

Mac FlipAlbum® 3

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1. Introduction

1.1 Welcome To FlipAlbum®

Thank you and congratulations on choosing FlipAlbum®. FlipAlbum® opens the door to a whole new way of organizing, viewing and sharing digital images and multimedia files. Now you can spend more time enjoying your FlipBooks* rather than struggling with the software. FlipAlbum® combines profound sophistication with simplicity. You'll be amazed at how easy it is to use FlipAlbum®, allowing you to be more productive than ever.

FlipAlbum® allows users to instantly create a digital photo album or catalog with our 3D Page-Flipping interface. With this latest version, users can lay out more than one object (such as images, annotations, multimedia files, etc.) on each flipping page.

** FlipBooks are books that have the extension .OPF. FlipBooks are created when you save your photo albums that you have created. In this user guide, the terms FlipBooks, albums and books may be used interchangeably.*

1.2 Introduction

Have you ever wished there was an easier way to obtain a good overview of your image and multimedia files in a folder, but have not been satisfied with what is currently available? If so, welcome to FlipAlbum®!

FlipAlbum® is a novel album creator and image editor that allows the user to view and edit images resident in a folder by automatically creating a virtual photo album. The photo album created works like a real one, with pages that can be flipped and with page thickness on each side corresponding to the number of pages in the album. The album, or FlipBook created allows the user to browse through his images, bookmark them, and perform various commands such as copy and move images between pages in a Flipbook in a convenient manner. FlipAlbum® therefore provides a most intuitive way to organize and view through your image collections in a book form, a feature not commonly found in other image viewing software.

FlipAlbum® will automatically create a FlipBook from a folder of images. Simply drag the folder of images onto the FlipAlbum application icon to view

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Mac FlipAlbum® 3.0 for Mac OS X.

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1.4 Using Help

To read the Help contents:

1. Click **Help** in the menu bar.
2. Click **Contents**.

Please make sure you have Microsoft Internet Explorer or a similar browser installed in your Macintosh.

Printing Help Topics:

1. Choose **File > Print** from the browser toolbar.
2. Click **OK** to print.

Make sure that you have a printer selected in the **Print Manager** before printing.

2. Quick Start

2.1 System Requirements

Minimum System Requirements:

- Mac OS 10.1.3 and above.
- Apple Macintosh computer, G3 450 MHz and above
- 256 MB RAM and above
- 30 MB free hard disk space
- Mouse
- CDROM

For optimum performance, your Macintosh should have the following configurations or better:

- Mac OS 10.2 and above
- Apple Macintosh Computer, G4 700MHz and above
- 512 MB RAM
- 30 MB free hard disk space
- Mouse
- CDROM

2.2 Installation

1. Insert the FlipAlbum® installation CD in your CD-ROM drive.
2. Double Click on the CD ROM to bring up the contents of the CD.
3. Double click on the installer icon.
4. Follow the on-screen instructions to install Mac FlipAlbum®.

2.3 Overview

Please read this user guide carefully before you start using the software. Figure 2.3.1 shows the basic components of FlipAlbum®.



Figure 2.3.1 The Basic Components of FlipAlbum



Figure 2.3.2 Main Toolbar

Toolbar Descriptions:

With the toolbar, you can quickly perform common actions that are found in the menu bar.

Toolbar Item	Function
New	Create a new book
Open	Opens an existing book
Folder	Open a folder of pictures to compile them into a book.
Copy From	Copy files from another folder
Copy (left/right page)	Copy page to clipboard
Paste	Paste an image from clipboard
Insert (left/right page)	Inserts images from a specific folder onto the left or right page in the flipbook.
Annotate (left/right page)	Insert annotation on left or right page
Overview	Flip to thumbnail overview page
Audio	Play/stop background audio
AutoFlip	Start/stop auto-flipping
Select	Select image for resizing, rotating or batch processing

2.4 Starting FlipAlbum®

If you have accepted the default options in the installation process, you can start FlipAlbum® by using the following method:

1. Locate the folder where you installed FlipAlbum. (The default directory is Home: Applications).
2. Double click on the FlipAlbum Icon to launch the application.

Alternatively if you have the FlipAlbum application in the dock, simply click on the FlipAlbum icon to launch the application.

To create a new FlipBook, you can either open a folder containing your images/objects or start with a blank FlipBook and add the pages and images/objects one by one. You can also choose to open an existing FlipBook.

Read more at the section **Creating a FlipBook**.

2.5 Creating A FlipBook

With FlipAlbum®, there are two ways of creating a FlipBook. You can start off with a new blank book and insert the objects you want, or you can simply open a folder containing the objects.

To create a new book:

1. Click **File** on the menu bar or click the **New** icon.
2. Click **New Book**. You will be prompted to specify a folder to save your new book.
3. Navigate to the desired folder and click **Save**.
4. A new empty book is created for you on the screen.
5. Click **Edit** on the menu bar, choose the **Insert Page** sub menu and insert a Left or Right page.
6. From the edit menu, choose the **Insert Image Object** sub menu, and choose to insert an image to the Left or Right page.

7. Navigate to the folder that contains the objects (JPG, MP3 etc).
8. Choose the desired image to be inserted.
9. To save your new book, click **File** on the menu bar and click **Save**. Alternatively you can press **Command S** to save your flipbook.

Alternatively, you can click on the "Insert" icon on the toolbar (remember to choose either the left or right page), choose an image file from the window, and click **OK** to insert the image.

To create a new book by opening a folder:

1. Click **Folder** on the menu bar.
2. Choose **Open Folder** and a **Browse for Folder** dialog box will be displayed.
3. Navigate to the folder that contains the objects (images, MP3 etc).
4. Click **OK** and the contents of the folder (viewable images and flip files) will be displayed in a book format.
5. To save your new book, click **File** on the menu bar and click **Save**. The flipbook (OPF file) will be saved in the folder you have opened.
6. To save the flipbook in a different location or under a different file name, click **File** on the menubar and choose **Save As**.
7. Enter a name for your new book. Remember to choose the **Save as Complete** option to save the flipbook and the contents in it's entirety.
8. Click **Save**.

Alternatively, if you have a folder of images in your mac, you can do the following:

1. Locate the image folder you want displayed in Mac FlipAlbum.
2. Drag the folder to the FlipAlbum application icon. You can also drag it into a FlipAlbum alias on the desktop or to the application icon in the dock (Figure 2.5.1).
3. Mac FlipAlbum will open the folder of images and display it in a flipbook format. Follow the steps described earlier to save your flipbook.



Figure 2.5.1: Opening a Folder of images by Dragging it to the FlipAlbum Icon in the Dock

2.6 Rearrange Your Pages

1. Click **FlipTo** on the menu bar and select **Overview**.
2. Click the picture of the thumbnail you want to move, then drag and drop to the desired location.

See **Rearrange by Thumbnails** for more details

You can also rearrange your pages by flipping to the Contents Page, select the page you want to move and drag it to the desired location.

