JETLINE PHOTO CREATOR
USER MANUAL

Navigating the Jetline Photo Creator

Once you've installed your Jetline photo creator on your desktop (mac or windows) you are ready to start creating your photo gift.

There are three options on the main splash screen:

Create a New Project

Choose this option to create a new product from the list available

View Shopping Cart

All orders that you have added to your cart but not yet ordered will be listed in this option. This allows you to remove items you do not wish to order before committing to a purchase.

Open an Existing Project

You will be able to open previously saved projects.

After selecting "create a new project", you will have a list of products available. Remember to check regularly for updates in order to keep your software up to date.

You can **Check for Updates** here. Updates will include new software releases and new products or designs.
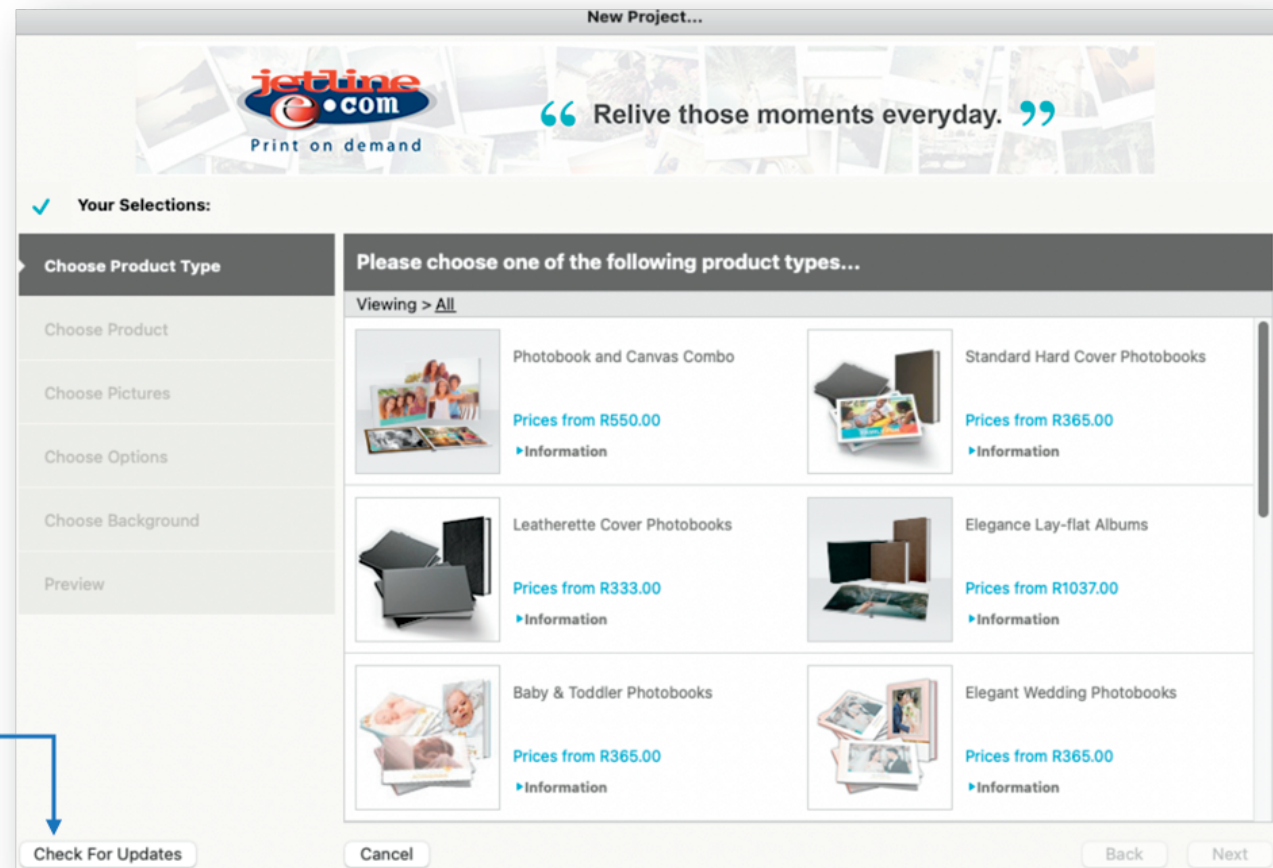
The "Open an existing project" option will allow you to open previously saved projects. You will be able to continue working on any of your projects after opening. If a project has already been ordered, you can duplicate it if you wish to order more copies.

Open Project...

Folder: Projects

	Name	Type	Date Modified
	Cal	24 Page A4 Photo Calendar	Monday, 24 April 2017, 11:21 AM
	Cal 25-04-2017	24 Page A4 Photo Calendar	Tuesday, 25 April 2017, 11:05 AM
	Test 2 Files Mailed	400x300Landscape-Leather Cov...	Monday, 24 April 2017, 10:08 AM
	Test 20 April	A3 Hard cover Portrait photobo...	Tuesday, 25 April 2017, 10:07 AM

Duplicate Project   Rename Project   Delete Project   Send Files

Cancel   Open

Delete Project – The Project will be deleted and **you will NOT be able to recover it after this action.**

Duplicate Project – Will create an exact copy of the selected Project.

Send Files – The Project will be prepared for production. You can either upload the files or save them on your desktop to take into a Jetline store

Rename Project You can change the name of the Project.
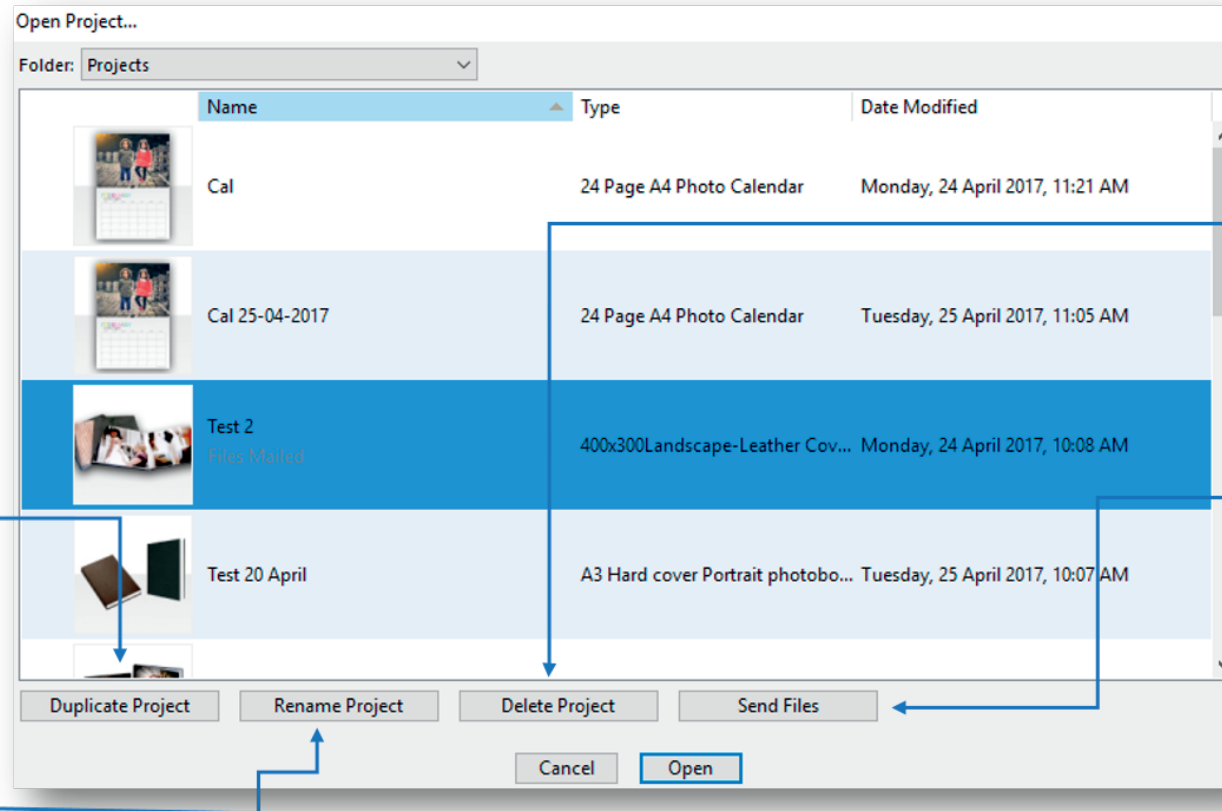
When you've selected "Create a New Project" the list of available products will be shown in the menu. If you select a product, it will open up the available options for that specific product as well as the starting price for each option.
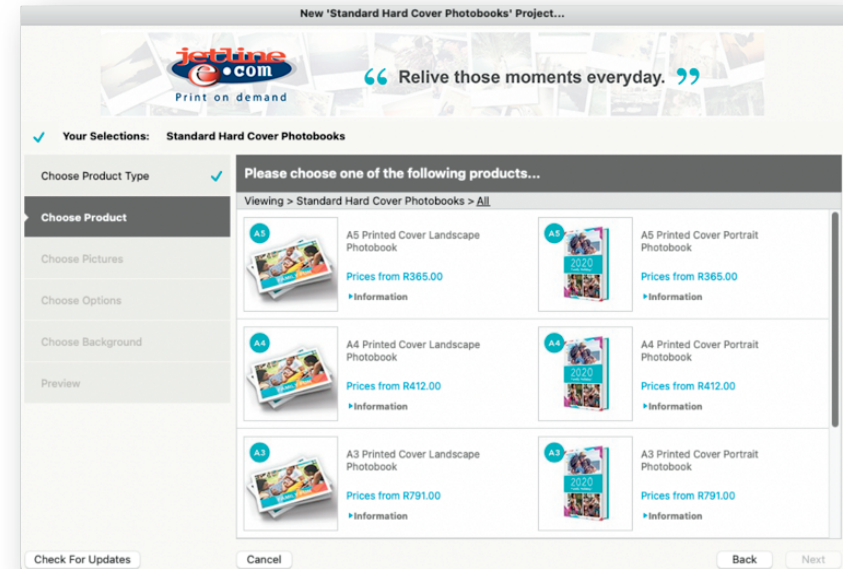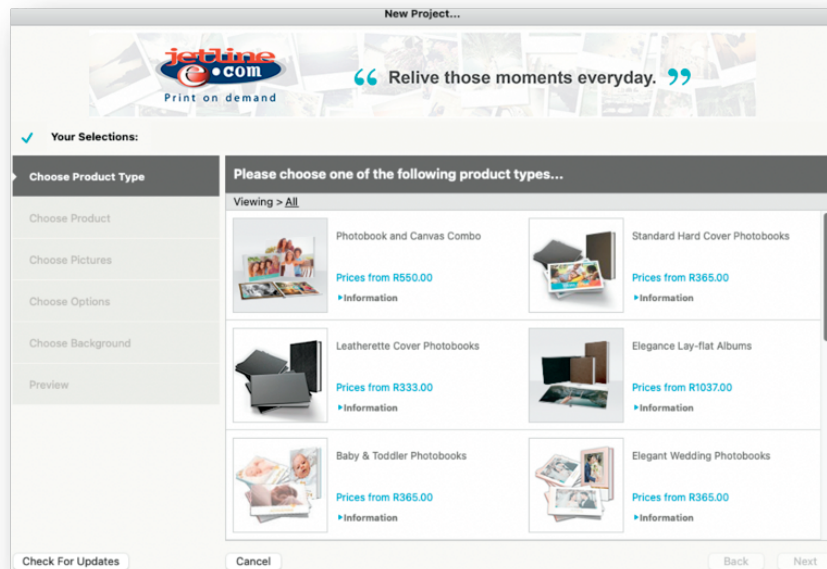
Creating your layout - Use Wizard Option

