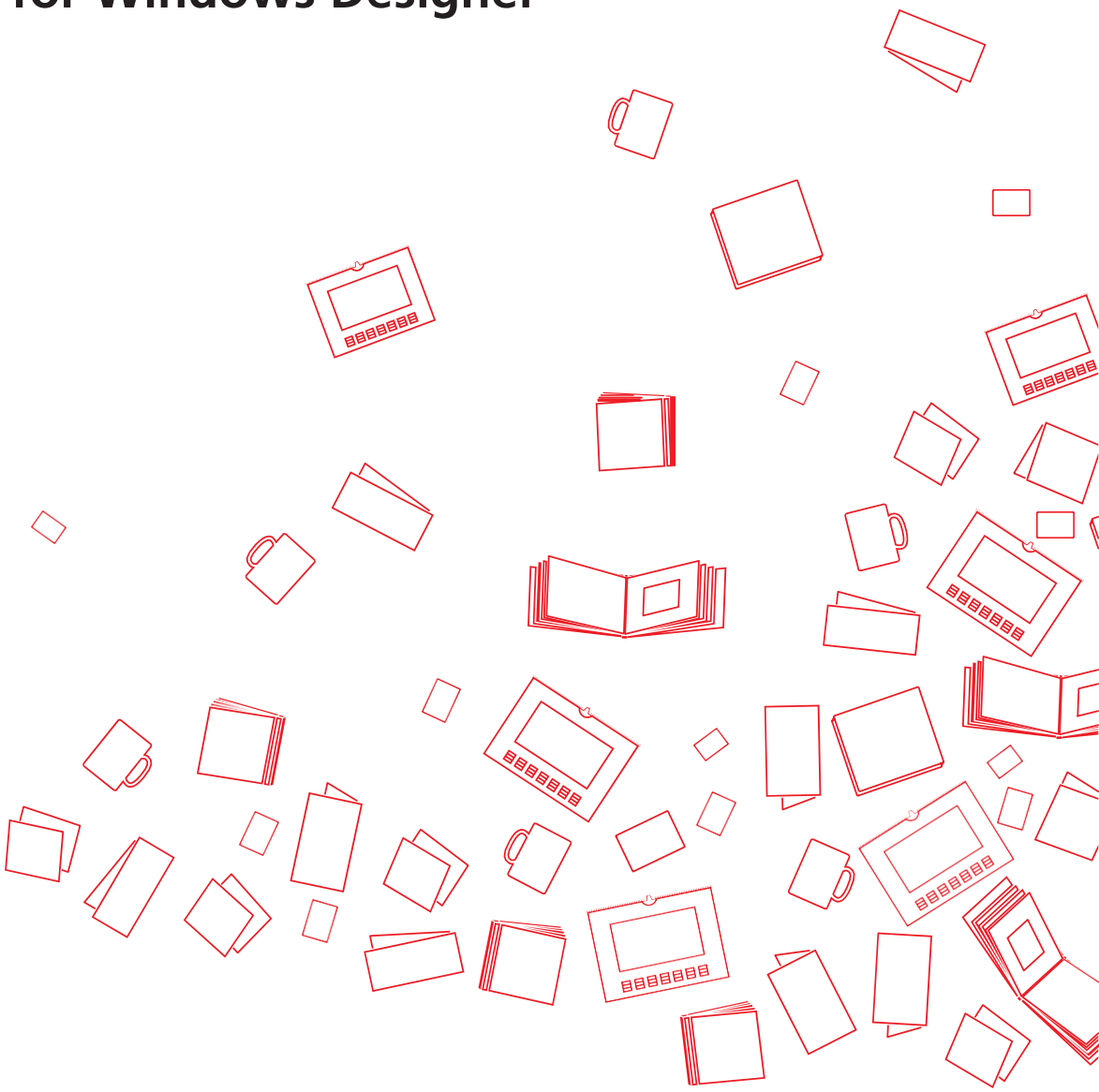
ifolor.
PHOTOS FOREVER

Quick guide for Windows Designer

Version 2.0



Your ifolor photo book in just a few steps

Do you want to create a photo book? The following guide will help you to create a photo book in no time at all.

Naturally, ifolor Designer offers far more functions than described in this guide. But if you want to achieve a result in just a few steps start your photo book now straight away!

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Preparation

Start your photo book project with the question «Which photos do I want to use to create the book? My child's first year, a holiday, a family yearbook or a book with cooking recipes?»

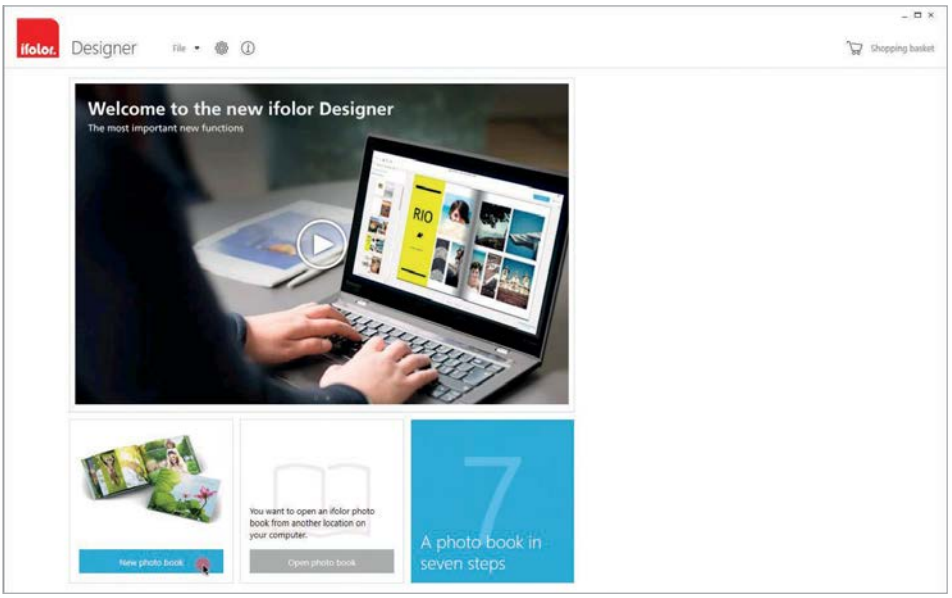
1. We recommend that you copy the photos that you want to use for your photo book onto your computer in a separate folder. This makes creating the photo book quicker as you can always access your favourites during the design process and it saves on the laborious searching.
2. Download the free ifolor Designer for Windows at **https://www.ifolor.ch/en/downloads**

You can find an overview of all the ifolor photo books either in ifolor Designer for Windows or here: **https://www.ifolor.ch/en/photo-book**

EXTRA TIP

Once you have chosen a photo book, you can see how many photos you can use at the most for the number of pages according to the price overview.

1. Creating a new photo book



Start the ifolor Designer after installing it. Choose «New photo book» in the welcome window to create a new photo book.