2.7 Saving a New FlipBook

To save your flipbook under a different name:

1. Click **File** on the menu bar.
2. Click **Save As**
3. Enter a name for your new book.
4. Click **Save**.

To save your flipbook

1. Click **File** on the menu bar.
2. Choose **Save**.

Alternatively you can press **Command S**.

3. Creating and Opening Books

3.1 Opening, Creating, and Saving Books

Create a new book to which you can add images, and then save your new book. You can also open an existing book.

To open an existing book:

1. Click **File** on the menu bar
2. Click **Open Book**.
3. Browse to the directory where you have saved your book (OPF).
4. Select the book you want and click **Open**.

Note: You may also click the Open icon instead of using the menu.

Alternatively you can open a recently viewed book by:

1. Click **File** menu
2. It lists the recently opened flipbooks.
3. Choose the flipbook listed to open it.

To save your current book:

1. Click **File** on the menu bar.
2. Click **Save** (*save links only).
3. Choose **Save As... Complete** to save the current flipbook as a stand-alone flipbook. You can use this option if you want to transfer you flipbook from one computer to another for further editing or inclusions.



Figure 3.1.1: The “Save As” Dialog Box

To create a new book:

1. Click **File** on the menu bar.
2. Click **New Book**. You will be prompted to specify a folder to save your new book.
3. Navigate to the desired folder, enter the name of your flipbook and click **Save**.
4. A new empty book is created for you on the screen.

Note: You can also create a new book by clicking on the **New** icon instead of using the menu bar.

Note: Remember to save your new book using the **File, Save As** command.

See **Inserting and Deleting Pages** for more details.

3.2 Creating Flipbooks from Different Sources

You can create a flipbook by combining images from different folders.

To start from an empty folder-book and add image files into the new folder:

1. Click **Folder** on the menu bar.
2. Choose **New Folder**. The **Create a new folder** dialog box will be displayed (Fig 3.2.1).
3. Choose the location where you want to create the new folder.
4. Enter the name of the folder.
5. Click **Save** to confirm, or **Cancel** to discard.
6. To add images to the new folder, click **Folder** on the menu bar.
7. Choose **Copy From..** from the folder menu.
8. Navigate to the folder you want to copy the file(s) from.
9. Click **Open** to copy the image files from the selected folder to your current folder.
10. Repeat the procedure to copy images from a different folder to the current folder.

You can use the Shift and Command buttons to choose a sequence or specific files respectively.



Note: The name of your new folder will be added as an annotation to the book cover. You can change the annotation text on the cover. Move your mouse over the title, click **right mouse button** or control click and select **Edit Annotation**.

3.3 Opening a Folder

Open any folder which contains objects for viewing as a book.

To open a folder or directory for viewing as a book:

1. Click **Folder** in the menu bar.
2. Click **Open Folder**. The Browse For Folder dialog box will be displayed.
3. Navigate to the folder where you saved your objects.
4. Click **OK** to open the folder.

Alternatively, you can drag a folder of images onto the FlipAlbum application icon and it will open the folder of images for you. Refer to the section on Creating a Flipbook for more information.

Note: You may also click on the **Folder** icon instead of using the menu bar.

3.4 Annotation and Adding Text

You can easily insert comments and notes with different fonts, borders and colors to personalize your albums by annotating your album pages.

To add annotations to a page:

1. Click **Edit** on the menu bar and choose **Insert Annotation**.
2. From the **Insert Annotation** sub menu, choose either **Left Page** or **Right Page** to add the text annotation.
3. An annotation toolbar, together with an annotation box will appear (Figure 3.4.1).
4. Enter the text in the annotation box. You can change the text attributes (text color, font, size, format, alignment, bullets) by selecting text and choosing the desired attributes on the annotation bar.
5. The text annotation can be positioned by moving the mouse cursor to the edge of the annotation box until it changes into a hand. You can then drag the annotation box to a new location.
6. Click outside the annotation box within the book to accept.
7. To delete or edit the annotation, first click anywhere outside the box. Then right click on the box and a context menu will be displayed (Fig 3.4.2). Click **Delete Selection** or **Edit Annotation** accordingly.
8. You can make the annotation background transparent by choosing **Transparent** on the menu.

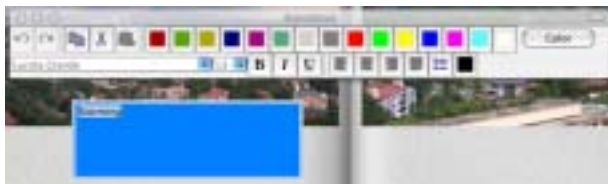



Figure 3.4.1: The Annotation toolbar and box

Note: If the select icon is enabled and you click on an image that has an annotation, the annotation will disappear behind the image. To bring the annotation back to the front, right click (control click) on the image and click **Send to Back**. The annotation will then appear in front of the image again.



Figure 3.4.2: Right Click or Control Click on the Annotation Box

Resizing the Annotation Box:

The annotation box can only be resized by placing your mouse cursor at the bottom right corner. Once the mouse cursor changes into the double-headed arrow , simply click and drag the annotation box to the desired size (Figure 3.4.3).

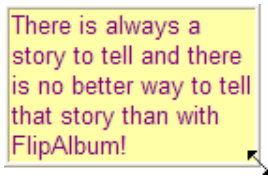


Figure 3.4.3: Resizing the Annotation Box

Positioning the Annotation Box:

Move the mouse cursor to the edge of the annotation box. The mouse cursor will change into the shape of a hand. Click the left mouse button and drag the annotation box to the desired position. (Fig 3.4.4)

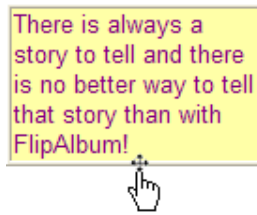


Figure 3.4.4: Positioning the Annotation Box

3.5 Inserting Multi-Media Objects

More than just one object such as pictures and text can be added to a page.

First insert a blank page without an image or you can simply add objects onto existing pages.

Insert an Image:

1. Click **Edit** on the menu bar and choose **Insert Image Object....**
2. From the **Insert Image Object** sub menu, choose Left or Right page. The Insert Image Objects Browser dialog box will be displayed (Fig 3.5.1).
3. Navigate to the desired folder.
4. Drag and Drop to the page either the filename or image, depending on which view you have chosen.

Repeat the above steps as necessary.



Figure 3.5.1: Insert Image Object Dialog Box

Note: You can click on the **Insert** icon instead of clicking the menu items. You may also drag and drop images from the finder.

3.6 Inserting and Deleting Pages

To insert a blank page:

1. Click **Edit** on the menu bar.
2. Click **Insert Page**.
3. Click **Left Page** to add a left-hand page or **Right Page** to add a right-hand page.

If you have previously deleted your Overview, Contents or Index pages, you can insert them again.

