3 Inserting and adjusting pictures and text

At the top of the program window you'll find two tabs:

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Overview shows you all pages of the current album
Page shows you the currently selected page
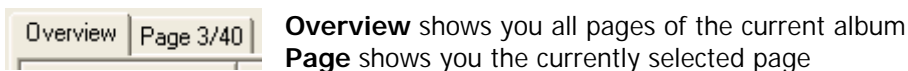
Double click on a page or **Right click on a page and select 'Edit page'**

3.1 Choosing the directory that contains your pictures

In the window frame that presents your directory structure, click on the directory that contains the pictures you wish to use. You can switch to another directory at any time.

Click a directory

The thumbnails of the pictures in the selected directory appear in the bottom left window frame.

3.2 Adding a picture to a page

You can now drag a picture from the bottom left window frame to a picture frame of the opened page. Should the overview of your album still be open, please double click a particular page first.

3.3 Editing a picture

In the window 'Edit picture' you can adjust your picture before adding it to the page. This window appears after you have dropped the picture into a picture box. The window can also be called by right clicking a thumbnail and selecting 'Edit picture'.
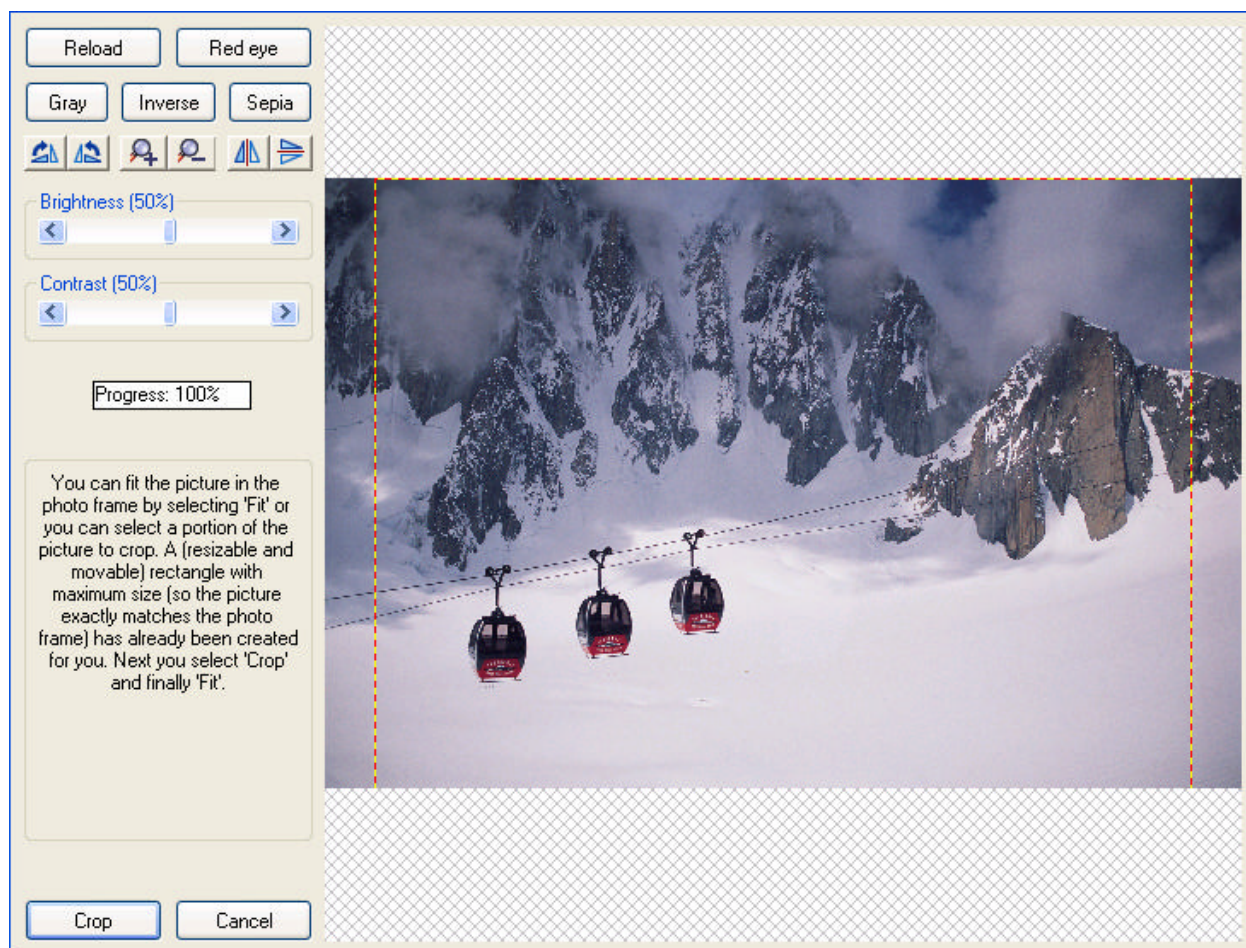
Edit picture

Warning: Editing a picture after you have dropped it into a picture frame does not modify the original file. However, editing and saving a picture after you have right clicked its thumbnail will overwrite the original file. In this case it is best to right click the thumbnail, choose 'Copy picture' and then edit the copy.

