



# User Guide

(Updated 2002)



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## ACD Systems at the Hub of Digital Imaging

Based in Victoria, British Columbia, Canada, ACD Systems designs, develops and markets digital imaging and corporate communications software that meets the needs of home and professional users. ACD has millions of consumer users and over 33,000 corporate customers including many Fortune 500 companies. To serve our global customers well, our web content is available in 12 languages along with many of our products for PC and Macintosh®.

ACD Systems continues to capitalize on the explosive growth in the use of digital images via cameras, scanners, PDAs and the Internet. We have strong strategic alliances with value added resellers (VARs), original equipment manufacturers (OEMs), retailers, software publishers and distributors throughout North America and worldwide. Plus, our unique platform model and Software Development Kit (SDK) is available to third-party companies to develop their own imaging solutions that can be integrated with our software.

# 1

## Chapter 1

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# Getting Started

With FotoSlate™, you can create, save, and print multiple page layouts of your digital images. FotoSlate includes hundreds of templates that use a variety of layouts and paper sizes. You can use templates that incorporate images and text, or you can create your own templates using the integrated Template Designer. Drag images onto templates, and add formatted text captions. You can include specific file information in layouts and recall and edit saved layouts. Use the Page Alignment Test option to save ink and photographic paper. FotoSlate can run as a stand-alone product (operated independently of other ACD Systems products), or as a plug-in for use with ACD Systems plug-in enabled software.

You can use FotoSlate's Image Editor to edit individual images with tools like shrink to fit, rotate, flip, color and light levels, crop, blur, sharpen, despeckle, sepia and colorize.

FotoSlate layouts are saved using the .plp extension and can be viewed by other ACD Systems plug-in enabled products.

## System Requirements

FotoSlate runs on computer systems meeting the minimum requirements specified below. For improved performance, we recommend a system that exceeds these requirements.

### Minimum System Requirements

- Windows 95/98/NT 4.0/2000/Me/XP
- 32 MB RAM
- Pentium class processor
- 10 MB free hard disk drive space
- Microsoft® Internet Explorer 5.0

### Minimum Plug-in Compatibility

- ACDSee 3.1 (SR-1)
- PicaView 2.0

## Installing and Uninstalling

You can install from a CD or an executable downloaded from the Internet.

### To install FotoSlate from a CD-ROM:

1. Insert the CD into the CD-ROM drive.
2. Click the Start button and click Run | Browse.
3. Select the CD drive in the Look in drop-down box.
4. Select Setup.exe.
5. Click Open.
6. Click OK to run the installation. Follow the instructions in the Install wizard.

### To install FotoSlate from an executable file:

1. Double-click the executable file.
2. Click Next to start the install process. Follow the instructions in the Install wizard.

### To uninstall FotoSlate from your system:

1. From the Start menu, click Settings | Control Panel.
2. Double-click Add/Remove Programs.
3. Select ACD FotoSlate.
4. Click Change/Remove. Follow the instructions in the Uninstall wizard.

## Starting FotoSlate

You can open FotoSlate as a stand-alone program and as a plug-in from ACDSee and PicaView. FotoSlate supports many popular image formats.

### To start the stand-alone version of FotoSlate:

1. On the Start menu, click Programs | ACD Systems.
2. Click FotoSlate.

### To start FotoSlate from ACDSee 3.1 (SR-1), do one of the following:

- Click Plug-ins | FotoSlate.
- Click the FotoSlate shortcut button.

**To start FotoSlate from ACDSee 4.0 or greater:**

1. Click Tools | Activities | Create.
2. Double-click FotoSlate.

You can select the images you want to use in your layout before starting FotoSlate. To do this, select the desired images in ACDSee and open FotoSlate.

**To start FotoSlate from PicaView, follow these steps:**

1. Select one or more images in Windows® Explorer™.
2. Right-click the selection and from the shortcut menu select Plug-ins | FotoSlate.

# 2

## Chapter 2

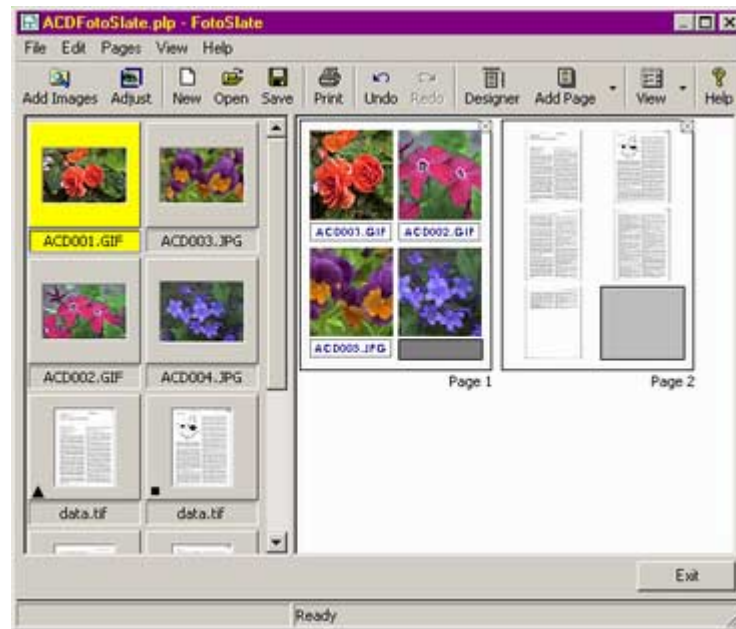
# FotoSlate User Interface

FotoSlate contains a simple and easy to use interface with customizable commands, and image and text handling. FotoSlate comes standard with an image editor for quick image touch ups and color changes.

## FotoSlate Workspace

The FotoSlate workspace includes three areas:

- A toolbar that provides button shortcuts to commonly used commands.
- A left pane that contains thumbnails of images added to FotoSlate for use in a layout.
- A right pane that is the main work area for creating and editing layouts.



The FotoSlate workspace contains shortcut menus that can be accessed from both the right and left panes. The availability of each menu option depends on what image or area you have selected in the pane.

**To open a shortcut menu:**

Right-click in a pane.

**Left Pane Shortcut Menu Options**

<b>Rotate Clockwise</b>	Rotates the image clockwise
<b>Rotate Counterclockwise</b>	Rotates the image counterclockwise
<b>Adjust/Enhance Image</b>	Opens the image using the Image Editor
<b>Remove Image(s)</b>	Removes the image from the left pane
<b>Properties</b>	Displays file information such as image path, format, size, as well as any associated ACDSee database information (with the plug-in application)

**Right Pane Shortcut Menu Options**

<b>Add Page</b>	Opens the Add Page dialog box
<b>Shrink Image to Fit</b>	Turns 'Shrink to fit' on or off for the selected image
<b>Rotate Clockwise</b>	Rotates the image clockwise
<b>Rotate Counterclockwise</b>	Rotates the image counterclockwise
<b>Adjust/Enhance Image</b>	Opens the image using the Image Editor
<b>Remove from Page</b>	Removes the image from the page template
<b>Caption/Text Entry</b>	Opens the Text Entry dialog box if available
<b>Properties</b>	Displays file information such as image path, format, and size

**FotoSlate Toolbar**

The toolbar provides shortcuts to commonly used commands available in FotoSlate menus.

