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Getting Started

Create a New Project

1

Log into <https://folioalbums.com/shop> then go to 'Album Designer' in the top grey bar



2

Click 'New Album Project', then select the album type and size you would like to design.

Note:

When designing a Matted Album the size cannot be changed once the design has been started due to the different ratios of the templates.

Matted Albums have a more limited template selection due to not being able to take images over the centre crease. Please check which album type you are designing carefully.

3

Go to the 'Import' tab and click 'select photos'. Choose all the images you would like to upload into the project.

Note:

To ensure your images appear in order when designing please re-name your images in the following format before uploading:
0001_filename.jpg, 0002_filename.jpg .. 0010_filename.jpg, 0011_filename.jpg

Please upload high resolution images, the designer will then automatically scale the images down to thumbnail size to make the upload / design process quicker for you.

IMPORTANT: Images must not be resized / renamed once after they have been uploaded as they will need to be uploaded again once the design is complete.

Test-Design

Album style: Fine Art Book

No warnings

Album

Import

Export

Manage

Please upload your high resolution images in JPEG format. The software will automatically scale images to thumbnail size at this stage.

IMPORTANT NOTE The same high resolution images will need to be uploaded after the design has been completed. Please do not re-name / crop / delete images.

To ensure your images appear in order when designing please rename the files before uploading them, in the following way:

001_filename, 002_filename ... 010_filename, 011_filename, ... etc.

This is a necessary step if you are requesting a free design.

Select photos

Drop files here

Dropbox

4

Images will start to load into the project, a pop up will appear once all images have loaded, which will then direct you to the next stage.

Test-Design

Album style: Fine Art Book

No warnings

Thumbnails 0

High resolution 0

Album

Import

Export

Manage

Please upload your high resolution images in JPEG format. The software will automatically scale images to thumbnail size at this stage.

IMPORTANT NOTE The same high resolution images will need to be uploaded after the design has been completed. Please do not re-name / crop / delete images.

To ensure your images appear in order when designing please rename the files before uploading them, in the following way:

001_filename, 002_filename ... 010_filename, 011_filename, ... etc.

This is a necessary step if you are requesting a free design.

Select photos

002.jpg

721.5KB

003.jpg

614.5KB

004.jpg

898.0KB

005.jpg

837.5KB

006.jpg

868.5KB

007.jpg

939.7KB

008.jpg

509.5KB

009.jpg

1.4MB

010.jpg

011.jpg

012.jpg

013.jpg

014.jpg

015.jpg

016.jpg

017.jpg

018.jpg

019.jpg

020.jpg

021.jpg

022.jpg

023.jpg

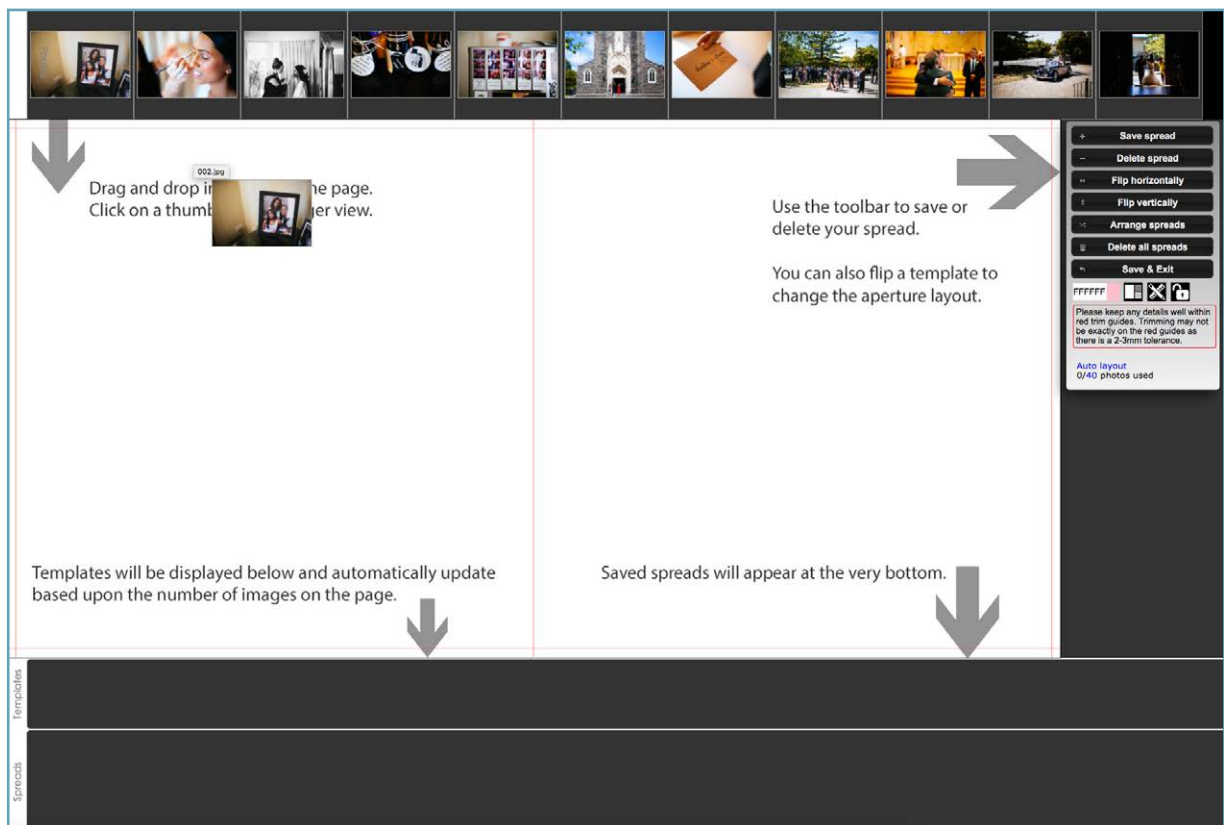
Dropbox

Edit Spreads

Adding Images to Spreads + Choosing Templates

1

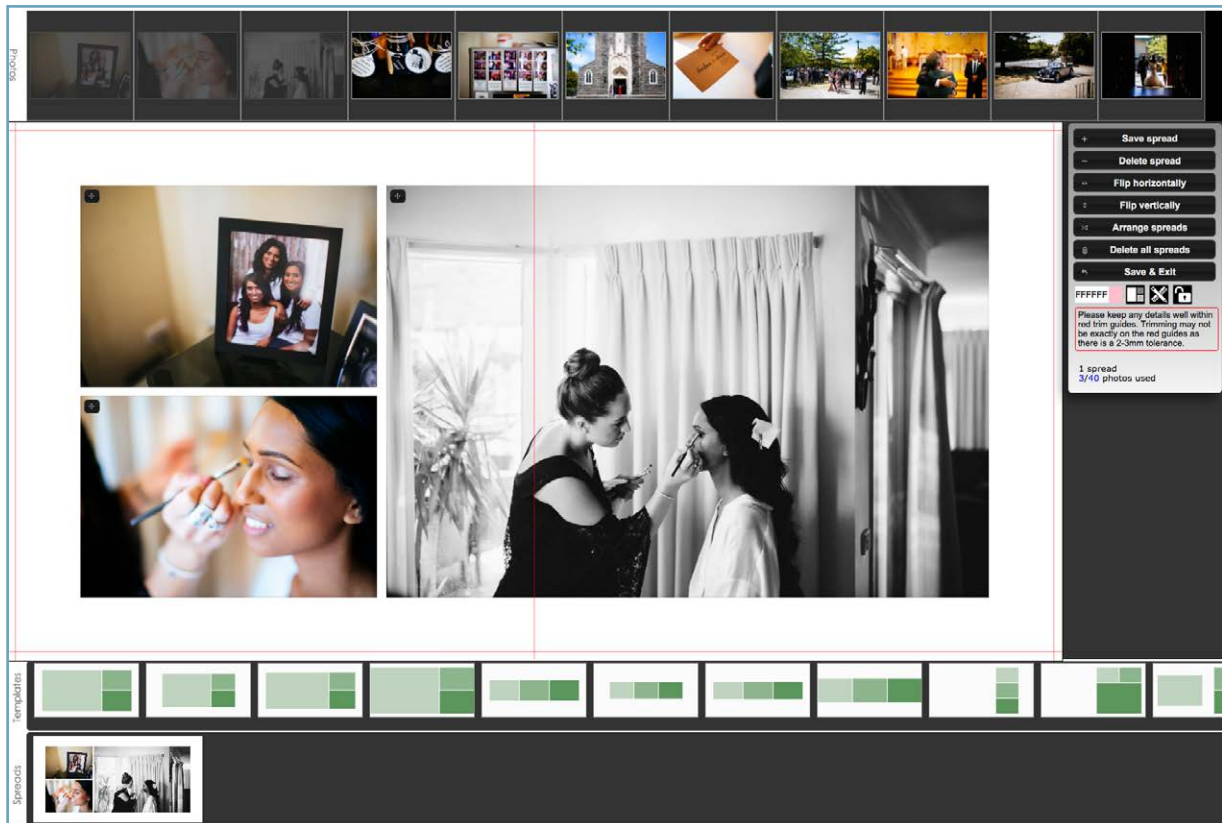
Click and hold the image you would like to add to the spread then drag the image down from the top 'Photos' bar onto the spread and release.



2

Once the desired number of images have been dragged and dropped onto the open spread you can choose a template by clicking on the preview in the 'Templates' bar beneath the open spread.

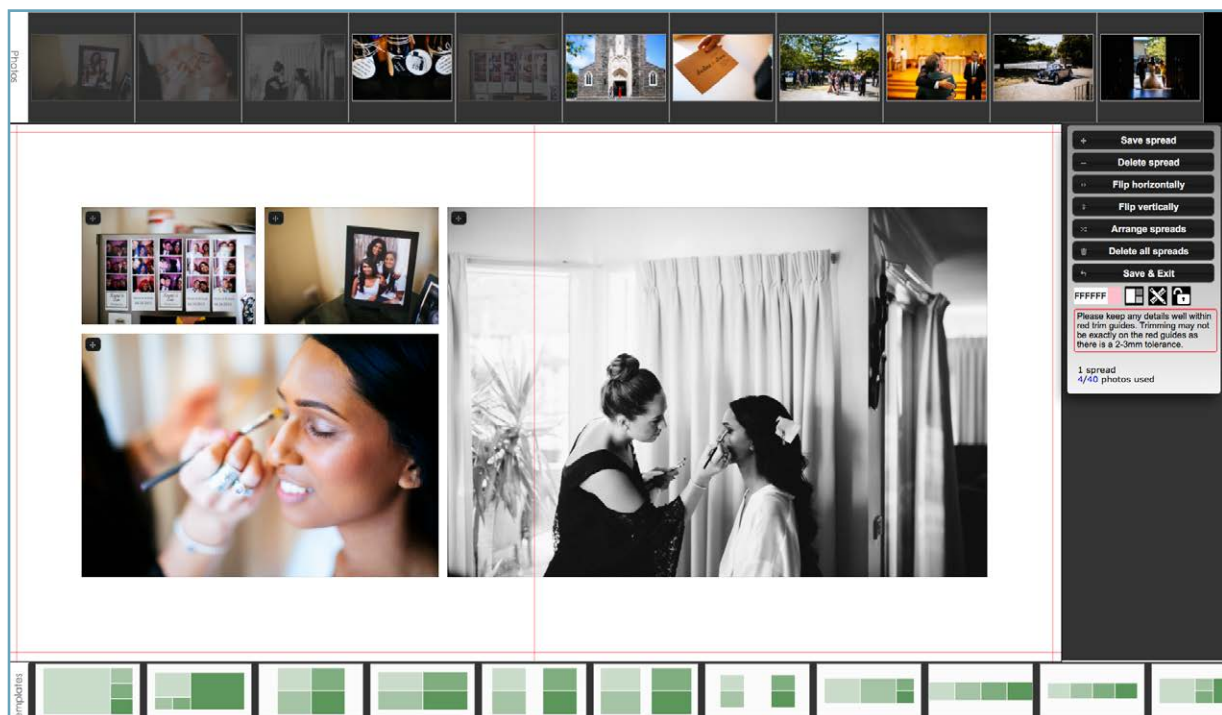
Reposition images in the aperture by clicking on the image and dragging it around the aperture.



