Overview

On the main page, decide which product group you would like to order. There are many possibilities for the use of your digital photos. You have the choice of the following product groups.

Please note: Photo prints, posters and photo gifts cannot be ordered together with photo calendars and photobooks, as these items are manufactured and packed at different locations.

- **Prints:**
  Order prints from your digital images on metallic photographic paper at an attractive price and in outstanding quality: Start your order, choose your digital images, set the order quantity and format, and send the order.

- **Posters:**
  Order your prints from your digital images even in poster size at an attractive price and in outstanding quality.

- **Photobooks:**
  Your pictures are printed into a top-quality bound photobooks using sophisticated printing technology. You can customise your photobooks layout by adding individual text and background images, apply effects, colours and shapes to your pictures and set the arrangement. Choose between different photobooks formats, bindings and covers.

- **Products:**
  We print your favourite digital photos on, for example, mugs, puzzles and many other products.

- **Calendars:**
  Choose between different desktop or wall calendars and add your own pictures to the different months.

- **Photo collage:**
  Create a poster-size collage from your digital images and arrange and lay out the pictures individually.

⚠ Please also note: Prices may alter with time. For the latest prices, click on the 'Price list' icon. You can then click on 'Refresh' to establish an online connection and receive the latest prices.

Photobook tour and photobooks details

On the 'Photobook' product group overview page you'll find the following options:

- Open photobooks: Click the 'Open photobooks' button to open a photobooks that has already been created and saved. Click the link www.provider.de to easily download photobooks layout templates.
- More photobooks: Here you'll find a complete overview of all photobooks on offer including all information about the different bindings.
- Photobook Tour: Click the Open tour button to display a brief introduction on photobook creation.
- Creating a Photobook: Click the Download documentation button to open the photoservice homepage where you can download a detailed manual containing helpful hints about creating a photobook.

Ordering prints (posters)

After choosing the product group on the Homepage, two fields are displayed. On the left ist the folder "view". On the right you see your selected pictures ('Your photo prints').

At the top of the left area there is the option 'Grouping', which lets you arrange and display the pictures according to specific criteria (e.g. 'Name', 'Year', 'Ascending', 'Descending').

Please note: Photo prints, posters and photo gifts cannot be ordered together with photo calendars and photobooks, as these items are manufactured and shipped from different locations.

Selecting pictures

There are four ways of selecting pictures for developing. First, choose a folder on the left containing pictures. Then you can...

- **Use Drag & Drop**
  Drag&Drop means 'dragging it with the mouse and releasing it somewhere'. To use this method, click on a picture, keep the mouse button pressed down, drag the mouse pointer to the 'Your photo prints' area and then release the button.

- **Use double click**
  Double-click on a picture in the left-hand field to add it to the prints.

- **Right-click on Add folder to shopping basket'**
  Right-click on the folder you want to add to the shopping basket. Upon right-clicking, a small context menu will appear. Now click on Add folder to shopping basket and all pictures contained in this area will be added to 'Your photo prints'.

- **'Add photos' button**
  Highlight the pictures from the opened folder by keeping the [CTRL] key pressed and clicking with the mouse at the same time. After the desired pictures have been selected, release the mouse button and click below the left-hand area on the 'Add photos' button. The highlighted pictures will appear in 'Your photo prints' where you can edit and order them.

- **Setting quantity, format and paper type**
  Next to the added picture there is a field for indicating the quantity and format in which the corresponding picture is to be developed. You can set the quantity with the small arrow keys. In the 'Format' field, click on the arrow button to display the available formats. Then click on the desired format to assign it to the picture.

Setting quantities and formats for all pictures

Above 'Your photo prints' you can find the 'For all photo prints' function. With this you can assign the same quantity and same format to all the selected pictures. Make your choice and click on 'OK' to apply the changes.

- **Setting different formats for one picture**
  On the right, next to any picture in the field 'Your photo prints' there is a + button. Click on the button to duplicate a picture in 'Your photo prints'. You can then make a new choice for the quantity and format for the duplicated picture and thus order any number of pictures in different formats.

- **Paper type**
  Under 'Your photo prints' you can set the paper type for your pictures - you can choose between 'glossy' and 'matt'.

  Please note: Poster are printed on glossy paper only.

Warning notes

Depending on the properties of your picture, a warning message may appear on the picture in the 'Your photo prints' field:

2:3 Picture does not match the print format
The available print format has a 2:3 aspect ratio, which would be, for example, 10 x 15 cm. Most digital cameras take photos however in 3:4 format, therefore, for example, 1200 x 1600 pixels. If your picture does not match the print format, there will be white borders on the print, or it will be cropped. To avoid this, and to use the full area of the print, you can fit your picture to the format of the print. To do this, click on the scissor icon. This takes you to picture editing where you can crop your picture to make it suitable.

⚠ Satisfactory picture quality
The quality does not reach the highest demands, but you will achieve satisfactory printing results. Please also see the information on picture quality. As a general rule: The larger the desired print format is, the higher the resolution of the picture must be.

⚠ Critical or unsatisfactory picture quality
There will be visible quality loss in the finished pictures. Please also see the information on picture quality. As a general rule: The larger the desired print format is, the higher the resolution of the picture must be.

PrintsWizard

The PrintsWizard function will help you resolve problems with the resolution and/or the formats when ordering prints and posters.

The PrintsWizard analyses the current resolution and the source format of your pictures in order to detect possible problems which will then be listed. Furthermore, it will list all available solutions in a descending order.

As soon as the application notices a possible problem with a print it will be marked with a yellow warning triangle.

When a picture is marked with the warning triangle you will be able to open the PrintsWizard by clicking the warning triangle with the left mouse button. The PrintsWizard opens in a new window and will offer you several tools for the improvement of your faulty pictures. In the thumbnail view you will find all faulty pictures from your shopping cart which you can edit via the buttons 'previous' and 'next' or by clicking onto the respective picture. By making editing possible in just one single step for a faulty picture the PrintsWizard saves you several procedures and enables the editing of all faulty pictures in one go.

The PrintsWizard divides the possible problems into two categories (format options and quality options), which you will find on the right and respectively on the left side of the picture you wish to edit. Every tool offers you further descriptions which will be shown at the link 'help for this subject'.

Select the desired format or quality option by activating the corresponding button with a single click. When selecting please also consider the option recommended for your picture by the PrintsWizard which will be marked with the word '(recommended)'.

Format Options
With these tools you can adapt your pictures to the print format. Depending on the original picture there are three different format options at your disposition:

- Select 'adapt picture to format' in order to adapt your picture to the chosen format. Please note that the choice of this option and depending on the original format of the picture this might lead to marginal parts being cut off during the production process.

- Select 'keep white margins', in order to have your entire picture on the print. Please note that the choice of this option will lead to prints with white borders. These borders are due to the fact that the original picture sizes and the desired print format do not correspond.

- The option 'crop' offers you the possibility to decide by yourself which part of the picture will be seen on the print. For selecting the area please move the 'selection box'

using your arrow keys or your mouse to the desired position. The highlighted area will be seen on the print.

In order to obtain further information please use 'help for this subject' in the category format options.

Quality Options

By means of these tools you will be shown whether the resolution of your pictures is sufficient for the selected format. Should this not be the case you will be offered other possibilities for ordering prints which will still meet your high demands on quality.

- The option 'apply smaller format' is activated when your picture does not possess a good enough resolution for the originally chosen format. The PrintsWizard will allot your picture to the format which corresponds best to the resolution of your picture while taking into account your original choice.