To insert Overview/Contents/Index Page:

1. Click **Edit** on the menu bar.
2. Click **Insert Page**.
3. Click **Overview Page**, **Contents Page** or **Index Page** as desired.

Note: If your FlipBook does not have the Overview, Contents or Index Pages, and you insert any of them, the Overview and Contents Pages will be inserted in the front 2 pages while the Index Page will be inserted at the back of the FlipBook.

To delete a page:

1. Click **Edit** on the menu bar.
2. Click **Delete Page**.

Click **Left Page** to delete the left-hand page or **Right Page** to delete the right-hand page.

Note: If the page you deleted is the Overview, Contents or Index Page, you would have to follow the steps above to insert them again, if required.

4. Viewing Photo Images with FlipAlbum®

4.1 Use of Overview Thumbnails, Contents, and Index

The Overview thumbnails allows the user to preview of all the images in the folder. To view the thumbnails in more detail, simply click on the thumbnail to preview the image in full size, or click on the filename above the thumbnail to flip to the page in the book.

To go to the Overview page:

Click **Flip To** on the menu bar and click **Overview** or click the **Overview** icon on the toolbar.

By clicking on a file name on the Contents page, you can flip to the corresponding page in the book. This is also possible by clicking on a file name on the Index page.

The Overview, Contents and Index Pages can be deleted or moved from their original positions in the FlipBook.

To delete the Overview/Contents/Index Pages:

1. Flip to the Overview, Contents or Index Page.
2. Click **Edit** on the menu bar and click **Delete Page**.
3. Click **Left Page** or **Right Page** accordingly.

To move the position of the Overview/Contents/Index Pages:

1. Flip to the Overview, Contents or Index Page.
2. Click **Edit** on the menu bar and click **Cut**.
3. Click **Left Page** or **Right Page** accordingly. The Overview, Contents or Index page will remain.
4. Flip to the page where you want to paste your Overview, Contents or Index page.
5. Click **Edit** on the menu bar and click **Paste**.

4.2 Arrange by Thumbnails

Album pages can be arranged in any order you want by clicking and dragging the thumbnails to the relevant positions.

1. Click **FlipTo**.
2. Click **Overview**.

Click and drag a thumbnail image to a new location.

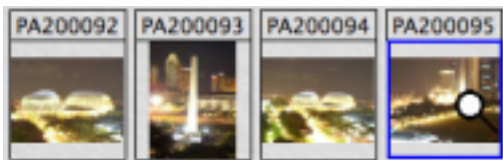


Figure 4.2.1 Mouse Pointer Above Thumbnail Image

Mouse pointer changes to a magnifying glass when it is moved over the thumbnail image. To move the image to another location, click and hold down the mouse button and drag the image to its final location (Figure 4.2.2).



Figure 4.2.2: Moving the Image

The thumbnails have been rearranged (Figure 4.2.3). If you flip to the relevant pages, you will find that the pages have also been rearranged. This procedure can also be used on the Content Page.

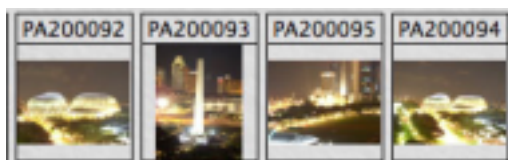


Figure 4.2.3: Thumbnails that have been rearranged

To Select More Than One Thumbnail:

1. Using the Shift key lets you select multiple files at once. Hold down the shift key and click on a page to mark the start of the selection. With the shift key still depressed, click on the page to mark the end of the selection. All the picture pages between the first click and the second click will be selected indicated by the highlighted titles.
2. To reposition the thumbnail, simply drag and drop to the relevant positions.
3. If the thumbnail pages spread over more than 2 pages, perform a Cut and Paste action by right-clicking on one of the selected thumbnail and select **Cut Selection**.
4. Flip over to the desired thumbnail page. Move your mouse over to the desired position, right click and select **Paste**.
5. The selected thumbnails, and the corresponding images in the album would be re-positioned accordingly.

You can also rearrange the page order using the contents page. Simply click the content item (page) and drag it to where you want it to appear.

4.3 Flipping through Your Book

The easiest way to flip through your book is to click the page:

1. Move the mouse cursor to the margins of a page.
2. Click the button of the mouse and the page will flip.

Click at the top of the page and the page will flip faster. Click at the bottom of the page and the page flips slower.

The Flip To menu on the menu bar (Figure 4.3.1) also gives you the ability to flip to a specific location in your flipbook quickly.

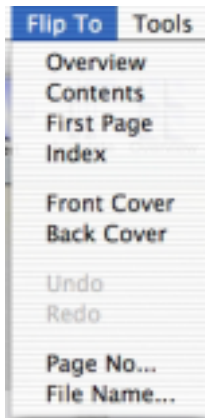


Figure 4.3.1: The FlipTo Menu

Flip To	Description
Overview	Flips to the Overview page (if available)
Contents	Flips to the Content page (if available)
First Page	Flips to the First Page of the flipbook
Index	Flips to the Index page (if available)
Front Cover	Flips to the Front Cover
Back Cover	Flips to the Back Cover
Undo	Undo the previous flip
Redo	Redo the previous flip
Page No.	Flips to a specific page number
File Name	Flips to a specific file in the flipbook.

You can also use the page edge (thickness of the book), Overview and Table of Contents to flip to a page quickly.

Page Edge:

1. Place the cursor at the edge of the side of the book.
2. A bookmark tab appears at the cursor position (Fig 4.3.2).
3. Move the cursor slowly until the bookmark tab shows the page number you want.
4. Click the left mouse button.



Figure 4.3.2 Page Number Indicator

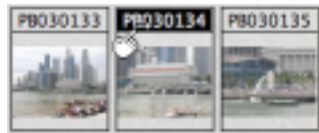


Figure 4.3.3 Selecting Thumbnail Title

Overview:

1. Click **FlipTo** on the menu bar.
2. Click **Overview**.
3. Click the file name of the thumbnail to flip to the desired page. (Fig 4.3.3) (Note: When the cursor is above the file name, the background will be black and the cursor shape will change to the shape of a hand.)

Table of Contents:

1. Click **Flip To** on the menu bar.
2. Click **Contents**.
3. Click the file name listed in the Table of Contents to flip to the desired page

Index Page:

1. Click **Flip To** on the menu bar
2. Choose **Index**.
3. The index is in alphabetical order according to file name. Click on the file name to flip to that page.

4.4 Auto Flipping

With Auto Flip, FlipAlbum® automatically flips the pages for you at a fixed time interval. You can also customize the time interval for the auto flip feature.

To start Auto Flipping of pages:

1. Click **Tools** on the menu bar.
2. Click **Auto Flipping**.
3. Press any key on the keyboard or click the left mouse on the album to stop the auto flipping.

Note: You can also click the AutoFlip icon to start/stop the auto flipping.