<b>Add Images</b>	Opens a dialog box where you can select images to add to your layout
<b>Adjust</b>	Opens the currently selected image in the Image Editor.
<b>New</b>	Opens a new layout
<b>Open</b>	Opens a dialog box where you can select previously saved layout files (.plp extension)
<b>Save</b>	Opens a dialog box where you can save the current layout using the .plp extension

<b>Print</b>	Opens the Print dialog box
<b>Undo</b>	Cancels the previous operation
<b>Redo</b>	Repeats the previously cancelled operation
<b>Designer</b>	Opens the Template Designer
<b>Add Page</b>	Opens a dialog box where you can select one or more templates to use in the current layout
<b>View</b>	Opens a drop-down menu where you can control the presentation of pages in a layout by selecting from: <ul style="list-style-type: none"> <li>• Fit Width: Stretches the page to fit the entire width of the right pane.</li> <li>• Fit Page: Shows the entire page.</li> <li>• Two Pages: Displays two pages, side-by-side.</li> <li>• Four Pages: Displays four pages together.</li> <li>• 10, 25, 50 and 100% views are available.</li> </ul>
<b>Help</b>	Opens the Help file

## FotoSlate Options

FotoSlate contains global options that define how images, text, and printing operations are handled when a layout is created.

### To set FotoSlate options:

1. Click Edit | Preferences.
2. Select from the available options.
3. Click OK.

### Images Options

<b>Shrink images to fit when placed on pages</b>	Reduces the size of an image so it fits in the image area on a page
<b>Ask me how to handle Autofill pages</b>	Prompts you when an Autofill (selected image automatically fills image areas in a page) is about to occur
<b>Create one page per image</b>	Fills all of the image objects on a page with one image
<b>Use each image to fill one image area per page</b>	Places each image in only one image area on a page, even if the page has Autofill selected
<b>Ask me if adjustments to thumbnails should be applied to page images</b>	Prompts you to apply changes to images already in a layout if the related thumbnail has been edited

### Text Options

<b>Warn me when text is too large to fit in a text area</b>	Prompts you when the text added to a text area on a page is too large
<b>Shrink text to fit</b>	Reduces the text size so that it fits in the text area
<b>Show text area outlines</b>	Displays the outline of the text area
<b>Warn me if text data will be lost during a drag-and-drop operation</b>	Prompts you if a drag-and-drop operation is going to cause a loss of information

### Printing Options

<b>Warn me when unknown paper sizes are being used to print</b>	Prompts you if you are trying to print using a paper size that your printer does not support
<b>Use the pages' background color when printing</b>	Prints the selected background color in a layout

### Page Color Properties

You can change the color properties of each page in a layout.

#### To open the properties for a specific page:

Double-click anywhere on the page where there is not an image or text area.

#### To apply color to a page:

1. Select Use background color.
2. Click the Color button.
3. Select a color.
4. Click OK.

## FotoSlate Image Editor

Touch up your photos with the easy-to-use enhancement features of the Image Editor.



### Image Editor Toolbar

The Image Editor toolbar contains button shortcuts to frequently used menu options. Changes made to an image using the Image Editor do not affect the original image, only the thumbnail reference within FotoSlate.

<b>Accept</b>	Applies any changes you have made to the image
<b>Undo</b>	Cancels the previous operation
<b>Redo</b>	Reapplies the cancelled operation
<b>Scroll</b>	Changes the mouse pointer to a hand that you can click an image with and move it
<b>Crop</b>	Opens a window that you can use to reduce the visible area of an image
<b>Zoom In</b>	Enlarges the viewable size of an image
<b>Zoom Out</b>	Reduces the viewable size of an image
<b>Rotate</b>	Opens a dialog box where you can select options to turn an image by 90 degree or 180-degree increments around a center point
<b>Flip</b>	Opens a dialog box where you can select options to mirror an image along the vertical or horizontal axis (rotating the image 180-degrees)

<b>Color</b>	Opens a dialog box where you can adjust the hue, lightness and saturation of an image
<b>Levels</b>	Opens a dialog box where you can adjust the whitepoint, blackpoint, brightness, contrast, and gamma of an image
<b>Auto Levels</b>	Adjusts the brightness, contrast, and color balance of an image automatically
<b>Blur</b>	Opens a dialog box where you can adjust blur levels to soften an image by averaging the pixels next to the hard edges of defined lines and shaded areas, thereby smoothing the transitions
<b>Sharpen</b>	Opens a dialog box where you can adjust sharpen levels to focus blurry images by increasing the contrast of adjacent pixels
<b>Despeckle</b>	Detects the edges in an image (areas where significant color changes occur) and blurs all of the selection except those edges
<b>Sepia</b>	Changes the image colors to shades of reddish brown
<b>Colorize</b>	Opens a dialog box where you can adjust hue and saturation levels to create a monochrome image

# 3

## Chapter 3

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# Using FotoSlate

This chapter contains explanations and step-by-step instructions for creating a FotoSlate layout.

## Adding Images and Templates

FotoSlate supports multiple image formats that you can add to use in a layout.

### To add images to FotoSlate:

1. Do one of the following:
  - Click the Add Images button.
  - Click File | Add Images.
2. Select one or more images.
3. Click Open.

## Templates

A template is an external Extensible Markup Language (XML) file that precisely describes the layout of a page including page size, orientation, as well as the sizes and positions of the areas where images and text can be placed. There are hundreds of templates provided for you, or you can design your own using the Template Designer.

FotoSlate is supplied with two distinct types of page templates.


- |                   |  |
|-------------------|--|
| <b>Sheet Page</b> | Contains multiple images that, when printed, can be cut into individual pieces similar to portrait sheets from a professional photographer. Photos on these pages are printed edge-to-edge to maximize use of the printable area. Sheet templates have Autorotate and Autofill options turned on as the default. |
| <b>Album Page</b> | Presents single or multiple images in an aesthetically pleasing layout, and may also incorporate text.   |

### To add a template to your layout:

1. Do one of the following:
  - Click the Add Page button.
  - Select Pages | Add Page.
2. Expand the folder tree in the left pane by clicking a Plus (+) sign.
3. Select a template.
4. Click OK. More templates can be added to the layout by repeating Steps 1 through 4.