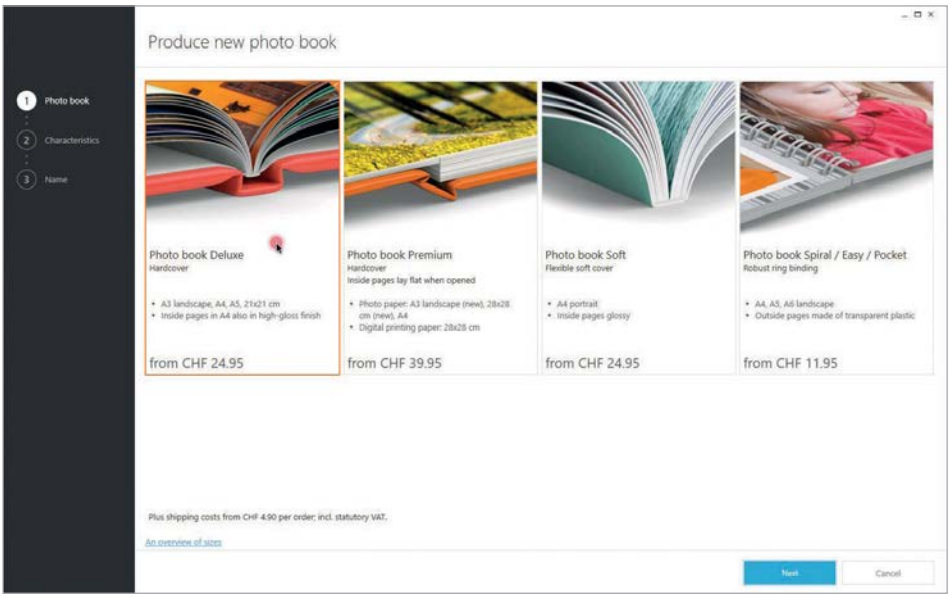
Any previously created, unfinished and/or incomplete photo projects are also displayed here on your computer.
If there are no previous photo books on your computer, just two buttons are displayed next to the message window – «New photo book» and «Open photo book».

PRACTICAL

You can find ideas for photo books and current offers in the message window.

Figure 1
Creating a new photo book

2. Selecting a photo book

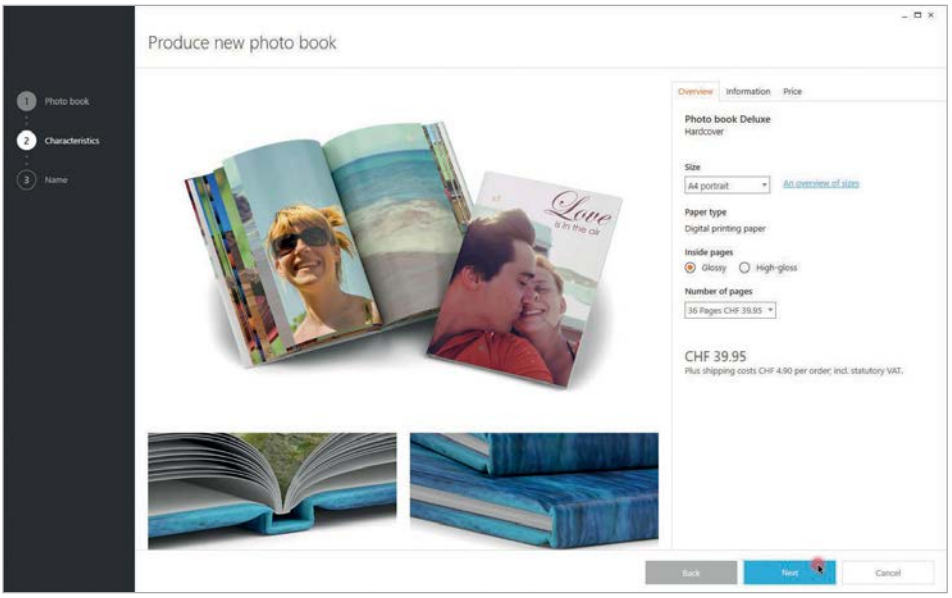


Select a photo book.

Figure 2.1
Choosing a photo book

RECOMMENDATION

Deluxe, the most popular! Premium, the extraordinary! Soft, the soft alternative! Spiral, the handy one with ring binding!



In the next step you select the properties for your photo book. You can select your size, possible paper varieties and the number of pages for the photo book you have chosen here.

You can still change the size while you are editing the photo book.

Please note that changing the properties later on always requires you to re-edit the photo book pages that you have already finished.

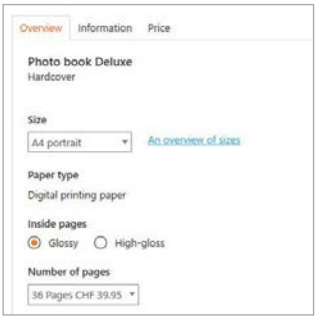


Figure 2.2
Choosing properties

RECOMMENDATION

If you want to look at the different sizes, click «Sizes overview»

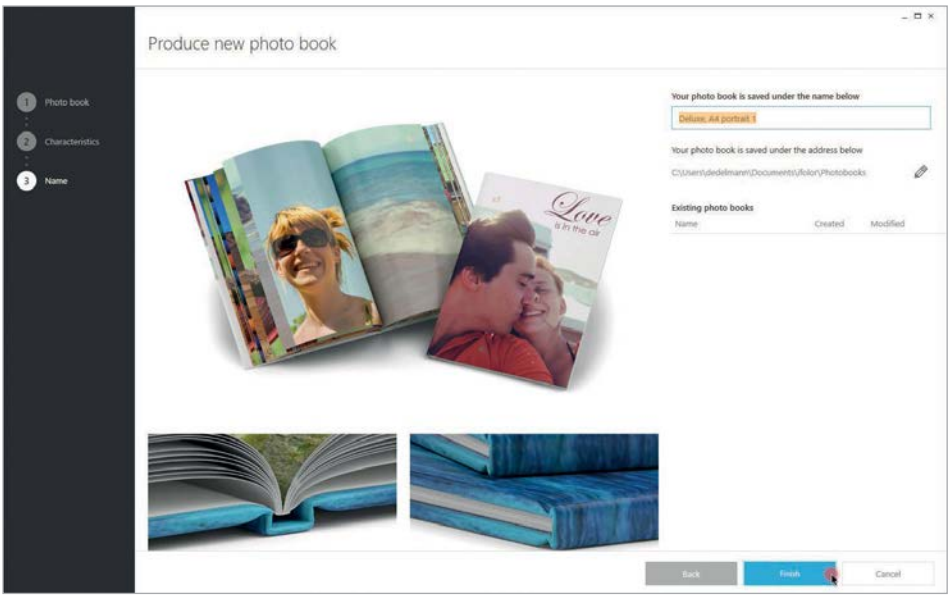


Figure 2.3
E.g.: Happy Birthday Lena

Then give your photo book a name. We recommend choosing an apt name so that if there are several photo books it is easier to tell them apart later on.

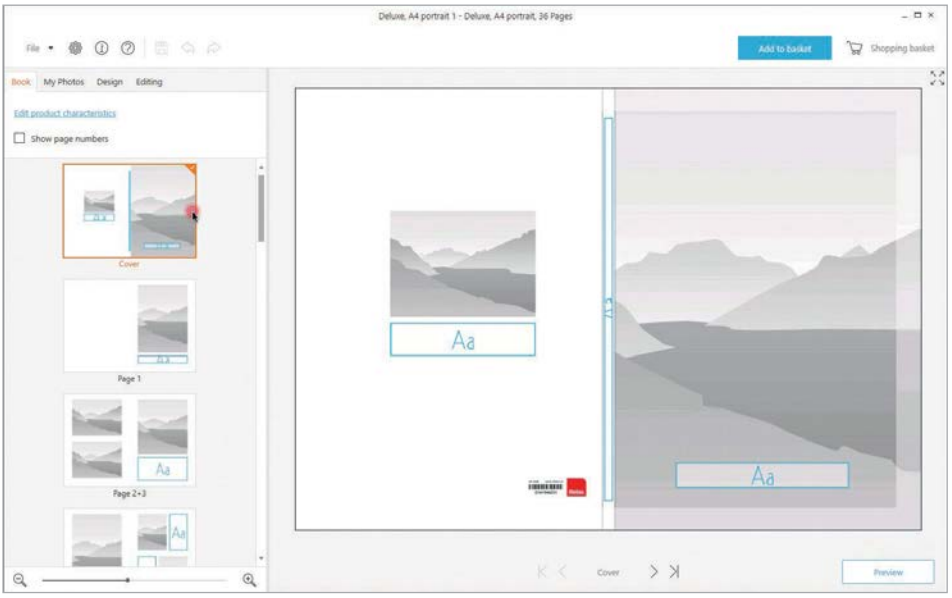
Then click «Finish» and start designing your book.