To set the Auto Flipping interval:

1. Click **Options** on the menu bar.
2. Click **Set Auto Flipping**. The Auto Flipping Options dialog box will be displayed.
3. You can control the direction of flipping and action at the end of flipping according to your preference (Figure 4.4.1).
4. You can also control the flipping interval by clicking and dragging the scroll button of the flipping interval slider.

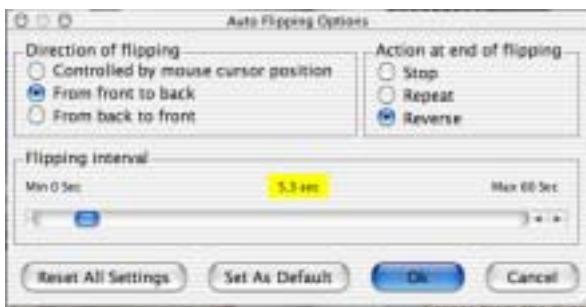






Figure 4.4.1: AutoFlip Options Dialogue Box

4.5 Flipping Control

You can open the Flipping Control tool bar to help you control how you want to flip your book.

1. Click **Tools** on the menu bar.
2. Click **Flipping Control**. The Flipping Control tool bar will be displayed.
3. Click  to flip to the next page and  to flip to the previous page.
4. Click  to flip to the back cover and  to flip to the front cover.
5. You can also click the scroll button and drag it left or right to flip to the page that you want.

4.6 Previewing Images

To view a picture in full screen mode:

1. Click **FlipTo** on the menu bar.
2. Click **Overview**.
3. Click the thumbnail of the picture you want to preview.
4. Click the mouse button to go back to the book.

You may either preview your pictures by clicking on the thumbnails at the overview page or by using the right mouse button to preview the pictures in the pages of the book:

1. Right click or control click the picture you want to preview.
2. Select **Preview/Play** from the context menu.
3. Click the mouse button, or press the **space bar** or **Esc** key to go back to the book.

4.7 Printing

To print one page or a range of pages:

1. Choose **File** from the menu and select **Print**. The print dialogue box will appear (Figure 4.7.1).
2. You can either choose to print a series of pages or a specific page.



Figure 4.7.1: The Print Dialogue Box

To print a specific page:

1. Turn to the page you want to print.
2. Right or control click on an empty part of the page.
3. Choose **Print** from the pop up menu.

To print an image on a page:

1. Right or control click on the image on the page of a flipbook.
2. Choose print image from the pop up menu.
3. You can choose to print either one or multiple images on a single piece of paper.
4. To print one image, choose “Single Picture” from the “Print Selection” dialogue box. (Figure 4.7.2).
5. To print multiple images on one page, choose “Use Print Template” from the “Print Selection” dialogue box. (Figure 4.7.3).

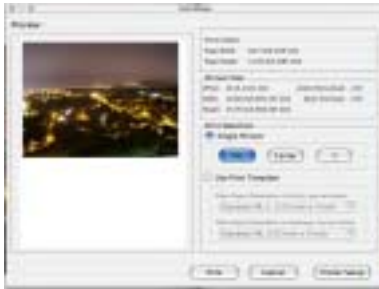


Figure 4.7.2: Printing a Single Image on a Sheet of Paper

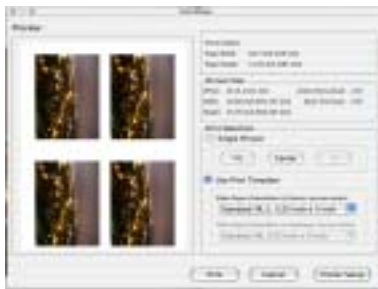


Figure 4.7.3: Printing Multiple Images on a Single Sheet of Paper

4.8 Resizing the Book

An opened book can be resized using the usual mechanisms provided for resizing a window, such as by clicking the restore button on the top right corner of the window in which the book appears or by dragging on the bottom right corner of the window.

4.9 Deleting a Folder

Deleting a folder will remove the folder, subfolders and all the files in it.

To delete a folder:

1. Click **Folder**.
2. Click **Delete Folder**. The Select a folder to be deleted dialog box will be displayed.
3. Navigate and select the folder you wish to delete.
4. Click **Delete**. You will be given a warning, asking you to confirm whether you really want to delete the folder.
5. Click **Yes** to delete or **No** to cancel.

5. Folder Operations

5.1 Copying a File

You can copy an image file or multiple image files from one folder into your currently opened folder:

1. Click **Folder** on the menu bar and click **Copy From**. The dialog box will be displayed (Figure 5.1.1).
2. Navigate to the folder you want to copy the image from.
3. Click on the filename of the image to be copied (a preview thumbnail of the image appears). If you want to select several files at the same time, hold down the Command key or Shift key while making your selections.
4. Click **Open** to confirm, or **Cancel** to discard.



Figure 5.1.1: The "Copy a File from Folder" Dialogue Box

Note: You may also click on the **Copy** icon instead of clicking on the menu items.

5.2 Saving a File in a Different Format

Image files can be saved in different formats and in folders of your choice.

To save a file in a different format:

1. Click **Folder** on the menu bar.
2. Click **Save As**.
3. Click **Left Page** or **Right Page**. The Save file as dialog box will be displayed.
4. Under **Save In**, navigate to the folder you want to save the image.
5. At **File name**, enter a file name.
6. Select **Save as type** for the image to be saved in.
7. Select **Bits per pixel** (if applicable) for the image to be saved.
8. Select **Quality factor** for the image to be saved in, if you are saving the file in JPEG format.

Click **Save** to confirm, or **Cancel** to discard.

5.3 Moving a File

To move an image file from the current folder to another folder:

1. Click **Folder** on the menu bar.
2. Click **Move To** and then **Left Page** or **Right Page**. The Select a folder to move files into dialog box will be displayed.
3. Navigate to the folder you want to move the image.
4. Select **Remove the pictures from book** if you do not want the pictures in the book anymore. Select **Keep the pictures and link to new location of files** if you still want to keep the pictures in the book.
5. Click **Move** to confirm, or **Cancel** to discard.

5.4 Renaming a File

To rename an image file in the current opened folder:

1. Click **Folder** on the menu bar.
2. Click **Rename**.
3. Click on **Left Page** or **Right Page** accordingly. The Select a new name dialog box will be displayed.
4. Enter the desired new name of the file.
5. Click **Rename** to confirm, or **Cancel** to discard.

To rename an image file at Overview/Contents/Index Pages:

1. Move your mouse cursor over the filename that you want to rename.
2. Click your right mouse button and click **Rename**.
3. Type in the new filename and click the left mouse button or press enter.

5.5 Deleting a File

To delete an image file in the current folder:

1. Click on **Folder** on the menu bar and then click **Delete**.
2. Click on either **Left Page** or **Right Page** accordingly. The Warning dialog box will be displayed.
3. Click **Yes** to delete or **No** to cancel.

