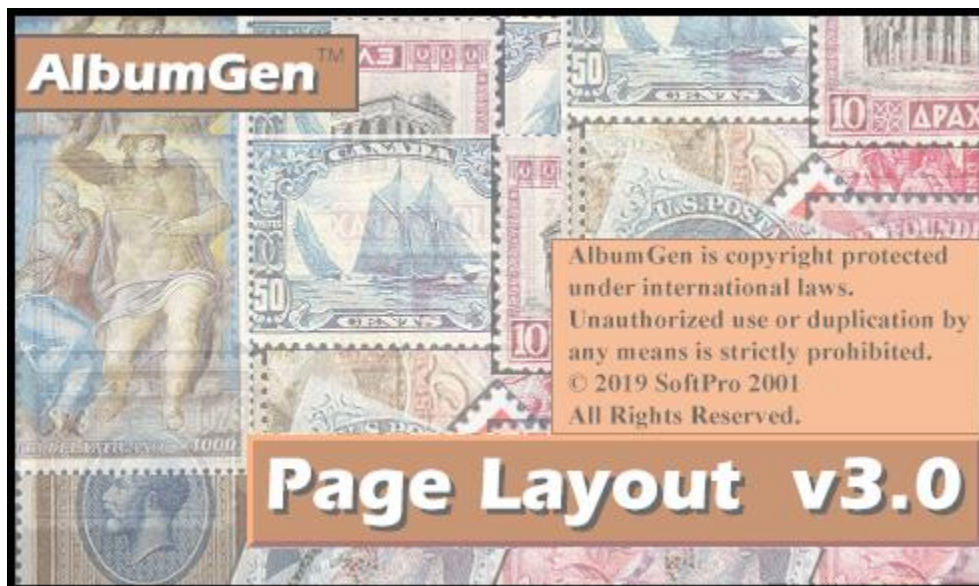# AlbumGen 3

For Windows

Revision 1.9 – May, 2024

SoftPro 2001
118 Palomino Drive
Sault Ste. Marie, Ontario, Canada
P6A 0B2

Email: staff@ezstamp.com

Website: https://ezstamp.com

Tel/Fax: 705-254-6201

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System Requirements

AlbumGen will run on Windows 32 or 64-bit versions, starting with Windows Vista and up to the current Windows version 11. For Windows Vista, Service Pack 2 is required to be installed. Windows XP is not supported.

A minimum of 2 GB of memory is required. It's recommended that your video card support at least the common laptop screen size of 1366 x 768 and the minimum monitor screen size of 1280 x 1024. A screen size of 1920 x 1080 will provide a better workspace environment when working with album pages.

AlbumGen requires a minimum of 80 MB of disk space to perform the installation, including retention of the original installation package after the setup is completed.

Album files will require additional disk space, however the size of a typical album file in the version 3 format will typically be less then 0.5 MB in size per album.

Adobe Acrobat Reader (or a similar PDF viewer) is required to display the user guide.

A printer capable of handling the selected page size of the album pages will be needed to be able to print albums.

Microsoft .NET Framework version 4.5 or later must be installed on your PC. If you need to update your version of the framework, you may do so via the following link:

https://dotnet.microsoft.com/en-us/download/dotnet-framework

An internet connection is required to register/activate a trial version of AlbumGen or to download any application update packages.

Additional Online Help

The SoftPro website will be regularly updated with the latest information and updates to AlbumGen including online video tutorials to guide you through common tasks in AlbumGen.

SoftPro also maintains a FAQ (Frequently Asked Questions) page on the website.

https://ezstamp.com/support/albumgen-frequently-asked-questions-faq/

Support, Questions and Comments

Technical Support: Many of the most commonly asked questions about our products are available on our website in the FAQ (Frequently Asked Questions) or Support pages at https://ezstamp.com. If you still have questions after having read the product manuals, guides or on-line help, please contact us. We welcome any questions, comments or suggestions you may have about our products. Customer service and prompt attention to your needs is a priority at SoftPro.

Telephone / Fax   705-254-6201

Mailing Address   SoftPro 2010 Inc.

                       118 Palomino Dr.

                       Sault Ste. Marie, Ontario

                       Canada P6A 0B2

Questions / Support   mariost22@gmail.com or staff@ezstamp.com

Priority Remote Support

Upon request, we are pleased to offer Remote Support which allows us to establish a secure, remote connection into your PC & assist you in solving problems or questions you may have. This can also be used as a training session to demonstrate how to perform certain functions or show you how to use our software more effectively.

Here's how it works.

- Contact us and ask for Priority Remote Support. We will set up a time, usually right away. You MUST have internet access to use this service. Once the Remote Control Software is installed on your PC, you will be provided with a user ID & password for this session. We will need these codes to initiate the session
- We will contact you via phone or email, & then we will take control of your PC to solve issues or demonstrate what you need help with. You will be able to watch everything we do and ask any questions that you may have. You can close the connection at any time.
- Is this safe and secure?   Absolutely. The entire connection is encrypted and safe and used by large corporations worldwide.
- To initiate a Priority Remote Support session, please call us at 705-254-6201 or email us at mariost22@gmail.com

AlbumGen Installation

AlbumGen may be provided on physical media or a downloadable self-extracting archive. If provided as the latter format, you will need to first extract the AlbumGen deployment files to a temporary location and then run the setup application. The downloadable AlbumGen package is named **Agen3Installer.exe**. When you run this program, you will see a simple window with an extraction path for the installation files, which you may change to any location via the **Browse** button.

When the extraction is complete, navigate to the file extract location and execute the program file named AGen3Setup.exe.
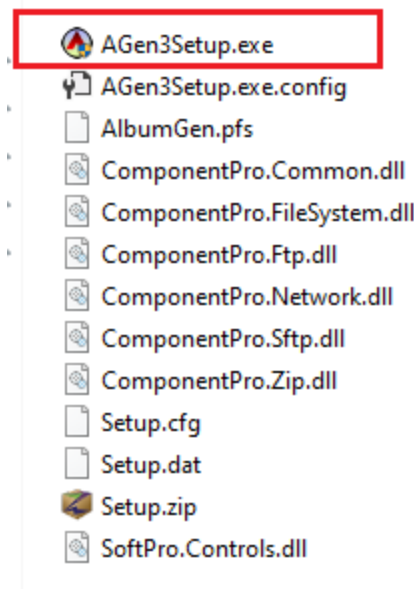
Depending on your Windows security settings and/or any software with security monitoring for application installations (i.e. Antivirus software), you may be prompted to allow the setup application to be launched.
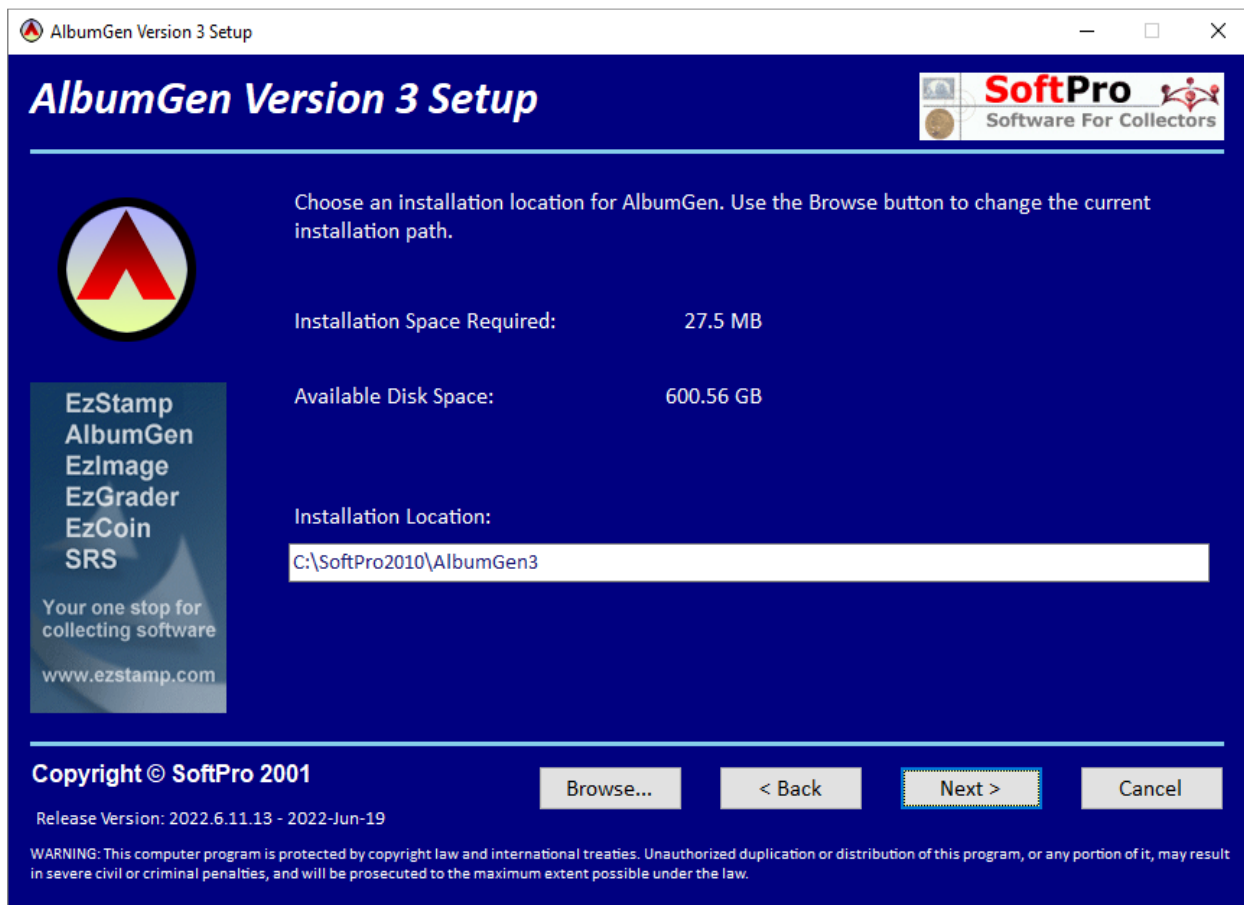
The setup process uses 3 steps which are navigated via the **Back** and **Next** buttons. These steps are summarized below.

