



YEARBOOK CREATOR QUICK GUIDE TO GETTING STARTED



Quick Guide to Getting Started

Thank You for choosing our Online Book Creator

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

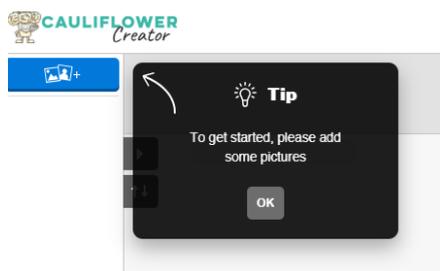
System Warnings and Important Features to Note

- 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 Editor**' 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, you will lose all your 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 body text books is **Open Sans size 10**.
- You can request up to two custom pages for free. *These can only be added at the start of your project.*

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

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.
- Tips come up to show the user good features – click ok to clear:



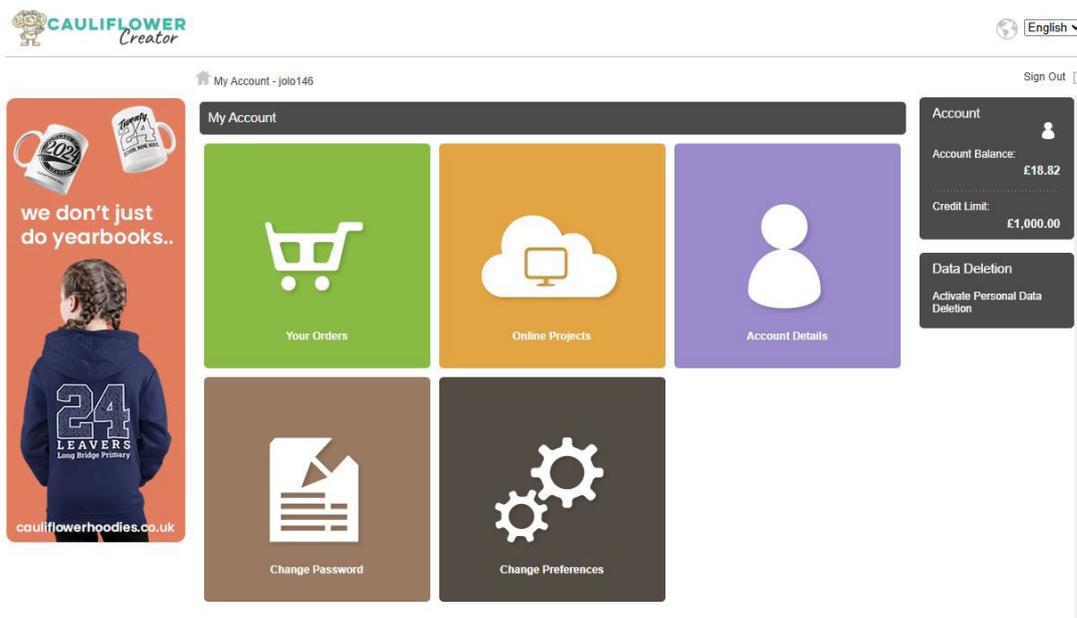
Creating an Account or Continuing as Guest?

- **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.

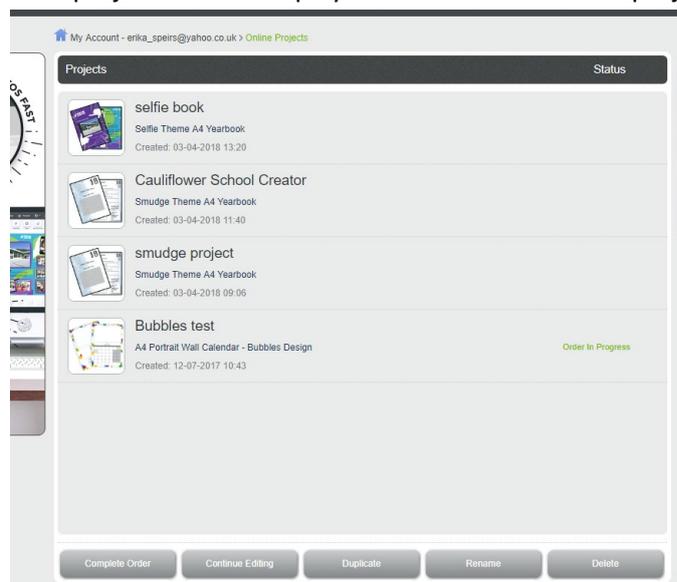
Logging Back in to Continue a Project



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.



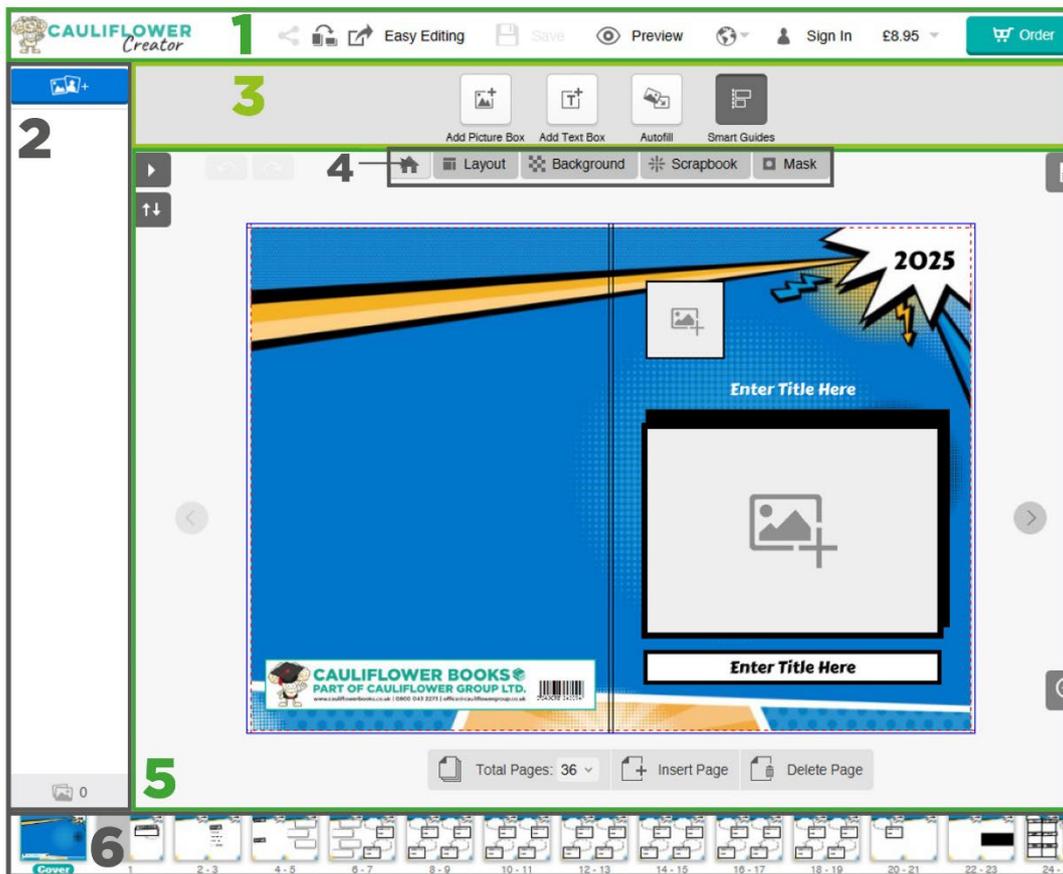
Your projects will be displayed in a list - click on the project you wish to continue editing.



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.

