



## Layout Creator Software Guide

### About Layout Creator

The Layout Creator is a ROES-based software that is both PC and Mac compatible and is designed for you to design and upload album and book pages to our online Album Manager using our 200+ pre-made templates.

**Please Note: This software is not necessary if you build your pages in a third-party design software such as Photoshop. Pre-designed pages can be directly uploaded directly through the Album Manager page at our website or via the 'Albums and Books – ROES' software available for download on our website.**

The Album Manager System is accessed from our main web site's Customer Directory once you have logged in and is used to place orders for the Tuscan, Echo, Legend, Destiny and Nexus albums as well as all Press Printed Photo Books. Please see the Learning Center for the Album Manager guide.

There are two options you may use to upload your layouts and using our Layout Creator is considered "Option One". This guide will cover the highlights of using the Layout Creator. For more detailed directions on the general use of a ROES based software, please refer to the Software Basics tutorial on the Learning Center at our web site.

### Uploading Option 1 – Getting Started

The Layout Creator software is installed from either the 'Place Order' or 'Downloads' page of the Black River Imaging web site once you have logged in.

Ordering our albums begin by loading your page layouts to the Album Manager. The Layout Creator does not include the actual album or book choices. Instead, you will upload your layouts to the web site and once the layout and page sequencing is complete, you will select your album and/or book style and check out online and/or post your event for "approval" by your client. Full instructions for buying an Album and/or Book using the Album Manager are described in the

'Buy Album' and 'Post Album' sections of the Album Manager guide, which is located on the Album Manager site as well as on the Learning Center.

There are some features of each album style that vary and you will need to be aware of that as you begin ordering. For example, the Tuscany Album pages are trimmed during assembly whereas the Legend Album pages are not. This could affect the templates you choose to use for your order or how you design your own layouts in a third-party program. Please refer to the Album Information & Tips guide listed on the Learning Center, the Album Manager main page and the Add Album section of the Album Manager site for details on the available products.

The basics of ordering remain the same for each album style and we will walk through those steps in this section.

**First Step:** You will need to open both the 'Sizes Palette' and 'Options Palettes', as they are most beneficial when ordering from the pre-designed layouts. Some of the layouts have many options and can only be viewed in their entirety by using the 'Options Palette'.

The software will open to the 'Albums' catalog file. (There is only one catalog file in this program.) You will first see the Album Information screens that list the product details as well.

There are basically three options to choose from in the software, Page Layouts, Cameo Inserts and Photo Cover Layouts.

When ordering a Tuscany Album with Cameo, or a Legend or Destiny album with a Photo Matte you will utilize Cameo Insert option. Drag and drop your image in and click 'Add to Order'.

If you are ordering an Echo Album or Photo Book which has a photo cover option, you will need to click the tab for the Photo Covers, choose the correct orientation, drop in your image and click 'Add to Order'. You will choose the size of the finished product from the online check out stage. This will be covered in the Add Album portion of the Album Manager guide.

When ordering a square album you will open the Square Album Layouts and choose either from the square layouts or pano layouts. If you need a full frame opening for a single image or your own composite you will choose the full frame, #000 option.

The actual size of the square prints will be determined by the size of the album you select when you get to the 'Add Album' section of the online Album Manager. When you are ordering a non-square album product you must choose

a size-specific layout in Layout Creator that matches the intended cover. **Please note:** 8.5 x 11 pages are available in Press Printed Photo Books only.

When you choose the square layout pages you will have the single page layouts and the panoramic page layouts, you may also notice the "Our Guests" page which is commonly used in the Nexus Albums (formerly known as Spiral Bound Album) and Press Books when being used as Guest Books. The Nexus album has also been used in conjunction with the Preview Books so we have included those page layouts as well. These two options are in square format only.

Once you have added your pages or you are done with this design session you have the option of uploading your images or saving the order. We encourage you to upload to the Album Manager at anytime during your progress to prevent a loss of work. You will then be able to see your layouts online when you are ready to begin working again and you can also reopen the order if needed for review.

Be sure to extend the 'Days to Backup Orders' under the Preferences menu on the main page of the Layout Creator software so that you can reopen the order later. This number is defaulted to fifteen days but can be set for however long you wish it to be stored on your computer.

Should you choose to save the order instead of sending it, be sure to use the 'Save for Sending Later' option under the 'Complete Order' feature on the Review Order screen. If you need directions on how to do this correctly, please see the 'Save an Order' and 'Reopen as New' guides and tutorials on the Learning Center.

When loading additional pages to an existing event you will need to mark the 'Add Pages to Existing Event' option on the 'Review Order' screen and indicate the work order number as displayed on the main page of the 'Album Manager' on our website.

You will receive an email notification when your event is online and ready to be viewed. To access the Album Manager you must log in on the Black River Imaging web site and choose 'Album Manager' from the menu options.

The steps to finalize and post your order are covered in the 'View Images', 'Add Album' and 'Post Event' sections of the Album Manager guide located on both the Learning Center and the Album Manager site.

## Ordering with our Pre-Designed Composite Templates

You can familiarize yourself with the pre-designed composites and what they look like by visiting our website, choosing the 'Album Products' tab and then 'Composite Templates' (If you are logged in you will first choose Product Prices and then Album Products). You and your customers may also view the composites at this link: [www.color-labs.us/candid.sq1.html](http://www.color-labs.us/candid.sq1.html). This link does not allow your customers to access other portions of our web site. The examples you see here are just examples. We offer several choices with which to style your layout and you will find these when selecting the 'Options' button or 'Options Palette' and choosing the 'Sizes' tab. We recommend opening the 'Sizes' and 'Options' Palettes for quick and easy access to the layout choices and styling options.