- Select the option 'keep resolution' if you want to keep the originally chosen format. Please note: should you keep the original choice of format in spite of the warning your print might suffer quality losses.

In order to obtain further information please use 'help for this option' in the category quality options.

In case you do not like the edited version of your picture or if you want to undo editing steps simply click onto the button 'reset all'. This will reset your picture into its original state.

As soon as you have finished editing your picture you can click on the button 'apply solution' in order to accept the changes. In case there are more pictures that you want to change exactly like the one before all you have to do is tick the box 'apply solution for all similar pictures' with a mouse click before selecting 'apply solution'. All pictures with the same problem will be changed in one step. This allows you to save a great amount of time during the correction of your pictures/prints.

Removing prints from the 'Your photo prints' area

On the right, next to any picture in the field 'Your photo prints' there is a - button. Click on the button to remove a picture from the right-hand area so it won't be ordered.

Saving pictures in Online album

You can enable this function within the 'Your photo prints' area. Once enabled, all pictures from your order will also be transferred into an online photobooks cost-free. You can then visit this website to view your pictures and to use additional functions:

Viewing the Online Album
Next to the 'Online Album' option there is a link 'Go to online album'. Click onto the link to open a website where you can view your album online.

Ordering photobooks

Selecting or opening photobooks

After choosing a product group on the homepage, an overview of the photobooks on offer will be displayed. Click on the 'Order' button corresponding to the photobooks you wish to order. You may later add further photobooks to your order. If you have already created and saved a photobooks in the past, you can load it now and continue editing or ordering. To do so, in the photobooks selection, click 'Open photobooks'.

Photobook Wizard

The Photobook Wizard helps you add pre-selected pictures and templates to your photobook. You can also skip the Wizard and directly go to Photobook Editor. To do so, click 'Cancel' whenever the Wizard appears. It is also possible to disable the Wizard completely by either clicking on 'Do not show Photobook Wizard again' as soon it appears or by disabling the Wizard under Options | General. The next time you open a photobook, you will go directly to Editor.

However, an essential advantage of the Wizard is that it allows you to add the contents of an entire folder to a photobook. Note: Any settings made in Photobook Wizard can be changed at any time in Photobook Editor. The Photobook Wizard consists of several steps:

1. Add and arrange pictures in photobook

- **Select pictures**
  Click a folder containing pictures. The 'Grouping' function allows you to sort and display pictures by different criteria.
  The zoom slider beneath the folders lets you enlarge or reduce the picture view on the right by dragging it to the left or right.

  To add the entire folder contents to your photobook, click on the 'Add photos' button. You do not have to have selected any picture first. Under 'Photo Manager' - 'Manage pictures' you'll find more options such as selecting individual pictures etc. Click the 'Delete pictures' button to reset the selection.

  To obtain an overview about the remaining number of free pages, below the folder selection there is a bar indicating the page-fill status (number of pages) as well as the current price for the photobook.

- **Selected photos**
  The 'Selected photos' tab shows all selected pictures, independently of their storage folder. This gives you a good overview of the selection, which you can still revise by clicking 'Delete pictures'.

- **Page layout**
  On the 'Page layout' tab you can set how your picture selection should be arranged in the photobook. You can have the pictures arranged automatically or by using templates. When using automatic layout, the inner pages will be arranged automatically and for each page individually. This will give a more varied look to the photobook.

  If you prefer to use templates, however, the inner pages will be laid out according to the selected template. This will give a more consistent look to the photobook. Below the templates you can specify the order in which the pictures will be added to the

Photobook Editor

Photobook Editor is where you can customise your photobook. A detailed PDF manual can be downloaded at www.provider.de. Photobook Editor is divided into different sections. On the left you'll find the design tools allowing you to customise your photobook. The zoom slider lets you enlarge or reduce the pictures view by dragging it to the left or right. Under 'Grouping' you can sort the pictures by different criteria for a better overview. In particular, the following design elements are available:

- **Picture selection**
  To place a picture on a page you can insert a corresponding picture field. To do so, click on the 'Layouts' tab to choose a template (for more information, see Customise picture fields) and add it to the page by double-clicking or dragging it with the mouse. then click the 'Photos' tab. Select a folder containing pictures. To add a picture into a picture field, double-click on the desired picture or use drag and drop by clicking on a template and dragging the mouse onto the target field. You may also add pictures onto a page without using any picture fields. For more information, see 'Automatic layout'.

- **Highlighting several pictures at once to add.**
  Highlight multiple pictures by keeping the [CTRL] key pressed and clicking with the mouse at the same time. Or click next to the corner of a picture on the free space and drag the mouse diagonally over the desired pictures. You can add the highlighted pictures to the page by clicking the 'Add photos' button located under the picture folder.

- **Automatic layout**
  Automatic layout is a mechanism that determines an optimum arrangement based on the number of pictures per page as well as their aspect ratio. Automatic layout can be enabled or disabled for each page with a button located on the right control bar. If enabled, Editor will arrange the selected pictures automatically. After enabling the feature, select the desired pictures from the left by highlighting them as explained above. Now you can click on the 'Add photos' button or drag the pictures onto the desired page in order to have them arranged automatically.

  Automatic layout will be disabled automatically if you move a picture on a page or when adding a text field. When Automatic layout is disabled you can customise the photobook page.

You can configure pictures and text by adding picture and text fields on your photobook pages. As a general rule: Empty spaces won't be printed. When leaving a picture or text field empty, this area won't be printed (nor the frame of the field nor the blue or green field background, neither the hint texts 'Your photo' or 'Your text'). To obtain a preview on how the print will look, click on Preview below of the photobook.

Creating a photobook

After selecting an album the Photobook Editor will appear where you can create your photobook. Here you can select page templates, add pictures and backgrounds and much more. But prior to it, the Photobook Wizard appears, assisting you in a step-by-step setup.

Please note that the price of any photobook depends on the number of pages you select.

Customising picture fields

A picture must always be placed into a picture field. You can customise a picture field to your layout ideas as follows:

- **Templates with picture fields**
  Click on the 'Layouts' tab on the left to choose a template containing picture fields and add it to the page by double-clicking or dragging it with the mouse.

  You can also use the buttons below the selection. The buttons 'Insert left' and 'Insert right' will place the template onto the left page or right page. The button 'On both pages' allows you to insert the template onto both pages simultaneously.

  You can limit the number of templates by using the 'Filter' pulldown menu and selecting a number of pictures per page. Only templates containing the desired number of pictures will be shown.

- **Size / position / rotation of picture fields**
  When selecting a picture field by clicking on it, blue points and a frame will appear around it. When moving the mouse over the blue points, the pointer will change accordingly. Click one of these points and drag the mouse to adjust the size and orientation of the picture field. Alternatively you can use the buttons on the right under the 'Borders' tab to move picture fields to the desired position. To do so, click on the picture field and use the corresponding arrow in order to move it into the desired direction and to resize it. The buttons can also be used to resize the picture field. Click on the picture and then on the + or button to enlarge or reduce the picture field.

  Text fields can be moved and resized like picture fields. Please note that picture fields are always located one layer below text fields.

- **Size / position of pictures in picture fields**
  You can edit your pictures contained in picture fields by using the buttons on the right of the 'Photo' tab. First, select the desired picture by clicking on it and then click onto the arrow buttons on the right to change its position or on the + and - buttons to resize it.