Your 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

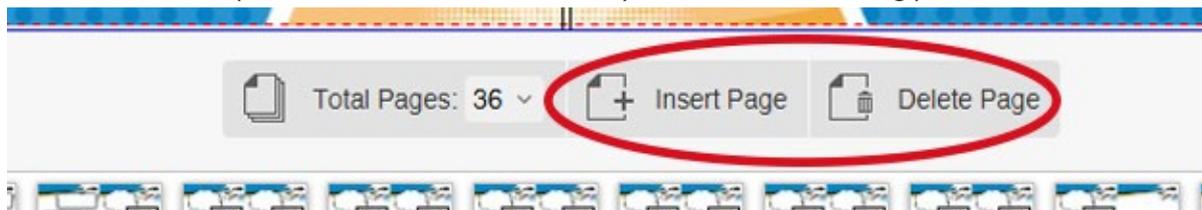
Easy Editing or Advanced Editing?

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 is done in spreads (2 pages at a time).

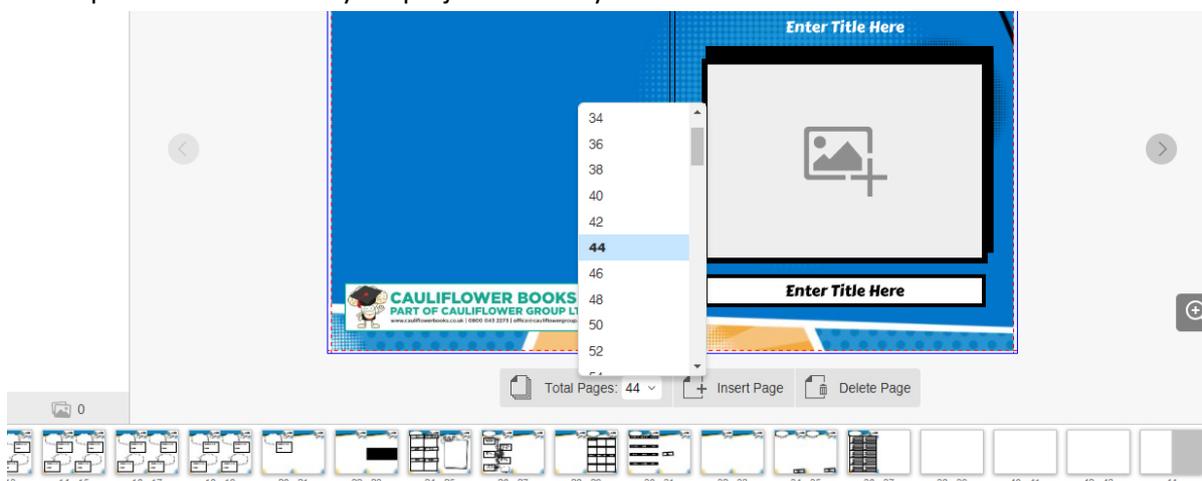
IMPORTANT If after you have set up your book you suddenly realise you need to add or take out a page you will either have to add or take out 2 pages - you cannot add or take out just 1.

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.

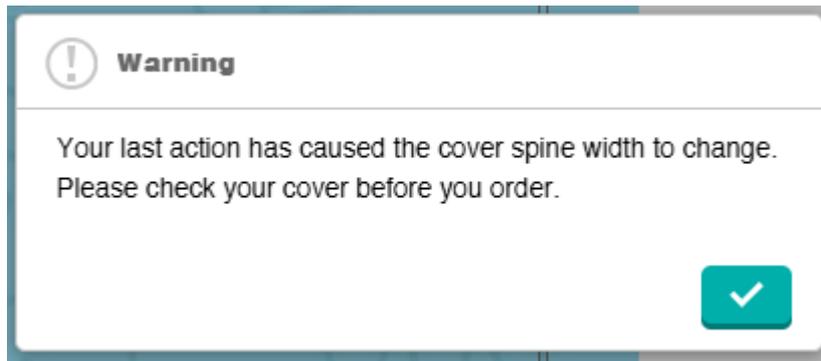
TIP - As you have full flexibility to decide what you want on each page when you set your book up it is a good idea to plan this out and get it how you want it right from the start.

Quick Page Add

To quickly add a certain number of pages to your project you can use the dropdown. This will add blank spreads to the end of your project and ask you to confirm this.



If adding many more spreads a warning will appear to explain the cover spine will change due to the added width. *Please check the information on the cover to make sure it looks as you would like it.*

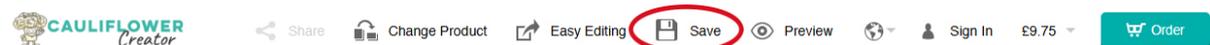


Moving Spreads

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



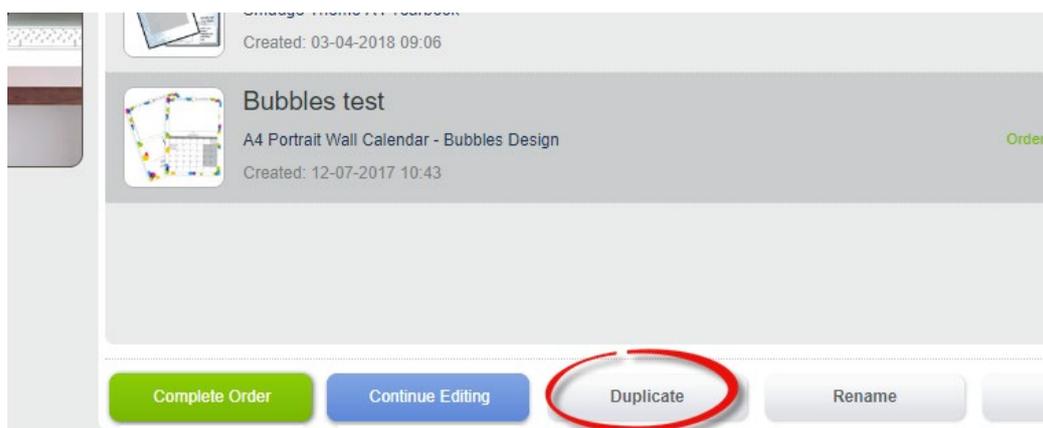
Saving



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

Creating a Back Up of Your Book - Duplicating

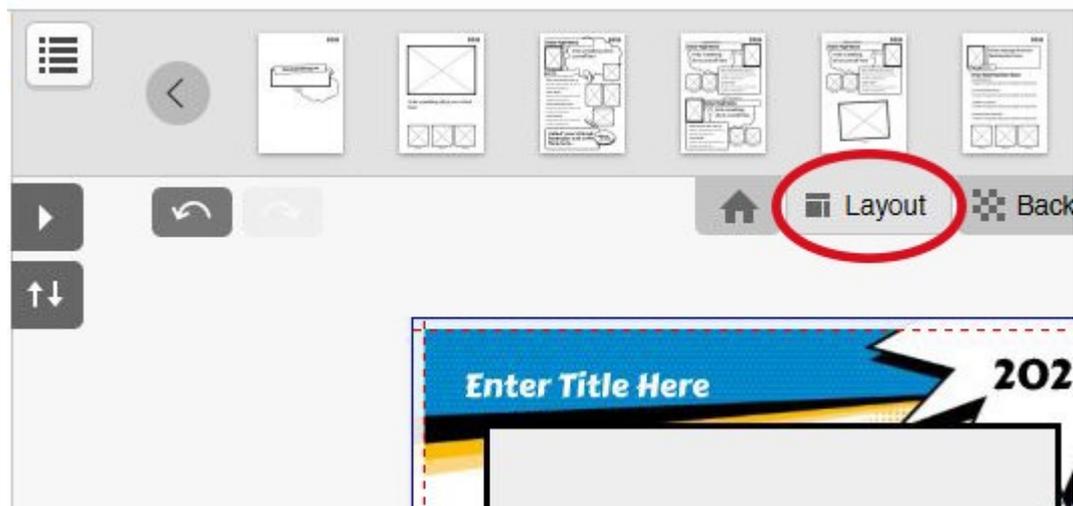
To back up your book you can create a duplicate of your work to date when you first log in. Select your project and click **Duplicate** - you will be able to re name this duplicate with a meaningful name ie add Backup_1 for example to the end of the name.



