DNP Imagingcomm America Corporation

Mini-Photobook

User Guide

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1

Before You Begin

Use the information in this chapter to better understand this document and any standard procedures or warnings that may come with your product.

Documentation Conventions

When using this document, several text elements and treatments are repeated throughout. The following is an explanation of these symbols and headings:

Text Elements

Attention

This denotes important information concerning safety when working with the equipment. Failure to comply with an Attention statement can cause you injury or harm or cause damage to the system.

Note

This signifies convenient or useful instructions.

Used to denote a procedure that requires two people to lift a heavy item.

Warns of a time-sensitive step. Be sure to read the surrounding instructions completely before performing this operation.

Signifies an item that needs to be entered on the specified form.

Text Treatments

Bold Text – Indicates items you can select, such as buttons and menu entries.

Italic Text – Indicates variable text or placeholders for information, such as user names and directory paths. When entering directory paths and so forth, the word in italics should not be typed, but should be replaced by the appropriate text. Italic text also introduces new words and is occasionally used for emphasis in text.

`Monospace`– Distinguishes information that is displayed on the screen, as well as the text that you should enter.

Important Safety Instructions

Safety is paramount when installing and operating the system. These safety instructions are to protect you and the customer and the overall public. The following bullet points apply to the safety instructions in this manual:

- Read all of these instructions before setting up, installing, and operating your system.
- Follow all warnings, safety precautions, and notices for all procedures in this manual.

- When in doubt, stop what you are doing and reassess the safety of the situation or procedure. Never continue with a step or procedure when there is the slightest doubt regarding safety.
- Save these instructions for future reference.

General Safety Precautions

- Never install or setup the system near water.
- Never place the system on an unstable platform.
- Never place the system near a heat source, such as a heater or furnace.
- Never perform any of these steps while wearing jewelry (rings, loose necklaces, bracelets, etc.), neckties, or other clothing that could get caught in the equipment. These items can get caught in the equipment or may conduct electricity and cause injury.
- Never insert any foreign object into the system unit without powering the system OFF first.
- Never block ventilation ports; allow plenty of room around the system for ventilation.
- Never use water or liquid to extinguish a fire on the system unit.
- Always protect the power cord from accidental kinks, cuts, and foot traffic.
- Always operate this system from the correct type of grounded power source.
- Always clean and maintain the system in the prescribed manner as instructed in this manual.
- Always use this equipment in the specified manner as recommended by the manufacturer.
- Failure to observe safety precautions voids your warranty and may cause damage to the unit and could result in personal injury or death.

Contact DNP Imagingcomm America Coropration immediately if:

- The system is damaged due to fire or flood; or is otherwise unsafe to operate.
- Any part of the system is dropped, cracked, or is not operating properly after performing cleaning and maintenance.
- You have any questions not answered in this manual.

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Installing the Mini-Photobook Application

Attention

If you have not already, unpack and install the DNP DS80-DX printer.

Minimum System Requirements:

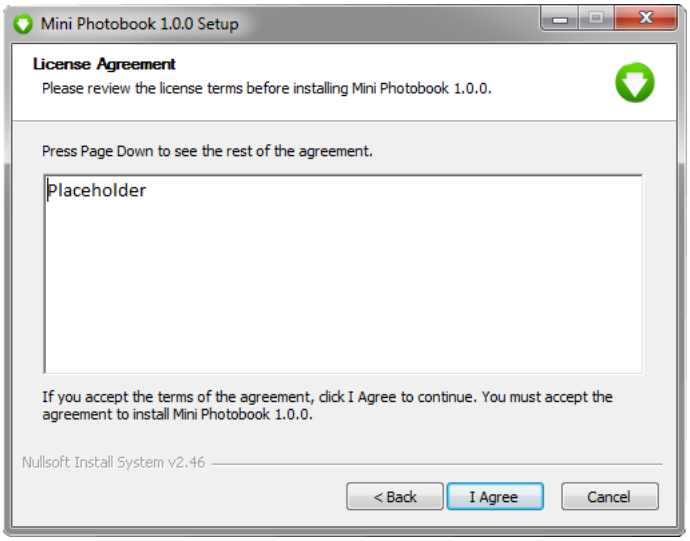
- **Available Disk Space**: 1GB or more
- **Operating System**: Windows 7 or 8
- **Other Software**: Hot Folder Print v2.1

Installing the Mini-Photobook Software

1. Make sure the DS80-DX is set up and connected to your PC.
2. If you have not already, install the DNP IAM Hot Folder Print v2.1 software.
3. Start the Hot Folder Print software and then minimize the application.
4. From the installation CD, locate the application Mini-Photobook setup file.
5. Double-click on the Mini-Photobook setup file.

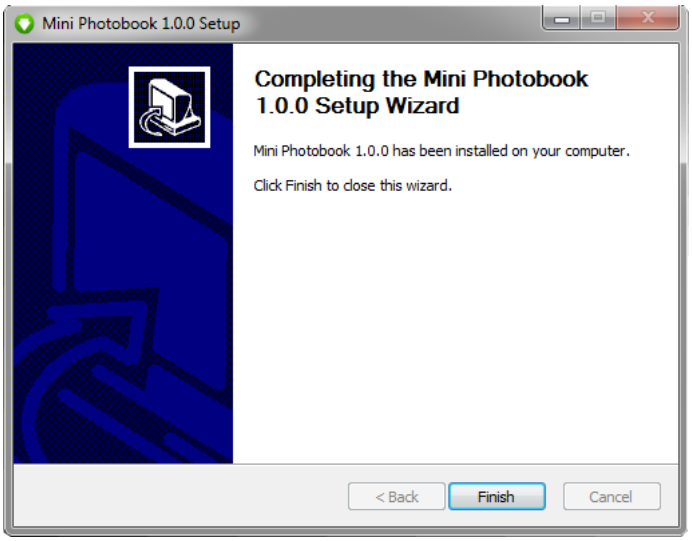
6. When the installation wizard appears, select the **Install** button.

7. On the license agreement screen, click **I Agree** to accept the licensing terms and continue with the software installation.



8. The software installation begins automatically.

9. When the installation is complete, press the **Finish** button to close the installation wizard.



10. There is now an icon on your system desktop for the Mini-Photobook application.

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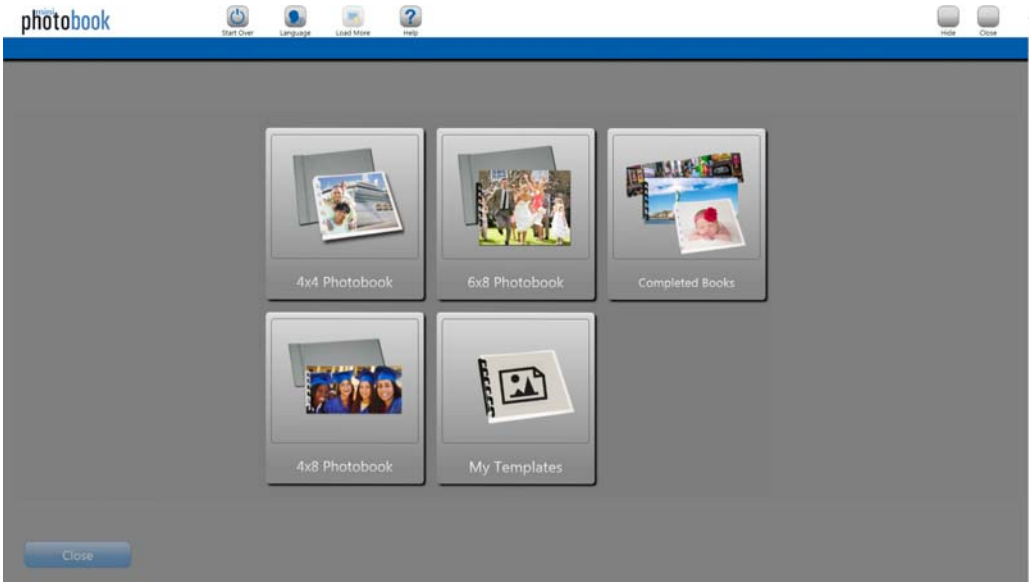
Overview

The Mini-Photobook application was created to use in conjunction with DNP Imagingcomm America Coropration's Hot Folder Print v2.1 software and the DS80-DX duplex printer. This application offers a fast and easy solution for printing photobooks during trade shows or other events. The software offers printing of the images of your choice, or through the use of pre-determined templates with photo spaces (similar to a bordered print).