3

All templates that match the orientation of the images on the open spread will appear in green.

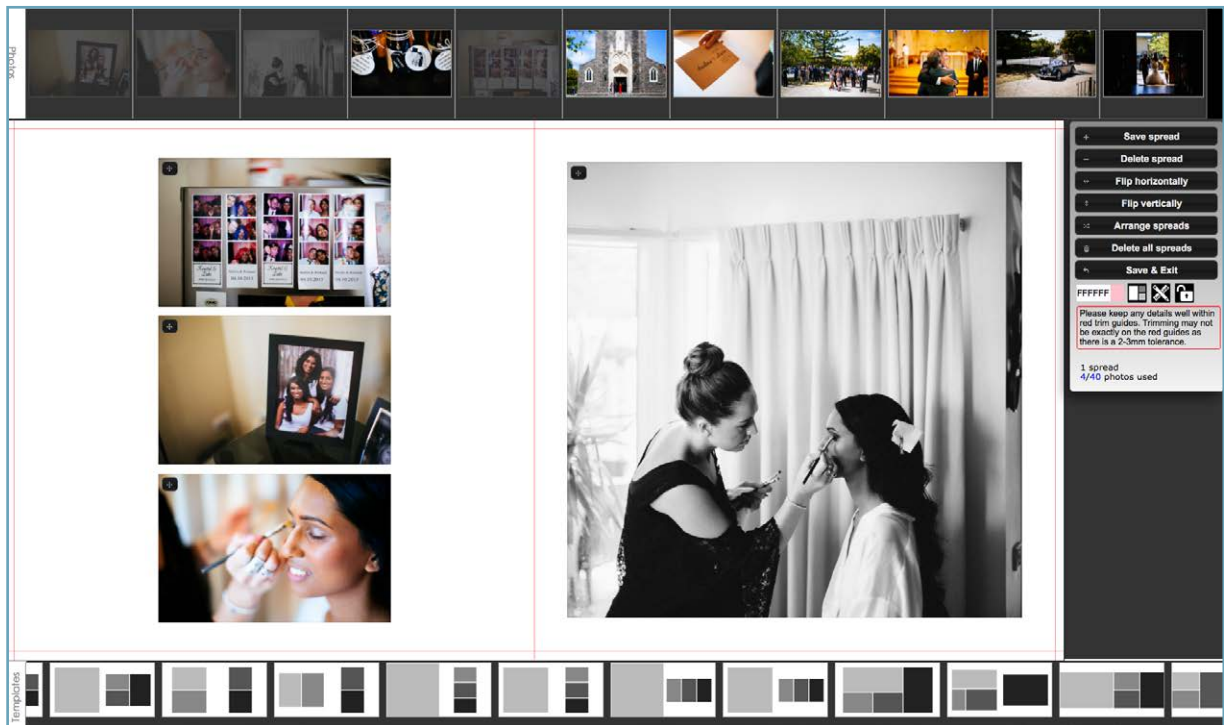
For example: If you have selected 4 landscape (horizontal) images all the templates with 4 landscape (horizontal) images will appear in green.



4

Templates that don't match the orientation of all the images on the open spread will appear in grey. These templates can still be selected.

For example: If you have selected 4 landscape orientation images but the template has 3 landscape (horizontal) apertures and 1 square aperture it will appear in grey.

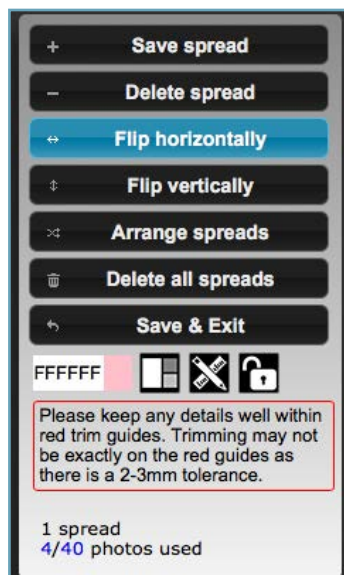


Flipping Templates

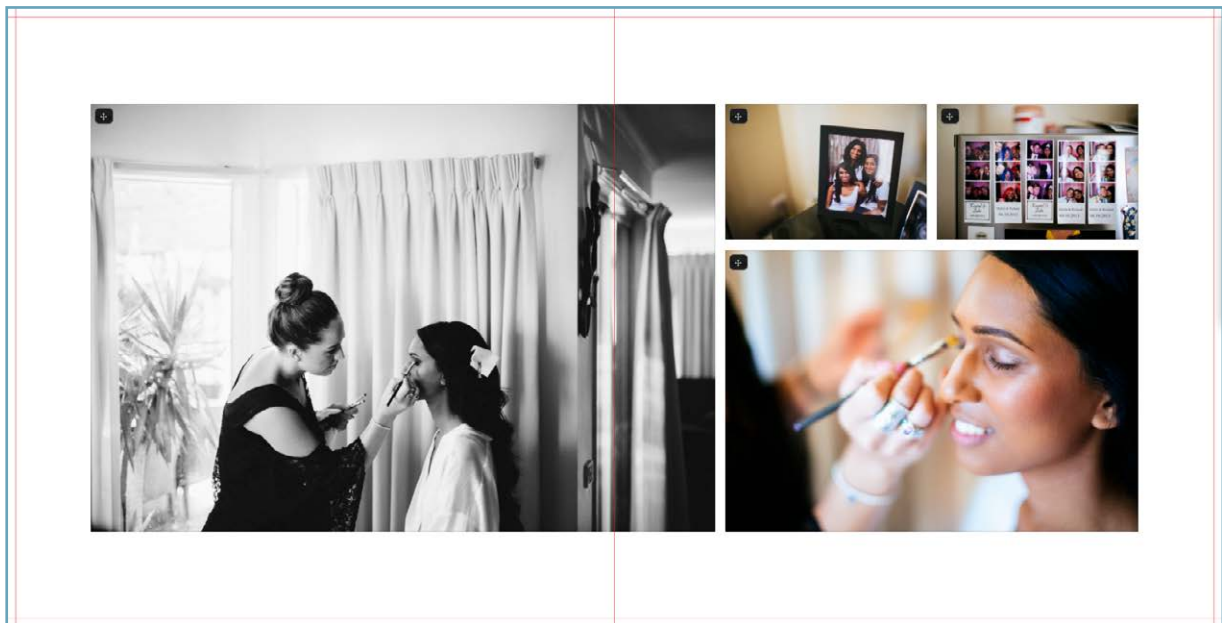
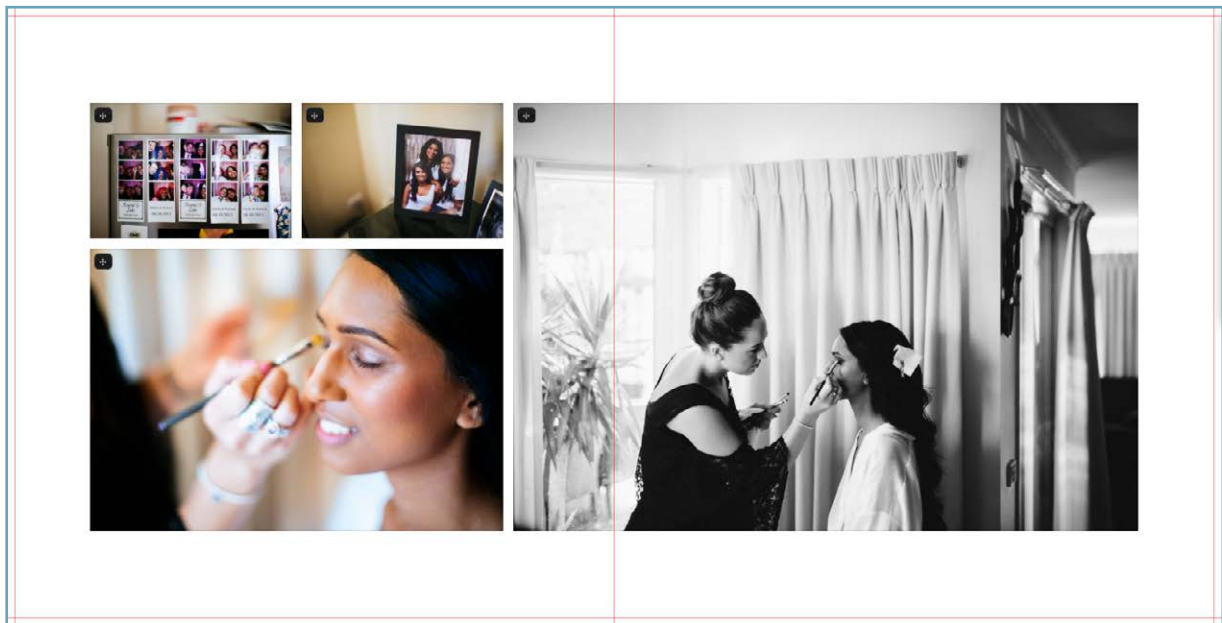
1

Click the 'Flip Horizontally' button in the right menu bar to flip the template apertures horizontally.

Click the 'Flip Vertically' button in the right menu bar to flip the template apertures vertically.



The below example shows a template flipped horizontally.



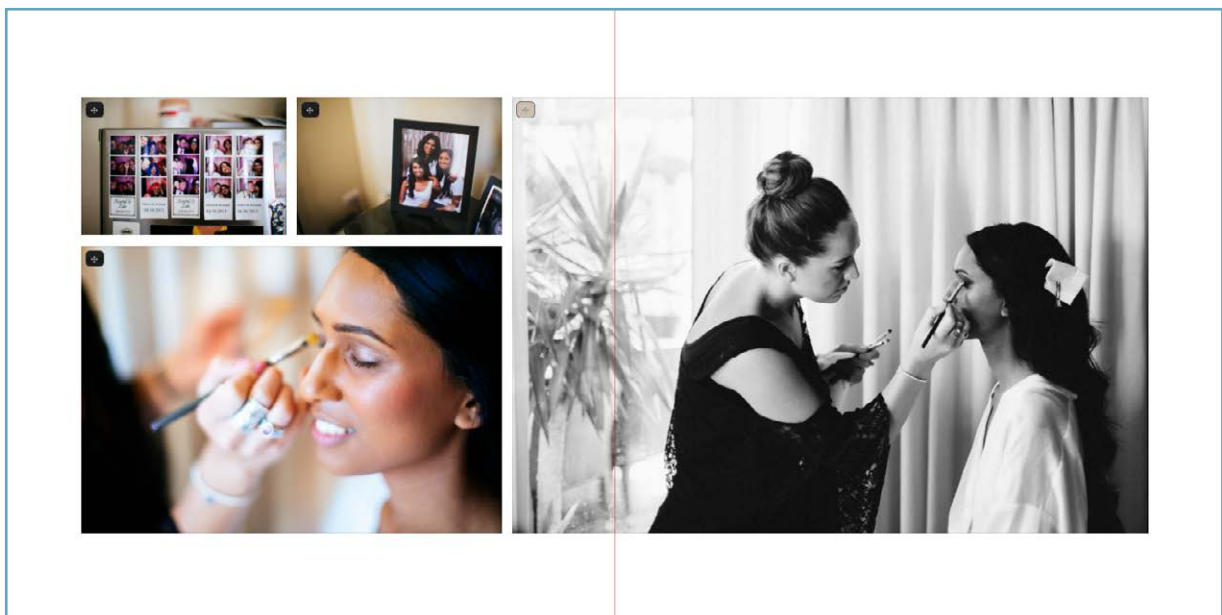
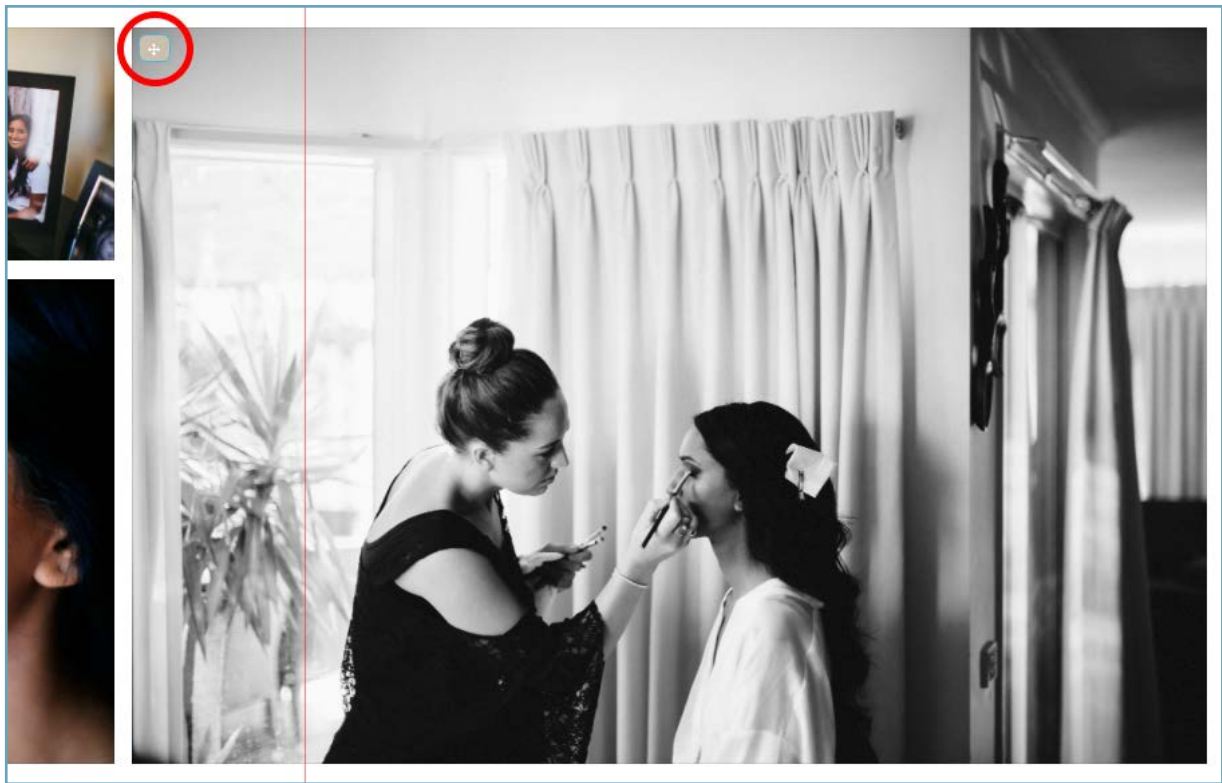
Zooming in to Images