All pages in a layout must be of the same orientation and size (i.e., you cannot have one legal sized page and a letter sized page in the same layout). You are prompted if incompatible pages are selected.

### To remove a template from a layout:

-  Click the Close Template button in the upper-right corner of the desired template.

## Creating a Layout

Once you select one or more images and templates, you can start organizing the pages to create a layout.

### To place images on a page:

In the left pane, select an image and drag it to the light gray shaded area of a page. Repeat this for each image that you want to add to the page.

### To remove an image from a page:

Right-click an image on a page, and from the shortcut menu, select Remove from Page.

### To transfer more than one image onto a page:

1. In the left pane, select more than one thumbnail.
2. Drag the images to the light gray shaded area of a page.

If you drag more images than the page can hold, a new template (the same as the previous one) is added to the layout.

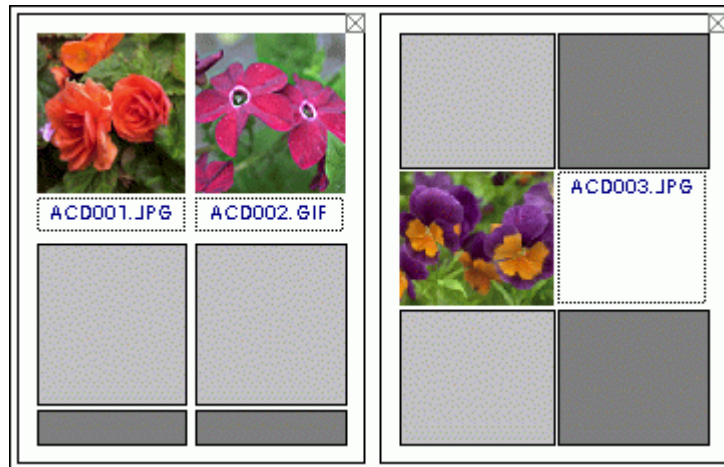
### Note:

When you drag a selection of images to a box, the position of the images depend upon the order number of that image box in the template. For example, if you drag the selection to image box #5, the first image is placed in box #5, the second image in box #6, etc. When all image boxes are filled, a new page is added. For more information on image order, please see [Object Order](#).

### To move an image from one page to another:

1. Select an image on a page.
2. Drag the image from the old page to the new page.

Certain image boxes are linked to text boxes (i.e., they are connected). If you move an image to another image box in the layout, any text linked to that image follows the image to the new location (providing the new image box also contains a linked text box).



Swapping of images occurs when an image is dragged to an image box that is already occupied by an image. The images switch positions.

## Manipulating Images

FotoSlate automatically rotates images for best fit when placed on a page, if the Autorotate feature is set. All sheet style templates supplied by ACD Systems have this feature enabled. If the image is too large for the area, you can scroll the image so that a portion of it is centered.

### To scroll an image:

1. Press Shift (for all instances of the image on a page), or Ctrl (for single image instances).
2. At the same time, hold down the mouse button over the desired image.
3. When the pointer turns into either a vertical or a horizontal arrow (depending on the direction in which the image can be shifted), move the image.

It is possible to rearrange images in a multiple image page. Drag an image to a desired location on the page and the text that is bound to the image follows it to its new location.

## Adding Multipage Images

Use FotoSlate to organize and print multipage images such as TIFFs. Since TIFFs can sometimes contain tens or even hundreds of pages of scanned images, FotoSlate condenses the view.



When you add a multipage image to FotoSlate, one image thumbnail is displayed. This thumbnail contains a small inverted triangle in the lower-left corner.

**To expand a multipage thumbnail:**

Click the inverted triangle.

The view is expanded and all thumbnails associated with the file are selected. Now you can drag the thumbnails onto a template of your choice.



## Editing Images

You can enhance the image thumbnails found in the left pane, or edit individual images that have already been added to a page.

**To edit an image:**

1. Do one of the following:
  - Double-click a thumbnail or an image on a page.
  - Right-click the thumbnail or image, and from the shortcut menu, select Adjust/Enhance Image.
2. Adjust the image using one of the Image Editor options. More information can be found under [Using the Image Editor](#).
3. Click Accept.

If the altered image is already present in one or more templates, a prompt appears (providing you have that option selected in your Preferences). When you edit an image directly from a page, the edit only affects the selected image, and not the thumbnail or copies of the image on another page in the layout.

Images are not stored in the layout document; the document only contains references to them (a copy of the root image). This means that any changes to the image using the Image Editor do not affect the original image stored on your disk.

**To exit the Image Editor without saving changes:**

Click File | Cancel.

**To save changes made to an image in the Image Editor:**

Click Accept.

**To revert back to the original image while in the Image Editor:**

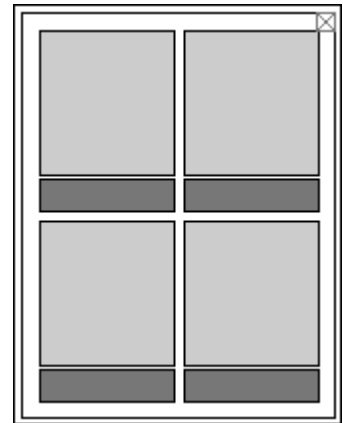
Click File | Revert. Changes are not saved, but the image remains open in the Image Editor.

## Adding Text to a Layout

You can add text to templates that contain text boxes. Text can be formatted using different fonts, colors, size, and justification.

**To add text:**

1. Select a page that contains a text box (primarily album pages). If you can't find a suitable template, you can build your own template using the Template Designer.
2. Double-click the dark gray box.
3. In the EnterText dialog box, type the desired text. You are prompted if you type too much or the text is too large for the template window (provided you have the Warn me when text is too large to fit in a text area option selected in your Preferences).



In the templates that ship with FotoSlate, text boxes are linked to the closest image box (i.e., they are connected), and move with the image. If you're unsure if a text box is linked to an image, open the template in the Template Designer. Linked objects are identified by a dashed line.

**To adjust the font, size, and color of the text:**

1. Double-click the text box.
2. Click Choose Font.
3. Adjust the font settings and click OK.

**To justify your text:**

1. Double-click the text box.
2. Click the Justify drop-down arrow.
3. Select the appropriate option to right or left justify the text, or center it beneath the image.
4. Click OK.

### To add format characters to the text box:

1. Double-click the text box.
2. Click Insert Format Character to open a menu containing a variety of options that add codes to the text box. These codes correlate to data associated with the file (such as metadata and file information).
3. Select a character option.
4. Click OK.

Any metadata associated with the image is not stored in the layout document; this information is fetched from the image as needed.

Format character options that relate to an image are only available when the text box is linked to an image box. If the text box isn't linked, the available options are Page Number and Page Count.