This document explains the basic operation of the software application as well as how to install the application.

General Workflow

This is the general workflow when using Mini-Photobook.

1. **Launch** the Mini-Photobook application.
2. **Select** a template.
3. **Load** your images.
4. **Select** your images.
5. **Apply** effects.
6. **Preview** your book.
7. **Print** your images.

Touring the Mini-Photobook Interface

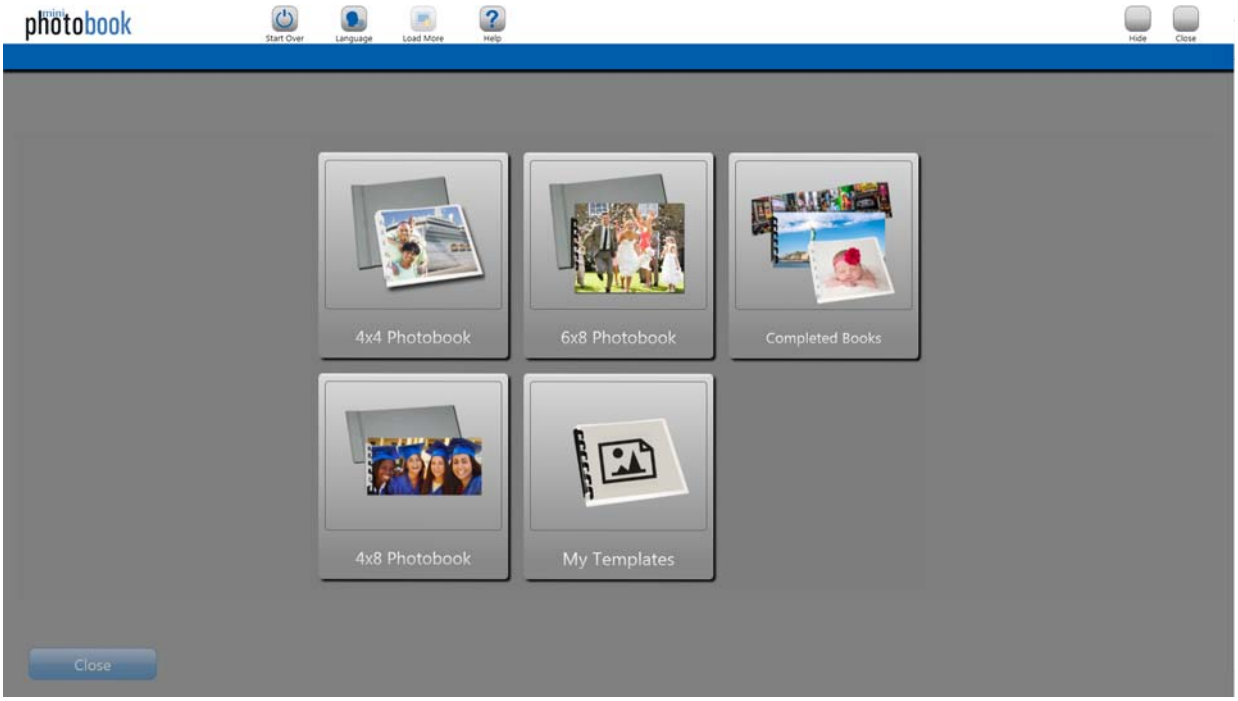
The Mini-Photobook software is easy to use and navigate! Use this section to familiarize yourself with the software.

Mini-Photobook Toolbar

The toolbar at the top of the Mini-Photobook screen can be used throughout the software to perform the following actions:

- **Start Over**: Restarts the photobook session. Any changes you have not saved are lost.
- **Language**: Switch between any of the offered languages.
- **Load More**: Load more images into the photobook session.
- **Help**: Access the help files for more information on how to use the software.
- **Hide**: Minimize the Mini-Photobook software to the system taskbar.
- **Close**: Closes the Mini-Photobook software. Any unsaved changes are lost.

Product Category Screen

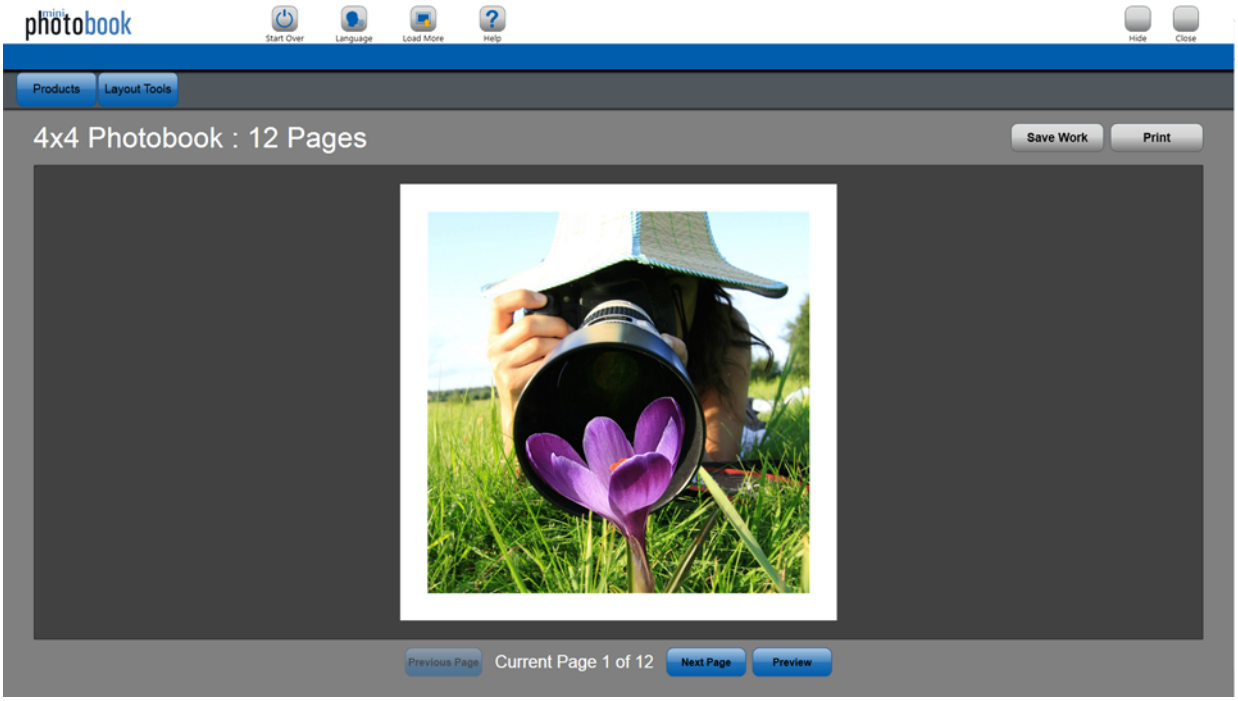


Select from any of the offered products, saved templates, or completed books. See “Selecting a Product”.

