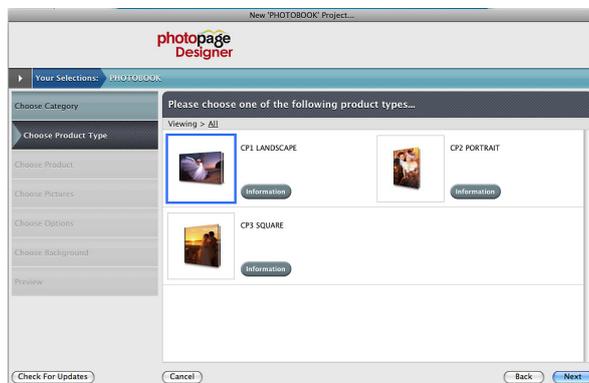


Quick Guide

Photopage Designer is a creative software that transforms photos into superior photo books. The application offers creative flexibility and easy to use with simple drag and drop features into the creative designed book templates. The customisable page layout, backgrounds and color palettes offers you great pleasure in designing your photo books.



1. Choose Category
Simply select the **PHOTOBOOK** and click **Next**.



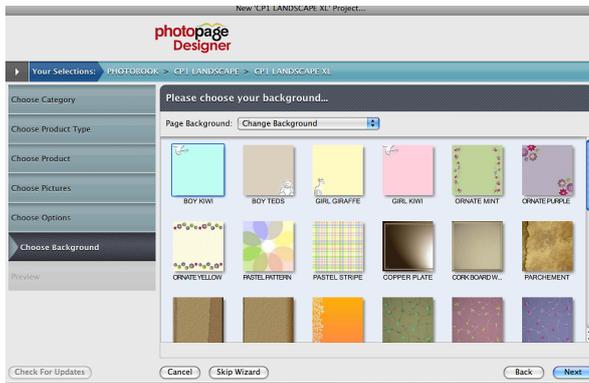
2. Choose Product Type
Select your desire book sizes and styles of **Landscape**, **Square** or **Portrait**, then click **Next**.



3. Choose Pictures
Click on the “+” icon then select to **Add Individual Picture file** or folder from your photo folder then click **Next**.



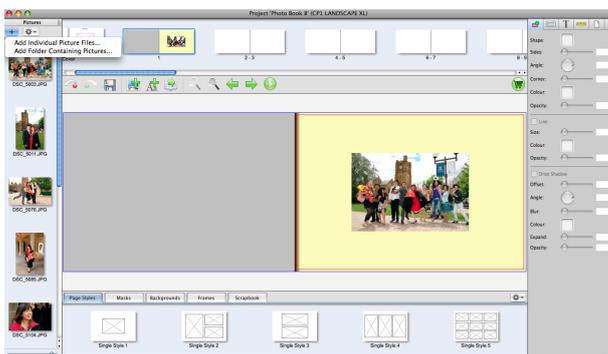
4. Choose option of Pages
 You can choose the number of pages of minimum **40 pages** to maximum of 300 pages, then click **Next**.



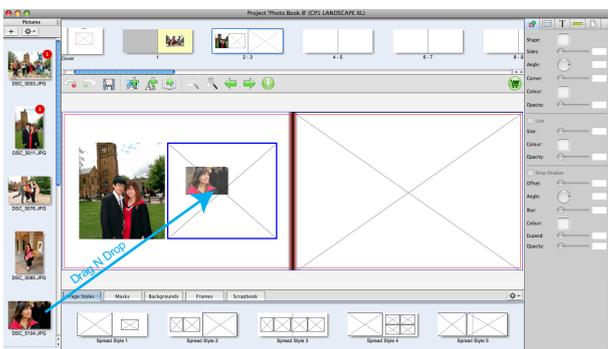
5. Choose Background
 You can choose a **background** from the color chart or choose white and add on the background later, then click **Next**.



6. Preview & Project Name
 A create project window will pop-up, **type in the name** for your new photo book project and click **Create**. You will then enter the Layout Board.