The software has a wizard that can do a quick layout for you, it's a nice option if you are not concerned about which photos are grouped together, it's important to note you can still edit your layout so you do have control of the final product layout. If you skip the wizard, you will have full control of your design from the start.

Skip Wizard – You will have full control over your design from the start.
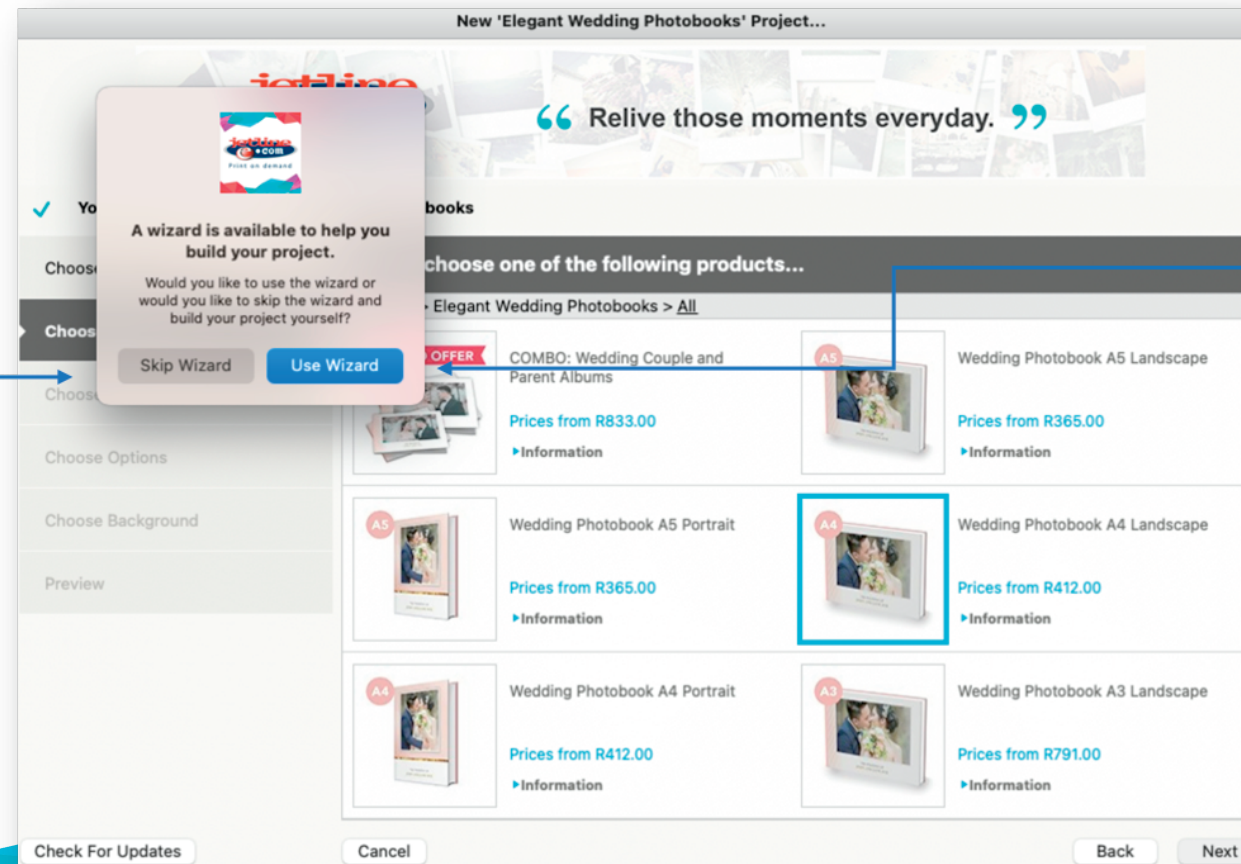
Use Wizard – The system will help you set up your book using page styles set up for the product.

We will go through the wizard option first. Depending on the product you've chosen, the software will prompt the number of photos (minimum and maximum) that can be used in your layout.

The next step will ask you to choose between the number of pages you would like in your book (cost control) or the number of photos per page (layout control)
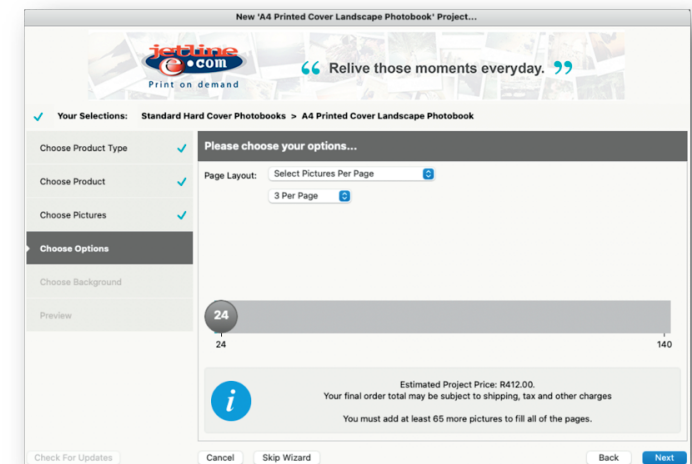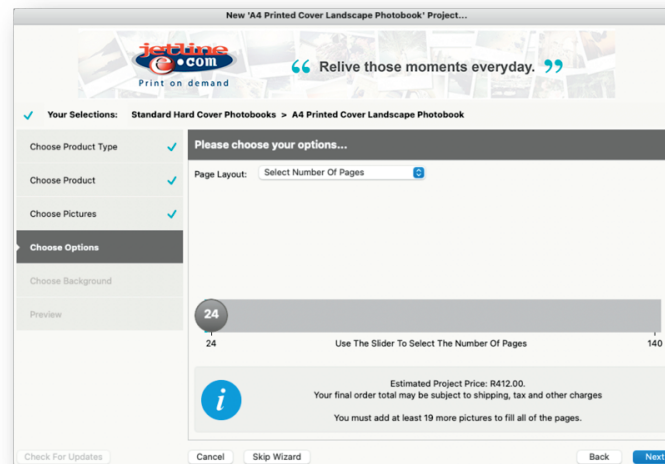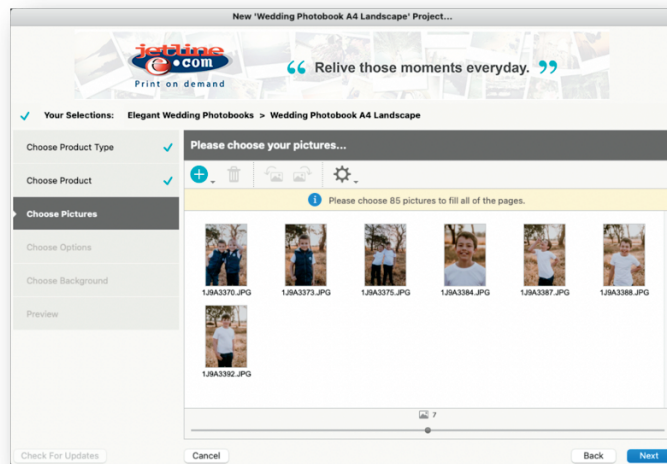
Next you can choose from a range of backgrounds, if you would like to add backgrounds later or would like a plain background, choose a solid colour background.

