

GREETING CARDXPRESS

Personalize greeting with photos & message

USER MANUAL 4.0

Table of Contents

1.0. Introduction	2
2.0. System Requirements.....	3
3.0. Opening the Tool Box – Getting Started	4
3.1. Registration	5
3.2. Re-registering the Software on another Computer	7
3.3. Know the Software	8
3.3.1. What is new?	8
3.3.2. General Features.....	8
3.3.3. Controls & Navigations	9
3.3.4. Preferences	10
3.3.5. Shortcut Tools	11
4.0. Getting into the Job – Using the Software	14
4.1. Predefined Categories & Sizes	15
4.2. Create, Edit & Delete Categories *	16
4.2.1. Creating a Category *	16
4.2.2. Editing a Category *	17
4.2.3. Deleting a Category *	19
4.3. Create, Edit & Delete Sizes *	20
4.3.1. Creating a Size *	20
4.3.2. Editing a Size *	21
4.3.3. Deleting a Size *	23
5.0. Exploring the World of Designing – Design Greeting Cards.....	24
5.1. Automatic Greeting Card Creation.....	25
5.2. Advance Greeting Card Creation.....	35
5.3. Manage the Photos	48
6.0. Building the Framework – Page Composition	54
6.1. Basic Page Composition	55
6.2. Advance Page Composition.....	59
7.0. Nuts & Bolts – Themes & Decors	61
7.1. Software Theme & Decor.....	62
7.2. Customize your Theme	63
7.2.1. Get more & Import	63
7.2.2. Save & Build *	64
7.2.3. Delete *	65
8.0. Fine Tuning – Photo Editing.....	66
9.0. Job's Done – Saving & Exporting	72
9.1. Saving the Project.....	73
9.2. Exporting in JPG Format	74
9.3. Exporting in PDF Format	75
10.0. Open Saved Project	76
10.1. Open Saved Project	77
10.2. Open Project as Template	78
11.0. Troubleshoot.....	79

1.0. Introduction

Greeting Card Xpress helps you to design personalized photo greeting cards instantly. The software is loaded with theme-based templates, decors and quotes as well which makes manual greeting designing easy.

Photo editing tools makes photos, picture perfect on cards. Faster modification of designs makes the personalization instant and quick. Manage the photos, quotes and decors and get the optimum personalization of greetings. Your Greetings will always stand out and stored for life, seen and shown many times guaranteed.

This manual explains the features and uses of Greeting Card Xpress in detail and will serve as your guide as you navigate the world of easy and instant Greeting creation.

2.0. System Requirements

Windows System

- ✓ Pentium 4, 2.8 GHz Processor and above
- ✓ Microsoft Windows XP (service pack 2)/ Microsoft Windows 7 / Microsoft Windows 8
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD- ROM drive
- ✓ Internet

MAC System

- ✓ Mac Intel, min 1 GHz
- ✓ Mac OS X 10.8.5 and above
- ✓ 1 GB RAM
- ✓ 1 GB free disk space
- ✓ CD/DVD-ROM drive
- ✓ Internet

3.0. Opening the Tool Box – Getting Started

This section deals with registration process and other tools like controls and navigations, preferences and help.

3.1. Registration

3.2. Re-Registering the Software on another Computer

3.3. Know your Software

3.3.1. What is new?

3.3.2. General Features

3.3.3. Controls & Navigations

3.3.4. Preferences

3.3.5. Shortcut Tools

3.1. Registration

Once you have installed the Greeting Card Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

On installation of Greeting Card Xpress, the Registration window appears on your screen. Relevant details such as the Owner Name, Email and Phone or Mobile Number need to be entered; all fields are mandatory. Fill in the details and proceed as per the instructions in this section.

The software enables you to complete the registration process while you are connected to the Internet. It also allows you to register at a later date.

The screen that you first see on starting the registration process needs to be completed as a first step. Here is how:

- ❖ Enter your details in the relevant fields. These are Name, Email and Phone or Mobile number. ①
- ❖ In the last field-, Serial Number (XXXXX-XXXXX-XXXXX-XXXXX) will be automatically generated in the serial number text box. ③ You will also find the serial number inside the software box pack.
- ❖ Click on the 'Buy Now' button ② to buy the complete version of Greeting Card Xpress if you have installed the trial version.

The screenshot shows the 'Registration' window with the following elements:

- Name:** A text field containing 'XXXXXXXX'.
- Email:** A text field containing 'XXXXXX@XXX.XXX'.
- Phone / Mobile:** A text field containing '9876543210'.
- Serial number:** Four text fields, each containing 'XXXXX', separated by hyphens. A 'Buy Now' button is located to the right of the last field.
- Buttons:** 'Register Later' (disabled) and 'Register' (active) buttons at the bottom.
- Footer:** Website: <http://www.dgflick.com>, Email: support@dgflick.com, Telephone: India : +91-22-29 68 68 68, United States : +1-732-543-7676.

Numbered callouts (1-5) point to specific fields and buttons: ① points to the Name field, ② points to the Buy Now button, ③ points to the Serial number fields, ④ points to the Register button, and ⑤ points to the Register Later button.

'Registration' window

- ❖ After ensuring that all the fields are filled correctly, click on 'Register' ④ in the lower right-hand corner.
- ❖ To register the software at a later date, click on 'Register Later' option ⑤.
- ❖ The message confirming completion of the registration process appears on the screen.
- ❖ For any query and assistance, feel free to connect with us via;

- **Telephone:** Call +1-732-543-7676
 - **Email:** Email us at support@dgflick.com
 - **Web:** Log on to www.dgflick.com
- ❖ You are now registered and can use the software.

3.2. Re-registering the Software on another Computer

The licensed version of Greeting Card Xpress can be re-registered on any other Computer.

- ❖ In case you want to use the software on any other computer, firstly, install the software on the computer on which you want to use it.
- ❖ After installation, connect the dongle to the computer and fill the registration form. While filling up the registration form, enter the same email address you used while registering the software for the very first time.
- ❖ After filling up the form, click on the 'Register' button. You will get an alert stating, 'It seems the license is already registered on other system. Do you wish to transfer the license to this system?'
- ❖ If you want to re - register the software on this system, click on 'Yes' or else to cancel the operation, click on 'No'.
- ❖ When you click 'Yes', you get an email on the registered email. This email contains a link. Click on the link to unregister the software from previous system. You will be redirected to a web page where you will get a confirmation that license is ready to transfer to the new system.
- ❖ Now you can register the software on new computer by clicking on 'Register' option.

Note: Dongle is applicable only for PRO version users. Dongle can be found in PRO version box pack.

3.3. Know the Software

This section gives you a basic understanding of Greeting Card Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make finest use of the software.

3.3.1. What is new?

In new version of Greeting Card Xpress, we have added some interesting features that enhance the workability of the software and serve you with the tools that add to your comfort while you work in Greeting Card Xpress. This section makes you familiar with the newly added features.

- ❖ **Quicker access to hot folders:** Now access photos faster than ever. Quick access locations for photo like Desktop, My pictures and My Documents.
- ❖ **Improved Interface:** New version brings improved interface for you. New look and feel enhancing your experience of greeting designing.
- ❖ **Textures to fill titles and shapes:** New feature to fill titles and shapes with textures. Now filling of titles and shapes are not restricted up to solid color. Besides, Greeting Card Xpress provides 50 ready presets of textures, which can be used or your own textures can be imported. The texture can be filled in tiled or stretched style.
- ❖ **A brand new 'Title' tab:** The 'Title' tab has been changed and giving you newer weapons. Any language title writing to make it personalize. Now you can manage the size of the title by just dragging the title. Fastest management of title. Apart from the solid colors and ready presets, you can fill the title with any texture. Manage the fill in tiled and stretched way. Customize title further with outline and shadow. Experience real magic by exploring 'Title' tab.
- ❖ **Multi touch enabled software:** Feel the magic of Greeting Card Xpress in touch screen enabled devices. Greeting Card Xpress now supports multi touch reading.

3.3.2. General Features





















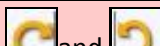


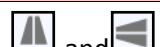
Greeting Card Xpress comes with several features, which are discussed in this section:









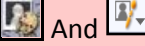







- ❖ **In-built Standard Greeting Sizes:** Greeting Card Xpress comes loaded with several in-built Greeting types predefined according to the standard industry printing specifications.

- ❖ **Ready-to-Use Themes:** Greeting Card Xpress has various inbuilt Themes. In addition, DgFlick releases new downloadable Themes on a regular basis. Moreover, more than 100 decors are also available along with the software.
- ❖ **Theme Creation and Alteration:** Ready set of themes can be filtered theme wise, photo count wise, color, orientation & style wise. Smart themes having feature of fitting any theme to any size. Customization of themes according to your desire with the help of decors. Create complete new composition or alter ready one and save * for further use.
- ❖ **Online Cropping:** The online photo crop feature allows you to trim out any part of the source photo that you do not need. You can crop the photo to give it the desired height and width.
- ❖ **Photo Editing:** Greeting Card Xpress lets you enhance the quality of the photos that make up the Greeting. It also allows editing multiple photos * at a time.
- ❖ **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use.
- ❖ **Multilingual:** Greeting Card Xpress is already loaded with multiple languages. You can read the software in the language of your comfort from DgFlick's language pack. It supports Unicode. DgFlick keeps adding to its list of languages that Greeting Card Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.
- ❖ **Available on Windows and Mac:** Greeting Card Xpress works on both Mac and Windows systems. DgFlick releases the updates for both versions simultaneously.

*Note: Features marked with * marks are only for PRO version users.*

3.3.3. Controls & Navigations

Icon	Meaning	Icon	Meaning	Icon	Meaning
	Preferences		Zoom in		Rotate
	Help		Zoom out		Load original image
	Adjust size		Photo is not of very good quality but can be used		Save the work
	Go to the home page		Photo is of bad quality but can still be used		Save as
	Move back to the previous window		Photo is unfit for use		Reset
	Go to the next window		Fit to screen		Rotate in 90°, 180° and 270°
	Select path for browsing		Actual size		Rotate clockwise and counter clock wise
	Undo		Swap photo		Flip horizontally and vertically

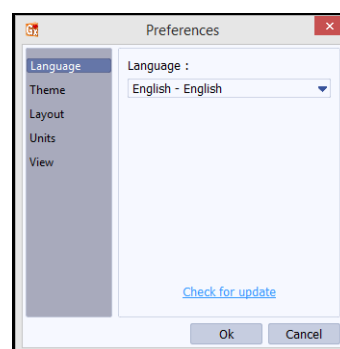
	Redo		Lock/unlock		Panning
	Show/hide margins		Arrange objects		Full Screen View
	Show/hide gridlines		Page-based alignment		Edit Photo
	Photo is locked		Object-based alignment		Add
	Photo is unlocked and can be modified		Equal spacing between objects		Delete
			Equal size photos		



3.3.4. Preferences


Greeting Card Xpress allows you great flexibility in usage while working on it. You could

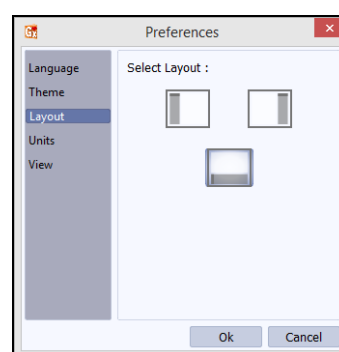
- ❖ Change to the language of your choice.
- ❖ Select the desired Theme for your software.
- ❖ Select the desired tab layout for 'Design Greeting' window.
- ❖ Select the units you wish to work with.
- ❖ View/Hide tools and tabs for precise working area.



'Preferences' window

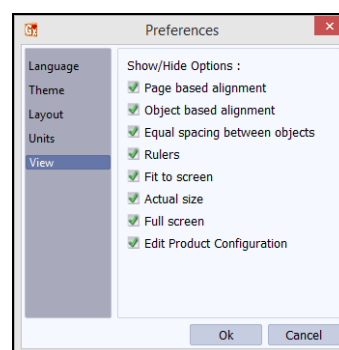
After installation, click on the Greeting Card Xpress shortcut icon to start the software.

- ❖ Clicking on the 'Preferences' icon  on the top right-hand corner, displays the 'Preferences' window.
- ❖ Choose your preferred language from various available languages from 'Language' tab, click on 'Check for Updates' to check the updated list of languages.
- ❖ Select the color in which you want the software to be displayed from 'Theme' tab, click on 'Get More' to get more themes from DgFlick's website.
- ❖ From 'Layout' tab, you can change the layout of 'Design Greeting' window i.e. canvas area of the software. You can align tabs to left, right and bottom style.



'Preferences' window – 'Layout' tab

- ❖ Select the units in which you want to work in canvas area from the dropdown list of 'Units'.
- ❖ 'View' tab allows you to show/hide additional tools. Check the tools which you want to make visible. Uncheck the unwanted tools.



'Preferences' window – 'View' tab

- ❖ Save your changes by clicking on 'Ok'. You might need to restart your software for the changes to take effect.
- ❖ Click on 'Help' to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software



3.3.5. Shortcut Tools

Greeting Card Xpress - Shortcut Keys			
Object Type	Actions	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
Photo	Crop – Zoom In	ALT + '+'	ALT + '+'
	Crop – Zoom Out	ALT + '-'	ALT + '-'
	Crop – Left Pan	ALT + Left Arrow key	ALT + Left Arrow key
	Crop – Right Pan	ALT + Right Arrow key	ALT + Right Arrow key
	Crop – Top Pan	ALT + Top Arrow key	ALT + Top Arrow key
	Crop – Bottom Pan	ALT + Bottom Arrow key	ALT + Bottom Arrow key
	Crop – Before	Page Up	Page Up
	Crop – After	Page Down	Page Down
All	Rotate X Increase	ALT + X	ALT + X
	Rotate X Decrease	ALT + CTRL + X	ALT + COMMAND + X
	Rotate Y Increase	ALT + Y	ALT + Y
	Rotate Y Decrease	ALT + CTRL + Y	ALT + COMMAND + Y
	Rotate Z Increase	ALT + Z	ALT + Z
	Rotate Z Decrease	ALT + CTRL + Z	ALT + COMMAND + Z
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key

	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5
	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
All	Increase the size of Object from – Top Left	ALT + 7	ALT + 7
	Increase the size of Object from –	ALT + 8	ALT + 8

	Top Center		
	Increase the size of Object from – Top Right	ALT + 9	ALT + 9
	Increase the size of Object from – Center Left	ALT + 4	ALT + 4
	Increase the size of Object from – Center	ALT + 5	ALT + 5
	Increase the size of Object from – Center Right	ALT + 6	ALT + 6
	Increase the size of Object from – Bottom Left	ALT + 1	ALT + 1
	Increase the size of Object from – Bottom Center	ALT + 2	ALT + 2
	Increase the size of Object from – Bottom Right	ALT + 3	ALT + 3
All	Decrease the size of Object from – Top Left	CTRL + ALT + 7	COMMAND + ALT + 7
	Decrease the size of Object from – Top Center	CTRL + ALT + 8	COMMAND + ALT + 8
	Decrease the size of Object from – Top Right	CTRL + ALT + 9	COMMAND + ALT + 9
	Decrease the size of Object from – Center Left	CTRL + ALT + 4	COMMAND + ALT + 4
	Decrease the size of Object from – Center	CTRL + ALT + 5	COMMAND + ALT + 5
	Decrease the size of Object from – Center Right	CTRL + ALT + 6	COMMAND + ALT + 6
	Decrease the size of Object from – Bottom Left	CTRL + ALT + 1	COMMAND + ALT + 1
	Decrease the size of Object from – Bottom Center	CTRL + ALT + 2	COMMAND + ALT + 2
	Decrease the size of Object from – Bottom Right	CTRL + ALT + 3	COMMAND + ALT + 3
Page	Flip Page composition Horizontally	ALT + H	ALT + H
	Flip Page composition Vertically	ALT + V	ALT + V
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

4.0. Getting into the Job

– Using the Software

In previous section, we learnt about software functionality. Now in this section we will learn how to use this software to create Greetings. We will see various available categories and sizes.

4.1. Predefined Categories & Sizes

4.2. Create, Edit & Delete Category *

4.2.1. Creating a Category *

4.2.2. Editing a Category *

4.2.3. Deleting a Category *

4.3. Create, Edit & Delete Sizes *

4.3.1. Creating a Size *

4.3.2. Editing a Size *

4.3.3. Deleting a Size *

4.1. Predefined Categories & Sizes

Greeting Card Xpress is versatile software that lets you use its made-to-standard, predefined categories and sizes or create * your own categories and sizes the way you want to.

The ready-to-use Greeting types, which conform to printing industry standards, come in four major variants. Each of these categories has multiple size options and you can choose the size that suits the Greeting you want to design.

*Note: Features marked with * marks are only for PRO version users.*

Greeting categories are categorized into **Postcard**, **Duplex Card**, **Centerfold Card** and **Dual-fold Card**.



Predefined Categories and Sizes

- ❖ **Postcard:** Make personalized Postcard, which can be designed only on the Front page and no back page available. Sizes Available (Inch) are: 4x6, 5x7, 6x8 & 8x10.
- ❖ **Duplex Card:** Make personalized Duplex Card, which can be designed on both front as well as back page. Sizes Available (Inch) are: 4x6, 5x7, 6x8 & 8x10.
- ❖ **Centerfold Card:** Make personalized Centerfold Card, which can be designed on both front as well as back page & it folds from the center of the Card. Sizes Available (Inch) are 4x6, 6x4, 5x7, 7x5, 6x8, 8x6 & 9x12.
- ❖ **Dualfold Card:** Make personalized Dual fold Card that can be designed on both front as well as back page of Card & it fold from two sides of the Card. Sizes Available (Inch) are 4x6, 6x4, 5x7, 7x5, 6x8, 8x6 & 9x12.