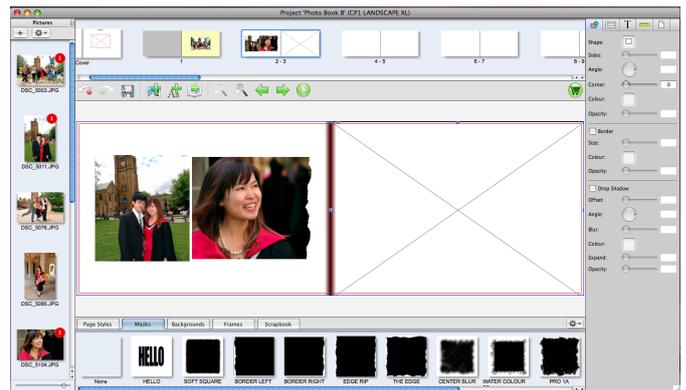
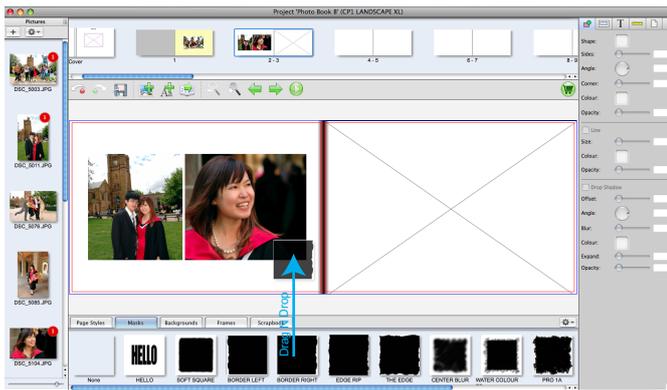
7. Load Pictures
 Click on the “+” icon and add pictures to your project. Select the photo folders and load into the **pictures column** at the **Left Hand side** of the Layout Board.



8. Page Styles
 At the bottom you will see the **Page Styles**. Just drag-n-drop the desire layout to the board. Then select a picture **drag-n-drop** to the layout picture box.

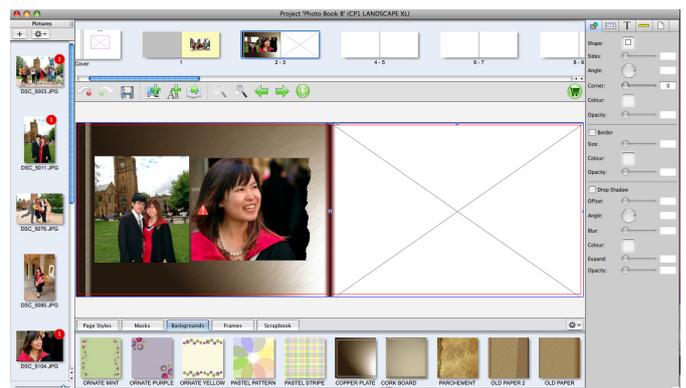
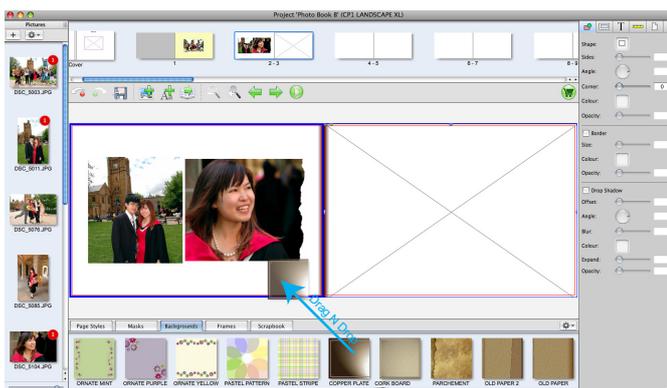
9. Choose Mask

Select the **mask** you desire, **drag-n-drop** to the picture.