### Format Character Options

<b>File Name (Without Extension)</b>	Inserts the file name without an extension
<b>File Name (With Extension)</b>	Inserts the file name with an extension
<b>Horizontal Resolution</b>	Inserts the image's horizontal resolution (in pixels)
<b>Vertical Resolution</b>	Inserts the image's vertical resolution (in pixels)
<b>Number of Pages</b>	Inserts the number of pages in the file (there can be many pages when using TIFFs)
<b>Number of Colors</b>	Inserts the number of colors in the image

### Format Character Options (for the Plug-in)

The plug-in version of FotoSlate contains extra format characters that import ACDSee database information.

<b>Creation Date</b>	Inserts the creation date of the file
<b>Creation Time</b>	Inserts the creation time of the file
<b>Description</b>	Inserts the description of the image
<b>Author</b>	Inserts the author name
<b>Notes</b>	Inserts notes
<b>Keywords</b>	Inserts keywords

## Saving and Printing Layouts

Save layouts with the FotoSlate .plp extension.

### To save a layout:

1. Click File | Save Layout As.
2. In the File name field, type a file name.

3. Click Save.

#### To open a previously saved layout:

1. Click File | Open Layout.
2. Select the desired PLP file.
3. Click Open.

## Printing

You can print FotoSlate layouts using a variety of custom printing options. Use the Page Alignment Test option to print test pages of your layouts.

#### To print a layout:

1. Click File | Print.
2. Select the options explained below.
3. Click OK. Each template prints on a separate page.

#### Options

<b>Print range</b>	Specifies the range of pages to print. The All option prints all pages in your layout. The Page option specifies a single page or range of pages for printing.
<b>Copies</b>	Specifies the number of copies to print.
<b>Gamma correction</b>	Changes the amount of light that is applied to the image. Higher values are brighter, lower values are darker (the available range is 0.9 to 999).
<b>Print test pages/Align printer</b>	Creates a test page that you can print that makes image and text areas with black frames or gray interiors to avoid ink wastage. If pages do not print to your satisfaction, you can change the horizontal and vertical adjustment values. When you are ready to print the final draft, click OK to go back to the main Print dialog box.

If you experience problems while printing, please make sure that you have the correct drivers installed for your printer model. If this does not help, contact ACD Systems for Technical Support.

If the printing process freezes when printing large images, your printer driver may not be able to handle the image size. Resize the image and try again.

## Viewing FotoSlate PLP Files

FotoSlate provides ACD Systems products, like ACDSee and PicaView, with the ability to view the .plp extension. If a FotoSlate file contains more than one page, the ACD Systems product treats the file like any other multiple page format, for example, TIFF files. Double-clicking a file with the .plp extension from within Windows® Explorer opens the file in FotoSlate.

## Opening PLP Files in FotoSlate

FotoSlate references a link to the original image and therefore images must remain on the computer in the original location. When a .plp file is opened, FotoSlate searches for the associated images on disk, and when an image is found, checks that it is the same as the image referenced in the file. If images are missing or mismatched, you are prompted with a dialog box where you can perform searches on your disk.

# 4

## Chapter 4

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# Using the Image Editor

Touch up your images with the easy to use enhancement features of the Image Editor.

## Rotating, Flipping and Cropping Images

You can use the rotate, flip and crop tools to enhance your images before and after adding them to a template

### To crop an image:

1. Click Crop.
2. Do one of the following:
  - Resize the crop area; move your mouse pointer to the frame of the window, click your mouse button and drag the frame.
  - Click Ratios and select from the available size ratios.
3. Click OK.



If you crop an image that originates from the thumbnails in the left pane of the main dialog box (as opposed to an image present in a template), a small crop window is displayed on the thumbnail.

### To remove a crop:

Click Edit | Remove Crop.

### To rotate an image:

1. Click Rotate.
2. Click the Rotation button that matches the desired degree of rotation; 90° left, 180°, or 90° right.
3. Click OK.

### To flip an image:

1. Click Flip.
2. Click the Horizontal Flip button or the Vertical Flip button.
3. Click OK.

## Adjusting Colors and Levels

The Colors and Levels tools modify the settings for color, and change the effect of light in an image. These tools are only available for Truecolor images.

### To adjust the color balance of an image:

1. Click Color.
2. Drag the Hue, Saturation, and Lightness sliders.
3. Click OK.

<b>Hue</b>	Analyzes the image and selects the predominate color as the 0 value for the hue. You can adjust the value between -50 and 50 to change the color of the image.
<b>Saturation</b>	Increases the intensity of each color in the image as the saturation value approaches 100. The color intensity is decreased as the value approaches 100. At a value of -100 the image is grayscale.
<b>Lightness</b>	Increases the value of each pixel's light value. Increasing the value adds light to the image whereas decreasing the value subtracts light. At a value of 100 the image is all white, and at -100 the image is all black.

### To adjust the levels of an image:

1. Click Levels.
2. Drag the Whitepoint, Blackpoint, Brightness, Contrast, and Gamma sliders.
3. Click OK.

<b>Whitepoint</b>	Adjusts the amount of white added to a color. Whitepoint is the lightest color in an image. Whitepoint is measured on a scale of 0 to 255. Decreasing the whitepoint value decreases the amount of color in an image and increases the amount of white.
<b>Blackpoint</b>	Adjusts the amount of black added to a color. Blackpoint is the darkest color in an image. Blackpoint is measured on a scale of 0 to 255. Increasing the blackpoint value decreases the amount of color in an image and increases the amount of black.
<b>Brightness</b>	Changes the light level for the whole image. A value of 100 makes the image white and a value of -100 makes the image black.

<b>Contrast</b>	Changes the brightness levels for different areas of the image. Increasing contrast makes shadowed areas darker, colored areas brighter with mid tones remaining the same. Decreasing the contrast makes all colors closer to the midtone values of the image.
<b>Gamma</b>	Changes the amount of light that is applied to the image. Higher values are brighter, lower values are darker.

#### To automatically adjust the levels of an image:

Click Auto Levels. FotoSlate analyzes the images and corrects values to produce a clearer image.

## Using Filters

You can change the look of an image by using filters to add an effect.

### Blur

FotoSlate blurs the entire image by averaging the color in adjacent pixels.

#### To blur an image:

1. Click Blur.
2. Drag the Amount slider.
3. Click OK.

### Sharpen

Sharpening the image increases the color difference in adjacent pixels to produce a crisper image.

#### To sharpen an image:

1. Click Sharpen.
2. Drag the Amount slider.
3. Click OK.

### Despeckle

Despeckle reduces the amount of noise (the effect produced when a variety of pixel colors are used in the same color region) in an image.

#### To despeckle an image:

Click Despeckle.

## Sepia and Colorize

You can use the Sepia filter to add a brownish hue to an image or the Colorize filter to add a color hue to an image.

### To apply the sepia filter to an image:

Click Sepia.