4.2. Create, Edit & Delete Categories *

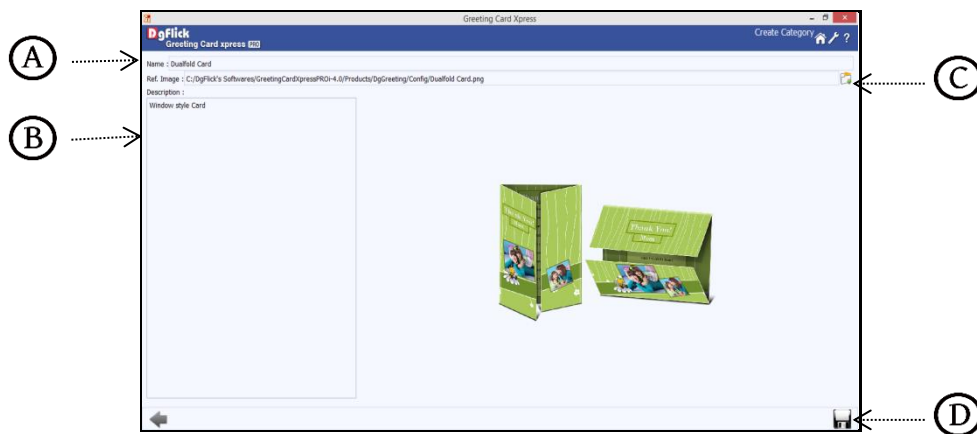
Greeting Card Xpress has a variety of standard predefined categories for Greetings (refer section Predefined Categories and Sizes). However, in case the Greeting category you have in mind is not among the standard categories, you could create your own category and save it for reuse, edit it or delete it as per your requirement. This section will let you know about creating, editing and deleting the categories in detail.

4.2.1. Creating a Category *

- ❖ At the top of the screen, you see the available categories in the Greeting Card Xpress.

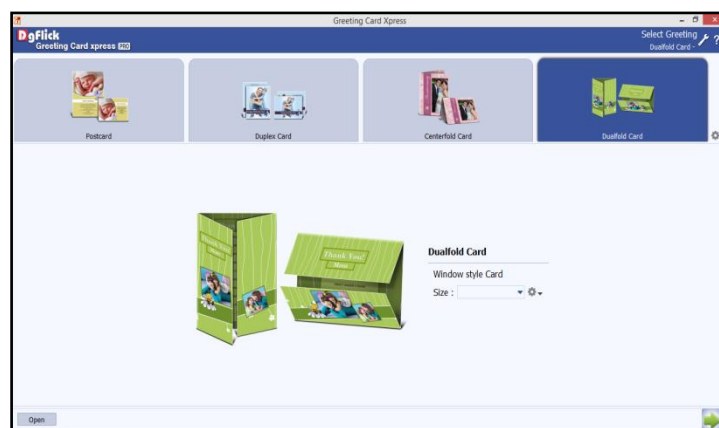


- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Click on the 'Edit' icon. You will see Add, Edit and Delete options.
- ❖ Select the 'Add' option to add a new category in the 'Select Greeting' window.
- ❖ On the next 'Create Category' window, Fill in the fields corresponding to the,
 - 'Name': (A) The name you want for the new Category.
 - 'Ref. Image': The image you want for the Category, clicking on the 'Browse' icon (C) to the right of this field lets you choose the reference image from the path in which you saved it.
 - 'Description': (B) Give a description of the category you are creating.



'Create Category' window – Adding Category

- ❖ Click on 'Save' icon **D**, on the lower right-hand corner to save the category you created.



The New category added

- ❖ The new category is created and can be viewed along with the predefined categories.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*



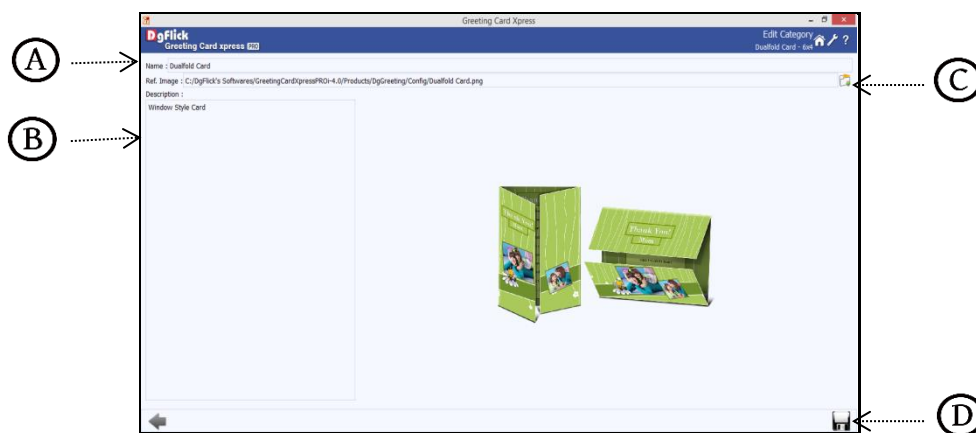
4.2.2. Editing a Category *

- ❖ At the top of the screen, you see the available categories in the Greeting Card Xpress.
- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete options.



'Select Greeting' window - Predefined Categories

- ❖ Select the 'Edit' option to edit selected category in the 'Select Greeting' window.



'Edit Category' window – Editing Category

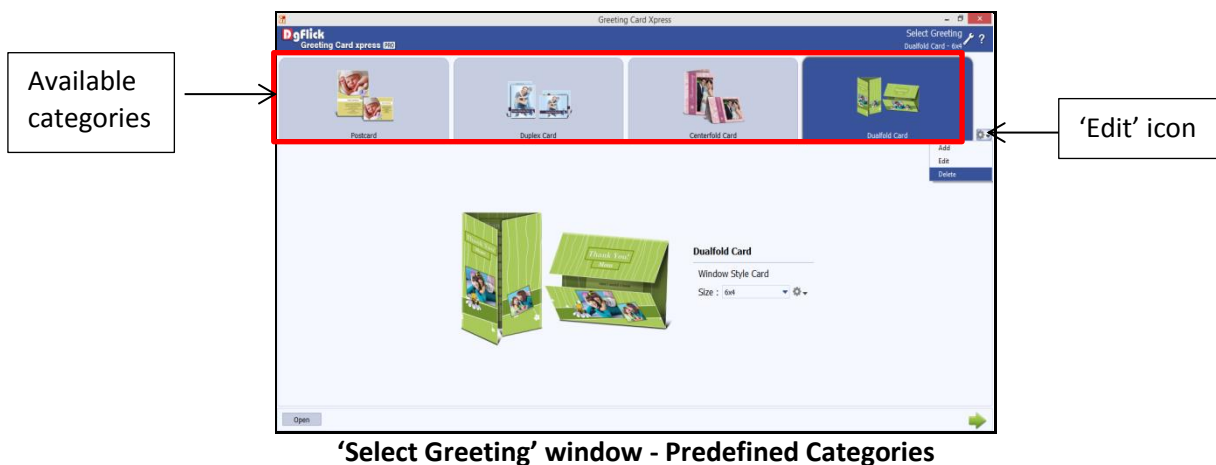
- ❖ On the next 'Edit Category' window, You can add the edits to the,
 - 'Name': (A) Edit the name as per your choice.
 - 'Ref. Image': Change the image you want for the Category, clicking on the 'Browse' icon (C) to the right of this field lets you choose the reference image from the path in which you saved it.
 - 'Description': (B) Change the description of the category as per your choice.
- ❖ Click on 'Save' icon (D), on the lower right-hand corner to save the changes you made.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.2.3. Deleting a Category *

- ❖ At the top of the screen, you see the available categories in the Greeting Card Xpress.



- ❖ You get an 'Edit' icon at the end of the categories trail. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete options.
- ❖ Select the 'Delete' option to delete selected category in the 'Select Greeting' window.
- ❖ A dialog box asking if you are sure, you want to delete category appears on the screen.
- ❖ Clicking on 'Yes' deletes the category permanently; clicking on 'No' aborts the operation.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*

4.3. Create, Edit & Delete Sizes *

Apart from the categories, you can also create, edit and delete sizes in Greeting Card Xpress. You get a freedom of designing Greeting in your own size. You can define your own custom greeting parameters such as Front and Page. This section will let you know about creating, editing and deleting the sizes in detail.



4.3.1. Creating a Size *

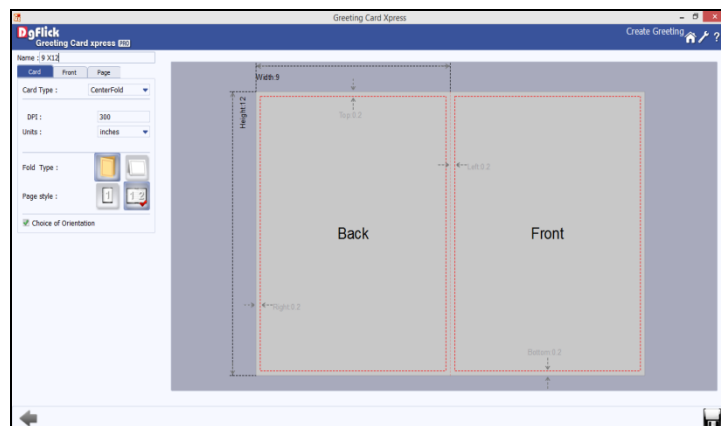
- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Greeting' window.



'Select Greeting' window

- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the category in which you want to add new size. Click on the 'Edit' icon. You will see Add, Edit and Delete options.
- ❖ Select the 'Add' option to add a new size in the selected category.
- ❖ On the next window: 'Create Greeting' window, Fill in the fields corresponding to the,
 - 'Name': add new name for the new Greeting size.
 - Add the Greeting parameters.
Greeting Card type: Window/Centerfold/Duplex Card/Postcard
DPI and Units
Fold Type (Horizontal/Vertical)
Page Style (Page/Spread)

- Checking the 'Choice of Orientation' checkbox will show the orientation list box to choose the greeting orientation in 'Select Theme' window.
- You can manage the size of the front page from 'Front' tab. The size of the back page will be automatically adjusted according to front page. If you have selected a window or centerfold as greeting card type, you can manage the size of the inner pages from the 'Page' tab.
Width and height
Margins (Left/Right/Top/Bottom)



The 'Create Greeting' window

- ❖ Click on 'Save' icon on the lower right-hand corner to save the size you created.
- ❖ The new Greeting size is created and can be viewed along with the other Greeting sizes.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

*Note: Features marked with * mark are available only for PRO version users.*



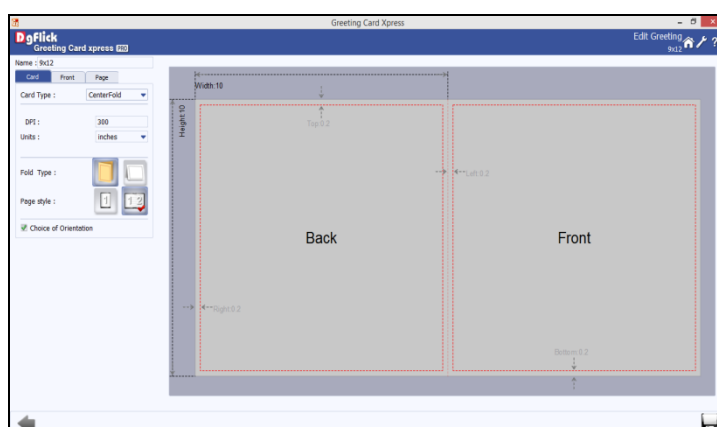
4.3.2. Editing a Size *

- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Greeting' window.
- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the size, which you want to edit. Click on the 'Edit' icon. You will see Add, Edit and Delete options.



'Select Greeting' window

- ❖ Select the 'Edit' option to edit selected size in the selected category.
- ❖ On the next window: 'Edit Greeting' window, Edit in the fields corresponding to the,
 - 'Name': edit the name as per your choice.
 - Edit the Greeting parameters.
Greeting Card type: Window/Centerfold/Duplex Card/Postcard
DPI and Units
Fold Type (Horizontal/Vertical)
Page Style (Page/Spread)
 - Checking the 'Choice of Orientation' checkbox will show the orientation list box to choose the greeting orientation in 'Select Theme' window.
 - You can manage the size of the front page from 'Front' tab. the size of the back page will be automatically adjusted according to front page. If you have selected a window or centerfold as greeting card type, you can manage the size of the inner pages from the 'Page' tab.
Width and height
Margins (Left/Right/Top/Bottom)



The 'Edit Greeting' window

- ❖ Click on 'Save' icon on the lower right-hand corner to save the changes you made.

*Note: Features marked with * mark are available only for PRO version users.*

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.



4.3.3. Deleting a Size *

- ❖ Whenever you select any category, available sizes are displayed in a drop down menu in the 'Select Greeting' window.



'Select Greeting' window

- ❖ You get an 'Edit' icon given in front of the drop down menu. If you do not see any 'Edit' icon, go to the 'Preferences' and from the 'View' tab, check the 'Edit Product Configuration' checkbox and restart the software. The 'Edit' icon will get visible.
- ❖ Select the size, which you want to delete permanently. Click on the 'Edit' icon. You will see Add, Edit and Delete options.
- ❖ Select the 'Delete' option to delete selected size in the selected category.
- ❖ A dialog box asking if you are sure, you want to delete size appears on the screen.
- ❖ Clicking on 'Yes' deletes the size permanently; clicking on 'No' aborts the operation.

! At any point during the process, you could click on the 'Back' button to go back to the previous window. On clicking this button, you are offered the chance to save/not save the changes or cancel the 'Back' command. You could also click on 'Home' to go back to the home page.

Note: Features marked with * mark are available only for PRO version users.

5.0. Exploring the World of Designing – Design Greeting Cards

In previous section, we learnt about managing Greeting categories and sizes. In this section, we will learn how to create Greetings.

5.1. Automatic Greeting Card Creation

5.2. Advance Greeting Card Creation

5.3. Manage the Photos

5.1. Automatic Greeting Card Creation

Using Greeting Card Xpress is a fast and user-friendly process, with an interactive interface, that gives you the flexibility of selecting category and size and the Greeting is ready in a quick way. It supports wizard to make your task simpler.

The Process

- ❖ On the 'Select Greeting' window, select the Category and size you would like to use for the Greeting.



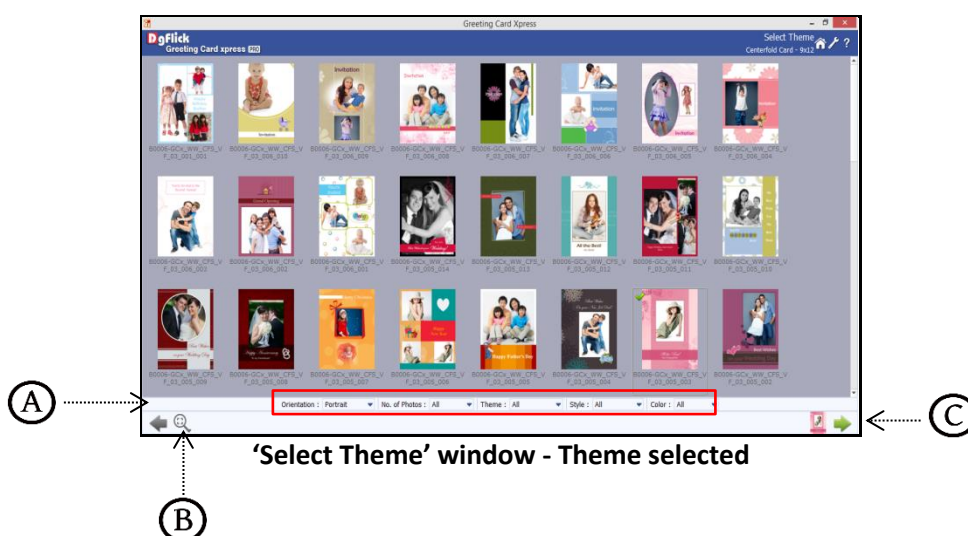
The 'Select Greeting' window

- ❖ Click on 'Next' button ① on the lower, right-hand corner to go to 'Select Theme' window.

Theme

- ❖ On the 'Select Theme' window, you can see the various themes for the Greeting.
- ❖ You can filter the parameters for the theme selection as per your choice. Filters are shown at the bottom of the page ^(A).
 - **Orientation:** The default orientation for the selected Greeting size will be shown in the box. You can change orientation to Landscape or Portrait. However, you could change this by clicking on 'Orientation' drop down menu.
 - **Number of photos:** Decide the number of photos to be used in the Greeting by clicking on 'No. of Photos' drop down menu.
 - **Theme:** The theme for the Greeting can be chosen by clicking on 'Themes' drop down menu.
 - **Style:** Choose the style for the Greeting by clicking on 'Style' drop down menu.

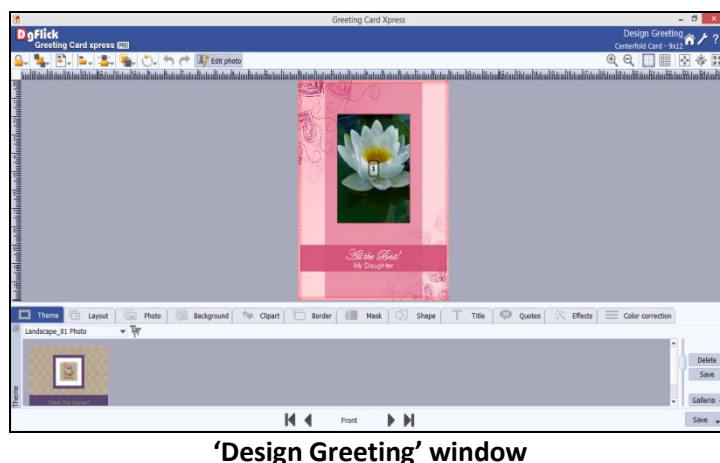
- **Color:** Choose the color you want for the Greeting by clicking on 'Color' drop down menu.