Note: *Deleting either the left page or right page will permanently delete those album page files from your hard drive.*

6. Editing a Photo Album

6.1 Using the Right Mouse Button or Control Click

Depending on the position of your cursor, you can use the right mouse button or control click to gain quick access to the various menu functions:

Right/Control Click On Object:

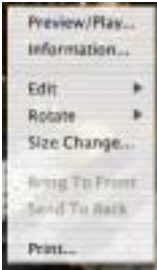


Figure 6.1.1: Image Right or Control Click Context Menu

Preview/Play: View an object in full screen mode

Information: Display information about the object of the current page

Edit Sub-Menu

- Cut Selection:** Move the current object to the clipboard
- Copy Selection:** Copy the current object to the clipboard
- Paste:** Paste from the clipboard
- Delete Selection:** Delete selected object from the page
- Save Picture As:** Save the current picture as a different file
- Move Picture File:** Move the current picture to another location (for image only)
- Rename Picture File:** Rename the current picture file (for image only)
- Delete Picture File:** Delete the current picture from your hard drive (for image only)

Rotate Sub Menu

- Left by 90o Rotates the Image 90o Counterclockwise

Right by 90o	Rotates the Image 90o Clockwise
By 180o	Rotates the Image 180o
By Other Angles	Rotates the Image by a Specified Angle

Size Change: Change the size of the current image (for image only)

Bring To Front: Bring the object to the front of another object or annotation

Send To Back: Send the object to the back of another object or annotation

Print: Print the current object

Right/Control Click On an Empty Page or on a Blank Portion of a Page:



Figure 6.1.2 Page Right or Control Click Context Menu

Preview/Play: View an object in full screen mode

Information: Display information about the object of the current page

Flip To Sub - Menu

Front Cover	Flips to the Front Cover of the Flipbook
Back Cover	Flips to the Back Cover of the Flipbook
Overview	Flips to the Overview Page of the Flipbook
Content	Flips to the Content Page of the Flipbook
First Page	Flips to the First Page of the Flipbook
Index	Flips to the Index Page of the Flipbook

Edit Sub-Menu

- Cut Page:** Moves the content of the current page to the clipboard
- Copy Page:** Copies the content of the current page to the clipboard
- Paste:** Pastes the content from the clipboard onto the page
- Insert Page:** Inserts a new blank page
- Delete Page:** Deletes the page from book

Print Page: Print the current page

Insert Sub-Menu

- Annotate:** Inserts an annotation on the current page
- Image Object** Inserts an Image on the Current Page

Centerfold: Set the view of the current page from 2-page mode to centerfold mode

Page Properties: Set the page background, position and audio

Batch Sub-Menu

- Batch Select:** Select more than one page
- Batch Deselect:** Deselect more than one selected page
- Auto Flipping:** Turn on auto flipping
- Exit:** Exit the menu and go back to book

Right/Control Click Annotation:

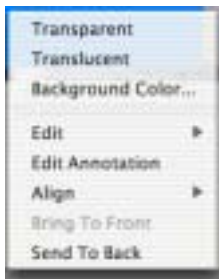


Figure 6.1.3 Annotation Right or Control Click Context Menu

Transparent: Make the annotation background transparent

Translucent: Make the annotation background translucent

Background Color: Lets you choose the background color of the annotation box

Edit Sub-Menu

Cut Selection Moves the selected annotation to the clipboard

Copy Selection Copies the selected annotation to the clipboard

Paste: Pastes the selected annotation from the clipboard onto the page

Delete Selection: Deletes the selected annotation from the page

Edit Annotation: Opens annotation in edit mode and also opens annotation bar

Align Sub-Menu

Left: Aligns the text in the annotation box on the left

Centre: Aligns the text in the annotation box in the centre

Right: Aligns the text in the annotation box on the right

Top: Aligns the text in the annotation box at the top

Middle: Aligns the text in the annotation box in the middle

Bottom: Aligns the text in the annotation box at the bottom

Bring To Front: Bring the annotation to the front of an object

Send To Back: Send the annotation to the back of an object

Right/Control Click On Overview Thumbnails/Contents/Index:



Figure 6.1.4 Overview/Content Page/Index Right or Control Click Context Menu

Preview/Play: View an object in full screen mode

Information: Display information about the object of the current page

Flip To Sub - Menu

Front Cover	Flips to the Front Cover of the Flipbook
Back Cover	Flips to the Back Cover of the Flipbook
Overview	Flips to the Overview Page of the Flipbook
Content	Flips to the Content Page of the Flipbook
First Page	Flips to the First Page of the Flipbook
Index	Flips to the Index Page of the Flipbook

Cut Page: Move the current page to the clipboard

Paste: Paste from the clipboard

Delete Page: Delete page from book

Move Page: To move the page to a another folder

Rename: To rename the page filename

Rotate Sub Menu

Left by 90o	Rotates the Image 90o Counterclockwise
Right by 90o	Rotates the Image 90o Clockwise
By 180o	Rotates the Image 180o
By Other Angles	Rotates the Image by a Specified Angle

Size Change: Change the size of the current image

Print: Print the page

Batch Select: Select more than one page

Batch Deselect: Deselect more than one selected page

Select All: Select all the pages

Deselect All: Deselect all the pages

6.2 Batch Processing of Image Files

Batch Selection allows the user to do specific operations on multiple image files at the same time. The following batch functions are available in FlipAlbum:

Rotate: Rotates the selected images.


Size Change: Resamples and changes the size of the selected images.

Copy Files To: Copies the selected files to a different directory.

Move Files To: Moves the selected files to a different directory.

Delete Files: Deletes the selected files.

To batch select/deselect an image page from album pages:

1. Right/Control click on the margin of the page you wish to select.
2. Click Batch Select on the context menu that appears.
3. The page has been selected, indicated by  at the status bar.

The Overview page will also indicate the batch selection (Fig 6.2.1).

To batch select/deselect images from the overview, table of contents, or index:

Using Shift Click.

1. Use the Shift click to select individual files.
2. Once the files are highlighted, click Edit on the menu bar and click Batch, followed by the operation to be performed (e.g. Rotate, Copy Files to, Move Files to, etc.).

Using control click and context menu.

1. Right or Control Click on one of the thumbnails.
2. On context menu click on Batch Select.
3. Once the files are highlighted, click Edit on the menu bar and select Batch and the operation to be performed (e.g. Rotate, Copy Files to, Move Files to, etc.).

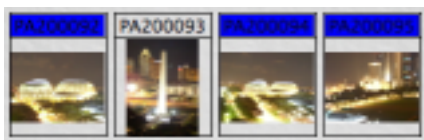


Figure 6.2.1 Batch Selected Files on Overview Page

6.3 Cut, Copy & Paste Page

You can cut, copy and paste pages or objects in a book.

