albumworks user guide

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How to use this manual

Purpose of the manual

The purpose of this manual is to provide information to familiarise you with the features offered by the *albumworks* editor.

This manual aims to guide you through the process of creating your project in the editor through to ordering the finished product. This manual also provides step-by-step instructions for common editor functions to assist your understanding of the editor.

Bookmarks

We've provided bookmarks to allow for quick and easy navigation to specific sections of the manual. You can find these under the 'Bookmarks' pane to the left of the manual. Left clicking on a bookmark will take you to the relevant section in the manual.

If the 'Bookmarks' pane isn't visible in Acrobat Reader, it may be necessary to enable it. To do this, go to 'View' > 'Navigation Panels' and ensure that 'Bookmarks' is selected.

Tips

Throughout the manual, we've provided tips to draw your attention to important information for your reference.

Tip: A drop shadow really lifts a photo off the page.

Further support

Although we've endeavoured to make this manual as comprehensive as possible, if you have a question which hasn't been addressed in the manual we'd highly recommend visiting our support website. The support website contains answers to many of the common questions we receive.

Our support website is:
www.albumworks.com.au/support

Welcome to the *albumworks* editor

With the *albumworks* editor you can create stunning photobooks, posters, calendars and photoflips using your own digital photos. Once you've finished your project, the editor provides an easy, secure order and payment process to submit your project for production.

This guide will introduce you to the *albumworks* editor and take you step by step through the creation of your first product.

Downloading the *albumworks* editor

To start using the *albumworks* service you'll firstly need to download the editor. With this editor you can easily add your photos, add text, and create various visual effects to make your product absolutely fantastic. Once you have finished creating your product, the editor has an ordering wizard that will step you through the ordering process. Once your order has been processed, we'll start production and dispatch to you within 7 working days, but it's usually a lot quicker.

To download the editor, go to:
 www.albumworks.com.au/download-software.html

Once on our website please enter your details and select either 'Windows' or 'Mac' before pressing the 'Download' button. This will initiate the download.

While you're there you can also check out the rest of our website. Our website contains lots of useful information on our products as well as our support centre, which has answers to almost any question you may have about our editor.

Installing the *albumworks* editor

Once you have downloaded the editor you will need to run the. exe (Windows) or. dmg (Mac) file you have downloaded. This will lead you through the installation process.

When you have finished installing the editor it will create a shortcut icon on your desktop and will appear in your start menu (Windows) or dock (Mac) so that you can access it.

Creating a new product

Double click the *albumworks* editor icon. The editor will display an opening screen which will give you the option to create a new project or open a project you are currently working on.

When you click 'Create a New Project' the editor will let you select the product type you would like to create.

Next to the words 'Product Type' at the top of the screen is a drop-down list of product categories. Click on the type of product you would like to create eg. Photobook, Calendar, Cards and Gifts, etc.

In the field below will be displayed the range of products available for the product type you chose.
For example, when you select the 'Photobook' product type, you will be offered a range of styles and sizes for your Photobook. Select the Photobook style that you would like, then click 'Next'.
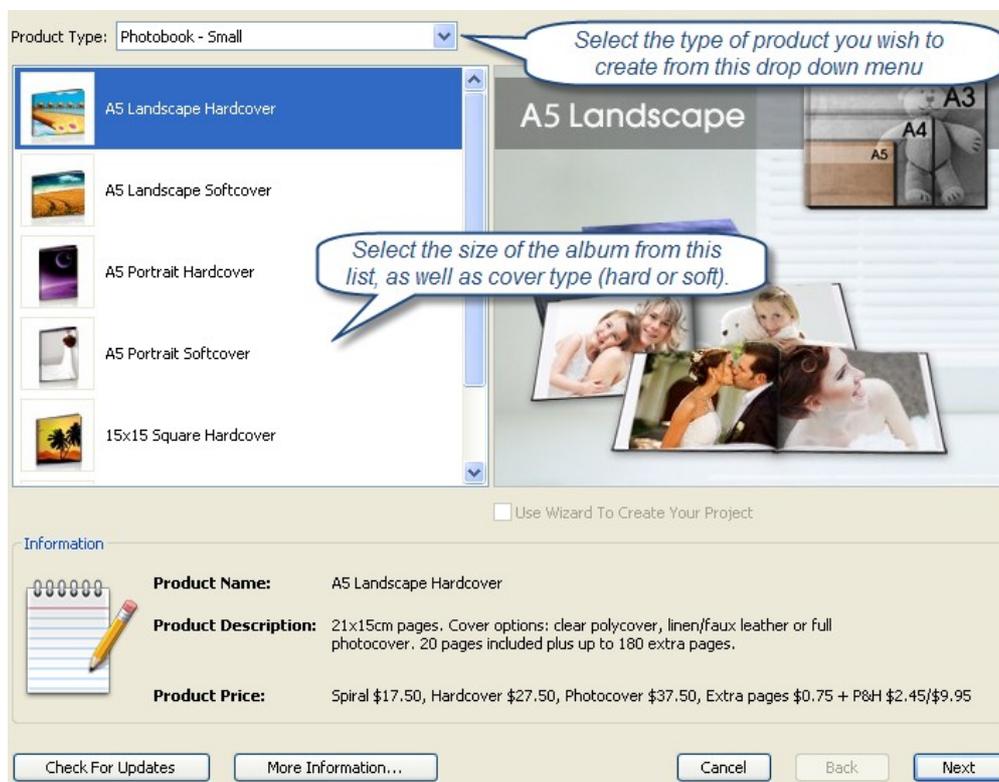
The next screen will ask you to give a name to your project. Type in a name and click 'Create'. You will then be taken directly to the editing page which lets you create your album manually. Here you can select your photos, choose from a range of background styles, borders, frames, masks etc. You will find detailed instructions on how to use each feature of the editor in this manual.

Navigation

Move between pages

There are two options which will allow you to move between pages within your project.