Next you'll be prompted to give your project a name (you can change or edit this at any time)

Finally, you'll see a preview of the layout the software has created for you. From there, when you select "next" you can make final changes or order your product by adding it to your shopping cart
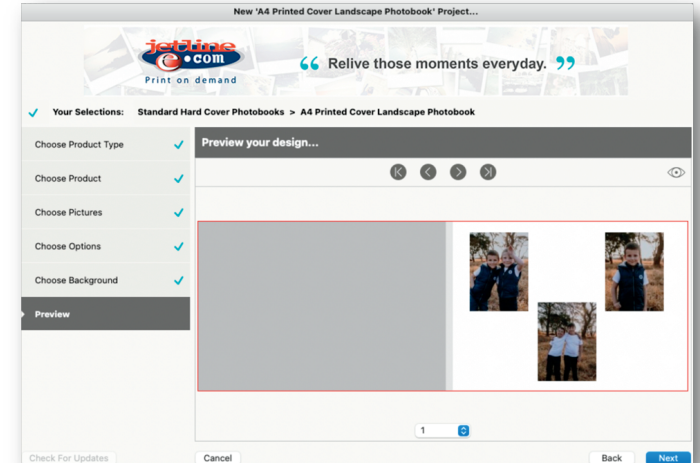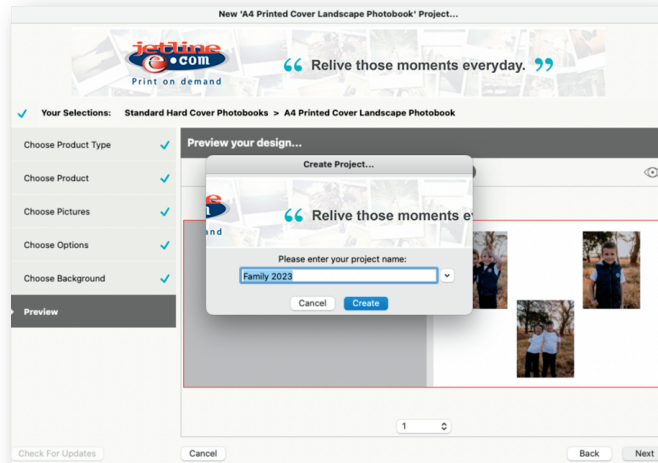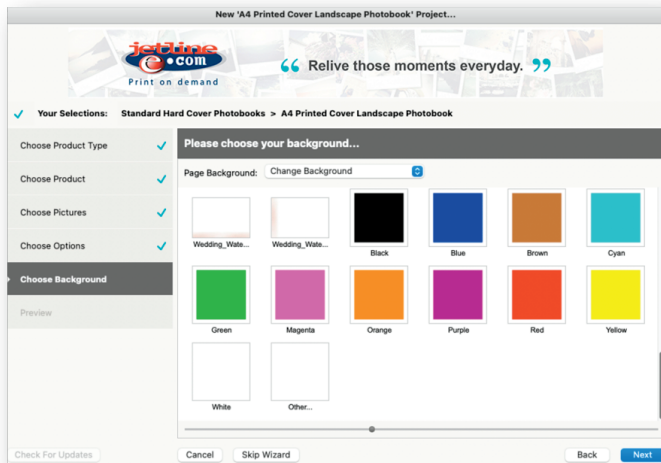
Creating your layout - Skip Wizard Option

When skipping the wizard, you will be prompted to name your project directly after choosing your product type & size.
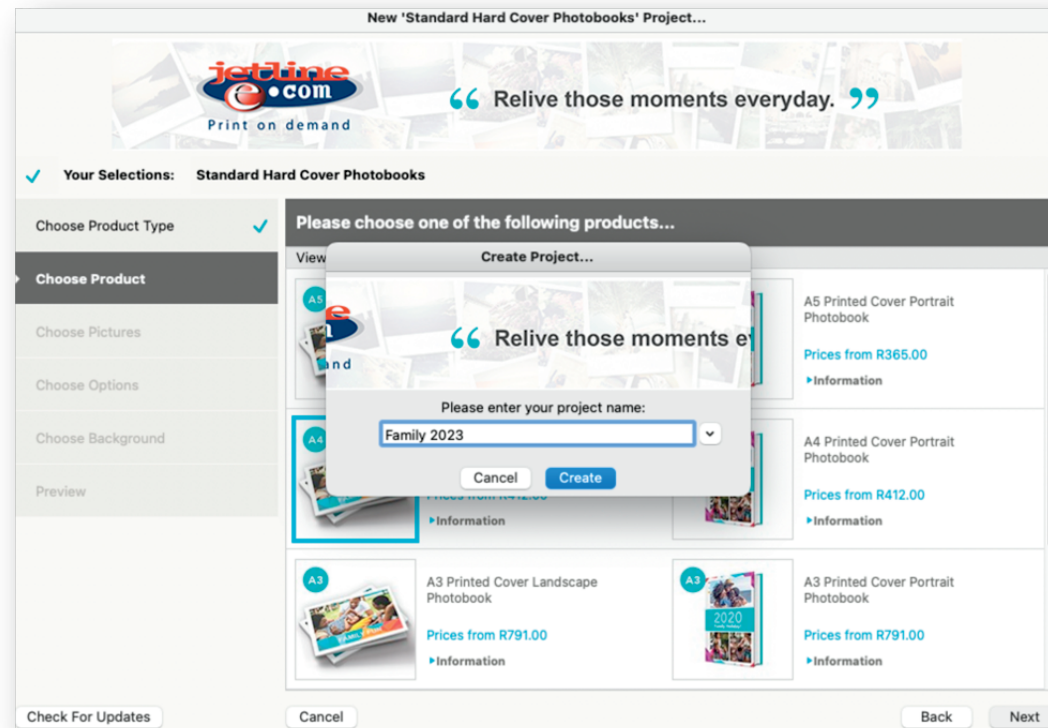
After naming your project, you will be taken to the product layout. When using the software for the first time, a "tips wizard" will walk the user through all the tools that are available. You are able to switch the wizard off at any time by ticking "do not show again". NB If you choose to do this, you will not be able to use this wizard again.

There are a varietyf page styles as well as backgrounds, scrapbooks, frames and masks that can be used in your design
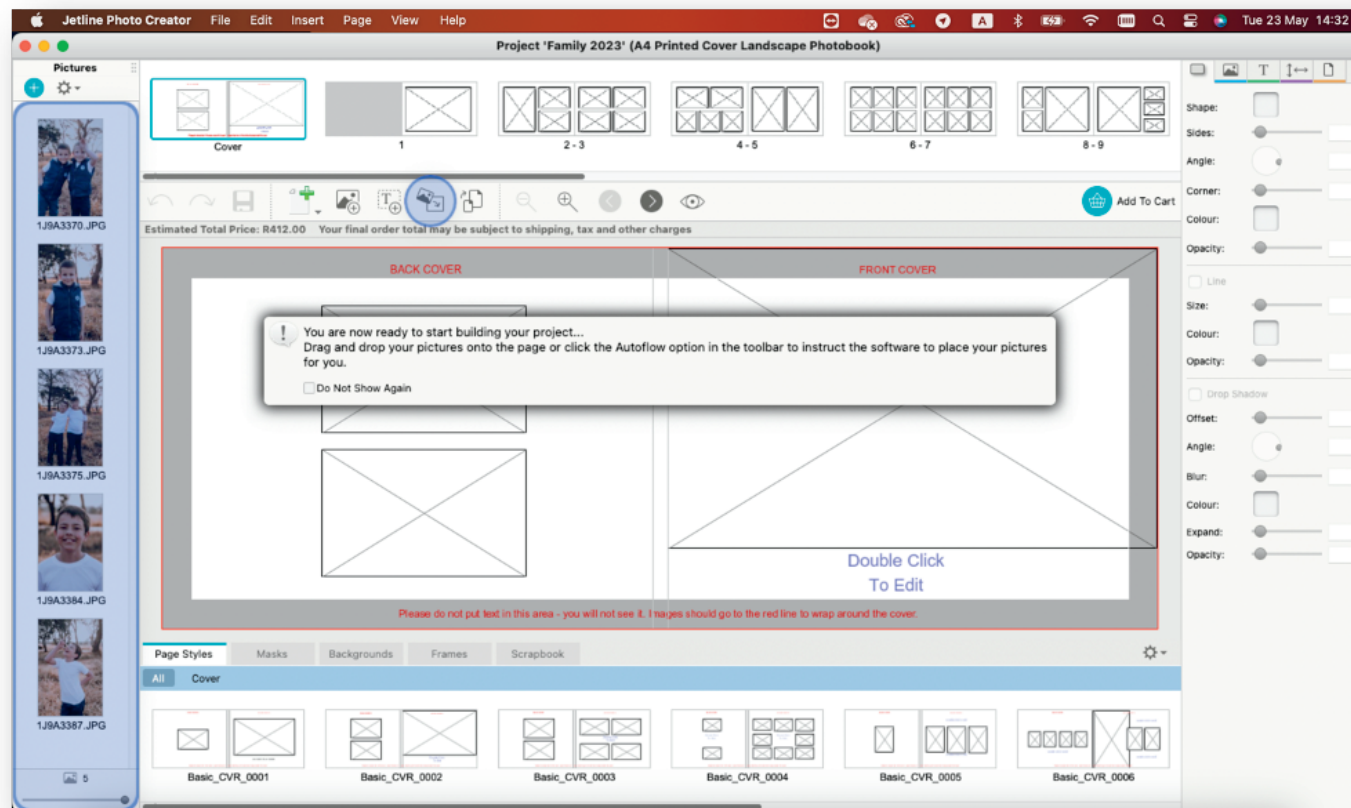
The Autofill option will fill all the pages with the selected photos, but you can also choose
which photos you would like to use on each page by dragging and dropping them into the place holders
on each page. NB Remember to save regularly as progress
Might get lost in the event of a power failure (loadshedding) or any other interruption to the software.
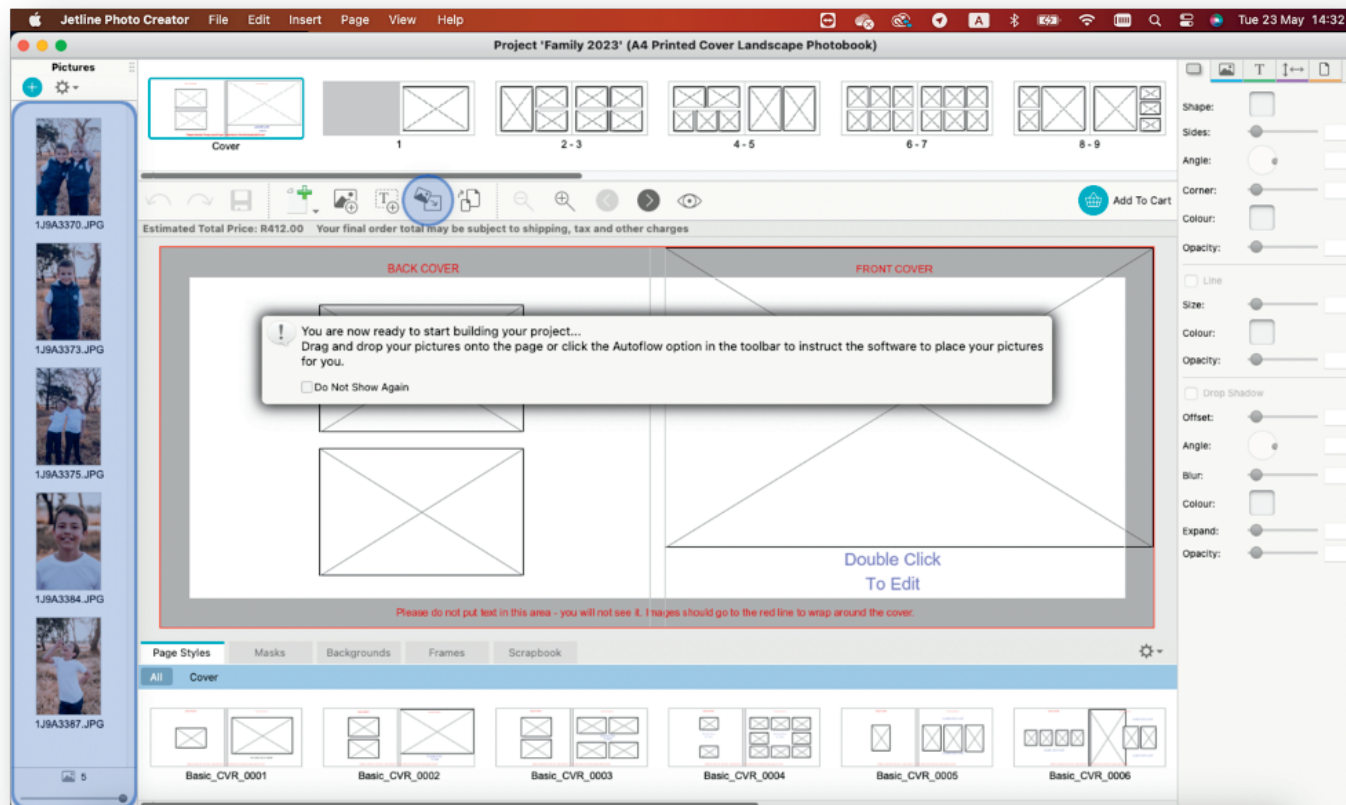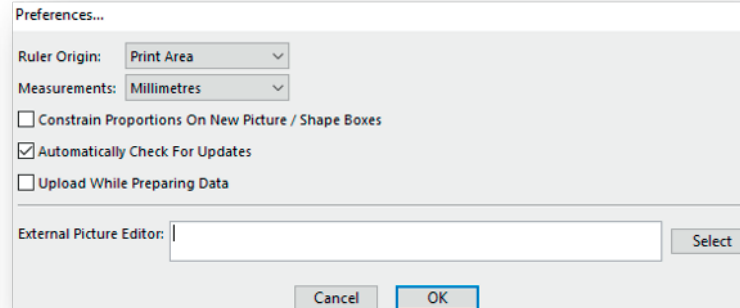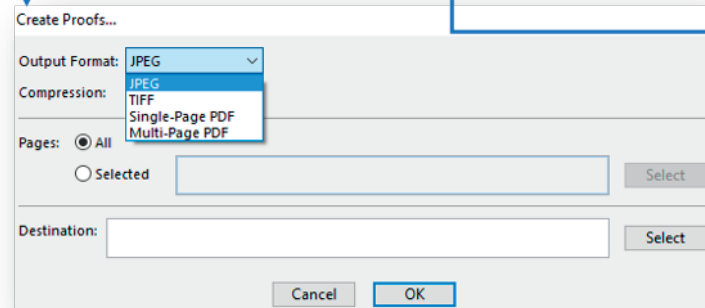
Understanding The Tools & Functions
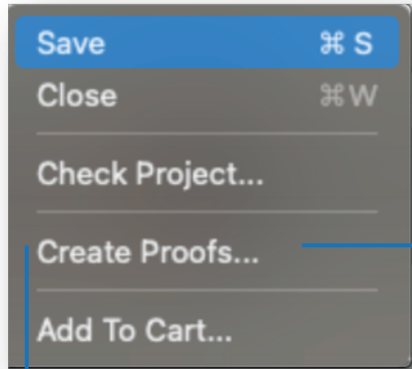
File