- **Automatic picture field resizing**
  You can have the picture field dimensions match those of a picture contained in it by right-clicking on the picture and selecting the 'Adjust size' command from the context menu.

- **Swapping pictures between picture fields**
  You can drag a picture on a different picture field that already contains a picture. This

Customising text fields

A text must always be placed into a text field. You can customise text fields to your layout ideas as follows:

- **Templates with text fields**
  Click on the 'Templates' tab on the left to choose a template containing text fields and add it to the page by double-clicking or dragging it with the mouse. You can also use the buttons below the template selection: The buttons 'Insert left' and 'Insert right' will place the template onto the left page or right page. The button 'On both pages' allows you to insert the template onto both pages simultaneously.

- **Creating text fields**
  Use the 'Add text' button to create a new text field. Alternatively you can right-click on the photobook page and then choose the 'Insert text field' command from the context menu. New text fields are placed in the upper-left corner of each (double) page.

- **Entering / formatting text**
  Double-click on a text field or select the text field and then click 'Edit' on the right to open the text input window. A window opens where you can enter your text, set the font and colour, as well as preferred style (eg. bold). If you enable the option 'Set as default' the current text settings will be used as default for font type, font size, font colour, etc. When clicking 'Use defaults' the last modified text settings will be used. Then click on 'OK' after entering the text. The text is now displayed in the previously positioned text field. You can later alter the dimensions and position of this field.

  If you need to resize the font that appears in the text field you can do it without using the Edit button. To do so, click the corresponding text field and click on the 'Font' tab. There you can modify the size with the '+' and '-' buttons.

  Whenever this icon appears on your text field, then the text is too extensive for the text field size and will become truncated. In this case, reduce the amount of text or resize the text field while the 'Free positioning' mode has been enabled.

- **Size / position / rotation of text fields**
  When selecting a text field by clicking on it, blue points and a frame will appear around it. You can then modify the text field. When moving the mouse over the blue points, the pointer will change accordingly. Click one of these points and drag the mouse to adjust the size and orientation of the text field. To move a text field, click on the frame, keep the mouse button pressed and drag the field by moving the mouse. Alternatively you can use the buttons on the right to move text fields to the desired position. To do so, click on the text field and use the corresponding arrow under 'Frame' in order to move it into the desired direction and to resize it. Please note that text field will always appear

on top of picture fields.

- **Removing text**
  Double-click on a text field and delete the text in the 'Your text' area. Then confirm by clicking 'OK'. Alternatively you can remove the contents by right-clicking onto the text field and then clicking the option 'Delete contents'.

- **Removing text fields**
  To remove a text field mark it by clicking on it and then right-click on 'Delete'. Alternatively you can right-click on the text field you want to delete and then choose the 'Delete' command from the context menu.

Customising the background

The available backgrounds can be selected from the 'Backgrounds' tab. Double-click on the desired background or use drag and drop to select the desired background for the current page. To use drag and drop, click on the desired background, press and hold the mouse button, drag the mouse pointer to the target page and release the mouse button.

You can also use the buttons below the background selection: The buttons 'Insert left' and 'Insert right' will place the background onto the left page or right page. The button 'On both pages' allows you to insert the background onto both pages simultaneously.

If you want to use a specific background for all photobook pages, right-click on the desired background and select 'Use for all pages'.

Please note: If you want to use the same background for the left and right pages, a double-page version of the background will be used automatically.

You can limit the number of backgrounds by using the 'Category' pulldown menu and selecting a specific category. Only backgrounds from the desired category will be shown.

Custom backgrounds:

To use custom pictures as background images for one or multiple pages, open the 'Photos' tab. Right-click on the desired background image. To apply the image as background for the current page, select 'Use image as background'. When selecting 'Use image as background for all pages', this picture will become the background image for all pages.

Using effects

On the 'Effects' tab you can decorate pictures by adding borders. There are three categories offering borders, frames and textures.

Adding effects

Select the picture to be decorated by clicking on it. Then double-click on the desired frame or use drag and drop by clicking on a frame and dragging the mouse onto the target picture. The picture will be displayed within the selected frame.

Removing effects

Click on a picture to mark it. Then click on the button 'Remove effect' on the right to restore the original picture.

Editing pages

Under the photobook you will find the Edit pages pulldown menu. It allows you to edit pages fast and easy. The different menu options allow you to

- **Insert page**
  If you need more space for your pictures or you want to add more pictures to your album, use the 'Insert page' command to add one page in the desired location.

- **Delete page**
  The current page will be deleted from the photobook when you click the 'Delete page' button.

- **Copy page**
  This function is helpful if you like a page and want to use it at a different location in your photobook too. Click on the page you want to copy and select the 'Copy page' command from the 'Edit pages' menu. Now go to the position where you want to insert the copy of the page and click the 'Insert page' command.

- **Cut and paste a page**
  So you have edited a page and don't want it to appear at the present position but move it? No problem! Just click the corresponding page and select 'Cut page' from the menu. The page will be removed from the current position. Now click onto the new position and select the 'Insert page' command to insert it here.

- **Delete contents from left page**
  By clicking on the 'Delete contents from left page' command you can easily remove the contents from the left-hand page that is currently displayed.

- **Delete contents from right page**
  By clicking on the 'Delete contents from right page' command you can easily remove the contents from the right-hand page that is currently displayed.

- **Swap pages**
  This command allows you to place the currently displayed right page as the left page and vice versa.

- **Connect pages**
  This option connects to individual pages so you can spread a picture over two pages.

Customising pages

- **Zooming in and out**
  Below the displayed photobook page there is a pulldown menu allowing you to zoom in or out. You can either use the default percentages or enter a custom percentage between 25% and 250% (depending on the photobook). When typing a custom value, press Enter to confirm.

- **The price depends on the number of pages**
  Most of the photobooks are organised in price levels based on the number of pages chosen. The more pages your photobook contains, the higher the price. Consult the price list for the different pricing levels. To do this, click on the 'Prices/Price list' icon.

- **Setting the number of pages**
  Under the photobook you'll find the 'Edit pages' pulldown menu. This contains the 'Remove empty pages' command. When this command is enabled your photobook contains one or more empty double pages. Click the command to move these pages automatically to the end of the photobook pages thumbnail view and to reset the price to the cheapest possible option automatically without removing any pages that contain pictures.

  Reducing the price by removing empty pages
  On the right of the photobook youll find the Edit pages dropdown menu. This contains the Delete all empty double pages command. When this command is enabled your photo album contains one or more empty double pages. Click the command to move these pages automatically to the end of the photobook pages thumbnail view and to reset the price to the cheapest possible option automatically without removing any pages that contain pictures.

- **Moving pages**
  Within a photobook, you can re-locate double-page pairs. To do so, click on the double side in the photobook thumbnail view, keep the mouse button pressed and drag the mouse sideways. The target position of the double page pair is marked by a black bar. Release the mouse button when the desired target position has been reached. Tip: Click on the icon located in the upper-right corner of the programme to switch to full-screen view. This makes the maximum space available for the thumbnail view for you to move the pages.

Preview

Click on 'Preview' at the bottom to obtain a photobook preview. Here you can see how the printed photobook will look. To scroll through the photobook pages, click the corresponding arrow buttons. Click 'Back' to close the preview.

Save photobook

The 'Save' button is located beneath the photobook. Click on the button to open the following options:

- **Save**
  For a photobook that has already been saved, any changes will be stored now.
- **Save as**
  New photobooks can be saved under any name in any folder.
- **Open**
  A photobook that had been laid out and saved in previously, can be opened.