Option 1:

The first option is to move one page at a time using the green navigation arrows that are in the middle of the screen just above the workspace. Using this option you can move through the pages of your project in order.

Option 2:

The second option is to use the 'Page overview' section located at the top of the editor. This provides you with a small thumbnail of the pages you have designed, which provides a quick reference point when looking for a particular page. This option makes it easy to view a particular page in your project straight away.

Please note: the thumbnail shown is only a navigation tool and what appears in the main workspace is a more accurate portrayal of the page.

Zoom in/out

To change the zoom level you are viewing your page at there is a zoom function which can be found on the toolbar just above the workspace.

The zoom in icon is represented by a magnifying glass with a + symbol.

The zoom out icon is represented by a magnifying glass with a – symbol.

Saving and loading

Saving your project

It is a good idea to save your project from time to time. You can save your project by using either the 'Save' icon just above your workspace or by using the 'File' menu at the top left hand side of the editor.


The name that you gave your project when you first created it is the name the editor will give the folder that stores your project in on your computer. The location the editor automatically saves your project to is the 'albumworks *Projects'* folder in 'Documents' or 'My Documents' folder for Windows Vista / Windows 7 and Windows XP respectively.

Loading your project

Each time you use our editor, it will prompt you to chose either to 'Create a New Project' or 'Open an Existing Project'

If you select 'Open an Existing Project', the editor will allow you to choose from projects you've previously started or created.
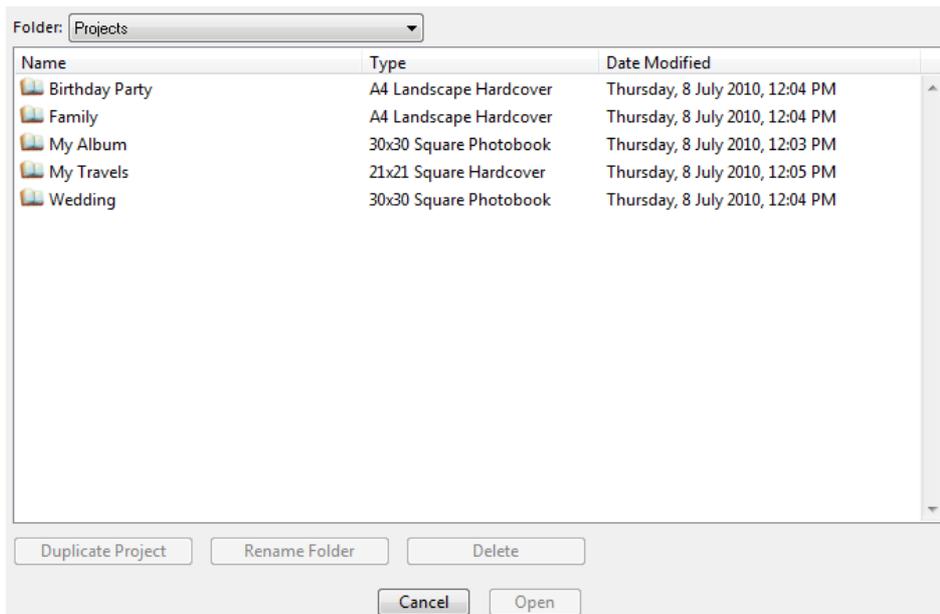
All projects are stored in a directory called '*albumworks Projects*' within your 'Documents' (Vista or Windows 7) or 'My Documents' (XP) folder.

This folder will open in the editor and all your projects will be displayed as files named with your project name. Simply click on the file you want and click 'Open'.

This will load up your existing project.

You also have the options at the bottom of the screen to 'Duplicate Project', 'Rename Folder' or 'Delete'. If you want to make a copy of the project then you can use the 'Duplicate Project' button to save a new copy of the same project. You will be prompted to provide a new name for the duplicate.

Creating your project

Adding, removing and moving pages

Adding pages

To add extra pages to your project simply click on the 'Page' menu from the top menu bar, then click 'Add'. This will add an extra two pages before the last page of your album.

You can also add pages by clicking on the 'Page' menu from the top menu bar then 'Insert' (or pressing Ctrl-I on your keyboard). This will add an extra two pages before the selected page that you are on.

> *Tip: - A page is considered one side of a sheet of paper.*
> *   - Pages must be added in pairs and your project can have a maximum of between 100 and 200*
> *   pages depending on the type of album you are creating.*

Removing pages

To remove pages from your project:
1. Select the page spread you wish to delete
2. Click the 'Page' menu from the top menu bar and then click 'Delete' (or press Ctrl-D on your keyboard).
3. Click 'Yes' when prompted.

> *Tip: Pages must be removed in pairs. Albums require a minimum of pages from 20 to 40 depending on the type of album you are creating.*

Moving pages

To move pages within your project:
1. Click on the 'Page' menu from the top menu bar, then click 'Rearrange Pages.'
2. A separate screen will pop up from which you can then select pages and move them up and down using the up and down arrows.

Note: You can also move selected pages to the beginning of the album by clicking on the ▲ icon or to the back of the album by clicking on the ▼ icon.
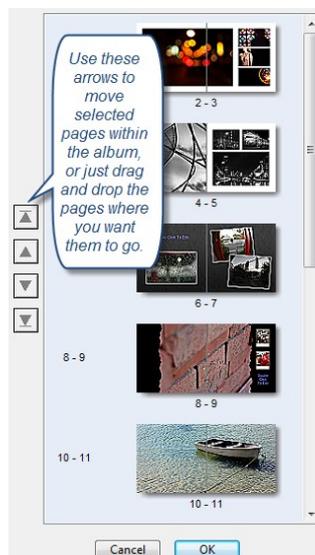
> *Tip: Pages must be moved in pairs and cannot be moved individually.*

Photos

Locate your photos

You will need to preselect the photos you wish to use for your project before you start designing it. Once selected your photos will appear in the 'Pictures' section on the the left side of the editor.