The pre-designed options will vary based on the composite you have selected. The background node, or opening, can be adjusted by choosing options for the Background Color, Opacity and/or Image. The Background Opacity offers several percentage levels and the Background Image option allows you to change your image to black and white or sepia; with the Background Color you may opt to select any one of the 48 pre-set colors. These can be used in any combination to create a custom look. If you need to remove an image from the opening click on the image, look for the blue line around the opening, and then click the 'Delete' key on your keyboard.

Some composites have over-lapping nodes so you may need to use multiple options to achieve the look you are wanting. Fill is an option that allows certain nodes on selected templates to be filled with color. In some cases these nodes can also have an image. Opacity is also available on selected composites and selected nodes. You may change the opacity in increments of 20% and you will see these changes display in your software. Some openings have a pre-set opacity, you may change this with the opacity option or you may deselect to return it to the preset percentage.

Several composites offer a text opening, when you click on the text area a dialog box will drop beneath it where you can type. Please note that the text will be automatically centered within the pre-set text opening and line breaks must be entered by you. The final printed text size will be based upon the amount of text and font type and style selected so there may be some slight changes from the way you see it in the software. You may make edits to the text options by clicking the 'Font Type' and 'Font Style' in the Options Palette and making your selection. The font settings will be applied to all pre-set text openings on the composite. If your system is not displaying the font types when you make a

selection you may want to take advantage of the 'Downloads' page of the web site where we have a zip file of these fonts that you may install on your computer so that they can be displayed in the software, but regardless of how your system displays the selected font, it will print correctly.

A helpful hint, especially if you have a large amount of text, is to type it in a word processing system that allows for spell check. You can then copy and paste the text into the opening in the software but you will need to adjust the line breaks.

The 'Image' option gives you the opportunity to change from the default of the image to black and white or sepia. You will have this option on every image in every layout. If you have clicked one of these options and which to deselect it, simply click the option a second time.

Stroke is an option for most openings on most composites. The lab-default width of the stroke is .035 mm. There are 48 pre-set colors you may choose from.

## Editing Pre-Designed Composites with Template Designer

Template Designer is an option that allows you to further customize the pre-designed composites. There are a few limitations to these tools when used with the pre-designed composites. We will not cover every tool of the Template Designer so it is recommended that you also review that guide and/or tutorial.

Once you have selected a template to begin with you will want to enable the Template Designer tools by clicking the button to the top left of Rotate Layout. When you click this you will see two tool boxes appear, one set under the Image Layout Area and the second one under the Thumbnail section. You may also see a My Templates palette appear. This can be closed or moved to the side.

In any software where you can create layouts the openings, or nodes, have a specific layer they are on. Since our layouts are stored here you cannot adjust these layers. When attempting to utilize a Template Designer tool that is not allowed on the pre-drawn opening you will see a prompt appear and the opening will be outlined in pink.

Allowable edits to the pre-drawn openings include being able to add a fill color, stroke color, adding a mask or adjusting the opacity. You may not move, resize, rotate or tilt the openings but you may choose to draw your own opening, tilt and add a stroke all within the Template Designer to have these options. Using this same concept, you may not add a drop shadow to a pre-drawn opening but you can draw an opening and then add the drop shadow.

To draw an opening you click the Draw option located under the Image Layout Area and by holding down the left click of your mouse you will draw the opening. You add the image in the opening by clicking the Image button and dropping in your image just like in the pre-drawn openings.

A stroke is a line around the image opening. To add a stroke to an opening click the image opening, then click the stroke button under the thumbnail section of the software. This will open a color palette for you to choose a color or enter your own values in the HSB or RGB fields. You may adjust the stroke width and opacity by scrolling to the right of the color palette. To activate your selections you will need to click in the white box to the left of the stroke option that appears above the color palette. Strokes will not be applied to masks, only to the square or rectangular opening that was drawn.

Fill is an option used to fill an opening with a color. You will utilize the same steps for adding a stroke only by choosing the Fill button instead.

Opacity allows you to adjust the transparency of the selected opening, clicking the Opacity button will display a slider allowing you to adjust the opening.

The Mask option allows you to add a mask to a selected opening. For example, you can only draw square or rectangular openings; this will allow you to add a circular mask to make the image opening appear rounded or oval instead. To activate the search dialog you will click the Mask button under the thumbnail section, this will allow you to search for your mask jpg file. You will need to have an image in the opening to see the mask. You may use a mask from any source but there is a zip file of masks on the Learning Center of our web site that you may download as well.

Another benefit to using the Template Designer is being able to add a text opening to any layout. You do that by choosing the Text option located under the Image Layout Area and while holding down the left click of your mouse you will draw the opening. You may want to enable the grid to assist you in getting the text opening a specific size. Once you have drawn the opening you will need to click on the Image button and then click on the text box you have drawn and the drop-down will appear so that you can type in the opening. To choose the font style you will click on Node beneath the thumbnail section, (be sure your text opening is highlighted in blue) and choose the text. You may customize the color by clicking the Text option you see under the thumbnail section (while your text opening is selected). Choose from one of the pre-set colors or use the sample color option and click on an area of your image to which you would like to match the text.

When utilizing the Template Designer the composites retain their original options in the Options Palette but it is recommended that you choose to add strokes and fill colors with the template designer tools, as there can be conflicts in the information when it is trying to translate all of the changes that have been made.

Template Designer is a nice addition to the software that we are happy to be able to offer but it does have some errors. Be sure to carefully review your pages layouts once they have posted to the Album Manager site before checking out and activating your event.