Image Selection Screen

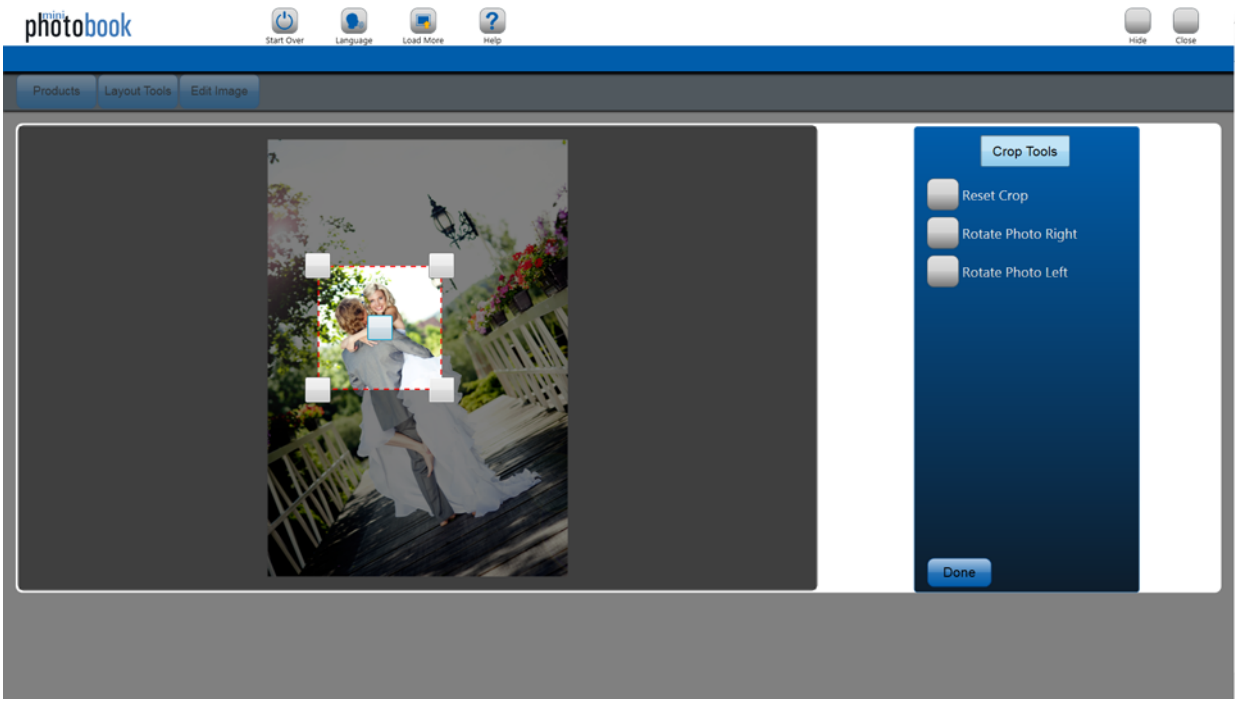
Select your images for the current photobook session. See “Importing Images”.

Page Layout Screen



Make changes to the page layouts, such as moving images, deleting images, adding text, or adding image boxes for use in templates. See “Making Page Layout Changes”.

Edit Screen



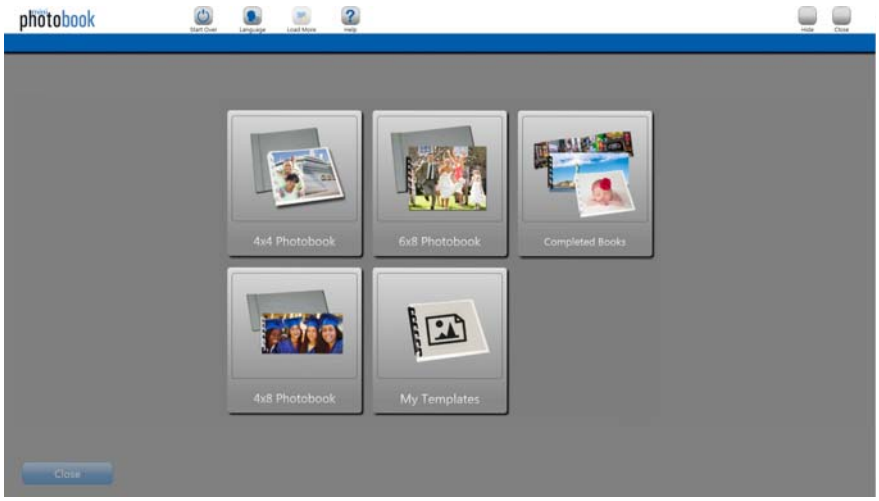
Crop or rotate your images. See “Making Image Edits”.

4

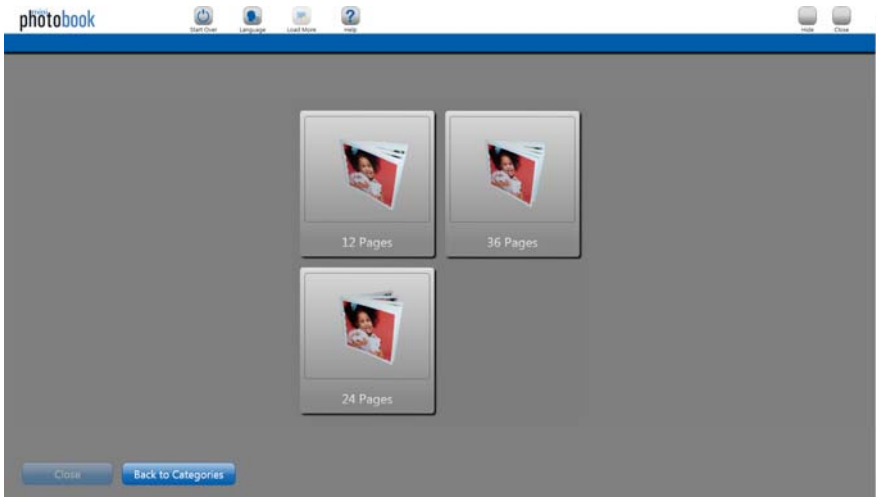
Using the Mini-Photobook Application

Selecting a Product

1. Select your **product** or **template** from the main screen.



2. On the next screen, select how many **pages** you want in your photobook.



Note

Mini-Photobook comes with pre-defined templates for standard mini-photobook sizes. However, you can create your own templates for any standard photobook size. See “Saving a Photobook Template”.

Importing Images

Once you have selected your product type and number of pages, you are prompted to load your images.

Note

At any point during the product selection process, you can insert your media drive.