The original image must be a Truecolor image for the Colorize filter to function. The saturation of the hue can be increased to create a more vivid color or reduced for a more subtle effect. An image with no saturation is grayscale.

### To colorize an image:

1. Click Colorize.
2. Move the Hue and Saturation sliders.
3. Click OK.

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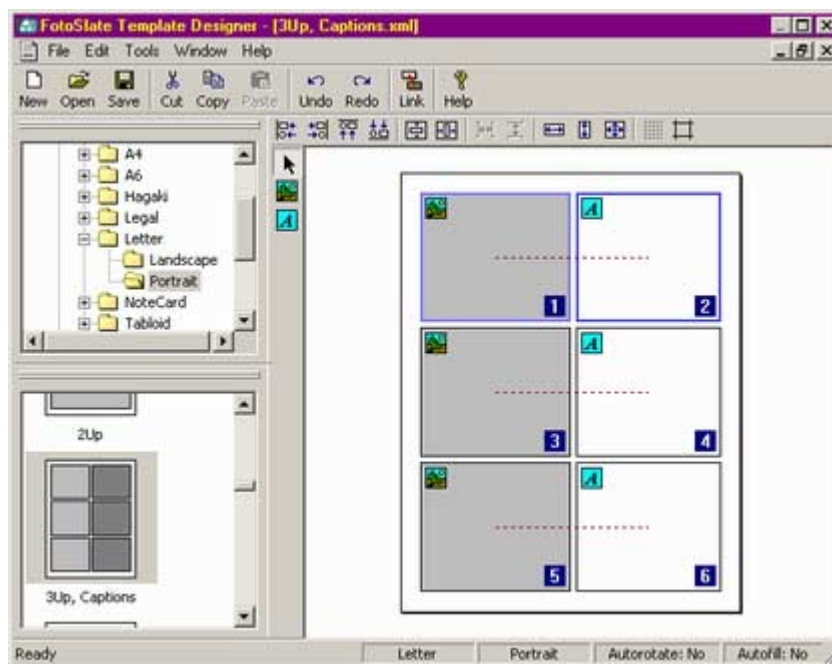
## Chapter 5

# Template Designer User Interface

With the Template Designer you can create XML templates for use in FotoSlate layouts. The Template Designer contains many alignment tools to help you assemble image and text objects to form templates of items such as greeting cards, image collages, newspaper layouts, and posters.

## Template Designer Workspace

The Template Designer workspace is divided into three areas: the Folder tree, Preview pane, and Page Work pane. The Template Designer window cannot be minimized.



### The Folder tree

The Folder tree displays the folder hierarchy of your template directory. Right-click a pane or a folder to display a shortcut menu. The shortcut menu contains commands to create new folders, rename or delete existing folders, and cut, copy, and paste folders to another location. The Folder tree is dockable; you can grab the pane and place it in different areas of the window or let it float freely in the Page Work pane.

### The Preview pane

The Preview pane displays thumbnails of template files present in the currently selected folder in the Folder tree. Right-click a thumbnail to access a shortcut menu, where you can open the template for edit, create a new template, rename, and delete the template, and cut, copy, and paste. The Preview pane is dockable; you can grab the pane and place it in different areas of the window or let it float freely in the Page Work pane.

### The Page Work pane

The Page Work pane is the workspace for template editing and creation. Multiple templates can be open in the Page Work pane at the same time, as each template is contained in its own window. A status bar at the bottom of the pane identifies attributes of the currently selected template.

#### To open the Template Designer:

From FotoSlate, click the Designer shortcut button.

## Template Designer Tools

FotoSlate's Template Designer contains shortcut buttons and tools for performing a variety of menu commands, and layout creation and alignment functions.




### Toolbar

The toolbar provides shortcuts to commands available in the Template Designer menus.

<b>New</b>	Opens a new template
<b>Open</b>	Opens the currently selected template from the template list
<b>Save</b>	Saves the current template
<b>Cut</b>	Cuts the selection and places it on the Clipboard
<b>Copy</b>	Copies the selection and places it on the Clipboard
<b>Paste</b>	Pastes the selection from the Clipboard
<b>Undo</b>	Reverses the last action
<b>Redo</b>	Repeats the reversed action
<b>Link</b>	Links or removes the link from selected objects
<b>Help</b>	Opens the Help file










## Tool Palette





The palette contains tools for selecting objects and creating image and text objects.

	<b>Pointer</b>	Changes the mouse pointer into the PointerTool. With it you can select objects on the current page.
	<b>Image</b>	Places an image box onto the page.
	<b>Text</b>	Places a text box onto the page.

## Alignment Tools

Use the Alignment tools to align text and image objects so that they are the same size and justification. Some alignment tools require you to select more than one object before they are made available. The last object selected is the one that all other objects are aligned with.

	<b>Align Left</b>	Aligns the left edge of one or more objects to match the left edge of the focused object (the last object selected or identified by a dark blue frame).
	<b>Align Right</b>	Aligns the right edge of one or more objects to match the right edge of the focused object (the last object selected or identified by a dark blue frame).
	<b>Align Top</b>	Aligns the top edge of one or more objects to match the top edge of the focused object (the last object selected or identified by a dark blue frame).
	<b>Align Bottom</b>	Aligns the bottom edge of one or more objects to match the bottom edge of the focused object (the last object selected or identified by a dark blue frame).
	<b>Center Vertically</b>	Centers single and multiple objects vertically on the page.
	<b>Center Horizontally</b>	Centers single and multiple objects horizontally on the page.
	<b>Space Across</b>	Spaces objects horizontally, an equal distance apart.
	<b>Space Down</b>	Spaces objects vertically, an equal distance apart.
	<b>Make Same Width</b>	Sizes the width of selected objects to match the width of the focused object (the last object selected or identified by a dark blue frame).

	<b>Make Same Height</b>	Sizes the height of selected objects to match the size of the focused object (the last object selected or identified by a dark blue frame).
	<b>Make Same Size</b>	Sizes the selected objects to match the size of the focused object (the last object selected or identified by a dark blue frame).
	<b>Set Grid</b>	Opens the Grid Properties dialog box. See Template Designer Options for more information.
	<b>Show Margins</b>	Opens the Printer Margins dialog box. See Template Designer Options for more information.

## Template Designer Options

You can set options for template pages and individual text and image areas.

### Page Properties

The Page Properties dialog box contains options for defining a template's orientation, background color, and image handling. The properties apply to the currently selected template in the Page Work pane. Options selected here are defaults to the template when it is selected for use in a layout.

#### To open the Page Properties dialog box:

Click Tools | Set Page Properties.