1

Hover the mouse over the image you would like to zoom in to, then use the scroll function on your mouse to zoom in or out of the image.

Alternatively, for a more precise zoom, click the black cross in the top left corner of the image (as circled in red in the below example). Once the click the button will turn yellow and you can use the up and down arrow keys on your keyboard to zoom in and out of the image.

Reposition images in the aperture by clicking on the image and dragging it around the aperture. De-select the cross in the top left corner of the image once happy with the image position.

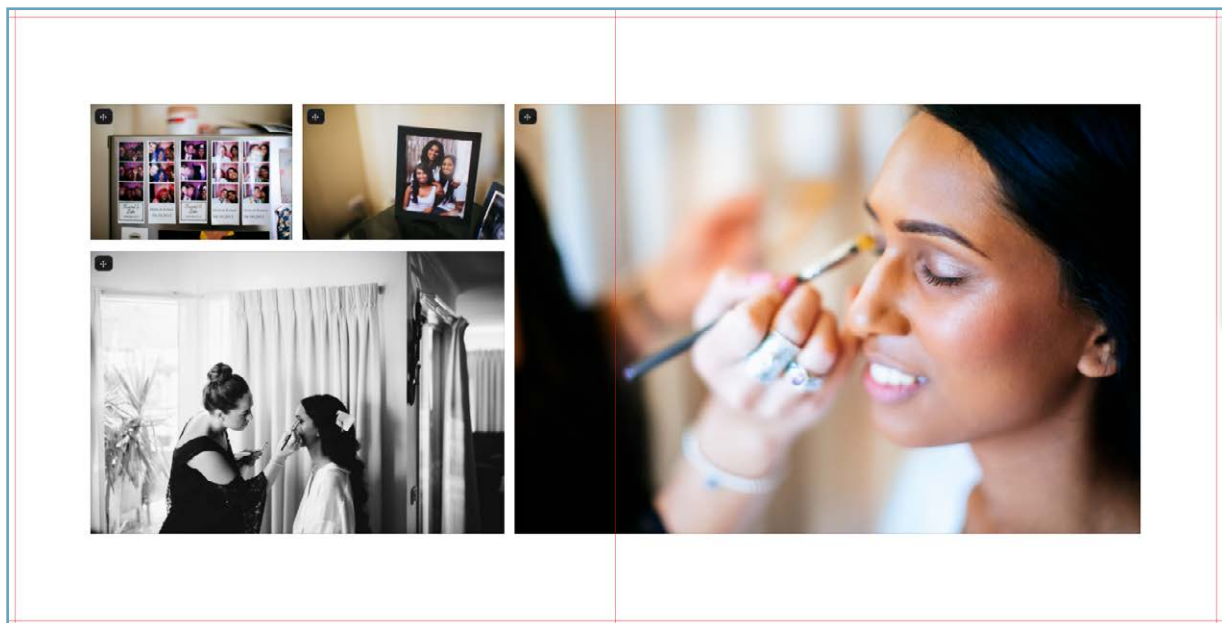
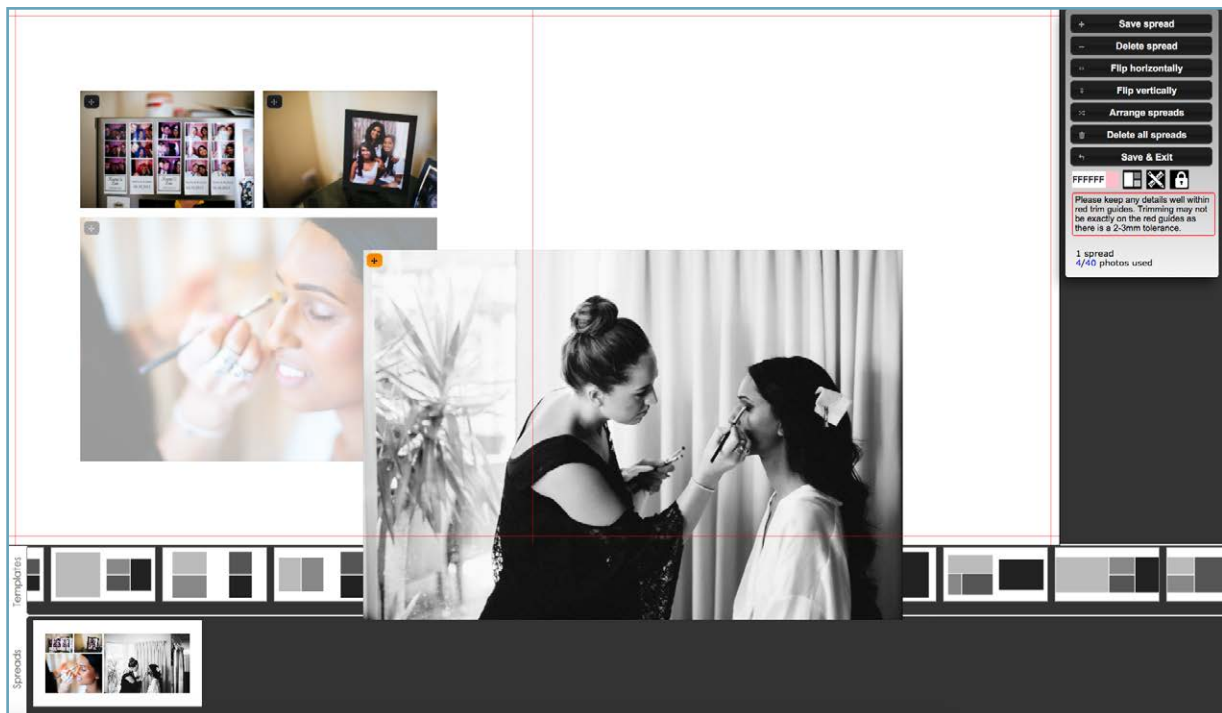


Swapping Images

1

To swap the position of two images that are already on the spread click and hold the black cross in the top left corner of one of the images.

Drag the image on top of the image you would like it to swap positions with and let go.



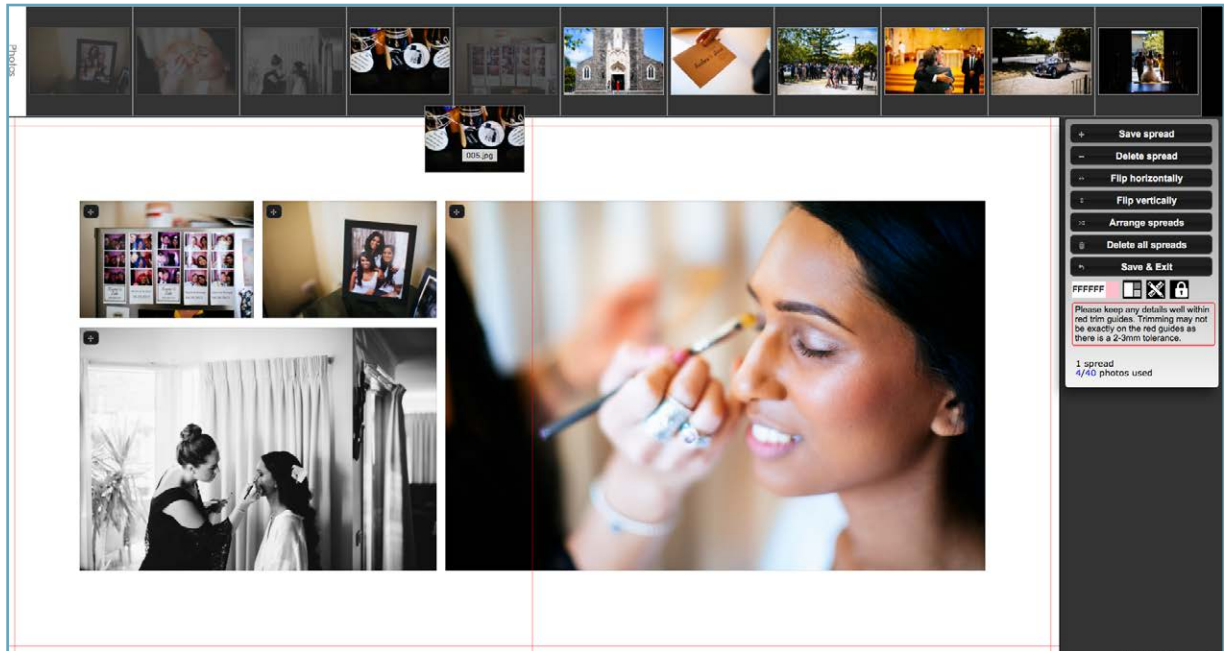
2

To swap an image on the spread with one from the top photos bar firstly make sure the padlock button in the right menu bar is locked.