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 school colour 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.

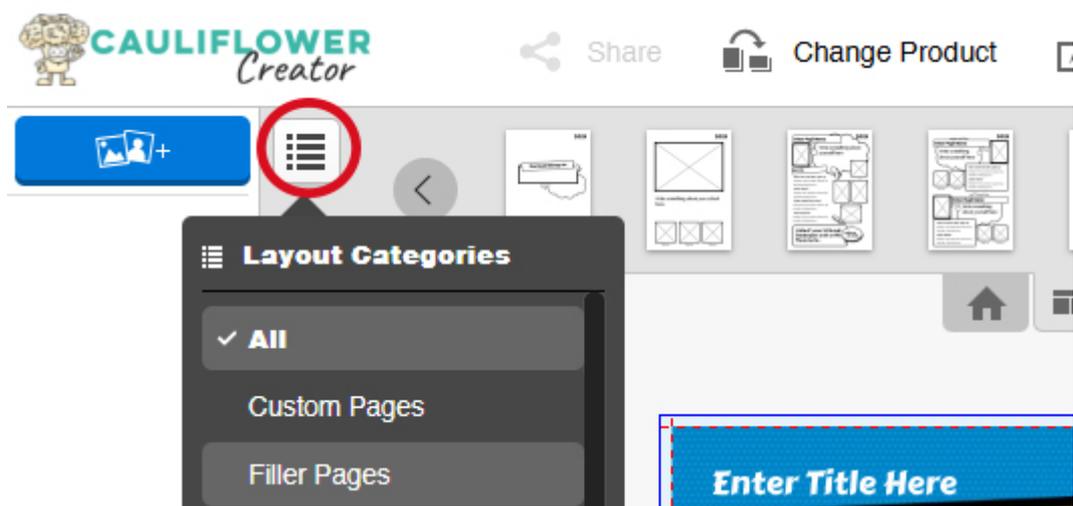


****Important Front Cover/Page Layout Options - Info****

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

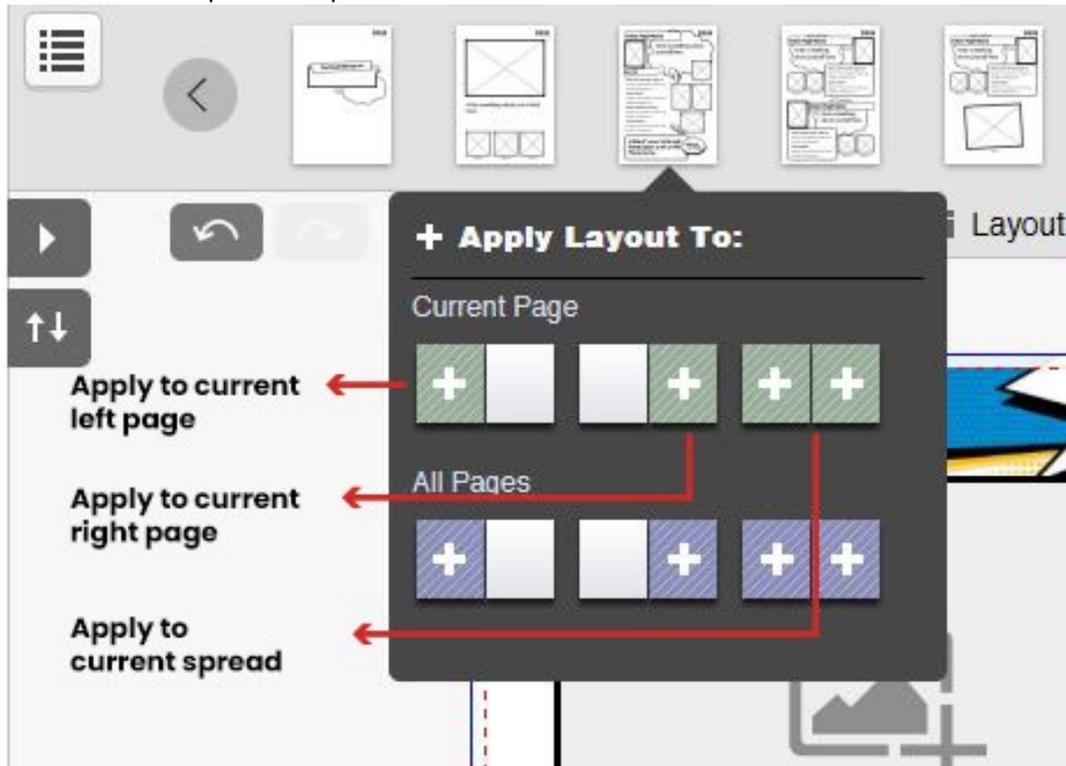
Click on the **Layout Categories** menu in the **Options Bar** to view the Layout Categories we have created to make it easier - choose one of these to see Page Layouts for a specific category – ie pupil pages



Applying a Layout

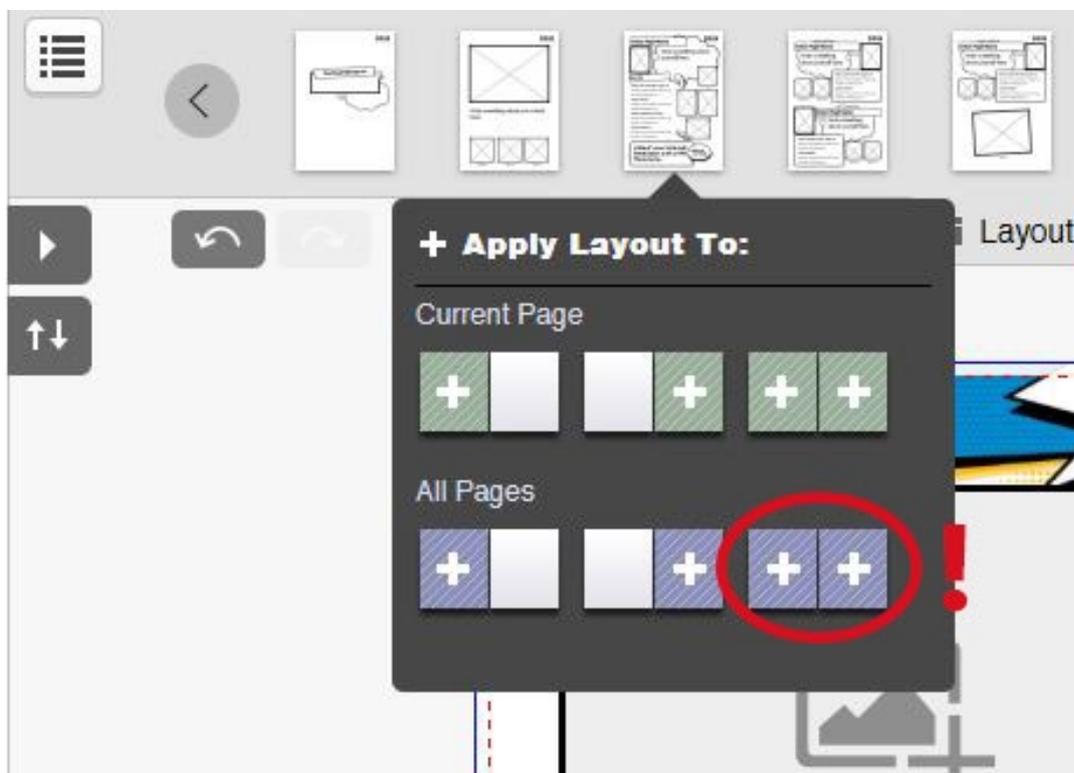
To apply a layout click and drag on to the page you would like to change. The layout will be applied.