1. After you have selected your product type and page numbers, if you have not already done so, insert your media drive.

2. Select your media drive from the available options.

3. Use the onscreen options to select where your images are stored on your media drive.

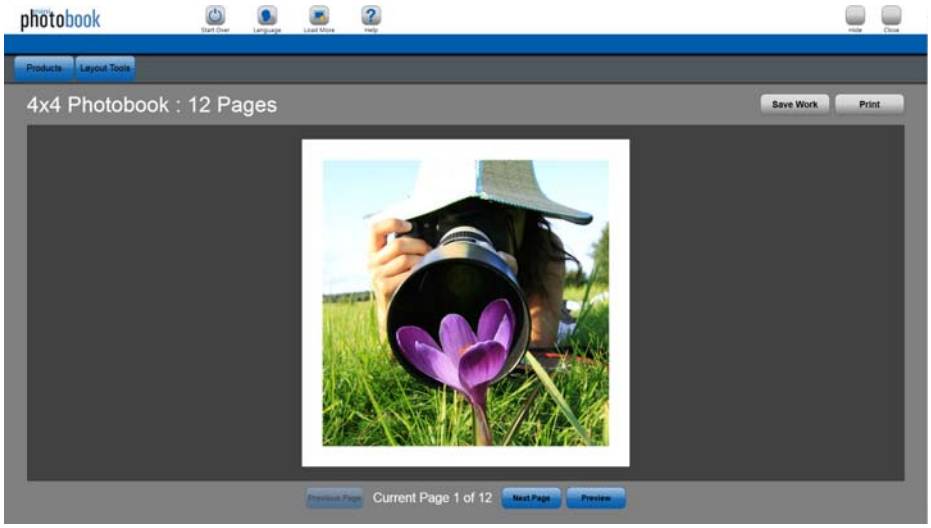
4. Use the Thumbnail Selection screen to select which images you want to load. A green checkmark appears on selected images.

5. To deselect an image, click the image again.
6. Press the **Show Selected** button to view only the images you've selected. Press the **Show All** button to view all images in your current directory.

Note

If you select fewer images than there are pages in your photobook, the images are repeated throughout the photobook.

7. When you are finished, press the **Done** button. The images are loaded, and the Preview screen appears.



You have now chosen your product and loaded your images. Use the following chapters to make changes to the photobook layout and images within the photobook.

Saving a Photobook Template

If you are using Mini-Photobook for trade shows or other events, you may want to save photobook templates to use to advertise your business or event where only a few customer images are inserted in each book. Saving a photobook as a template allows you to do this.

1. Create your photobook template by selecting the product and number of pages.
2. Load your static images. *Static images* are images you do not want to change when creating photobooks from a template. Some common examples of static images are advertisements for you business, information about the event or trade show, coupons for your business, book cover pages, or contact information. Create the static images using your preferred image manipulation software and save the static images in the correct size and aspect ratio for the book template.
3. Make any edits necessary to your static pages.
4. Once have created your template, go to the Layout Tools screen and press the **Save Work** button.
5. When prompted, select the **My Templates** location.
6. The template is now saved in the My Templates category on the Product Selection screen (the main screen when you open the Mini-Photobook software). You can access the template when needed.

Note

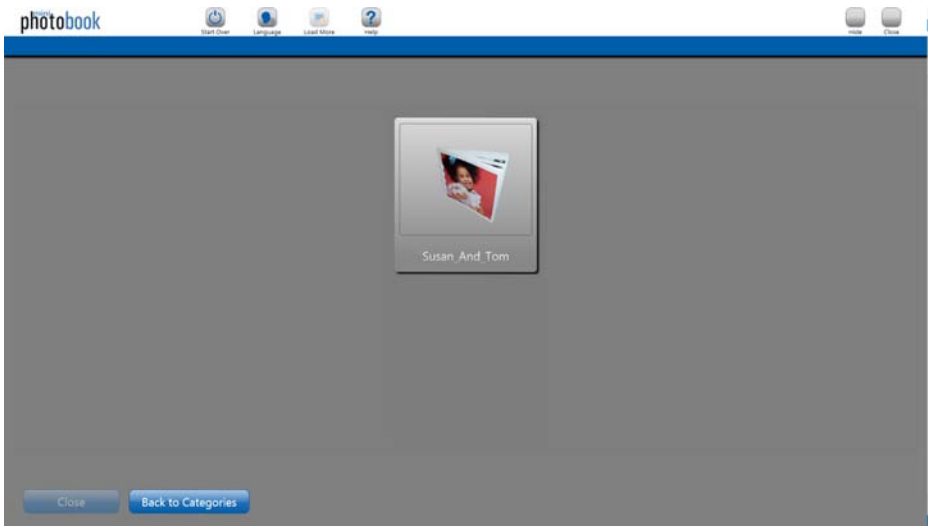
You cannot save over a current template. You must use a new name for each template you save.

Loading a Photobook Template

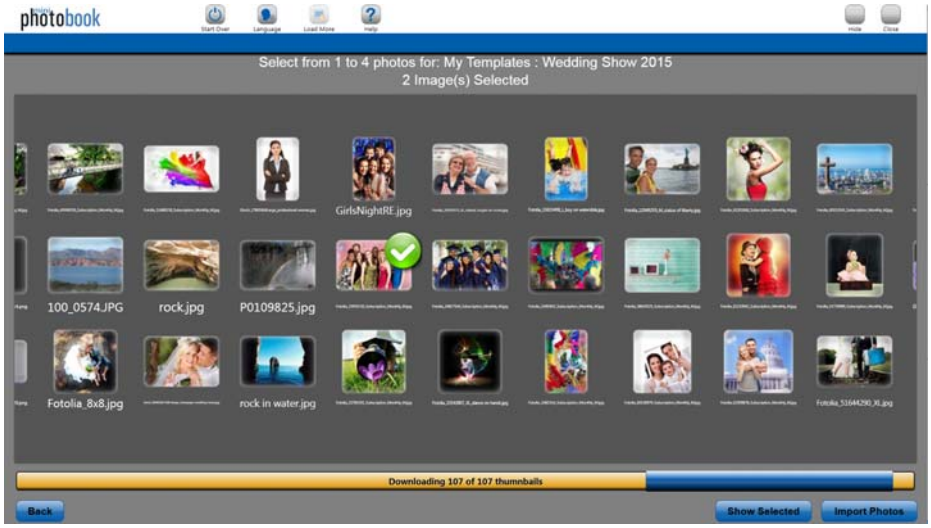
If you are using Mini-Photobook for trade shows or other events, you may want to save templates to use to advertise your business or event where only a few customer images are inserted in each book. Saving a photobook as a template allows you to do this. When you are ready to use the photobook template, simply load the template and your customer images into a session to create a custom photobook with a personalized touch.

1. If you haven't already, create your photobook template. See "Saving a Photobook Template".
2. Start a new Mini-Photobook session.
3. From the main product selection page, select the **My Templates** option.