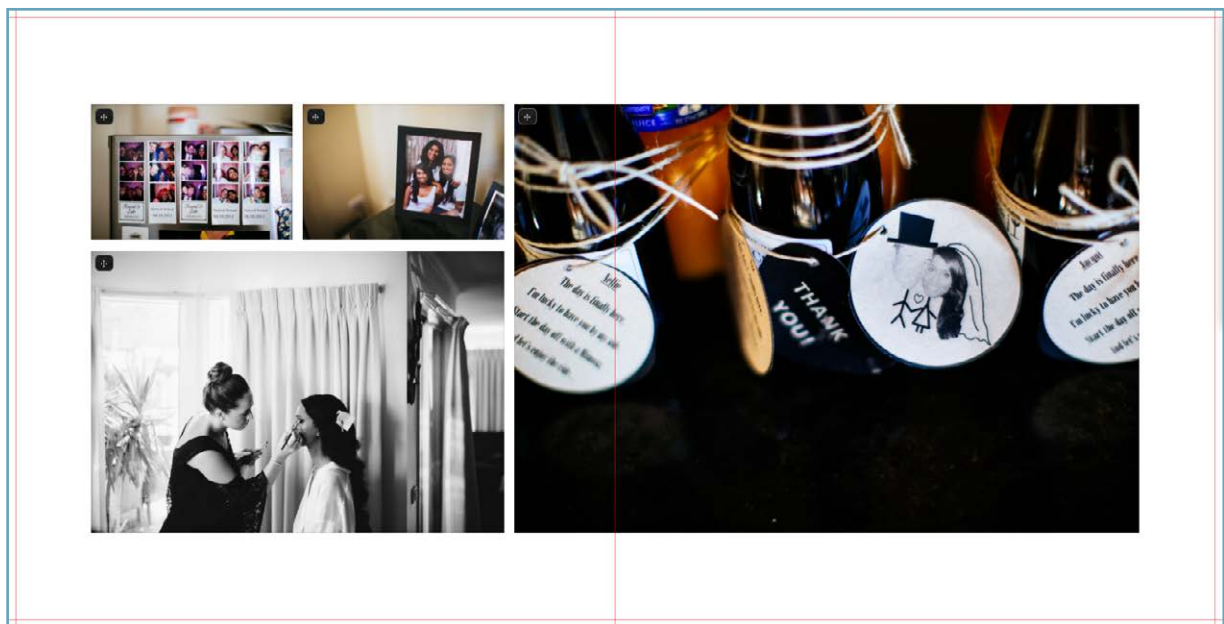
3

Click and drag the image in the photos bar on top of the image on the spread that you would like to swap.



4

Let go of the image on top of the existing image and they should swap, placing the new image on the spread and the original image back in the photos bar.



Removing Images

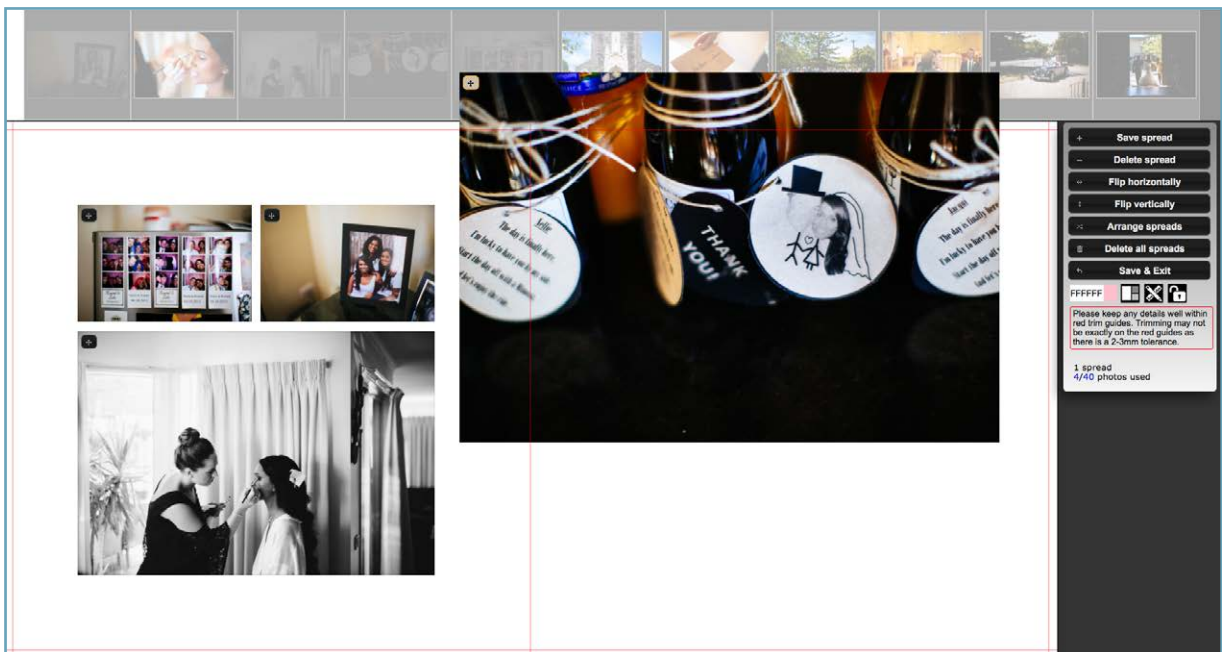
1

To remove an image from the spread, without replacing it, make sure the padlock button in the right menu bar is unlocked.



2

Click and hold the black cross button in the top left corner of the image you would like to remove, then drag the image back to the top photos bar. Once the bar fades let go of the image and it will be removed from the spread, appearing back in the photos bar.



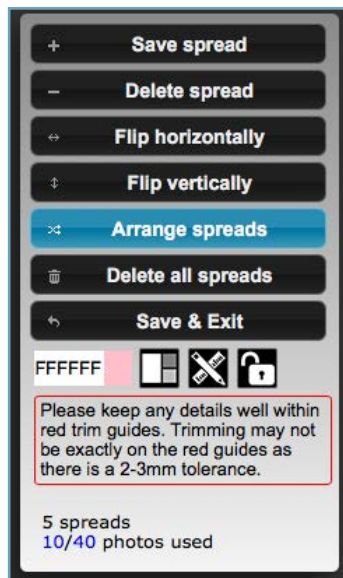
Note:

When an image is removed from the spread the template will change to accommodate the new number of images. The desired template will need to be selected again from the below templates bar.

Re-arranging Spreads Order

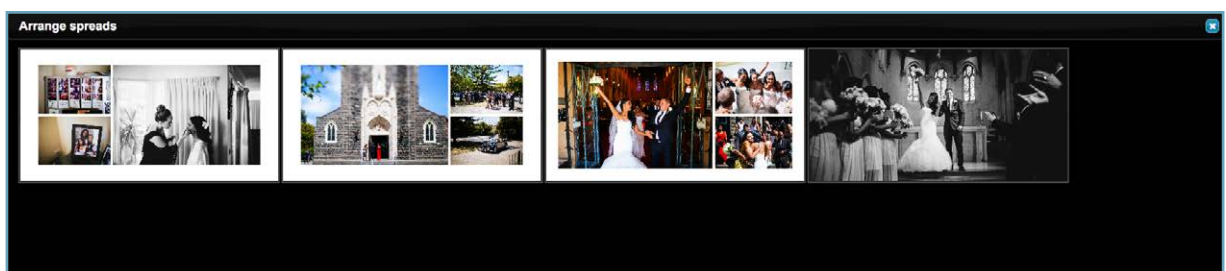
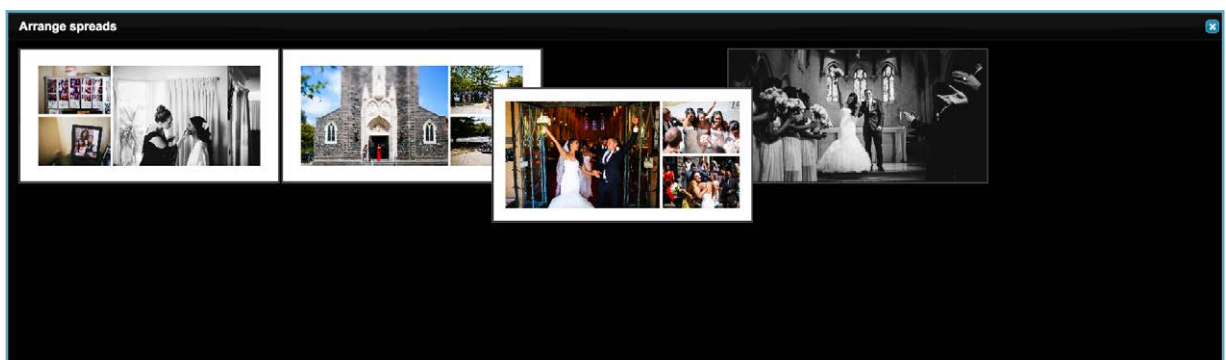
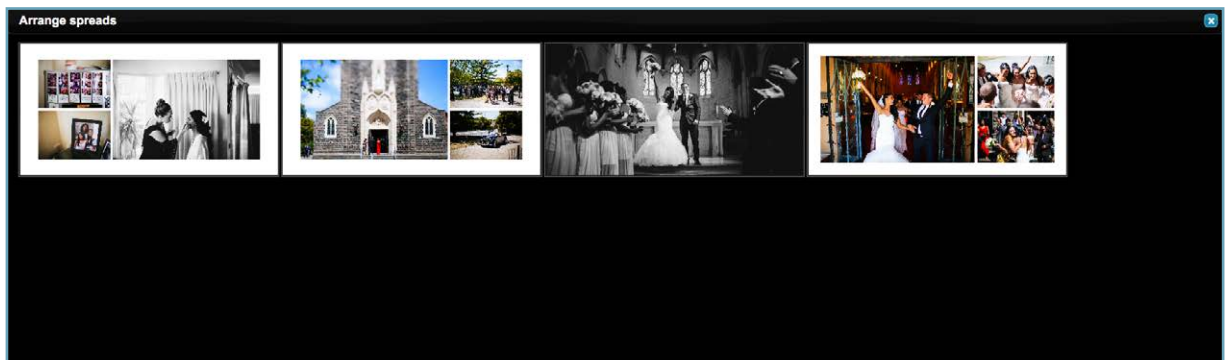
1

To swap the position of saved spreads click 'Arrange Spreads' in the right menu bar.



2

Click and drag the spread you would like to move, into the desired position then let go. You can then click the cross button and the order of the spreads should re-arrange in the bottom spreads bar.



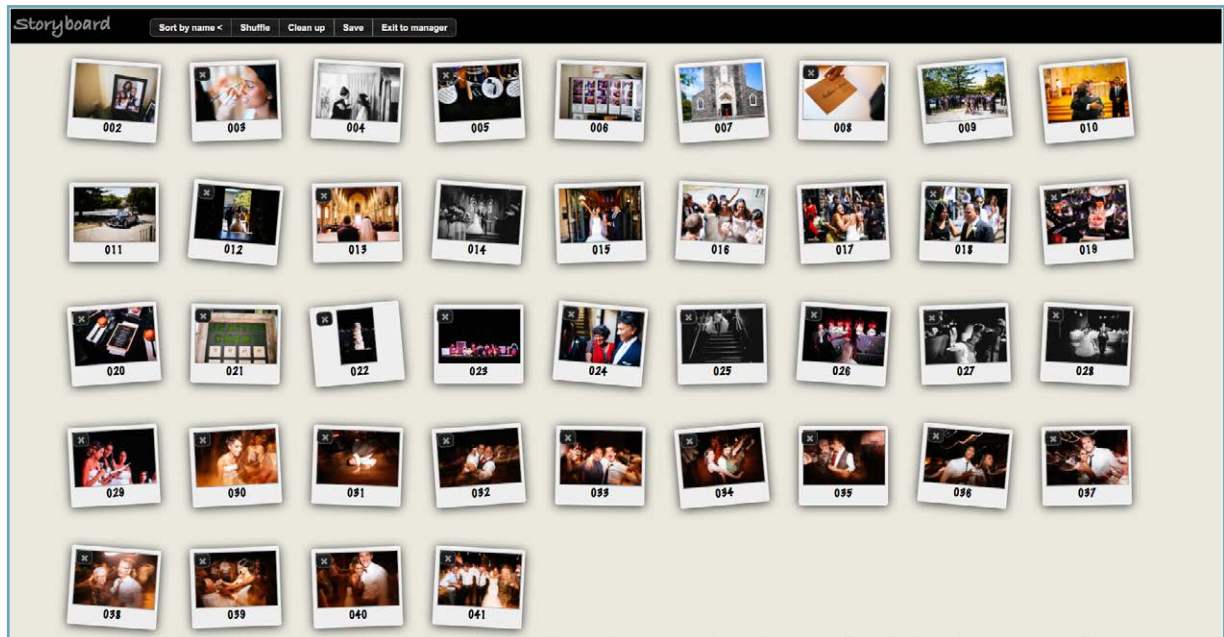
Important Notes

- 1** After any changes have been made to a spread the 'Save Spread' button in the right menu bar must be clicked before moving to another spread, to ensure changes are saved.
- 2** Before exiting the design the 'Save & Exit' button in the right menu bar must be clicked, to ensure a new version of the design is saved, and changes aren't lost.
- 3** When selecting templates that take images full bleed on the spread, please ensure important details are kept well within the red trim lines, to ensure nothing of importance is trimmed during production.