  To be able to order a photobook you must save it.

  Note: A subfolder will be created in the folder where you save your photobook, containing the pictures added to the photobook at the time of the saving process. Therefore, if you plan to move the photobook file to your computer, make sure that you also move the subfolder containing the pictures.

will exchange the position of both pictures. Move the mouse over the picture you want to swap, press and hold the [(Shift)] key and drag the mouse to the desired target picture field, then release the mouse button.

- **Moving pictures to a different page**
  Scroll through the thumbnail page view on the upper right so that the target page becomes visible. Move the mouse over a picture, press and hold the [(Shift)] key and drag the mouse to the desired target page in the album thumbnail view, then release the mouse button.

  Please note: When dragging a picture onto a page that already contains several pictures a popup window appears prompting you how you want to arrange the pictures on the new page.

- **Sorting picture fields**
  Different templates contain overlapping picture fields. You can decide which picture should be placed above another by highlighting a picture by clicking on it, then right-clicking on the picture and selecting 'To the front', 'To the back', 'One layer up' or ' One layer down' from the context menu. Picture fields will always be located behind text fields.

- **Image-editing**
  Highlight a picture contained in a picture field by clicking on it. Then double-click on the picture or click on 'Edit' next to it to open the Image-editing. Also read the chapter Image-editing.

- **Picture quality戮/b>**
  the lower the picture resolution, the worse the printing result will be. If the picture quality isn't optimum a warning triangle will be displayed in the lower-right corner. Also read the chapter Picture quality.

- **Removing pictures**
  To remove a picture, highlight a picture field by clicking on it, right-click on the picture and select the command 'Edit | Delete contents' from the context menu. This will remove the picture from the page but will not delete it physically from your computer. Alternatively, you can press the key [Del] on your keyboard. The picture field will be preserved.

- **Removing picture fields**
  To remove a picture field mark it by clicking on it and then right-click on 'Delete'. Alternatively you can right-click on the picture field you want to delete and then choose the 'Delete' command from the context menu.

Multiple order

You may order a created photobook several times. Under [Shopping basket overview](#) you can set the number of copies. To open the shopping basket overview, click on 'Go to order' in the lower-right corner in photobook Editor.

Continuing the order process

When you have the calendar ready and would like to conclude your order, click below right on the button 'Go to order'. This will take you to the [shopping basket overview](). Check that everything is correct. You can now set the order and payment methods and continue with the ordering process. Please also see the information on the shopping basket overview.

Ordering products

Selecting products

After choosing a product group on the homepage, an overview of the products on offer will be displayed. Click on 'Order' for any product you want to order. You may later add further products to your order.

Please note: Photo prints, posters and photo gifts cannot be ordered together with photo calendars and photobooks, as these items are manufactured and packed at different locations.

Adding pictures to products

When you have chosen a product, the layout and editing window appears. A preview picture of the product will appear. You may add one or more pictures into the product. Choose a folder with pictures in the upper-left corner. Then, in preview, double-click on the desired picture, or drag the picture with the mouse button pressed down onto the product.

Order calendar

In the 'Calendar' product category you can choose between desktop and wall calendars.

Please note: Mixed-format orders (e.g. calendars and prints) are not possible as the items are manufactured and packed at different locations.

Customise picture to product

After you have added a picture to the desired product you can customise the picture accordingly. For free positioning of one or more pictures, click on the 'Collage' button in the upper-right corner. In detail, you can:

- **Edit picture areas**
  On the right there is the 'Photo' tab. Use the buttons + and - to zoom in or out of the selected area. Use the arrows to move the section into the desired direction.
- **Customise and move picture fields**
  On the right there is the 'Border' tab. It allows you to move the picture frame that has been added to the product into the desired direction. You can use the buttons + and to enlarge or minimise the picture field. Alternatively you can also change the picture size by dragging the blue points on the picture border. You can also use the mouse to move the picture field on the product. To do so, move the mouse directly over the picture, press and hold the left mouse button and move it to the desired position.

  It is only possible to move the picture field while the 'Collage' function is enabled.
- **Rotate picture fields:**
  To rotate a picture field, select it with a mouse click and drag the blue point on the upper-centre of the border (the mouse pointer will become 2 arrows) into the desired direction.
- **Picture editing**
  Double-click on the desired picture or click 'Edit' to open the image-editing function where you can add artistic effects. Any changes can be undone by clicking 'Undo'.

Click 'Undo' to revert to the previously applied changes step by step. Use the button 'Redo' to restore previously undone steps. Pictures that have been inserted can be removed by clicking 'Delete'.

Add text

To add text to your product click onto the 'Add text' button on the right. A text field will appear allowing you to open the text editor by double-clicking.

Entering / formatting text

Double-click on a text field or select the text field and then click 'Edit' on the right to open the text input window. A window opens where you can enter your text, set the font and colour, as well as preferred style (e.g. bold). If you enable the option 'Set as default' the current text settings will be used as default for font type, font size, font colour, etc. When clicking 'Use defaults' the last modified text settings will be used. Then click on 'OK' after entering the text. The text is now displayed in the previously positioned text field. You can later alter the dimensions and position of this field.

If you need to resize the font that appears in the text field you can do it without using the Edit button. To do so, click the corresponding text field and click on the 'Font' tab. There you can modify the size with the '+' and '-' buttons.

Whenever this icon appears on your text field, the text is too extensive for the text field size and will become truncated. In that case, reduce the amount of text or resize the text field while the Free positioning mode is enabled.

Size / position / rotation of text fields

When selecting a text field by clicking on it, blue points and a frame will appear around it. You can then modify the text field. When moving the mouse over the blue points, the pointer will change accordingly. Click one of these points and drag the mouse to adjust the size and orientation of the text field. To move a text field, click on the frame, keep the mouse button pressed and drag the field by moving the mouse. Alternatively you can use the buttons on the right to move text fields to the desired position. To do so, click on the text field and use the corresponding arrow under 'Frame' in order to move it into the desired direction and to resize it. Please note that text field will always appear on top of picture fields.

Remove text

Double-click on a text field and delete the text in the 'Your text' area. Then confirm by clicking 'OK'. Alternatively you can remove the contents by right-clicking onto the text field and then clicking the option 'Delete contents'.

Removing text fields

To remove a text field mark it by clicking on it and then right-click on 'Delete'. Alternatively you can right-click on the text field you want to delete and then choose the 'Delete' command from the context menu.

It is only possible to add a text while the 'Collage' function is enabled.

On the 'Layouts' tab you have templates with text fields.

Add background

On the 'Backgrounds' tab you can set a background image for your product. Double-click on the desired template or use drag and drop to select the desired background for your product. The background image selection can also be made by clicking on the desired template and then on the button 'Use background'.

You can use custom pictures as background by right-clicking on the picture and selecting 'Use image as background'.

Use layouts

Templates are arrangements of picture and/or text field combinations. Under the Templates tab on the left you can find many different templates to choose from. To apply a template to your product, double-click on the desired templates or use drag and drop by clicking on a template and dragging the mouse onto the product. Next you can drag the pictures onto the picture fields and/or edit the text field.

Product preview

Click on 'Preview' at the bottom to obtain a product preview. Here you can see how the pictures will be printed on the final product. Click 'Back' to close the preview.

Product options

Some products offer various options. For instance, some mugs allow you to select the position for the handle.

Continue order process

When you have all the products ready and would like to conclude your order, click on the button 'Go to order' in the lower-right corner. This will take you to the [shopping basket overview](). Check that everything is correct. You can now set the order and payment methods and continue with the ordering process.