3 Editing a photo book

Once the photo book has been created and the best photos have been imported there is nothing else standing in the way of you designing your photo book. The next ten work steps should make designing your photo book easier. Let's get started!

Tab: Book

3.1 Page overview



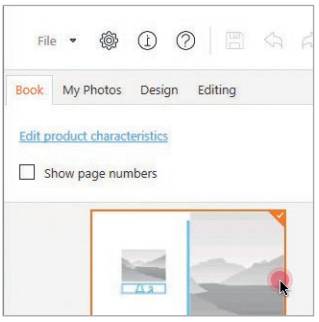


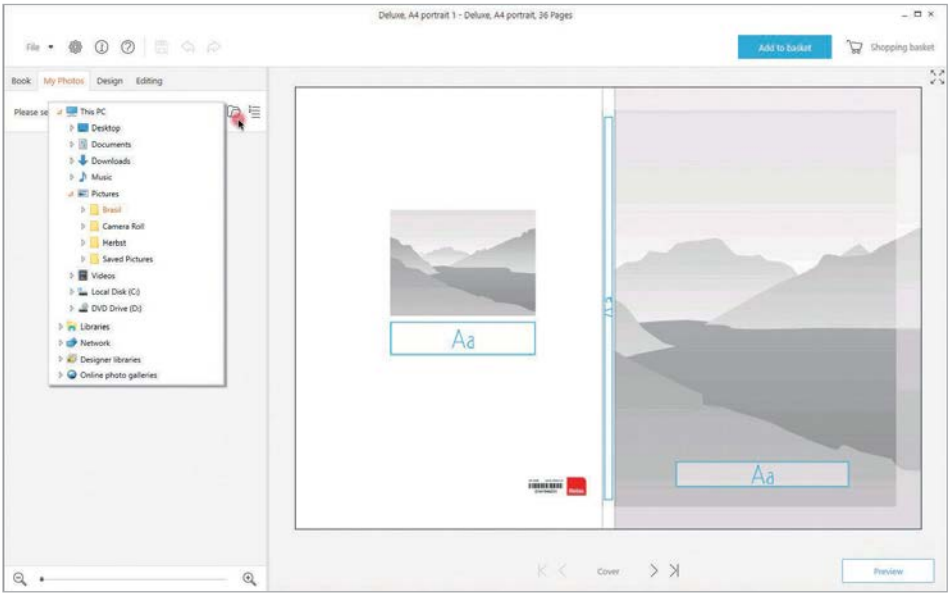
Figure 3.1
Opening the current page

You can select individual pages in the page overview. For this click the relevant pages.

EXTRA TIP

Design the inside pages first, then design the cover.As a result, you can decide during the design process which photo you would like to place on the cover.

3.2 Importing photos



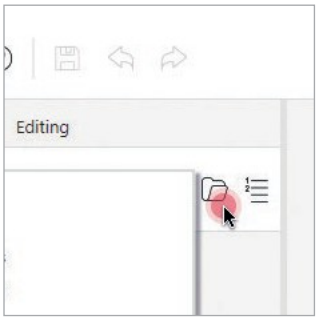


Figure 3.2
Selecting the folder with photos

The first step is to select the folder that contains the photos you want in the photo selection. You cannot only add photos to your photo book from your computer's hard drive but also from a CD, USB stick or from the Internet (e.g. from Facebook or Dropbox).

RECOMMENDATION

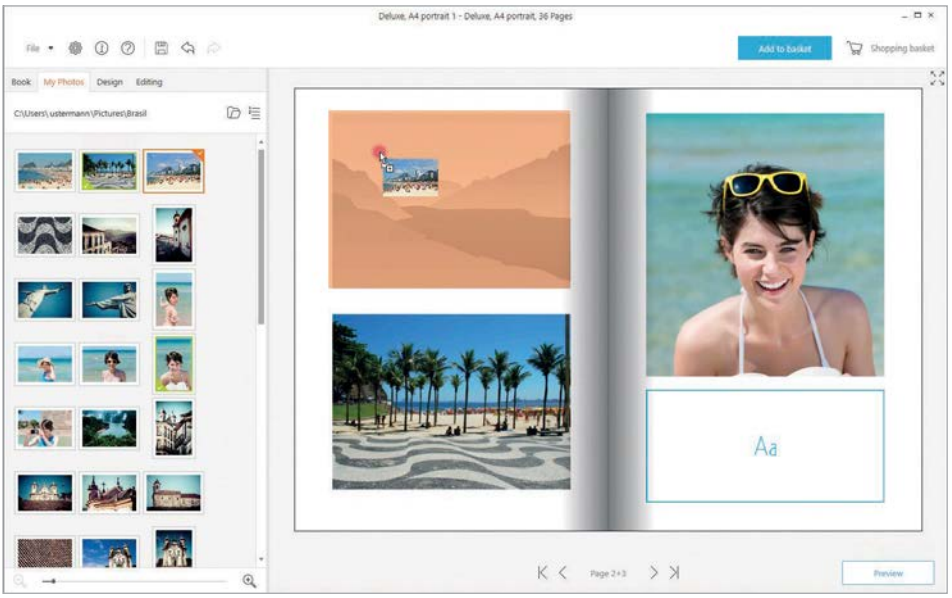
Place all the photos that you want to add to your photo book in one folder.

EXTRA TIP

Copy the photos that you want to use in your photo book into a folder beforehand. You can then really easily select these in ifolor Designer and add the photos to your photo book.

At the edge between the «Book», «My photos», «Design», «Edit» tabs and the design area you have the option of enlarging or minimising the area by dragging it.

3.3 Inserting photos



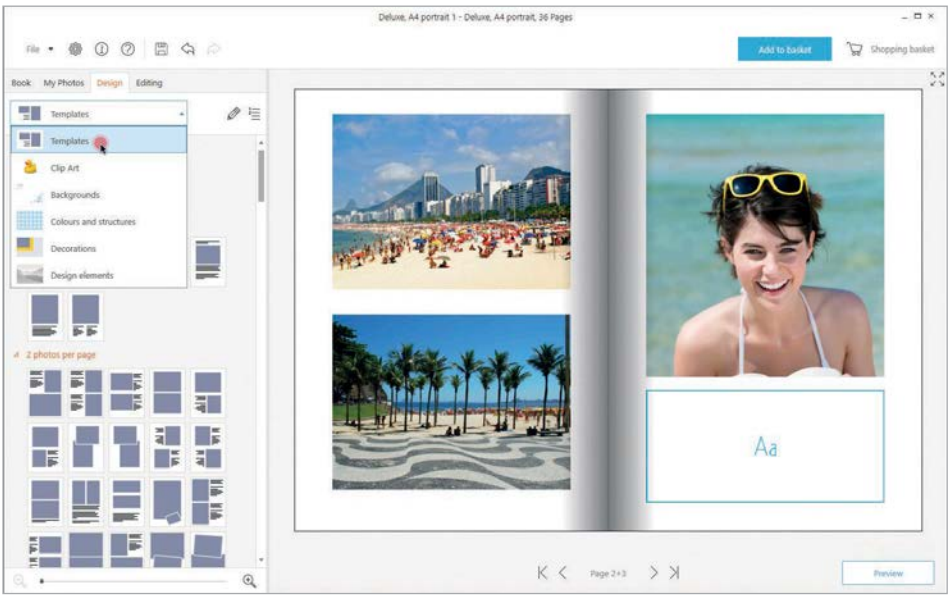
Insert your photos from the selected folder onto one of the grey photo placeholders in the design area using drag & drop (hold with the mouse and drag to the required position).

Figure 3.3
Inserting photos

EXTRA TIP

Photos that you have already used are highlighted in green in photo selection.