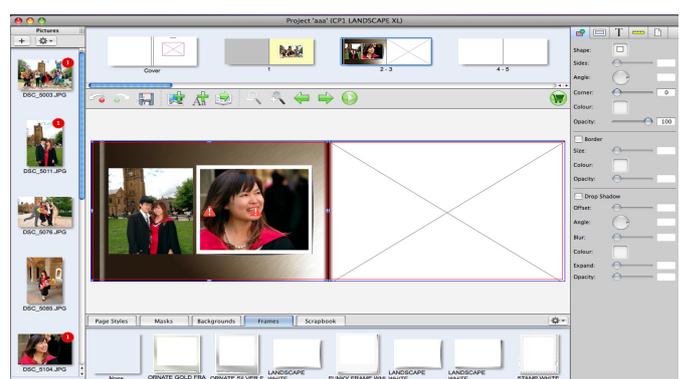
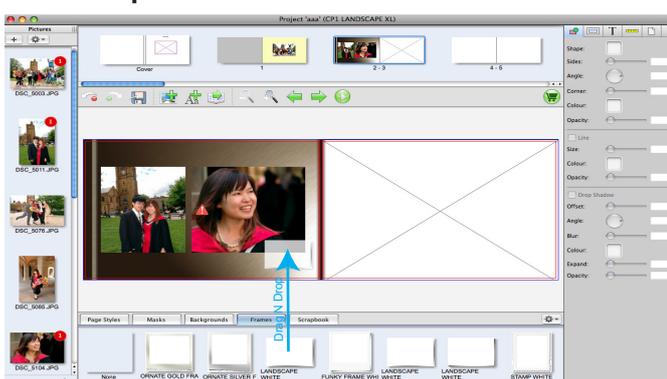
10. Choose Backgrounds

Select a background, drag-n-drop to the layout. If single side, place it either on the left or right page. For **spread**, place the background on the **center of the 2 pages**.



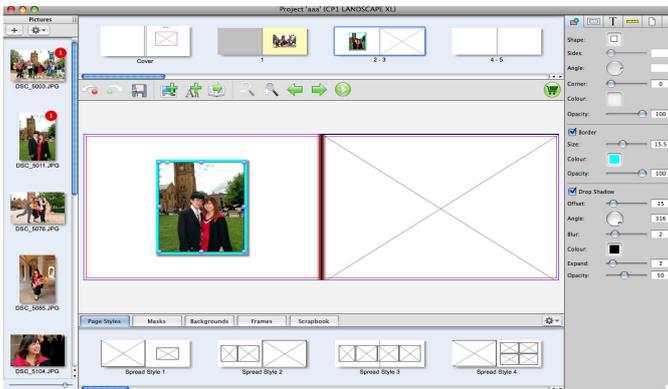
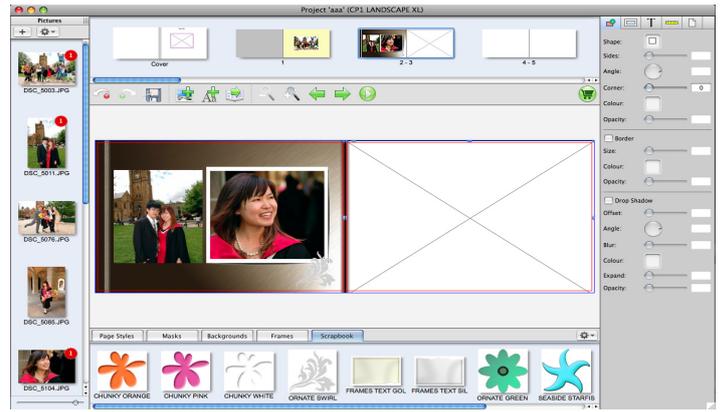
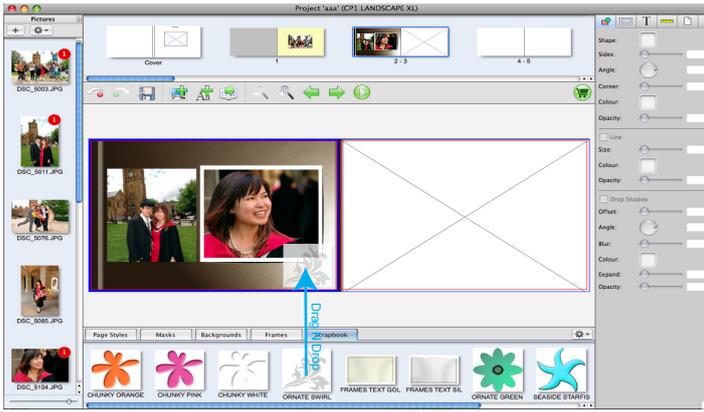
11. Choose Frames