The following options are available in the Page Properties dialog box:

<b>Portrait</b>	Orients the page so that the longer side runs from top to bottom
<b>Landscape</b>	Orients the page so that the shorter side runs from top to bottom
<b>Autofill images</b>	Asks you how you want to handle images when you have multiple images selected in FotoSlate and add a page to the layout (i.e., creates one page per image, or fills the page with multiple images)
<b>Autorotate images</b>	Rotates images to best fit when an image is inserted into a FotoSlate layout
<b>Use background color</b>	Applies a background color to the template (selected by clicking the Color button)

### Grid Properties

You can display a grid of vertical and horizontal points that aid in positioning objects on a template. Grid properties are global across all open templates.

**To open the Grid Properties dialog box, do one of the following:**

- Click the Set Grid Properties button.
- Click Tools | Set Grid Properties.

The following options are available in the Grid Properties dialog box:

<b>Snap to grid</b>	Aligns the top left corner of an object (when moving), or the bottom right corner of an object (when sizing), automatically along your grid
<b>Grid visible</b>	Displays or hides the grid
<b>Width</b>	Sets the horizontal spacing of the grid points
<b>Height</b>	Sets the vertical spacing of the grid points
<b>Units</b>	Defines the unit of measurement used when determining the width and height of the grid points

### Printer Margins

Some printers are unable to print from edge to edge, and therefore have an unprintable margin. You can view the margins of any printer to design your template within those margins. The Template Designer determines the paper size and margin orientation of the printer via the printer's drivers. If the printer does not support the template's page size, you are prompted.

Printer margins are global across all open templates. The following options are available in the Printer Margins dialog box:

<b>Name</b>	Displays the printer name that the margins are based on. Select from printers that are currently installed on your computer.
<b>Margins visible</b>	Displays the printer margins.
<b>Use margins</b>	Provides a guideline for objects already added to the template, and prevents further objects from being positioned outside the printer margins. However, resizing image and text objects via their Properties dialog box can override margin settings.

# 6

## Chapter 6

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# Using the Template Designer

Templates are receptacles for images and text. Design and build your own templates for creating FotoSlate layouts such as image collages, greeting cards, and magazine or newspaper layouts.

## Creating, Opening and Saving Templates

The following documents the steps involved in creating a new template and editing an existing template. It is not possible to edit FotoSlate v1.0 templates with the Template Designer.

### To create a new template:

1. Do one of the following:
  - Click New.
  - Right-click the Preview pane, and in the shortcut menu, select New Template.
2. Click the Paper Size drop-down arrow and select a paper size.
3. Select one of the following orientations:
  - Portrait
  - Landscape
4. Select one or both of the following image handling options:
  - Autofill images: Asks you how you want to handle images when you have multiple images selected in FotoSlate and add a page to the layout (i.e., creates one page per image, or fills the page with multiple images).
  - Autorotate images: Rotates images to best fit when an image is inserted into a FotoSlate layout.
5. If you'd like the template to contain a background color, select Use background color. Click the Color button and select a color.
6. Click OK.

After the template is open, you can select page, grid and printer options and add image and text objects.

## Saving Templates

Once you have finished designing and adjusting the options for a new template, you can save the template for use in FotoSlate. Templates are saved using the .xml extension.

### To save a new template:

1. Click File | Save As.
2. In the Name field, type a name for the template.
3. In the Folder field, select a folder or click New Folder to create one.
4. Click OK.

## Opening Templates

You can open and make changes to previously saved FotoSlate templates.

### To open an existing template for editing:

1. In the Folder tree, locate the folder containing the desired template, and double-click it.
2. In the Preview pane, do one of the following:
  - Right-click the thumbnail, and in the shortcut menu, select Open Template.
  - Double-click the thumbnail.

## Adding Image and Text Objects

Once you have started a new template or have an existing template open for editing, you can add text and image objects, or edit existing objects using the tool palette and alignment tools.

### To add image objects, do one of the following:

- Click the Image button, and click on the template.
- Drag the Image button onto the template.

### To add text objects, do one of the following:

- Click the Text button, and click on the template.
- Drag the Text button onto the template.

### To resize an image or text object:

1. Select an object.
2. Place the mouse pointer over the object outline until the mouse pointer changes to a double-sided arrow.
3. Click and resize the outline.

### To move an image or text object:

1. Select one or more objects.
2. Place the mouse pointer over the object until the mouse pointer changes to a four-sided arrow.
3. Click and move the object.

## Aligning Objects

You can perform sophisticated alignment operations using the alignment tools. Some alignment tools require you to select more than one object before they are made available. The last object selected is the one that all other objects are aligned with.

### To align an object:

1. Select an object.
2. Click the desired alignment tool button.

Use the grid and printer margin features to help align image and text objects according to pre-defined printer and grid settings.

You can select options for each object. For more information, please see [Defining Image and Text Properties](#).

### To select multiple objects, do one of the following:

- Press and hold the Ctrl key, and select each image.
- Click the template and drag a marquee over the objects.

## Linking Objects

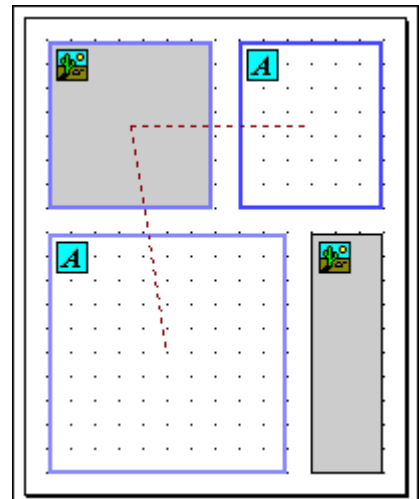
You can link image and text objects in a template. When a template is used in a layout, linked objects remain together. The linked text stays with its linked image when you move the image to another location that contains a linked text object.

### To link image and text objects:

1. Select both the image and text object. More than one text object may be selected.
2. Click the Link button. A dashed line appears to identify the link.

### To unlink image and text objects:

1. Select both ends of the link (i.e., both of the objects in the link). You can select multiple linked objects.
2. Click the Link button. The dashed line disappears.



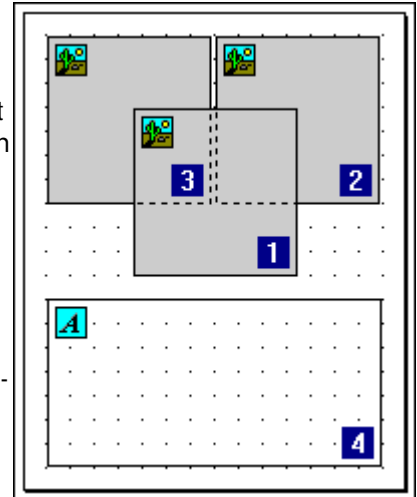
## Object Order

FotoSlate supports stacked image and text objects, which are controlled by the object order. The order indicates the object's position in a stack of overlapping objects. This stack is oriented along the z axis, extending outward from the screen. The object order provides you with the ability to create collages and text-on-image effects.