You can then categorise or sort the photos by name, date or picture orientation by clicking the 'Manage Pictures' icon above the thumbnails of your photos and selecting your desired option.

Add a photo

To add photos to your project:
1. Click the ✚ icon below the word 'Pictures' on the left side of the editor. This will bring up a list of folders on your computer.
2. Select the folder where your photos are stored.
3. Click 'Select'. This will add all photos from the selected folder.

Tip: You might find it helpful to put all the photos you want to use into one folder on your computer before you start. This way you will only need to select one folder in the editor and all your photos will be there.

To add a photo to your page, drag the photo from the thumbnail on the left side of the editor and insert it into a picture frame within your workspace.

If you notice a red exclamation mark in the centre of any picture frame this means that the picture isn't of high enough resolution to be printed at this size. When printed, the picture will look grainy and pixelated, even if it appears to look fine on the editor. We advise you to either replace the image or resize the frame to a smaller size.
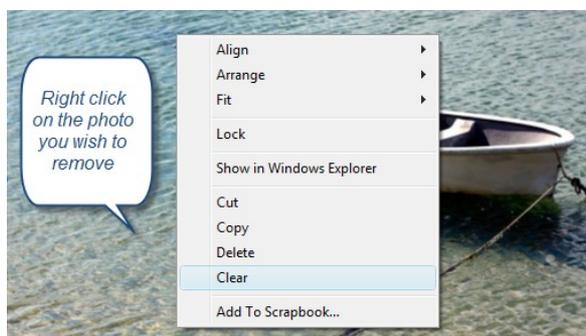
If you want to add a picture frame to your workspace, click 'Add Picture Box' from the menu above your workspace. This will add an empty picture frame to the page you are working on.

Remove a photo

To remove a photo from your project:
1. Right-click the frame containing your photo.
2. Select 'Clear' from the drop-down list to remove your photo.

Tip: If you'd like to remove an entire frame from your page, you can right-click the frame and select 'Delete' from the drop-down list.

Move a photo

To move a photo within a page or to move a photo between adjacent pages:
1. Left-click the photo you wish to move and hold the mouse button down.
2. Drag the photo to your desired location and release the mouse button.

To move a photo between non-adjacent pages:
1. Right-click on the photo you wish to move.
2. Select 'Cut'.
3. Find the page you want the photo moved to and right-click on this page.
4. Select 'Paste'.

Resize a photo

To resize a photo:
1. Left-click on the photo you wish to resize.
2. You can resize by clicking and dragging on one of the little blue circles on the edge of the photo frame

Click on a blue circle to resize the image

Tip: To keep the proportion of the photo the same when resizing, hold the 'Shift' key on your keyboard down while you are resizing.

Crop a photo

There may be times when the photo you've inserted into a frame is a different shape from the frame you've placed it in. For example, a landscape photo in a portrait frame. In this case, the photo will be cropped. This means that the editor has to cut some of the photo out to fit it in the frame.

Alternatively, there may be parts of a photo you wish to manually crop (such as white edges or borders surrounding the photo).

You can select or modify the area of the photo that is cropped by following these steps:
1. Double click on the photo.
2. Click on the white box in the bottom right hand corner of the photo then drag it to crop the image as required.

Please note, when cropping, the crop 'frame' will keep the same proportions as the photo frame that the photo has been placed in.

Tip: You may like to change the size and shape of the picture frame before cropping to suit the area you would like to crop.

Rotate a photo

To rotate a photo within its frame (keep the frame in the same position, but turn the photo around within the frame):

1. Left-click the photo you wish to rotate and choose the [icon] icon from the toolbar at the top right of the editor.
2. From the drop-down list next to 'Angle' select the angle you wish to use or 'Rotate Clockwise' or 'Rotate Counter Clockwise' as required.

From here, you can also select 'Flip Vertical' or 'Flip Horizontal' to flip your image vertically or horizontally respectively.
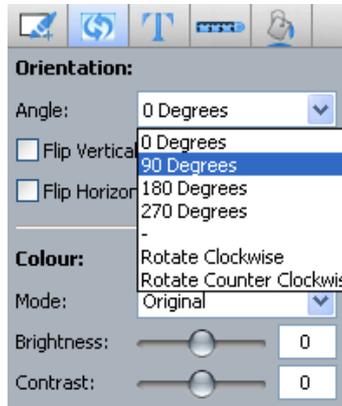
To rotate a photo freely with its frame you can simply left-click on the green circle towards the top left of your photo and drag it around clockwise or counter clockwise until you have found the position you desire.

Click and drag the green circle to rotate your photo and frame

Alternatively you can rotate a photo via the toolbar in the top right had corner of the editor.

1. Left click the photo you wish to rotate and choose the [icon] icon from the toolbar at the top right of the editor.
2. Under the word 'Orientation' and next to the word 'Angle', drag the point on the circle either clockwise or counter clockwise.
3. As you drag the mouse cursor around, you will see the photo being rotated. There will also be a numeric value displayed to show you the rotate angle.
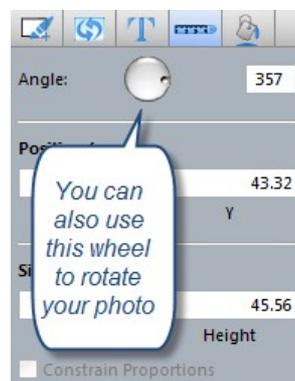4. Release the mouse button to apply the rotation.

You can also use this wheel to rotate your photo

Image Shape

To change the shape of an image:
1. Left-click on the image you wish to change the shape of.
2. Left-click on the icon from the toolbar to the right of the editor.
3. Click on the box next to 'Shape'
4. Select the shape you would like from the drop-down list.