3.4 Page



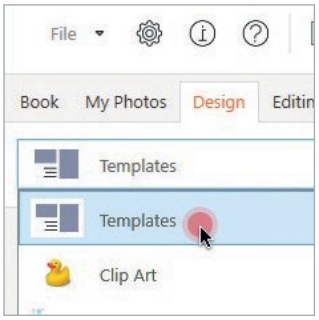


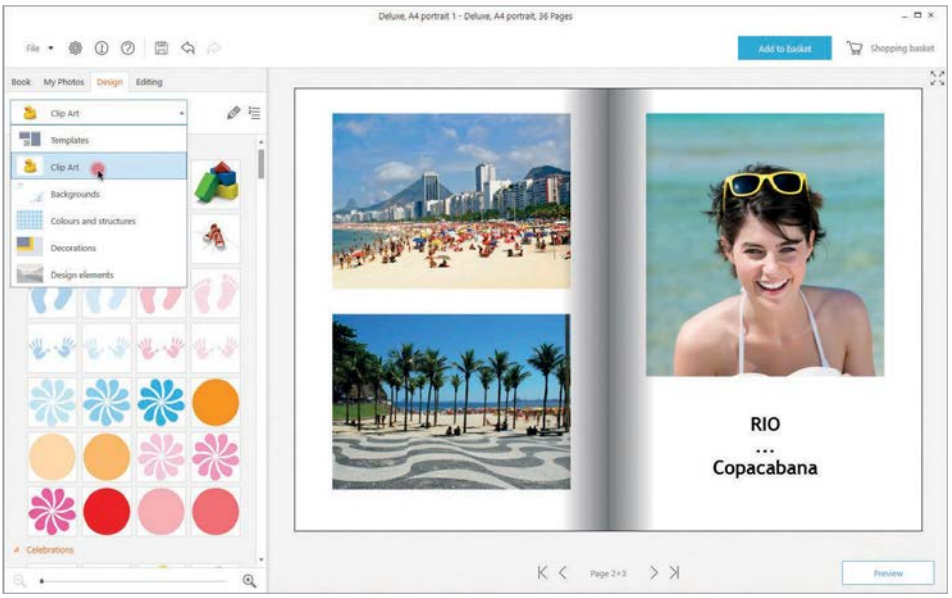
Figure 3.4
Selecting the page template

To change the design of individual pages, click «Templates» in the design elements. Drag the required page template into the design area.

EXTRA TIP

If you drag a new page template onto a page that is already filled with photos, they are inserted into the new template. If there are not enough placeholders for all the photos, some photos are left out. If the new page template has more placeholders than the previous one, additional placeholders are displayed accordingly.

3.5 Clipart



You can personalise your photo book's pages using graphic motifs with «Clipart». Drag the clipart you want into the required position in your photo book using the mouse.

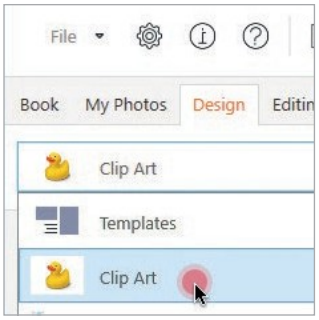
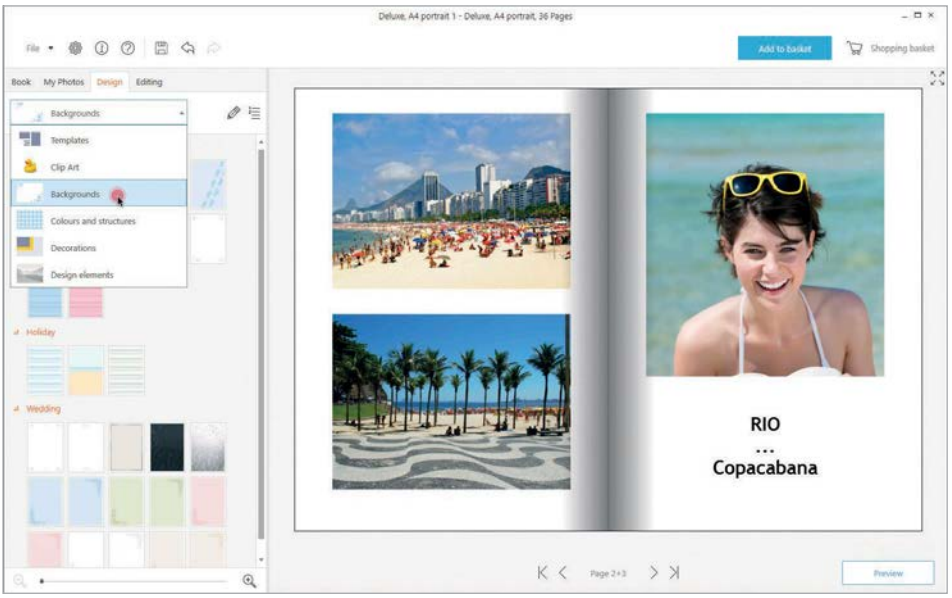


Figure 3.5
Clipart

3.6 Backgrounds



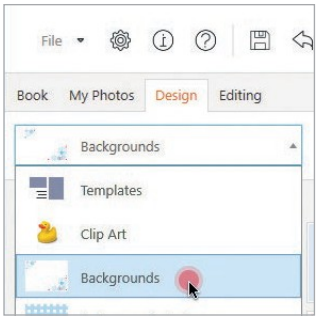
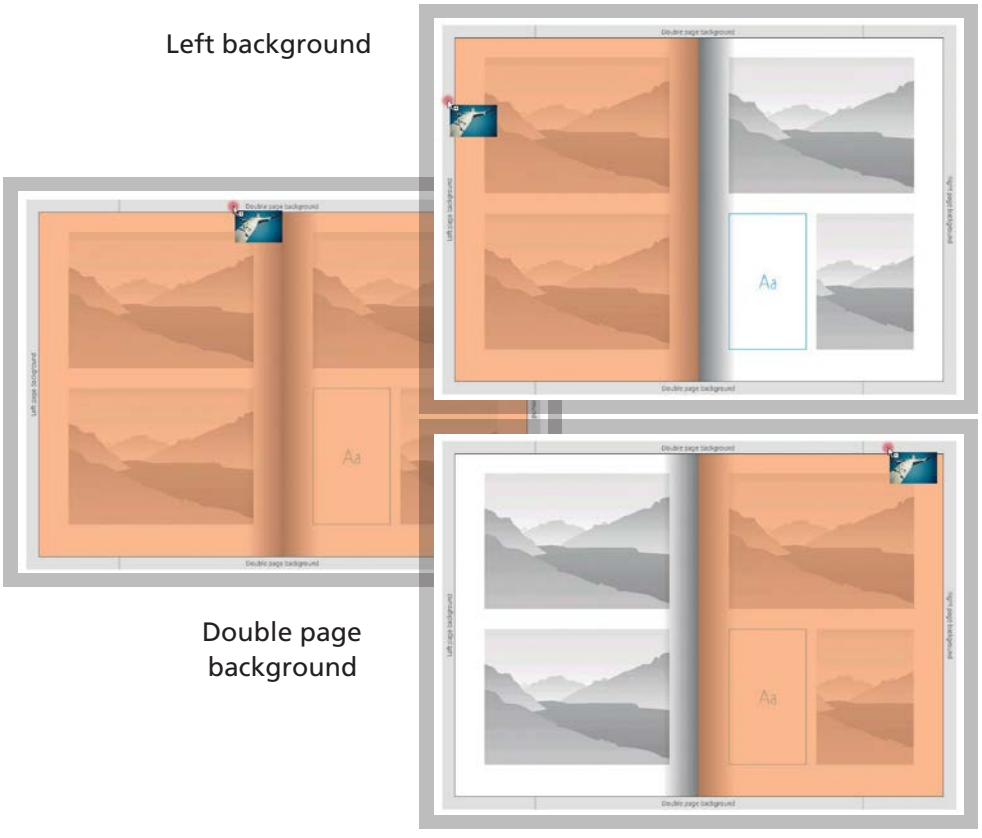