4. Select your saved photobook template.

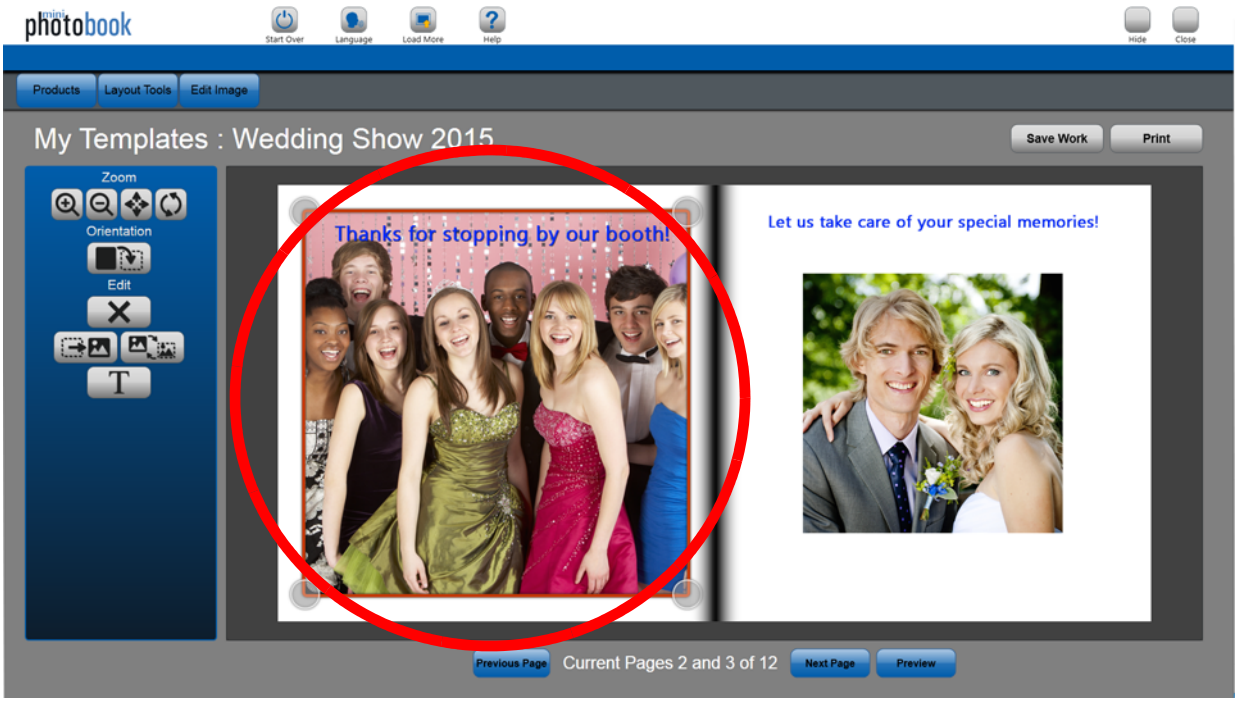


5. Load your customer images.



6. Press **Import Images** to continue.
7. The customer images you selected are automatically imported into the empty image boxes in the photobook template.

8. Press the **Preview** button at the bottom of the page to see the entire photobook layout. You can also use the **Next Page** and **Previous Page** buttons on the Preview or Layout screens to browse through the pages and view where the customer images were inserted.



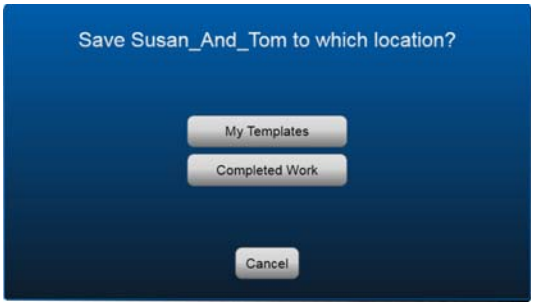
9. Make any edits that are needed to the customer images.
10. Once you are done, you can either **Save** the photobook as a completed photobook or **Print** the book for your customer.

Saving a Completed Photobook

You can save a photobook for future printing.

1. Once you are at a stopping point, go to the Layout Tools screen and press the **Save Work** button.

2. When prompted, select the **Completed Work** location.



3. The photobook is now saved in the Completed Books category on the Product Selection screen (the main screen when you open the Mini-Photobook software). You can access the book when needed for reprinting or editing.

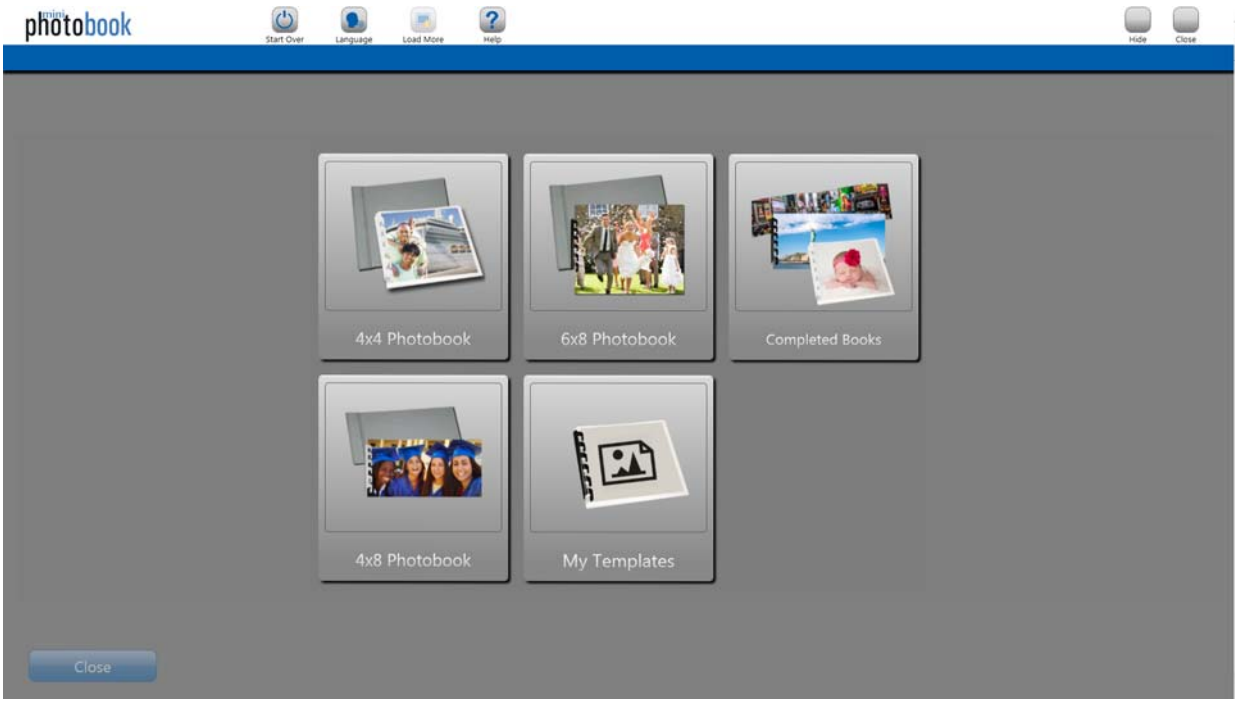
Note

You cannot save over a current photobook. You must use a new name for each photobook you save.

Loading a Completed Photobook Template

Load completed photobooks to reprint orders as needed.

1. Start a new Mini-Photobook session.
2. From the main product selection page, select the **Completed Books** option.



3. Select your saved photobook.
4. Press the **Preview** button at the bottom of the page to see the entire photobook layout. You can also use the **Next Page** and **Previous Page** buttons on the Preview or Layout screens to browse through the pages and view where the customer images were inserted.
5. Make any edits that are needed to the completed photobook images.
6. Once you are done, you can either **Save** the photobook as another completed photobook or **Print** the book for your customer.