Simply select a **frame**, **drag-n-drop** on the picture. A frame then added to the picture.



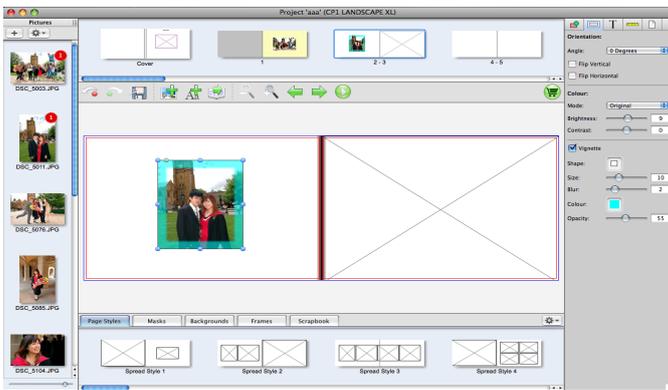
12. Choose Scapebook

Select your desire image then drag-n-drop to the page.



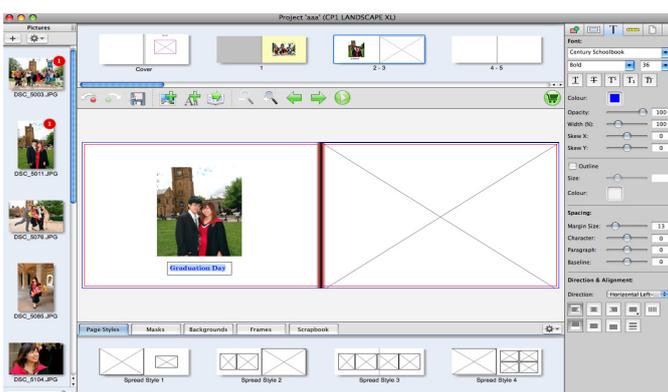
13. Icon

This functions give you the flexibility in the shape of the photo, add border and drop shadow.



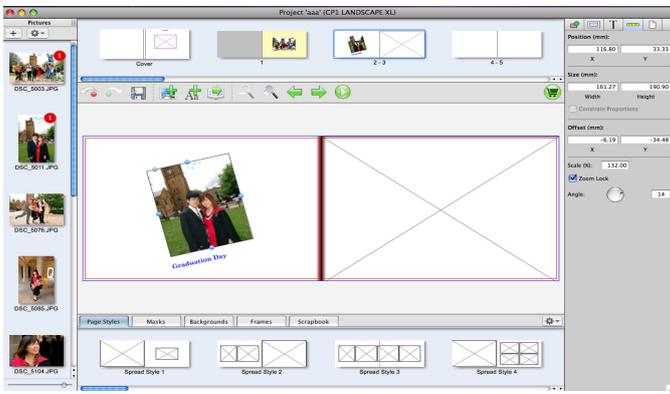
14. Icon

You can change the orientation, brighten and add contrast to the photo and also vignette.