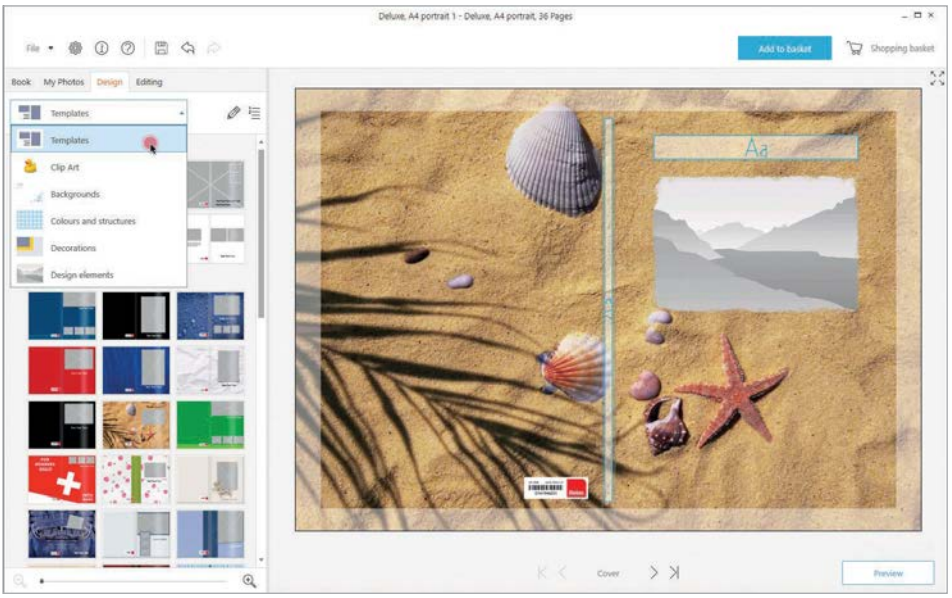
Figure 3.6
Backgrounds

There are numerous ready-made designs that you can use for the page and double page backgrounds. At the same time, you can also decide whether you want to keep the same layout throughout or just use it on one specific page.

You can create special highlights by using your own photos as page backgrounds. Drag the photo you want into the selected page's design area using the mouse (orange marking appears as you drag it over).



3.7 Cover



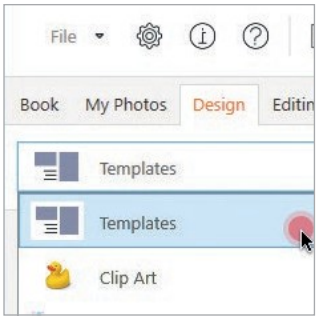


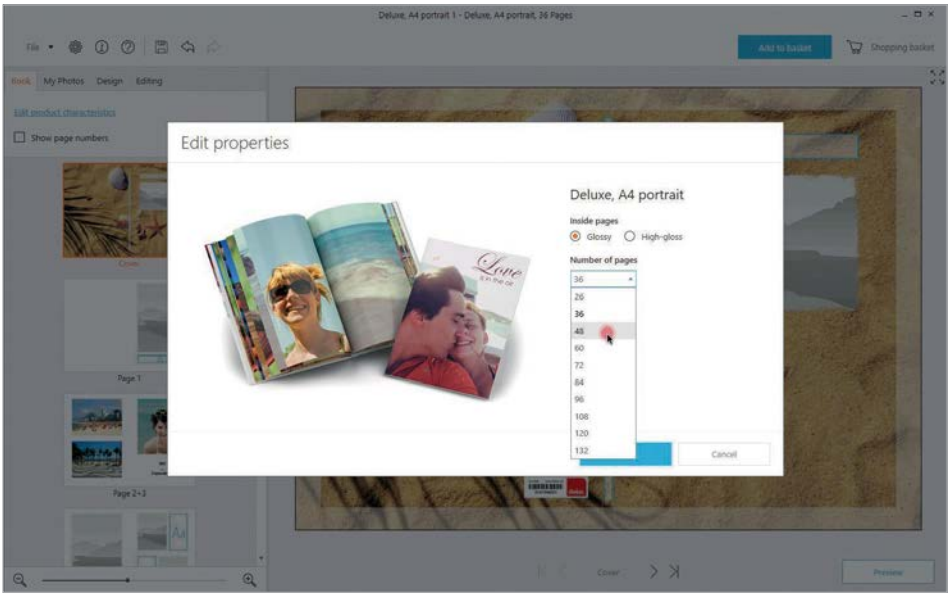
Figure 3.7
Templates for covers

Select the cover in the page preview once you have designed all your photo book's pages.

Then click «Templates» in the design elements. Drag the template you want into the photo book's design area using the mouse.

Then insert photos and texts into the placeholders, as you did for the photo book's inside pages.

3.8 Adding pages



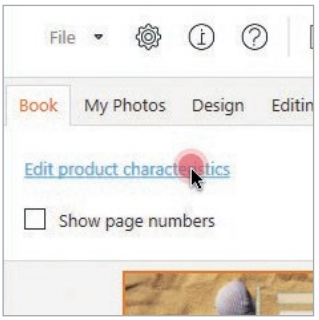


Figure 3.8.1
Editing product properties

You have the option of adding more pages to your photo book. For this select «Edit product properties» in the Book tab and change the number of pages in the drop-down menu to what you want. The added pages are automatically shown in the page preview.

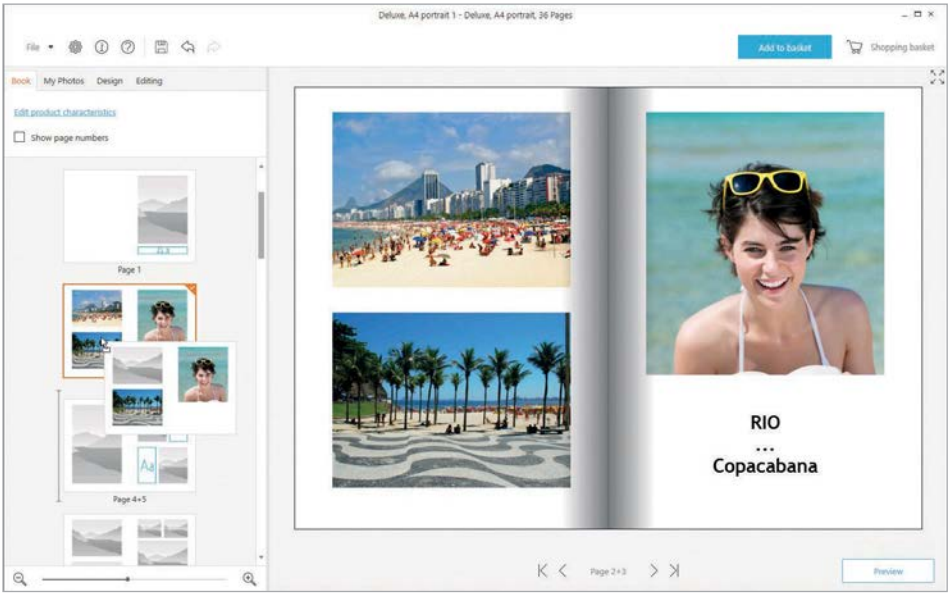
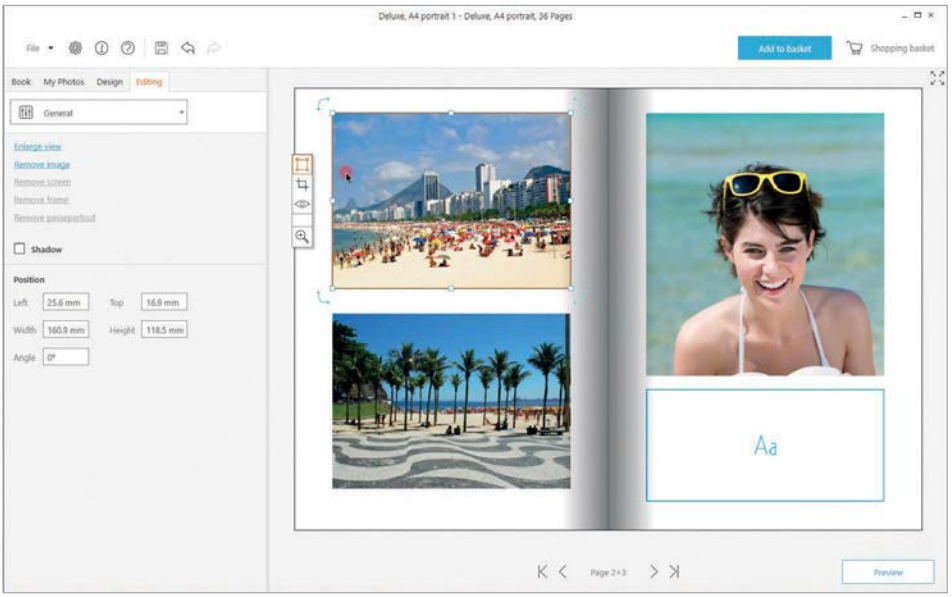