To Cut a Page:

1. Flip to the page that you want to move (cut).
2. Click **Edit** on the menu bar and choose **Cut**.
3. Choose **Left Page** or **Right Page** from the **Cut** sub menu. This means that you want to move (cut) the left or right page and all its contents.
4. Flip to the location where you want to page you have just cut to be moved to.
5. Click **Edit** from the menu and choose **Paste**. The page will be moved to the location of your choice.

Alternatively you can do the following.

1. Right/control click on an empty part of the page.
2. From the Pop-up menu, choose **Edit** and then **Cut** from the **Edit** sub menu.
3. Flip to the location where you want the page to be.
4. Click **Edit** from the menu and choose **Paste**.

To Cut a selected image:

1. Flip to the page with the image you want moved/removed.
2. Click on the "Select" icon on the toolbar.
3. Click once on the image you want to cut.
4. Click **Edit** from the menu bar and choose **Cut**.

5. From the **Cut** sub menu, choose selection. Alternatively you can press Command X.
6. Flip to the page where you want the image moved to. Press **Command V** or choose **Paste** from the **Edit** menu. By default, the image will be placed on the left page.

Alternatively you can try the following.

1. Right/control click on the image on the page.
2. From the Pop-up menu, choose **Edit** and then **Cut** from the **Edit** sub menu.
3. Flip to the location where you want the page to be.
4. Click **Edit** from the menu and choose **Paste**. By default, the image will be placed on the left page.

To Copy a Page:

1. Flip to the page that you want to copy.
2. Click **Edit** on the menu bar and choose **Copy**.
3. Choose **Left Page** or **Right Page** from the **Copy** sub menu. This means that you want to copy the left or right page and all it's contents.
4. Flip to the location where you want to page you have just copied to be moved to.
5. Click **Edit** from the menu and choose **Paste**. The page will be copied to the location of your choice.

Alternatively you can do the following.

1. Right/control click on an empty part of the page.
2. From the Pop-up menu, choose **Edit** and then **Copy** from the **Edit** sub menu.
3. Flip to the location where you want the page to be.
4. Click **Edit** from the menu and choose **Paste**.

To Copy a selected image:

1. Flip to the page with the image you want copied.
2. Click on the "Select" icon on the toolbar.
3. Click once on the image you want to copy.

4. Click **Edit** from the menu bar and choose **Copy**.
5. From the **Copy** sub menu, choose selection. Alternatively you can press Command C.
6. Flip to the page where you want the image copied to. Press **Command V** or choose **Paste** from the **Edit** menu. By default, the image will be placed on the left page.

Alternatively you can try the following.

1. Right/control click on the image on the page.
2. From the Pop-up menu, choose **Edit** and then **Copy** from the **Edit** sub menu.
3. Flip to the location where you want the page to be.
4. Click **Edit** from the menu and choose **Paste**. By default, the image will be placed on the left page.

6.4 Rotate Images

You can rotate an image to a desired disposition.

1. Flip to the page you want to rotate your image.
2. Click **Edit** on the menu bar.
3. Click **Rotate** and click **Left Page -90°**, **Left Page +90°**, **Right Page -90°** or **Right Page +90°**.
4. Click **Left Page...** or **Right Page...**
5. If you want to select the angle to rotate. The Rotate dialog box will be displayed (Figure 6.4.1).
6. Click and drag the scroll button on the Clockwise Angle slider to determine the angle you want to rotate your image. Alternatively you can type in the angle of rotation. For anti-clockwise rotation, type in a "-" sign followed by the angle of rotation.
7. You can also add a background color to the back of the rotated image by clicking on the **Background Color** button.
8. Select a color or customize your own color. Click **OK** to accept the background color.
9. Click **OK** to accept or **Cancel** to discard.



Figure 6.4.1: The Rotate Image Dialogue Box

6.5 Resizing Images

Resizing Images by Click and Drag:

1. Click **Edit** on the menu bar and click **Select** or click the **Select** icon on the toolbar.
2. Click on an image. The image border will turn into a dotted border (Fig 6.5.1).

To resize the image, move the cursor over the lower right corner of the image. The cursor will change into a two-headed arrow. Drag the corner to enlarge or reduce the size of the image.



Figure 6.5.1 Resizing a Selected Image

Resizing Images By Specifying the Dimensions:

1. Flip to the page you want to resize the picture.
2. Click **Edit** on the menu bar.
3. Click **Size Change** and click **Left Page** or **Right Page**. The Resize dialog box will be displayed (Figure 6.5.2).
4. Specify the width and height of the image by typing the dimensions in the **Width** and **Height** text boxes. Alternatively you can specify a value for the image to be a certain percentage of the original image.
5. To ensure that the image is not distorted, the **Keep Aspect Ratio** box should be checked.

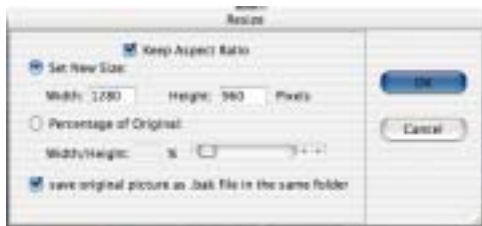


Figure 6.5.2: The Resize Image Dialog Box

Note: Resizing the image does not change the physical image file. It only changes how the image will appear in FlipAlbum.

6.6 Positioning Objects

You can arrange images on pages, positioning them as you desire.

1. Click **Edit** on the menu bar and click **Select Objects** or click the **Select** icon.
2. Click on an object. The object border will turn into a dotted line (Fig 6.6.1).
3. Move the cursor over the object. It will change into a hand.
4. Click and drag the object to the desired location on the page or across the page. While dragging, crossed arrows will appear at the top of the hand.



Figure 6.6.1 Positioning an Object

6.7 Changing the Album Name

Customize the name of your FlipAlbum by adding an annotation or editing an existing one to your cover.

To add an annotation on the cover:

1. Click **FlipTo** on the menu bar.
2. Click **Front Cover**
3. Click **Edit** on the menu bar.
4. Click **Insert Annotation** and click **Right Page**.
5. Enter the name of the book you wish to appear on the cover.

To edit an annotation on the cover:

1. Click **FlipTo** on the menu bar.
2. Click **Front Cover**
3. **Control Click** or use the **right mouse button** on the annotation.
4. Click **Edit Annotation** on the pop-up context menu.
5. Make the changes to the name of the book and click outside the annotation box on the page.

6.8 Changing the Album Cover

There are a few different ways of customizing the cover of your album.

You may also use the Book Cover property to change the cover to an image of your choice.

1. Choose **Mac FlipAlbum 3** from the menu and choose **Preferences**.
2. Select the **Book Cover** option.
3. Under **Cover Property**, click **Browse** and navigate to the folder that contains the image that you want to use for your cover (see Figure 6.8.1).
4. Select your image. Click **Open**.
5. Click **OK** to accept the change of cover.

If you are familiar with an image editing tool (eg. Photoshop) you can design and incorporate your own book covers into your flipbooks.