Tip: If you select the diamond shape you can then change the number of sides of the shape and the angle of the shape.
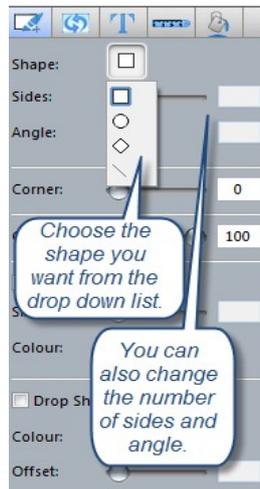
Round edges

To round the edges of a photo:
1. Left-click on the image you wish to round the corners of.
2. Left-click on the icon from the toolbar to the right of the editor.
3. Next to the word 'Corner', click on the circle and drag it to the right. The further you drag it, the more round the corners will be.

Transparency

To change the transparency of photos:
1. Left-click on the image you wish to change the transparency of.
2. Left-click on the icon from the toolbar to the right of the editor.
3. Next to the word 'Opacity', click on the circle and drag it to the left. The further you drag it, the more transparent the image will become.

Shadows

To add a shadow to an image:
1. Left-click on the image you wish to apply a shadow to.
2. Left-click on the ![icon] icon from the toolbar to the right of the editor.
3. Tick the box next to 'Drop Shadow'.

A drop shadow will appear on the image you have selected. You can change the colour and offset of the drop shadow from the toolbar below where you ticked 'Drop Shadow'.

Vignette

To add a vignette to an image:
1. Left-click on the image you wish to apply a vignette to.
2. Left-click on the ![icon] icon from the toolbar to the right of the editor.
3. Tick the box next to 'Vignette'.

A vignette will be applied to the image you have selected. You can change the shape and colour of the vignette on the toolbar underneath where you ticked 'Vignette'.
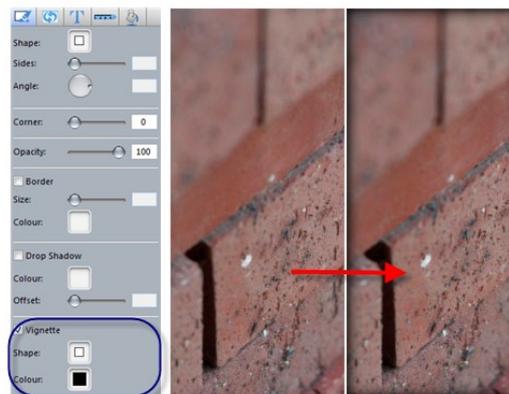

Image Colour, Brightness and Contrast

To change the colour of an image:
1. Left-click on the image you wish to change the colour of.
2. Click on the ![icon] icon from the toolbar to the right of the editor.
3. Click the arrow on the box next to the word 'Mode'.
4. Select 'Sepia' or 'Black and White' from the drop-down list.

From here you can also change the brightness and contrast of the image by moving the circles left or right next to 'Brightness' and 'Contrast'.

Adding text

Add a text box to a page / resize text

To add a text box to a page:
1. Click on the 'Add Text Box' icon, located on the toolbar above your workspace.
2. Once you have inserted a text box onto your page, you can resize it by clicking and dragging the little blue circles on the edges of the text box.
3. To edit the text in the text box, simply double-click on the text box to go to the edit screen. In this edit screen you can change the font style, font size,font colour and alignment of the text.

Tip: Make sure the text is a different colour to the page it's being placed on to ensure the text is readable.

Move a text box

To move a text box within a page:
1. Left-click the text box you wish to move and hold the mouse button down.
2. Drag the text box to your desired location and release the mouse button.

To move a text box between pages:
1. Right-click on the text box you wish to move.
2. Select 'Cut'.
3. Find the page you want the text box moved to and right-click on this page.
4. Select 'Paste'.

Text Alignment

To align text to the left, right or centre of the text box, simply double click on the text box to go to the edit screen. Highlight the text and click on the left, centre or right align icon.

The Blue Mountains

Use these icons to align your text left, centre or right.
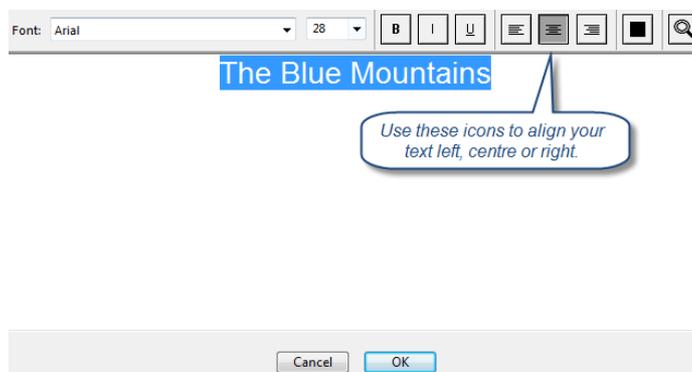
To align text to the top, bottom or centre of the text box:
1. Left-click the text box and choose the [T] icon from the toolbar on the top right side of the editor.
2. Next to the word 'Alignment', select 'Top', 'Centre' or 'Bottom' from the drop-down list.

The Blue Mountains

The Blue Mountains

The Blue Mountains

You can also change your margin and line spacing in a text box from here.

Rotate a text box

To rotate a text box:

1. Left-click the text box you wish to rotate and chose the ▭ icon from the toolbar to the right side of the editor.
2. Next to the word 'Angle', drag the point on the circle either clockwise or counter clockwise.
3. As you drag the mouse cursor around, you will see the text being rotated and there will also be a numeric value displayed to show you the rotate angle.
4. Release the mouse button to apply the rotation.
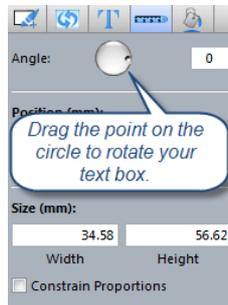
Tip: You won't be able to rotate the text box until you've inserted text into it. Text can only be rotated by 90 degrees at a time.

Deleting text

To delete a text box:
1. Right-click on the text box you wish to delete.
2. Select 'Delete'. This will remove the entire text box from your page.