Save – Save the current Project.

Close – Close the Project.

Check Project – Preflight for any errors.

Create Proofs – Create Proofs.

Add to Cart – Add to cart for ordering
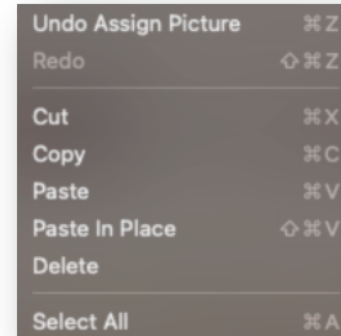
Edit

Undo – Undo previous action.

Redo – Redo previous action.

Cut – Cut the object.

Copy – Copy the object.

Paste – Paste the object.

Paste In Place – Paste the object in place.

Delete – Delete the object.

Select All – To select all the objects.

Understanding The Tools & Functions
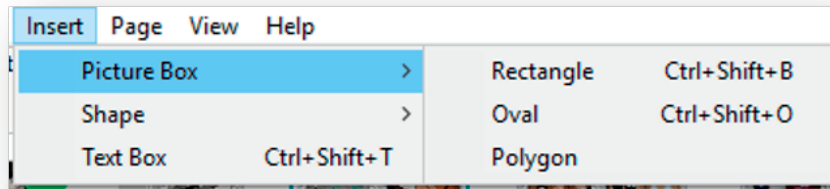
Insert

Picture Box – Add a Picture Box to the page.

Shape – Inserting a Shape to your page.

Text Box – Add a Text Box to the page.
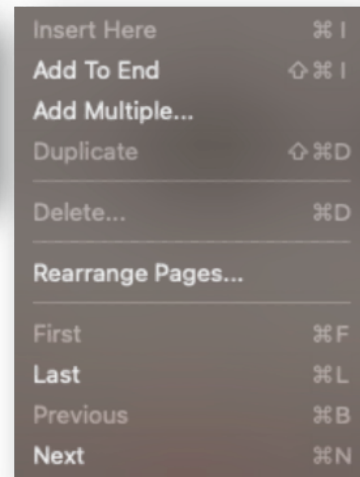
Page

Insert here– Add a page where you are in your layout.

Add to End– Add a page at the end of your layout.

Add Multiple– Add multiple pages in your layout.

Duplicate – Duplicate your page including layout and images.

Delete – Remove a page.

Rearrange Page – You can shift the position of your pages.

First – Jump to the first page.

Last – Jump to the last page.

Previous – Move to the previous page.

Next – Move to the next page.

Understanding The Tools & Functions

Hide Inspector
Hide Library
Hide Page Previews
Hide Pictures
Hide Toolbar

Show Rulers   ⌘R
Grids & Guides   >

Minimum Zoom   ⌥⌘−
Zoom Out   ⌘−
Zoom In   ⌘=
Maximum Zoom   ⌥⌘+

Hide Non-Printable Items

Preview...
Enter Full Screen   fn F
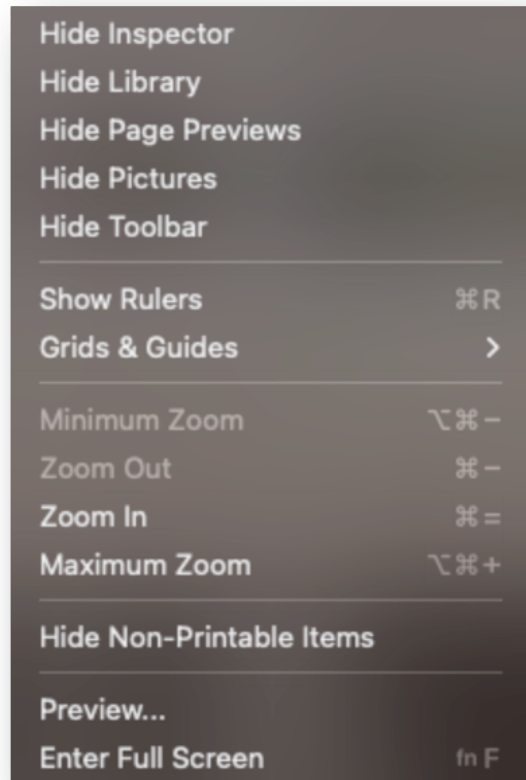
View

Hide Inspector – Hide the inspector (bar on the right of the screen.)

Hide Library – The Library is the bar at the bottom of the screen that contains page styles.

Hide Page Previews – The Page Preview is the bar at the top of the screen that shows your layout.

Hide Pictures – The Pictures bar is on the left of the screen. & shows your imported images.

Hide Toolbar – The Toolbar is directly under the Page Preview bar .

Show Rulers – Will bring up the top and side rulers.

Grids & Guides – Will open all your grid and guide options

Minimum Zoom – The furthest distance the program can Zoom Out.

Zoom Out – Make the preview smaller with one step.

Zoom In – Make the preview bigger with one step.

Maximum Zoom – The closest the system can Zoom In.

Hide Non-Printable Items – Will hide everything in your design that will not print.

Preview – The system will show you a preview of your book.

Enter Full Screen – Will maximise your software in full screen mode

Understanding The Tools & Functions
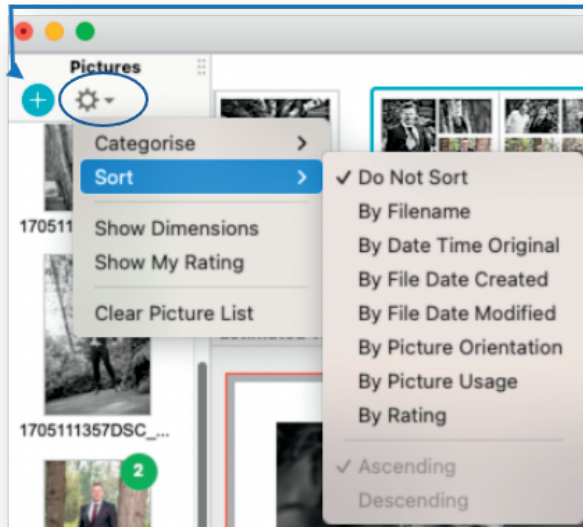
With the Pictures Bar you can add the pictures that you will need for your Project.