Figure 6.8.1: Customising the Book Cover

6.9 Page Properties

This option allows you to configure settings for page background and page position.

To set page properties:

1. Flip to the page you would like to set the properties.
2. Click **Edit** on the menu bar, click **Page Properties** and then select **Left Page** or **Right Page**. Alternatively you can right or control click on the page.
3. The **Set Page Properties** dialog box will be displayed (Figure 6.9.1).

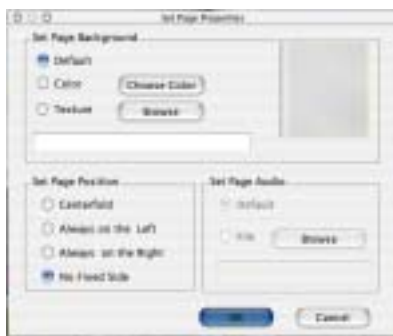


Figure 6.9.1: The “Page Properties” Dialogue Box

To set page background:

1. If you want to choose a background color for your page, click the **Choose Color** button. Select the color you want and click **OK**.
2. Click the **Browse** button if you want to add an image as your background. Navigate to the folder containing your image, select and click **Open**.
3. Click **OK**.

To set the page position:

1. If you select the **Centerfold** radio button, the page you selected will be displayed in Centerfold mode.
2. If you select the **Always on the left** radio button, the page you selected will always be displayed on the left even if you insert a page before this page in the flipbook.
3. If you select the **Always on the right** radio button, the page you selected will always be displayed on the right even if you insert a page before this page in the flipbook.
4. Leave the selection as **No Fixed Side** if you are not sure which side your page should be in. This is the default setting.
5. Click **OK**.

7. Setting Control Options and Settings

7.1 Options: Book Cover

This option allows you to choose the texture for the cover of your book.

To choose the front cover of your book:

1. Click **Mac FlipAlbum** item on the menu bar and click **Preferences..**
2. Select the **Book Cover** option. (Fig 7.1.1).
3. Click **Front Cover** under Cover Pages.
4. Click the **Browse** button. The Open dialog box will be displayed.
5. Navigate to the directory where you have stored your front cover image files (JPG format).
6. Select the image file you want and click **Open**.
7. Click **OK** in the Book Cover tab to apply the change.

To choose the back cover of your book:

1. Click **Mac FlipAlbum 3** item on the menu bar and click **Preferences**.
2. Choose the **Book Cover** option (Fig 7.1.1).
3. Click **Back Cover** under Cover Pages.
4. Click the **Browse** button. The **Open** dialog box will be displayed.
5. Navigate to the directory where you have stored your back cover image files (JPG format).
6. Select the image file you want and click **Open**.
7. Click **OK** in the Book Cover tab to apply the change.

If you are familiar with an image editing tool (eg. Photoshop) you can design and incorporate your own book covers into your flipbooks.



Figure 7.1.1 Options Book Cover Dialog Box

7.2 Options: Book Background

This option allows you to choose the color and texture for the background of the book.

To choose your background color:

1. Click **Mac FlipAlbum** item on the menu bar and click **Preferences..**
2. Select the **Book Background** option (Fig 7.2.1).
3. Select the **Color Background** radio button.
4. Click **Choose Color**. The Color palette will be displayed.
5. Select the color you want from the color palette.
6. Click **OK** to select the color.
7. Click **OK** in the Book Background tab to apply the color.

To choose a background texture:

1. Click **Mac FlipAlbum 3** item on the menu bar and click **Preferences.**
2. Choose the **Book Background** item (Fig 7.2.1).
3. Select the **Texture Background** radio button.
4. Click **Browse**. The Open dialog box will be displayed.

5. Navigate to the directory where you have stored your background image files (JPG, BMP formats). Select an image file and click **Open**.
6. Click **OK** to apply the background texture.

If you are familiar with an image editing tool (eg. Photoshop) you can design and incorporate your own backgrounds into your flipbooks.



Figure 7.2.1 Options Book Background Dialog Box

7.3 Options: Page Background

This option allows you to define to configure your pages (left, right or centerfold) with either colored or textured backgrounds. There are also themes available for you to configure the whole album.

To choose your background color:

1. Click **Mac FlipAlbum 3** item on the menu bar and click **Preferences**.
2. Choose the **Page Background** item (Fig 7.2.1).
3. Select the **Color Background** radio button.
4. Click **Choose Color**. The Color palette will be displayed.

5. Select the color you want from the Colors palette.
6. Click **OK** to select the color.
7. Click **OK** in the Page Background tab to apply the color.

To choose a background texture:

1. Click **Mac FlipAlbum 3** item on the menu bar and click **Preferences**.
2. Choose the **Page Background** item (Fig 7.3.1).
3. Select the **Texture Background** radio button.
4. Click **Browse**. The Open dialog box will be displayed.
5. Navigate to the directory where you have stored your background image files (JPG, BMP formats). Select an image file and click **Open**.
6. Click **OK** to apply the background texture.

If you are familiar with an image editing tool (eg. Photoshop) you can design and incorporate your own page designs into your flipbooks.



Figure 7.3.1 Options Page Background Dialog Box

To change the page background using the right mouse button or control click:

1. Flip to the page you want to change the background.
2. Click the right button of your mouse or control click on the page and click **Page Properties...** (Fig 7.3.2).
3. Click **Texture**. The Open dialog box will be displayed.
4. Navigate to the folder where you have stored your page background image files.
5. Select the image file you want and click **Open** to apply the change.

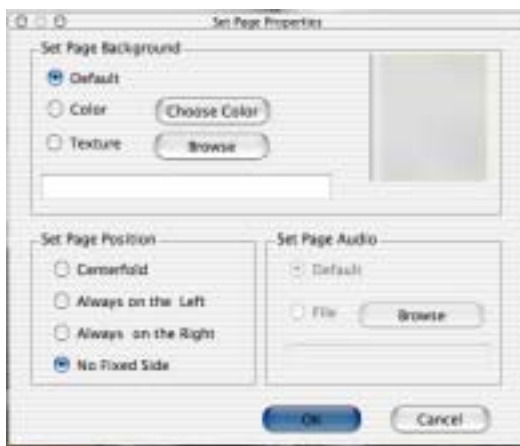


Fig 7.3.2 Set Page Properties Dialog Box

7.4 Options: Page Margins

This option allows you to set the page margins in your book for comfortable viewing:

1. Click **Mac FlipAlbum** item on the menu bar and click **Preferences..**
2. Select the **Page Margins** option (Fig 7.4.1).
3. Click the UP or DOWN arrow buttons for each of the margins to select the desired figure. Do remember that the settings are expressed as a percentage of the page measurements.
4. Click **OK** when done.



Figure 7.4.1 Options Page Margins Dialog Box

7.5 Options: Display

This option allows you to configure the display settings for the album.