Printing a Photobook

1. Once you have made any needed changes, simply press the **Print** button from either the Effects or Photo screens.

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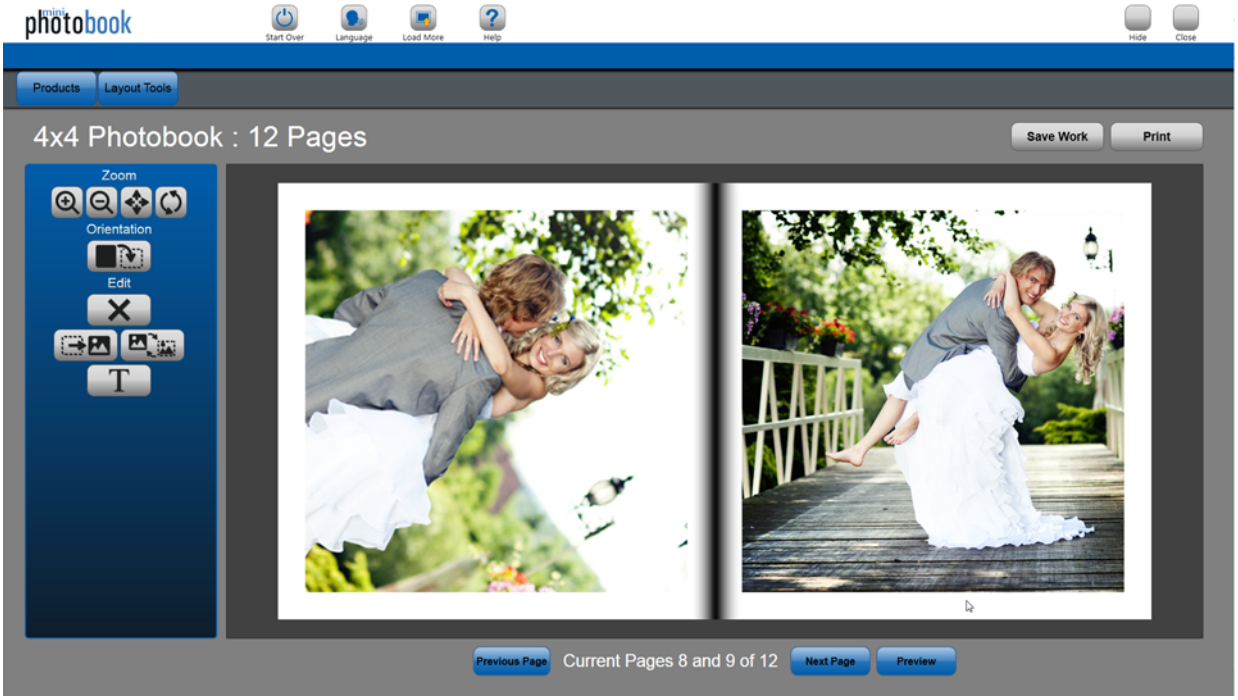
Making Page Layout Changes

Opening the Layout Tools Screen

1. From the Preview screen, select the **Layout Tools** button.



Touring the Layout Tools Screen

Use the Layout Tools screen to make changes to pages within your photobook. The Layout Tools screen also accesses the Edit Tools screens.

The following are some of the modifications you can make from the Layout Tools screen:

- Make the selected image larger or smaller on the page (zoom).
- Move the image on the page.
- Change the image orientation from portrait to landscape.
- Remove the image and the image box from the page.

- Remove only the image and keep the image box on the page. (Used for creating book templates.)
- Swap the selected image.
- Add text to the page.
- Save the current photobook as a template for future use.
- Print the photobook.

Using the Image Zoom Feature

1. Use the image zoom icons to make the selected image larger (+) or smaller (–) within the page.

Note

You can expand the image beyond the boundaries of the page using the zoom in and zoom out buttons. Portions of the image that are shaded a darker gray will not be printed.

2. If you want to share the selected image across both pages (used for interior pages within the photobook), press the **Expand** button. The image will automatically enlarge to fit the page(s) shown.

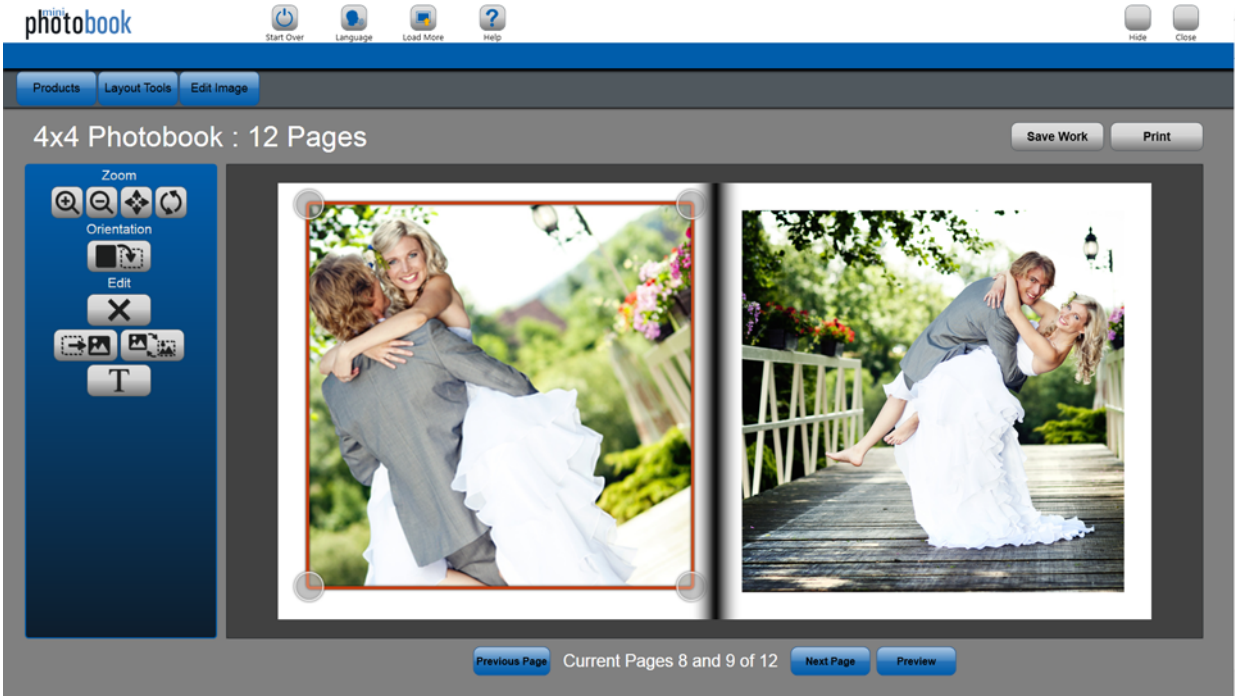
Note

Want to expand your image across both pages in the layout? This can only be done on interior photobook pages that are consecutive within the book. Covers will only expand to the one page.

3. For dual page layouts, the image on the right page is always shown on top, or in front, of the left page image. The image on the left page is shown under, or behind, the right page image.
4. Press the **Undo** button to remove any changes you have made to the selected image. This action removes crop changes as well.