Installation Location

Use the **Browse** button or type in a new location if you would like to set a path other than the default one assigned by the setup application. The default location is consistent with other applications provided by SoftPro such as EzStamp and EzCoin.

Backup Path and Album Files

There are two locations defined for album backup files (local backups as opposed to Cloud backups) and for the version 3 album files. For version 2 users of AlbumGen, this location should not be same one used for your version 2 AGP album files. Both locations can be changed at any time within the AlbumGen application after installation.

Confirming Installation

You will start the installation by clicking on the **Install** button. Once installed, you will have options to view a small "read me" file and create a Desktop shortcut.

Existing AlbumGen Installation Options

When running the setup application, a check is made if an existing version of AlbumGen (version 3 or higher) exists on your PC. If one is detected, an additional window with 4 options will be provided.

Reinstall AlbumGen and Keep Settings

The current application files will be replaced with the version from the installation package. Keep in mind that if you have downloaded online updates from SoftPro, you may possibly install on older version of AlbumGen.

Clean Reinstallation

This option will remove all current configuration settings which you may have changed to customize the default behavior of AlbumGen.

Remove AlbumGen

This option removes AlbumGen from your PC. Any existing album files will not be removed.

Extend the Trial Period

AlbumGen is provided as a free demonstration version with a limited trial period of 30 days. If you wish to continue to use the application in the demonstration mode for another 30 days, you must contact SoftPro to request an extension. Once the extension is granted, you must have an active internet connection and provide your email address in the setup application when prompted to complete the trial period extension.

Trial Period and Product Registration

A new installation of AlbumGen is provided as a demonstration version. This is the same installation for a fully registered version of the application. You will need to provide an activation code from SoftPro to register AlbumGen. This registration process requires an internet connection.

The following list summarizes the differences between a demonstration and registered version of AlbumGen.

- Backup archives created with the trial version may not be restored or created with a registered version of AlbumGen or vice versa.
- Album files created with the trial version may not be opened with a registered version of AlbumGen or vice versa.
- Cloud backup services may not be used with a trial version.
- Trial albums are limited to 10 pages per album file.
- Free application updates are only available to the registered version.

The trial period lasts for 30 days from the time of installation. If you require additional time to evaluate the trial version, you must contact SoftPro. After 30 days, most application options will be disabled.
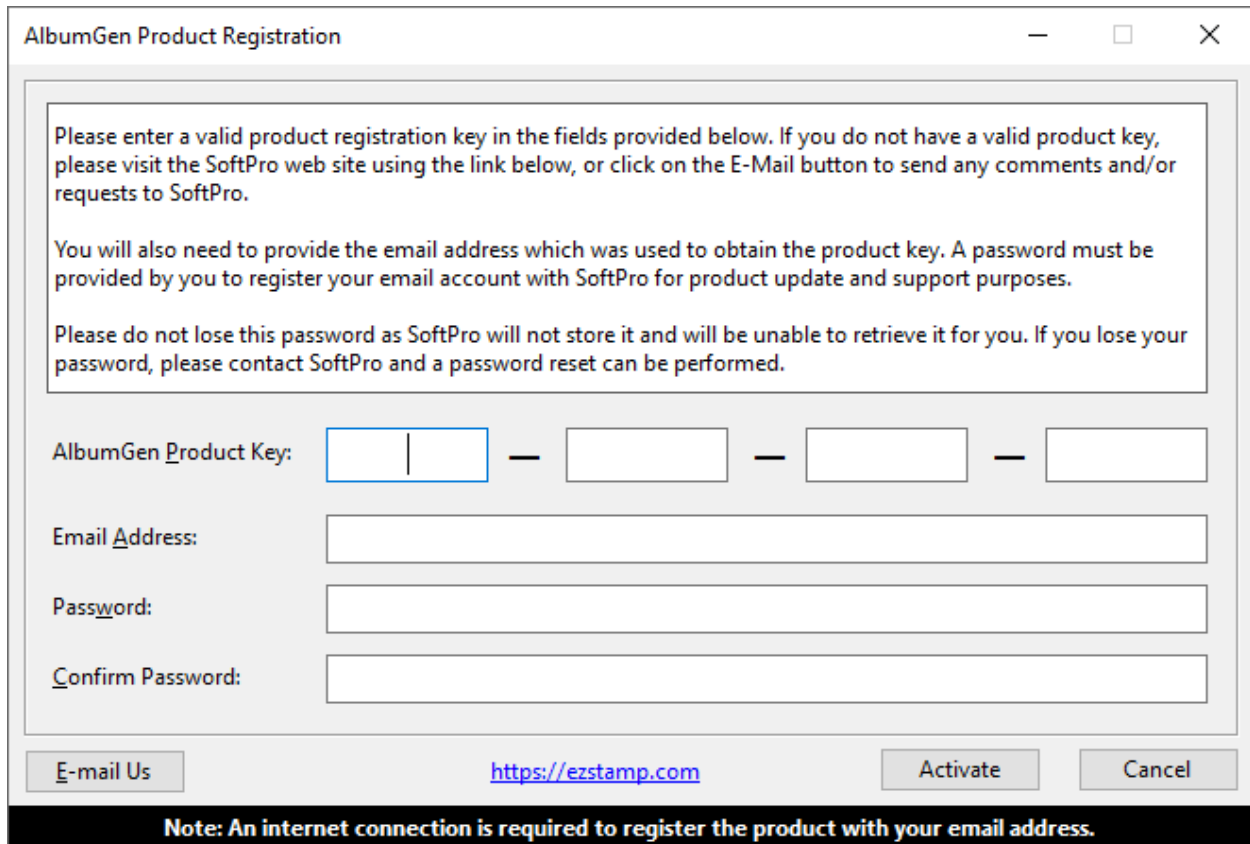
Product Activation

A new installation of AlbumGen is provided as a demonstration version. This is the same installation for a fully registered version of the application. You will need to provide an activation code from SoftPro to register AlbumGen. This registration process requires an internet connection. A 16-character registration code (in 4 parts) will have been provided to you. Access the activation window using the following menu option in AlbumGen.
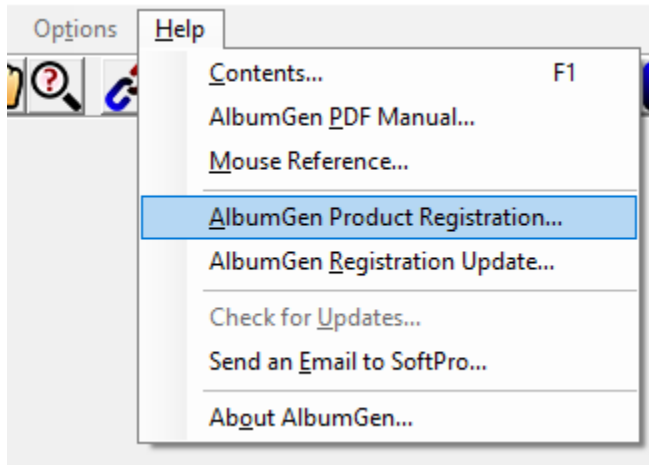
This will present the window below. Please enter the following 3 items of information:

- The 16-character registration product key.
- Your email address. The email address you use is tied to your AlbumGen registration with SoftPro and must be the same one you provided SoftPro when requesting the product key.
- Any password of your choosing. Please do not share this password with anyone else. You must enter it twice to mitigate any typing errors.

Note that an internet connection is required to register your AlbumGen registration profile with SoftPro.