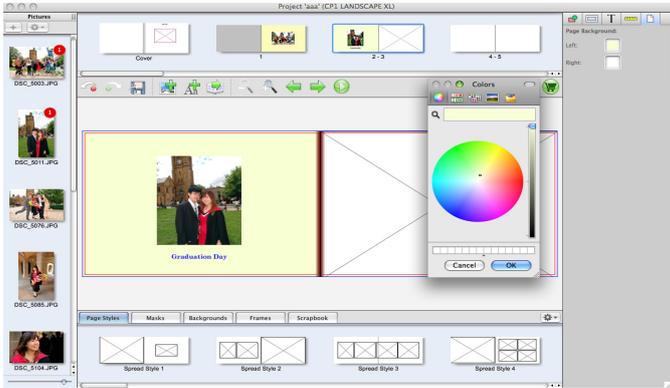
15. Icon

You can type in some description and caption to highlight your photos. This allow you to choose font and sizes of type.



16. Icon

The ruler allow flexibility in the control of measurement and rotate the image.

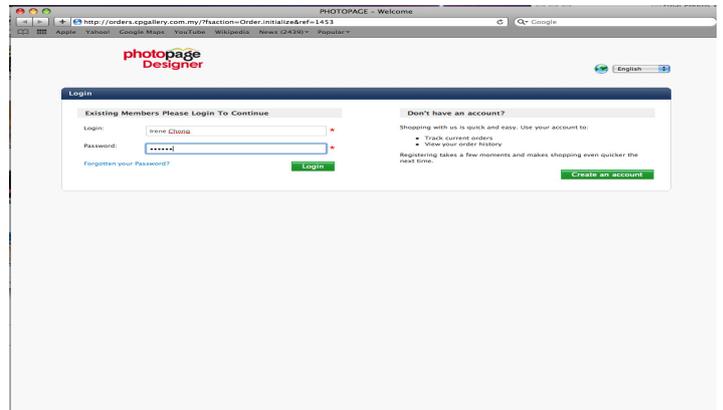
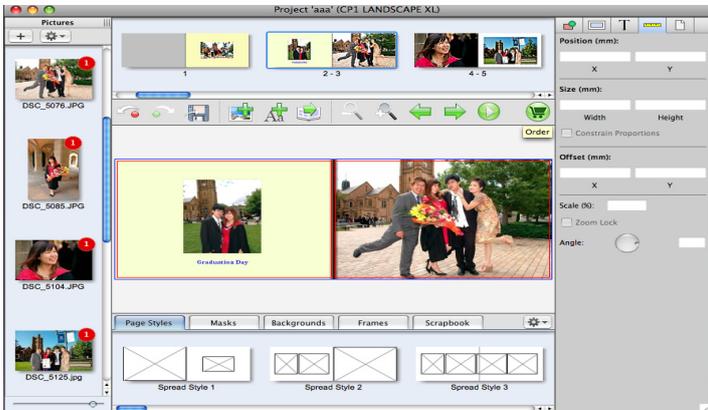


17. Icon

There are many choice of color to choose from for your background color.

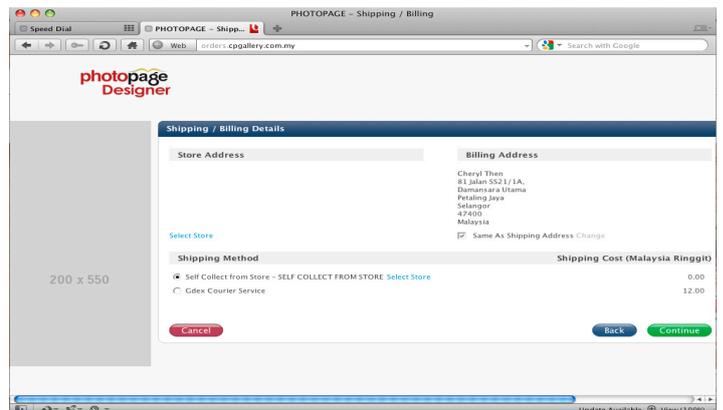
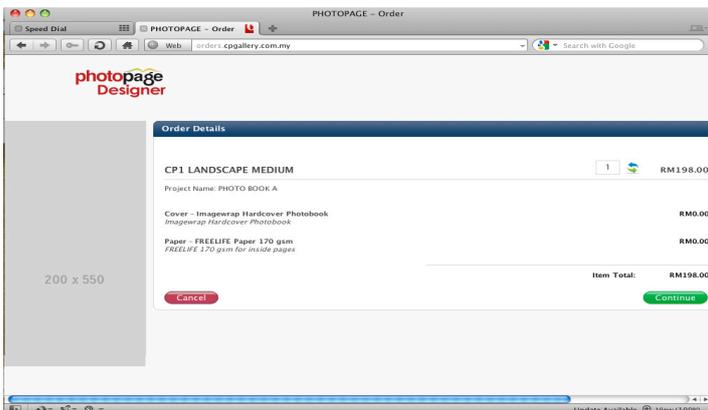
18. Make Order