3.3.1   Cropping

In this window a dotted frame appears with the proper ratio of the picture frame where it has to fit in. this frame can be resized by placing your cursor on the dotted frame, pressing the left mouse button and moving your mouse.

You can move the dotted frame by placing your cursor inside the frame, pressing the left mouse button and moving your mouse.

To define a new cropping frame, place the cursor somewhere out of the dotted frame, press your left mouse button and move the mouse.

Adjust the cropping frame if necessary
Click 'Crop'

Waning: When you create a cropping frame that is too small, you will not be able to click the 'Crop' button (the button at the bottom left hand corner of this window will change to 'Paste'). This is because the program would have to expand the cropped frame too much thereby going under the minimum resolution. In this case it is best to redefine a larger cropping frame or make the picture frame smaller.

3.3.2   Other functions

Reload cancels all changes by reloading the file
Red eye removes red eyes in the picture (see below)
Gray turns the picture to grayscale values
Inverse inverts the colours of your picture
Sepia gives the picture and old sepia-effect
Rotate rotates the picture 90° clockwise or counterclockwise
Zoom zooms 2x in or 0.5x out on the picture
Mirror mirrors the picture vertically or horizontally
Brightness reduces or increases the brightness
Contrast adjusts the picture's contrast
Cancel cancels all changes and returns the program to the previous mode

Suggestion: in case you are editing a picture to be used as a background, you can obtain a sort of transparent effect by changing the brightness to 75%.
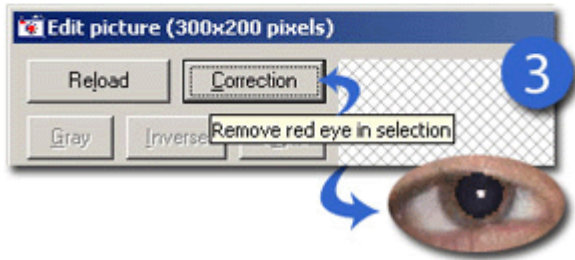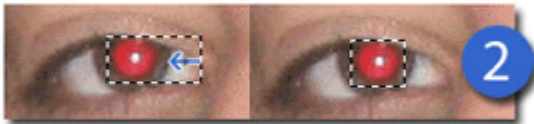
3.3.3   Red eye removal

This function allows you to remove red eyes in just 3 steps:

1. Click the 'Red eye' button
2. Adjust the frame to fit the size of the eye.
3. Confirm by clicking on the 'Correction' button.

Repeat these steps for each instance of red eye.

Red eye correction

3.4   Readjusting picture frames or text boxes

3.4.1   Readjusting a picture frame

By double clicking a picture frame on an opened page, the size and ratio appears together with the distance from the four sides to their respective page edges. You can also rightclick to show these values.

Width and height can be adjusted by typing in the required values or by dragging the borders of the frame. The ratio cannot be specifically set.

Left, right, top and bottom. Here you can also type in specific values to perfectly align frames. You can also drag the frame to a specific position by placing the cursor inside the frame, pressing the left mouse button and moving the mouse.

Double click the frame to save the new settings.

When the grid is activated you will notice a pointed grid on the entire page. When saving the new frame settings, the top left hand corner of the frame is aligned to the nearest grid point. Also dragging the borders of the frame will occur step-wise.

Click to toggle the grid on or off.

Right clicking a saved picture frame presents you the following window:
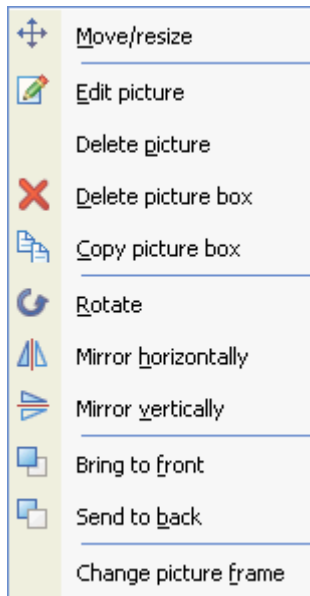
⊕ Move/resize	**Move/resize** move or resize the picture frame
🖉 Edit picture	**Edit picture** opens the window 'Edit picture'
Delete picture	**Delete picture** removes the picture from the frame
✖ Delete picture box	**Delete picture box** deletes the picture frame
🗎 Copy picture box	**Copy picture box** puts a copy of the frame onto the page
↻ Rotate	**Rotate** rotates the picture frame under a certain angle
◁▷ Mirror horizontally	**Bring to front** places the frame on top of any other overlapping frames
⊳ Mirror vertically	**Send to back** places the frame underneath any other overlapping frames
🗎 Bring to front	**Change picture frame** changes the weight and the colour of the border of
🗎 Send to back	the frame (see page 17 - *Changing picture frame borders*)
Change picture frame	

3.4.2   Readjusting a text box

By double clicking a text box, its size is shown and the distance from the four sides to their respective page edges.