Storyboard

1

The Storyboard allows you to view all your uploaded images. You can sort images into 'groups' so they appear in their groups in the top photos bar within the 'Edit Spreads' page.



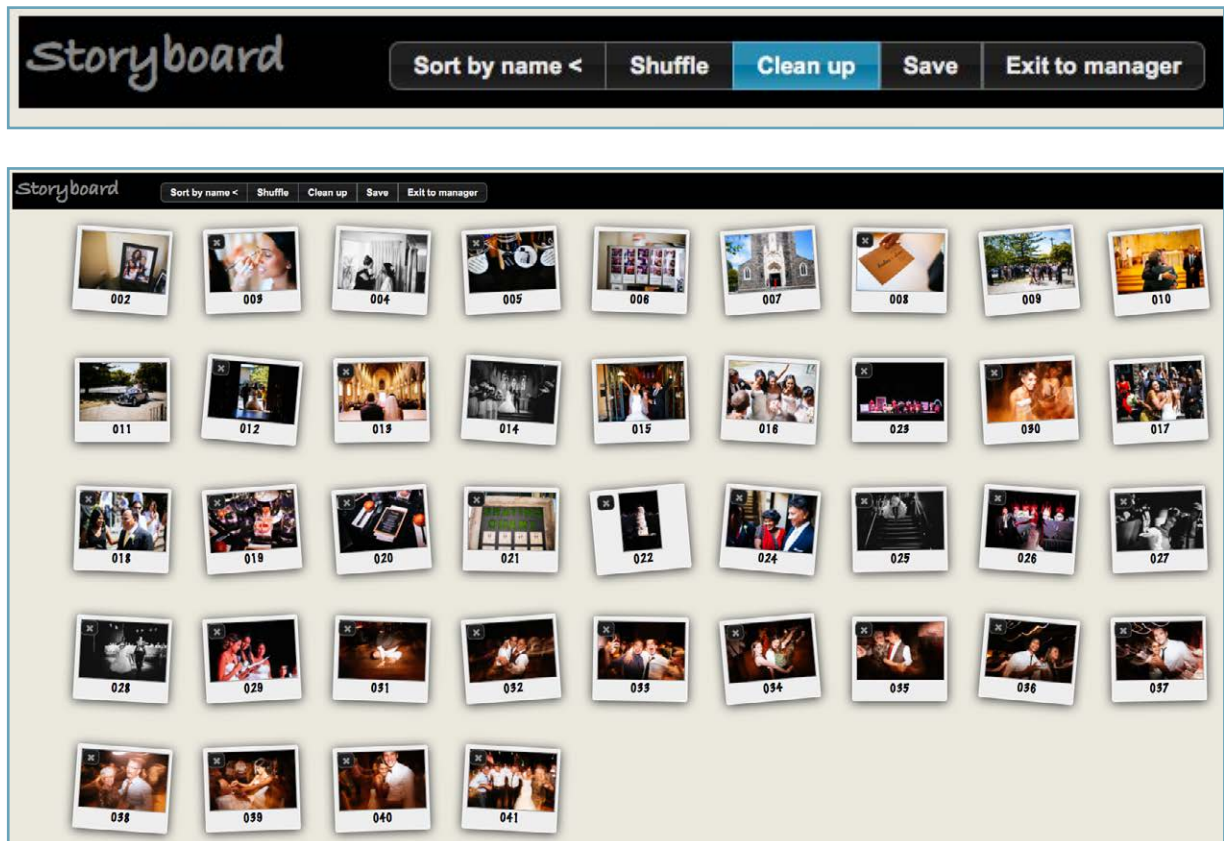
2

Drag images on top of other images you would like them to be grouped with.



3

Click 'Clean Up' when you have dragged images into desired groups. This will re-shuffle the images into the chosen groups.



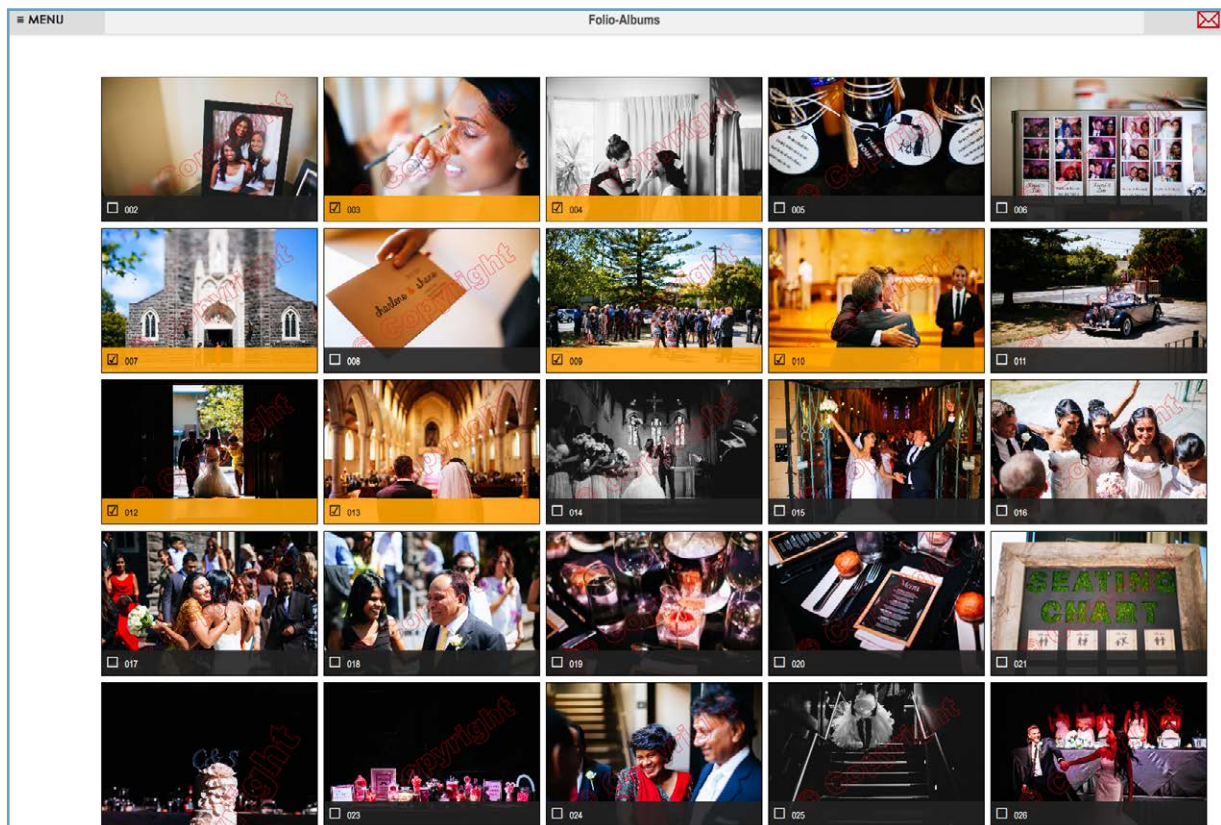
4

Click 'Save' then 'Exit to manager' to return to the designer home-screen.



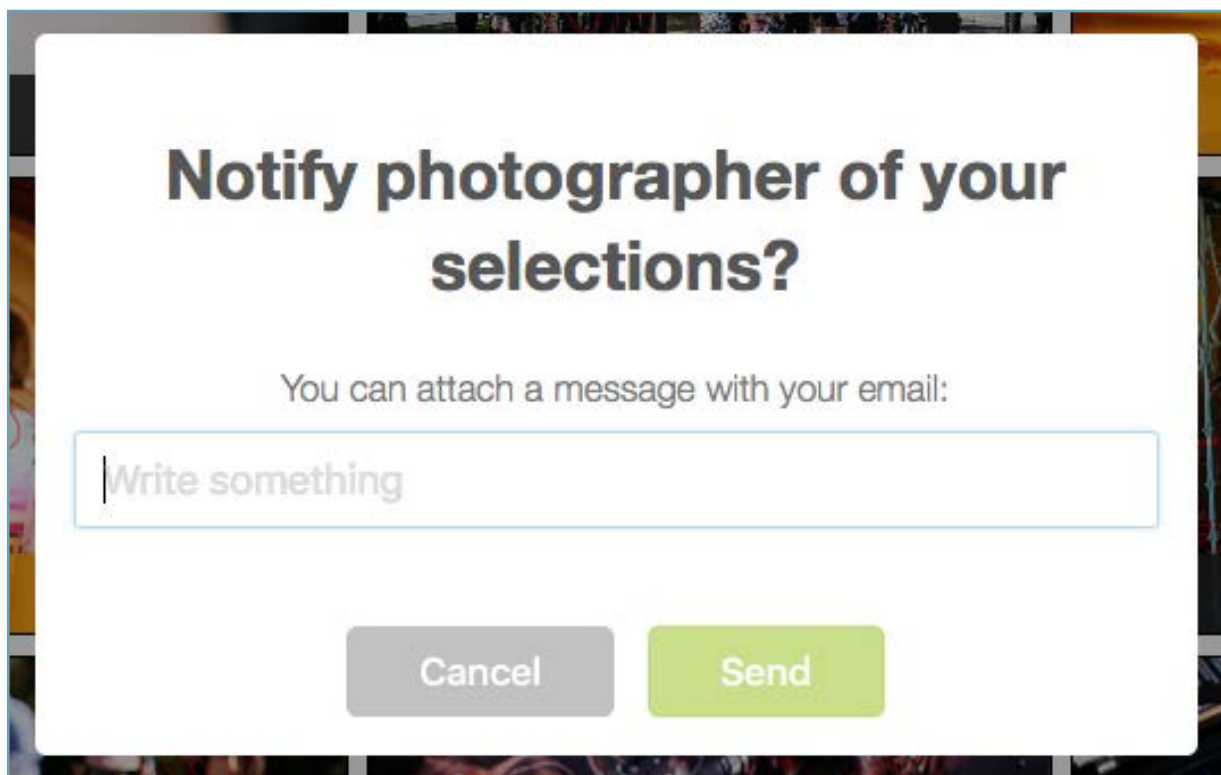
2

Clients can tick all images they would like to be featured. The strip along the bottom of each ticked image will turn yellow.



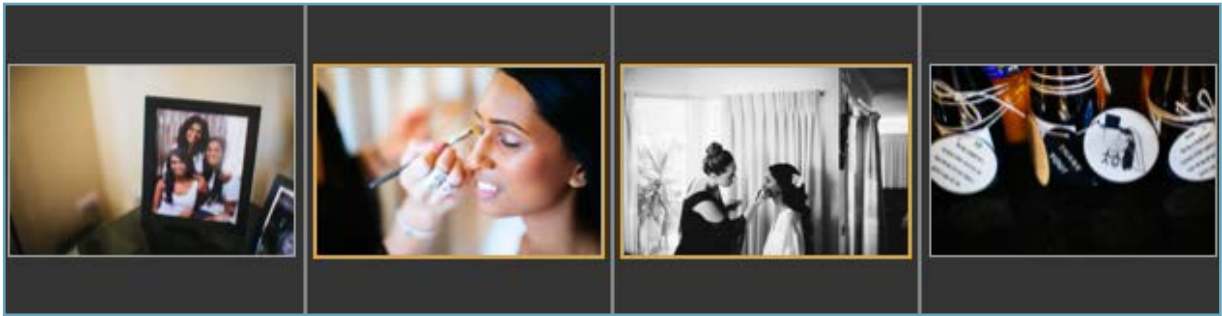
3

Once all selections have been made your client will need to click the red envelope button in the top right corner of the screen. They will have the opportunity to add a message, then once 'Send' is pressed you will receive an email notification through.