To delete text within a text box:
1. Double click on the text box you wish to edit. This will bring up the editing screen.
2. Select the text you wish to delete and press the backspace key.
3. Press 'OK' to save the edited text.

Additional image features

Page Styles

There are a number of in-built templates for you to use.

To apply a page style to a page:
1. Select the 'Page Style' tab towards the bottom of the editor.
2. Select from a range of pre-designed page styles. To add a style to your page, click on the thumbnail and drag it onto the page in your workspace.

Tip: You can click on the ⚙▾ icon on the bottom right of the editor and then click 'Category' to see specific categories of page styles, eg. Page styles with 2 pictures, cover page styles, etc.
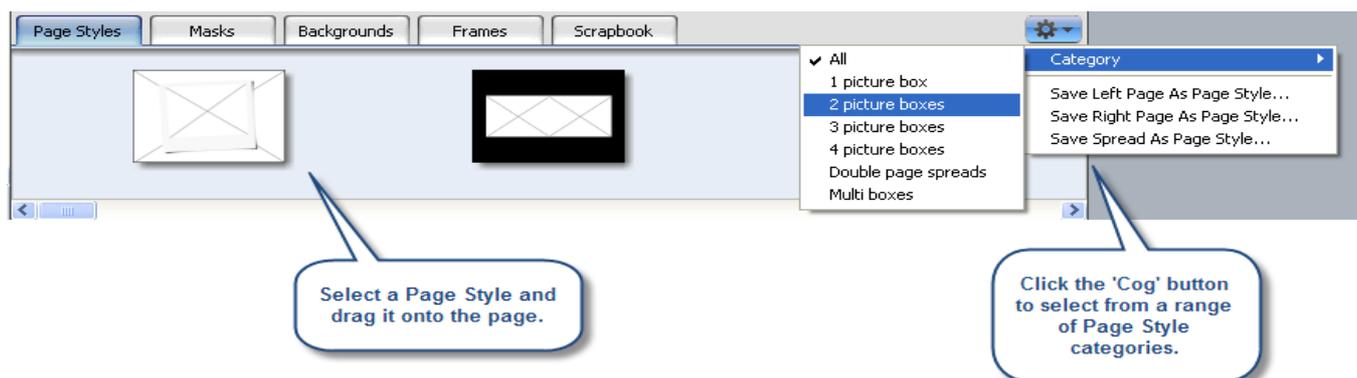

These templates are merely a guide. You can remove these frames from your page and start from scratch, creating a truly personal Photobook experience.

Saving your Layout

A great feature in our new editor is the ability to save a created template so you are not limited to the pre-designed templates that are already within the editor. With the ability to save a created template, you can use the designed template on any other page.

To save a designed layout:
1. Design your layout as required
2. Click on the ⚙▾ icon to the bottom right of the editor
3. From the drop-down list click 'Save Left Page as Page Style' or 'Save Right Page as Page Style' as appropriate.
4. Give your page style a name and specify which Page Style category you would like it to be placed into. It will then be added as a thumbnail under the Page Styles tab.
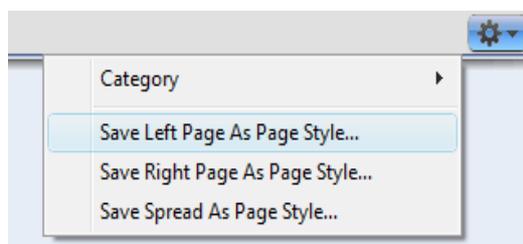
Backgrounds

To set the background colour of a page:
1. Left-click on the page you wish to apply a background to.
2. Left-click on the ![icon] icon from the toolbar to the right of the editor.
3. Below the words 'Page Background' click on the square next to the page you wish to change - 'Left' or 'Right', then select a colour from the drop-down list. Select 'other' for a full colour palette

Note: When changing the background colour of the cover, you will also have the option to change the spine colour.

> *Tip: When choosing a background colour, we recommend going for a pastel or 'dirty' colour. When printing, the background colours generally appear a lot more vibrant than it looks on a computer monitor. This can take the focus off the photos, which is obviously an undesirable effect. Choosing pastel or dirty colours will provide a more subtle background for your photos.*

To use one of our backgrounds templates in your project:
1. Click on the 'Backgrounds' tab towards the bottom of the editor.
2. Select one of the backgrounds from the thumbnails at the bottom of the editor.
3. Drag the background onto the page where you wish to use it.

To set your own photo as a background:
1. Click on the ![icon] icon towards the bottom of the editor.
2. Click on 'Add' from the drop-down list.
3. Select the image from your computer which you wish to add.
4. Click 'Open'. You will now find the image you have selected in the thumbnails at the bottom of the editor.
5. You can drag the image onto the page where you wish to use it.

> *Tip: You may wish to change the transparency of a background image so that it does not detract from any photos you place in front of it.*

To remove a background colour from a page:
1. Click on the 'Backgrounds' tab towards the bottom of the editor
2. Left-click on the page you wish to remove a background from.
3. Left-click on the ![icon] icon from the toolbar on the right of the editor.
4. Below the words 'Page Background' click on the square next to the page you wish to change - 'Left' or 'Right', then select white as the colour from the drop-down list.


To remove a background image from a page:
1. Right-click within the background image on the page you wish to remove.
2. Select 'Remove Background' from the drop-down list.