### To display Order:

Click Tools | Show Order. A number appears in the corner of each object to show its position in the stack.

You can change the order of objects by repositioning them within the stack, but linked objects remain in sequential order.



### To reposition objects:

1. Right-click the object.
2. From the shortcut menu, select one of the following:
  - Move to Front: Moves the object to the front of the stack.
  - Move to Back: Moves the object to the back of the stack.
  - Move Forward: Moves the object forward one position.
  - Move Back: Moves the object back one position.

## Defining Image and Text Properties

You can define properties unique to each image and text object.

### To set image properties:

1. Select an image object.
2. Right-click, and from the shortcut menu, select Properties.
3. Select from the following options:
  - XPos: Defines the position of the object on the X axis.
  - YPos: Defines the position of the object on the Y axis.
  - Width: Specifies the width of the object.
  - Height: Specifies the height of the object.
  - Units: Specifies the unit of measurement.
4. Click OK.

### To set text properties:

1. Select a text object.
2. Right-click, and from the shortcut menu, select Properties.
3. Select from the following options:
  - XPos: Defines the position of the object on the X axis.
  - YPos: Defines the position of the object on the Y axis.
  - Width: Specifies the width of the object.
  - Height: Specifies the height of the object.
  - Units: Specifies the unit of measurement.
4. Select Use content to use preset text.
5. Click OK.

### Preset Text

Use preset text if you always want the same type of information present in the text object when the template is used in a layout, regardless of the images added. You can add free-form text and image specific information, such as file name, number of pages, and creation date.

### To define preset text content:

1. Select a text object.
2. Right-click, and from the shortcut menu, select Properties.
3. Click Define Content.
4. If you want free-form text, type in the Text field.
5. Click Choose Font to select a font style, color, and size.
6. Click the Justification drop-down arrow and select from the following:
  - Left Justify
  - Center Text
  - Right Justify
7. To insert image specific information, click Insert Format Character and select the desired options. For more information about format characters, please see Adding Text to a Layout.
8. Select one of the following degrees of rotation for the text:
  - None
  - 90°
  - 180°
  - 270°
9. To use a background color in the text box, select Use background color. Click the Color button to select a color.
10. Click OK.

## Exporting and Importing Templates

You can create packages of templates to export to other FotoSlate users, and import packages sent to you. When you create a package of templates, the Template Designer saves the package using the .tpf extension.

Please check our Web site regularly for information about new template packages:  
[www.ACDSYSTEMS.com](http://www.ACDSYSTEMS.com)

### To create a template package:

1. Click File | Export Templates.
2. In the Templates field, select the folder containing the templates you want to export.
3. Do one of the following:
  - In the Export to field, type the path and file name of the new template package (e.g., C:\ACD\Templates\share.tpf).
  - Click Browse and browse to a folder to save your exported file to. In the File name field type a file name for the template package.
4. Click OK.

The template package file can now be sent to other FotoSlate users.

### To import a template package:

1. Click File | Import Templates.
2. Do one of the following:
  - In the Import from field, type the path and file name of the template package you wish to import.
  - Click the Browse button and browse to the folder containing the template package you wish to import.
3. In the Templates field, select the folder to save the template package to.
4. Click OK.

# 7

## Chapter 7

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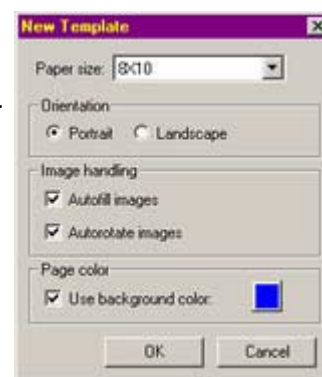
# Creating a Template Tutorial

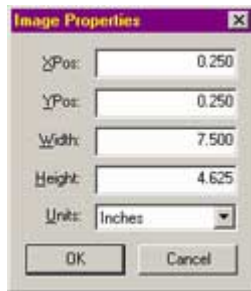
In this tutorial you will use the FotoSlate Template Designer to create a personalized template that contains an image object linked to a text object. Once you have created the template, you will add it to FotoSlate to use in a layout.

Open FotoSlate and begin the tutorial.

### To create a template:

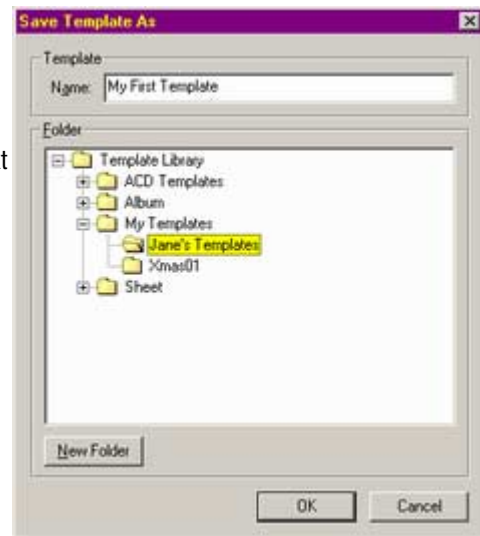
1. Click the Designer shortcut button.
2. Click the New shortcut button.
3. Click the Paper Size drop-down arrow and select 8 x 10.
4. Select the Portrait orientation.
5. Select the Autofill images and Autorotate images options.
  - Autofill images: Asks you how you want to handle images when you have multiple images selected in FotoSlate and add a page to the layout (i.e., creates one page per image, or fills the page with multiple images).
  - Autorotate images: Rotates images to best fit when an image is inserted into a FotoSlate page.
6. Select the Use background color check box.
7. Click the Color button, select a color and click OK.
8. Click OK. You have now created a blank template.
9. Drag the Image button onto the template.
10. Right-click the image object, and select Properties from the shortcut menu.