Moving the Images Within the Page Layout

1. To move an image, click to select that image. A red box appears around a selected image.



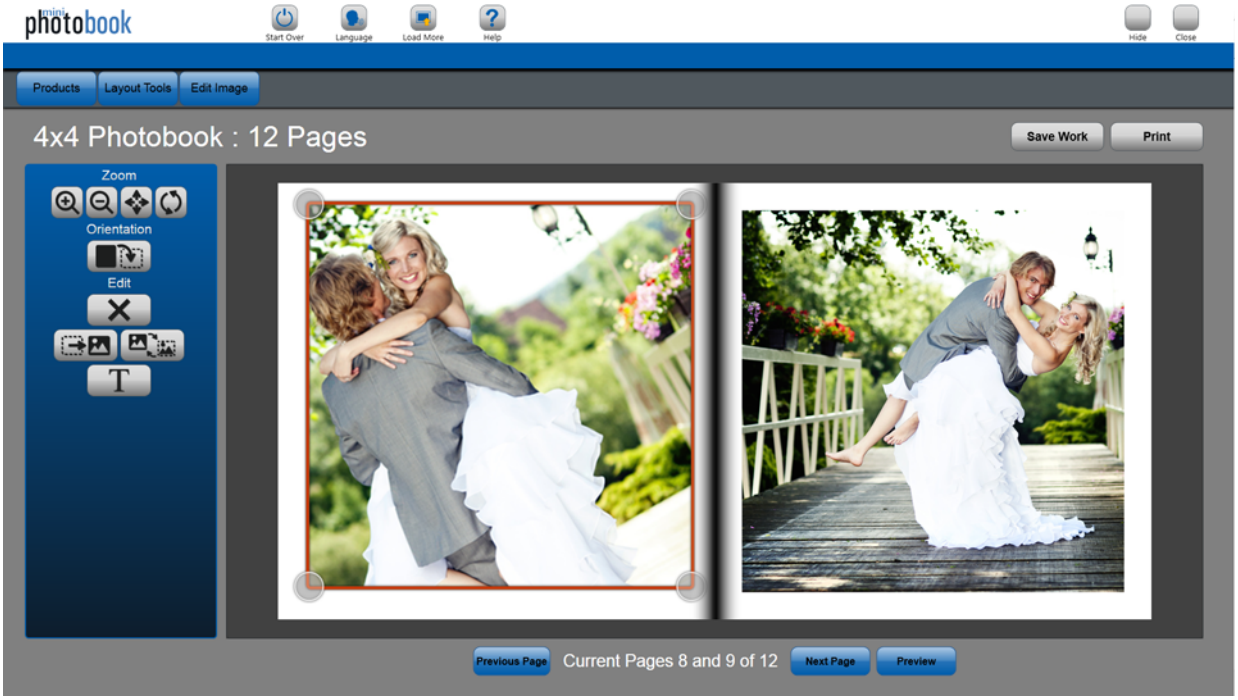
2. Simply click and drag the image to the position you want within the page layout. You can click and drag anywhere within the image or use the corner controls to move the image.

Note

You can move the image beyond the boundaries of the page. Portions of the image that are shaded a darker gray will not be printed.

Changing the Image Orientation

1. To change the image between the portrait and landscape orientations, select the image.



2. Press the **Change Orientation** button to change the image orientation. Changing the image orientation may remove any crop changes you made to your image.

Note

Do you want to rotate your image? The **Change Orientation** button only changes the image between portrait and landscape orientations. Use the rotate options on the Edit Tools screen to rotate your image clockwise or counterclockwise.

Editing the Page Layout

1. Use the edit options to edit the image or text you have selected. All edit functions work for images and the delete edit function works for text as well.

2. Press the **Delete** button to remove the selected image (and image box) from the page layout.

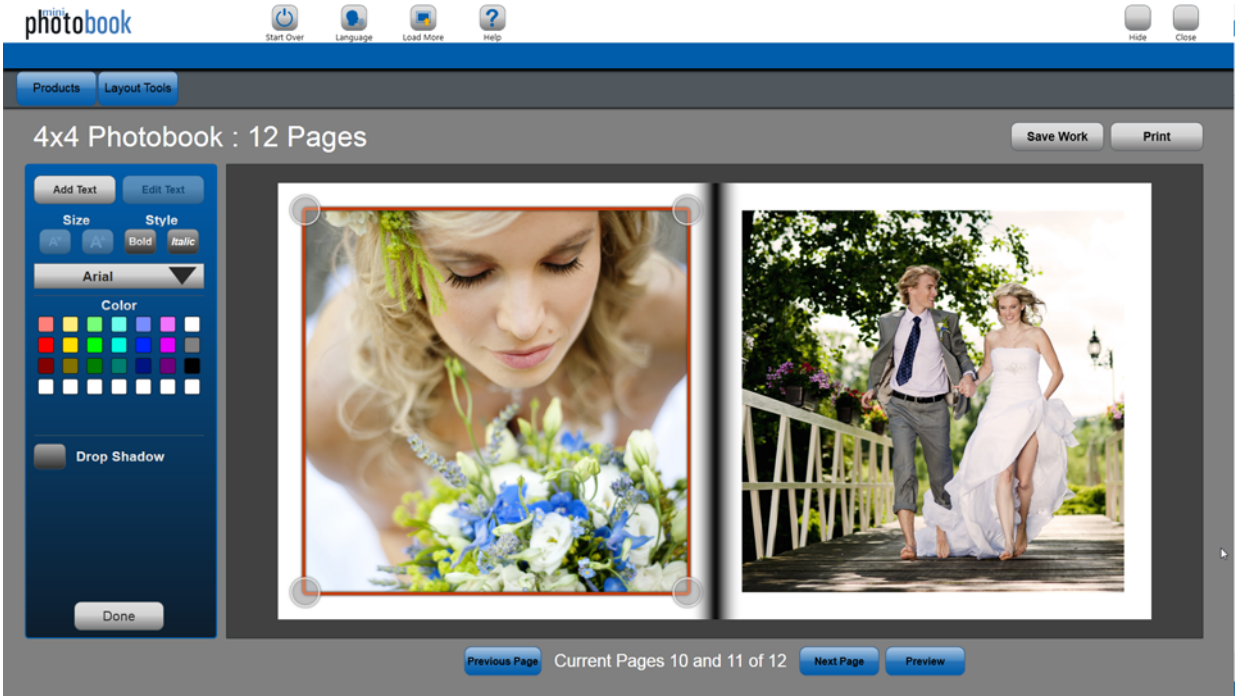
Note

The *image box* is the placeholder for where images are allowed within the photobook. By removing an image box, an image is no longer needed to complete the photobook. Leaving an empty image box saves that area as a placeholder for future images. This is helpful when creating templates to use, such as for trade shows or other events.

3. If you have removed the image box from the page, an **Insert Image** button appears. Use this button to add an image to the page.
4. Press the **Remove Image** button to remove only the image, and keep the image box on the page. When you are creating photobook templates for use multiple times, this is a helpful tool to set up where you want the customer images inserted.
5. Press the **Change Image** button to change the selected image with any other image you imported during the photobook session.