Borders/Frames

To place a colour border around a photo:
1. Left-click on the image you wish to add a border to.
2. Left-click on the ⬜ icon from the toolbar to the right of the editor.
3. Tick the box next to the word 'Border',

You can change the size and colour of the border from the toolbar below where you ticked 'Border'.
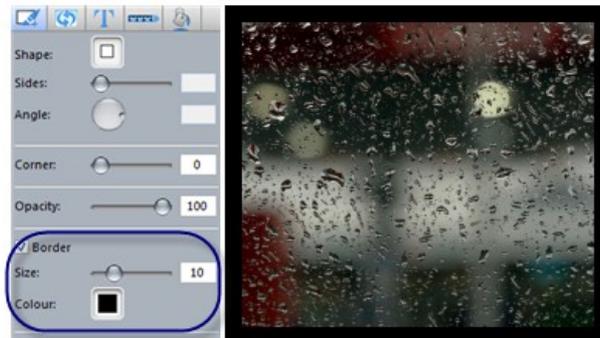
To place a design frame around a photo:
1. Select the 'Frames' tab towards the bottom of the workspace.
2. Select from a range of pre-designed frames.
3. To add a frame to your image, click on the frame and drag it onto the image,
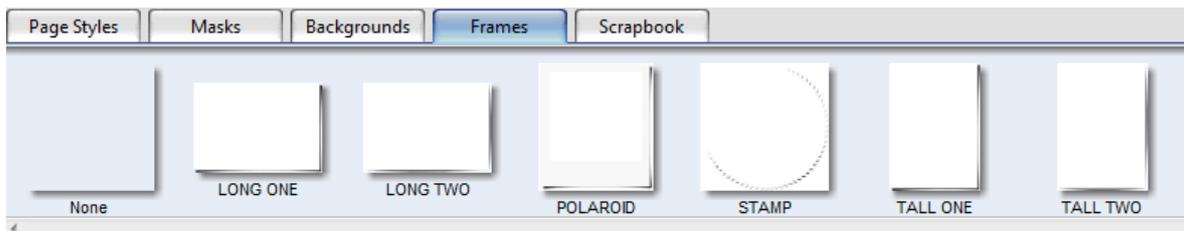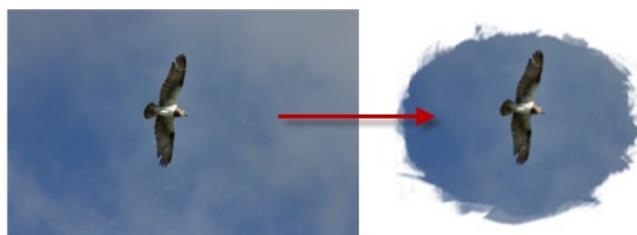

Masks

Masks work in a similar fashion to frames.

To place a mask around a photo, simply select the 'Masks' tab at the bottom of the workspace. From here you will be able to select from a range of masks to add to your album

To add a mask to your image, simply drag the mask onto the image.

The mask will give a 'cut out' effect to the image.

Design tips

Double page background

To spread a photo across two pages:
1. Select the photo you wish to use from your photo selection and drag it onto the page where you wish to insert it.
2. Right-click on the photo.
3. Select 'Fit' then 'Fit to Spread' from the drop-down list.

This will stretch the photo across two pages within your album.
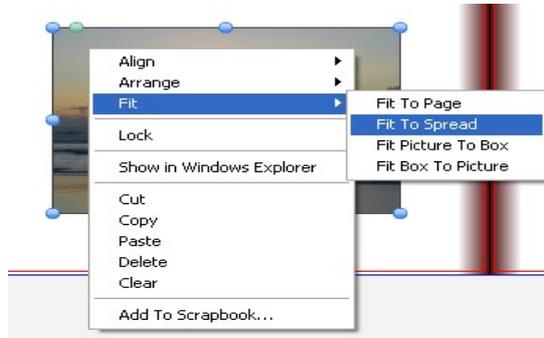

Distance from page edge

Due to the nature of printing, the trim area cannot be defined to within millimetre accuracy.
The area between the red and blue lines is the trim area and the trimming can occur anywhere within this area.

To ensure your photos are spread to page edge correctly, please make sure your photos are dragged to the edge of the blue line. This will ensure there are no white edges when the pages of your album are trimmed.
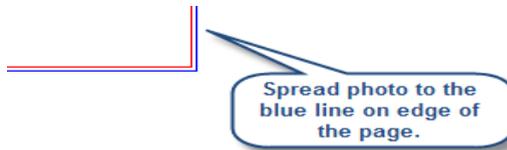
The best way to make sure this is done correctly is to use the full page template from the '1 picture box' category within the 'Page Styles' tab.
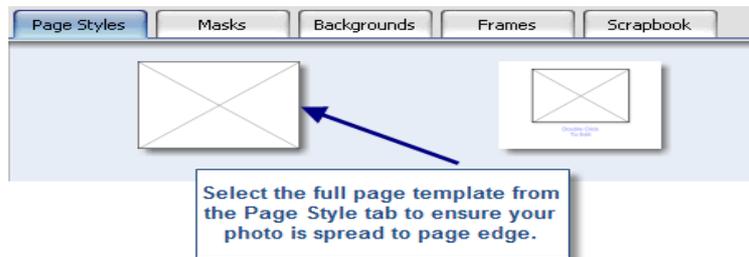
We also recommend making sure there is nothing important within 1 centimetre of the edge of a page. If text or an important part of a photo is placed at the page edge, any trimming inaccuracies that are a real possibility may result in some portion of the text or photo being trimmed.

A similar theory is required for the binding edge. We recommend not having anything important within 2 centimetres of the binding edge.

The area between the red and blue lines on a Photocover represents the area that will be wrapped around the cover edge. The same theories apply to placing images and text in this area as those that apply on regular pages and the trim area.

Aligning images

There is a snap-to-grid function in the editor which is automatically switched on when you start using it. This will help you align your images.

The grid will appear each time you click on or drag an image on the page.

To turn this snap-to-grid function off:
1. Select the 'View' menu from the top menu bar.
2. Select 'Grid' then untick 'Snap Position' from the drop-down list.