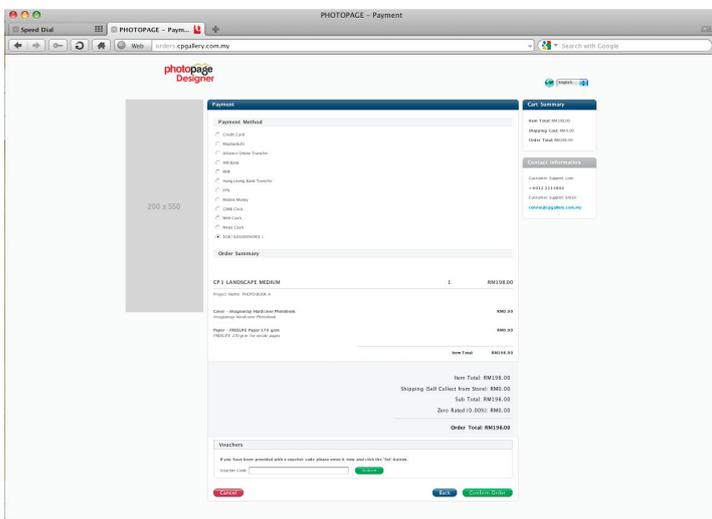
After complete designing your photo book, click on the “Shopping Cart” icon to place your order. Tick the disclaimer check box and click the “Start” button. A new browser window will launch online order page, create a new account and sign in.



19. Make Payment

Fill in the required quantity and click Continue. In the Shipping/Billing Details window, please select either “Self Collect from Store” or Courier Services and click Continue.





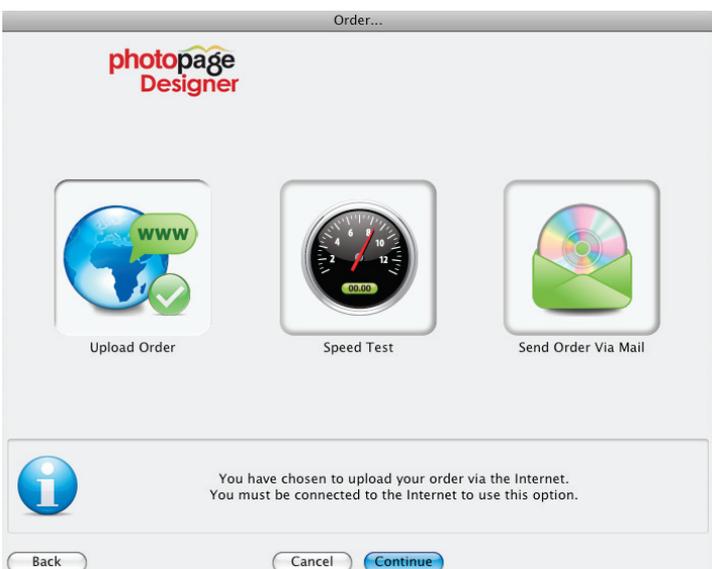
20. Select preferred payment option. Click **“Confirm Order”** then complete the payment process.



21. You will receive an **email confirmation** containing your order number and order details.



22. Upload Order
Once you have completed the online order form, upload your photo book by choosing **“Upload Order”**.



23. You may choose to **upload the files online** or save into a CD or thumb drive and come to Photopage office to submit it. Click **“Continue”**. A window will inform you once your order is uploaded successfully.