- ❖ Select the theme you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner. In addition, the selected theme can be seen on the bottom right hand corner.
- ❖ Clicking on 'Adjust Thumbnail Size' button (B) allow you to alter the size of the thumbnails.
- ❖ After selecting the theme, click on 'Next' button (C) to move on to generate the Greeting.

Design Greeting

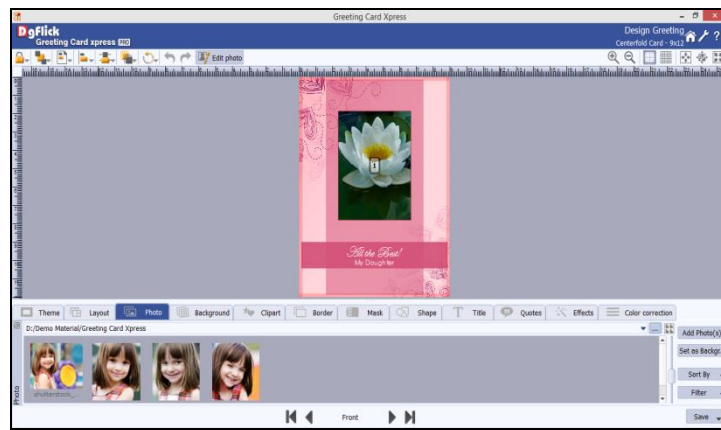
- ❖ The Greeting is now ready with the selected theme and can be viewed in the 'Design Greeting' window.




- ❖ You can use various tabs at the bottom option bar to edit the Greeting.

Photo

- ❖ Click on the 'Photo' tab to access the photos for the greeting.



'Design Greeting' window – 'Photo' tab

- ❖ To get the additional controls for managing photos, click on the 'More' icon . (For details, refer section Manage the Photos)



The 'Change Path' window

- ❖ You have the option of selecting the photos from the various available options ^①.

Hard disk

CD/DVD

USB

- ❖ You can make changes to the photos using the options listed at the bottom of the window. (for details refer Section Manage the photos)
- ❖ Click on 'Ok' button ^③ to go back to the 'Design Greeting' window.
- ❖ To use a photo, either double click on it or drag and drop it on the canvas.
- ❖ Sort the photos by clicking on 'Sort By' button.
- ❖ Filter the photos by their used status from 'Filter' option.

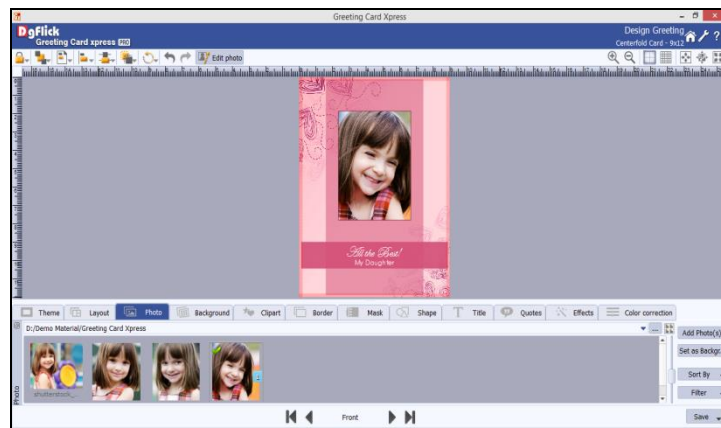
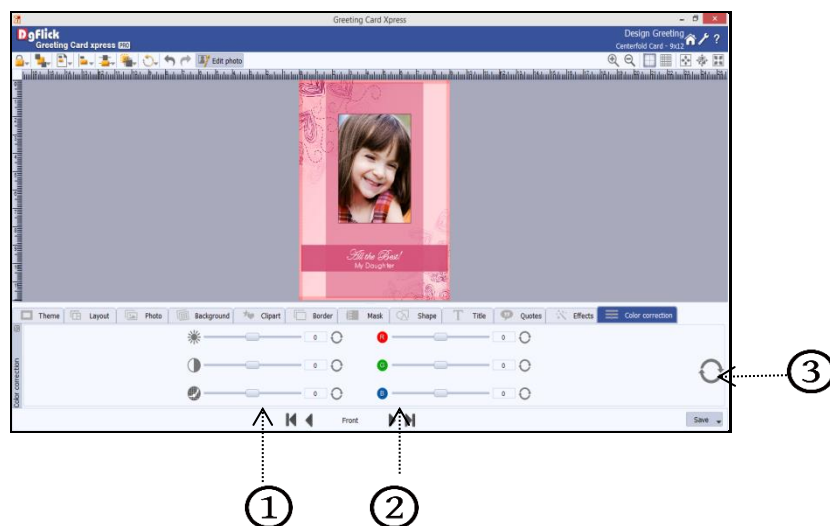


Photo added in greeting


Color correction

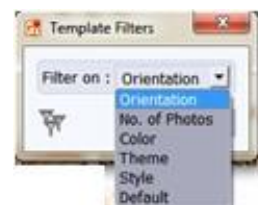
- ❖ 'Color Correction' tab helps you to color correct photos instantly. The instant color correction feature helps you to color correct photos according to the background.
- ❖ You can color correct multiple photos at a time. Select the photos you wish to color correct.



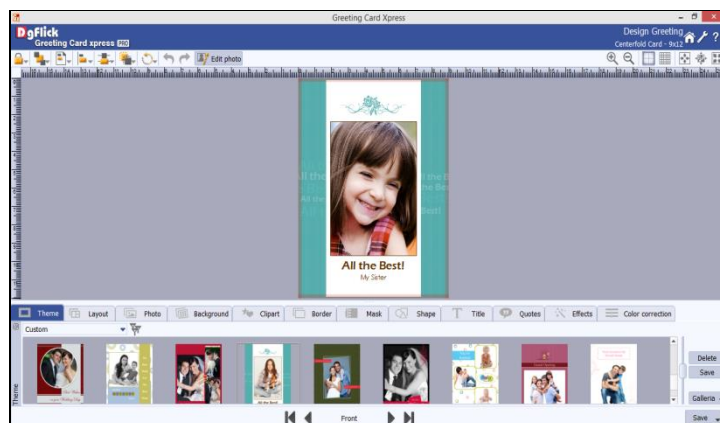
'Design Greeting' window - 'Color Correction' tab

- ❖ From 'Brightness, Contrast and Gamma' sliders^①, you can adjust the brightness, contrast and gamma of the photos.
- ❖ To adjust the red, green and blue value of the photos, use the 'Red, Green and Blue' sliders^②.
- ❖ You get individual reset option in front of each slider.
- ❖ From 'Reset all' button^③, you can reset all the color corrections in single click.
- ❖ If you want, you can change the theme in the design without going back to the 'Select Theme' window. Go to the 'Theme' tab. Here you will see the themes for the greeting. The themes are categorized into various categories.

- ❖ From the 'theme bank', you can filter your search and get the themes as per your requirements by clicking on . The categories are Orientation, No. of Photos, Color, Theme, Style and the Default option.



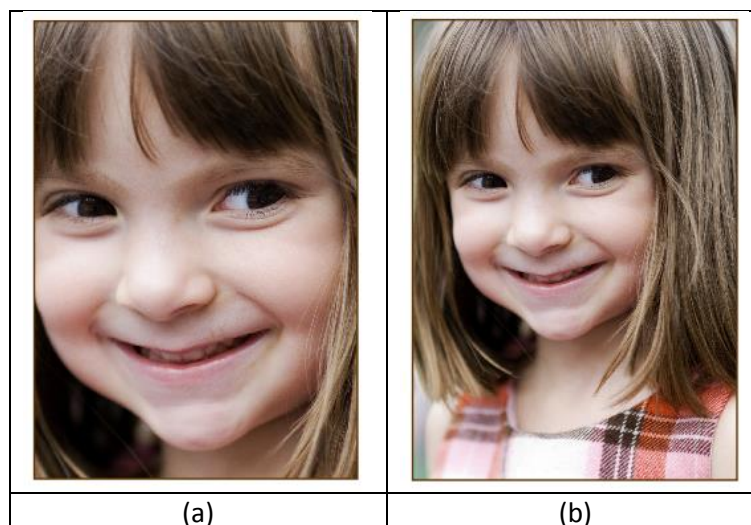
- ❖ Select the category of your choice and insert the desired theme by double clicking on it. The theme will be replaced.



Theme appeared on the page



Zooming In/Out

- ❖ While working on the Greeting you can focus your attention on a specific area of the photo by zooming in or take a look at the 'larger picture' by zooming out. You can use a combination of these options to obtain the desired level of visibility on the page.
- ❖ **How to:** Click on the photo you want to work on and then use the scroll wheel of the mouse to zoom in or zoom out as per your requirement.




(a) Zooming in; (b) Zooming out

Panning

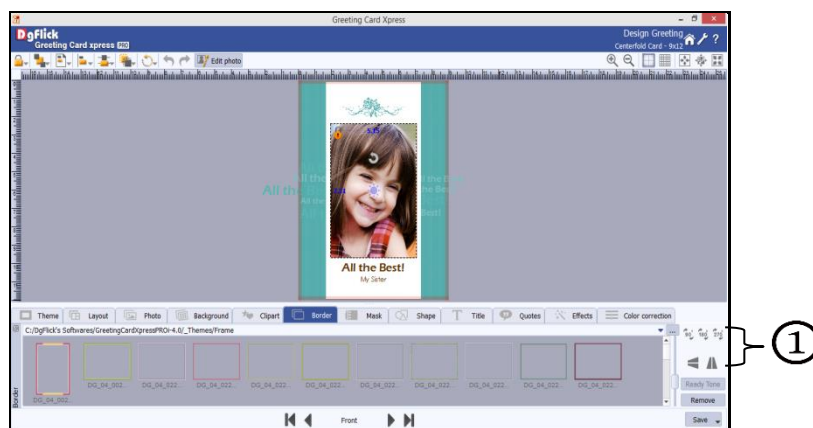
- ❖ Panning lets you view specific areas of the photo by moving the photo up or down and sideways in the canvas area. This gives access to the areas that would otherwise remain obscure given the size of the photo.
- ❖ **How to:** Place the cursor over , which then changes to  or the 'hand symbol'. Now use your mouse to take hold of the photo and move it around to get to the area you wish to work on.

Swapping Photos

- ❖ Many a times you need to swap photos on a page as you go along. However, the borders if applied to the photos are not swapped.
- ❖ **How to:** Select the photos you wish to swap by keeping the ctrl key pressed. When both the photos are selected, the 'Swap' icon appears . Click on the icon to swap the photos.

Border

- ❖ Click on 'Border' tab on the 'Design Greeting' window to select the border that you want for the photo.
- ❖ You could browse and select a border of your choice from the path in which you have saved it.



'Design Greeting' tab – 'Border' tab

- ❖ Double click on the border or drag and drop the border on the photo to apply.
- ❖ You could change the color of the border to better suit the photo by clicking on the 'Ready Tone' button. There are 18 ready tones available for use.
- ❖ Choose the ready tone you want and double click on it to apply it to the photo border.
- ❖ Remove the border with 'Remove' option.
- ❖ You can transform these borders freely on the page.


! Additional icons on the 'Design Greeting' – Border tab:

- | | |
|---|---|
| ○ 'Flip Vertical' ¹ : To flip the border vertical. | ○ 'Rotate CW180' ¹ : To rotate the border 180 degrees. |
| ○ 'Flip Horizontal' ¹ : To flip the border horizontally. | ○ 'Rotate CW270' ¹ : To rotate the border 270 degrees. |
| ○ 'Rotate CW90' ¹ : To rotate the border 90 degrees. | |

Rotating Photos


- ❖ Rotating photos in a Greeting keeping the creative design in mind adds to the overall presentation of the pages. Greeting Card Xpress gives you the option of either rotating the photo within the frame or rotating the whole picture along with the frame.

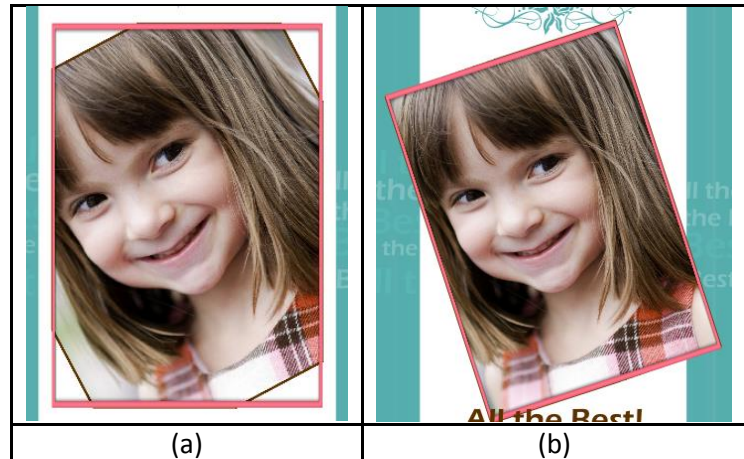
❖ To rotate the photo within the frame:

Keep your cursor on the rotate icon  that is seen when you select a photo. Once the 'hand' symbol appears, use the mouse to rotate it in the direction of your choice.

❖ To rotate the photo along with the frame: 'Unlock' the photo by clicking on



Now keep your cursor on  and use the mouse to rotate the photo with the frame when the 'hand' appears.



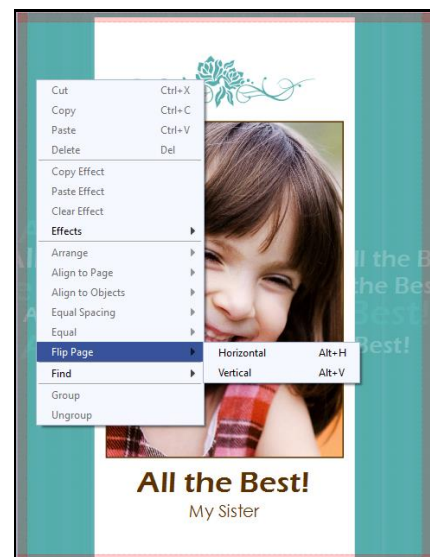
Rotating: (a) the photo in the frame; (b) the photo with the frame

Right Clicking

- ❖ While working in Greeting Card Xpress, you could use the right click button to get several options right then and there.

❖ Right clicking outside photo: As seen in image, right clicking outside photos lets you access the following options directly:

- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation and Blend.
- The 'Flip Page' option to flip the page either vertically or horizontally.



Right clicking outside the photo

❖ Right clicking on the photo: Using right click after selecting a photo lets you access the following options directly:

- Cut, copy, paste (in case an element has been copied) and delete.
- The 'Effects' option- Give effects like Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation and Blend and copy, paste and clear effect.
- Arrange objects- Send to Back, Send Backward, Bring to Front and Bring Forward.

- Align to page- Top Left, Top Center and so on.
- The 'Flip Page' option to flip the page either vertically or horizontally.
- The 'Find' option to find the source of the object.
- ❖ Navigate the page and insert the photo on the page.

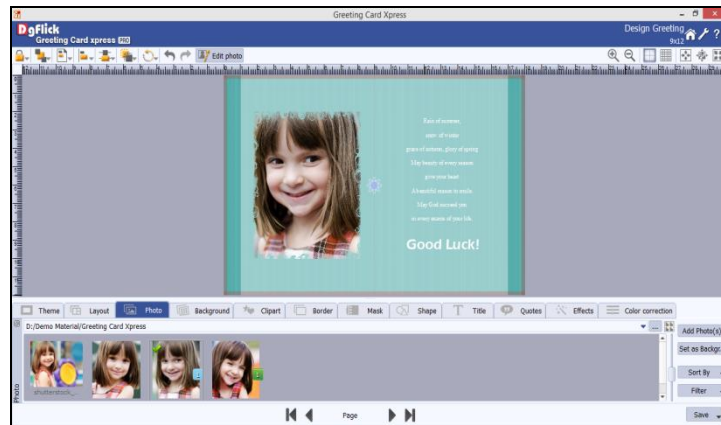
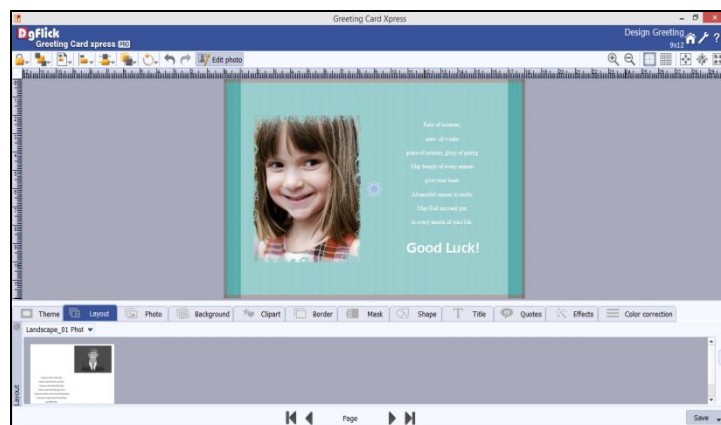


Photo inserted on next page

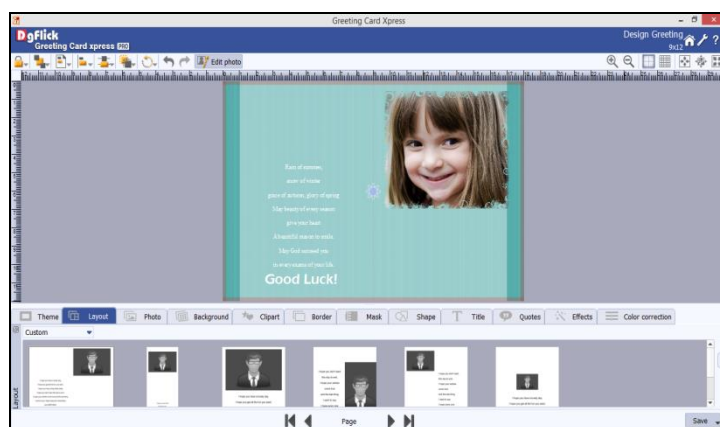
Layout

- ❖ The layout of the page can be replaced with another one of your choice. Go to the 'Layout' tab to change the layout of the page. You can select from the list of the layouts provided.