Trial Period and Expiration

The trial period for AlbumGen is 30 days from the time of installation. Once the 30 days has passed, you will see the following window:
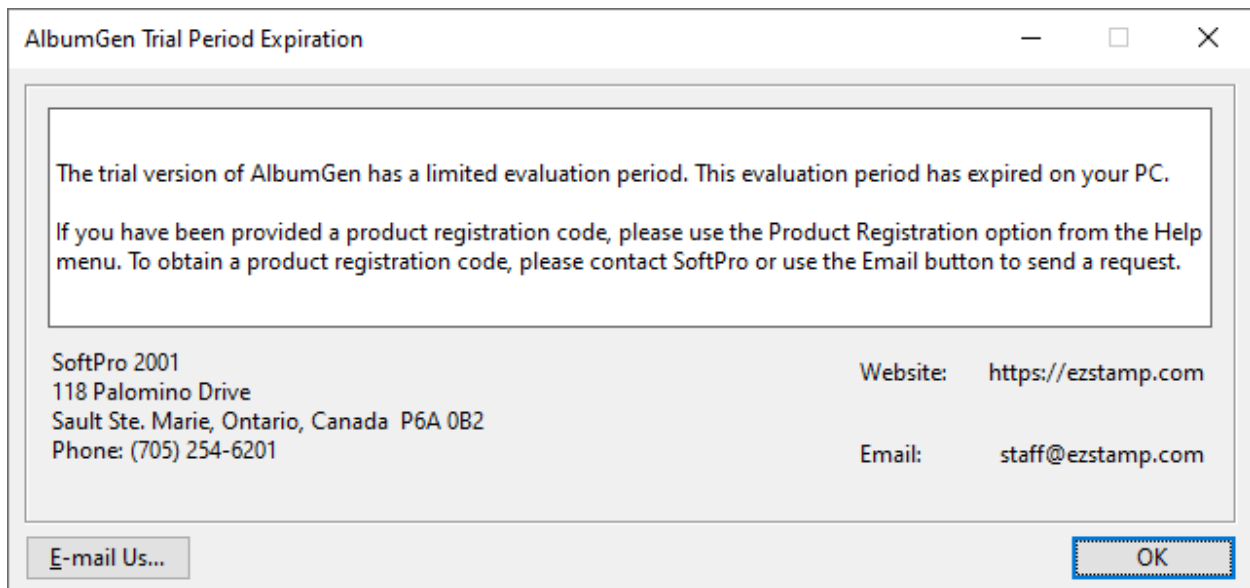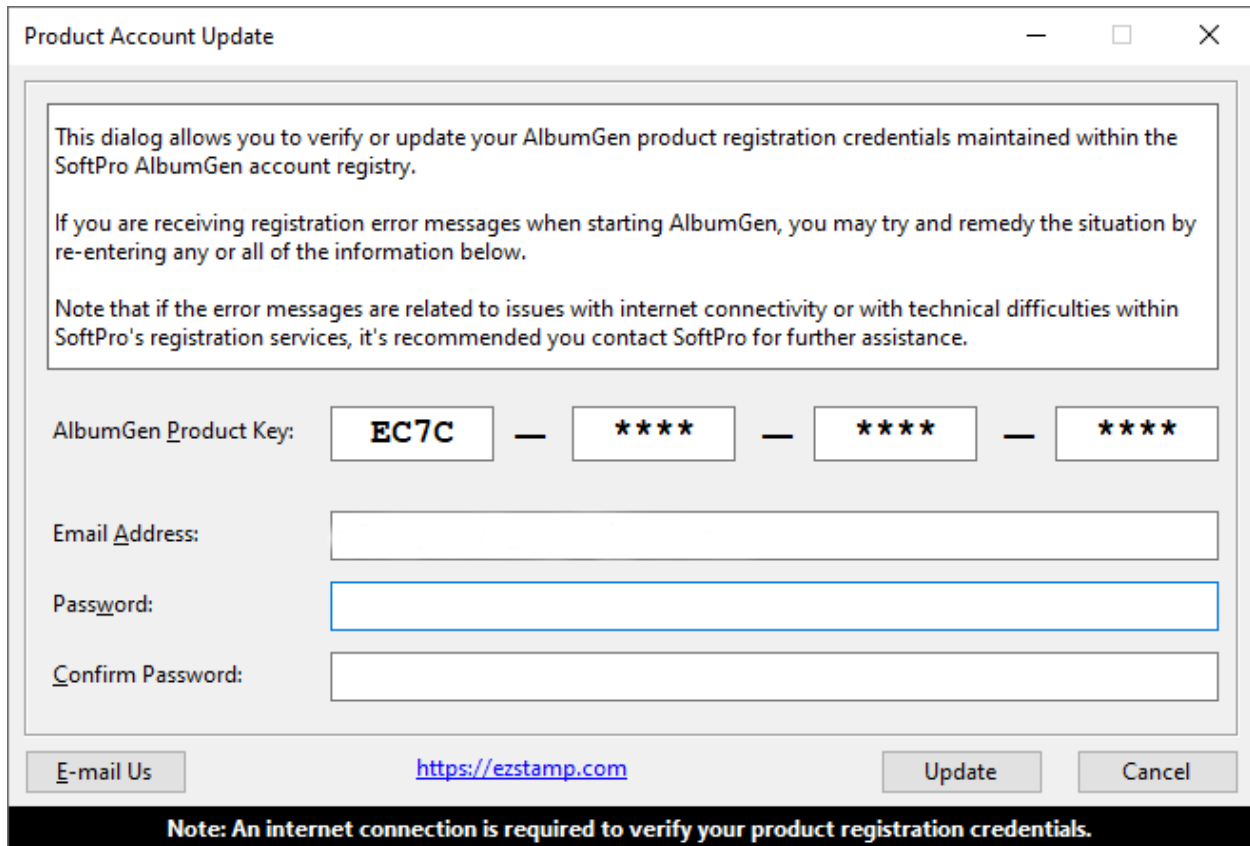

You will either need to register AlbumGen with a valid product key, or request an extension on the trial evaluation period by submitting a request to SoftPro.

Extending the trial period is done via the AlbumGen setup application and can only be done once SoftPro has granted a trial period extension.

Registration Update

If you have any issues with starting AlbumGen related to invalid product registration, you may try and re-register your product key, using the **AlbumGen Registration Update** option from the **Help** menu.

The existing product key may be changed if necessary, and the email address and password must be re-entered. SoftPro may have updated your registration profile for AlbumGen to assist with this issue, so you may need to confirm the product key and email address first.

Application Updates

SoftPro may issue periodic updates for enhancements and/or bug fixes. You may receive an update reminder that an update is available for download, provided you have an active internet connection.

You can check for any updates using the **Check for Updates** option from the **Help** menu.
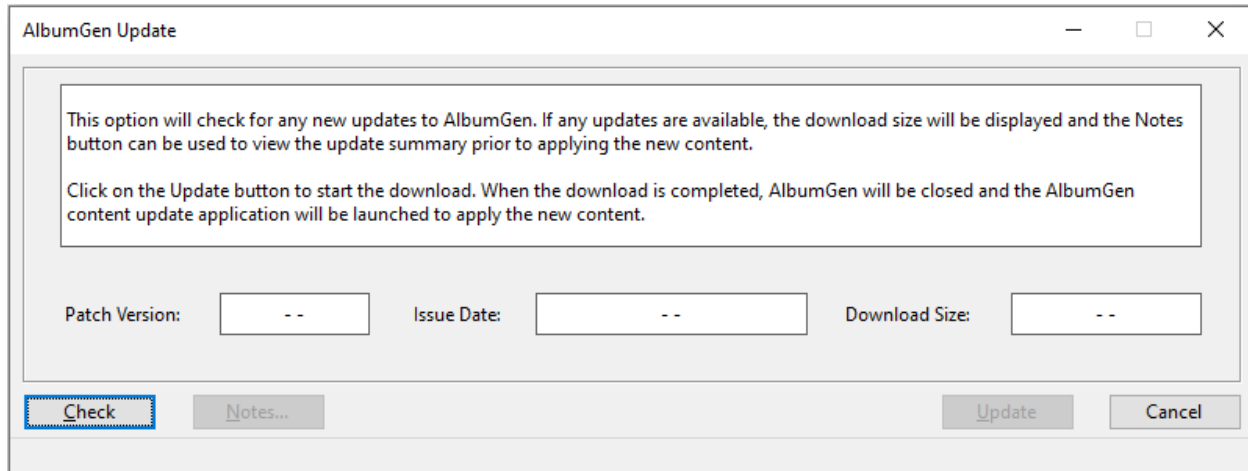
Click on the **Check** button to verify if any new update content is available for download. If there is new content, click on the **Notes** button to see the summary of this new content.

The Patch Version, Issue Date and Download size will contain information for this content update.

Click on the **Update** button to start the download process. Once completed, the AlbumGen application will be closed and the update application will be started. The update application will display the current patch notes and provide a button to apply the update.

AlbumGen Help System

AlbumGen application help is provided as both a PDF user guide (this document) and context-sensitive help in most application windows.

Main User Guide

The main user guide, which is this document, is provided as a PDF reference and accessed from the **AlbumGen PDF Reference** option from the **Help** menu.