Figure 3.8.2
Moving pages

EXTRA TIP

The newly added pages are inserted at the back after the finished designed pages. You can change the order of pages by moving a double page to the position you want by holding down the left-hand mouse button in page preview in the «Book» tab.

3.9 Editing photos



To edit your photos simply click the photo in your photo book. You can define the size of the photo placeholder that your photo is placed in using the selection frame. For this click on one of the selection frame's corners and drag it to the size you want.

EXTRA TIP

As soon as you have clicked a photo the toolbar appears on the placeholder which contains various different functions for photo editing

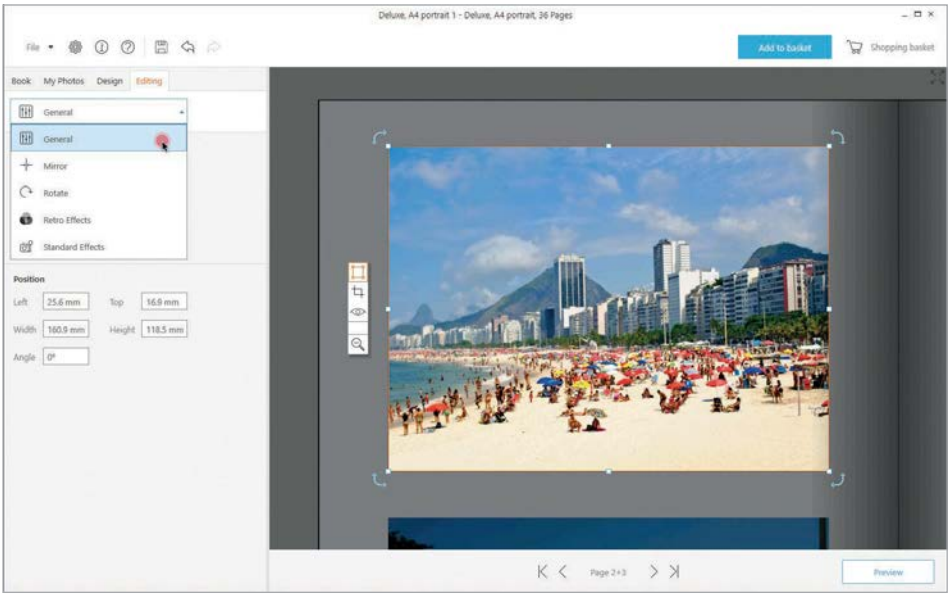
Figure 3.9.1
Editing photos using a new tool

Selection

Crop photo

Red eyes

Zoom in / zoom out



Double click your photo to change its display to a zoomed in view. Double click it again to close the view.

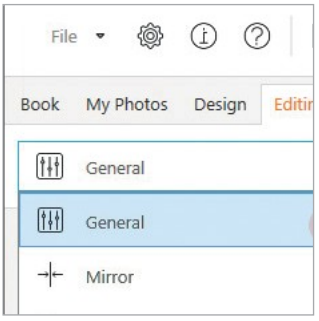
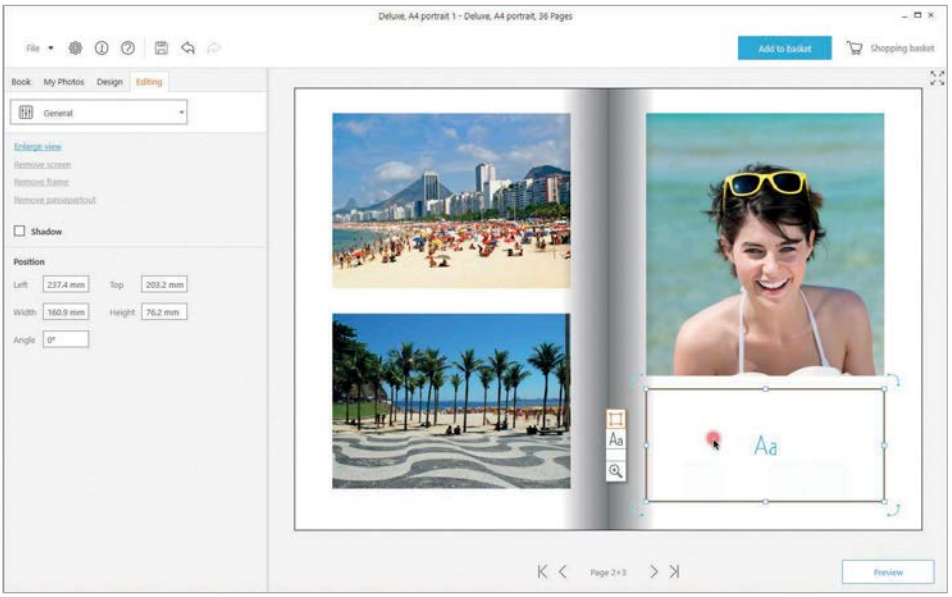


Figure 3.9.2
Editing photos using functions in the drop-down menu

3.10 Adding text



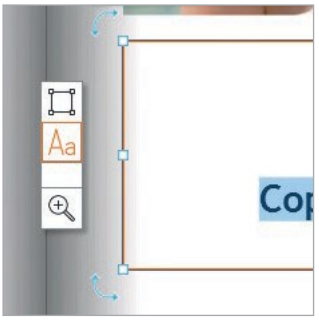
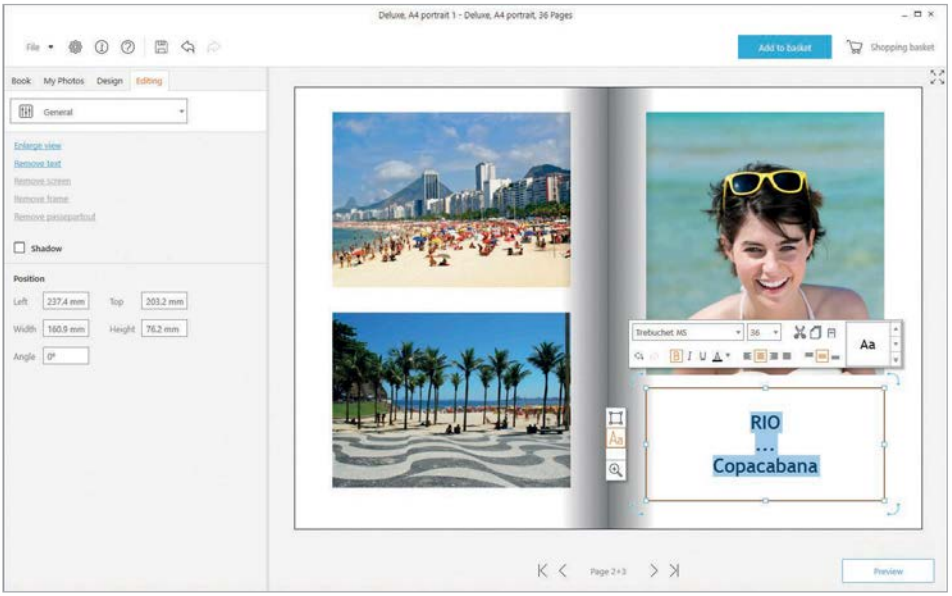


Figure 3.10.1
Editing a text field

Double click the text frame to open the text editor where you can enter the text you want (blue fields marked with «Aa»). The toolbar appears outside the placeholder. Click «Aa» in the toolbar to write or change texts.