'Design Greeting' window - Original Layout

- ❖ Double click on the layout to be applied.
- ❖ The selected layout is applied on the current page only.




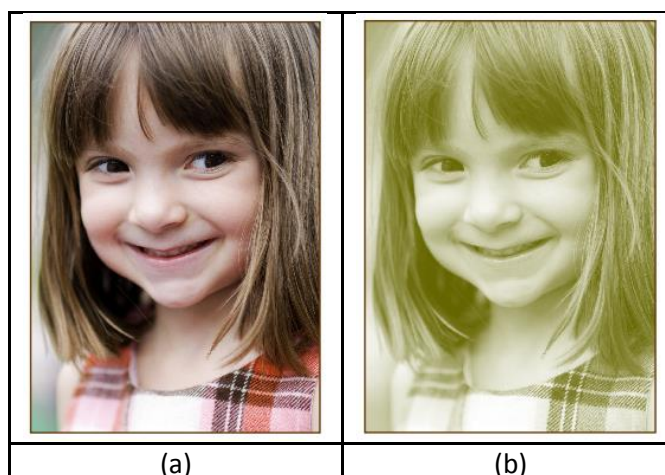
'Design Greeting' window - Layout changed of inner page

- ❖ Similarly you can change layout of other pages as per your desire

Effects

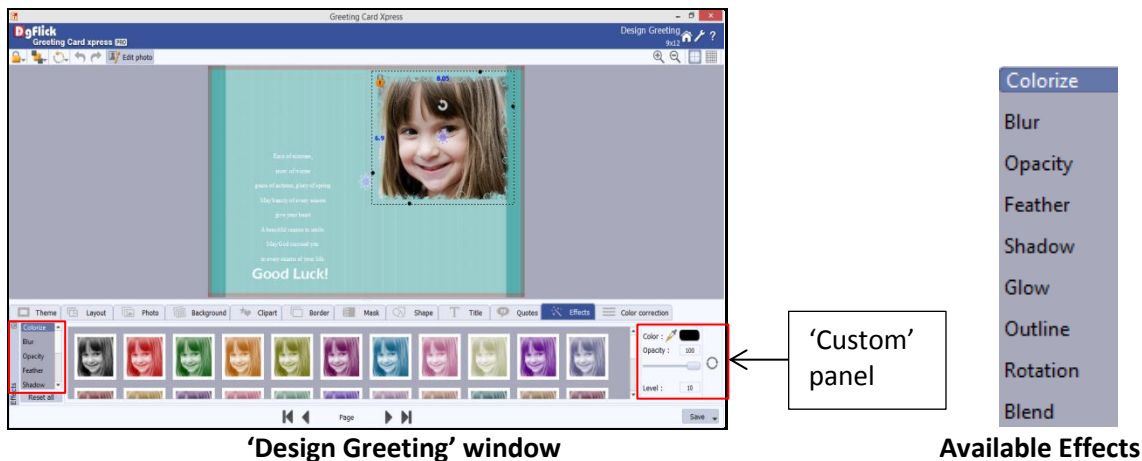
- ❖ To apply effects to the photos; click on 'Effects' tab on the option bar.
- ❖ There are different options under this category. They are: Colorize, Blur, Opacity, Feather, Shadow, Glow, Outline, Rotation and Blend . Apply the desired effect on the photo.



- **Colorize:** Click on the photo to be modified and then click on the colorize preset to apply the effect to the photo. To manually make changes or customize, use the 'Custom' panel available at the right side of the tab and change the color, opacity and level using 'Color Picker' and sliders. Reset the effect with 'Reset' option .



Applying the 'Colorize' effect; (a) Before (b) After

- **Blur:** You could give a blurred appearance to some photos to make the page visually more appealing. Click on the photo you need to blur and then select the preset of your choice under this option. Use the 'Custom' panel available at the right side of the tab and increase or decrease the level or blurriness using the slider.
- **Opacity:** Add opacity to the photos by selecting the presets available under this option. You could also manually choose the level of opacity from the 'Custom' panel available at the right side of the tab.
- **Feather:** Apply the feather effect to the photos by clicking on the photo and then selecting the preset of your choice. Use the 'Custom' panel available at the right side of the tab to manually change the values of the feather using the slider.
- **Shadow:** To apply the shadow effect to the photos, click on 'Shadow' and then choose from the available presets. Use the 'Custom' panel available at the right side of the tab to apply the shadow settings manually.



- **Glow:** Apply the required presets under the 'Glow' option by clicking on the photo and then clicking on the preset. Use the 'Custom' panel available at the right side of the tab for changing your blur, color and opacity values.
- **Outline:** Select the photo and click on the preset of your choice to apply the outline. To customize the outline, Use the 'Custom' panel available at the right side of the tab and create the outline of your choice by filling in the values in these fields.
- **Rotation:** The photos on the Greeting page can be rotated using the predefined presets under the 'Rotation' option. Use the 'Custom' panel available at the right side of the tab to flip the photo horizontally and vertically by using  and , respectively.
- **Blend:** There are 12 blending modes that help you achieve the desired effect for the photo. Click on the photo and then select the blend option of your choice to apply.
- ❖ **Photo Quality Indicator:** The quality of photos used in the Greeting must be good to ensure clarity in the final product. Greeting Card Xpress has an in-built 'Quality Indicator', which warns you whenever the photo quality goes below the required standards.
- ❖ In similar way, you can design other pages of your Greeting.

















- ❖ Your Greeting is ready in an easy way and now can be sent for exporting.







5.2. Advance Greeting Card Creation

Greeting Card Xpress provides you some advance features of designing where you get a more personalization tools for Greeting. In this section, we will use some advance features that are available in Greeting Card Xpress.

The Tool Bar

The tool bar at the top of the screen has a variety of options that makes Greeting Card Xpress user friendly and easy to work with. If any tools are unavailable in the window, you can make them visible from 'Preferences' tab. These options are explained below.

Table The Tool Bar	
Icon	Use
<Lock/unlock objects> 	Can be used to lock or unlock the photos as per the requirement.
<Arrange objects> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the photo accordingly.
<Page based alignment> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing> 	Helps to equalize the horizontal and vertical spacing between objects. Select the objects for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Equal size> 	Helps to equalize the size of two or more photos on a page. Select the photos of which you want to equal the size. Then click on this tool and select the parameter for equalizing: Width, Height and Size.
<Rotate object> 	Rotates the object. You can rotate the object with or without frame with sliders  . You could also rotate it by 90 or 270 degrees and flip them vertically  or horizontally  .
<Edit photo> 	Helps you to use enhance the photos.
<Undo> 	To reset the change you made to the page.
<Redo> 	To redo a change you made to the page.
<Show/hide margins> 	Shows/hides the margins on the page.

<Show/hide gridline> 	Shows/hides the gridlines on the page.
<Zoom in> 	For zooming the page in.
<Zoom out> 	For zooming the page out.
<Fit to screen> 	Adjusts the page size such that the page fits the screen.
<Actual Size> 	Shows the actual size of the page.
<Full size> 	View page in full size.

- ❖ On the 'Select Greeting' window, select the Category and size you would like to use for the Greeting.

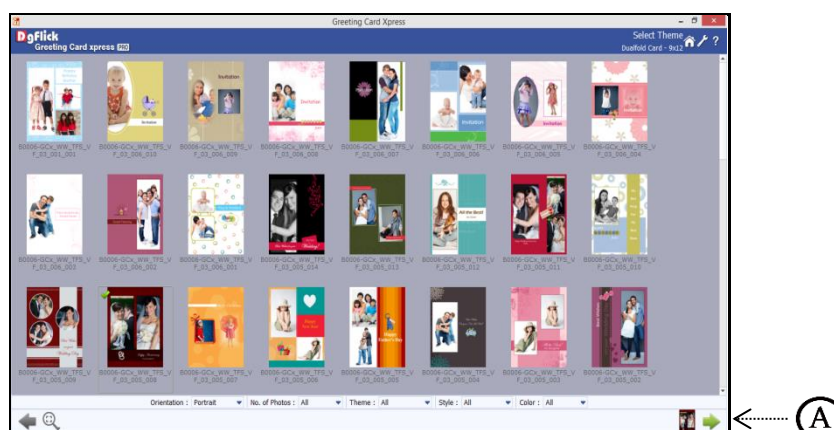


The 'Select Greeting' window

- ❖ Click on 'Next' button ① on the lower, right-hand corner to go to 'Select Theme' window.

Theme

- ❖ On the 'Select Theme' window, you can see the various themes for the Greeting.



'Select Theme' window - Theme selected

- ❖ You can filter the parameters for the theme selection as per your choice.
- ❖ Select the theme you want by clicking on it. The selected one has a green tick symbol on the top left-hand corner. In addition, the selected theme can be seen on the bottom right hand corner.
- ❖ After selecting the theme, click on 'Next' button **A** to move on to generate the Greeting.

Design Greeting

- ❖ The Greeting is now ready with the selected theme and can be viewed in the 'Design Greeting' window.



'Design Greeting' window


- ❖ You can use various tabs at the bottom option bar to edit the Greeting.

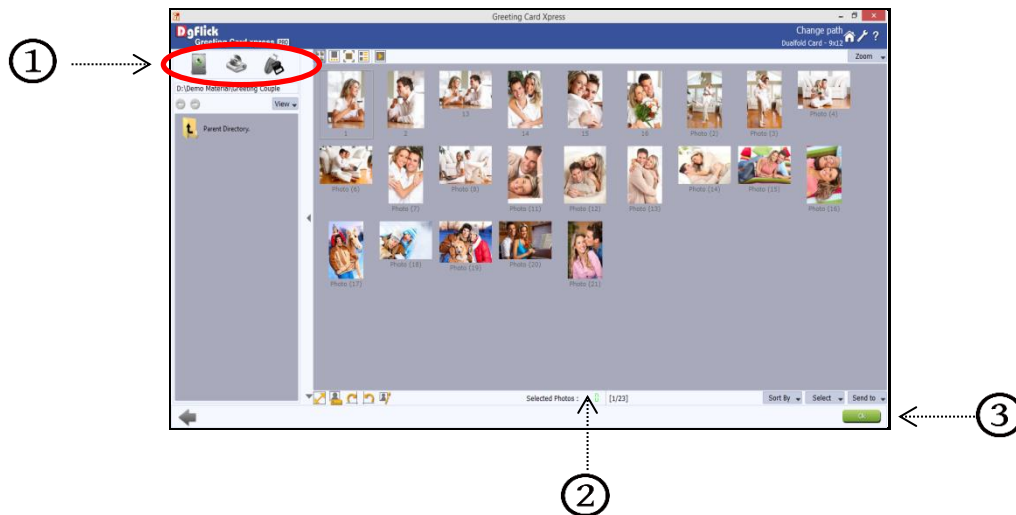
Photo

- ❖ Click on the 'Photo' tab to access the photos for the greeting.



'Design Greeting' window – 'Photo' tab

- ❖ To get the additional controls for managing photos, click on the 'More' icon . (For details, refer section Manage the Photos)



The 'Change Path' window

- ❖ You have the option of selecting the photos from the various available options ①.

Hard disk

CD/DVD

USB

- ❖ You can make changes to the photos using the options listed at the bottom of the page. (for details refer Section Manage the photos)
- ❖ Click on 'Ok' button ③ to go back to the 'Design Greeting' window.
- ❖ To use a photo, either double click on it or drag and drop it on the canvas.
- ❖ Sort the photos by clicking on 'Sort By' button.
- ❖ Filter the photos by their used status from 'Filter' option.
- ❖ To insert multiple photos at a time, keep the control key pressed and keep on selecting the photos you want to insert.
- ❖ Use the 'Add Photos' button to insert all the photos at once.

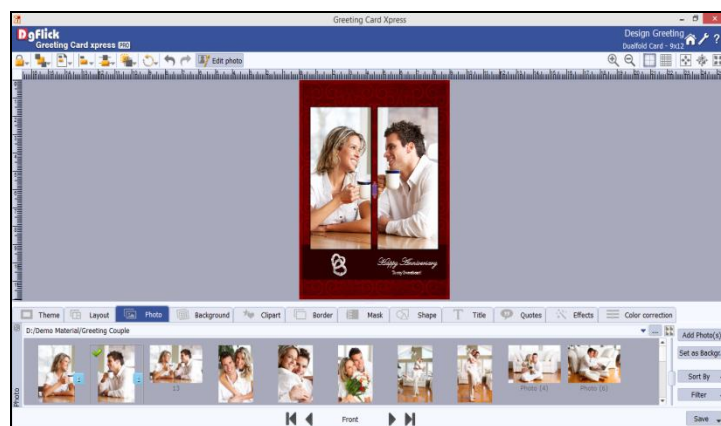
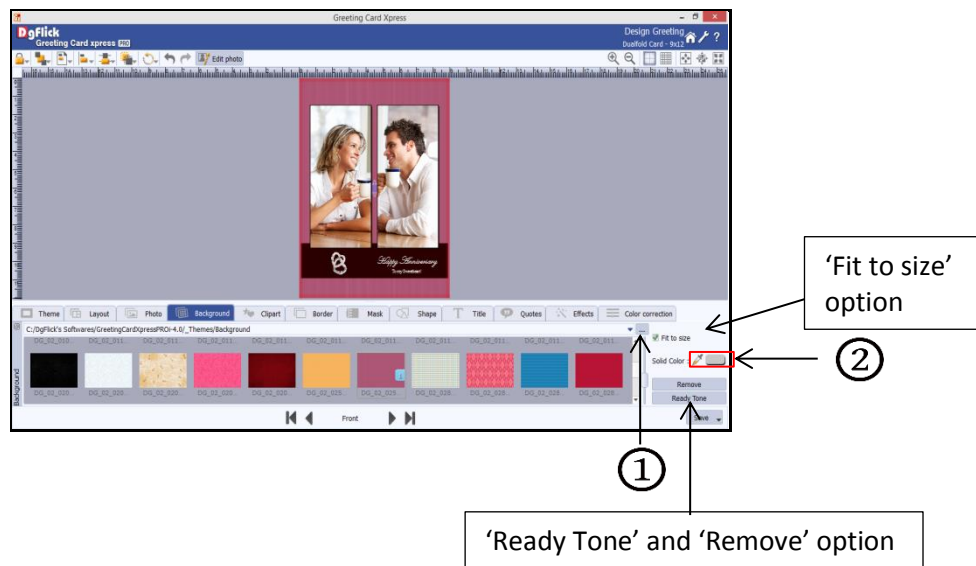


Photo added in greeting

- ❖ Similarly, you can insert photos on other pages too.

Background

- ❖ You can also change the background.
- ❖ Click on the 'Background' tab on the option bar to select the background for the Greeting or to fill it with any solid color.
- ❖ Besides the in-built backgrounds, you could access and select backgrounds that you have saved elsewhere by clicking on the 'Browse' button ^①. The last 15 paths used can be viewed.



'Design Greeting' window - 'Background' tab

- ❖ To use a background, double click on it or drag and drop it on the canvas from the option bar.
- ❖ Uncheck the 'Fit to size' check box on the Background tab to expand the background on the page.
- ❖ To fill the canvas with one single solid color, click on 'Color Picker' ^② and place it on the color you wish to use as background for the Greeting. The whole page now gets a background of that color.
- ❖ Click on the 'Ready Tone' button on the 'Background' tab to select from a range of 18 ready tones available for each background.
- ❖ To change the tone, double click on the chosen tone.
- ❖ You can remove the background with the 'Remove' button.
- ❖ You could also use a photo of your choice as the background for the Greeting. To do this, click on the 'Photo' tab to view the selected photos. Check the box 'Set Photo as Background' button at the top and then double click on the photo. The photo now serves as a background to the page.



Greeting with photo as background

- ❖ Navigate the pages and insert photos on other pages too.

Mask

- ❖ Click the 'Mask' tab on the option bar to select the mask of your choice.
- ❖ Select the photo to which you want to apply the mask and double click on the mask or drag and drop the mask on the photo to apply it. Browse from 'Browse' icon ③ and bring in your own masks.

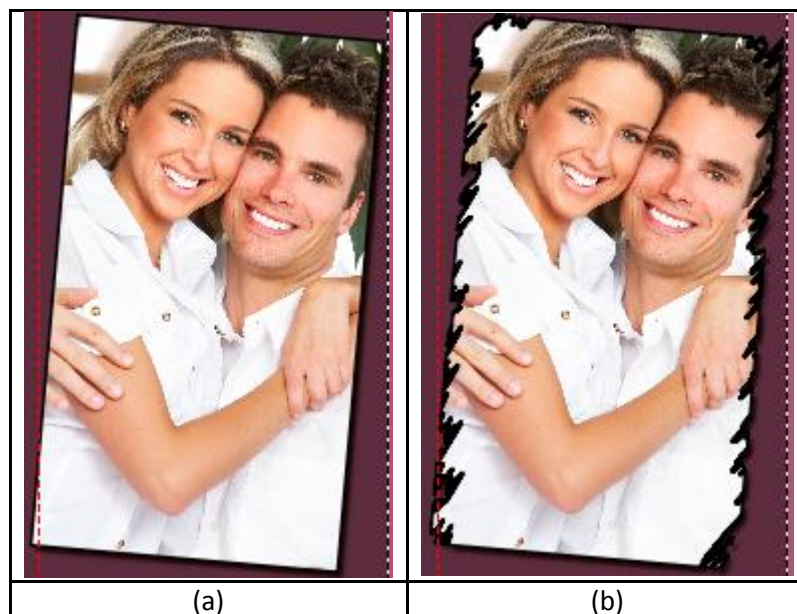


'Design Greeting' window – 'Mask' tab

- ❖ You can transform these masks freely on the page.