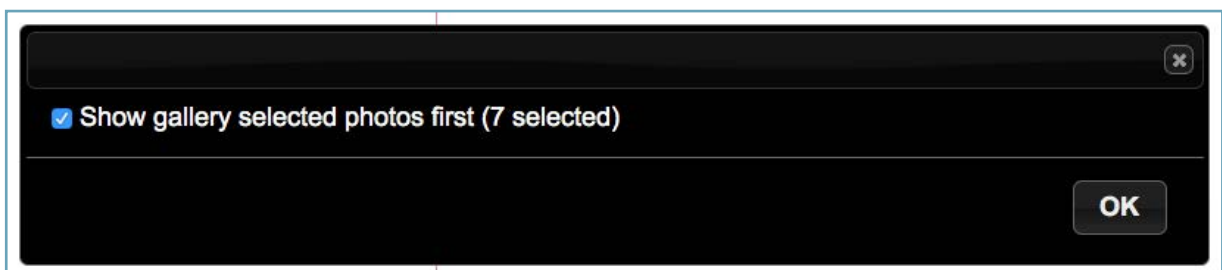
4

The selected images should appear with a yellow box around them in the photos bar within the 'Edit Spreads' page, making it easy for you to see the selected images while designing.



5

To arrange the images in the photos bar so all the selected images appear at the beginning of the bar, click the total number of images in the bottom of the right menu bar (as highlighted in red in the below image)



Share Album

1

Our album designer comes with an integrated online client proofing system. Click on the 'Share Album' button then choose:

- Which version of the design you would like to send
- Whether you would like to password protect the proofs
- Whether you would like to allow your clients to make comments on the design
- Whether you would like to allow your clients access to edit the design themselves.

Album proofing [X]

Web proofing PDF proofing

1 – Which version would you like to show?

- ☒ 2018-05-04 15:48:51 4 spreads
- ☐ 2018-05-04 15:45:11 3 spreads
- ☐ 2018-05-04 15:42:40 1 spreads

2 – Who can see this album?

- ☒ Anyone
- ☐ Anyone with the password
- ☐ Notify me via email when album is opened

3 – Who can comment on this album?

- ☒ Anyone who can see the album
- ☐ Only me. (You need to be logged in)
- ☐ No one
- ☐ Anyone with the password

4 – Who can edit this album?

- ☒ Only me.
- ☐ Anyone with the password

Create

Album proofing [X]

Web proofing PDF proofing

With PDF proofing you can create a PDF document and send your client the link. You can also download the PDF file and send it to them.

1 – Which version would you like to show?

- ☒ 2018-05-04 15:48:51 4 spreads
- ☐ 2018-05-04 15:45:11 3 spreads
- ☐ 2018-05-04 15:42:40 1 spreads

2 – Settings

Enable watermark ☐

Create

2

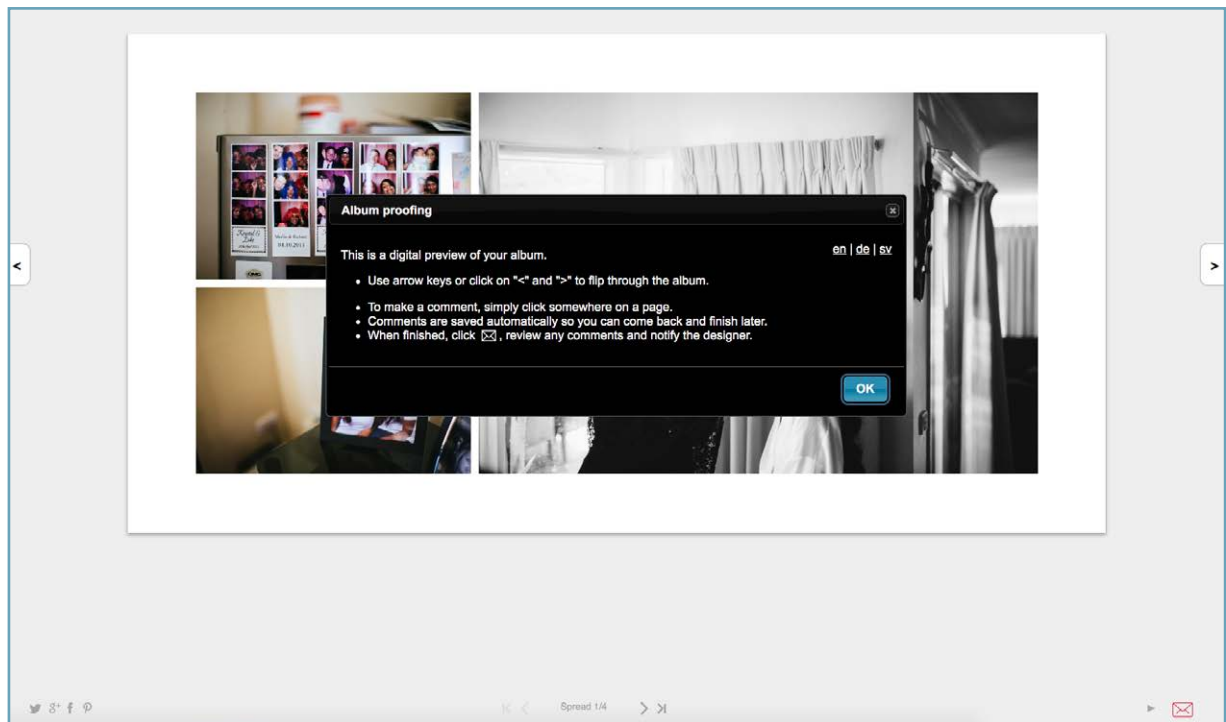
Click 'Create' and a web proofing link will be generated. You can visit this link if you wish to see how the layout looks. You can then forward this link to your clients.

4 – Who can edit this album?

- ☒ Only me.
- ☐ Anyone with the password

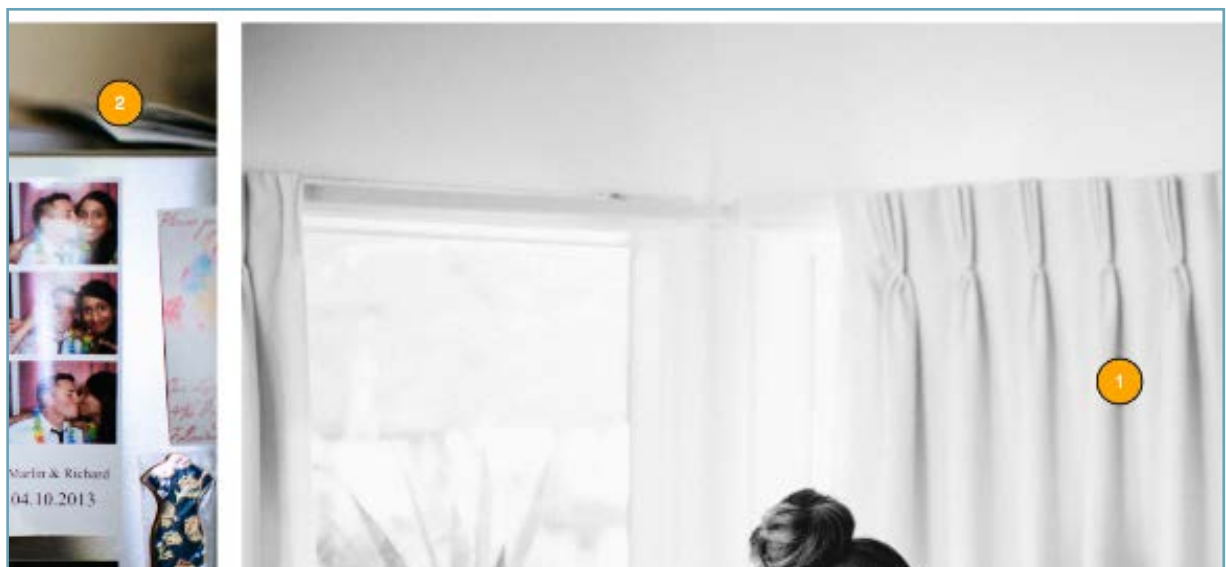
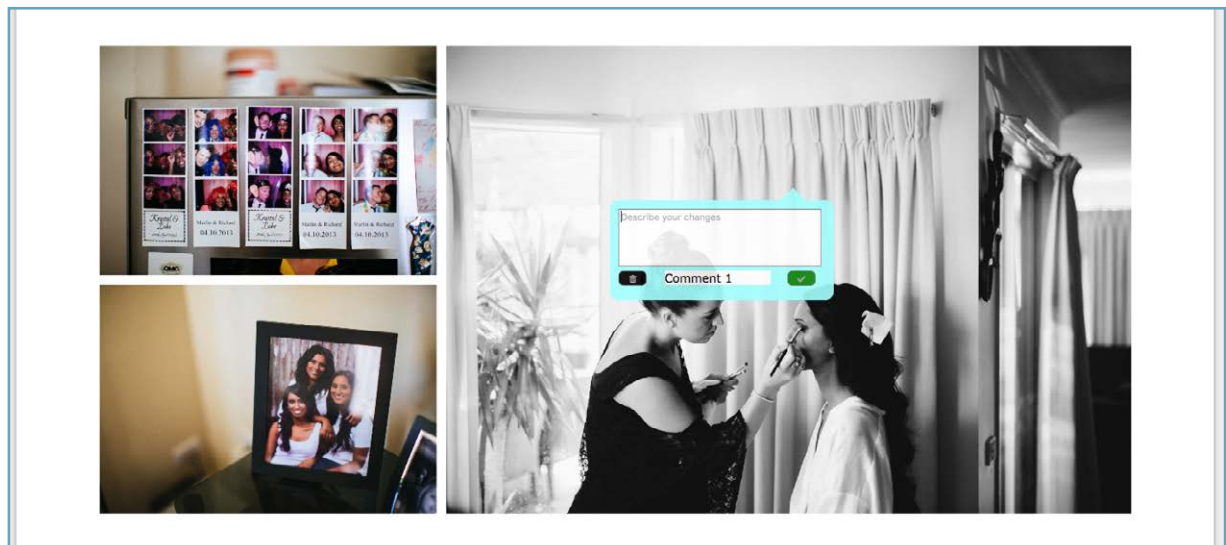
Create

<https://rad-01.pub/proofing/000000602689668861?version=20180504154851>



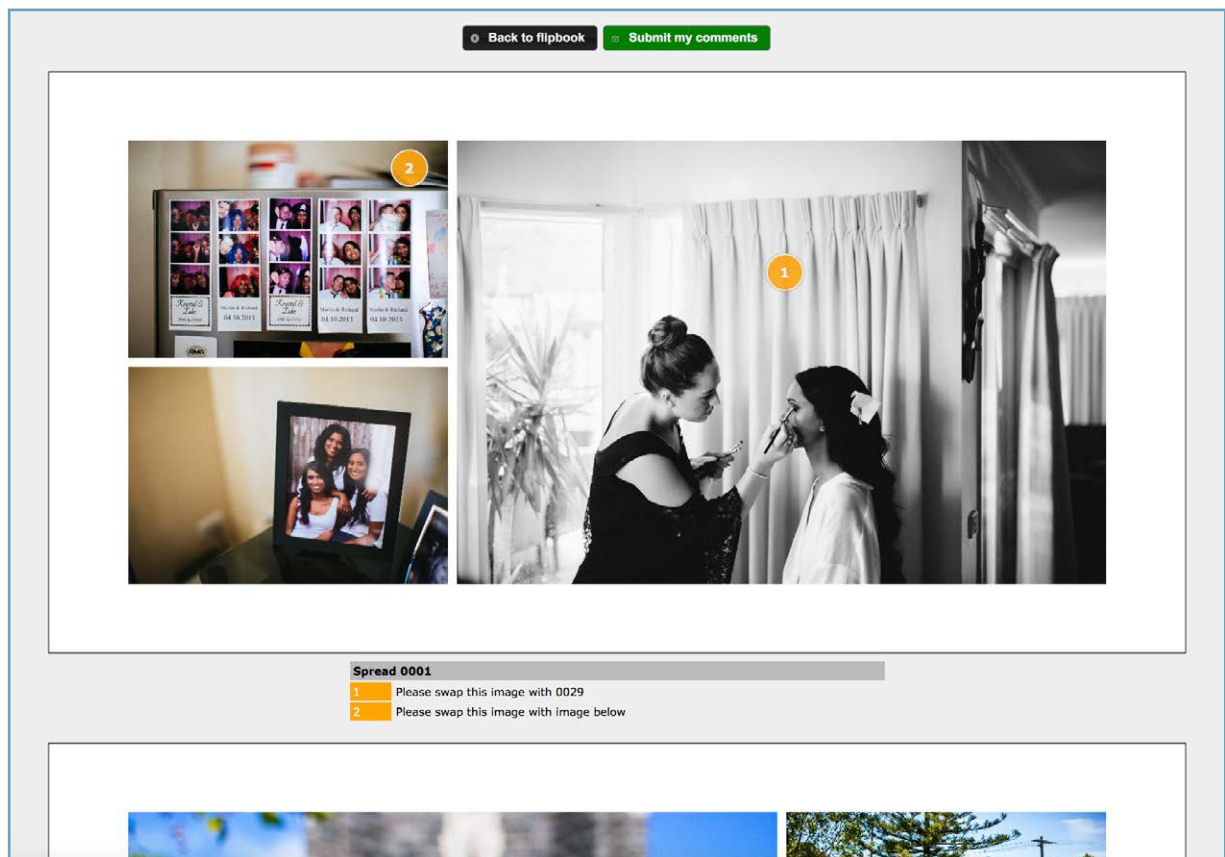
3

Clients can click anywhere on the spread to make a comment. Once the green tick has been pressed, the comment will appear as a number within a circle. To amend a comment simply click on the circle and the box will re-open.