EXTRA TIP

As soon as you start writing, the text tool appears outside the placeholder with all the well-known setting options for text editing, for example: font style, font size or text alignment.



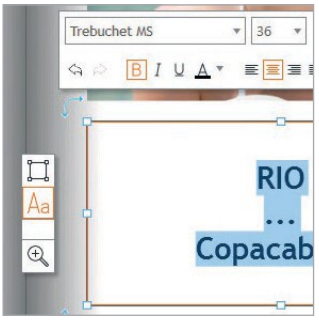
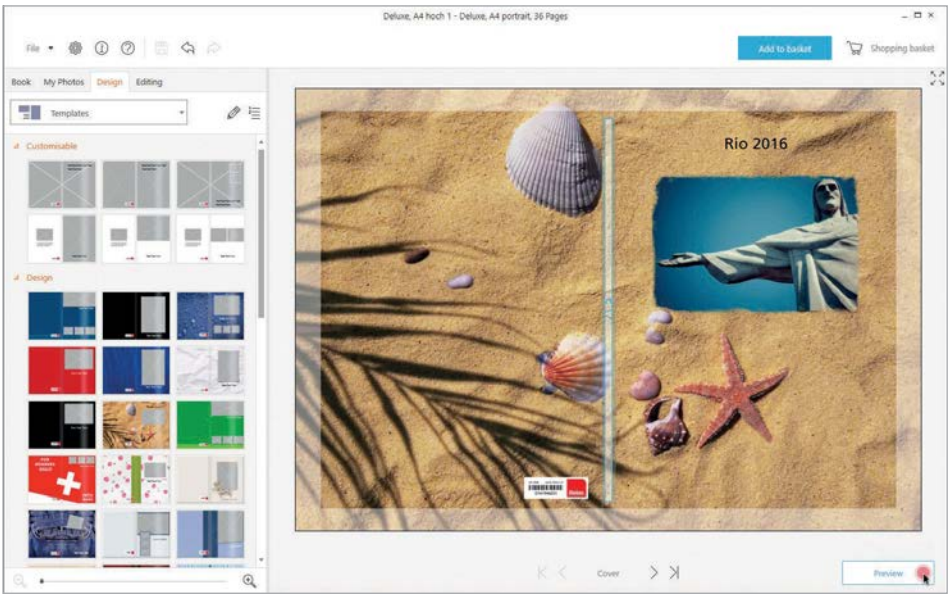


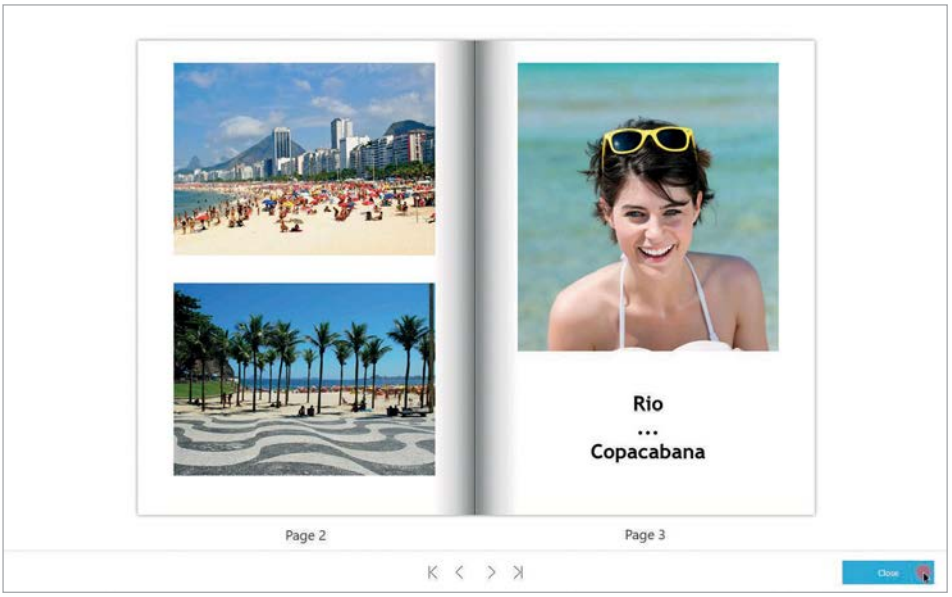
Figure 3.10.2
Editing text

4. Preview



Click «Preview» on the bottom right once you have designed all the pages and cover. Please check the preview very thoroughly as your photo book will be printed by ifolor exactly as it appears here. You can click through the photo book's pages using the arrow keys in the preview.

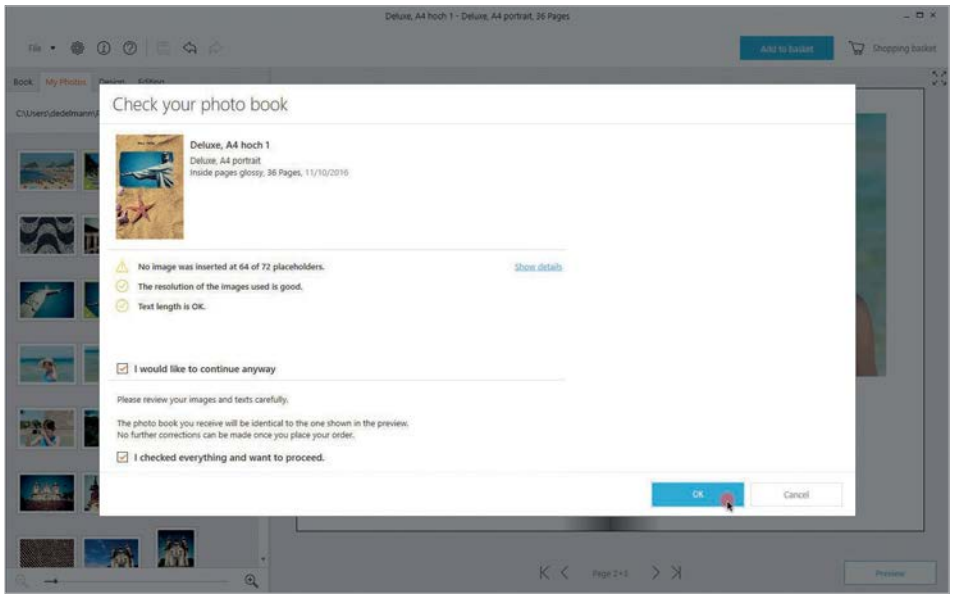
Figure 4.1
Looking at the preview



If you are happy with the preview, quit it by clicking «Close».

Figure 4.2
Closing the preview

5. Checking your photo



Click «Add to shopping basket» to start the photo book ordering process. ifolor Designer checks your photo book and points out any empty photo placeholders, image resolution problems or too long texts. Correct any errors and confirm the automatic checking by ifolor Designer by clicking the little box and then pressing «OK».