> *When aligning images make sure you leave at least a 1cm space between your image and the red trim area. This will ensure you will create a nice border around your page.*

A picture or text box can also be aligned by right-clicking on it, selecting 'Align' from the drop-down menu, then selecting your desired alignment from the list.   You may select more than one picture by holding down the Shift key and clicking on your selections.
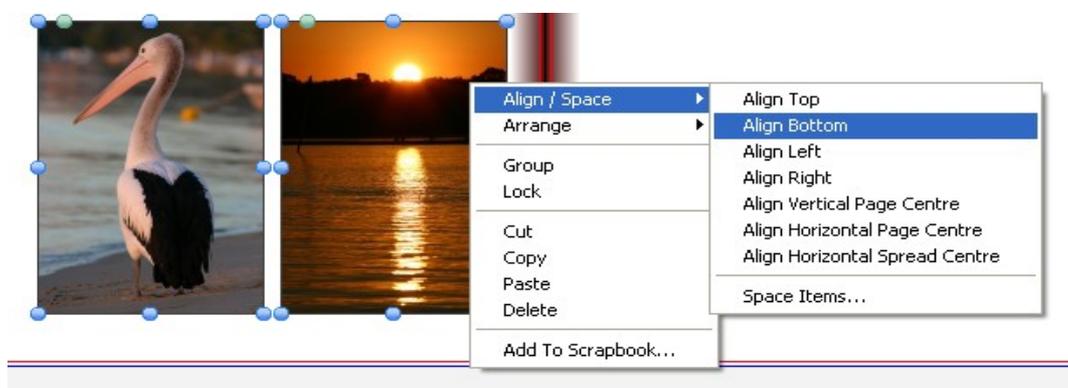
Align Top / Align Bottom
This option is available when more than one item is selected and allows the top or bottom edges to be aligned. If any of the items contain a border, then the alignment will not take into account the border when determining the top-most or bottom-most edge.

Align Left / Align Right
This option is available when more than one item is selected and allows the left or right edges to be aligned. If any of the items contain a border, then the alignment will not take into account the border when determining the left-most or right-most edge.

Align Vertical Page Centre
This option centres the selected item(s) vertically on the page.

Align Horizontal Page Centre
This option centres the selected item(s) horizontally on the page.

Align Horizontal Spread Centre
If the product is a spread, this option centres the selected items(s) horizontally across the spread.

Space Items
To evenly space items on a page:
1. Select the items to be spaced by holding down the 'Shift' key while selecting the items to be spaced.
2. Right-click on one of the selected items and select 'Align / Space' from the drop-down list.
3. Select 'Space Items' from the drop-down list. This option allows you to specify the horizontal and vertical space between items, or from the left edge, centre or right edge of the first item.
4. To choose the distance between items on a page, enter the measurements between items next to the words 'Space (mm)'.

Create a Photocover (optional)

Each time you start a new project, a Photocover will automatically be added to the editing pages of your album. This enables you to design a cover with your own photos and text. The Photocovers are printed in full colour and are gloss laminated. The Photocover is an additional cost which will appear as an extra price during the ordering process.

If you do not want a Photocover then you can ignore the cover pages when editing your album. The regular cover options (faux leather or linen) will be available during the ordering process and, if selected, will replace the Photocover.

Tip: When creating a Photocover, the left hand side is the back of the cover, while the right hand side will be the front of the cover.

Ordering your project

Preview your project

When you have completed your project we highly recommend that you thoroughly review every page using the preview function on the toolbar above your workspace.

How your project appears in the preview window is how it will be produced.

Once you have previewed your product, you're ready to order your product online. To start the ordering process, click the shopping cart 🛒 button from the toolbar just above your workspace or from the 'File' menu select 'Order'. This will lead you through the ordering process step by step.

Step 1: Flight Check (Check Product)

The editor will run the flight check to show any areas that might be a problem and displays the results.
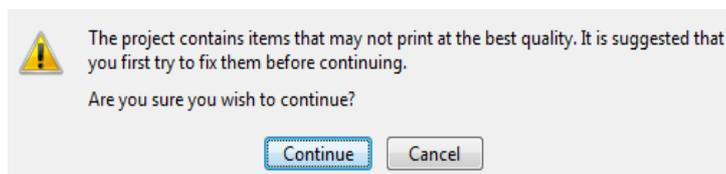

If the flight check only shows *yellow* error icons, you can cancel the order and return to your project to fix the problems or click *OK* to continue. If there are issues that remain unresolved, a window appears to ask if you wish to continue.
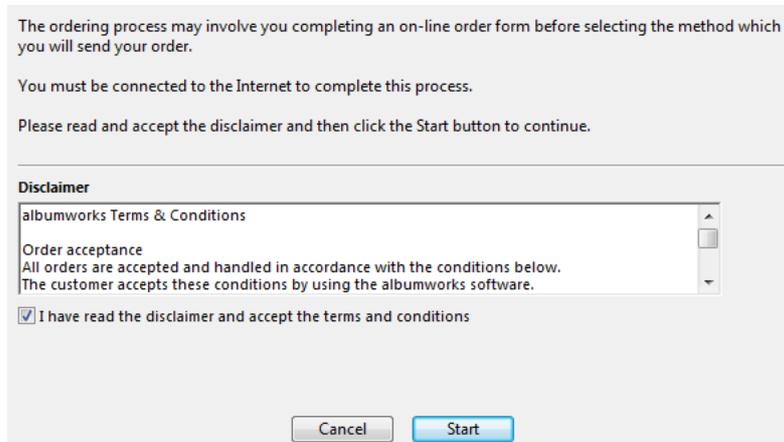

However, if the flight check displays *red* error icons, the order cannot be placed until the problem is resolved.

Once you are happy to continue, click 'Continue' then click 'Save'

Step 2: Disclaimer

You will then be taken to the disclaimer screen which shown our general terms and conditions. Please take the time to read this information as it is important. All orders for our products are accepted and handled subject to these terms and conditions, which together with the price, specifications and delivery details stated in your order, form the terms upon which you agree to acquire our product

You must accept the disclaimer by ticking the check box before you are able to start ordering.

You will need Internet access to start the order process.