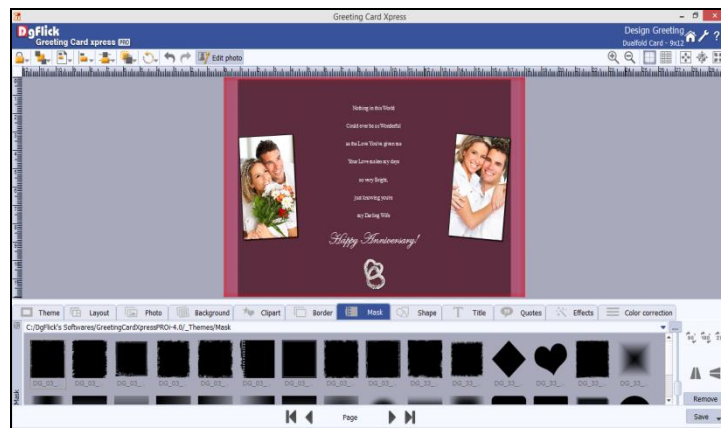
! Additional Icons on 'Mask' tab

- ① Masks can be flipped horizontally or vertically
- ② Masks can be rotated in 90°, 180° and 270° degrees in clockwise direction





Applying a 'mask' to the photo (a) Original (b) Mask applied

- ❖ Manage the placement of the objects as per the design you have in mind.




Objects moved

Clipart

- ❖ Click on the 'Clipart' tab on the option bar to preview available clip-arts.
- ❖ Double click on the clip-art of your choice or drag and drop it onto the canvas to use it on the page. You can also replace clipart. To do so, select the existing clipart on the page and then double click on the clipart you want to insert.
- ❖ You could even use your own clip-arts by accessing them using 'Browse' option .
- ❖ Click on 'Ready Tone' button  to access the ready tones for the clip-arts. There are 18 ready tones available for each clipart and you could use the color of your choice depending on your page by double clicking on the ready tone.



'Design Greeting' window – 'Clipart' tab – clipart replaced

- ❖ You may reset the ready tone with the help of 'Reset' icon .
- ❖ In the same way, you can add or change the cliparts on other pages, as you desire.



'Design Greeting' window – Clipart replaced

Shape

- ❖ Click on 'Shape' tab on the option bar to select a shape you would like to add to decorate the page.

Manage the width of the outline from the slider or define width manually

Manage the color of the outline from the color palette and color picker and opacity of outline color from slider or define number manually

Outline

Width : 10

Color :

Opacity : 100

☒ **Fill Shape**

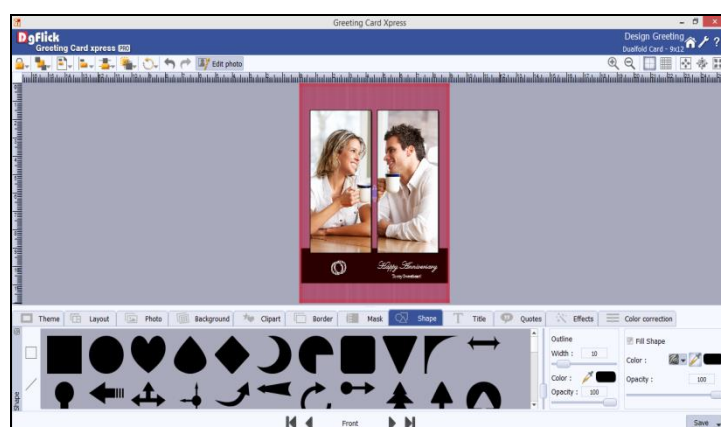
Color :

Opacity : 100

Shape customizing options

Fill the shape with color picker, color palette or texture and manage the opacity of the color fill with slider or define the numbers manually

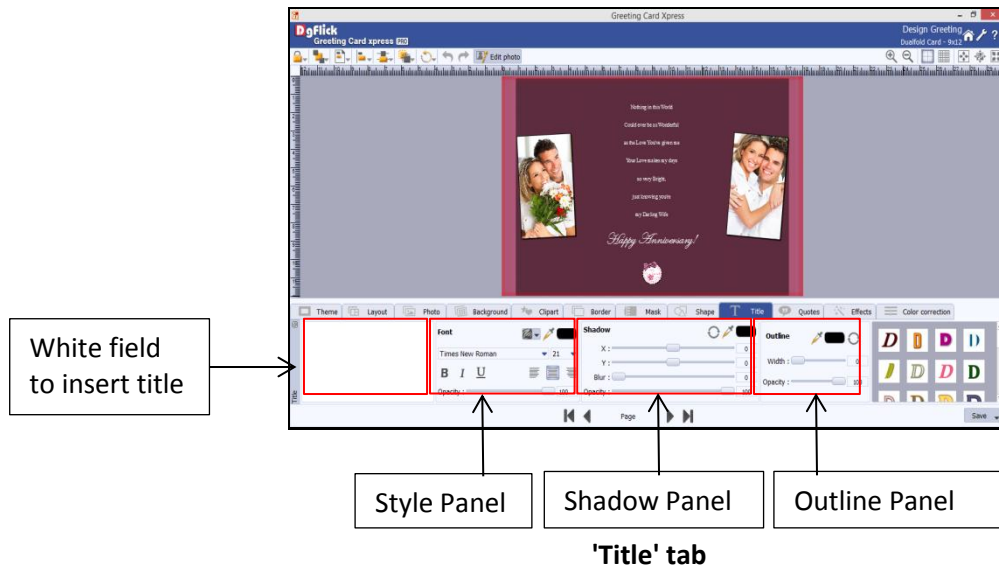
- ❖ Double click on the shape or drag and drop onto the canvas.
- ❖ You can align and resize the shape or rotate it using icon on the shape.
- ❖ To customize the shape according to your taste, use the 'Custom' panel available at the right side of the tab.
- ❖ Same way, you can add multiple shapes according to your design.



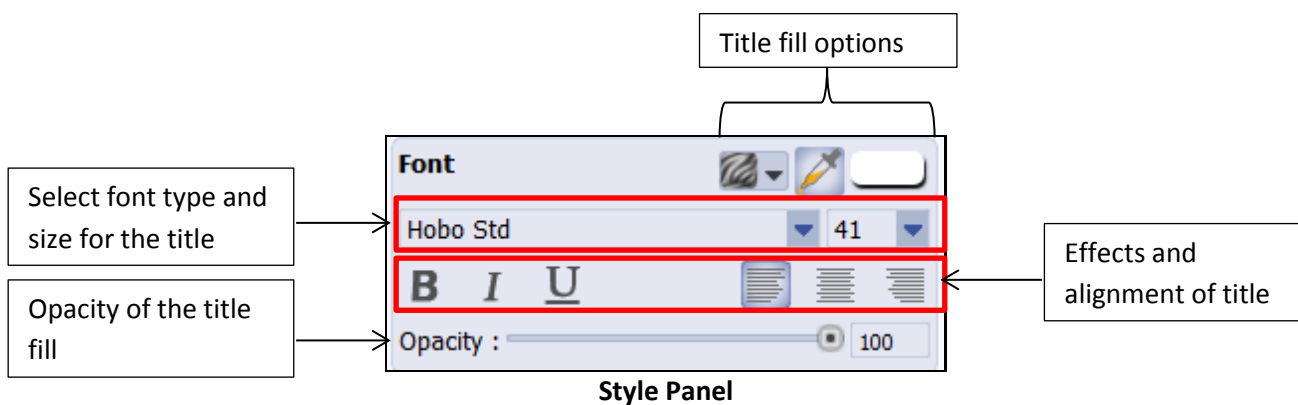
'Design Greeting' window – 'Shape' tab

Title


- ❖ You can insert titles from the 'Title' tab.

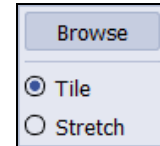


- ❖ Click on the 'Title' tab to add or amend a title for the photo.
- ❖ You can do several creative things with title. Let us have a look.
- ❖ First, use the white space to insert the title on the page.
- ❖ There are three panels in the window.
 - Style Panel: This panel allows you to set the style of the title.

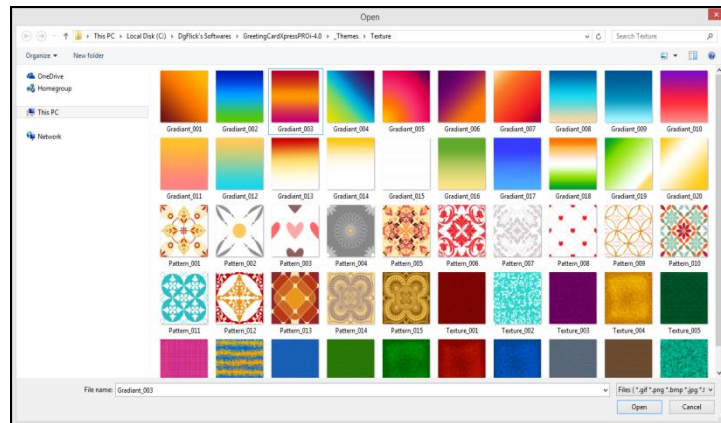


- Set the font type and size from Style Panel.
- You can also apply the effects like bold, italic and underline from the Style Panel. The alignment of the title can also be managed.
- The title can be filled with solid color or any texture.
- Use the color picker or color palette to select the color for the title.
- If you want to fill title with any texture, 'Title' tab helps you with the texture tools.

- Click on the 'Texture' icon . You will see 'Browse' option.

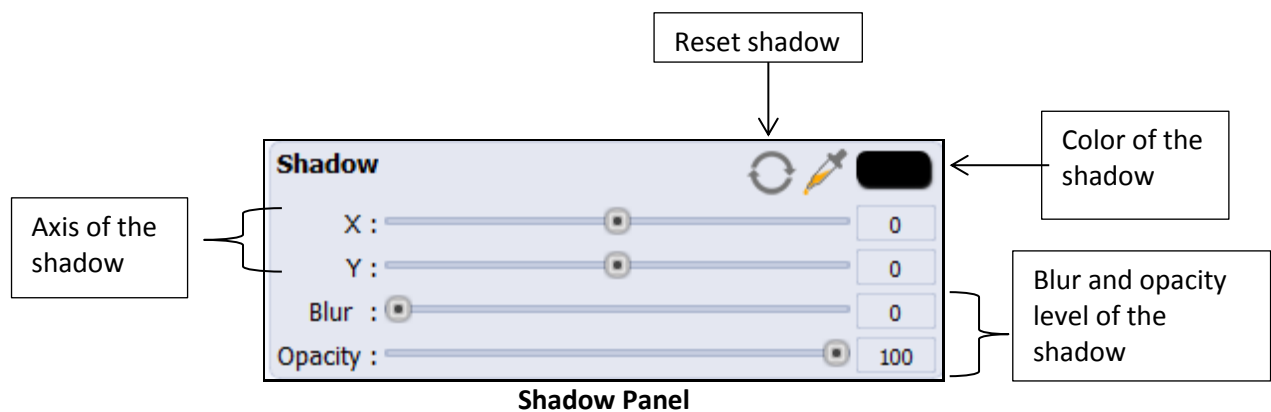


- Once you click on the option, you will be redirected to a window where you can select the image you want to insert as texture.




Ready textures by DgFlick

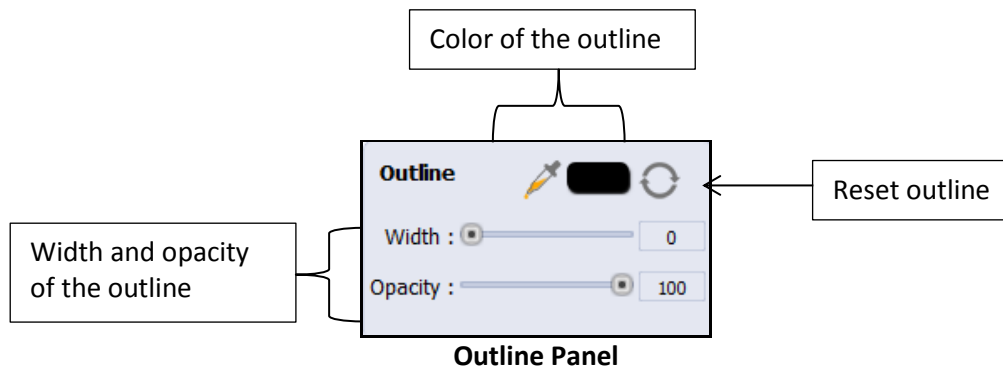
- DgFlick provides you 50 ready textures.
- You may browse and use your own textures as well.
- Select the texture image and click on 'Open' option.
- The texture will appear in the title. You may set the texture in the 'Tile' and 'Stretch' style. These options get visible after you click on 'Texture' icon.
- You can manage the opacity of the title fill from the opacity slider. You can also insert the values manually.
- Shadow Panel: You can give shadow effect to the title from this panel. There are various tools in the panel to customize the shadow effect.



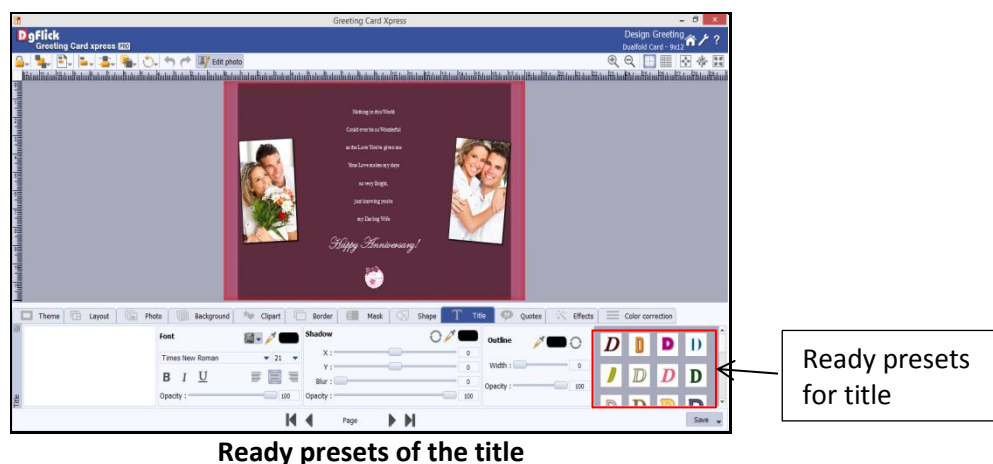
- Use the color picker or color palette to select the color for the shadow.
- Axis of the shadow can be manipulated. You have got X and Y sliders to manage axis. You can either use


the sliders or enter the values manually.

- The blur and opacity level of the shadow can be manipulated from the respective slider.
- Reset the shadow with 'Reset' icon .
- Outline Panel: Title can be given an outline with desired effect.



- The color of the outline can be selected via color picker or color palette.
- Width and opacity of the outline is customizable and can be managed with either sliders or value box.

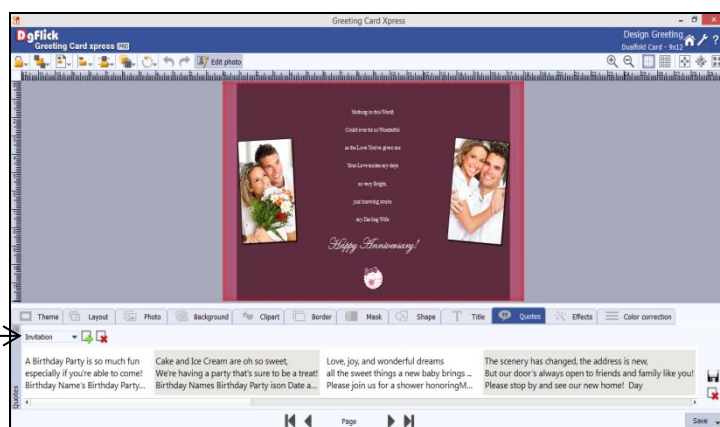


- The outline can be reset with the help of 'Reset' icon .

Quotes

- ❖ Clicking on the 'Quote' tab on the option bar lets you to select the quotes provided for the particular event or you can also create your own category and save your own quotes in it.

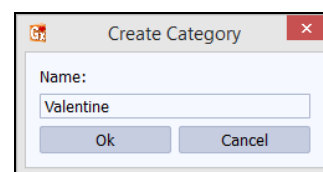
Quote
category
list



'Design Greeting' window - 'Quotes' tab

- ❖ Select the desired category and double click on the quote you wish to apply.
- ❖ To create your own category of Quotes. To create a category, click on 'Add' icon

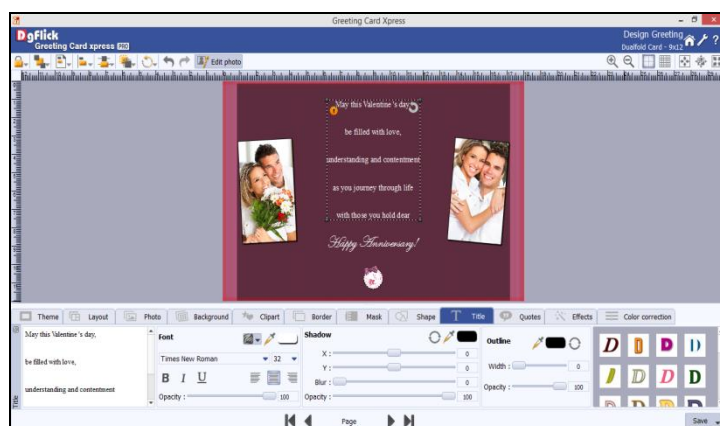
- ❖ Give a name to the category and click on 'OK' to save your category.



- ❖ You can see your created category in the category list box.