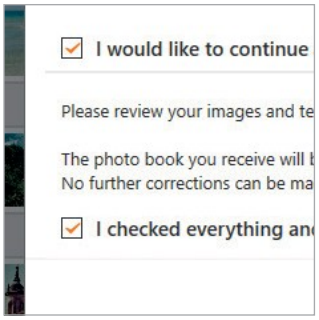
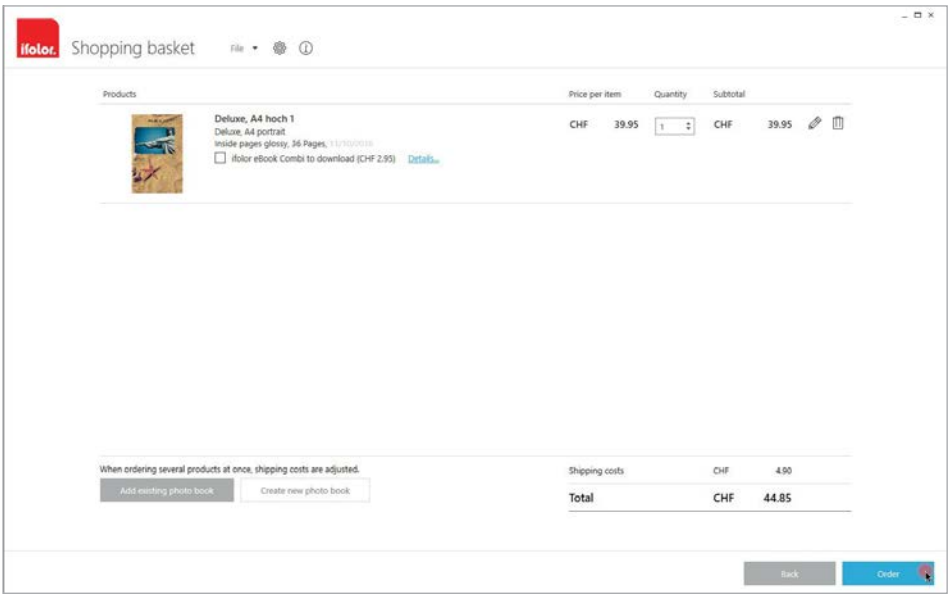


Figure 5
Confirming the photo book check

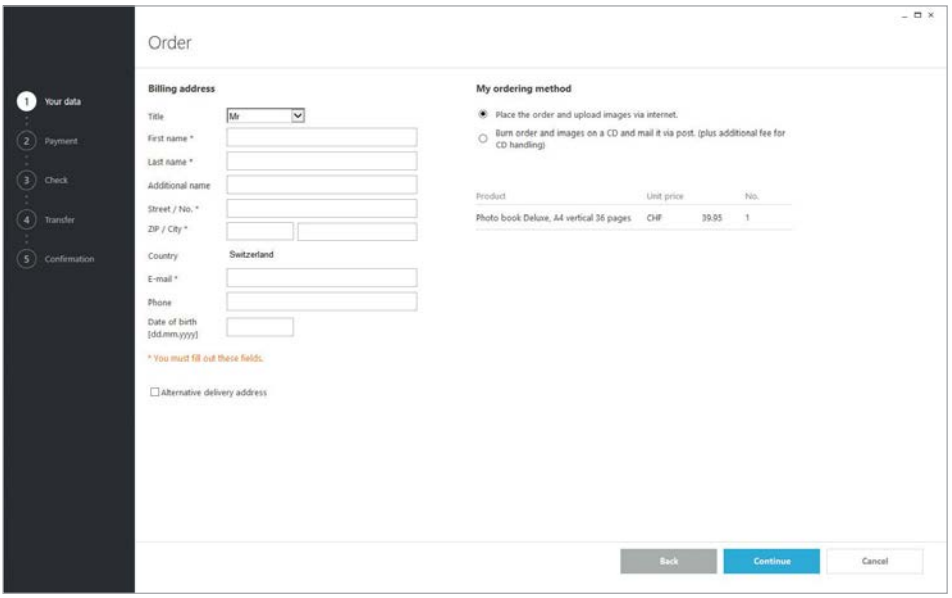
6. Shopping basket



In the shopping basket you are shown an overview of all the products you want to order. Here you can change the number of products to be ordered, go back to the design process or remove the product from the shopping basket.

Figure 6
Shopping basket order overview

7. Entering order details



Click «To the order» once your photo book has appeared in the shopping basket. Enter your address details in the input field and continue the order by clicking «Next» on the bottom right.

EXTRA TIP

Below the billing address you have the option of entering a different delivery address. The invoice will be sent to you.

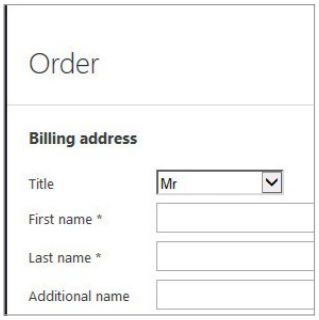
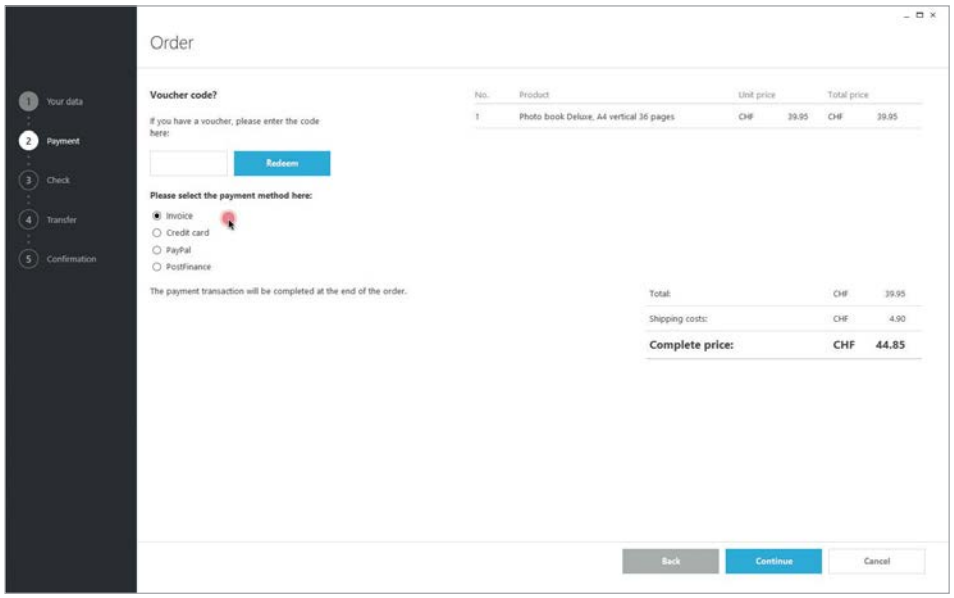


Figure 7
Entering an alternative delivery address

8. Selecting a payment



You then select a payment method and check the order overview. Click «Next» to submit the order.

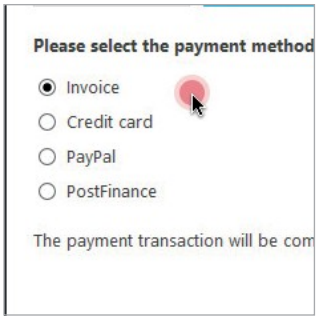


Figure 8
Selecting a payment method

Completing the order

It may take quite some time to transfer the photos and during this time the connection to the Internet must not be broken.

Once your photo book has been successfully transferred to ifolor you will receive an order confirmation by email.

Congratulations, you have successfully ordered your photo book from ifolor! We hope it brings you great pleasure!