Categorise – The pictures will be categorised into groups.

Sort – The pictures will be sorted into the order that you choose.

Show Dimensions – The pictures dimensions info will show.

Show My Rating – The pictures will show the rating you made.

Clear Picture List – All the pictured will be cleared from the list.

More options will appear when you **right click** on a picture.

View Picture – It will open a large preview of your picture.

Rotate – You can change the rotation of the image.

My Rating – You can rate your pictures.

Picture Usage – It will show on what pages the image appears.

Remove Picture – The image will be removed.

Show in Windows Explorer – It will open the picture location.

Open In External Picture Editor – Select in Preference setting.
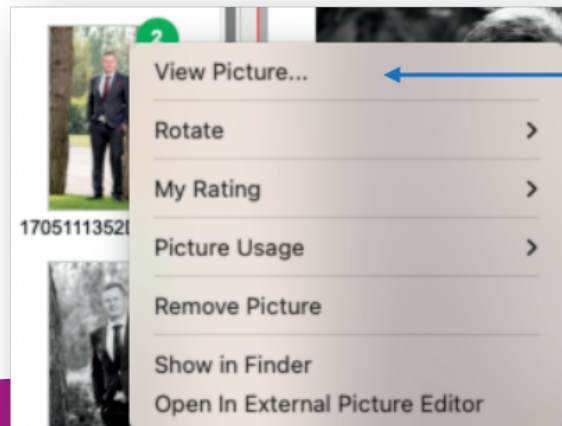
Understanding The Tools & Functions
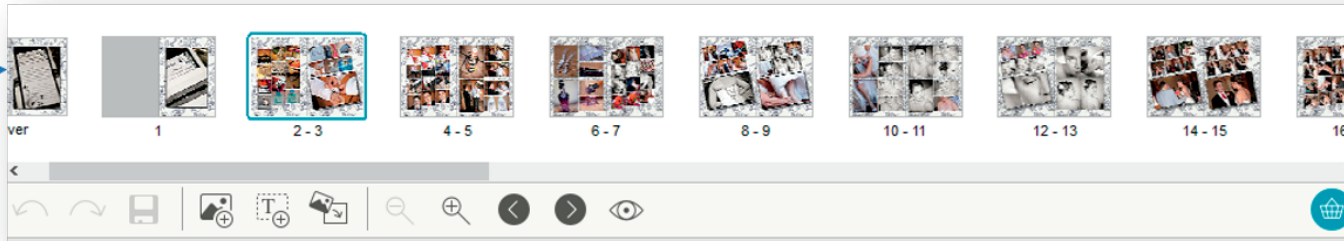
Page Preview – The top bar shows the layout of your book.

Book Toolbar – Quick options for faster layout time in order of appearance:

Undo, Redo, Save, Add Picture Box, Add Text Box, Autoflow, Zoom Out, Zoom In, Previous Page, Next Page, Preview & Add to cart.
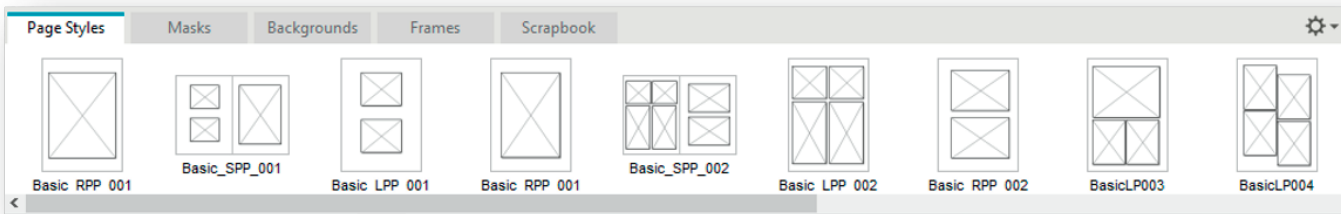
Different categories can be selected with the drop down.

Library – The Bottom bar shows different embellishments you can choose for your book.

Page Styles – Pre-set style to help design the layout of your book.

Masks – Different shapes to give any picture a creative design.

Backgrounds – A wide range of different designs to give your book some style.

Frames – Different frames to place on your pictures.

Scrapbook – Scrap booking images to add to your project.

Understanding The Tools & Functions

When you 'right click' with the mouse on a Picture in your page layout, some other options will become available.

Align	>
Arrange	>
Picture Scaling	>
Fit	>
Lock	
Show in Finder	
Open In External Picture Editor	
Cut	
Copy	
Delete	
Clear	
Add To Scrapbook...	
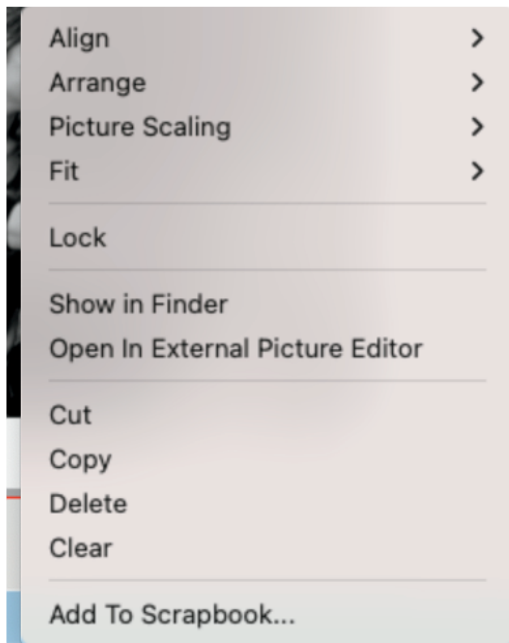
Align – Options on where you would like to Align to picture to.

Arrange – Would you like to bring the Picture forward or backwards.

Picture Scaling – Scale the Picture proportionally or to the Box.

Fit – Some options to fit the picture to a page or box.

Lock – Lock the picture in place, so the Picture can't be moved.

Show in Finder – The software will open the stored Picture in its location.

Open In External Picture Editor – Open with set editing program (eg Photoshop)

Cut – Remove Picture Box and store to memory.

Copy – Duplicate Picture Box.

Delete – Remove Picture Box.

Clear – Clear the Picture Box.

Add To Scrapbook – Add the Picture to the Scrapbook Section.

Ordering Your Project

You've finished your layout and you're happy with everything you've added to make your layout uniquely yours. Remember to check that your text isn't cutting, your photos are within the bleed areas and you're happy with the placement of your scrapbooks if you've used any.

You can order and pay for your order <u>ONLINE</u> from the comfort of your own home OR you can save your project <u>OFFLINE</u> meaning you'll pay for your order and take your project files to your nearest <u>JETLINE STORE</u>
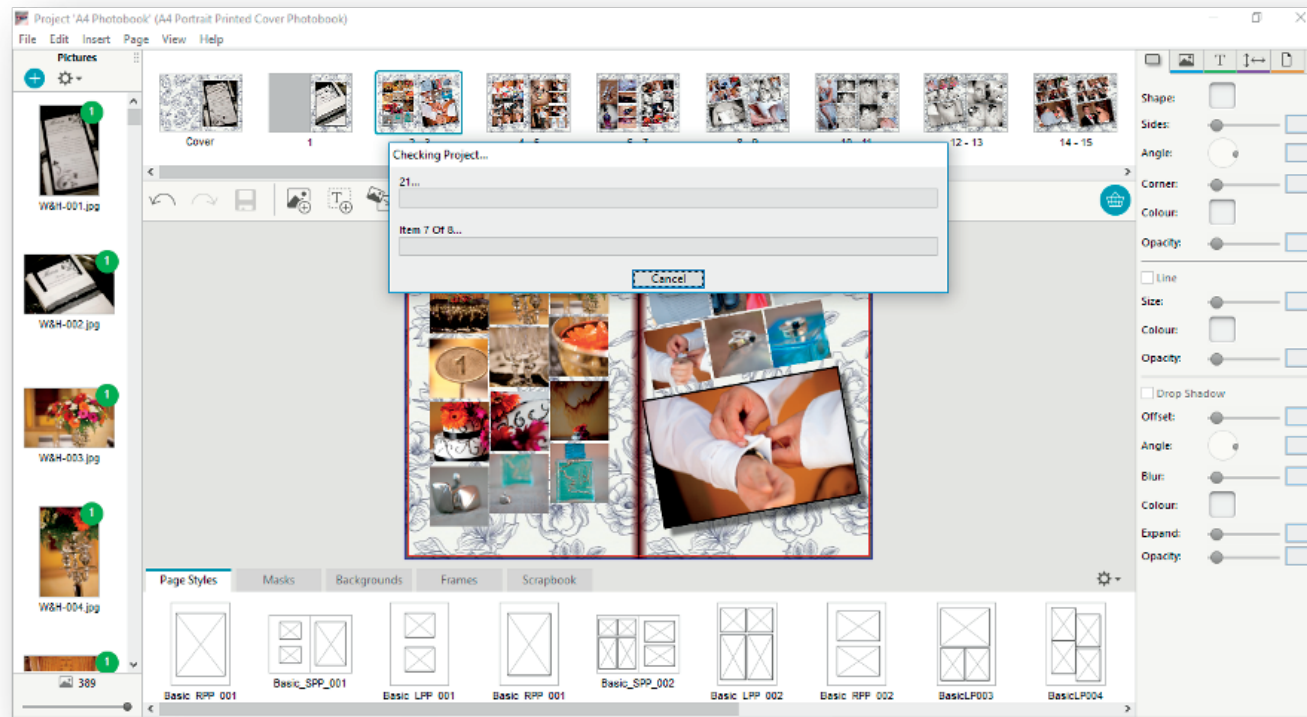
Ordering Your Project