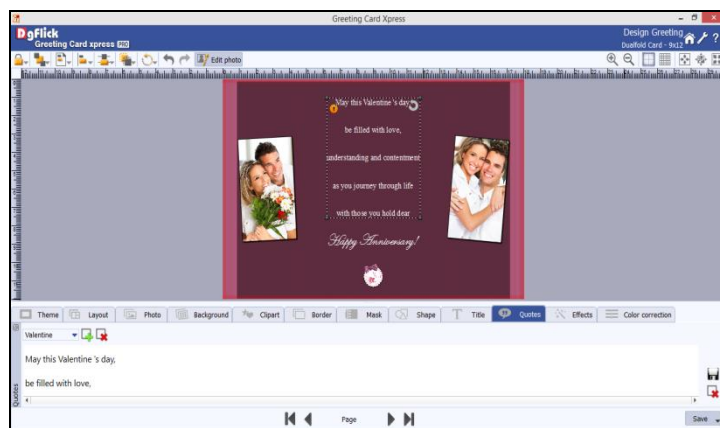
- ❖ With the help of 'Delete' icon , you can permanently delete the Quotes category, which you no longer need.

- ❖ To create your own quotes and save it in the category you created, click on the 'Title' tab and write your quotes in the white space provided.




Inserting Quote

- ❖ After you insert your quotes click on the 'Quotes' tab and click on 'Save' icon



'Design Greeting' window – Quote saved

- ❖ Click on 'Delete' icon , if you wish to delete a quote from the category.
- ❖ In this way, you can create your Greeting in a smart way and send for exporting.



Your Greeting is Ready


5.3. Manage the Photos

In this section, we will learn how to manage the photos.

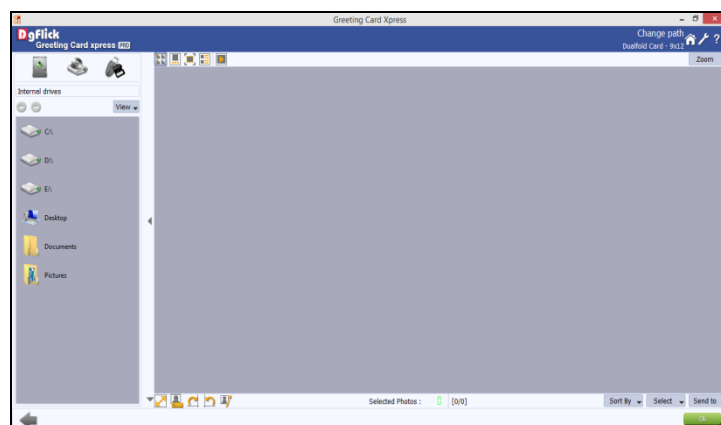
- ❖ Click on the 'Photo' tab to access the photos for the greeting.



'Design Greeting' window – 'Photo' tab

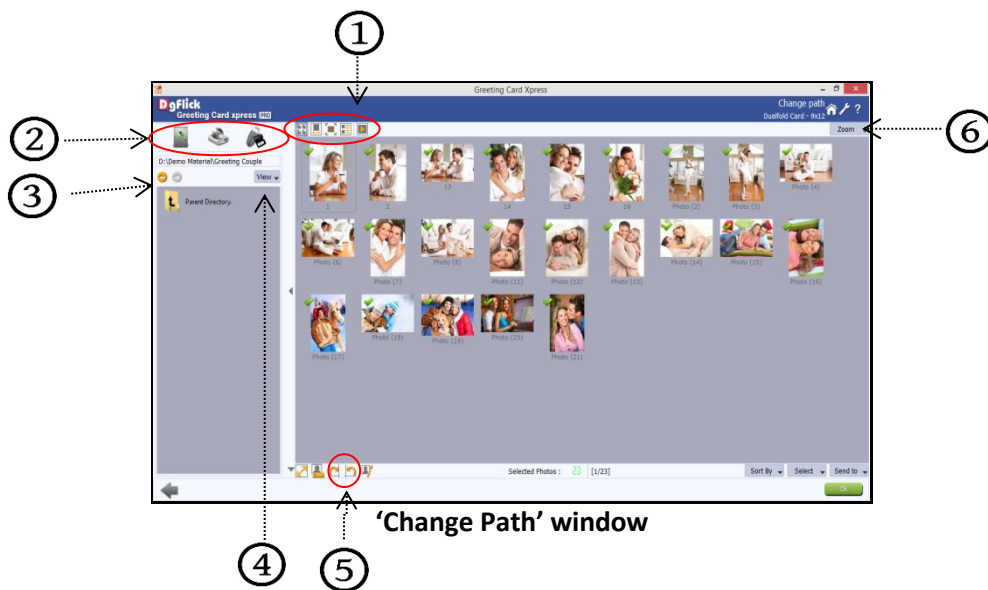
- ❖ To get the additional controls for managing photos, click on the 'More' icon .
- ❖ You will be redirected to the 'Change Path' window where you can manage the photos, edit them, give them desired effect, resize them or rename them.
- ❖ On the 'Change Path' window, you have the option of selecting the photos from ② the

Hard disk	CD/DVD	USB
-----------	--------	-----
- ❖ When you select hard disk option, the default drives available in your computer are shown. In addition, some quick access locations like Desktop, My Documents and My Pictures are also listed.



'Change Path' window – showing quick access locations

- ❖ Select any of the media where the photos have been saved.




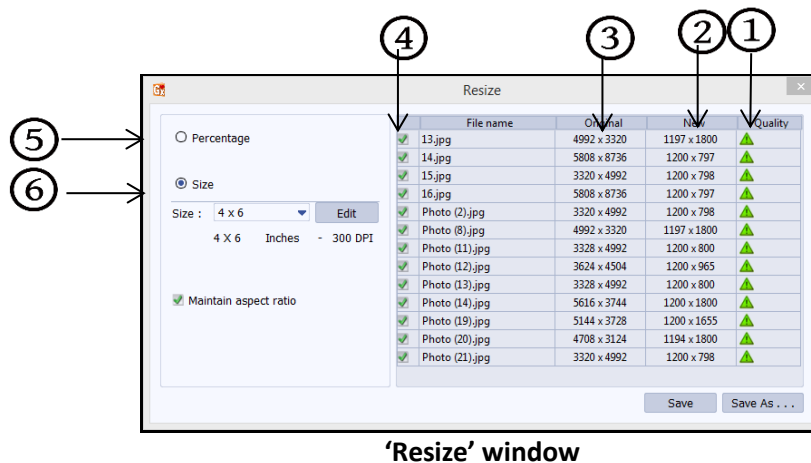
- ❖ Go forward or backward from here ③.
- ❖ View your folders in list or icon style from here ④.
- ❖ This button ⑥ on the top right corner of the window to get the better view of the photo thumbnails.
- ❖ The top option bar ① helps you to view the photos in different ways
 - Thumbnail style.
 - Filmstrip view.
 - Navigate the photos from and .
 - To get a full view of the photo.
 - Get the photos list wise.
 - Starts the slide show
- ❖ Select the photos to be rotated. Here you can rotate the multiple photos.
- ❖ Select 'Rotate Clockwise' or 'Rotate Counterclockwise' icons ⑤ to rotate the photos.
- ❖ 'Edit Photo' button at the lower option bar helps you to edit multiple photos * at a time.
- ❖ On the 'Edit Photo' window, access color correction options ① like 'BCG' is to adjust the brightness, contrast and gamma; 'RGB' is to adjust the color tones, 'Level' is to adjust the input and output levels of the photo; and 'Curve' is to adjust the RGB color.
- ❖ If you do not wish to apply the changes on the current photo, click on 'Skip This Image' ②.
- ❖ To apply changes to all the selected photos, click on 'Apply settings to all images' ③.
- ❖ Click on 'Reset all' button ⑤ to reset all the changes done.



- ❖ Click on 'Save' ④ to save all the changes made.
- ❖ Clicking on Save will create a folder for original image and will save the changes made on the copy of the image, without affecting the original image.

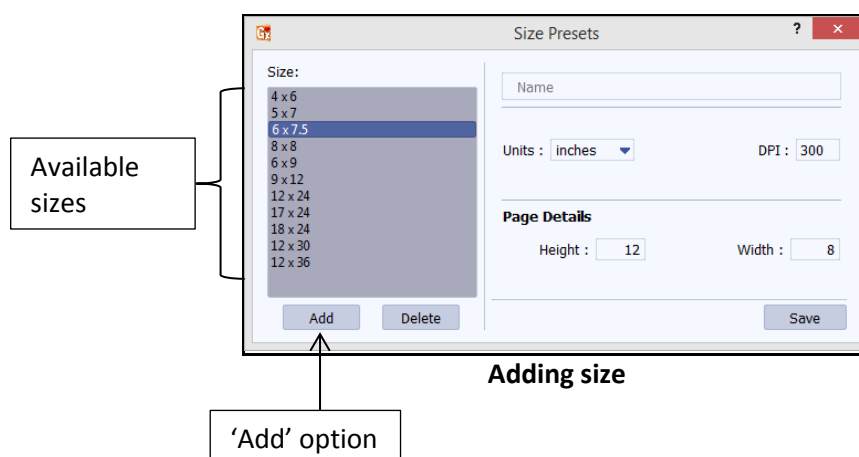
Note: Features marked with * marks are only for PRO version users.

- ❖ Select 'Resize' option  to change the size of the photos.
- ❖ A 'Resize' window will open on the screen.

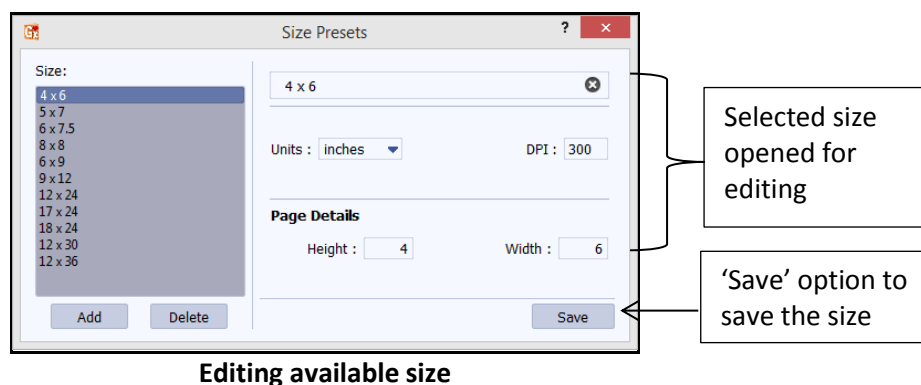


- ❖ Check the green checkbox ④ of the images to be resized.
- ❖ If you do not want to resize any selected image, uncheck the checkbox.
- ❖ Select the desired percentage from 'Percentage' ⑤ tab if you want to resize the images percentage wise.
- ❖ From the 'Original' ③ and 'New' ② tab you can see the changes applied. The 'Quality' tab ① indicates the quality of the images. The quality of images used here must be good to ensure clarity in the final product.

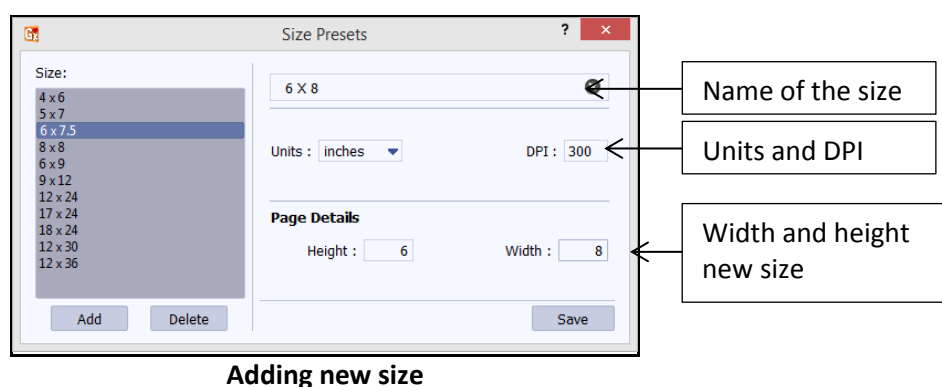
- ❖ Greeting Card Xpress has an in-built 'Quality Indicator', which warns you whenever the image quality goes below the required printing standards.
- ❖ Go to 'Size' ⑥ tab if you want to resize the images size wise.
- ❖ In the drop down menu, you will see available sizes. Select any size in which you want to resize images.
- ❖ If you want to resize in any new size, click on 'Edit' option. A window will appear.
- ❖ Here an Image size has been added to make you familiar with the process.



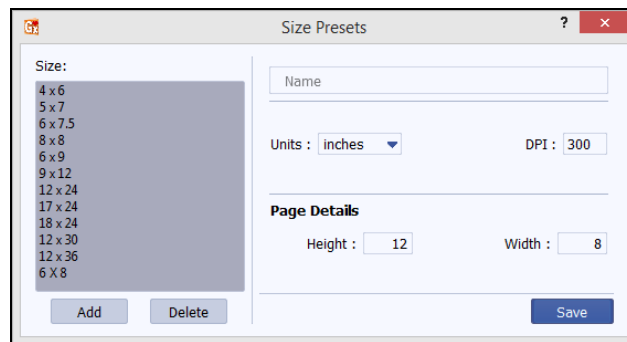
- ❖ To edit any of the available sizes, click on the desired size. The selected size will appear in the window.



- ❖ Edit the desired parameters and save the changes with 'Save' button.
- ❖ You can add new size by clicking on 'Add' option located below available size list.

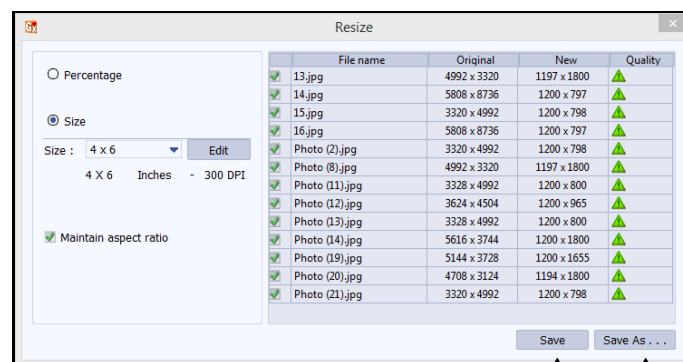


- ❖ Define the name for the new size in the 'Name' textbox.
- ❖ Define the units and DPI for the new size from 'Units' and 'DPI' option.
- ❖ You need to define the width and height of the new size in the 'Width' and 'Height' textbox.
- ❖ Save the size with 'Save' button. Once you save the size, it will be added to the size list.



New size saved


- ❖ In this way, you can add new sizes. Add more sizes by clicking on 'Add' option.
- ❖ Once you finish adding sizes, close the window.

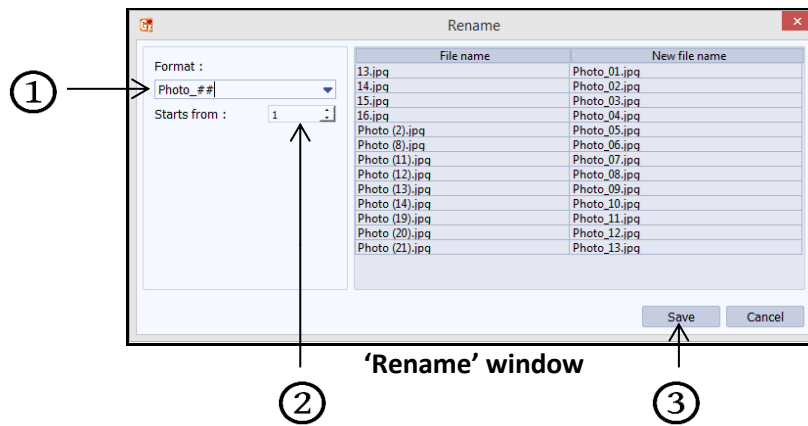


'Resize' window

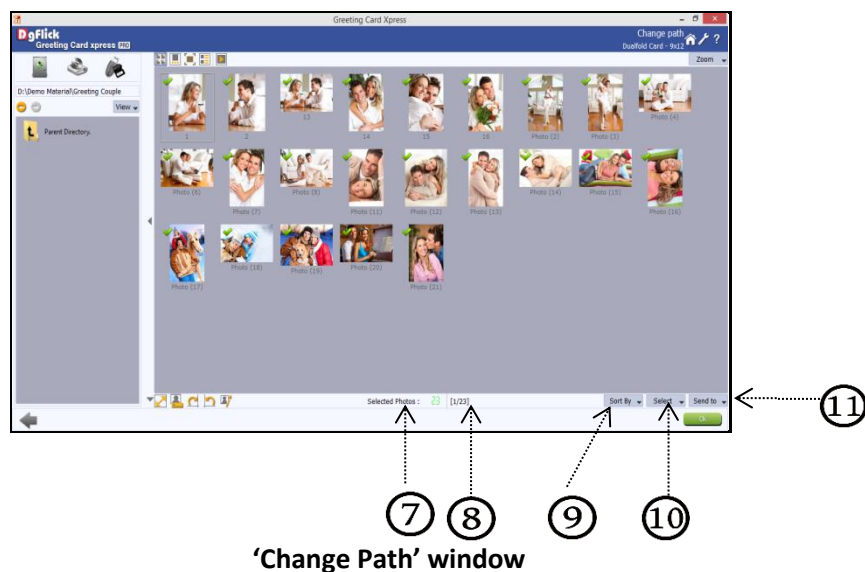
①

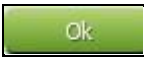
②

- ❖ From the drop down menu, select the size for the resizing.
- ❖ If you want to maintain aspect ratio while resizing, check the 'Maintain Aspect Ratio' checkbox.
- ❖ After resizing the images click on 'Save' ① to overwrite the changes over the existing images.
- ❖ Clicking on 'Save as' ② will save the changes done on the images with a different name.
- ❖ Select the 'Rename' option  to rename the photos.
- ❖ Manually change the photo name format from 'Format' option ①.
- ❖ From 'Starts From' option, you can change the count of the photos.