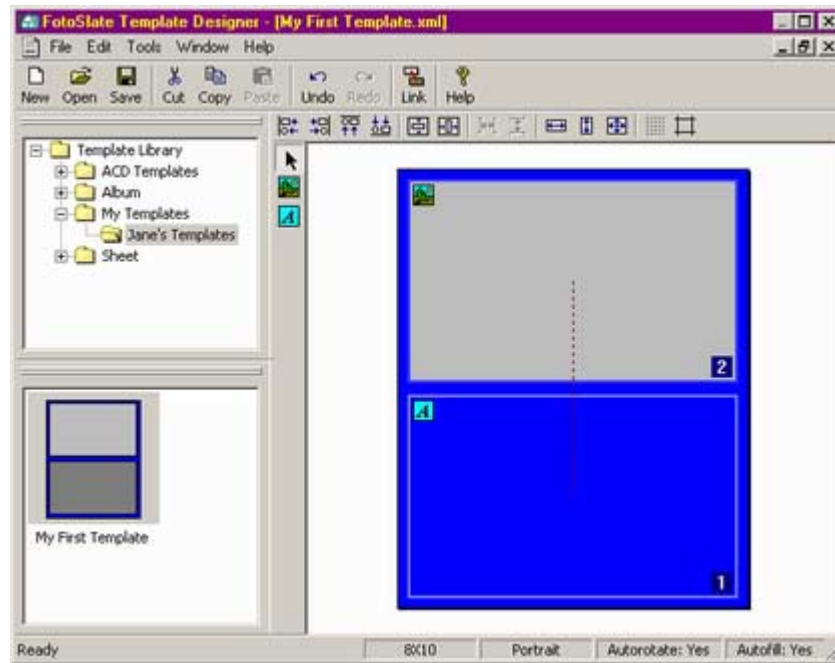


11. Click the Units drop-down arrow and select Inches.
12. Type the following values:
  - XPos: 0.250
  - YPos: 0.250
  - Width: 7.500
  - Height: 4.625
13. Click OK.

14. Drag the Text button onto the template. When you add a text object to the template, it is selected and has a blue border.
15. Hold the Ctrl key and select the image object. Both the text object and the image object are now selected and have blue borders. The image object border is a darker blue, identifying it as the last object selected.
16. Release the Ctrl key.
17. Do the following:
  - Click the Make Same Size button.
  - Click the Align Left button.
18. Click outside of the objects to clear the selections. Make sure you still click inside the template.
19. Select the text object.
20. Use the Arrow keys on your keyboard to move and center the text object below the image object.
21. Hold the Ctrl key, select the image object, and release the Ctrl key.
22. Click the Link button to link the text object to the image object. A dashed line is added to the template to identify the link between the two objects. If you move an image to another image box in the layout, any text linked to that image follows the image to the new location (providing the new image box also contains a linked text box).
23. Click File | Save.
24. Type My First Template into the Name field.
25. Double-click the My Templates folder to open the folder.
26. Click the New Folder button.
27. Type Jane's Templates in the New Folder text field and press the Enter key.
28. Select the Jane's Templates folder.
29. Click OK.



You have now created your first customized template.



30. To return to FotoSlate, click File | Exit to FotoSlate.
31. In FotoSlate, click Add Page. Your new template is displayed in the Add Page dialog box.
32. Click OK. It is now ready for you to add your images and text to create a FotoSlate layout. Please refer to the [Chapter 3 Using FotoSlate](#) in the manual for further information.

## Appendix 1: Supported Image Formats

FotoSlate supports the following image formats.

BMP	Windows Bitmap	Windows and OS/2; 2/8/16/24/32 bpp; RLE and uncompressed
EMF	Enhanced Metafile Format	Win32 enhanced placeable metafiles
GIF	Graphics Interchange Format	Single page and animated; 87a and 89a
JPEG	Joint Photography Experts Group	JFIF and Adobe(tm) CMYK
PCX	ZSoft Publisher's Paintbrush	All sub-types supported
PIC	SoftImage PIC	All sub-types supported
PNG	Portable Network Graphics	All sub-types supported
TGA	TargaTGA	All sub-types supported
TIFF	Tag Image File Format	1/2/4/12/16 bits per sample, 1-4 samples per pixel Bilevel / RGB / Paletted / SMYK / YCrCb / LOGL / LOGLUV; Uncompressed / PackBits / LZW / ThunderScan / SGILog / CCITT / ZIP / NEXT / New-JPEG (no v6.0 JPEG support) Support for multi-page documents
WMF	Windows Metafile Format	Win 3.x placeable metafiles

Support for further image formats can be added by installing PicaView or ACDSSee. For more information, visit our Web site at: [www.ACDSYSTEMS.com/English/Products/index.htm](http://www.ACDSYSTEMS.com/English/Products/index.htm)

## Appendix 2: FotoSlate Keyboard Shortcuts

Shortcut	Command
Alt + 0	View 100%
Ctrl + 1	View FitPage
Alt + 1	View 10%
Ctrl + 2	View Two Pages
Alt + 2	View 25%
Ctrl + 4	View Four Pages
Alt + 5	View 50%
Ctrl + A	Select All
Ctrl + Shift + A	Select None
Ctrl + G	Add Pages
Ctrl + I	Invert Selection
Ctrl + L	Add Previously Used Template
Ctrl + M	Add Images
Ctrl + N	New Layout
Ctrl + O	Open Layout
Ctrl + P	Print Layout
Ctrl + S	Save Layout
Ctrl + T	Open Template Designer
Delete	Remove Image
F1	Help
Ctrl + Enter	Edit Image
Ctrl + W	View Fit Width
Ctrl + X	Exit
Ctrl + Y	Redo
Ctrl + Z	Undo

## Appendix 3: Template Designer Keyboard Shortcuts

Shortcut	Command
Ctrl + A	Select All
Ctrl + Shift + A	Select None
Ctrl + C	Copy
Ctrl + D	Show Order
Ctrl + G	Set Grid
Ctrl + I	Set Properties
Ctrl + L	Link
Ctrl + M	Show Printer Margins
Ctrl + N	New Template
Ctrl + O	Open Template
Ctrl + S	Save
Ctrl + V	Paste
Delete	Delete
Escape	Exit
F1	Help
F5	Refresh
Ctrl + X	Cut
Ctrl + Y	Redo
Ctrl + Z	Undo

## Appendix 4: Contacting ACD Systems

Contact us by mail at:

### North America

ACD Systems Inc.  
2201 North Collins, Suite #100  
Arlington, TX 76011, USA

### International

ACD Systems Ltd.  
PO Box 36  
Saanichton, BC  
V8M 2C3, Canada

### Technical Support

By purchasing this product, you receive ongoing, preferred treatment by our technical support team, should the need arise. If you have any technical related questions or general feedback, please visit our Web site at: [www.acdsystems.com/English/Support/](http://www.acdsystems.com/English/Support/)

Telephone us for technical support at: 1 (250) 544-6701. Our office hours are Monday to Friday, 7:00 A.M. to 5:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

Telephone calls for Technical Support are subject to international rates if calling from outside of Canada, and/or long distance charges if calling from within Canada.

### Feedback

Your feedback is important to us. Many features and portions of the interface continue to be influenced by comments from users. So, if you have a grand idea for a new feature, or a better way of doing something, please drop us a note.

Contact us Monday to Friday, 7:00 A.M. to 5:00 P.M. PST. During U.S. and Canadian statutory holidays, our hours of support are 8:00 A.M. to 4:00 P.M. PST.

E-mail: [ideas@acdsystems.com](mailto:ideas@acdsystems.com)  
Telephone: 1 (250) 544-6700

This e-mail address is not intended for technical support questions; technical related questions will not receive a reply.

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