Selecting calendars

After choosing a product group on the homepage, an overview of the calendars on offer will be displayed. Click on the 'Order' button corresponding to the calendar you wish to order. You may later add further products to your order.

Adding pictures to the calendar

When you have chosen a calendar, the layout and editing window appears. The calendar pages are shown in a low-resolution preview. You can now add pictures to the printable area of the calendar pages. Choose a folder with pictures in the left-hand side. Then double-click on the desired picture, or drag the picture with the mouse button pressed down onto the printable area of the calendar page.

Customising pictures to calendar pages

After you have added a picture to the desired calendar page, you can adjust the printing area of the page, whereby you modify the size of the picture with the + and - buttons, or move it with the arrow keys. Alternatively you can move the picture located in the printable area of the calendar page by dragging it with the mouse.

Click 'Edit' to open the image-editing function where you can add artistic effects.

With the 'Undo' button you will be returned to the last version of your picture and can cancel any changes. Use the button 'Redo' to restore previously undone steps.

You can also add text to your picture and/or the calendar page by clicking on 'Add text' (for more information, see 'Customise text fields').

Above the folder indication you'll find the 'Background' tab. You can select individual backgrounds for each page by selecting the desired background (by clicking on it) and then clicking the 'Use background' button beneath. Alternatively you can drag backgrounds directly into the picture field.

Calendar options

At the bottom of the calendar pages you can choose between the following calendar options:

- Month start: determines the starting month to appear on the first page of your calendar.
- Year: Select the desired year for your calendar here.
- Layout Style: Customise different templates to obtain your personalised calendar day layout.

Calendar preview

Click on 'Preview' at the bottom to obtain a calendar preview. Here you can see how the printed calendar will look. Click on the arrow buttons to scroll through the different calendar pages. Use the magnifying glass in the bottom-right to zoom the preview in or out. Click on the menu next to the magnifying glass and select a percentage to see all details of the calendar page. Click 'Back' to close the preview.

Continuing the order process

When you have the photobook ready and would like to conclude your order, click on the button 'Go to order' in the lower-right corner. This will take you to the shopping basket overview. Check that everything is correct. You can now set the order and payment methods and continue with the ordering process. Please also see the shopping basket overview information.

Order photo collage

This function allows you to position and customise multiple pictures on one poster. First select the desired format and then proceed as described under 'Ordering prints'. For more information about image-editing and text editing, see [Customise picture to product](#) and [Customise text to product](#). Additionally, the following options are available:

- **Selecting the background**

On the 'Backgrounds' tab you can set a background colour for your product. Double-click on the desired colour or use drag and drop to select the desired background for your product.

- **Selecting templates**

There are several templates allowing to arrange pictures that you want to place on the pages of your photo collage. These determine in which manner pictures and text are arranged on the pages.

- **Orientation**

You can orientate your collage in portrait or landscape format. The 'Orientation' button at the bottom of the right-hand area allows you to set the orientation.

View

- **Include subfolders**
  Enable this option if you want to display all pictures contained in the currently opened folder and all subfolders contained in it. The corresponding button is located beneath the folder field.

-
  The zoom slider lets you enlarge or reduce the picture view by dragging it to the left or right. Make sure that the size of the picture itself is not altered here, but only the actual displayed picture, so you can better appreciate fine details. You can also click one of the two icons to immediately obtain the largest or smallest picture view.

- **Picture information**
  Move the mouse pointer over a picture and stop it there. After a few seconds, a popup info will appear with details about the file size, date of recording, dimensions, etc. as long as this information has been saved in the image file. Normally, the information is saved at the same moment in which the picture is recorded with the digital still camera.

Manager

The 'Manager' area is used for [managing pictures](#), for [editing pictures](#) and for [managing keywords](#). You may backup any pictures onto a CD as well as play a slideshow of your pictures.

Managing keywords

The keyword area is located on the right. Keywords are meaningful terms that are saved with your picture files and that help you to identify the picture properties. For instance, a keywords could be 'holiday', 'birthday' or 'beach'. You can define your keywords as you like. As the keywords will be saved with the image file data you will be able to use them in other applications.

The 'View' tab allows you to customise the display, the 'Edit' tab allows you to manage the keywords.

View by keywords

Under the 'View' tab all keywords from pictures contained in the current folder are displayed. You can filter the display of the opened folder for specific keywords only by enabling or disabling the corresponding checkbox in front of the keyword. Only checked keywords will be displayed. You can also use the button 'All' and 'None' to set the checkmarks. Behind a keyword the number of pictures in the current folder with that particular keyword appears in brackets.

Beneath the 'Edit' tab you can create new keywords or assign existing keywords to pictures or remove the assignment. In the list at the bottom all keywords from pictures contained in the current folder are displayed.

Creating and assigning keywords

First highlight the pictures that you want to edit. If you want to create a new keyword for the selected pictures, enter the keyword in the field on the 'Edit' tab and click the button 'Create'. The new keyword will appear in the list.

To assign a keyword that has already been assigned to a different picture (so it appears in the list) to a selection of pictures, click the green plus button. The keyword will be assigned to the selected pictures. Behind a keyword the number of pictures in the current selection with that particular keyword appears in brackets.

Deleting keywords

First highlight the pictures that you want to edit. The lower list will show the keywords contained in the selected pictures. To remove the keyword from the selected pictures, click the red minus button.

Managing, editing, viewing and saving pictures

Use the following features to manage pictures in your folders:

- **Selecting one picture**
Click on a picture to mark it. A frame will appear around the picture.

- **Selecting multiple consecutive pictures**
Click on the first picture of the series of pictures you want to mark. Press and hold the [(Shift)] key and click on the last picture in the series to be marked. All pictures between the first and the last picture will be highlighted. Alternatively, you can proceed as follows: Click next to one picture, press and hold the mouse button and drag the mouse in a diagonal direction over all pictures you want to mark. A frame will be drawn. All pictures included in that frame will be highlighted. A frame will appear around each of the marked pictures.

- **Selecting multiple non-consecutive pictures**
Click on the first picture of the series of pictures you want to mark. Press and hold the [(CTRL)] key and, one after the other, click on the different pictures to be marked. A frame will appear around each of the marked pictures.

- **Highlighting all pictures**
To do this, click on the 'Select all' button. All pictures contained in the current folder will be selected. A frame will appear around each of the marked pictures. Alternatively, you can press the key combination [STRG] + [A].

- **Cancel selection**
Click onto a free area (beside a picture) to remove all selection marks.

Deleting pictures
Highlight the pictures and click on the button to move the highlighted pictures to the recycling bin.

Cutting pictures
Highlight the pictures and click on the button to cut the highlighted pictures and place them onto the clipboard. The pictures will disappear form the original folder as long as you paste them into another folder by clicking 'Paste'. Alternatively, you can press the key combination [Ctrl] + [X].

Copying pictures
Highlight the pictures and click on the button to copy the highlighted pictures to the clipboard. Then you can paste them into a different folder by clicking 'Paste'. Alternatively, you can press the key combination [Ctrl] + [C].

Image-editing

Double-click on a picture (if you have already inserted it into a product or it is in the shopping basket for printing) or press the 'Edit' button to picture editing.

Auto contrast

This effect automatically enhances the contrast of the picture to a good value, so that light and shade of a poorly contrasted picture are more emphasised.