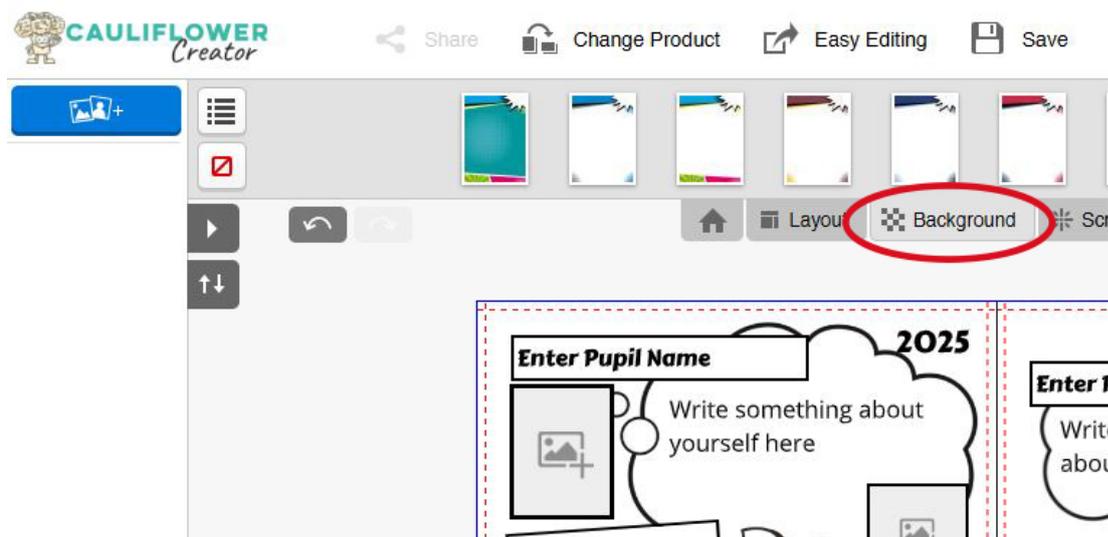
The other way to apply a layout template is to click on the page layout which will bring up a option box. Here you can either apply a layout to the left, right page or to both pages on the current spread (green option).



WARNING – All Pages (Blue) Option

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.





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 design you have chosen - if you scroll along you can also choose plain background colours.

When you view the backgrounds you will see:

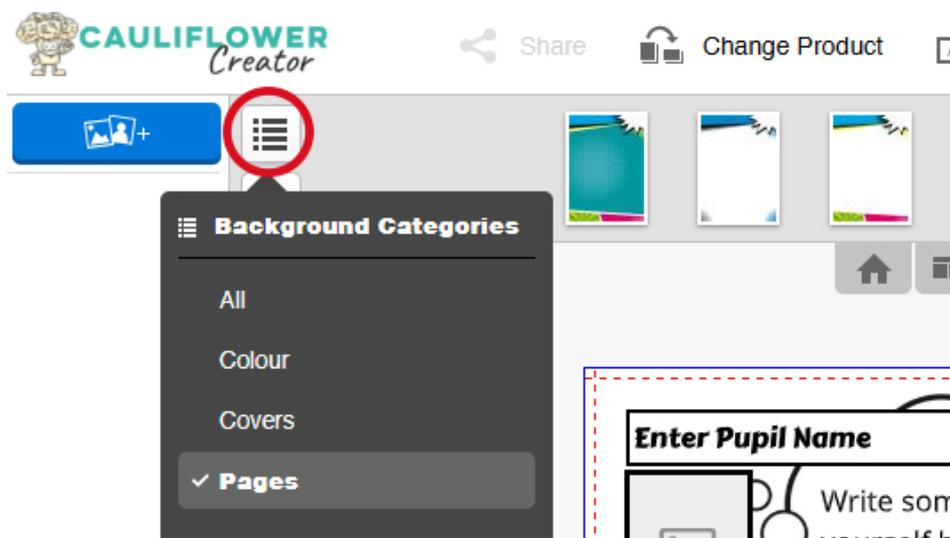
- Options for front covers - double Page Spread cover.
- Options for inside backgrounds - individual inside page.
- We also provide plain colours that could be applied to either the inside pages or front covers.

Getting the Order Correct for your Change of Background

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

Categorise Background Options- to make them easy to view/choose

Click on **Background Categories** menu the **Options Bar** to view background options in this theme.



How to Change the Background

Covers

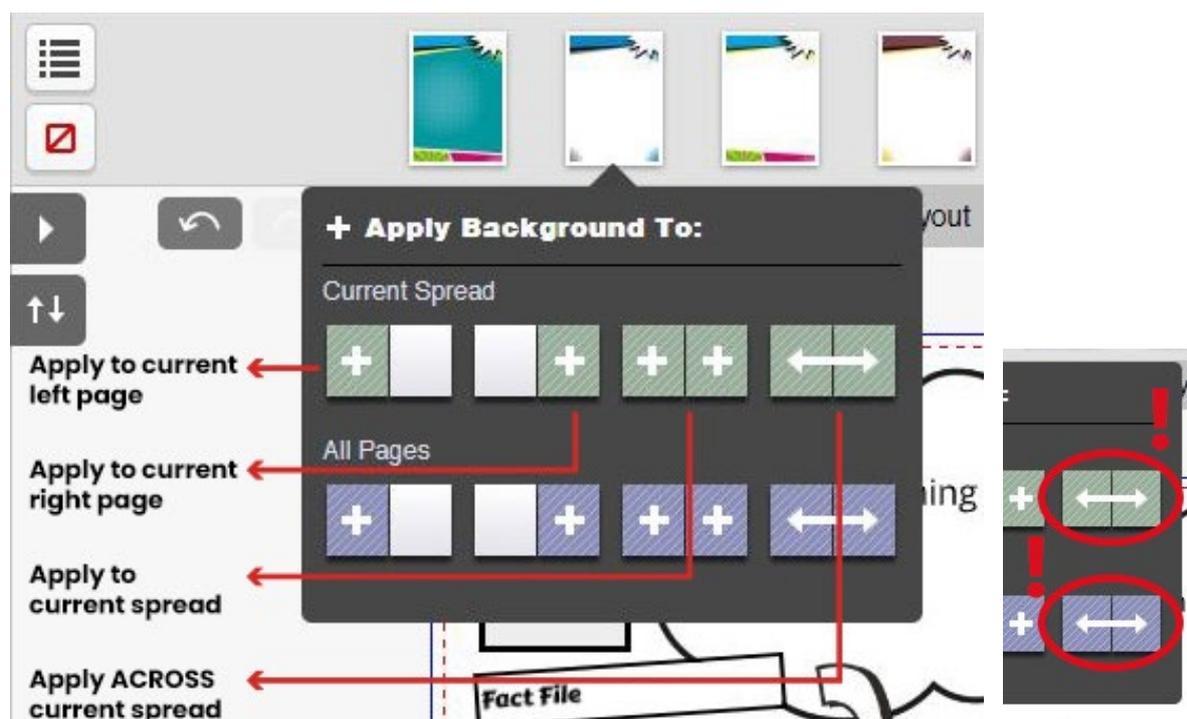
Covers are changed by selecting the 'Background' Tab and from the category menu select 'Covers'. Drag the double page background design you require from the **Options Bar** on to your cover spread in the **Editing Window**.