Adding Text to the Photobook

1. Press the **Add Text** button to open a keyboard and the text edit screen.



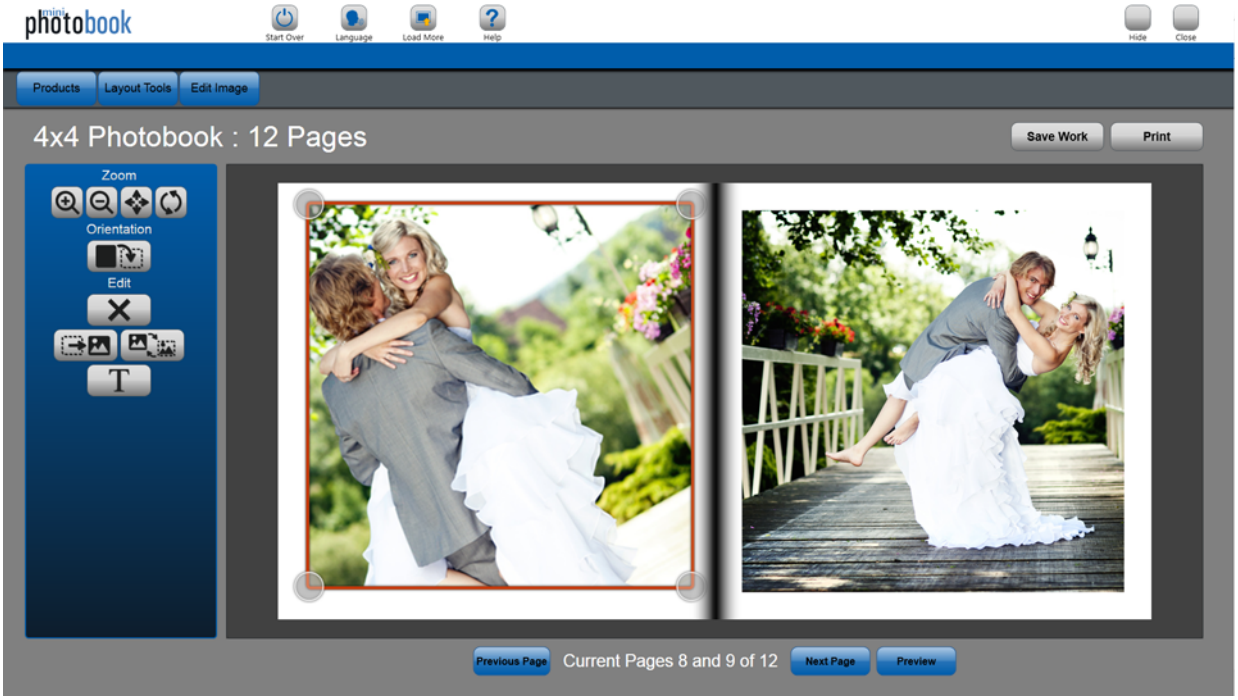
2. You can add text to any page layout. You can also add multiple text boxes.
3. Use the text edit screen to change the font, text size, text color, add a drop shadow, or further format the selected text box.

6

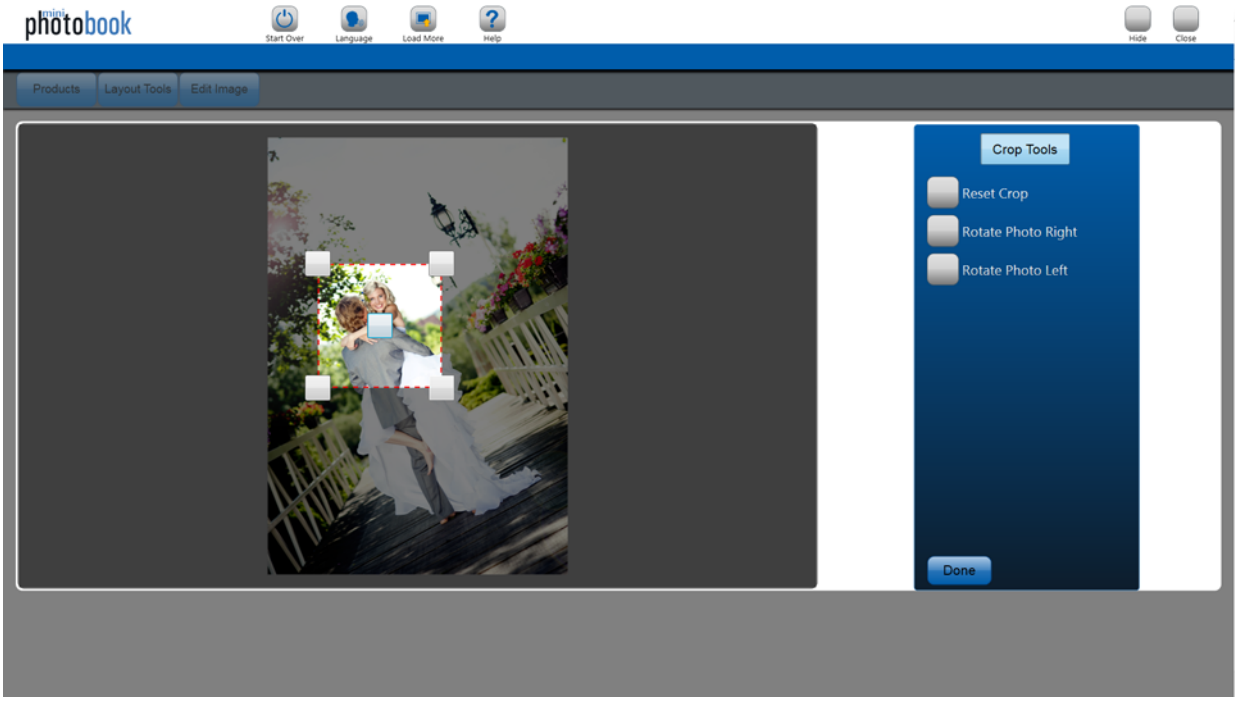
Making Image Edits

Cropping Images

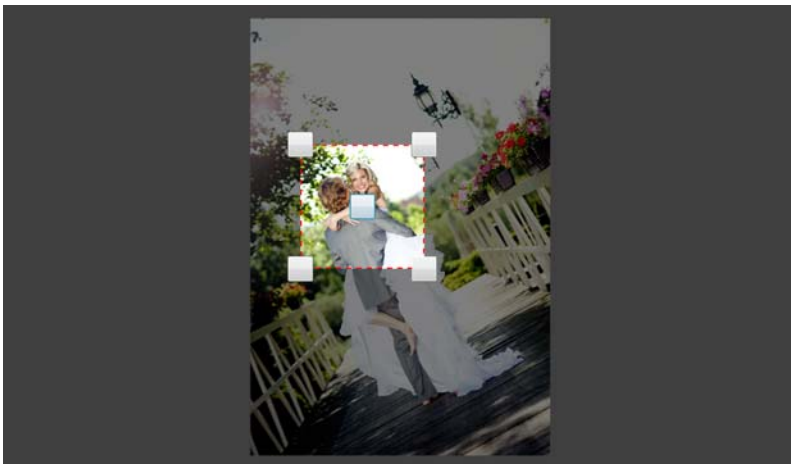
1. From the Layout screen, select your image. A red box surrounds the selected image.



2. Select the **Edit Image** button. The Crop Tools screen appears.



3. Your image is shown in the original aspect ratio. A red dotted line outlines the printable area of the image. Any portion of the image that will not be printed is shaded with gray.
4. Move the crop box on the photo by clicking and dragging the **center** box.
5. Resize the crop box on the image by clicking and dragging any of the **corner** boxes.



6. Press the **Done** button when you have finished making changes.

7. If at any time you want to remove the crop changes you have made, press the **Reset Crop** button on the Crop Tools screen.

Note

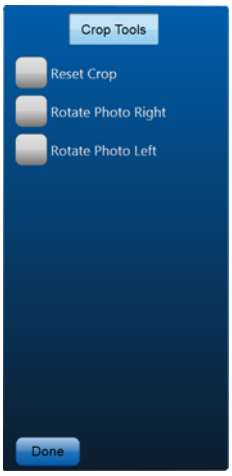
If you are unhappy with crop changes once you are on the Page Layout screen, press the **Undo** button to remove those changes. However, any other move or crop changes you have made to your image will also be removed.

Rotating Images

1. From the layout page, select your image. A red box surrounds the selected image.

2. Select the **Edit Image** button. The Crop Tools screen appears.
3. Your image is shown in the original aspect ratio. A red dotted line outlines the printable area of the image. Any portion of the image that will not be printed is shaded with gray.

4. Press the **Rotate Photo Right** or **Rotate Photo Left** buttons to rotate your image.



5. Press the **Done** button when you have finished making changes.

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