Once you click '*Start'*, the window below appears.
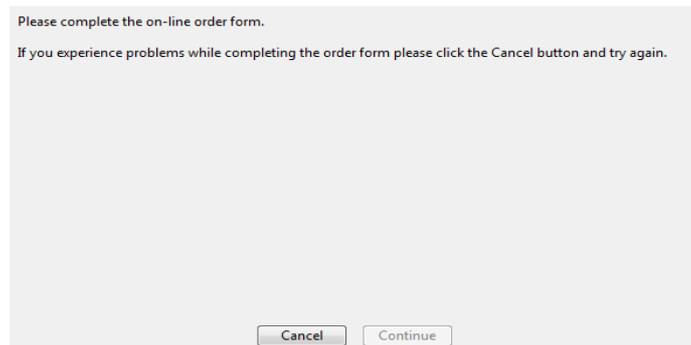
Step 3: Online Order form

Once the above window appears, a separate browser window will launch and you will be directed to albumworks Photobook online order form.

Login
If you already have a username and password, then enter them here.
If you do not have a username and password, then you will need to create a new account. Click on the 'Click here' link underneath the login box. This then takes you to the new account page.

Choose a login name and password, and fill in the rest of the details.

Remember to select your Communication Preferences at the bottom. Once you have completed your details, click '*Create'*. You will be automatically logged into your new account,

Order Details

Now that you are logged in, the 'Order Details' page is displayed. This is where you can enter the quantity required and choose the cover type you would like from the available choice.

For hardcover albums the cover will default to a Photocover. If you would like to choose from a range of other cover options, click 'Change' below the cover picture. Choose from the range displayed and click 'Change'.

Once you are happy with your selection, click '*Continue*'.

Delivery Details

On the next page, you will confirm the 'Shipping Address', 'Billing Address' and the 'Shipping Method' you wish to use. To change the Shipping Address, click '*Change'* and a new window opens so that you can change the address details. If the Billing Address is different from the Shipping Address, then uncheck the '*Same as Shipping Address*' box and click the '*Change'* button to modify the address in the new window.

The shipping methods that are available to you are shown along with their respective price. Choose the method you wish to use.

Click '*Continue'* to go to the next page.

Payment

On the payment page, the final cost of the product will be displayed, along with the payment methods available.

Laser Engraving

If you have selected a faux leather or linen cover for your album, there will also be an option to add Laser Engraving at an additional cost. This process places a nice bronze coloured text on the bottom right corner of the front cover of a hardcover album. The font used for the cover title is Arial.

If you would like this, tick the box and type the title you would like in the 'Message' box. There is a maximum of 20 characters including spaces.

If you have a *Voucher* Code, you can enter it here, then click 'Set'.

Click 'Confirm'.

NAB Payment screen

Enter your credit card details. Make sure you are happy with the amount to pay that is shown on the screen, then click 'Pay'. The payment process uses a secure SSL connection. This payment process is conducted solely with the bank and no credit card details are accessible or stored by us.

Your details will be sent to the bank for authorisation. You will receive an email confirming that your payment has been submitted for processing and a further email confirming that payment has been successfully processed. As soon as your payment is authorised your project is released to production.

Click 'Confirm Order'.

Order confirmation and order number

Once your order is accepted, the order confirmation screen is displayed, along with your order number.

Step 4: Send Product

The order is not complete until the project has been uploaded. The editor recognises that the order has been accepted and will now show the option to 'Upload Finished pages'.

Click on the '*Test'* button if you want the editor to check the page sizes and the internet speed to give you an indication of how long it will take to upload the project. The time will be displayed next to 'Upload Finished Pages'.

Click '*Continue'* to upload the pages. The editor now contacts the *albumworks* server and commences uploading your project. The uploading time varies depending on the size of your project and the number of images and will take from 5 minutes for a poster or Photoflip to 60 minutes for a large A3 size album with a large number of photos.

Note: Firewalls or anti virus applications may block access to the *albumworks* server. You may need to configure an exception for the *albumworks* editor in your firewall settings in order to enable access. Please make these changes carefully as modifications to security settings are the user's responsibility.   Instructions for creating an exception for the *albumworks* editor for can be found in the FAQ on our website. If you can't find these instructions for the program you're using, you'll need to refer to the user manual that came with it.

If you click the *Cancel* button, a prompt window will appear asking you to complete the order now, or complete later. If you select '*Complete Now'*, the software will continue to upload the order as normal. If you select '*Complete Later'*, you will be able to return to the software later,to complete your order.

A new window displays the progress of the upload.

Once the upload has completed, click '*Finish'* to return to the editor.

As soon as your project is successfully uploaded you will receive an email confirming the upload.

Your order should be dispatched in around 7 business days. A business day refers to Monday – Friday and excludes public holidays.

You will receive an automated email when your order has completed production. Please note that depending on your location, delivery will usually take 1-5 working days from receipt of this automated email.

Step 5: Track your order

Your order should be dispatched in around 7 business days.

You can keep track of how your order is progressing in the production process on our website. To login on the 'Track My Order' page all you need is your Album ID and your email address. The Track My Order page can assist you if you are worried about where your order is if it hasn't been dispatched or hasn't arrived within 1-5 days as it provides information such as:
–   If there's any issues with the production of your order (e.g. the order fails quality control)
–   Whether payment has been successfully received
–   The delivery details allowing you to confirm your address
–   Whether your order has been dispatched
–   All consignment information for products which are dispatched via courier

A direct link to the Track My Order page is provided below:

www.albumworks.com.au/track

Project finished!

You have now created and ordered your photobook, poster, photoflip or calendar. We hope this manual has assisted and you have enjoyed creating your product.

If you have any questions, please visit our help and support page located on our website:

www.albumworks.com.au/support

Once you receive your order, if you want to order more copies, you will need to follow the same ordering process again. Unfortunately there is currently no way to re-order from a previously uploaded file.

If you cannot find an answer for your query in our support centre you can submit your questions to us directly via our online contact form. This can be found on our support page.