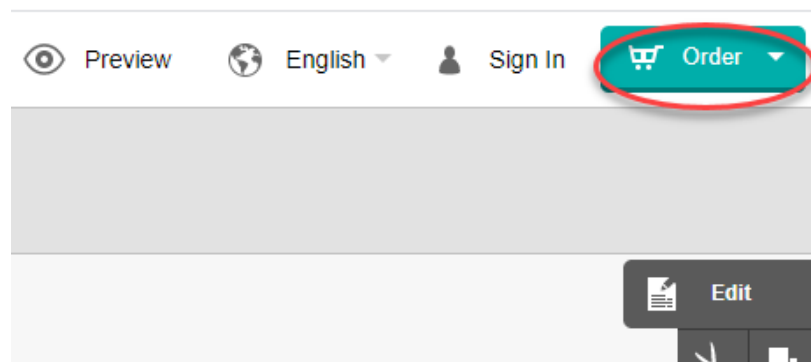


## Preview



You can navigate backwards and forwards from the preview to check how your book is looking and to continue editing. When you create a preview you will see an electronic version of your book.

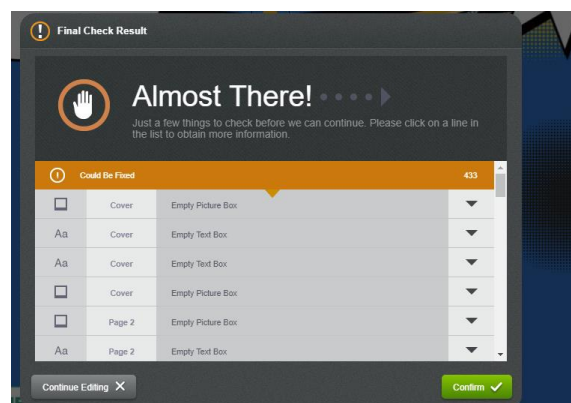
From the preview you can see the cost of your book and you can order or return to editing. (You can also order from your log in page.)



## Final Checks

**This is a self editing project we do not check it for you or make any changes on your behalf.**

The system will generate a **Final Check Result** but this will only check you have completed all sections. Spelling and content will need to be carefully checked by yourself or your team to get the best results. Cauliflower Group Ltd are not responsible for your errors.



## Ordering

You will now be able to continue to order we will se Please allow 5 working days for delivery for softback books and 10 working days for hardback books.