4

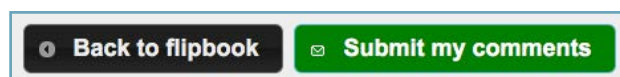
Once all the desired comments have been made, you client will need to click the red envelope button in the bottom right corner of the window. They will then be taken to an overview screen of all the comments.



5

The 'Submit my comments' button will then need to be pressed. You will then receive an email notification through letting you know comments have been made on the design.

If you go to the manager page of the online designer and select the relevant project, there will be a red circle in the top right corner of the 'Share Album' button. This shows when there are comments on the selected version of the design. If you click the red button it will open up the design proofs, along with the comments.





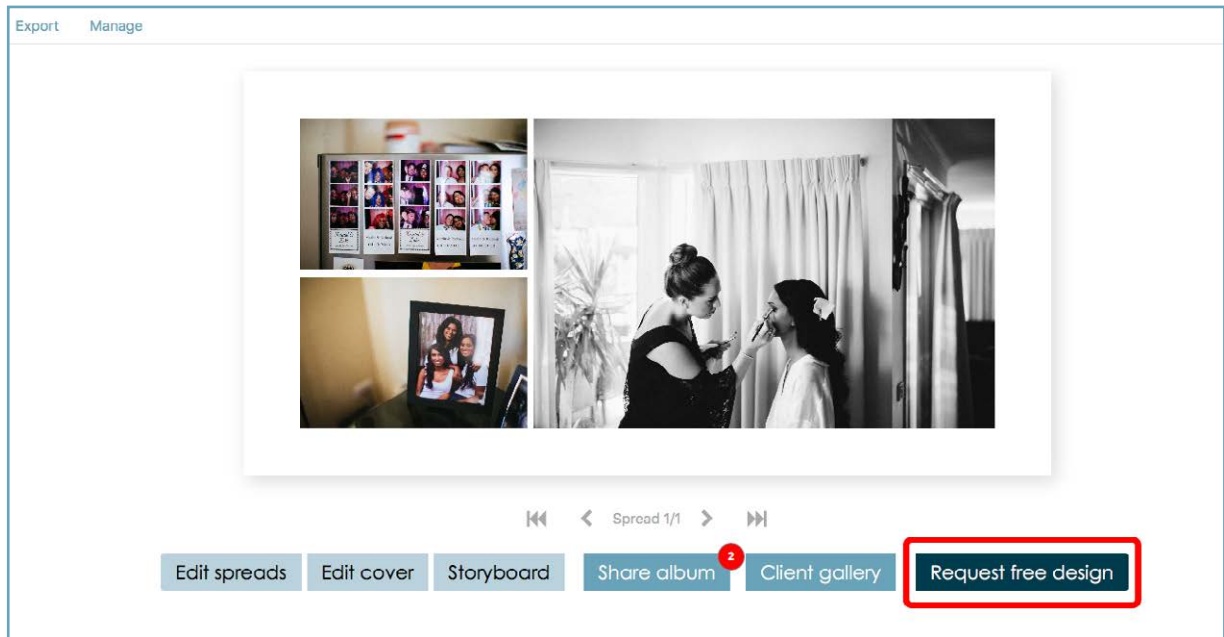
⏮ ⏪ Spread 1/4 ⏩ ⏭

- Edit spreads
- Edit cover
- Storyboard
- Share album
- 2
- Client gallery
- Request free design

Request Free Design

1

If you would like us to create the design for you then we offer a free design service. Once you have uploaded your images (see Edit Spreads) you can select the 'Request Free Design' button from the online designer manager page, as circled in red in the below example.



Note:

If you would like us to create a free design for you the file-names MUST be re-named prior to being uploaded in the following format to ensure they appear in the correct order once uploaded:

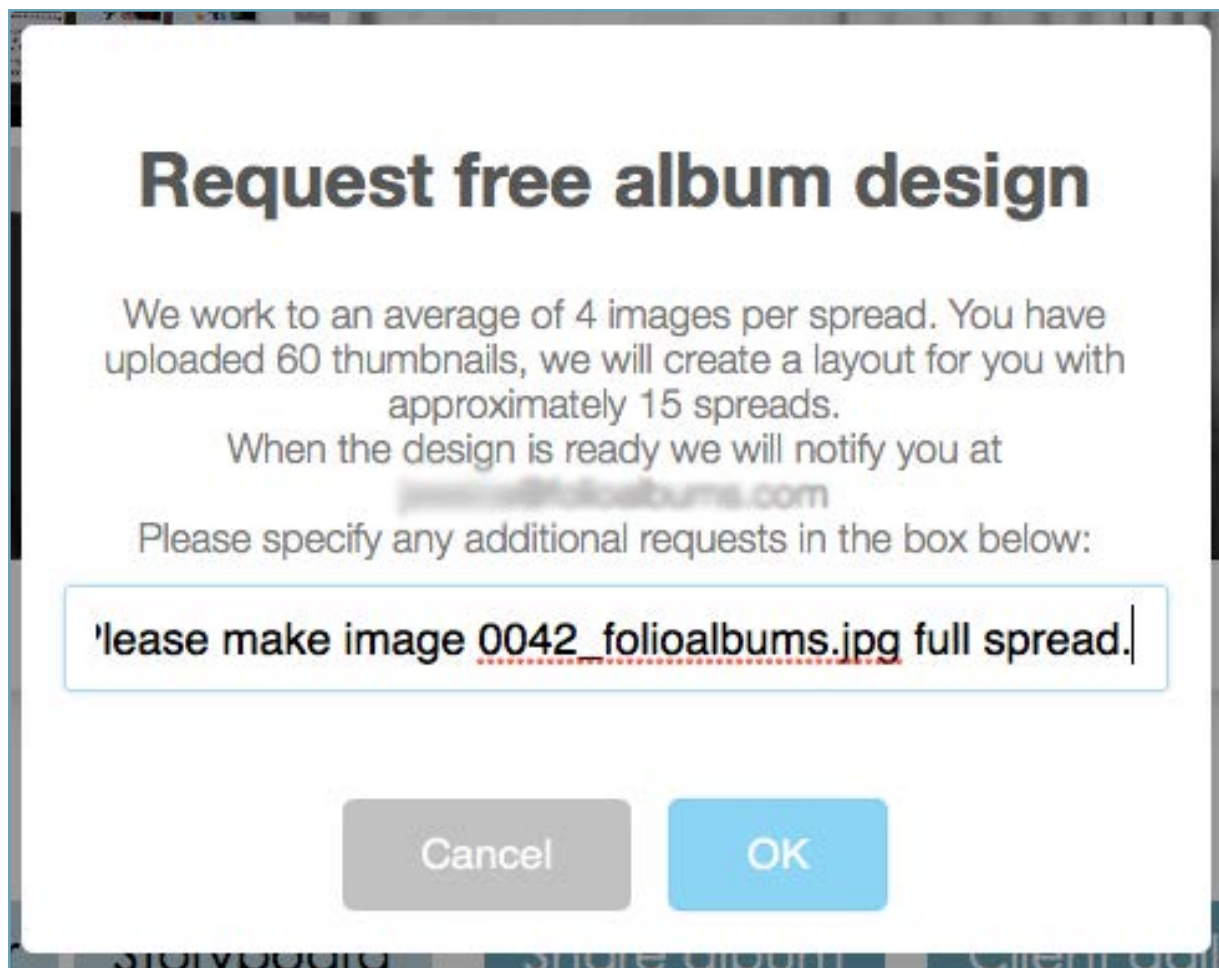
0001_filename.jpg, 0002_filename.jpg .. 0010_filename.jpg, 0011_filename.jpg

Note:

We will create a design based on an average of 4 images per spread. With this in mind we ask for no more than 4 images to be uploaded per spread. For example, if you would like 15 spreads you would need to upload a maximum of 60 images into the project, prior to requesting the design.

2

When the 'Request free design' button is clicked you will see a confirmation of the number of spreads we will create, based upon the number of images uploaded. There is a message box for you to write any desired comments / instructions to the designer.



Request free album design

We work to an average of 4 images per spread. You have uploaded 60 thumbnails, we will create a layout for you with approximately 15 spreads.

When the design is ready we will notify you at john@folioalbums.com

Please specify any additional requests in the box below:

Please make image 0042_folioalbums.jpg full spread.

Cancel OK

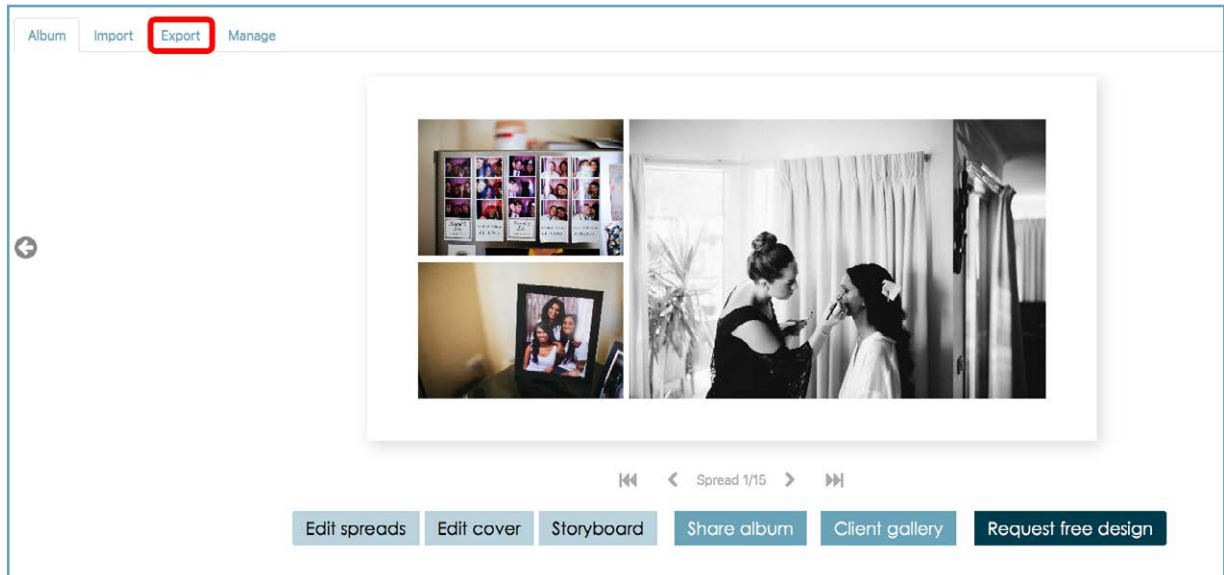
3

Click the 'OK' button to submit your request. We will then be in touch with an expected completion date.