You can adjust this box the same way as a picture frame (described above).

Right clicking a text box shows you the following window:
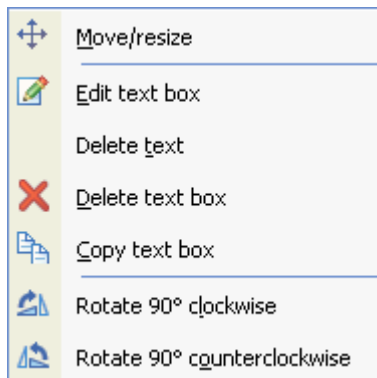
⊕ Move/resize	**Move/resize** move or resize the text box
🖉 Edit text box	**Edit text box** Opens the 'Text' window (see below)
Delete text	**Delete text** removes the text from the box
✖ Delete text box	**Delete text box** removes the box from the page
🗎 Copy text box	**Copy text box** puts a copy of the box onto the page
◁ Rotate 90° clockwise	**Rotate 90° clockwise** rotates the text 90° clockwise
◁ Rotate 90° counterclockwise	**Rotate 90° counterclockwise** rotates the text 90° counterclockwise

3.5   Adding new picture frames
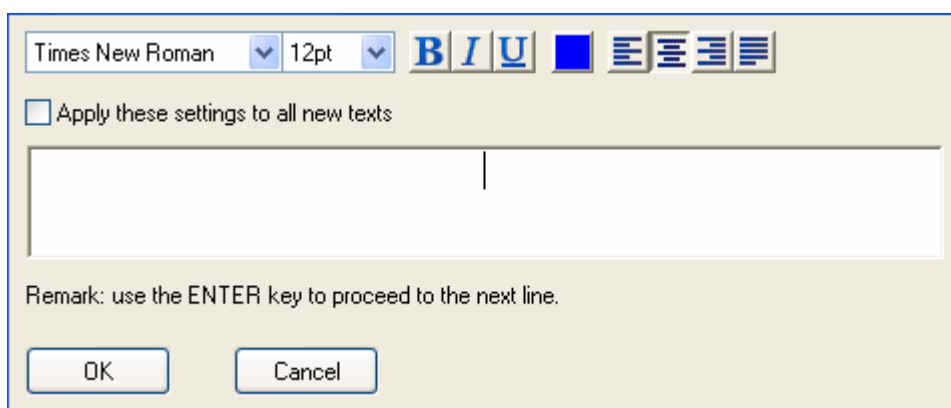
Click [image] in the page window to add a picture frame.

3.6   Adding new text boxes

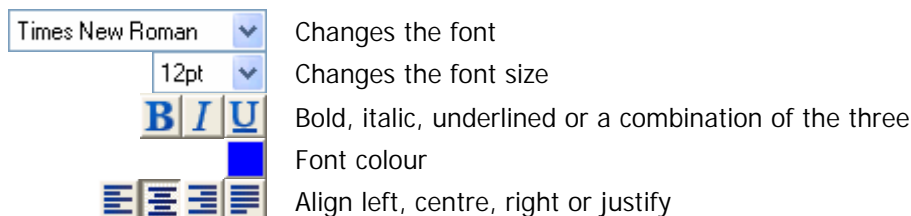Click on **abc** in the page window to add a text box.

3.7   Applying text to a text box

Right click a text box (or on the text in the text box), then click 'Edit text box'. The following window appears:

Times New Roman	12pt	**B** *I* U ■

☐ Apply these settings to all new texts

|
 |

Remark: use the ENTER key to proceed to the next line.

[OK]   [Cancel]

The Text window

Times New Roman	Changes the font
12pt	Changes the font size
B *I* U	Bold, italic, underlined or a combination of the three
■	Font colour
≡	Align left, centre, right or justify

It is best to activate the check box 'Apply these settings to all new texts' to avoid having to re-specify these settings for every new text box.

You can type in your text in the white frame of this window that has the exact same size as the text box on the actual page. Click 'OK' when you have done and the text will appear on the page.

Text will always remain visible on the page even when it overlaps a picture frame that is set to 'Bring to front'.

3.8   Batch

When in 'Overview' mode, you can click 'File' in the main menu and choose for 'Batch 1' (F6). This will insert each as yet unused picture into a free picture frame of your album. 'Batch 2' (F7) will insert each selected unused picture into a free picture frame of your album. You can make a selection of pictures by using the Ctrl and/or Shift keys.