To display Filename on each page of the album:

1. Click **Mac FlipAlbum** item on the menu bar and click **Preferences..**
2. Select the **Display** option (Fig 7.5.1).
3. Click the **Display file name** check box. Select the rest of the options like with/without extensions, transparent, background color, font, position or alignment of the file name.
4. Click **OK** when done.



Figure 7.5.1 Options Display Dialog Box

Note: You may have to adjust the page margin settings to view the file name.

7.6 Options: Audio

This option allows you to turn on/off and add background music:

1. Click **Mac FlipAlbum 3** item on the menu bar and click **Preferences**.
2. Choose the **Audio** item (Fig 7.6.1).
3. Click the **Enable Audio** check box.
4. You can add a playlist of audio files to be played as background music while you flip your book. Click the **Add** button to add your desired audio file(s). The **Open** dialog box will be displayed.
5. Navigate to the folder where you have stored your audio files (MP3, WAV, or MID formats).
6. Select the audio file(s) you want and click **Open**.
7. Click **OK** to apply the change.

To enable the page flipping sound:

1. Check the **Enable** check box under Flipping Sound.
2. Click **OK** in the Audio tab to apply the change.

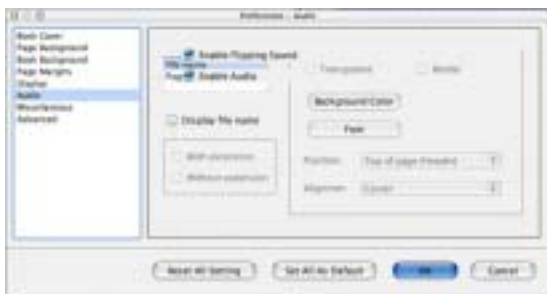


Figure 7.6.1 Options Audio Dialog Box

7.7 Options: Miscellaneous

To adjust the flipping speed:

1. Click **Mac FlipAlbum** item on the menu bar and click **Preferences**.
2. Select the **Miscellaneous** option (Fig 7.7.1).
3. Move the pointer along the bar under Flipping Speed to adjust the flipping speed.

To set controls when opening book:

1. Click the **Start with auto flip** check box to enable the auto flipping function when a book is opened.
2. Click the **Start with window frame** to view the book with a window frame when a book is opened.
3. Click the **Start with open book** to have the book opened to the first page automatically when launched.



Figure 7.7.1: Miscellaneous Dialog Box

7.8 Page View Mode

You can set the view of a page from 2-page mode to centerfold mode and vice versa.

For individual pages:

1. Click **View** on the menu bar.
2. Select **Left Page** or **Right Page**.
3. Click **In 2-Page Mode** or **In Centerfold Mode**.

For the entire book:

1. Click **View** on the menu bar.
2. Select **Entire Book**.
3. Click **In 2-Page Mode** or **In Centerfold Mode**.

7.9 View Toolbar

To turn the toolbar on and off :

1. Click **View** on the menu bar
2. Select **Toolbar**.

8. Technical Information

8.1 FlipAlbum® supports these file formats:

Images (GIF, JPG, PNG, BMP)

Open Electronic Book Package Format (OPF)

Sound Files (MP3, MID, WAV)

There is another file extension that needs some explanation. It is the .flp format. This is a proprietary file format of E-Book Systems. You would probably see this file extension at the Overview, Contents and index pages whenever you make any changes to each page of the album, like adding annotation or repositioning etc.

8.2 Image File Information

To obtain information on image files:

1. Click **Select** on the toolbar.
2. Click an object on the page.
3. Click **View** on the menu bar.
4. Click **Information** and click **Left Page** or **Right Page** to view the object information.

Alternatively, you can also use the right/control click and select **Information** to access the same image information.

8.3 OPF Information

When you create a book or save current web pages as a book, the book is saved with an OPF extension, for example, myflipbook.opf. The extension OPF stands for Open electronic book Package Format. This file contains information that represents the structure of the book that you have just saved. Technically, the book structure is described using XML. Essentially, the OPF file contains references to the other files that make up

the pages in your book. These other files may be one or more of the file formats supported by FlipAlbum.

The OPF file also contains information that describes attributes of the book, such as the book's appearance.

Since OPF files contain information written in XML, anyone who is conversant with XML may use a text editor to modify the OPF files, and/or create OPF files.

8.4 Backup Files

Backup files (.BAK) will be created in the folders containing the images whenever you perform operations that modify the image files, such as Rotate, Size Change, Image Edit etc. The files are backups of the original image files that you can use to recover your original image files, if needed.

To recover your image file:

1. Go to the Macintosh finder and navigate to the folder that contains your image files.
2. If your original file name is PA200078.jpg, then you will find the backup file PA200078.jpg.bak in the same folder (Fig 8.4.1).
3. Delete your original PA200078.jpg and rename the backup file PA200078.jpg.bak to PA200078.jpg.



Fig 8.4.1 Backup File

9. Customer Support

9.1 Customer Support

On-line Support:

Please proceed to <http://www.flipalbum.com/support> to:

1. Access our on-line knowledge base for immediate answers to your questions
2. Retrieve your Product ID and the download information
3. Update your registered email address
4. Receive the latest information and hot tips

Email Support:

If you have any questions or comments about FlipAlbum®, our Customer Support team can be contacted via email at support@ebooksys.com.

Please include the following information so that we may serve you better:

1. Product Identification (PID) Number and Version
2. Type of computer you are using (eg. Powermac. Powerbook, etc.), the processor type and speed (G4/700MHz) and the amount of RAM you have in your mac.
3. The Mac OS version you are using (eg. 10.1.5 or 10.2.2).
4. Your questions or comments

Other Contacts:

1600 Wyatt Drive, Suite 14, Santa Clara, CA 95054

Tel: (408) 625-8000 Fax: (408) 919-6677

If you have marketing or resellers related enquiries, please contact us at: sales@ebooksys.com

If you have web site related enquiries, please contact us at: webmaster@ebooksys.com

For more information, please visit our web sites at: <http://www.flipalbum.com>

9.2 Questions and Answers

Q1. Why can't I install Mac FlipAlbum 3.0?

A1. Mac FlipAlbum was designed to run on Mac OS 10.1.3 and above. If you are running Mac OS 9 or below, you will need to upgrade to Mac OS 10.1 at least before you can install Mac FlipAlbum 3.0.

Q2. How many images can I put in one Flipbook?

A2. The number of images that you can have in a Flipbook is dependant on the amount of memory (RAM) that you have in you computer. We have opened Flipbooks with more than 1000 images/pages on a system with 256 MB RAM but the performance will suffer.

It is also dependant on the size of your images.

Q3. Why is it that when I move my flipbooks from one Mac to another, I get pages of "Invalid Images" instead of pictures and text?

A3. You will need to use the "Save As" function, and choose "Complete" before you can migrate your flipbooks to another Mac or PC.

If you have any other questions, please feel free to email us at support@ebooksys.com.

Please remember to include the platform name, your OS version, CPU speed, Memory and the version of flipalbum you are using.