Pages

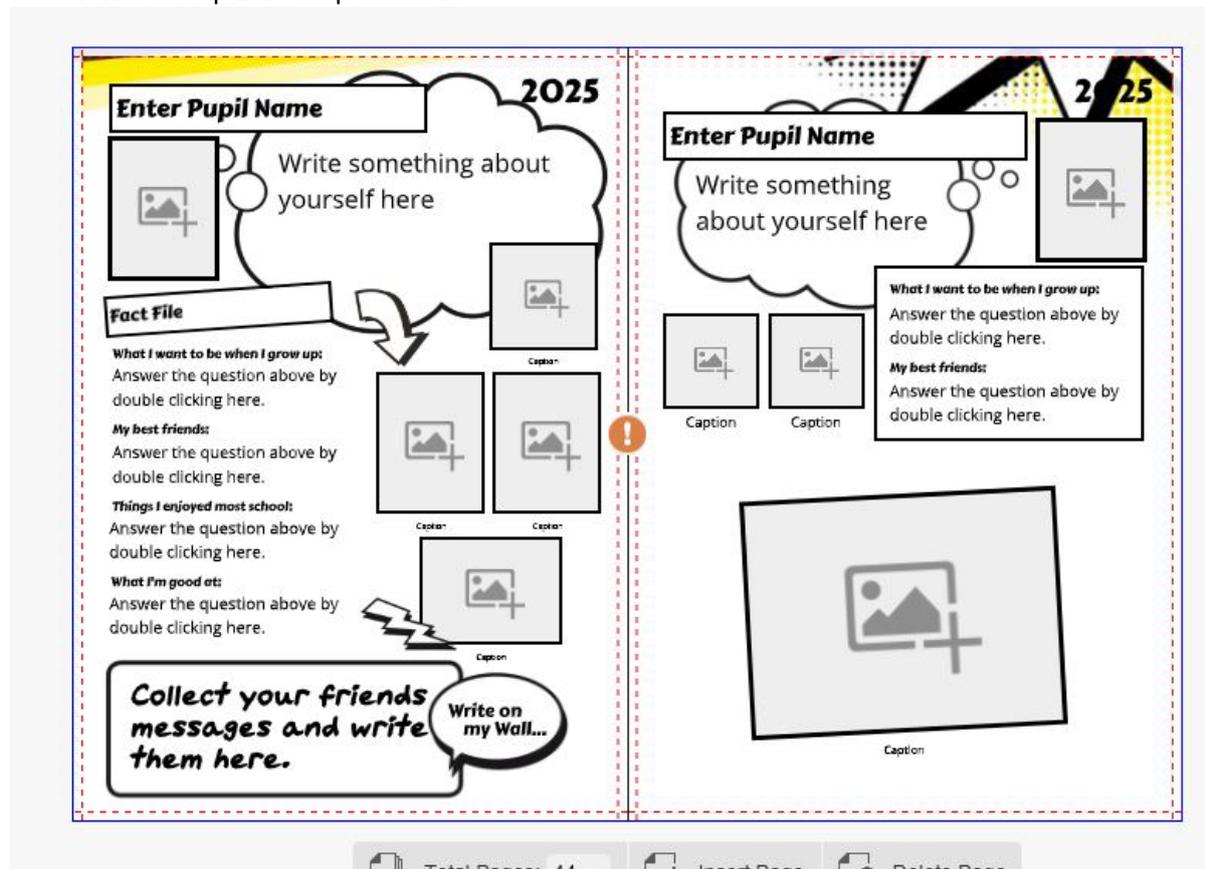
To change the Background colour for the Pages choose '**Pages**' category in the menu. Click on colour you would like to change:

- Drag background to left applies to left page in spread
- Drag background to right applies to right page in spread
- Drag background in middle applies to spread (blue selection box will appear around the spread)*

Alternatively you can click on the background you want to apply and a selection box comes up here are the options:



****Please note: Do not choose the spread option (current or all pages) as the background is created as a single page and the image will distort over the spread. A warning triangle will appear showing you that the image is too low res for this option.***



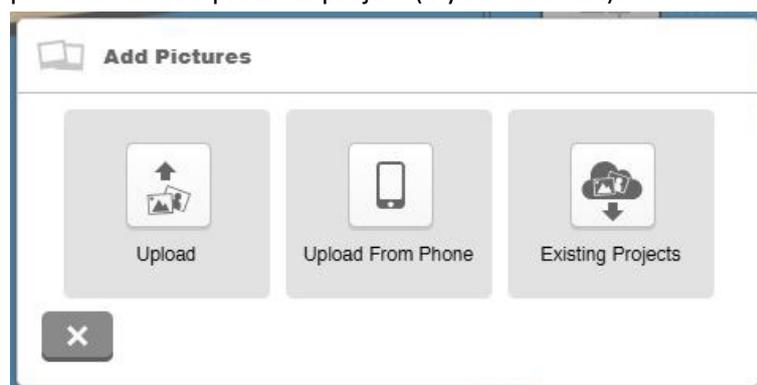
Changed Your Mind and Want to Pick a Different Design?

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!

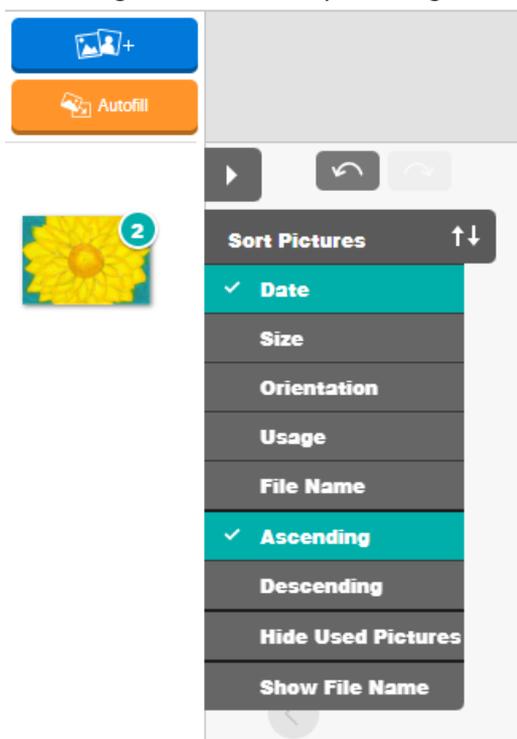
Adding Images To Your Project



To select images to upload to your project click on the Blue + Photos Icon located at the top of the 'Picture Panel'; this brings up an option box where you can choose to Upload from your computer, phone or from a previous project (if you have one):

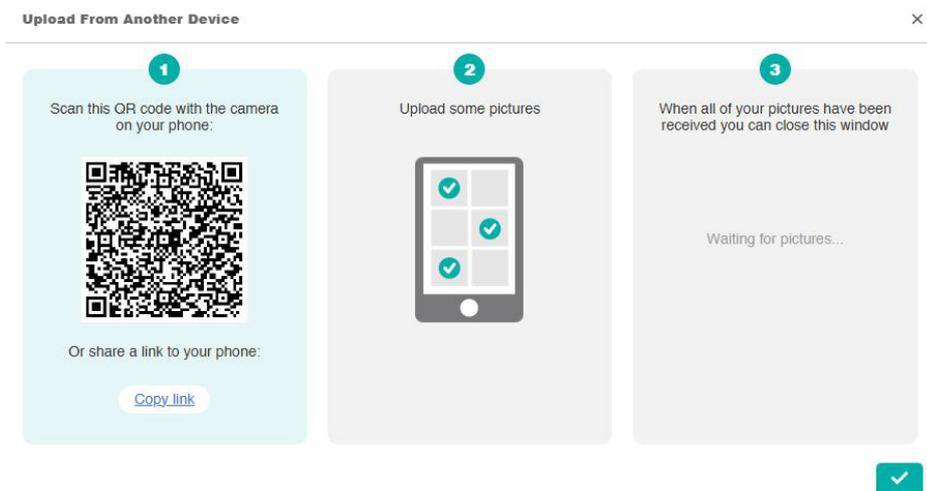


Click on open to start the upload process. You can select multiple images to upload at any one time. When you have used the photographs the image will be marked with a number to help you identify used images. You can sort your images how you choose by expanding this menu:



Mobile Phone Image Upload

Select the **Upload From Phone** option which gives you a QR code to scan with the camera. Then select the images required from your phone, click done and it will upload into your online project.