The button 'Next' next to it offers more functions. In detail, these are:

- **Brightness**
  Drag the slider to the left or right to adjust the picture brightness. If you want to apply the changes to your picture, click 'OK' to return to the Image-editing. If you don't want to keep the changes, click 'Cancel'.

- **Contrast**
  Drag the slider to the left or right to adjust the picture contrast. If you want to apply the changes to your picture, click 'OK' to return to the Image-editing. If you don't want to keep the changes, click 'Cancel'.

- **Gamma**
  Drag the slider to adjust the colour brightness. If you want to apply the changes to your picture, click OK to return to the Image-editing. If you do not want to keep the changes, click Cancel.

Red-eye removal

With this tool you can remove the 'red-eye effect' or at least make it less noticeable. Mark the area with the mouse where the 'red-eye' is and click on the button 'Remove'. Click the '+' and '-' buttons to enlarge or reduce the red-eye removal area. Alternatively you can use the left mouse button to resize it by dragging the corner of the frame. The arrow buttons allow you to move the selection frame into the corresponding direction. To undo the red-eye removal, click 'Undo'.

Rotate picture

This allows you to rotate the picture 90º to the left or right.

Crop picture

Cropping your pictures serves to ensure that the aspect ratio is adjusted to an available format for ordering as most digital cameras produce pictures with a 3:4 aspect ratio, whereas prints as a rule have a ratio of 2:3. Define which areas of your picture are to be cropped so that during development neither unforeseen white borders nor truncated areas appear. Therefore in the development area a scissor icon may appear on the added pictures. With just a click of the mouse you can change the following:

- **Crop frame**
  The area within the frame will be developed, the area outside will be cropped. You can modify the size of the frame with the '+' and '-' buttons. Alternatively you can drag the corners of the frame with the mouse. The aspect ratio of the frame can be set (2:3, 3:4, free format).

- **Move, size and angle**
  You can move the frame into any direction by using the arrow buttons. You can modify the size of the frame with the '+' and '' buttons. You can rotate the selection with the angle button. Alternatively you can drag the corners of the frame with the mouse.

- **Button: OK**
  This button crops the exterior of the selected area so that the picture within the frame is that which will be printed. You will be automatically taken back to the Image-editing functions overview.

- **Button: Cancel**
  By clicking on this button you go back to the image-editing functions overview without cropping the picture.

- **Undo**
  This button allows you to restore the original status and therefore undoes any changes.

Effects

By clicking this button, a new control bar with effects you can apply to your pictures will appear. The effects appear in a list allowing you to view the corresponding result in a small preview window. When selecting an effect, it will be applied to the large view of your currently opened picture. It is not possible, however, to apply different effects at the same time. Each effect may contain different options. Once the desired effect has been select, you can apply the changes by clicking the 'OK' button. Click the 'Cancel' button to discard the changes.

- **Negative** This effects inverts the colours so it appears like a negative film. The colours change and the picture gives a completely new impression.

- **Tint** This effect displays your picture in a certain colour. You can adjust the colours smoothly with two slider bars for colour hue and saturation. Opposite to the dual-tone effect, this effect let you apply a strong tint to the picture instead of a slight tint.

- **Greyscale** This effect displays your picture in a black and white picture.

- **Mosaic** This effect divides the picture into many small tiles. The slider allows you to adjust the levels of the effect, i.e., to adjust the size of the tiles.

- **Unsharp masking** This slider allows you to set the sharpness of your picture.

- **Colour gradients** This effect creates 'running' colours producing an unsharp and blurred picture. The slider allows you to set the strength of the effect.

- **Hue** This effect dyes the picture in rainbow colours and these colours can be altered using the slider.

- **Swirl** This effects swirls the picture. You can adjust the size and depth of the swirl.

- **Distortion** The distortion effect divides the picture into small areas whose intensity and position can be adjusted on the X/Y axis.

- **Oil painting** This effect give an oil-painting look to the picture. The paint density and brush width can be adjusted.

- **Zoom** The zoom effect creates the impression that one is immersed in the picture. A small portion in the centre of the picture will be enlarged and blurred. The strength of the effect can be adjusted with the two sliders.

- **Lens** This effect places a lens in the centre of the picture and distorts the picture. The slider allows you to set the size of the lens.

- **Marble** The marble effect divides the picture into small marbles whose intensity and position can be adjusted on the X/Y axis.

- **Crackle effect** The crackle effect emphasises the contours of the picture, and these

Save picture

There are three different ways you can save pictures:

- **Only for ordering**
  With this option enabled, your original picture is not altered: but your picture will be ordered as it has been edited.

- **As new file**
  With this option enabled, your original picture is not altered. The new picture will be saved on your computer as a new picture.

- **Overwrite file**
  Your original picture will be overwritten with the already-made modifications if this option is enabled. The modifications cannot be later cancelled.

Picture quality

A coloured warning triangle shows whether the resolution of your pictures is suitable for the selected format or product. The larger the desired prints are (e.g. format), the higher the resolution of your pictures should be. You can set the resolution on your digital camera before taking photos. The meaning of the colours is as follows:

Satisfactory quality
The quality does not reach the highest demands, but you will achieve satisfactory printing results.

Critical quality
There will be visible quality loss in the finished pictures.

Automatic picture import

The program offers you the possibility of using a Wizard to copy your pictures from external devices, such as cameras, to your computer.

This icon in the notification area of your Windows taskbar indicates that the Wizard for the automatic picture import is monitoring whether an external device is connected to your computer.

If an external device containing pictures is connected, the Wizard will open. You can then copy all the pictures into a folder on your computer. The current date is offered as a name for the destination folder. The destination folder will be newly created and can then be found in the selected base folder. Click on 'Copy photos' to start the copying process.

You may enable the option 'Do not show this window again' so that the Wizard will not open next time an external device with pictures is connected. You can set the Startup properties for the automatic picture import under Options / Settings in 'Device detection'.

General

Preset quantity of orders per picture
Default quantity of prints per photo

Number of Undo steps in image-editing
This chosen order amount appears when you order prints. But you can change the desired quantity for each picture.

Automatic JPEG2000 compression
Your pictures can be converted to the modern JPEG2000 format for transmission. This means they will be transferred two to three times faster. Usually the quality of the pictures remains unchanged, but in certain cases, however, for example, with handwriting or hand drawings, the quality can be easily impaired. The picture is slightly more blurred and soft. If a picture is highly compressed using a traditional JPEG format, this will result in severe quality loss. With JPEG2000 these quality losses are a thing of the past.

> Note: If you have already used a traditional high JPEG compression on your picture, we recommend that you don't send your picture with the JPEG2000 format.

Show advanced picture formats in Picture selection window
Normally only pictures in JPEG format are displayed for picture selection. This is also the format that most digital cameras use. You can choose here whether picture files in PNG, TIFF and BMP format should also be displayed. Please note that creating a preview for these picture formats can take some time. Also note that transparent areas will not be developed.

Folder for pictures
Here you can set the default picture path. Any pictures saved in the default folder will appear automatically when selecting pictures for any product.

Show Photobook Wizard
If this option is enabled, the Photobook Wizard starts up when you order a Photobook, to offer assistance in compiling your Photobook.

Internet

Use proxy server

Normally you need to make no settings here. Only when you are using the program, for example, over a company network or your Internet provider only permits access via a proxy server should you access here when there are problems with the connection. Your system administrator or Internet provider will supply you with more information.

Programme Update

Click onto 'update' in order to update the PhotoGenie programme. For this purpose an online connection will be established and possible updates will be looked for. There are two different types of updates: Required Updates and Programme Upgrades.