Window Context Help

Context-sensitive help is by application window. Most dialog windows in AlbumGen will have similar content to the AlbumGen PDF document, specifically targeted to the window activities. Access to this context-level help is done via a menu option as shown below, or for windows which have no menu choices, by pressing the **F1** key. Some of the simpler windows in AlbumGen will not offer context-sensitive help.
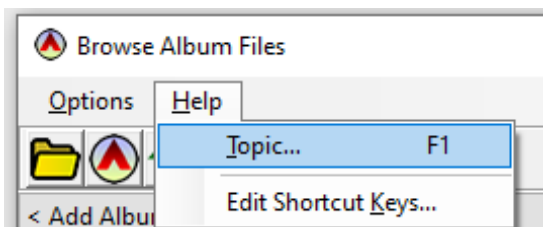
AlbumGen Workspace

When you launch AlbumGen, the main application window will appear as shown below. This will be referred to as the album workspace in other help topics and always implies the main AlbumGen screen and the area within this window containing the current page content of an album file.
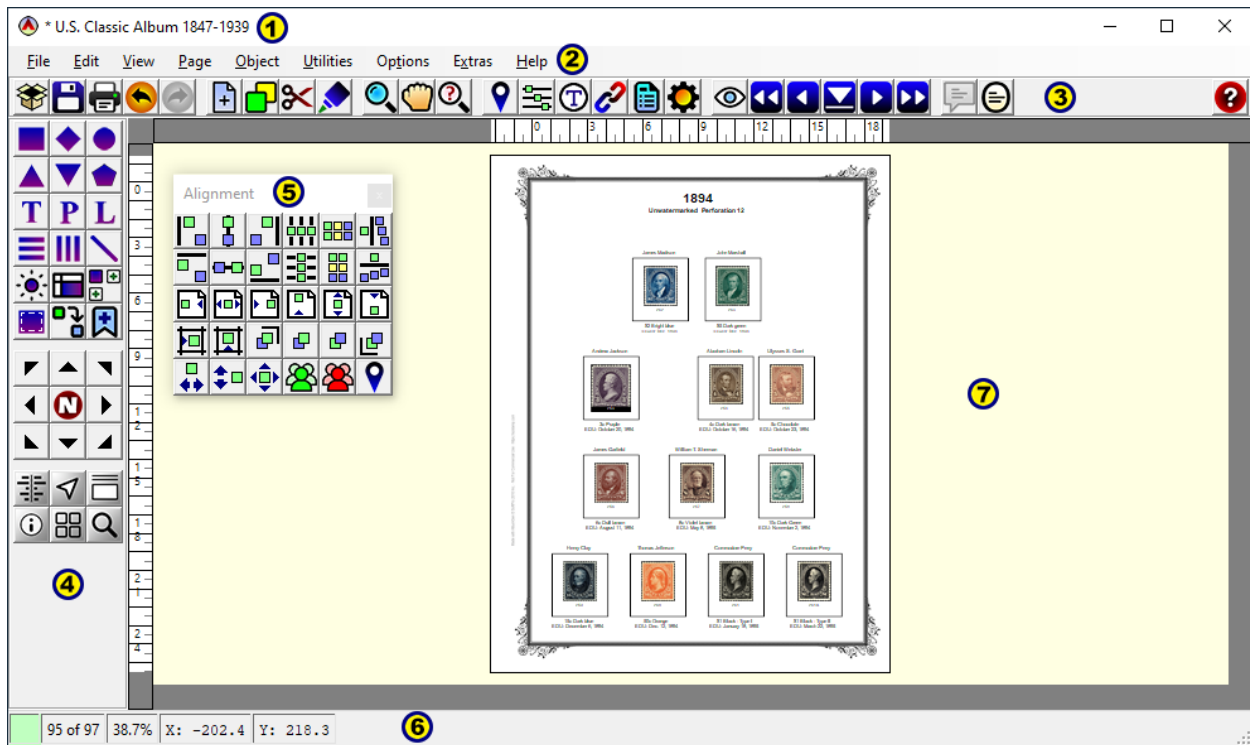
The main workspace window is composed of the following areas:

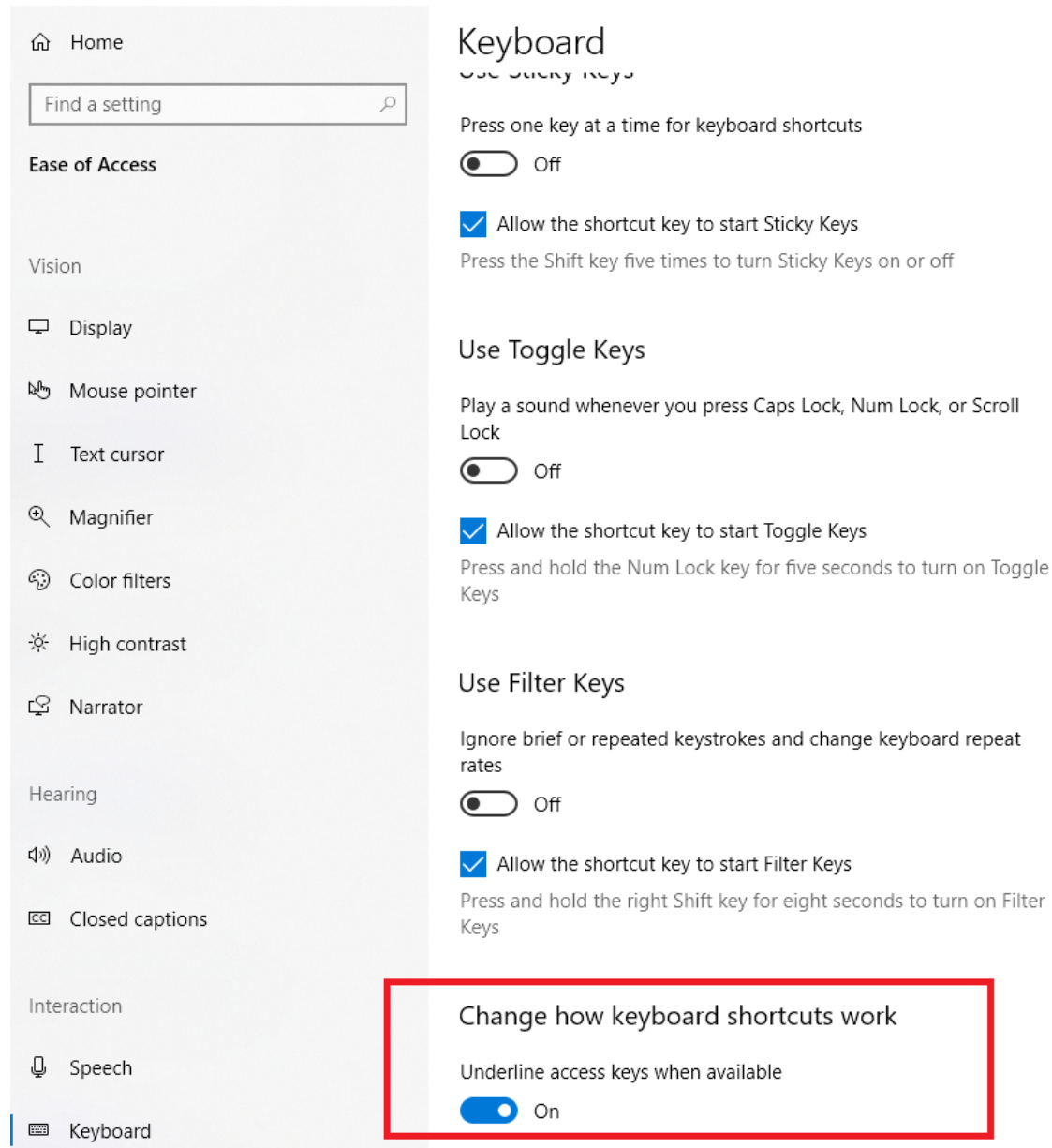| 1.	Title bar – shows the open album file with optional description.
2.	Application menu bar.
3.	Top toolbar – this button group may not be customized.
4.	Side toolbar – this button group can be customized.
5.	Alignment options window – 1 of 7 possible floating windows.
6.	Information status bar.
7.	The workspace for album pages.

Application Title Bar

The title bar contains the name of the album file by default. To add the album description to the title bar, enable the description option in the AlbumGen General Settings window.

If an album file contains pending changes to save, an asterisk will appear to the left of the album name.

Menu Bar

The main AlbumGen menu strip provides access to menu and keyboard shortcuts for most tasks when working with albums. All menu choices are assigned a letter for keyboard access once the menu is accessed via the Alt key. Example: Hold down **Alt** and press **F** then **O** to open an album from the file menu's **Open Album** option. Your version of Windows may have the underscore not displayed under the key letter for access. In Windows 10 for example, you would need to turn on the underline access keys as shown in the screen sample above as per the Windows Keyboard settings below:

Top Toolbar

The top toolbar contains shortcut buttons for the most frequently accessed tasks. This toolbar may not be customized. The following actions are provided in this tool along with the associated default keyboard shortcut.

Right click on any active button in the toolbar for a popup help summary window, which will show the current keyboard shortcut in case it's been changed from the default value.

Button	Action	Shortcut	Description
	Open	Ctrl + O	Open an album file.
	Save	Ctrl + S	Save album changes.
	Print	Ctrl + P	Print album pages.
	Undo	Ctrl + Z	Undo last change.
	Redo	Ctrl + Shift + Z	Redo last change.
	Insert Page	Shift + Ins	Insert a new page
	Copy	Ctrl + C	Copy selected objects to the Windows clipboard.
	Cut	Ctrl + X	Copy selected objects to the Windows clipboard and remove them from the page.
	Paste	Ctrl + V	Paste page or object content from the Windows clipboard.
	Zoom Tool	Z	Enable or disable Zoom mode.
	Pan Tool	X	Enable or disable Pan mode.
	Set Zoom	n/a	Set a custom magnification zoom level.
	Position Size	Shift + L	View or set selected object location and size properties.
	Properties	Shift + P	View or set selected object general properties.
	Text Content	Shift + T	View or set selected object text properties.
	Image Link	Shift + I	View or set Image link properties for selected shape or image objects.
	Page Setup	Shift + F3	View or modify Page setup properties
	Settings	n/a	Show the Context menu for application setting options.
	Preview	Ctrl + 1, 2, 3	Show the Context menu for page preview options.
	First Page	Ctrl + Home	Go to the first page in the album. If the cover page is enabled, the cover page will be displayed.
	Previous Page	Ctrl + Page Up	Go to the previous page.