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

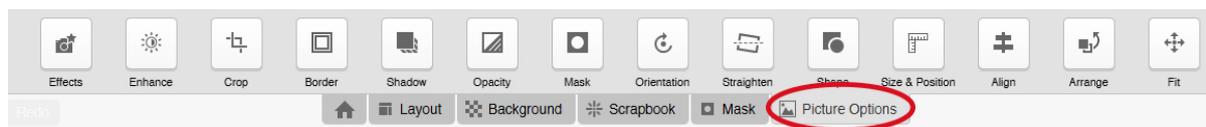
Standard (500kb+) will print nicely for all small photo boxes and higher resolution (1 to 1.5 mb) would be best for the larger photo boxes. For full page photos we would recommend 2 mb.

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.

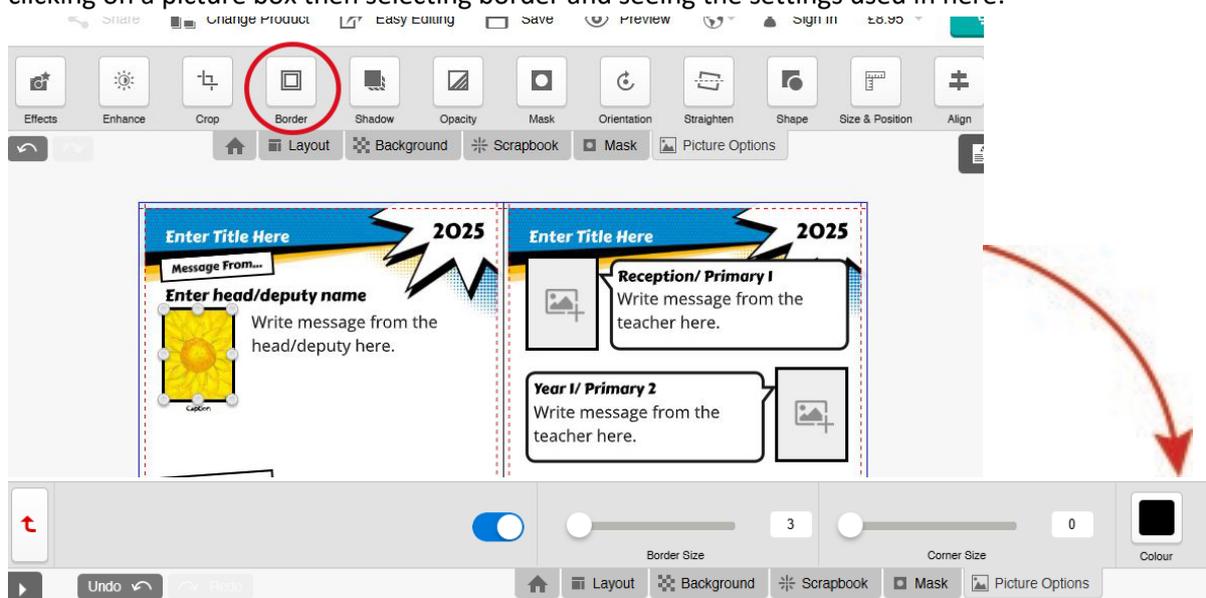


Fun Tip

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 colour of the text.

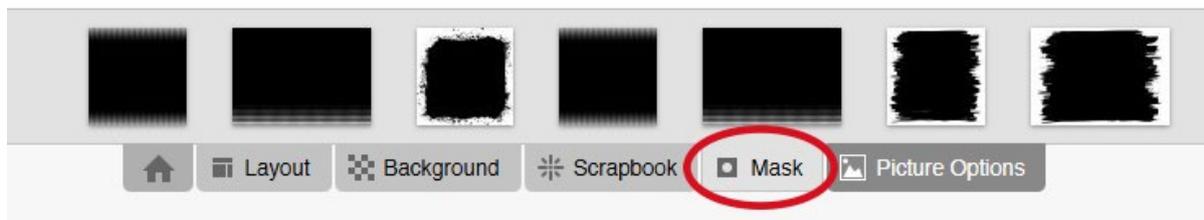
Adding Picture boxes

If you adding a new picture box and want it to match the look and feel of the ones we have created check the border size, colour and rounded corners and match this on your box. This is found by clicking on a picture box then selecting border and seeing the settings used in here:



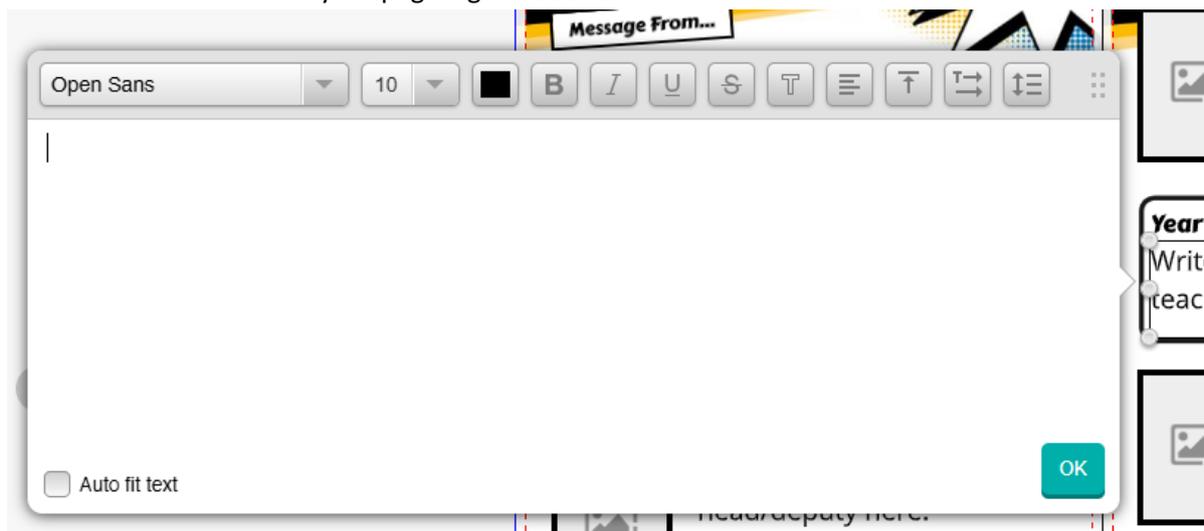
Masks

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

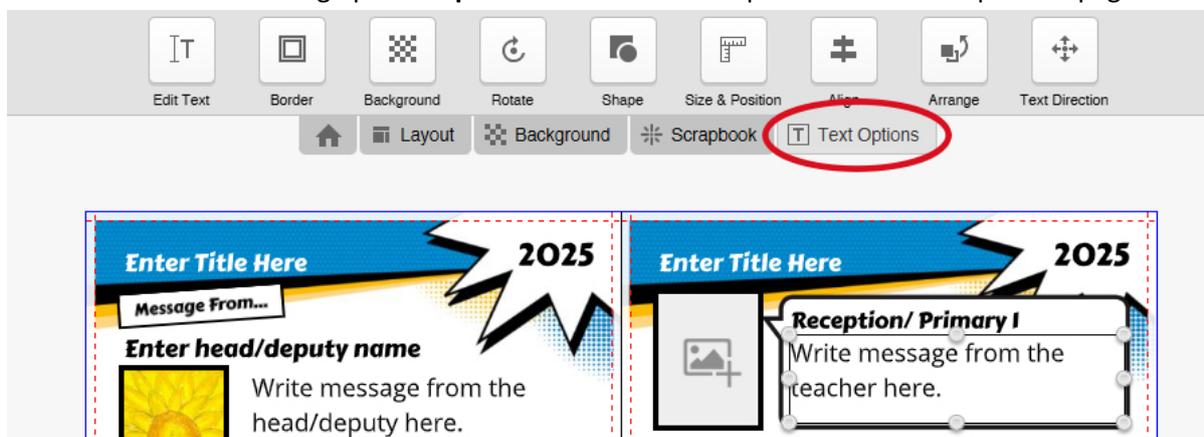


Editing Text

Double click in a text box which allows you to add 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!