The ordering process starts with adding your saved project to the cart. This will start a preflight of your order that will check for any problems. Make sure to address each of your errors, if a project is ordered with these errors, it is not possible for our production team to fix any problems as your order is encrypted. Please take a moment to read each error and fix them.
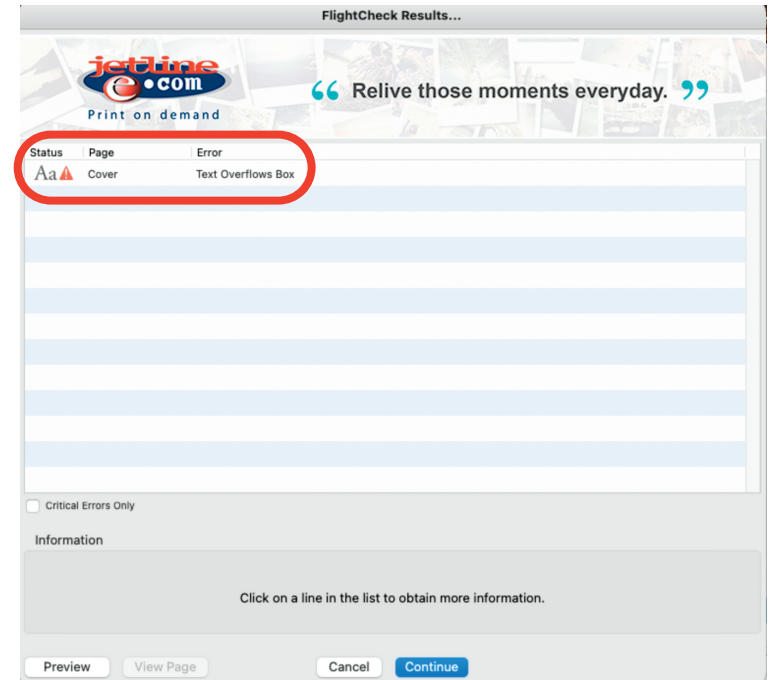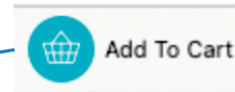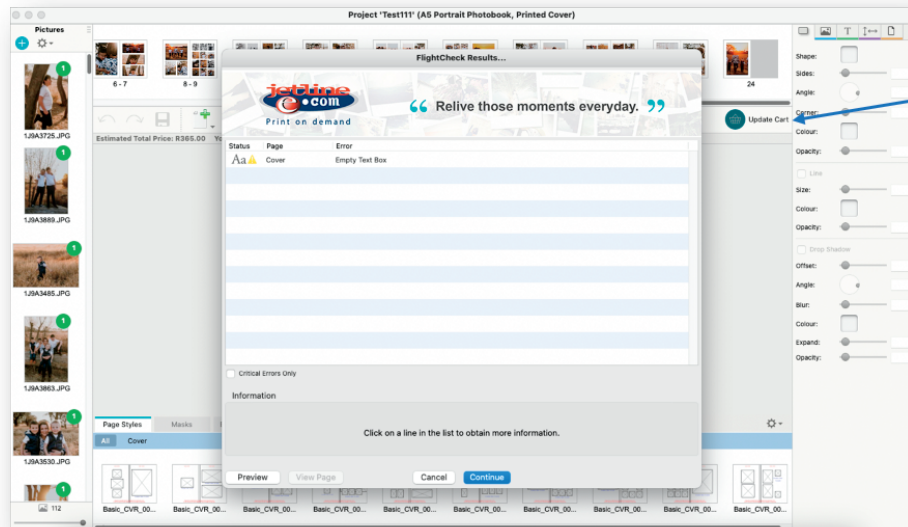
Ordering Your Project

After your preflight has completed, you will be given the option of "Checkout Later" or "Checkout Now'
Choose the "Checkout Now' option to continue with your order

Checkout Now -
Will allow user to order immediately.

Checkout later - will keep the order in the cart without placing the order. The user can create another project for checkout together or choose to order this project at a later time

Shopping Cart...

Your Shopping Cart

Test111   R365.00
A5 Portrait Photobook, Printed Cover
Pages: 24
Date Modified: Monday, 15 May 2023, 20:38

Edit Project | Remove From Cart

1 Item

Cart Total: R365.00
Your final order total may be subject to shipping, tax and other charges

Checkout Later   Checkout Now

Ordering Your Project OFFLINE

First we are going to deal with placing your order "OFFLINE" and saving your files to take into your nearest Jetline store.

Ordering Your Project OFFLINE

Please complete these details correctly so that we can get in touch with you about your order.

Ordering Your Project OFFLINE

The software will prompt you to select a location to save the project files, first save these locally on your desktop before saving to a drive in order to have a copy that is easily accessible in the future. This is a precaution to avoid the project files being removed from your computer.
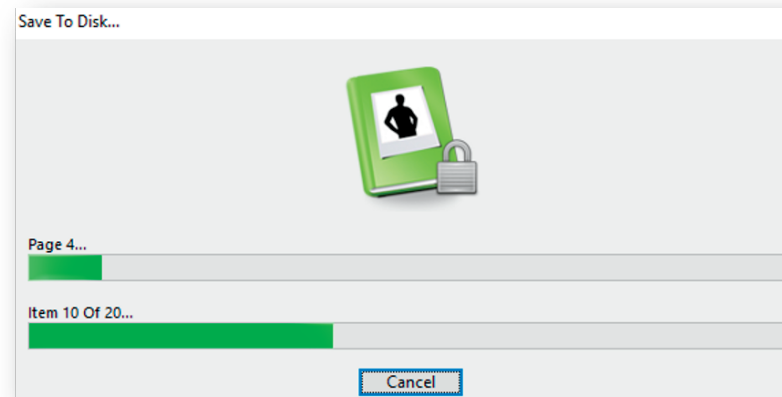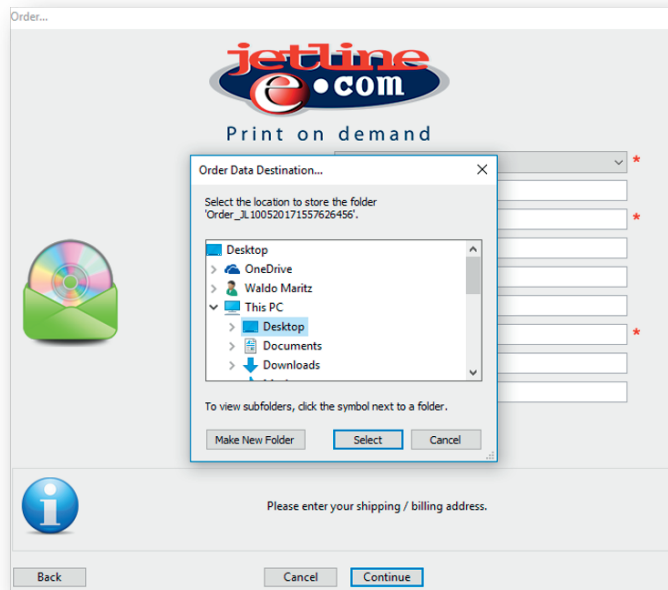
Ordering Your Project OFFLINE

Once your order is saved, you will have a folder with your Jetline order. The file name will ALWAYS look like this: Order_JL1505202311138107 (the number will change, but the format will remain the same). It is very important that this file name and format is not changed at all, or we will not be able to decrypt your order for printing. Please take this whole folder into your nearest Jetline store on a flash drive or removable disc. **Your product will be back in your chosen store within 7 working days.**
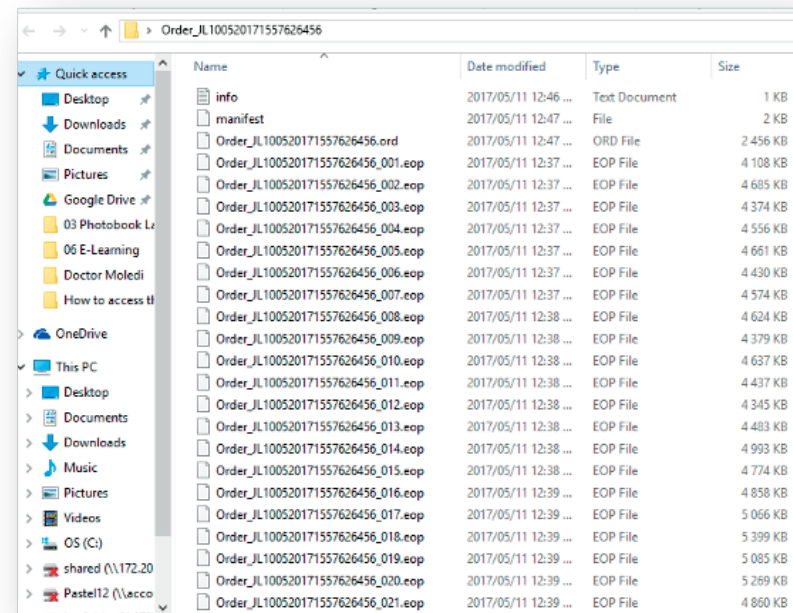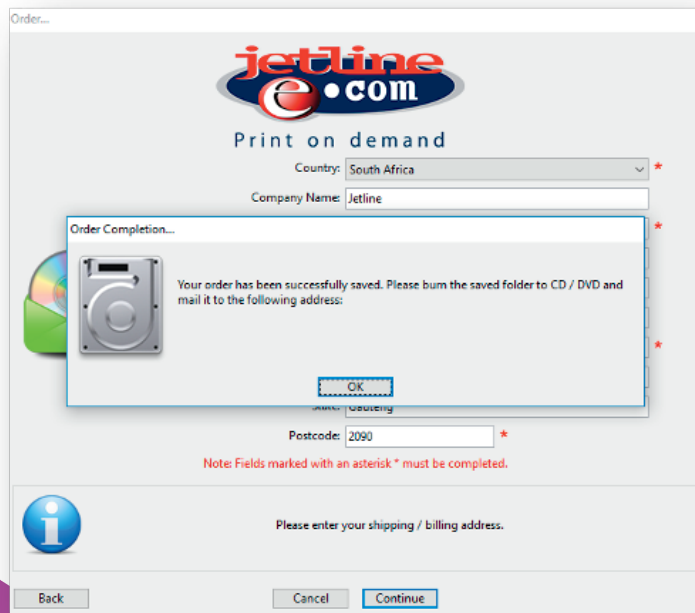
Ordering Your Project ONLINE