1. **Required Updates**
   These updates improve the scope of the application and are therefore important for the use of the programme. If there are updates available for download the programme should be updated.

2. **Programme Upgrades**
   This kind of update improves and complements the programme with effects, special backgrounds e.g. for Easter or Christmas and so on. Such updates can be downloaded if you wish to use the additional upgrades.

The update function allows you to choose which of the available updates you wish to download. Tick the programme parts you want to download. Please note that the size of the programme will be extended by installing programme upgrades. After having effected your choice click onto the button 'download and install' in order to start the update process. The installation will be carried out automatically and enables the use of the downloaded programme upgrades after a restart of the programme.

Device Detection

The device detection function can be used for an automatic import of pictures onto your PC. The function can be found in the shape of a camera in the information area of the Windows bar and can be controlled by choosing between 'open photoservice' and 'cancel' with a right click onto the camera symbol.

When connecting a USB device, e.g. a camera to your PC or when inserting a CD the device detection will open in an additional window. You are now offered three possibilities how to proceed with your pictures.

- **Copy Pictures**
  This option means your pictures will be copied from a connected USB device or an inserted CD into a folder on your PC. You can select this folder via 'Browse' and name it as you like via 'folder name'. After selecting and naming the folder click onto 'Import' in order to start the copying process. The pictures on the USB device or on the CD will still be available and accessible after the procedure.

- **Move Pictures**
  This option moves your pictures from the USB device or the CD into a folder on your PC so that after the process your pictures can only be found on the PC and not on the USB device. However, the pictures will remain on the CD. After selecting and naming the folder you can start the process by clicking 'import'.

- **Edit Pictures from Camera**
  Choose this option in order to use pictures for editing PhotoGenie products directly from the connected USB device or the CD. You will be accompanied through the programme by an assistant that will help you with each step. Your pictures will not be copied onto the hard drive during this process.

Manage shopping basket

You can save the current shopping basket, load a shopping basket, or delete the current shopping basket. To delete a saved shopping basket, you must open it first. The delete function refers always to the currently displayed shopping basket.

Order value, shipping method and total amount

The order value indicates the price of the chosen products, without shipping costs.

- **Mail**
  When selecting the shipping method 'Mail' the order will be sent to an address of your choice. Normally, the delivery time is about three to five working days.

The total amount shows the quantity that you have to pay (order value plus shipping costs).

Add product to the order

You can select further products for your order by clicking on the 'Add product' button. However, please note:

Mixed-format orders are not possible as the items are manufactured and packed at different locations. It is possible to combine photo prints with photo gifts as well as photobooks with calendars in one shopping basket. However, it is not possible to place one single order for photobooks or calendars together with photo gifts or photo prints.

If you wish to add a product from a different product group to your shopping basket you will be advised that this product is not compatible with the products that are already contained in your shopping basket. In this case you can cancel adding the additional product or save the current shopping basket and continue, or you can continue without saving the current shopping basket (this will delete the current shopping basket).

Use voucher

If you have received a voucher, you can enter the corresponding voucher code beneath the 'Add product' button. The price reduction with the voucher will be directly offset against the order.

-
-
-

Order method

When more than one means of ordering is offered by your service partner, on the right-hand side you can choose between these two ways of ordering:

- **Order online**
  This is where your pictures are transferred online to the service partner for order processing. The transmission via Internet can take a certain amount of time. For larger orders with many pictures we advise you to burn them onto a CD or DVD if this way of ordering is offered.

Sending your pictures

If you order online, your pictures will be transmitted via the Internet to a service provider. This may take a while depending on the quantity of pictures and the Internet connection.

Tip: You can leave the computer after transmission has started as the order will be concluded automatically. The final step is when the order confirmation shows.

Order confirmation

At the end of the order process a confirmation with a summary of the ordered items, delivery address (or branch shop) and your e-mail address will be displayed. You will be advised of the progress of your order by e-mail.

Login / Register / Password

Login for ordering / Register for first order
To place an order you must login with a user name (e-mail address) and password. Before placing your first order you must register (cost-free) to specify a user name and password. The User name is always the e-mail address with which you registered.

During registration you can set a secret question and a corresponding answer. When requesting a new password you will be asked your secret question that you have to answer correctly in order to obtain a new password. To proceed to order click on 'Login'.

If you want to save the user name and password on your computer, enable the option 'Save e-mail address and password'. Next time you order you will not have to enter your login data again. You may change (only) the user information with every mail order by clicking on the 'Edit user details' button after login.

Forgotten your password?
If you have forgotten your password click on the 'Forgotten your password?' button. You will subsequently have to answer your secret question and will receive a new password, sent to the e-mail address that you registered with.

Customer service / Contact

If you have any queries, please contact the following e-mail address: info@myphotobook.co.za . We will respond to your request as quickly as possible. Please give us a precise and concise problem description.

contours can be adjusted with the slider.

- **Gauze** This effect changes the picture with three sliders: They allow you to set the foreground sharpness, to blur the background and an extra mode allows for further effects.

- **Dapple**

   This effect gives the impression that the picture has been painted by dappling. The sliders for intensity and mode allows you to change the picture further.

- **Watercolour painting** The watercolour effect gives the impression of a water-colour picture. The slider allows you to set the saturation.

- **Double shadow** This effect allows you to tint the picture shadows in different colours. The sliders allow you to adjust the colour and the colour tone.

- **Droplets** This effect places a water drop onto the picture. Its radius, strength and number of levels can be regulated.

- **Wow** The Wow effect warps the picture outwards.

- **Nip and tuck** This effect warps the picture inwards. The slider lets you set the effect strength.

- **Swirl** The swirl effect rotates the centre of the picture. You can adjust the circle radius, the number of levels and the intensity.

Rotation Assistant

This function allows a quick and easy rotation of your pictures into the desired position. With the aid of this tool your rotated pictures will be saved on your hard drive in the altered position; thus you will be able to access them for other applications.

There are two different procedures for rotating a picture: You can either rotate your pictures manually or let PhotoGenie 2.2 automatically fulfil this task.

1. **Manual Rotation**

    Manual rotation means that only the pictures you have selected will be rotated manually. You can thus decide yourself which pictures are to be turned and which way the rotation should be effected. These steps can either be effected directly or in the thumbnail view according to your wishes. The rotation assistant that allows you to rotate several pictures at once offers you an easy to handle alternative for the rotation of your pictures.

    a. **Thumbnail View**

        The thumbnail view allocated underneath the folder index allows you to open the context menu when right clicking onto the picture which is to be turned. Here you can find the options 'rotate left' and 'rotate right'. (for the option 'rotate automatically' also listed in this menu please see chapter 2) A click on the desired direction of the rotation will accordingly turn the picture by 90°.

        This function can also be operated via the hot keys [CTRL] + [ALT] + [L] (for a rotation to the left) and [CTRL] + [ALT] + [R] (for a rotation to the right).

    b. **Direct Rotation**

        While using the Manager (see Manager) you can adjust your pictures as you like by clicking onto the green rotation buttons. The rotation buttons are located above the thumbnail view.

    c. **Rotation Assistant**

        Use the rotation assistant if you want to turn or mirror several pictures in one quick and easy step. (see Mirror-inverted image). To do so click onto the option 'Rotations-Wizard' (the option can be found in the left thumbnail view window in the middle at the top of the screen when using the prints, poster and collage editor. It is located in the same place when using the Manager, the Assistant and the Photobook editor.) A new window will be opened which shows all pictures of the currently opened folder. Pictures that can be turned automatically are marked with a green arrow symbol. For information on automatic rotation please see chapter 2. The following functions can now be used:

        • In the lower area of the assistant there are green direction buttons which

can be used for turning your pictures any way you desire. To do so mark the picture you wish to turn with a simple mouse click and press the corresponding direction button. The rotation can also be effected via the hot key [CTRL] + [ALT] + [L] (for a rotation to the left) and [CTRL] + [ALT] + [R] (for a rotation to the right).