Button	Action	Shortcut	Description
	Go To Page	Shift + G	Go to a specific page.
	Next Page	Ctrl + Page Down	Go to the next page.
	Last Page	Ctrl + End	Go to the last page in the album.
	Page Comments	Shift + C	View or change the page name, bookmark or comments.
	Object Comments		View or change the selected object name, bookmark or comments.
	Help	F1	Display this document with the associated PDF document viewer on your PC.

Side Toolbar

The side toolbar contains additional shortcut buttons and closely resembles the same side toolbar from version 2 of AlbumGen. This toolbar may be customized as needed with different custom button sets. The default set of actions are shown below.

Button	Action	Shortcut	Description
	New Rectangle	R	These 6 objects are shape types. Aside from the shape of the border style, the remaining attributes are the same.
	New Diamond	D	A polygon is a special case where you choose the number of sides (3, 4, 5, 6 or 8) is a regular or irregular format.
	New Ellipse	E	
	New Triangle	A	The first 5 shapes remain in AlbumGen for backward compatibility with version 2 album files.
	New Inverted Triangle	Shift + A	
	New Polygon	Y	
	New Text	T	This type consists of one or more lines of text with both horizontal and vertical alignment. Text content can contain multiple fonts, colors and sizes. A text object may only be rotated at 90 degree angles.
	New Paragraph	P	Paragraphs are similar to text objects except that the text content is contained in a border frame. Paragraph text is justified and filled to fit inside this frame, which can contain an optional border style.
	New Label	L	Labels are simple one line text objects, which can only use a single font, color and size. A label can be rotated at any angle.
	New Horizontal Line	H	Horizontal and vertical lines are based on pattern styles which are drawn either horizontally or vertically. They may contain multiple colors and are based on templates chosen from a style list which can be customized for additional styles.
	New Vertical Line	V	
	New Plain Line	N	This is a single line format for a solid or dashed style, using one color with various types of line endings. Plain lines can be rotated at any angle.

Button	Action	Shortcut	Description
	New Image	I	This is a simple container for an image. The image object may be rotated at any angle.
	New Table	Ctrl + Shift + T	A table is a grid of text cells in row and column format. Tables are not to be confused with a spreadsheet where the cell content can contain formulas and calculations can be performed on individual cells. The table is just a container for text in a grid format.
	New Object Group	Shift + S	Create a new group of objects from the current selected object. Only applies to shape types and paragraphs.
	Placement Settings	S	Customize the settings per object for placement, resizing and movement.
	Replace Attributes	Shift + R	Choose one or more object attributes from a selected object to apply to other selected objects of the same type.
	Bookmark Objects	B	Bookmark selected objects. Any selected objects which are already marked will be unmarked.
	Nudge	Directional Arrow Keys	The 8 directional arrow buttons will move the selected objects by the nudge amount.
	Nudge Amount	n/a	Sets the incremental movement amount for the 8 directional arrow buttons to nudge selected objects.
	Alignment Window	n/a	Show or hide the object alignment window.
	Page Navigation Window	n/a	Show or hide the page navigation window.
	Shape Attribute Window	n/a	Show or hide the shape attribute adjustment window.
	Object Info Window	n/a	Show or hide the selected object information window.
	Thumbnail Window	n/a	Show or hide the page thumbnail preview window.
	Search Results Window	n/a	Show or hide the page/object search results window.

Album Workspace

The main workspace for album pages is initially blank. You will need to create a new album or open an existing album. Unlike version 2 of AlbumGen, a default unnamed album is not created for you.

Status Bar

The status bar at the bottom will only show content when an album file is opened, when you hover over a toolbar button, or are selecting options from the menu.

Busy Indicator

The small colored box at the very left will be green when AlbumGen is not currently performing any task which would otherwise prevent you from running a new task. For example, displaying a new page with many large images may take a few seconds before the page can be fully displayed. When a task is running which may take time to complete, this indicator will flash in shades of red.

Current and Total Pages

The next indicator is the current page displayed and total pages in the album. You may click on this indicator with the mouse as a shortcut to the page selection dialog window.

Current Zoom Level

This is the current zoom factor for page display. The value can range from 10 to 2400 percent. You may click on this indicator as a shortcut to the custom zoom selection dialog window.

Mouse Position

The mouse cursor position is display in either inches or millimeters, depending on the **Display Units** value from the **Options** menu:
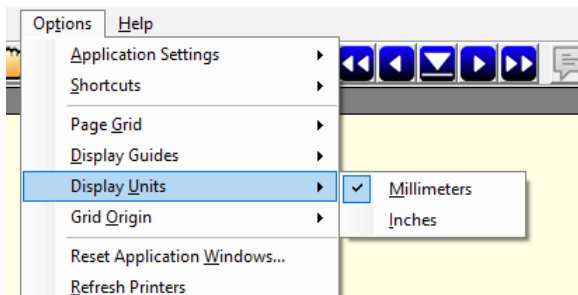
Button or Menu Help Hint

When you hover over a toolbar button or move through the main menu choices, a help hint summary message will appear in the status bar.
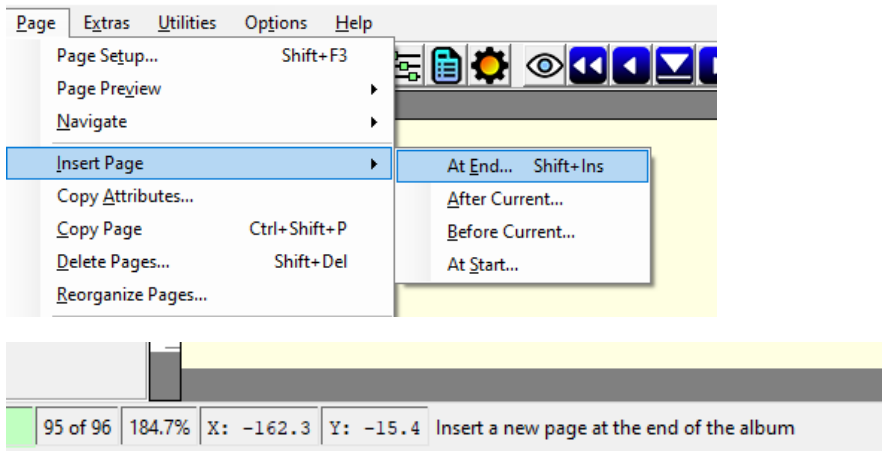
Object Off Page Indicator

AlbumGen allows objects to be placed up to one page width or page height off the page to allow for extra workspace area to compose page content. Objects off the page will not prevent an album page from being printed – they simply will not appear on the printed page.
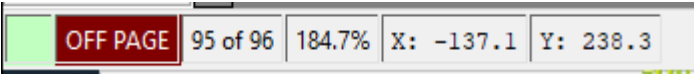
If you click on the Off Page indicator, you will see a confirmation message to position any off-page objects to the top left corner of the page.
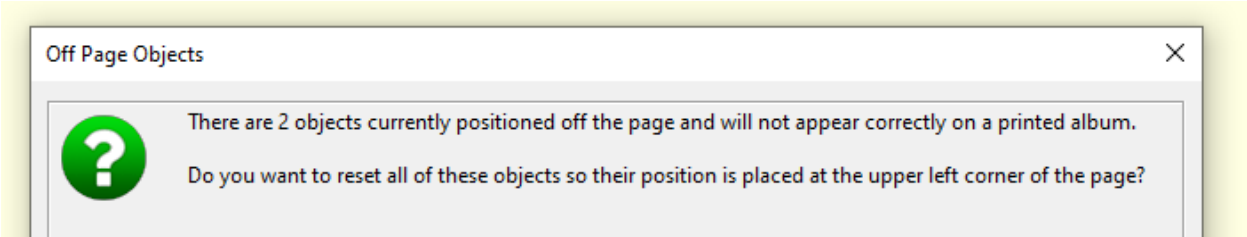
If you confirm this message, all off-page objects will be positioned at the 0,0 page origin.

Objects are considered off page if their position coordinate is outside the page bounds. Depending on the type of object and any applicable alignment (i.e., Text Objects), the objects area may be partially on the page and would not necessarily be off the page.

Non-Printing Page Objects

Any object on the page can be set to a non-printing status. When set, these objects will not appear on printed pages. They will also not appear on any page preview window unless you enable an option in the AlbumGen **General Settings**. If you click on the "NP" indicator, this will select all the non-printing objects.
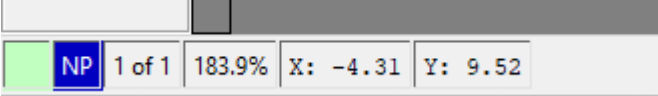
AlbumGen Album Files

Version 3 of AlbumGen uses a new file format different from album files from version 2 of the application. You will need to upgrade any version 2 albums to the new format and add them to AlbumGen 3 before you can open them. Refer to the *Upgrading Version 2 Albums* section.

Album files are composed of 1 or more pages of content.

A page contains specific attributes such as border styles, header and footer areas and a size with an orientation. Each page may have it's own size and orientation and all other attributes may be different from any other page.

In version 3, you may also enable a cover page and a table of contents.

Each page may contain one or more objects from the available types listed below:

- Shapes (Rectangle, Triangle, Diamond, Ellipse, Polygon)
- Paragraphs
- Multiline Text
- Horizontal and Vertical Pattern Lines
- Images
- Labels
- Plain Lines
- Tables

The first 4 bulleted types are the same as in version 2 of AlbumGen (polygons are a version 3 enhancement). The remaining 4 types are new to AlbumGen.
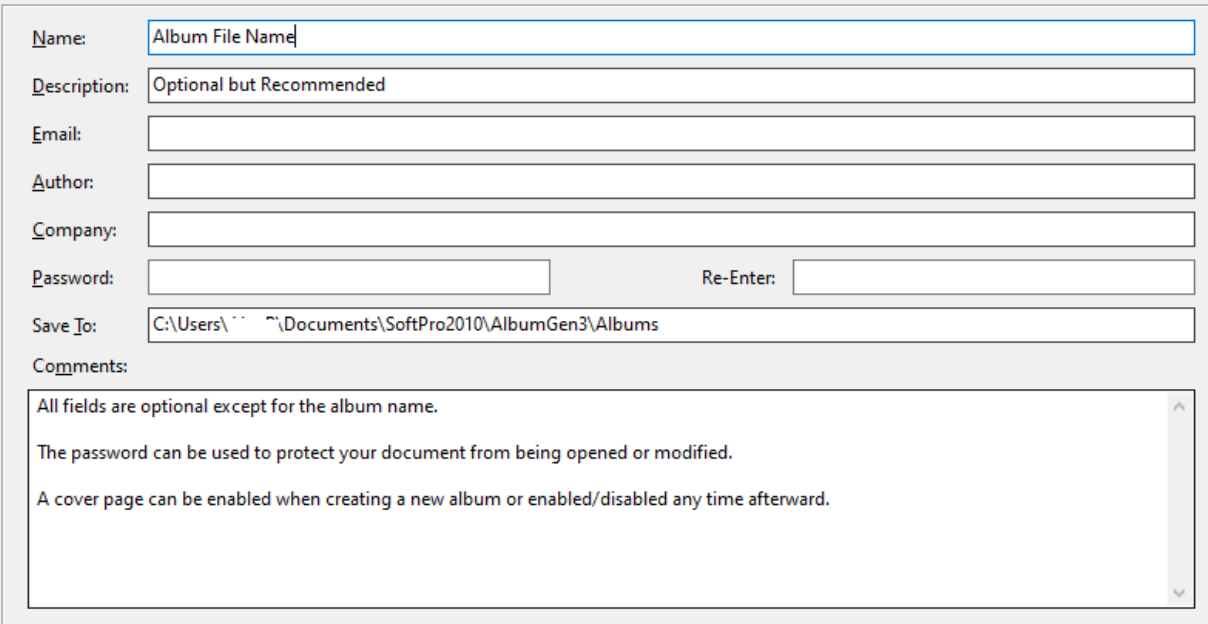
Version 2 album files are always assumed to be located in the Albums subfolder where the application is installed.

In Version 3, album files are stored within a default location under your Windows Documents folder based on the current user logged into your PC. You may change this album location using the **File Locations** application settings option.

Version 2 album files use an extension of **.AGP**. Version 3 album files use an extension of **.AGPX**. These two formats are not compatible with each other. To open a version 2 album file, you will need to use the **Upgrade Albums** option from the file menu.

Creating a New Album

Use the **New Album** option from the **File** menu to create a new album with a single blank page.

All fields are optional except for the album file name. You are not required to enter the file extension of **.AGPX**, as this will be automatically added when the album is created.

Descriptions are optional but recommended, as this additional field of information will be visible in various windows such as the browsing history.

The **Save To** location is the value set when you ran the AlbumGen installation, and will default to a folder within your local documents location. You may change this location using the **Browse** button or from the AlbumGen **File Locations** settings option.

Passwords can protect your document from being opened or modified by others. You should take care with passwords – SoftPro will not be able to provide you the password to any album file in case you forget it. However SoftPro can remove the password for you on request if this situation should arise.

The remaining fields are optional, and are carried forward from version 2 of AlbumGen album files.

Cover pages can be enabled via the check box at the bottom. If you forget to check this option when creating a new album, you can enable or disable a cover page at any time.

Once you click on **OK**, the initial page setup window will be shown. You may change any of the default settings for the first page. Any changes you make to the page setup will automatically be used the next time you add new pages to an existing album or create new albums.
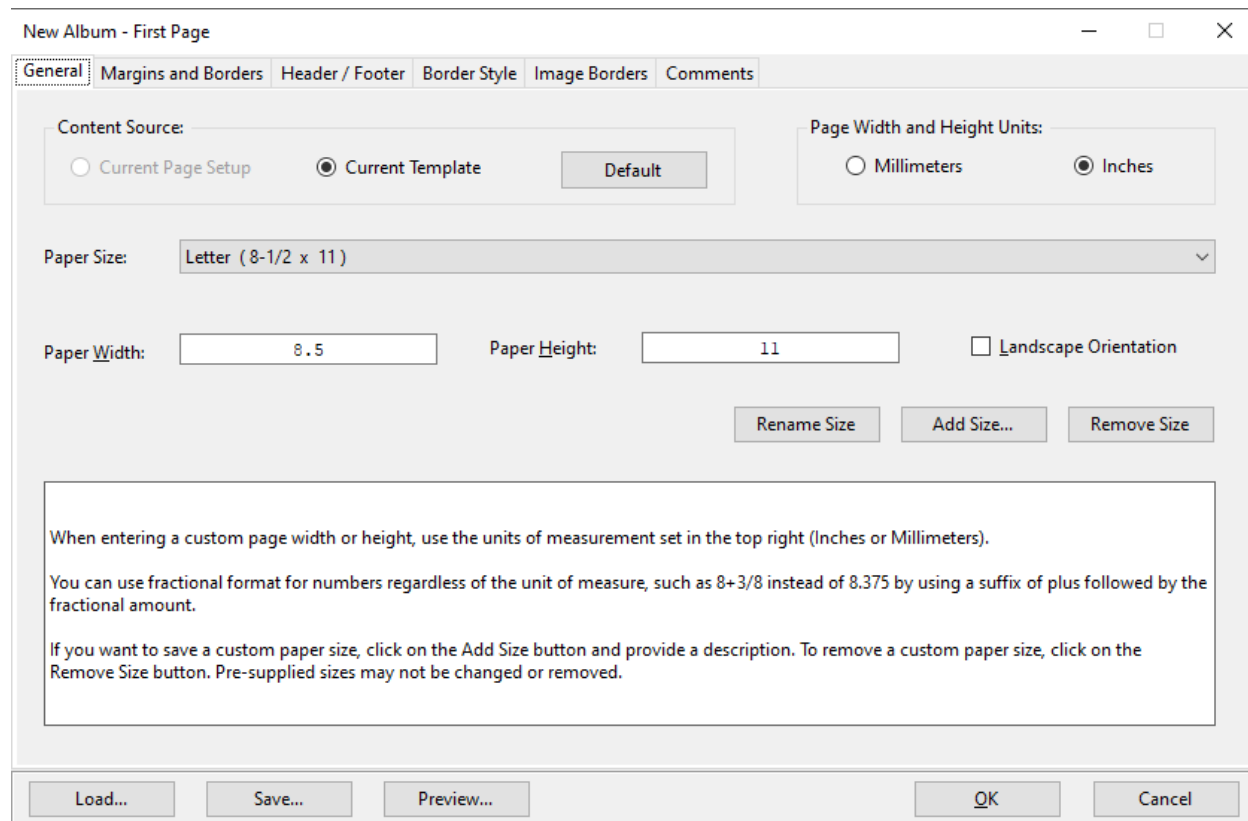
The default page after a fresh installation of AlbumGen 3 will set a new page as follows:

- Letter size paper (8.5 by 11 inches), portrait orientation.
- One inch borders except for the right edge, which will be ½ inch.
- An inside border of 5 millimeters to be consistent with AlbumGen version 2.
- Header and footer size of ½ inch.
- No title text areas defined.
- A single line border style with a weight of 3/300 inch.

For users of AlbumGen 2, the page border weight was defined as a value from 1-4, where 1 = 3/300 inch and 4 = 6/300 inch. Version 3 of AlbumGen allows the border weight to go to smaller weights of 1/300 and 2/300 inch.

Opening Existing Albums

There are several ways album files can be opened.

Open File Dialog

Open an album file using the **Open Album** option from the **File** menu. This provides a standard Windows file browser dialog where the initial location is always the album file path defined in the AlbumGen **File Locations** settings window.

All album files will have an extension of **.AGPX**. You may not open version 2 AlbumGen album files (extension **.AGP**) with version 3. You must use the **Upgrade Albums** option to convert version 2 album files to version 3.

Album History Browser

Use the **Browse Albums** option from the **File** menu to view all recent albums opened in AlbumGen. This is an historical chronological list of album files that have been opened, as opposed to every album file from every file location from where you may have accessed an album file.

Recent Albums List

AlbumGen will show up to 8 of the most recently opened album files from the **File** menu.
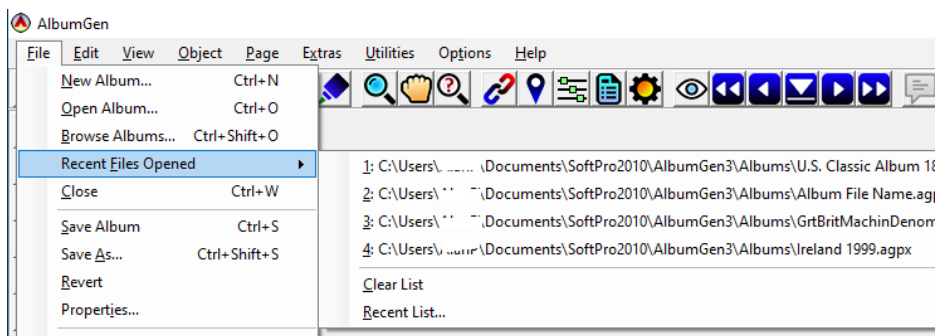
The recent file history can be up to 1,000 files in size. Any additional album files can be viewed or modified from the **Recent Files Opened** menu option shown in the sample above. Use the **Clear List** option to remove the recent file list. Note that the browsing history accessed from the **Browse Albums** option is not related to the Recent Files Opened list.

Reverting all Changes

The **Revert** option from the **File** menu will discard all changes made to the album file since the last save was made. This restores the album state to the last saved version.

Album Recovery

Album files can be automatically saved and recovered by two methods based on the **Album Backups** settings from the **Options** menu:
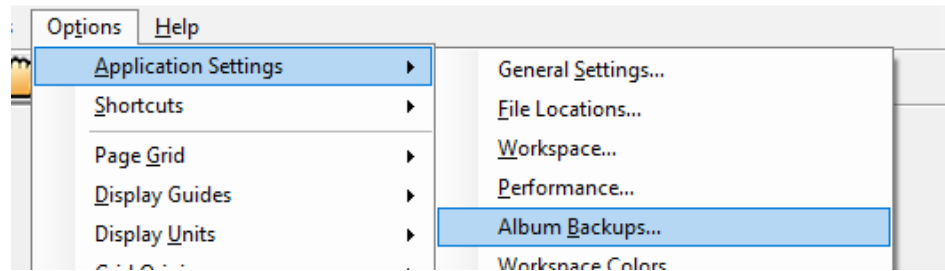
Auto-Save for Recovery

This setting is enabled by default based on 10 minute intervals without any change activity on the current open album. If you make one or more changes, an automatic save to a temporary backup album file will be made every 10 minutes, unless you resave the file changes yourself. When you save changes, this file is removed until 10 more minutes passes during which one or more changes are made. If you make no changes to an album file, then the automatic save will never occur.

This type of automatic save is intended to allow for recovery of your changes in case of unexpected closure of the AlbumGen application, such as a power loss.

When AlbumGen is started, a check for any auto-recovery albums is made. A window will be presented with an option to recover or delete the automatic backup. The recovery will not be restored on top of the original album file, but instead have a restoration sequence added to the end, as shown in the restored album name in the title bar:
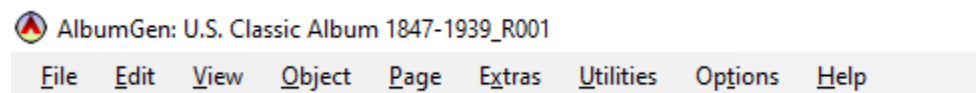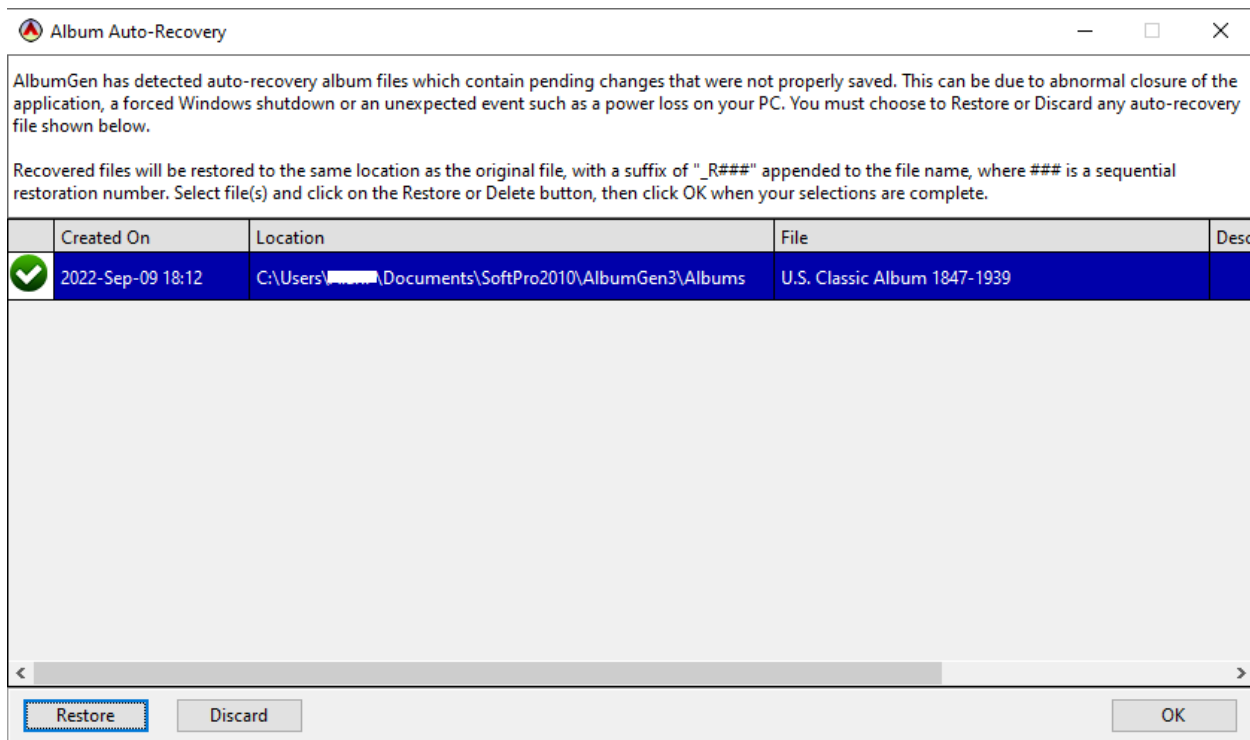
You must select each album file in the list, and choose either the **Restore** or **Discard** option, then click on the **OK** button.

Unless you are running 2 or more copies of AlbumGen at the same time, with changes pending on multiple album files, you will never see more than one auto-recovery album at a time.

You can disable this feature or change the time interval from the Album Backup settings window.

Auto Backups

This feature is also enabled by default, with an 8 hour time window between performing an automatic backup. This option allows you to keep from 1 to 10 backups of an album file under a reserved subfolder where the original album resides. The subfolder is always named **__BAK__** with 2 lead and trailing underscores. An auto-backup album file will have a different file extension of the letter "B" followed by a 2 digit backup number, where **B01** is the most recent backup.

The way the auto backup system works is based on when you open a given album file. Once you open a file, a check for any previous auto-backup file is made. If there is no backup file, then a new one is automatically placed into the __BAK__ folder with an extension of .B01. If an existing backup for .B01 is detected, the elapsed time between current and time of that backup is measured. If it meets or exceeds the backup window, then the current B01 backup is replaced with a new version. If only one automatic backup level is used, then the B01 file will simply be replaced any time 8 hours or more has elapsed between opening that album file.

If more then one backup level is used, then the backups are cycled in a series. An example best illustrates this. Assume the settings are for 3 automatic backups 8 hours apart. And start with a first time open of an album file.

First album open on September 12 @ 8 AM
__BAK__ will contain an album with extension .B01 with the timestamp 9/12 8:00.

Album opened again September 12 @ 1:30 PM
No changes to the backup as only 5.5 hours has elapsed against the .B01 file.

Album opened again September 12 @ 9:45 PM
Since 13 hours and 45 minutes has elapsed since the .B01 file was created, a new auto-backup will be generated.

The .B01 file will be moved to a .B02 file, still with the timestamp of 9/12 8:00.

A .B01 file is created from the album opened at 9:45PM. The __BAK__ folder will now contain 2 backup files.

Album opened again September 13 @ 10 AM
The .B02 will be moved to a .B03 file, the .B01 file will be moved to a .B02 file and a new .B01 will be created based on the album opened.

Album opened again September 14 @ 2:30 PM
Since the limit is 3 auto-backup files, the .B03 file, which is the oldest backup, will be deleted and the other files will cycle to new version of .B01, .B02 and .B03. Deleted auto-backups are physically removed from your PC – they do not end up gathering space in the Windows Recycle Bin.

Note that this series of backups assumes that the album file content has changed each time. A check is always made on the album content before generating an auto-backup. If the content doesn't change from the most recent backup, then no new backup is generated.

Restoring an automatic backup can be done from the **Restore an Auto-Backup** option from the **Utilities** menu.