With an Online Order, you will need to make a credit card payment to complete the process. The Project file will be uploaded to the Jetline production facility, and bandwidth will be used to upload the project file. These are the steps you need to follow to successfully complete your online order.
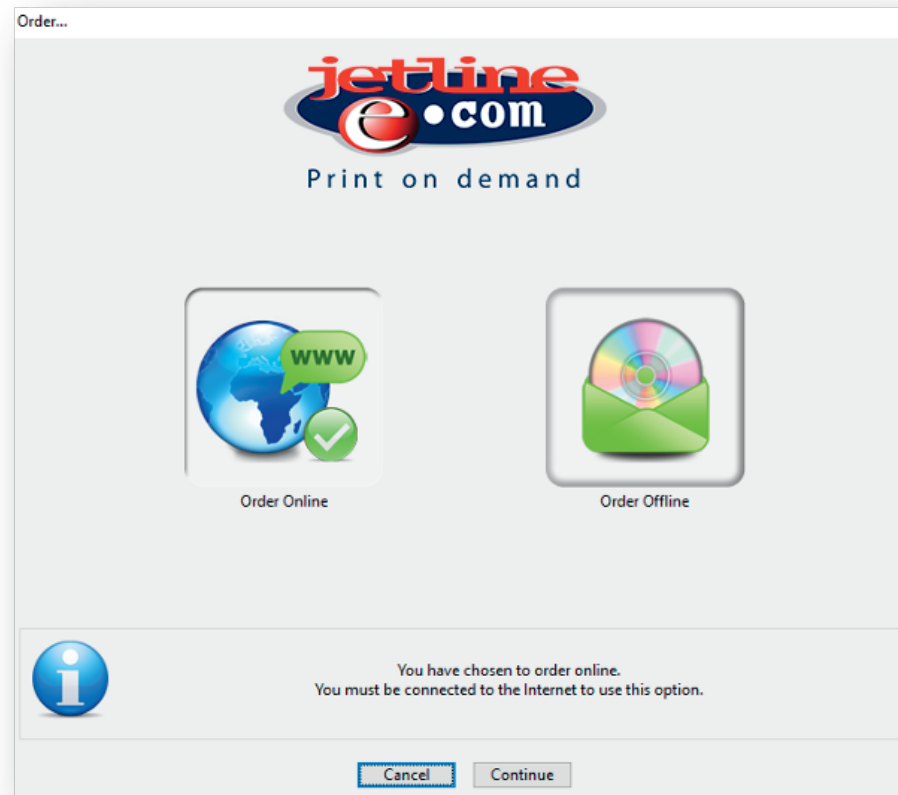
Ordering Your Project ONLINE

After choosing the option to order online, the software will open the online creator where you will be prompted to LOGIN, IF this is your first order, you can REGISTER to create a new account. The URL is photobooks.jetline.co.za if this page needs to be accessed in the future.
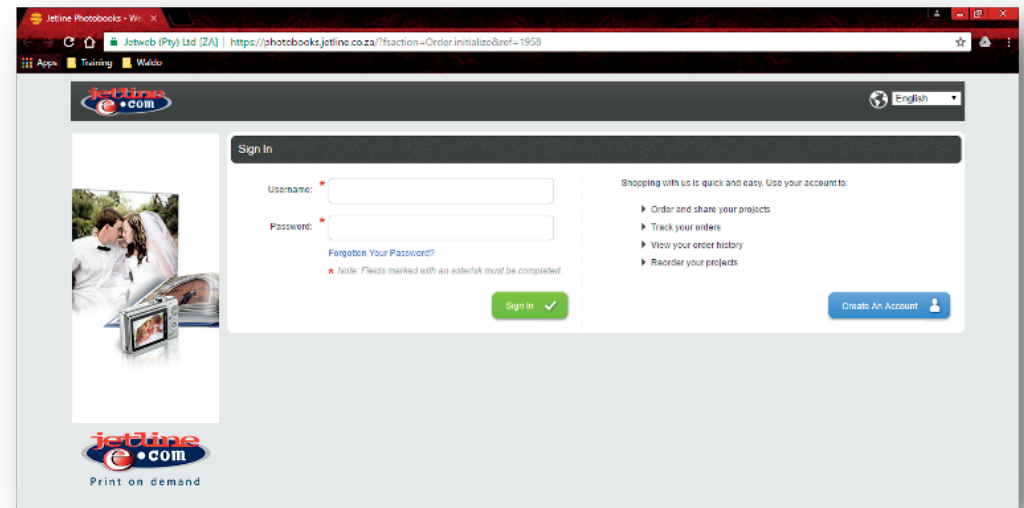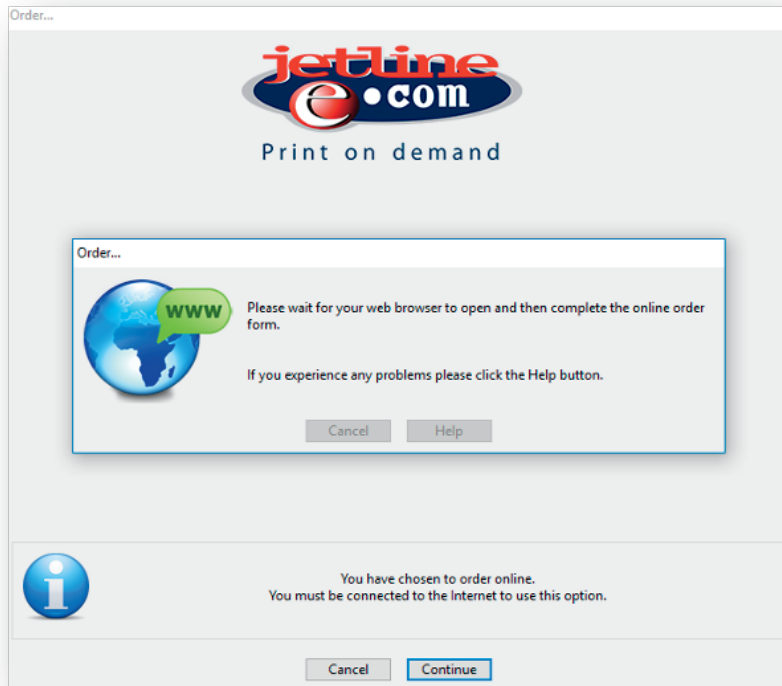
Ordering Your Project ONLINE

All project information will be available on this page including a preview thumbnail of your project. Here, you can change product options (eg. Cover material) as well as add any optional extras like Gift Boxes. The support information is also available on this page in case you require assistance.

Ordering Your Project ONLINE

Next, you will be taken to your shipping and billing details. Please ensure you enter correct details so that we can get in touch about your order if required. You will also need to select your nearest Jetline store for collection of your order.

Ordering Your Project ONLINE

On the next page, you will be shown your final payment total.

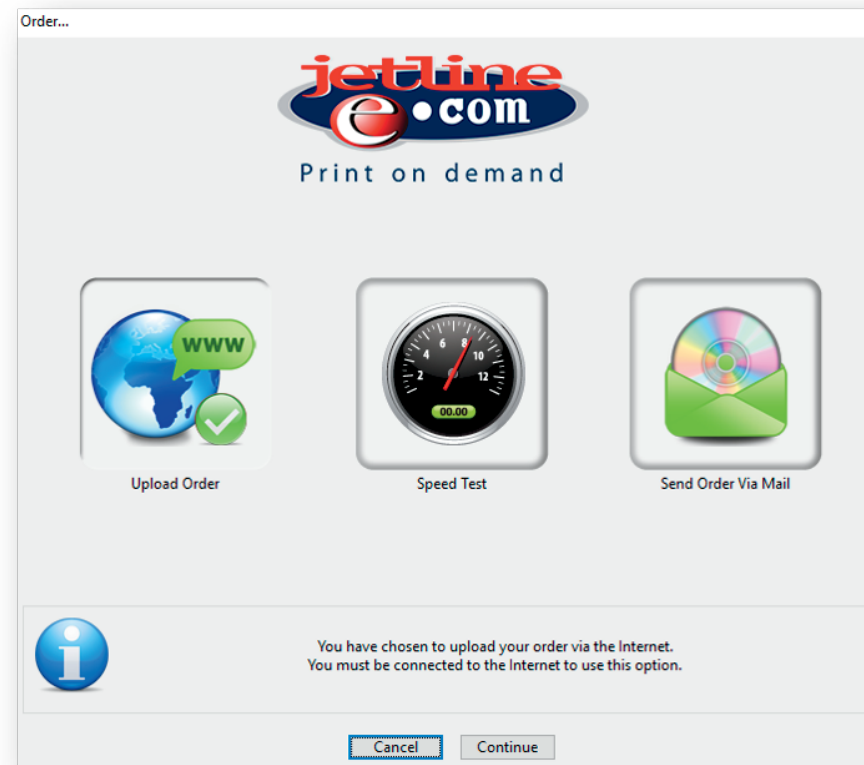# Ordering Your Project ONLINE

The software will generate an order number for your order.