- You have also got the possibility to turn several pictures in one step. To do so they have to be selected separately. Use the hot key [CTRL] + mouse click by holding the [CTRL] key down while clicking (and therefore selecting) the desired pictures with the left mouse button. Release the [CTRL] key after the selection and proceed with the rotation as described above. If you wish to rotate several adjacent pictures or all pictures shown please set the mouse into the white area on the screen, click the left mouse button and hold it down while moving the mouse arrow diagonally over the desired pictures. The selected pictures can now all be rotated at the same time as described above.

- There is also the possibility to effect rotations via the context menu. In order to open the context menu place a single right click onto the picture you wish to rotate. By selecting the desired direction of rotation 'rotate left' or accordingly 'rotate right' via mouse click your picture will be rotated. The picture will be turned by 90° with each click onto the desired direction of rotation. The option 'rotate 180°' will effect a half turn of your picture. Via the context menu you have got the option to rotate several pictures at the same time by selecting the desired pictures and then continuing as described above.

2. **Automatic Rotation**
   If your camera disposes of a so-called Rotation-Tag, you can have your pictures set into the right position automatically with this function. Please check your manual to find out whether your camera supports this function. Pictures provided with a Rotation-Tag will appear with a green arrow symbol on the picture itself.

   - If you wish to rotate all pictures marked with a Rotation-Tag click onto the button 'rotate all pictures automatically', which is located in the lower area next to the rotation buttons.

   - The automatic rotation can also be effected via the context menu. To do so place a right click onto an arbitrary picture marked with a Rotation-Tag in order to open the context menu. Select the option 'rotate all pictures automatically'. If you only wish to rotate several pictures automatically you have to select them previously by using the hot key [CTRL] and a left click with your mouse onto the desired pictures.

- If you only wish to rotate one single picture open the context menu with a right click on the corresponding picture. Finally, select the option 'rotate automatically' with a left click.

3. **Mirror-inverted Image**
   Have your picture mirror-inverted via the context menu which can be opened with a right click onto a picture. Click on the option 'mirror horizontally' or accordingly 'mirror vertically'.

Title for index print

Along with your prints you will receive a free index showing miniature prints of all of your ordered photos. You can give this index print a title, which will then be printed on. The title should be short and snappy.

JPG2000 compression

If you enable the checkbox, your pictures will be sent to the service partner compressed in the JPG2000 format. This makes the file size of the picture smaller and the transmission takes less time (two to three times faster). Usually the quality of the photos is unaltered. In certain cases, however, as with handwriting and hand drawings, the picture quality can be impaired (more blurred or softer pictures). It is not advisable to compress your pictures with the JPG2000 format if your pictures have already been highly compressed with another compression method.

Pasting pictures

Click on the button to paste the pictures contained on the clipboard into the currently opened folder. Alternatively, you can press the key combination [Ctrl] + [V].

Placing pictures into the shopping basket for developing

Highlight the pictures and click on the button to place the highlighted pictures into the shopping basket for developing. The view will change to the overview page for ordering photo prints.

Viewing pictures as slide show

Highlight the pictures and click on the button to view the highlighted pictures as a slideshow. The slideshow view offers you the 'Auto play' function to display the pictures in sequence for a specified interval. You can change the interval by using the arrow buttons.

Backing up pictures on CD

Click on the button to open the burn process settings window. Here you can select the picture you want to burn on CD.

- All files in current folder that have not been backed-up yet
  This setting backs up all pictures in the currently opened folder that have not been backed up in the past by using this programme.

- All photos in folder
  This setting backs up all the pictures in the currently opened folder.

- All selected pictures
  This setting only backs up those pictures in the currently opened folder that have been highlighted (selected).

- Finalise media after write is completed
  Enable this function to finalise the CD after the burning process has been completed. This means that no more data can be written to the CD after this. Leave this function disabled when burning a multi-session CD and you wish to write more data onto the CD in the future.

Image-editing

Highlight a picture and click on the button to open the image-editing window. Also read the chapter Image-editing.

photobook. Pictures are always added by folders, either by date (if no EXIF date is available, the date of the file will be used) where the older pictures will appear first, or by file name (alphabetically).

- **Selecting backgrounds**
  On the 'Background' tab you can choose a background for your photobook which will appear on each page of the album.

2. Specifying the cover title text and the cover image

Once you have selected a picture, click 'Next' to continue. The next step allows you to insert a picture for the cover page and to specify a title text. Click a picture from the picture folder to add it to the photobook cover page. Enter a title text, if desired. However, you may also skip the title text.

Once you are done creating a cover page, exit the Wizard by clicking 'Close'. The Wizard will apply your picture selections and arrange them in Photobook Editor according to your specifications.

3. Fill book to an optimum

When using the option 'page layout' the photobook assistant will try to fill the pages at your disposition to an optimum so as to avoid empty pages in your finished photobook.

SmartPage Preview

In a preview this function shows you all different possibilities of how to position your images on one page. The SmartPage assembles your pictures in different constellations and indicates several suggestions in a preview.

You can use this function by inserting pictures from the thumbnail view into the photobook using drag&drop. However, please note that you cannot let go of the mouse button on the selected page during the drag&drop process, but press onto the arrow keys cursor up or cursor down on your keyboard in order to switch between the different page layout suggestions. Alternatively you can use the space key to switch between suggestions. When you have found a convenient picture arrangement you can let go of the mouse button. The page will have adopted your desired suggestion and arranged your pictures accordingly.

If you wish to see the other SmartPage suggestions again after having inserted the pictures via drag&drop or if you are unhappy with your page layout and wish to change it, simply click on the tab folder 'templates' and use the built-in SmartPage function there. To do so click on the filter category 'SmartPage' in the folder 'templates' and apply any other of the suggestions shown in the preview by double-clicking onto the desired template.

Continuing the order process

When you have all the prints ready and would like to conclude your order, click below right on the button 'Order'. This will take you to the shopping basket overview. Check that everything is correct. You can now set the order and payment methods and continue with the ordering process. Please also see the shopping basket overview information.

SmartPage Templates for Products

The SmartPage will help you find a convenient picture arrangement for your product as already described in the photobook section. Several suggestions will be calculated and shown in a preview.

To begin with select the pictures you want to place onto the product from the thumbnail view by clicking. In the next step the selected pictures will be dragged via drag&drop onto the product. At this stage it is important that you do not let go of the left mouse button when you have moved your pictures onto the product. Keep the mouse button pressed down and push the arrow keys cursor down or cursor up on your keyboard or alternatively the space key in order to switch between the different SmartPage suggestions. When you have selected a convenient arrangement you can let go of the mouse button. Should you wish to change the arrangement of your pictures after inserting your pictures, simply click on the tab folder 'templates' which will show you all available suggestions in the filter 'SmartPage' and select a different arrangement.

Options / Settings

Click on the 'Options / Settings' icon to configure the programme. There are several fields where you can make the following settings: