

## ZACeditor User Guide V1.2

### 1. 【Menu and Window】

When you activate the software the following window opens.

The 5 buttons at the top of the screen are buttons enable of the the software functions and are colectively called the Menu. The position of the Menu is the same in all work windows and selectable in any work.

This first window that opens is for Menu 2, which is called the 'Select' window . Similarly, Menus 3-5 open respectively the 'Album' window, 'Cover' window, and 'Print Preview' window.

### 2. 【Menu】 item

#### 1. File

Choose from one of the following file operations;

New, Open, Save, Save as, Print, Print preview, Empty photos & exit, Exit.

#### 2. Select

Select the photos that you want to use for your ZoomAlbum,

#### 3. Album

Edit the **Album** page of the current ZoomAlbum.

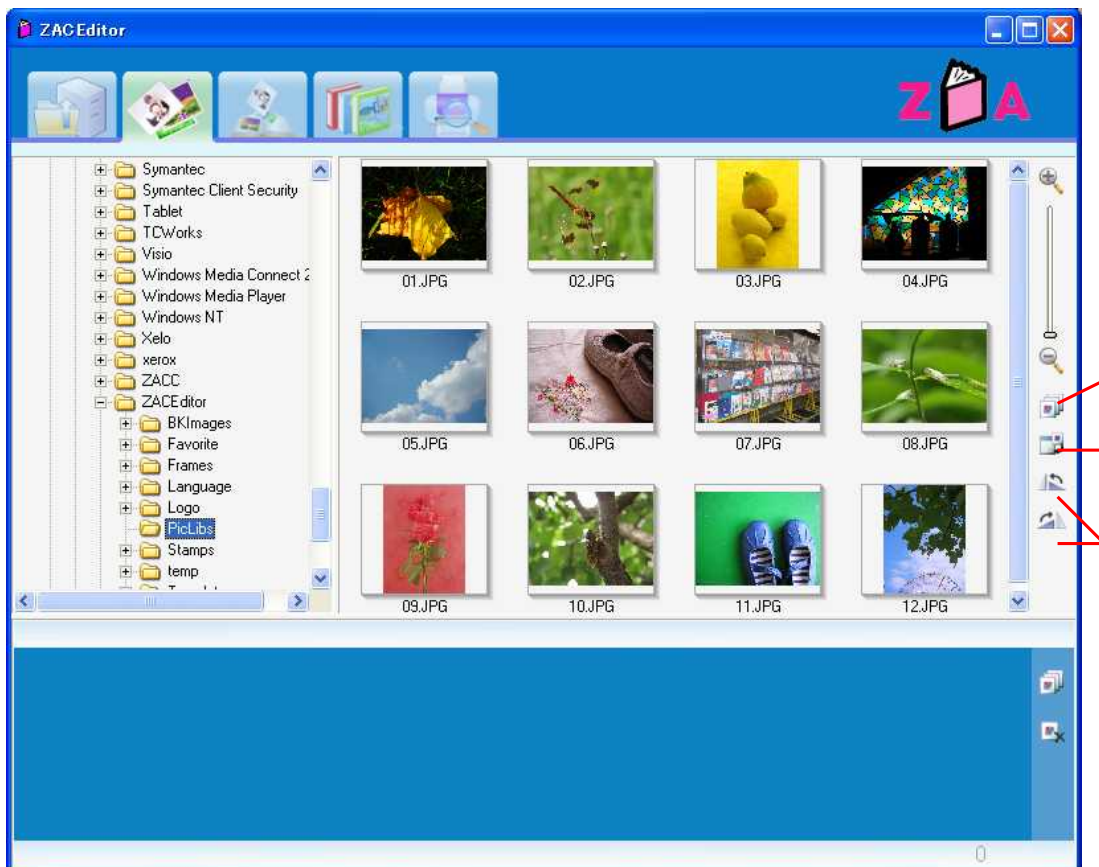
#### 4. Cover

Edit the Cover page of the current ZoomAlbum.

#### 5. Print Preview

Before printing, Preview your current project and print it.

\*) In this manual a term of 'Photo' is used as representative of all the images (images other than photos and scan data).



**【Select】** window item

6. **'Directory tree'** window

The directory tree shows all of the folders and files on your computer. Folders containing photos will open as resizable photo thumbnails.

7. **'Thumbnails view'** window

In the thumbnails view, all photos in a folder are shown as resizable photo thumbnails.

8. **'Favorite images'** window

After selecting photos you plan to use in a ZoomAlbum project, the images will be viewable in the favorite images window.

9. Image **Resizing slider**

Click and drag the resizing slider to change the size of photo thumbnails.

10. **'Select All'** button

Select all photos in the 'thumbnails view' window or the 'favorite images' window.

11. **'Add'** button

Click to add selected photos to the 'favorite images' window

12. **'Rotate'** buttons

Click one of the Rotate buttons to rotate the photo 90 degrees clockwise or counter-clockwise.

13. **'Remove'** button

Click to remove selected photos from the 'favorite images' window.

**【File】**

1. **New**

Open a 'work space' to edit a new album.

2. **Open**

Open a previous workspace using the ZAC file that you have named and saved.

\*)The file edited by ZACeditor has the extension of ZAC.

3. **Save**

Overwrite work-data to the same file.

4. **Save As**

Save work-data with new file name.

5. **Print Preview**

Preview the work of 'work space' before you print.

6. **Print**

Print the work of 'work space'.

7. **Help**

Link to software web site

8. **Empty Photos & Exit**

Close a file and delete history of 'favorite images' window.

When you open the software next time, no photos will be displayed in 'favorite images' window.

9. **Exit**

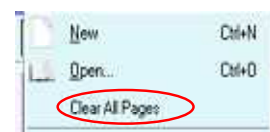
Close a file and maintain history of 'favorite images' window.

When you open the software next time, the most recent selected photos are displayed in 'favorite images' window.

(10. **Clear All Pages**)

'Clear all pages' is effective in 'Album Window'.

Delete all the page templates that you are editing.



### 3. 【Select Photos that you want to use in your project】

1, Use the 'Directory tree' window on the left to browse your computer and select any drive, folder or file.

2. Choose photos from 'thumbnails view' window by using one of the following options:

- Click and Drag a photo from the 'Thumbnails view' window to 'Favorite images' window
- Click a photo in the 'Thumbnails view' window and click the 'Add' button

To choose multiple photos, hold down the [CTRL] button on your PC and click additional photos

To choose all photos, click the 'Select all' button and click the 'Add' button

3. Remove photos from 'favorite images' window

To remove one photo, click the photo that you want and click 'Remove' button.

To remove all photos, click the 'Select all' button and click 'Remove' button.

After selecting photos, create Album pages or cover with **Library** and **Tools**. Select 'Album' menu or 'Cover' menu.

### 4. 【Edit】

Basic operations for editing Album pages and Cover are the same.

#### 4-1 Compositions of Album window and Cover window

1. The '**work space**' window.

By default, the basic template is set in 'work space' window.

Here, you place photos and design the page with stamps, frame, background, and by adding text.

In the 【Album】 window, the '**Page thumbnails area**' (6) is on the left of 'work space' window. Reduced image of template is displayed on square of each 'page thumbnail'.

2. The '**favorite images**' window.

The photos you selected for your ZoomAlbum are viewable in the **favorite images** window.

3. The '**Library**' window.

'Library' window has the following 4 boxes:

- **template** box
- **frame** box
- **background** box
- **stamp** box

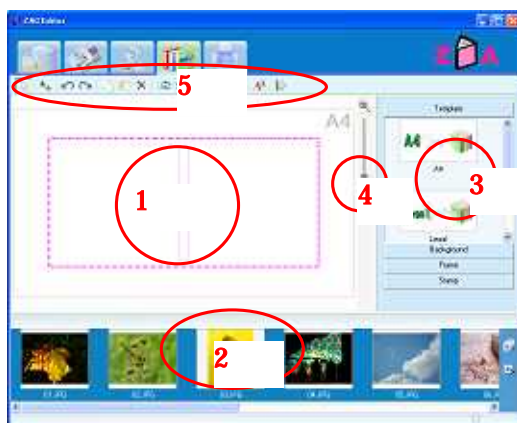
For each ZoomAlbum page(or cover), you can add items from each library using these menus.

4. The image **resizing slider**

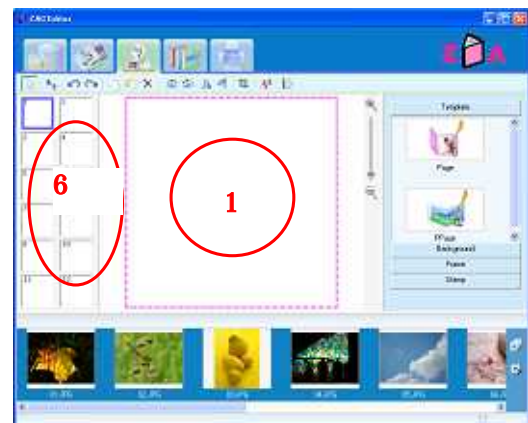
Increase or decrease the size of photo positioned in the template. To increase, slide the slider up towards (+) mark. To decrease, slide the slider down towards (-) mark

5. **Tools**

Tools to edit Album pages and cover are above the 'work space'



【Cover】 window



【Album】 window

#### 4-2. Selecting the photo to template

By default, the basic template is selected. Drag a photo from 'favorite images' window to the template. You can change the basic template to another by choosing from template box.

##### a). Choosing a page template

Click on a page thumbnail of 'Album' window. The frame color changes to blue and indicates that page is editable. Next, choose 'page' or 'Ppage' from template box and select a template that you want to apply to that page. To select a template, drag a template to 'work space' window or double click a template.

Page : Template for a single page   Ppage: Template for a two-page spread (panoramic view)

##### b). Choosing a Cover template

Choose the size of your ZoomAlbum from the template box of 'Cover' window.

Drag the template you wish to use to the 'work space' window or double click a template.

#### 4-3. 【Adding a **picture frame** to the photo 】

Select a photo in the 'work space' window. Choose a picture frame style from the frame box.

Drag the frame style you wish to use onto the photo you have selected or double click the frame.

#### 4-4. 【Choosing a **background** and apply **color** 】

Select a background style from 'background box' Using the color boxes at the bottom right-hand side of the background box, apply a pattern color of background style. Click the color box to select a color. After you select the color you want, click OK.

- Apply the pattern color using the color box on the left.
- Apply a background color using the color box on the right

Once you have finished coloring the background style, drag it to the 'work space' window or double click it to apply the background style to your project page.

#### 4-5. 【Adding **stamp** 】

Choose a stamp from 'stamp box'. Click and drag a stamp you want to use to the 'work space' window or double click it to apply the stamp to your project page. You can add as many stamps as you want to a project page. You can move the stamp to the position that you want.

#### 4-6 【Guideline 】

The work space has a pink framed square or rectangle (called guideline).

Guideline of album page shows the effective space for editing. The margin between guideline and page border is adjustable at preview and printing.

Guideline of cover shows the print space of template (except basic template) with 2-3mm margin from the border of the cover completed by folding photo cover sheet.

The basic template allows you to set a photo that covers whole area of work space (over the guideline), to print it on the whole area of the completed cover.

#### 4-7. 【Changing the order of edited pages 】

Click the page thumbnail of page(A) and drag it to the page thumbnail of page(B). Each page thumbnail between page(A) and page(B) moves in turn. You cannot move a page template across the Ppage template. However, you are able to move a Ppage template across the page template.

## 4-7 【Tools】



### Pointer

To select an image click on the pointer and click on the image.

To select more than two images, hold down the Ctrl key, and then click to select additional images.



To move an image, use the pointer to drag the image to the location you want. Hold down your finger on the left mouse button while dragging.

### Selecting an photo positioned in the template



To select a photo of the pane in template, change the pointer to  and click the photo. To move a photo in the template and resize a photo by image resizing slider, you need to select  and click a photo in the template.

A photo positioned in the template cannot be resized by the image resizing slider unless the photo has been selected by this tool. In addition, the photo cannot be moved nor deleted.

### Undo/Redo

To Undo a previous action, use the 'Undo' button (). Up to 5 past actions can be undone. Use the 'Redo' button() if you change your mind. Up to 5 actions can be restored.

### Copy/Paste

Click on the 'Copy' button() to copy an image you select and click 'Paste' button () to paste the image copy in a 'work space'. The Copy/Paste functions can be used effectively between an 'Album' window and the 'Cover' window.

### Delete

Click on the 'Delete' button to delete selected image,

### Rotate

Click on the 'Rotate' buttons to rotate an image 90 degrees clockwise or counter.-clockwise.

### Flip

Click on the 'Flip' buttons to flip the image horizontally or vertically.

### Crop

The 'Crop' tool allows you to reduce the picture size by cutting out extraneous areas.

Select the crop tool and click and drag on the picture, holding the left mouse button while dragging, to define the area you wish to keep.

## Add text

Text can be added to the workspace window either overlapping or outside of the photo.

1. Click on the 'Add Text' button and drag your mouse to size the text box. When you release the mouse button, the 'Text edit' window will automatically open.



【Text edit】 window



【color box】

2. Type text in the center pane of 'text edit' window. (When you first open the application, this pane will have the text ZoomAlbum entered in it.)

3. Any formatting you have chosen is displayed in the 'Preview pane' at the lower right with the sample text 'ZoomAlbum'. This sample text cannot be edited.

4. You can modify your text using these the following text format options:

a. **Font**- Select a font from the 'Font' drop-down menu.

b. **Font size**- choose a font size from the 'Size' drop down menu or type in a size.

c. **Text color**- to change the color of the text, click the color button, select a color in the color box, then click OK.

d. **Font style**- select the 'B', 'I' or 'U' buttons to change the font to bold, italic or to add an underline. Select 'T' button to display text vertically.

e. **Text alignment**- aligns your text to the left, center, right, top, middle, bottom of the text box.

f. **Book title**- In the template, click the area of the book's spine. Open a 'text edit' window.

Type the text of your book's title and close the window. On your template, the book title should be automatically displayed in the spine area of the book.

g. **Background color**- To change the background color of your text, click on the 'color' button in the Background section of the 'Text edit' window and choose a color in the color box. When you have selected the color you want, then click OK.

h. **Background Transparency**- Move the slider to the right to increase background transparency of the text box or to the left to decrease text background transparency. (To see only text on a photo, without a background, slide the transparency slider to the right to eliminate the background color.)

i. **Border color** - To change the border color of the text box, click the 'color' button in the Border section of the Text edit' window and choose a color in the color box. When you have selected the color you want, then click OK.

j. **Border width**- Click the 'Dot' button and choose border width.

#### Resize, move, or edit a text box

Select the pointer tool and click on the text. Text box will appear and the pointer changes to (+). If a text box is already displayed, confirm whether the pointer tool has been selected.



Place the pointer tool on one of the corners of the text box. The pointer will change to the sizing handle (↖).

Drag the sizing handle and change its size until the text box is the shape and size you want.

1. To edit a text box again

Select the pointer tool and double click anywhere on the text (or text box). The text edit window will open and is editable.

2. To move a text box

Select the pointer tool and click anywhere on the text (or text box). Drag the text box to the position you want by holding your finger down on the left mouse button while dragging.

\*) You can delete selected image or text box by using Delete Key.

You can move selected image or text box by using Cursor Key

You can copy selected image or text box by using Ctrl+C and paste it by using Ctrl+V

You can select multiple images by holding down the Ctrl key while clicking them.

## 5 【Print】

After editing print your works.

### 5-1 【Print Preview】

#### a) 【Print Preview Album】

While working on the 'Album' window, select 'Print Preview' from the File menu or click the 'Print Preview' button to preview album pages.

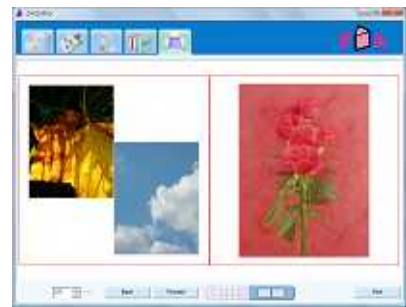
The 'Print Preview' for Album pages has 2 preview buttons and size setting. The preview buttons enable you to switch between a view of each 2-page spread as it will appear in your ZoomAlbum and a view of the entire sheet as it will be printed. The size setting allows you to adjust slightly the size of the images being printed without changing the design itself.



Print Preview Cover



Print Preview Album



#### b) 【Print Preview Cover】

While working on the cover window, select 'Print Preview' from the file menu or click the 'Print Preview' button to preview the cover pages.

### 5-2. Printer settings

Before printing, you will need to check/adjust the settings on your printer to ensure that the paper type and Print quality are set correctly. Different printer manufacturers have their own setting options and descriptions for paper type and print quality. In addition, some settings may vary between printer models by the same manufacturer. Here, we will define the most common settings and you should try to find the printer settings that come closest to the instructions defined here.

Choose the following settings in your 'Printer properties dialog'.

- a. Paper type - 'Premium glossy photo paper'
- b. Print quality - 'Best photo' (the exact wording varies from printer to printer)

### 5-4. printing

To print select 'Print' from the file menu or click the 'Print ' button in the 'Print Preview' mode.

#### a) Print Album pages

Paper size: Set the required paper size in the 'printer setting dialog'.

Paper feeding: Load a single ZoomAlbum paper in the paper feed tray. Make sure you feed the paper in the tray by keeping the half-moon selvage of paper rearward.

#### b) Print Cover

Paper size: Paper size setting is not necessary. The size of the cover is automatically set to the 'paper size' you selected when setting up the cover template. If you set the paper size in the 'printer setting dialog' misprint might happen.

Paper feeding: Load a single photo cover sheet in the paper feed tray. Make sure you feed the photo-sheet into the printer vertically.