PLEASE NOTE: You are still required to upload your files, if you stop at this part in the process, Jetline will not be able to produce your product.
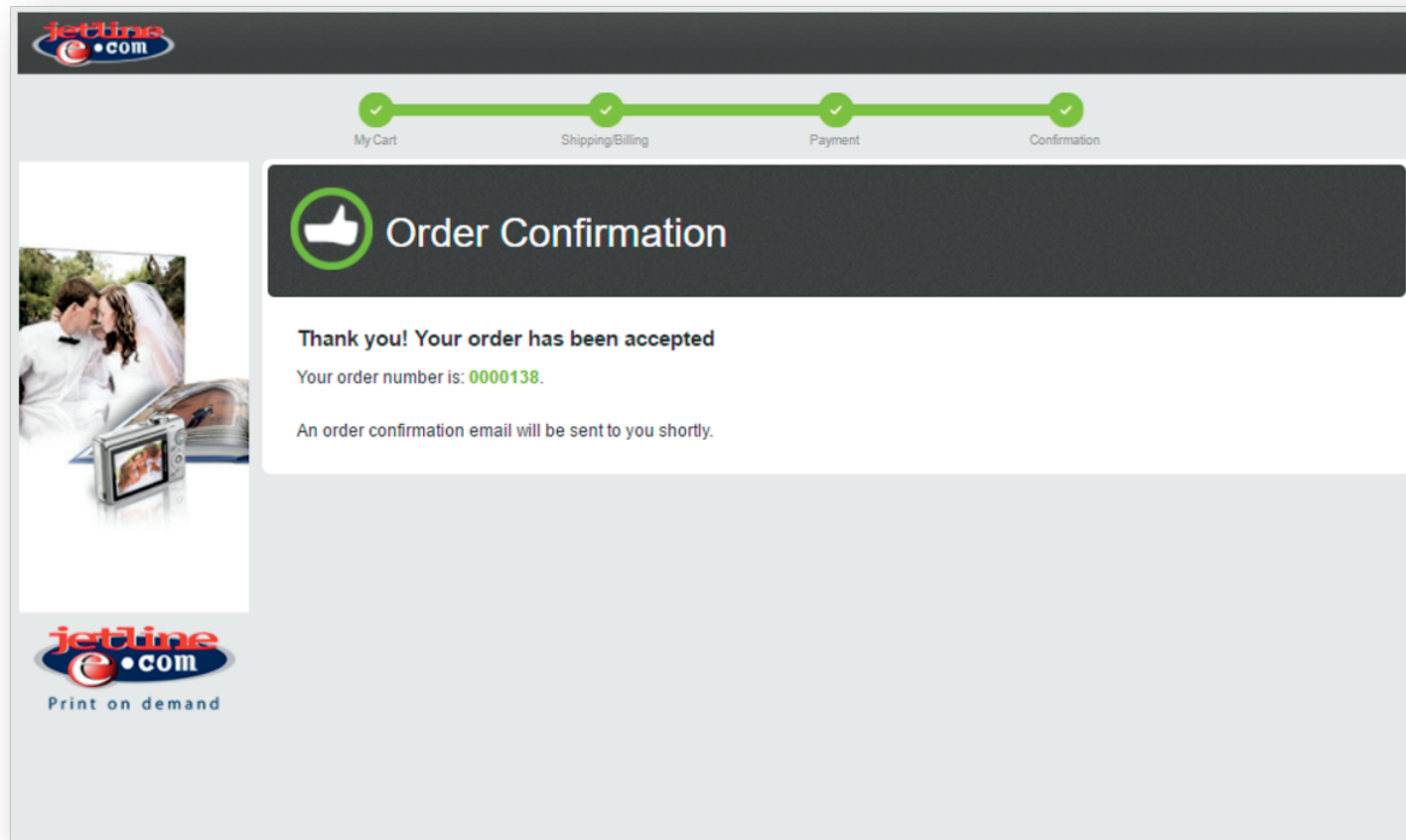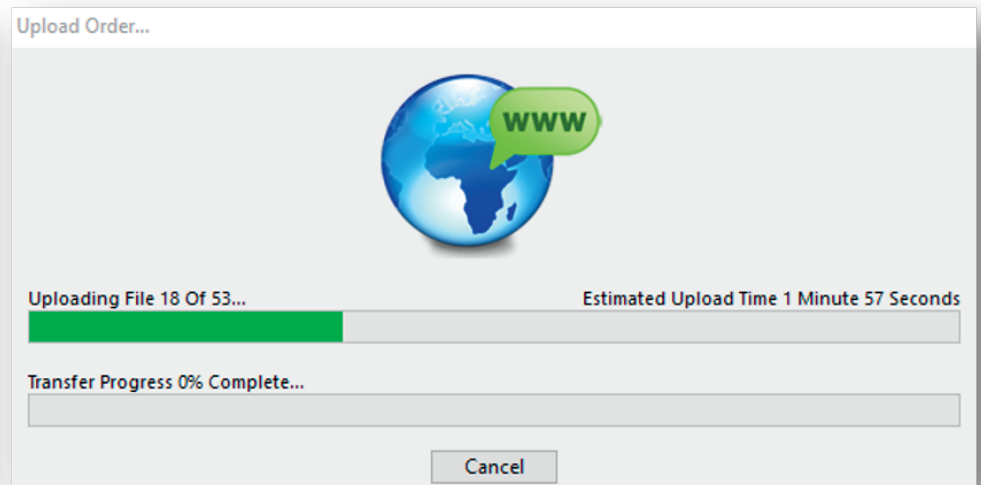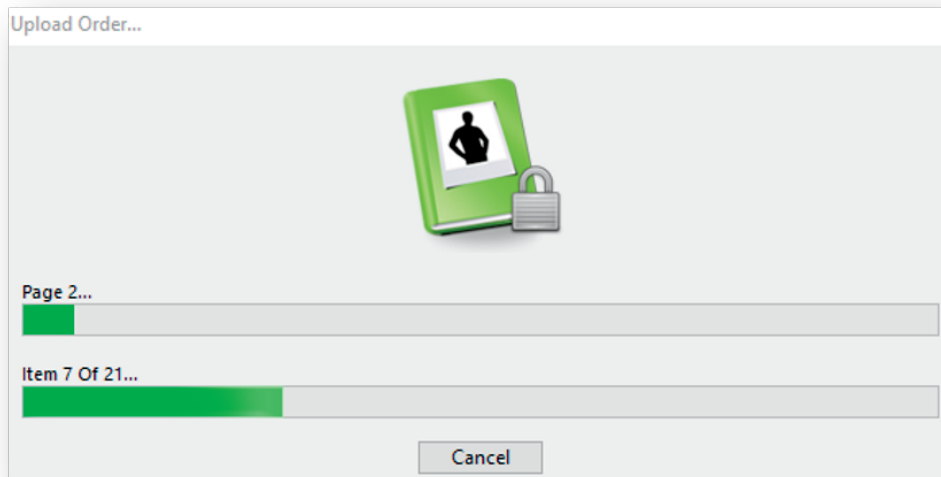
Ordering Your Project ONLINE

After receiving your order number, the software will give options of 'Upload Order', 'Speed Test' (Internet connection Speed) or if you would like to 'Send Order Via Mail'. (Sending via mail refers to an offline order that will be taken to a Jetline store, as you've already completed payment, you can take your confirmation email along with you as proof of payment.)

Ordering Your Project ONLINE

In the example below, we have chosen to upload our project files directly to the Jetline production facility. The software will show you the progress and estimated time until upload is complete. If your internet connection drops due to any reason, this process will be interrupted and needs to start again.

Ordering Your Project ONLINE

After uploading your files successfully, you will receive a confirmation email from Jetline. Please keep this mail safe as you will need the order number if you need to communicate with us about your order.
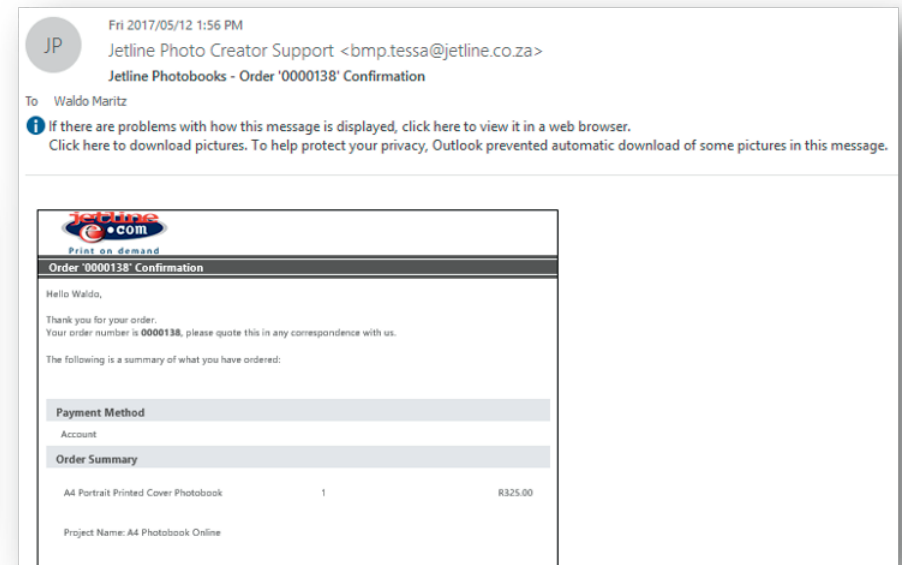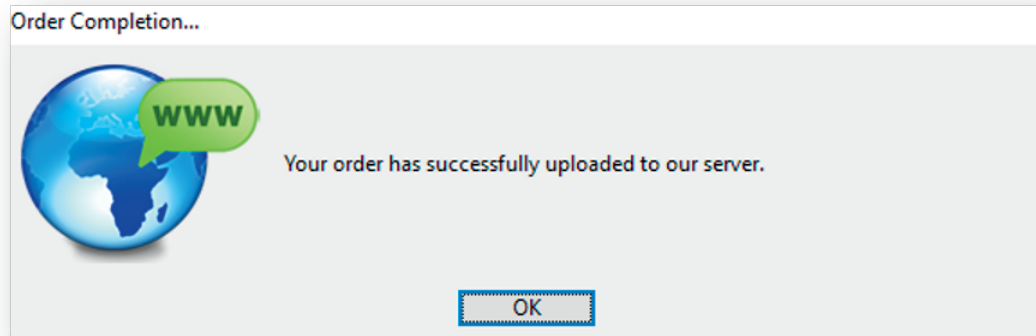
Jetline Photo Creator Support

If you have any questions or need help with your order, please reach out to our team at photobook@jetline.co.za or contact your nearest Jetline store https://www.jetline.co.za/store-locator/