Select the text box to bring up **Text Options** available in the Options Bar at the top of the page.



Body 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.

We have a set of fonts in our system to use and each theme uses a set in Headers, Questions to keep consistency of design, but these can be changed in the text pop up.

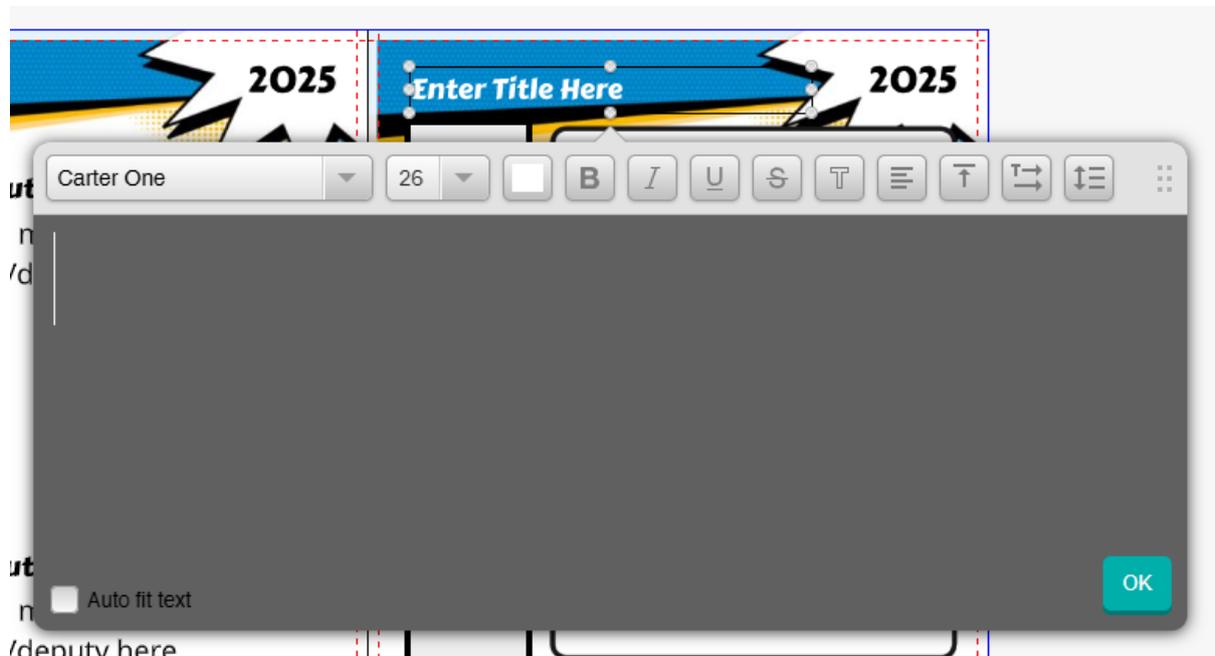
Changing Prompt Text and Questions:

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.

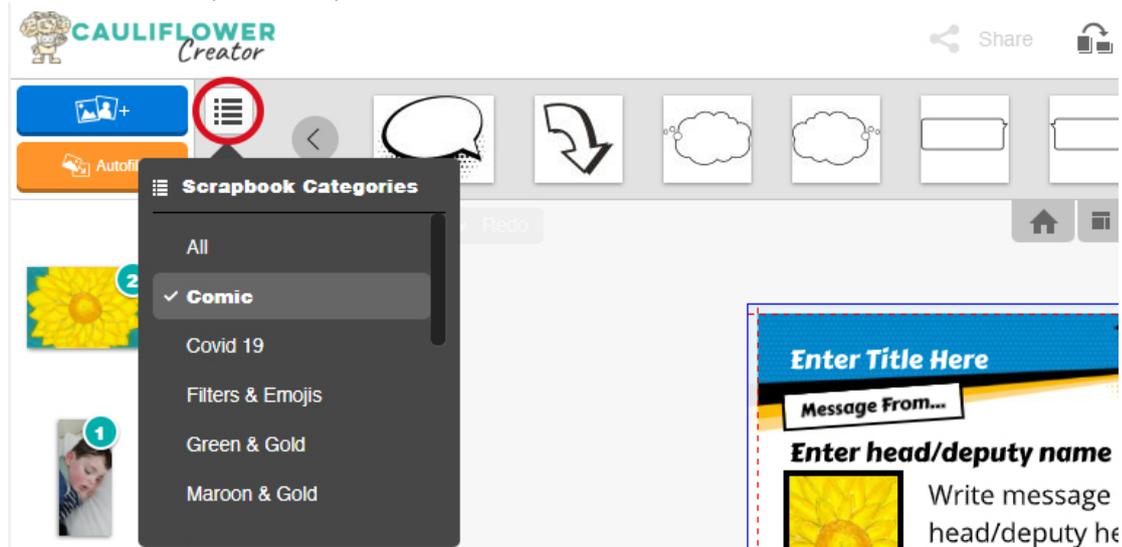
Rather than leave the prompt text you can select the box and delete it altogether to see how your page will look.



Scrapbook Items



To make your pages fun you can add scrap book items from our **Scrapbook** in the **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

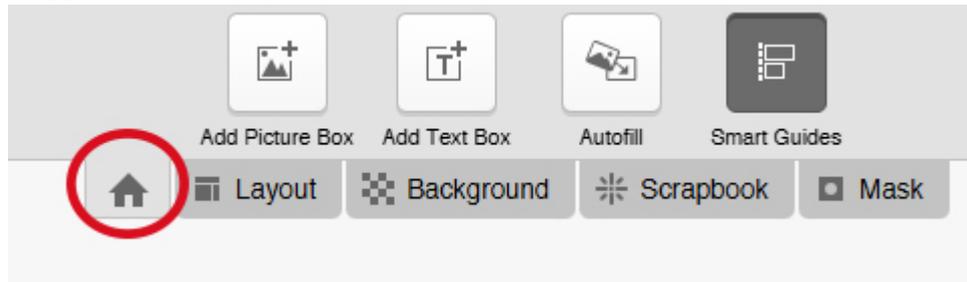
Our system allows you to create individual custom pages to add to your book. It is not however possible to duplicate this page and use it throughout your book (yet). You can however make an unlimited number of custom pages if you would like each page in your book to be unique. There are 2 methods to 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.



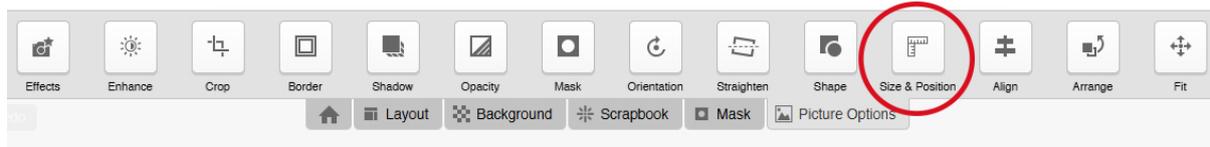
Font Used in Our Designs: We have set all the paragraph text in our designs to **Open Sans 10** - if you add a text box you will need to change your text to match this.