Exporting a Design

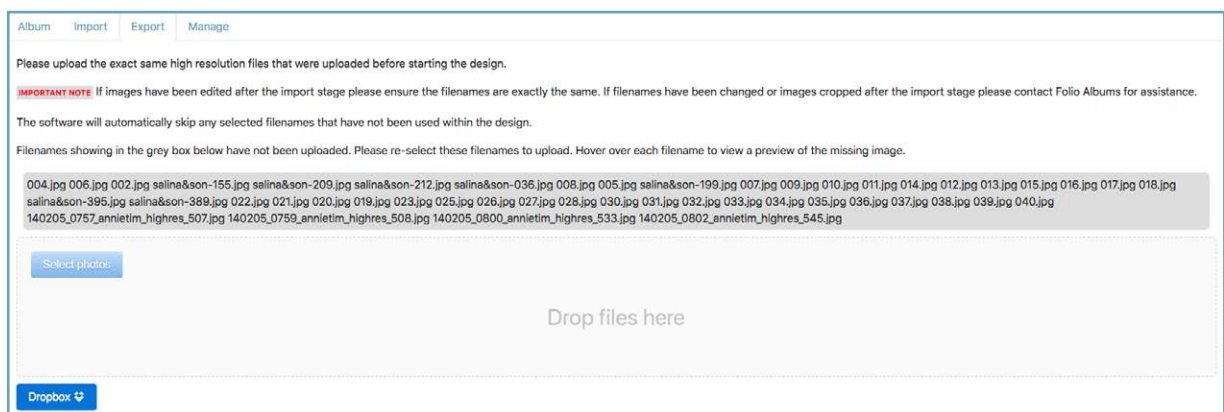
1

When you are happy with the design and ready to export it to us go to the 'Export' tab in the manager. (As circled in red in the below example)



2

On the 'Export' tab there will be a grey box with some file-names showing. These file-names are a list of all the images that have been used within the design, which will need uploading at the export stage, in order to complete the export.



Click the 'Select Photos' button, or drag and drop the high resolution files into the 'Drop files here' box to start uploading the images.

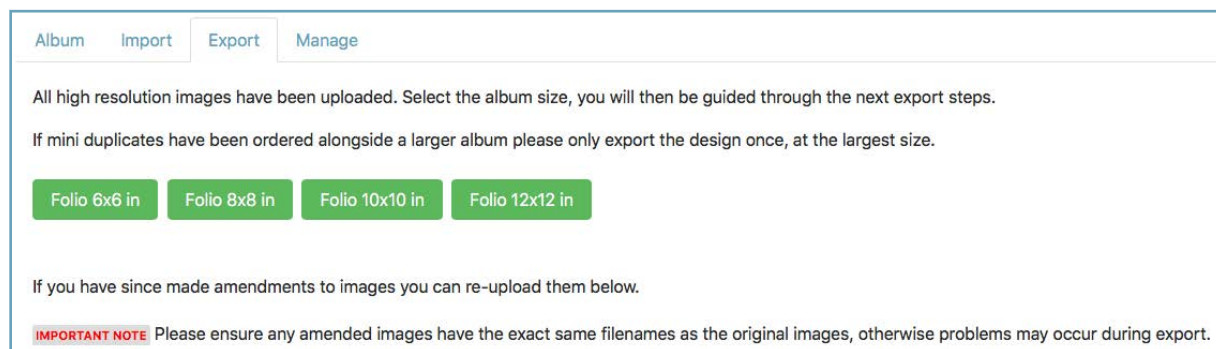
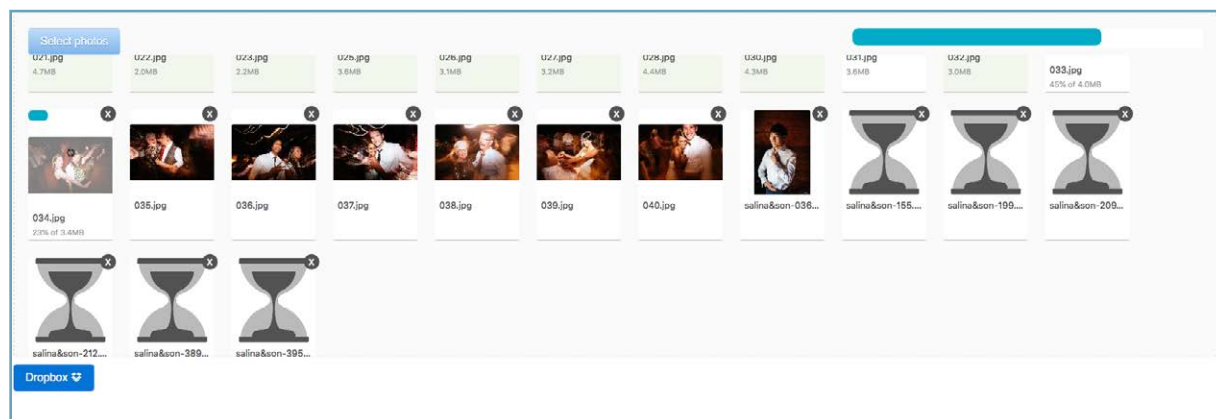
Note:

You can select the entire folder of images, including images that haven't been used within the design, and the Online Designer will automatically skip any file-names that haven't been used, uploading only the file-names that have.

3

When all the images that have been used within the design have been uploaded, there should be no file-names showing within the grey box. If there are still file-names showing, then those file-names will need to be found on your computer and uploaded.

As the selected images are uploading, you will be able to see the progress bar. Once all the files have uploaded they will all be green and you should then be able to see the album size buttons at the top of the page.

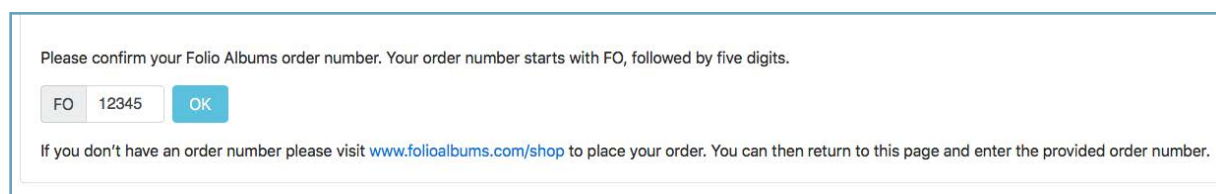


4

Select the desired album size (When a Matted Album has been designed, only the size that was selected when creating the project will appear, due to the ratios of the templates).

5

Enter your order number into the provided box. The 'FO' part of your order number is already provided so you will only need to enter the final 5 numbers. Please ensure there are no spaces at the start or end of the numbers.



Note:

If you don't have an order number please visit the Folio Albums Shop (<https://www.folioalbums.com/shop>) to place your order. You will then be provided with an order number. You can then re-visit the Online Designer to complete the export.

6
















The spread thumbnails will start to generate. Once they have all generated you will need to click on each spread thumbnail to check that everything looks correct. A green tick will appear underneath each spread once it has been checked.


Please confirm your Folio Albums order number. Your order number starts with FO, followed by five digits.

FO 12345

If you don't have an order number please visit www.folioalbums.com/shop to place your order. You can then return to this page and enter the provided order number.
















Yay... your high resolution spreads are now ready. Please click on each thumbnail and carefully check for any errors before submitting your design for processing.


 0001	 0002	 0003	 0004
 0005	 0006	 0007	 0008
 0009	 0010	 0011	 0012
 0013	 0014	 0015	

 Click to submit order

7

Once every spread has been checked, and they all have a green tick below, you can then press the 'Click to submit order' button. Your files will then have been exported to us.

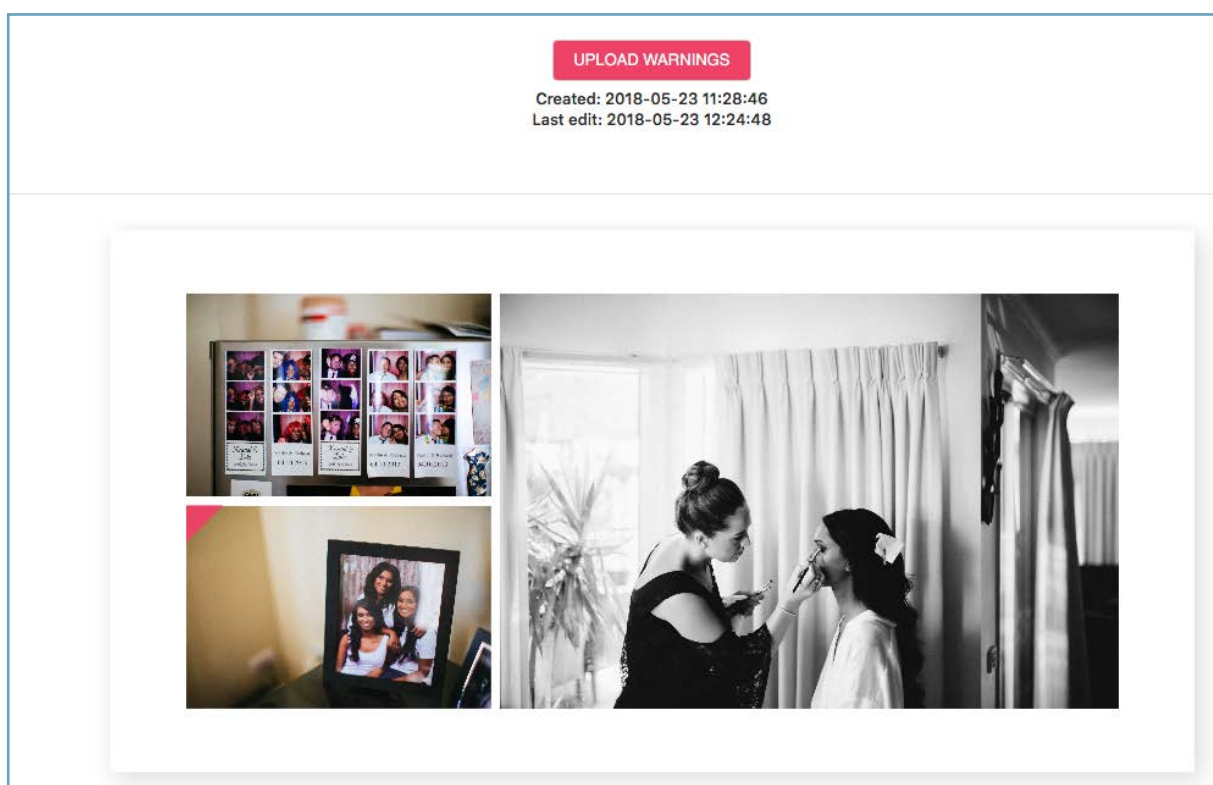
 ✓ 0001	 ✓ 0002	 ✓ 0003	 ✓ 0004
 0005	 ✓ 0006	 ✓ 0007	 ✓ 0008
 ✓ 0009	 ✓ 0010	 ✓ 0011	 ✓ 0012
 ✓ 0013	 ✓ 0014	 ✓ 0015	

 Click to submit order

Upload Warnings

1

When upload warnings are present in your album the 'Upload Warnings' box at the top of the manager page will turn red. Images that have a warning relating to them will be indicated with a red triangle in the top left corner of the image.



2

To view all warnings click on the red 'Upload Warnings' button at the top of the page. A pop up window will appear.

If an image has been uploaded more than once at the 'Import' stage, with the same file-name, a warning will appear here. You will see a list of dates / times and dimensions of the uploaded file-names.

If a file-name has been uploaded with different dimensions / ratio at the Import and Export stage, you will see a preview of the image that was uploaded at both stages, to ensure they are correct.

Note:

If the image is showing differently at the Import (thumbnail) stage and at the Export stage you will need to check the spread thumbnails carefully to ensure images are appearing as expected. This may effect the design and require you to amend the design before exporting.

Please check warnings carefully.



Images with warnings will show in flipbook with a red triangle in the corner.
If you are unsure of anything at this stage please contact Folio Albums.

► The following filenames have been uploaded as thumbnails more than once in different sizes:

002.jpg

2018-05-23 10:26:09: Uploaded as 5760×3840
2018-05-23 12:07:34: Uploaded as 5539×3840



► The following filenames were a different size when uploaded at the Import stage and Export stage
File names highlighted in red indicate a different aspect ratio had been uploaded.

002.jpg



Thumbnail
2018-05-23 12:07:34
Uploaded as: 5539×3840



High resolution
2018-05-23 12:11:17
Uploaded as 3968×3840

Contact

If you have any questions or problems please don't hesitate to get in touch with us and our Customer Care team will be happy to help out.

TELEPHONE: 01226 799 004

EMAIL: hello@folioalbums.com