- ❖ Click on 'Save' (3) to save the changes made.
- ❖ 'Selected Photos' (7) shows number of photos selected.
- ❖ (8) Here it indicates the position of highlighted photo.
- ❖ Sort the photos in various ways from 'Sort By' button (9).



- ❖ Select individual, multiple or all photos or deselect selected photos with this 'Select' button (10).
- ❖ Send the edited photos to any hard disk folder from 'Send to' option (11).
- ❖ After selecting the photos and setting its arrangements click on  button to go to 'Design Greeting' window, where you can view the selected photos ready with the selected parameters.

Note: Features marked with * marks are only for PRO version users.

6.0. Building the Framework – Page Composition

In previous section, we learnt how to create Greeting. In this section, we will learn how to align and decorate Greeting.

6.1. Basic Page Composition

6.2. Advanced Page Composition

6.1. Basic Page Composition

While you are designing the Greeting, you need flexibility in operations to help you manipulate the photos to achieve the desired layout. Greeting Card Xpress gives you this flexibility. This section deals with the additional features in the software that helps you in page composition.

Used Photo Indicator

While designing greeting, you may be dealing with a large number of photos and managing them might turn out to be a cumbersome task. Greeting Card Xpress helps you sort the photos and manage them better by indicating the photos that have been used and the number of times they have been used in the Greeting. This helps you plan the Greeting with the remaining photos and avoid using the same photos multiple times without being aware that you are doing so.

Green tab on the photo: This indicates the photos used in Greeting on other page.



Blue tab on the photo: This indicates the photos used in Greeting on current page.



Number on the tab: This indicates the number of times the photo has been used in the Greeting.



Besides these options, photos can be sorted as 'used' and 'unused' by selecting the 'Used' button on the 'Sort By' button.

Find Photo/Decor

After you are done with a Greeting, if you need to return to it re-edit later on, you can find the source photographs, borders and mask by simply right clicking on the photo on the Greeting. Moreover, all the photos appearing on a Greeting can be identified by the blue tab on them, as described earlier.



The 'Find' option for finding the source of photos, borders and masks

Use Photo as Background

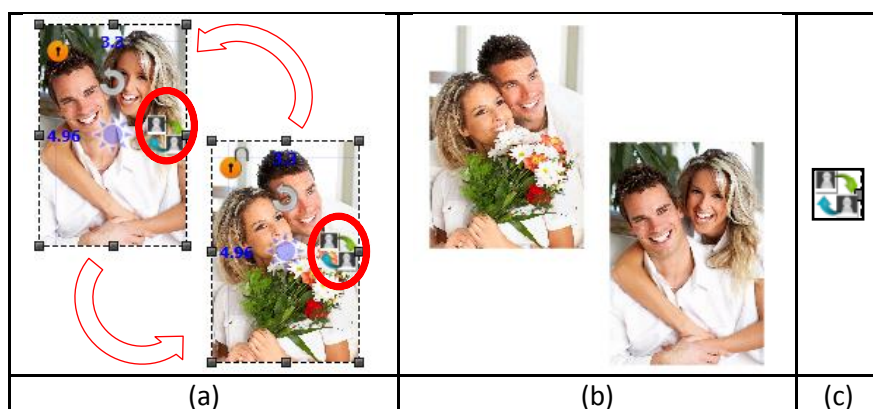
Greeting Card Xpress provided you with many backgrounds with its ready tone for the photos. Even you can add your own backgrounds from your hard disk. However, in some instances, to personalize the Greeting, you might wish to use a photo as a background. This can be done in an instant way using the software. Just select the photo you want to use as background and choose the 'Set as Background' option under the 'Photos' tab on the option bar. The photo is now set as a background.



Setting a photo as background for the Greeting

Swap Photos



While working on a Greeting, you might want to swap photos to achieve the desired effect on the Greeting. Greeting Card Xpress lets you do this by just a single click. Just select the photos to be swapped using the Ctrl key. Then click on to swap the photos. This is particularly useful to fit a portrait photo into a portrait frame and vice versa.



Swapping photos (a) Original photos, (b) Swapped Photos, (c) Swap Icon

Lock and Unlock Photos

Greeting Card Xpress generally 'locks' photo on the 'Design Greeting' window to ensure precise designing. This ensures that changes do not happen on the photos by mistake while one is working on the Greeting.

Clicking on the  'lock' icon unlocks  it and now you can move it or resize it as per your wish.

Resize Photo

Within border: In the 'locked' condition, a photo can be enlarged within its frame, by zooming it and adjusting it in the frame. It can even be panned within the frame.

With border: Once the photo is 'unlocked' by clicking on the icon, the photo can be resized according to your size requirements by moving the nodes.

Ensure that the photo stays within 'printable' limits while increasing the size of the photo. Refer the 'Photo Quality Indicator'.

Rotation of Photo

Within border: A photo can be rotated within its frame when it is in the 'locked' state. However, if a border or a mask has been applied to it, it stays in its position while the photo alone rotates within it.

With border: A photo can be rotated along with its border or its mask as a single unit when the photo is in an 'unlocked' state. The photo can now be rotated in all three axis x, y and z to give it a 3D effect.

Copy, Paste and Clear Effects

Greeting Card Xpress allows you to cut, copy and paste photos and effects on the photos in the Greeting. Right click on the element you want to copy and select the 'Copy' option on the drop list. Now paste it on to the location of your choice by right clicking on it and choosing the 'Paste' option.

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Delete	Del
Copy Effect	
Paste Effect	
Clear Effect	
Effects	▶
Arrange	▶
Align to Page	▶
Align to Objects	▶
Equal Spacing	▶
Equal	▶
Flip Page	▶
Find	▶

Flip Decor

Decors like border and mask can be flipped horizontally and vertically, with the help of 'Flip' option provided at the bottom in the respective tabs.



Flip Page


- ❖ Greeting Card Xpress gives you the option of flipping a page both horizontally and vertically as per your requirements.
- ❖ **Horizontal flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Horizontal' to flip the page horizontally.
- ❖ **Vertical flip:** Right click on the page and select the 'Flip page' option on the drop list. Select 'Vertical' to flip the page vertically.

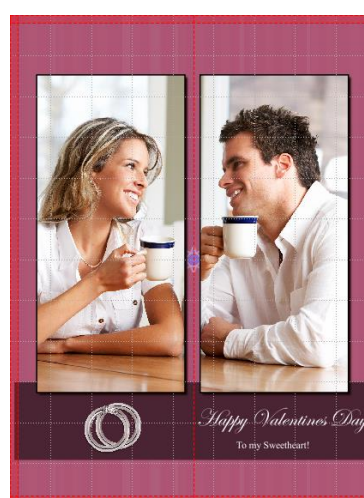
6.2. Advance Page Composition

The following are the options available with Greeting Card Xpress for advanced page composition.

Grid and Guideline


Greeting Card Xpress gives you the option of using grids and other guidelines such as ruler, margins on the Greeting; you are designing to help you align the Greeting better and design with ease.

Grids: On the top, right-hand corner of the Greeting, click on  to activate the gridlines on the Greeting you are working on. The grids on the page allow you to align the photos and other elements on the page accurately. Click on the same icon again to deactivate the grids on the page.




Gridlines activated on the page

Rulers: On the 'Design Greeting' window, you can view the ruler at the top and on the left of the page. Double click on the ruler to activate it and then drag and drop the green line that appears on to the page at the desired location to align an element against it. You could work with multiple rulers simultaneously. Select and delete the rulers to remove them from the page.


Margins: On the top, right-hand corner of the page, click on  to activate the margins on the page. Click on the icon again to deactivate the margins as per your requirement.

Arrange objects

Greeting Card Xpress gives you the option of changing the position of an object on the Greeting i.e. send it backward or forward or to the back or front. Select the photo you wish to move backward or forward and click on  to access the options under this function.

Arrange object(s)	
Send to Back	Shift+ Down
Send Backward	Shift+ Left
Bring to Front	Shift+ Up
Bring Forward	Shift+ Right

Alternatively, use the right click button and on the drop list click on 'Arrange' to access the sub-options.


Select the object and click on 'Send to back' or 'Bring to front' to move the element to the last or the first position, respectively. Select 'Send backward' or 'Bring forward' to move the object either one-step backward or one-step forward. You can undo the changes by clicking on .

Object-Based Alignment

This option allows you to align photos with respect to other photos or elements on the Greeting. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on



to select the alignment option you wish to apply to the photos from the drop list.

Alternatively, use the right click button and on the drop list click on the 'Align to Object' to access the sub-options. You can undo the changes by clicking on .


Object based alignment	
Top Left	Ctrl+Shift+7
Top Center	Ctrl+Shift+8
Top Right	Ctrl+Shift+9
Center Left	Ctrl+Shift+4
Center	Ctrl+Shift+5
Center Right	Ctrl+Shift+6
Bottom Left	Ctrl+Shift+1
Bottom Center	Ctrl+Shift+2
Bottom Right	Ctrl+Shift+3
Top	Ctrl+Shift+T
Bottom	Ctrl+Shift+B
Left	Ctrl+Shift+L
Right	Ctrl+Shift+R
Horizontal Center	Alt+Shift+H
Vertical Center	Alt+Shift+V

Page-Based Alignment

This option allows you to align photos and other elements on the page with respect to the page. There are multiple options for this sort of alignment. Select photos or other elements you wish to align using the Ctrl key. Then click on



to select the alignment option you wish to apply to the photos from the drop list.

Alternatively, use the right click button and on the drop list click on 'Align to Page' to access the sub-options. You can undo the changes by clicking on .

Page based alignment	
Top Left	Ctrl+7
Top Center	Ctrl+8
Top Right	Ctrl+9
Center Left	Ctrl+4
Center	Ctrl+5
Center Right	Ctrl+6
Bottom Left	Ctrl+1
Bottom Center	Ctrl+2
Bottom Right	Ctrl+3
Top	Ctrl+T
Bottom	Ctrl+B
Left	Ctrl+L
Right	Ctrl+R
Horizontal Center	Shift+H
Vertical Center	Shift+V

7.0. Nuts & Bolts – Themes & Decors

This section deals with various available features of theme and guides you on how to get more, import as well as Save, Build and delete themes.

7.1. Software Themes & Decor

7.2. Customize your Theme

7.2.1. Get More & Import

7.2.2. Save & Build *

7.2.3. Delete *

7.1. Software Theme & Decor

Greeting Card Xpress has varieties of inbuilt themes and decor options, which offer a wide range of choices in designing Greetings. The features are listed here:

- ❖ Greeting Card Xpress has 100 ready-to-use inbuilt themes, which can be accessed by clicking on the 'Theme' tab on the option bar.
- ❖ Greeting Card Xpress also has a huge collection of decor options for greeting designing. These include a variety of backgrounds, cliparts, frames and masks that help you to present the Greeting in a more artistic and eye-catching manner.
- ❖ Besides the inbuilt decor options Greeting Card Xpress also allows you to use your own backgrounds, borders, cliparts and masks. Any PNG and JPG file can be used as a clipart or as backgrounds and masks or borders can be designed or used directly on the Greeting.
- ❖ Backgrounds, borders and clipart's are made available by a single click of the mouse. Besides, 18 ready-to-use color tones are available for each of these elements and you can change the color of the elements to match the Greeting color. This option is available even for your own decors.

! You could download utility from www.dgflick.com or buy relevant CDs/ DVDs.

- ❖ DgFlick releases new theme volumes at a regular interval to make Greeting Card Xpress more and more versatile for the user. These themes can be downloaded or they can be bought in the form of CDs/DVDs.
- ❖ The versatility of Greeting Card Xpress enables you to create and save * your own themes for future use. Existing themes can be modified and saved as new themes or new themes can be created from scratch using your own or DgFlick's decor elements. These can then be saved as themes for later use.

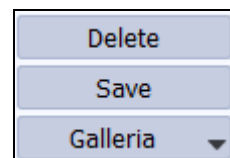
Note: Features marked with * marks are only for PRO version users.

7.2. Customize your Theme

This section explains how themes can be imported, saved, build or deleted in Greeting Card Xpress.

The versatility of Greeting Card Xpress lies in the fact that it gives you a wide range of ready-to-use themes to choose from besides letting you create or modify themes according to your choice. Moreover, themes can be imported from other locations and built.

! Save, Build and Delete options are available in the PRO version.



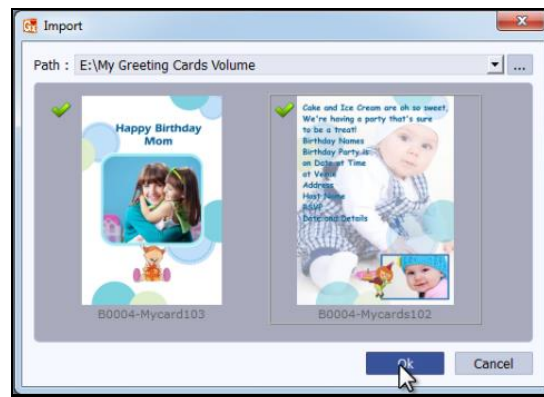
7.2.1. Get more & Import

Get More

- ❖ DgFlick adds new theme collection on the website on regular basis. You can add these themes to your software.
- ❖ On 'Design Greeting' window, Click on 'Galleria'. Click on 'Get More' Button to access more themes from the DgFlick website.
- ❖ You are now routed to www.dgflick.com from where you can download the themes of your choice and proceed to creating the Greeting.

Import

- ❖ Greeting Card Xpress software provides you the facility to use your own created or downloaded themes in design creation.
- ❖ For that, you need to import your themes into the software.
- ❖ On 'Design Greeting' window, Click on 'Galleria'. Click on 'Import' Button to Import themes.
- ❖ Access the folder containing your themes by clicking on the browse button and selecting the location.
- ❖ The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- ❖ Now select the themes from the location and click 'OK' to import them to the Theme tab. Now you can apply the same in the Greeting.

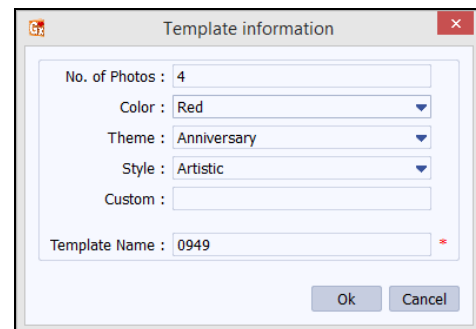


The 'Import' themes window



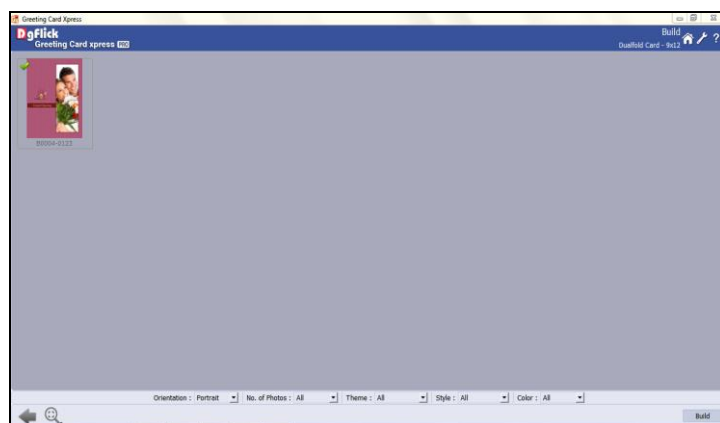
7.2.2. Save & Build *

- ❖ Greeting Card Xpress gives you the option of building themes of your own.
- ❖ To start the building process, first you need to save the theme that you want to build.
- ❖ Create the theme and click on 'Save' at the bottom of the option bar to save the theme.
- ❖ In the textbox that appears; enter the theme information pertaining to the parameters (except the parameter according to which the theme has been filtered).
- ❖ These include No. of Photos, Color, Theme, Style and Custom. Depending on the number of photos used in the theme, here the number of photos is detected automatically. You can also enter a name for your theme in the 'Template Name' box.



Theme information while saving your theme

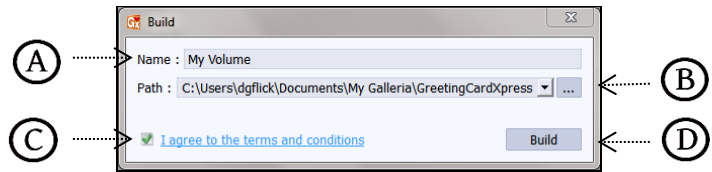
- ❖ Click on 'Ok' to proceed and on 'Cancel' to quit the process.
- ❖ To proceed with the building of your themes, click on 'Build' in 'Galleria' menu.



Building your theme – 1

❖ On the 'Build' window, select the themes and then click on 'Build' option.

❖ In the text box that appears in next window, specify the name of the folder ^(A) in which you wish to save it and the path ^(B) where you want to place it.



Building your theme - 2

❖ If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleria\ Greeting Card Xpress.

❖ Check the box ^(C) besides the 'I agree to the terms and conditions' and proceed by clicking on 'Build' ^(D).

! If you do not agree to the terms and conditions, close the textbox and quit the building process.

❖ A dialog box will appear which will inform you about successful buildup of themes. Click on the 'OK' button to continue with saving, else click on 'Open' to access the created theme.

! At any point during the process, you could click on the 'Back' button to go back to the previous window.

Note: Some features are available only for the Greeting Card Xpress PRO version.



7.2.3. Delete *

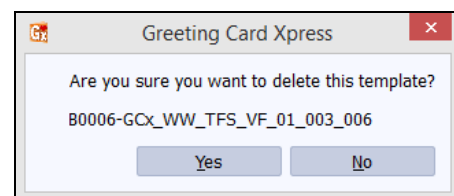
Besides building, Greeting Card Xpress also gives you the option of deleting any theme that you no longer wish to retain in your theme bank.