Changing Picture Box Size

You can do this by dragging the nodes that appear around the box when you click on it.

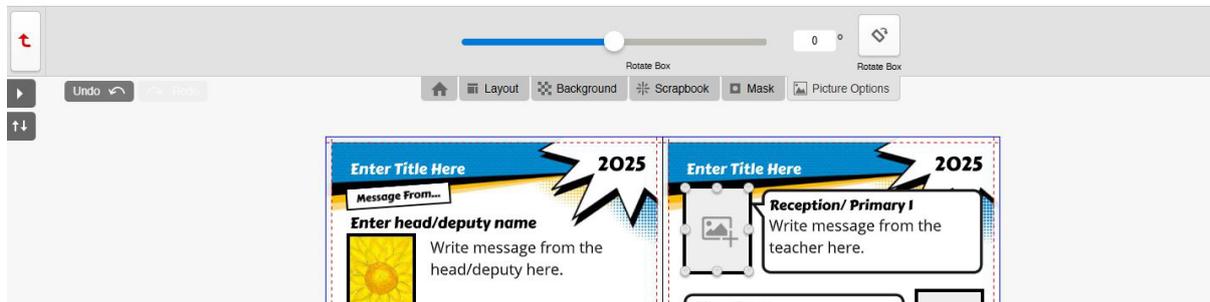
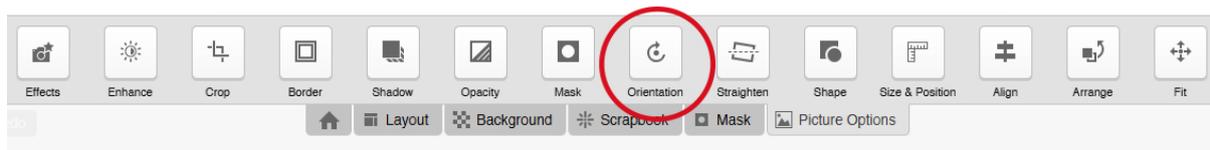


You can also change the photo box to specific size if you click on **Picture Options - Size & Position**.



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 / scrapbook items can all be moved separately.

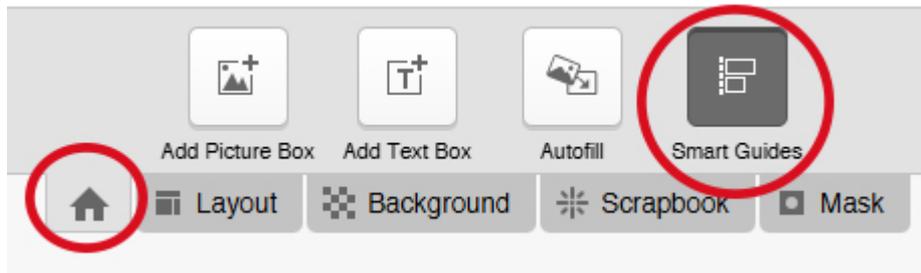
Picture Box Dimensions

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.

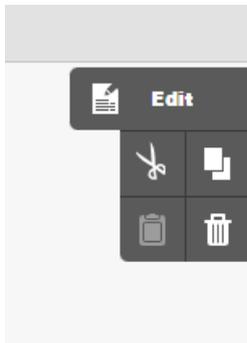


Smart Guides

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 or simply press delete.



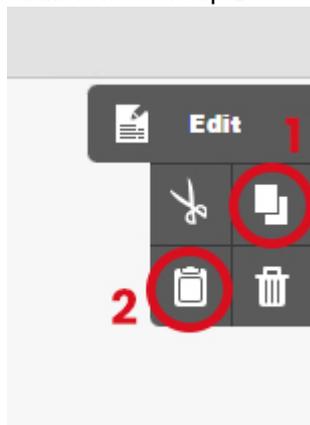
Method Two

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 icon (1)** found in the top right of the Edit Window to copy and then on the **Clipboard icon (2)** to paste. The paste icon will now be white, rather than greyed out; 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.



Another way is to use the common shortcuts **Ctrl + C (Copy)** and **Ctrl + P (Paste)** does the same as the clipboard.

Please note - You cannot select multi objects on the page (have to copy and paste one at a time).

Custom Pages

Can be created by Cauliflower and added to the layout tab if creating 10+ more of exactly the same page layout – ***This custom page is only available if you are happy to start your project again;*** so custom pages need to be inserted right at the beginning of your project.

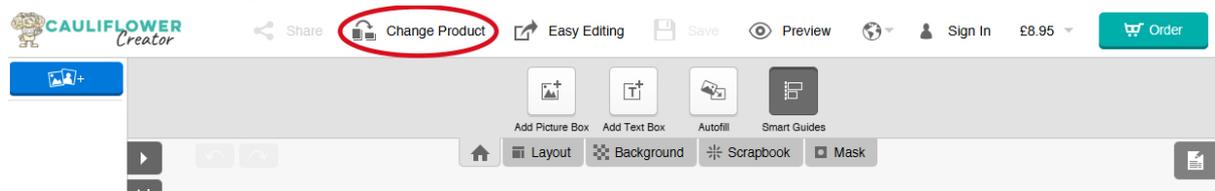
Soft or Hardback Book?

By default your book is loaded as a softback book. (Softback books are cheaper.) but a pop up will appear to ask if you would like to upgrade to a Hardback at the start.



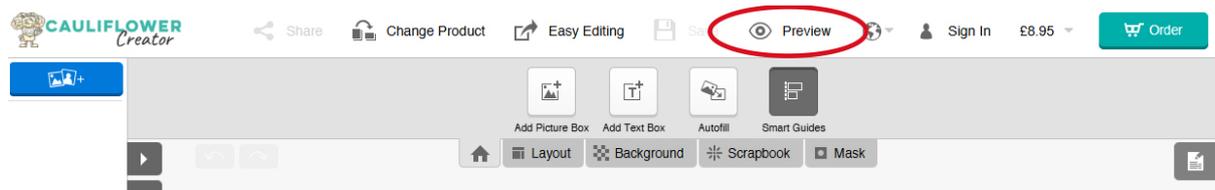
You will be asked again when you order whether you would like to upgrade to a Hardback cover. This is an extra cost of £5.00 and takes a little longer to turn around (10 working days). At any point you can switch from the softback to the hardback and back again (if you change your mind) by

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clicking on the **Change Product** button in the top bar.



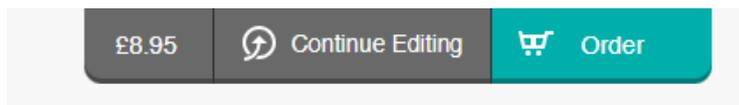
If you change the type of book after you have edited it, it is recommended that you check all of the pages before you order, especially the front cover (we don't want to cut off any pupils!).

Preview



Preview your project before sending it to print and this will show any missing text or pictures that you cannot see on the creator; what you see in the Preview is what will print!

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.



There are three options when in Preview mode; you can see the cost of your book, Continue Editing, if you notice an error, or you can order. (You can also order from your log in page without Previewing.)

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 empty text and picture boxes. 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.

 **Final Check Result**



Almost There!

Just a few things to check before we can continue. Please click on a line in the list to obtain more information.

 Could Be Fixed			431
Aa	Cover	Empty Text Box	▼
<input type="checkbox"/>	Cover	Low Quality Picture	▼
Aa	Cover	Empty Text Box	▼
<input type="checkbox"/>	Page 2	Empty Picture Box	▼
Aa	Page 2	Empty Text Box	▼
<input type="checkbox"/>	Page 2	Empty Picture Box	▼

Continue Editing 

Confirm 

Ordering

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