❖ To delete a theme, select the theme that you wish to delete.

❖ Click on 'Delete' at the bottom of the Theme tab.

❖ A dialog box asking for confirmation for deletion appears.

❖ Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.



Deleting Theme

Note: Some features are available only for the Greeting Card Xpress PRO version users.

8.0. Fine Tuning – Photo Editing

Greeting Card Xpress has Basic Filters that helps in the editing of photos to be used in Greeting. This filter includes several options that help you modify the photos to suit your requirements and they add value to the Greetings without much effort. This section deals with the photo editing features in Greeting Card Xpress.

Features such as BCG correction, RGB color modification, Curve, Level, Crop and Rotation will be explained in detail in this section. You could view these options (B) on the option bar. This section deals with the filters one by one.



BCG (Brightness, Contrast and Gamma) Color Correction

- ❖ To adjust the brightness, contrast and gamma of the photo, click on the 'BCG' button on the 'Edit Photo' window.
- ❖ Move the sliders for the three parameters forward and backward to achieve the desired effect.
- ❖ Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.

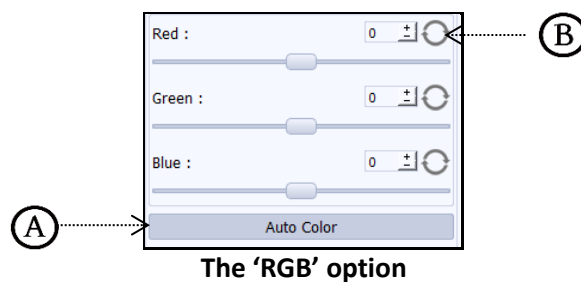


- ❖ Clicking on the 'Auto Contrast' button (A) at the top will adjust the contrasts automatically
- ❖ The changes can be reset by clicking on 'Reset' (B)

RGB (Red, Green and Blue) Color Correction

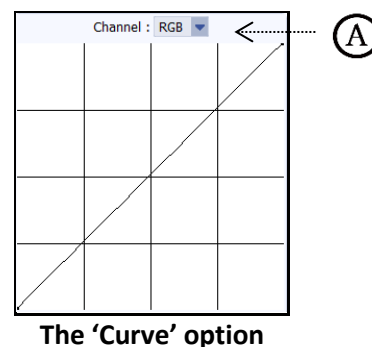
- ❖ To adjust the color tones of the photos, you could use the 'RGB' color correction option.
- ❖ Modify the color tone by altering the degree of 'Red', 'Green' and 'Blue' on the color sliders.

- ❖ Alternatively, you could enter the values manually in the value boxes above the respective sliders.
- ❖ Clicking on the 'Auto Color' button (A) at the top will adjust the color automatically.
- ❖ The changes can be reset by clicking on 'Reset' (B).



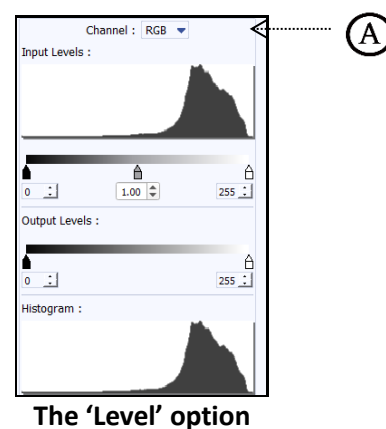
Curve

- ❖ Color intensities can be adjusted by clicking on 'Curve' button on the option bar of the 'Edit Photo' window.
- ❖ Select the color to be adjusted (RGB i.e. red, green or blue) from the drop list under the 'Channel' button (A).
- ❖ Adjust the intensity by clicking on the curve and moving it as per your requirement.



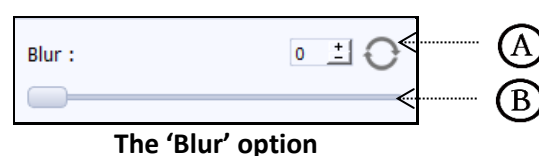
Level

- ❖ To adjust the input and output levels of the photo, click on 'Level' button on the option bar of the 'Edit Photo' window.
- ❖ Select the color for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button (A).
- ❖ Modify the 'Input' and 'Output' level values in the value boxes as required.



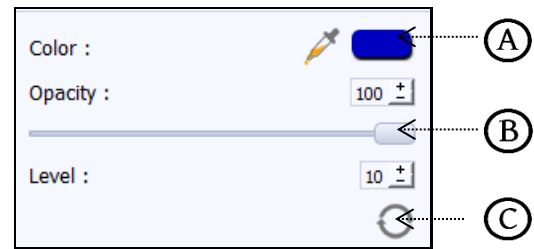
Blur

- ❖ To give the photo a blurred effect; click on 'Blur' button on the option bar of the 'Edit Photo' window.
- ❖ Adjust the blur level from slider (B) forward and backward to achieve the desired degree of blurring.
- ❖ The changes can be reset by clicking on 'Reset' (A).



Colorize

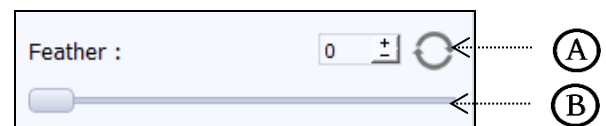
- ❖ To give a color-film effect to the photo, click on 'Colorize' option on the option bar under 'Basic Filters'.
- ❖ Select the color from 'Color Picker' or 'Color Palette' (A).
- ❖ Adjust the opacity from slider (B) and level by inserting the value in the value box.
- ❖ The changes can be reset by clicking on 'Reset' (C).



The 'Colorize' option

Feather

- ❖ Click on 'Feather' option to give feather effect to the photo.
- ❖ Adjust the feather effect by moving the slider (B) forward and backward or by inserting the value in the value box.
- ❖ It will help you to soften the hard edges of photograph.
- ❖ The changes can be reset by clicking on 'Reset' (A).



The 'Feather' option

Opacity

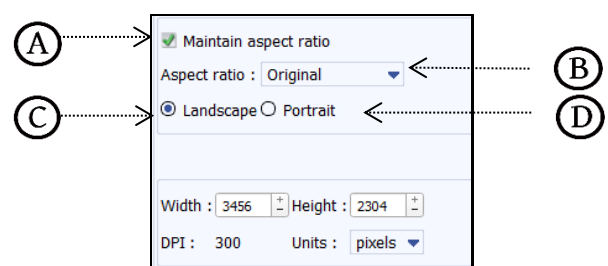
- ❖ Click on 'Opacity' option to give opacity effect to the photo.
- ❖ Adjust the opacity by moving the slider (B) forward and backward or by inserting the value in the value box.
- ❖ The changes can be reset by clicking on 'Reset' (A).



The 'Opacity' option

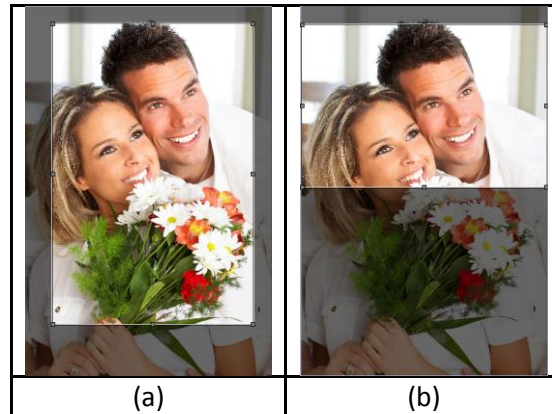
Crop

- ❖ To crop the photo to the desired dimensions and orientation, click on 'Crop' button on the 'Edit Photo' window.
- ❖ Change the aspect ratio by clicking on the 'Aspect Ratio' box (B) and select the required value.



The 'Crop' option

- ❖ Select the orientation you desire by selecting either 'Landscape' **(C)** or 'Portrait' **(D)**.
- ❖ You can enter the values for the width and height after selecting the unit you want to work with.
- ❖ Uncheck the 'Maintain Aspect Ratio' checkbox option **(A)** if you would like to proceed with free hand cropping of the photo.



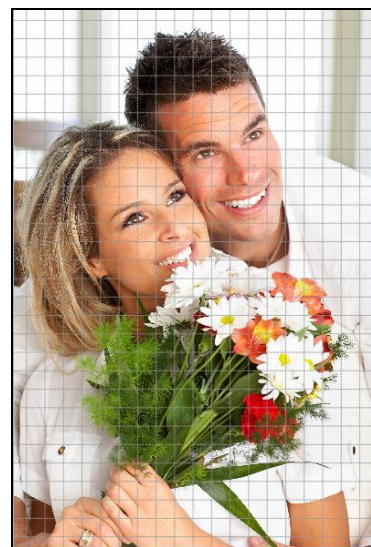
Cropping: (a) Portrait; (b) Landscape

Rotate

- ❖ Select the 'Rotate' option on the option bar and then rotate the photo to the desired angle using the slider **(A)**.
- ❖ The changes can be reset by clicking on 'Reset' **(C)**.
- ❖ Uncheck the 'Show Grid' box to remove the grid lines.
- ❖ You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grid lines by checking the 'Show Grid' checkbox **(B)**.



The 'Rotate' option




Using grid lines on the photo

Other Icons on Edit Photo window


Apart from the options that are available under Basic filters, there are few other 'aids' in the Greeting Card Xpress that help you as you proceed with designing the Greeting. These are discussed below.

Correction Tool in 'Edit Photo' window

The correction tool  appears with all options and can be used to 'correct' any error that might happen while using the filters or add to the effects already created. The brush size and feather tool can be altered by using the respective slider or by entering the value of your choice in the value box.

! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.


Original and Before and After Images


Original Image: In the course of working on the photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking on 'Load Original'. Once the 'Load Original' icon  is clicked, the software asks for confirmation by displaying a dialog box. This dialog box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to the photo with changes.

Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on 'Before' and how the photo looks after the change by clicking on 'After'. This aids in better decision-making.

Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the 'Edit Photo' window.

'Save' : Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

'Save as' : Clicking on this icon will allow you to save a copy of your work. A dialog box allowing you to name the copy appears and clicking on 'Ok' after entering the name creates a new file of your work.

9.0. Job's Done – Saving & Exporting

Greeting Card Xpress allows you to save the file for future use and export it as required. These features add to the versatility of the software and simplify working on it to a great extent. This section deals with the saving and exporting files once the Greeting is created.

9.1. Saving the Project

9.2. Exporting in JPG Format

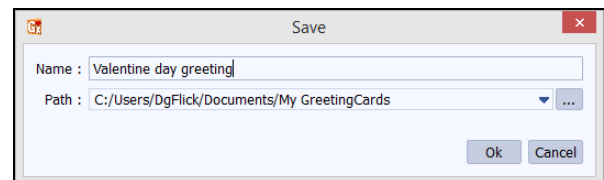
9.3. Exporting in PDF Format

9.1. Saving the Project

- ❖ After the project is done, the next step is saving the project by clicking on 'Save' option.



- ❖ You get different options here. Save, JPG and PDF.
- ❖ Save the Greeting project with 'Save' option.
- ❖ The default path for saving the project is displayed in the textbox as 'My Documents \My Greeting Cards'. You could either save the project in this path or provide the path of your choice to save the project.



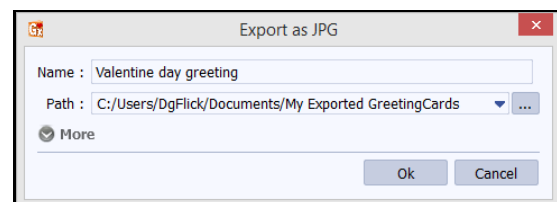
- ❖ Click on 'Ok' to save the project or on 'Cancel' to abort the process.

9.2. Exporting in JPG Format

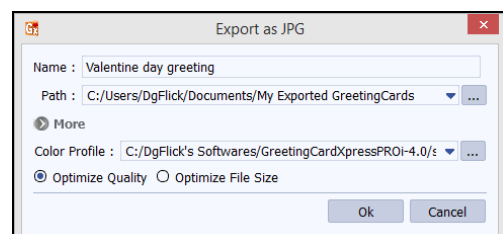
- ❖ After the project is saved, the next step is exporting the project by clicking on 'Save' option.



- ❖ You get different options here. Save, JPG and PDF.
- ❖ To export the project in JPG format, select the 'JPG' option.
- ❖ A window will appear. Assign a folder name for saving the JPG files.
- ❖ The default path for saving the JPG file is 'My Documents\My exported Greeting Cards'. However, you could change the path and save it in any location of your choice.



- ❖ To access advance options for saving JPG, click on the 'More' option. Additional options will get visible.
- ❖ Set the color profile by clicking on 'Browse' button.
- ❖ You could optimize the quality or the file size by checking 'Optimize Quality' or 'Optimize File Size', as per your requirement.
- ❖ Click on 'Ok' to proceed with the exporting or on 'Cancel' to abort the process.



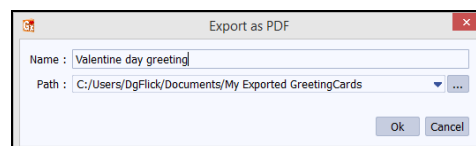
- ❖ Once the project has been exported, you get the confirmation in a dialog box.

9.3. Exporting in PDF Format

- ❖ After the project is saved, the next step is exporting the project by clicking on 'Save' option.



- ❖ You get different options here. Save, JPG and PDF.
- ❖ To export the project in printable PDF format, select the 'PDF' option.
- ❖ A window will appear.
- ❖ Assign a folder name for saving the PDF files.



- ❖ The default path for saving the PDF file appears in the textbox. The path is 'My Documents\My exported Greeting Cards'. However, you could change the path and save it in any location of your choice.
- ❖ Click on 'OK' to proceed with the exporting or on 'Cancel' to abort the process.
- ❖ Once the project has been exported, you get the confirmation in a dialog box.

10.0. Open Saved Project

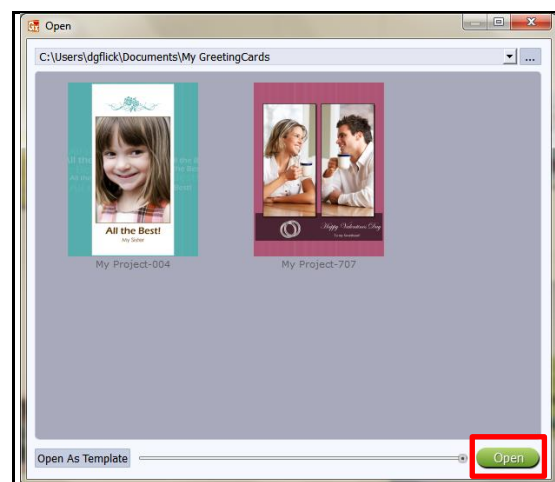
Greeting Card Xpress gives you the great advantage of opening and editing the saved projects as many times as you want. It also lets you use the saved project as a template where you just need to insert the photos. This saves your time as well as your energy.

10.1. Open Saved Project

10.2. Open Project as Template

10.1. Open Saved Project

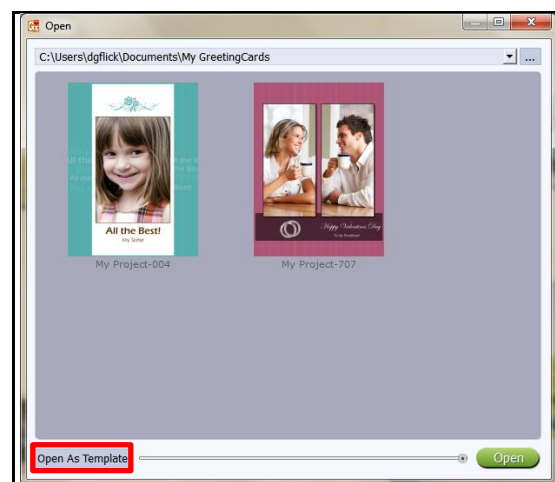
- ❖ To open a project that has been saved and exported, click on the Home icon of Greeting Card Xpress.
- ❖ You will be redirected to Home page where you can see 'Open' option at left bottom side.
- ❖ Click on 'Open' option.
- ❖ The projects you have saved are now displayed on the screen.
- ❖ Through 'Browse' icon you can give path of the folder where you have saved your project.
- ❖ Select the project you wish to work on and then click on 'Open'.



The saved projects on the path

10.2. Open Project as Template

- ❖ To open a project as a template that has been saved, click on the Home icon of Greeting Card Xpress.
- ❖ You will be redirected to Home page where you can see 'Open' option at left bottom side.
- ❖ Click on 'Open' option.
- ❖ The projects you have saved are now displayed on the screen.
- ❖ Through 'Browse' icon, you can give path of the folder where you have saved your project.
- ❖ Select the project you wish to use as a template and then click on 'Open as Template' button at left bottom side to use the same design with other photos as many times as you wish to.



The 'Open Project' window with 'Open as Template' option

11.0. Troubleshoot

This section deals with questions most commonly encountered by Greeting Card Xpress users.

How many times I can install the software on the same machine?

Ans: You can install the software on the same machine for as many times as you needed.

Can I install the software from the same DVD/CD on MAC as well as on Windows?

Ans: The installation DVD/CD comes with dual installation setup files of both MAC & Windows, so you can easily install on both operating systems with the same DVD/CD.

Can I create my own Themes?

Ans: Yes, You can create Themes of your own choices. Software gives you complete freedom to create and save * your creations.

Can I add my own quotes on the Greetings in Greeting Card Xpress?

Ans: Yes, you can add your own Quotes to your Greeting. Greeting Card Xpress allow you to give a personal touch to your Greeting. You can save your Quotes for future use as well.

Note: Some features are available only for the Greeting Card Xpress PRO version



Digital World for Still & Motion Imaging

For additional support or clarification, please contact DgFlick offices/support via:

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