Saving Changes

Pending Changes Indicator
When you make a change to the album, an asterisk will be placed to the left of album name in the application title bar. When you choose the **Save** or **Save As** option from the **File** menu, the asterisk will no longer appear.
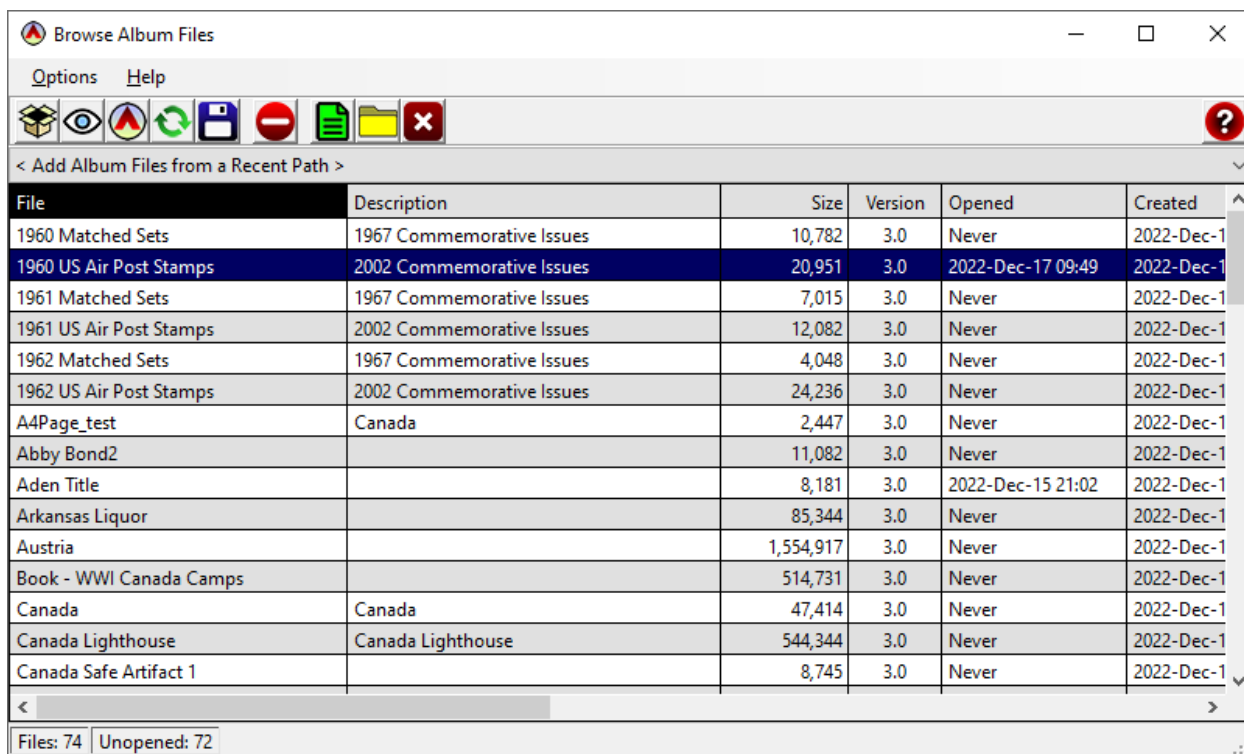
Renaming Albums
You are free to rename an album from outside the AlbumGen application using any application such a File Explorer. However, the browsing history will lose track of the album, along with the recent file history and this will cause them to be removed from either of those file lists. If you rename an album using the **Properties** option from the **File** menu, then the browsing history and/or recent file list entries will be updated accordingly.

You may remove albums from outside of the AlbumGen application, but the same condition will arise as with renaming albums when pertaining to the browsing history and recent file lists. You should remove albums using the Album Browser window, but this is not mandatory.

Album Browser

This option is available using the **Browse Albums** option from the **File** menu.

It shows recent accessed files with a specific sort order, as indicated by the field header in a contrasting background color, in this case white on black.

Clicking on any of the field headers will sort the album list on that column. Clicking a second time on the same column reverses the sort order.

The field columns shown in the album list are summarized as follows:

File	The name of the album file
Description	The optional description
Size	The size of the file
Version	The content format version of the album file. AlbumGen can open any version starting with 3.0 as long as the application is regularly updated to handle versions higher than 3.0.
Opened	When this album was last opened in AlbumGen.
Created	When the album was first created.
Modified	When the album last had at least one change saved.
Pages	The number of album pages, not including the cover page or any table of contents.

Images	The number of image links across all pages. Images are not stored in album files – only the location and name of the image is stored.
Pwd	This is an indication if an album is protected by a password.
Comments	This is an indication if the album contains summary comments.
Location	This is where the album currently resides on your PC. The browsing history keeps track of all locations where an album was opened from.

If you have never opened an album file or you manually copied an album to a folder outside of AlbumGen, it's possible that some of the fields will not contain album information:

- Album creation date
- Album last opened date
- Number of pages and image links
- Version of the album file format
- Description

This information is stored as part of the album history for each file and is obtained from opening the album file. By using the Refresh option in the browser, all of this information will be updated by opening each album file.

The exception is the Opened value. This value is stored with the browsing history, and until an album is opened, it's marked as "Never" opened. If you remove an album from the history (without removing the album file) and later refresh the list so that it appears again, it will once again show as Never opened. If you want to keep reliable information about when you last opened an album file, you should not remove the album file from the browsing history.

Browse Album Files

Button	Action	Shortcut	Description
	Open Album	Ctrl + O	Open the selected album file in the main AlbumGen workspace window. You may also double click an entry in the list to open it.
	Open Location	Ctrl + E	Open the folder for the selected album file in File Explorer.
	Album Properties	Ctrl + P	Show the properties for the selected album file. Changes may not be made to the properties from the browser window.
	Refresh Albums	F5	Inspect the contents of all album files and refresh the information in the browsing history.
	Save To File	Ctrl + S	The album list will be saved to a tab-delimited text file.
	Remove Albums	Ctrl + Del	Remove albums from the browsing history and optionally send the album files to the Windows Recycle Bin.
	Add by File	Ctrl + F	Add all album files found in a specific folder by browsing for files with an extension of .AGPX.
	Add by Folder	Ctrl + D	Add all album files found in a specific folder using the Windows folder browser dialog.

Button	Action	Shortcut	Description
	Close	Ctrl + W	Close this window and discard any changes.
	Help	F1	Show the help topic for this window.

Refresh List

This option will open every album in the current browsing history and verify existence and content. By default, any albums which are never opened or checked for content will not contain any details for the following fields:

- Description
- Created
- Pages
- Images
- Version
- Password and Comment Indicators

If an album file is moved or deleted from your PC outside of AlbumGen, then it will automatically be removed during the refresh.

Remove Albums

There are two ways to remove an album. Select one or more albums and choose the **Remove Albums** option from the menu.
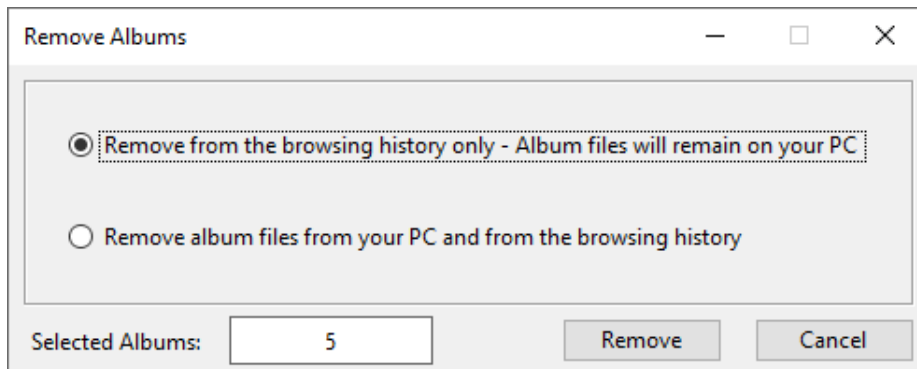
Remove from List
The album will not be removed from your PC.

Remove Albums
The album will be removed along with the list entry. Album files removed will be sent to the Windows Recycle Bin, where they can be restored as needed.

Album Properties

This option is available from the **File** menu and always applies to the file album currently opened.

Note that saving any album property changes will also save any pending album page content changes at the same time. When you click the **OK** button, you will be given an option to cancel the save if this scenario happens.

Name	The album file name, without an extension. You may change the name at any time, as long as it's not being used by an existing album in the same location.
Description	An optional description. Unlike file names, you may use any characters of your choosing.
Email	Optional value.
Author	Optional value.
Company	Optional value.
Comments	Comments can contain up to 16,000 characters.
Version	This is the content version of an album file. Album files with a newer content version might not open under an earlier release of AlbumGen. Ensure that you check for updates periodically to keep AlbumGen on the most recent version.
Created	This is when the album was created. Unlike the timestamp under the file in the Windows folder, this date and time are persistent no matter what happens to the file time stamp stored on your PC.
Updated	This is when a save was last made to the album file.
Cover Page	Check this option to enable a cover page for the album. Uncheck it to disable the cover page. The cover page always exists for an album. The check option turns the cover page on or off without removing any current content you may have added.

Image Cache	For images which may be larger than a certain width or height which you may configure, smaller versions of the images will be retained in a special "cache" folder. This cache folder will retain these smaller images only as long as the caching option remains enabled. This will dramatically improve performance when navigating pages, using page previous options and zooming in and out of the current page in the AlbumGen workspace. The current size of the cache is indicated. If you want to clear the cache, click on the **Clear Cache** button. More information about caching can be found under the topic for the **Performance Settings** option under the **Options** menu.
Password	You can add a password to an album to protect it from being opened or modified. Note that the password is stored in such a way that it may not be determined from the album file in any manner. Therefore you should always remember this password and not share it unintentionally. SoftPro will not be able to recover the password if you forget it, but it can be removed if requested.
Read Only	By checking this option, the album is marked for not allowing any changes to be saved. You can modify content, but the **Save** and **Save As** options will be blocked.

Upgrading Albums

For users migrating from version 2 of AlbumGen to version 3, you will need to upgrade the version 2 **.AGP** album files to the version 3 format which has a different file extension of **.AGPX**.

Use the **Upgrade Albums** option from the **File Menu**.
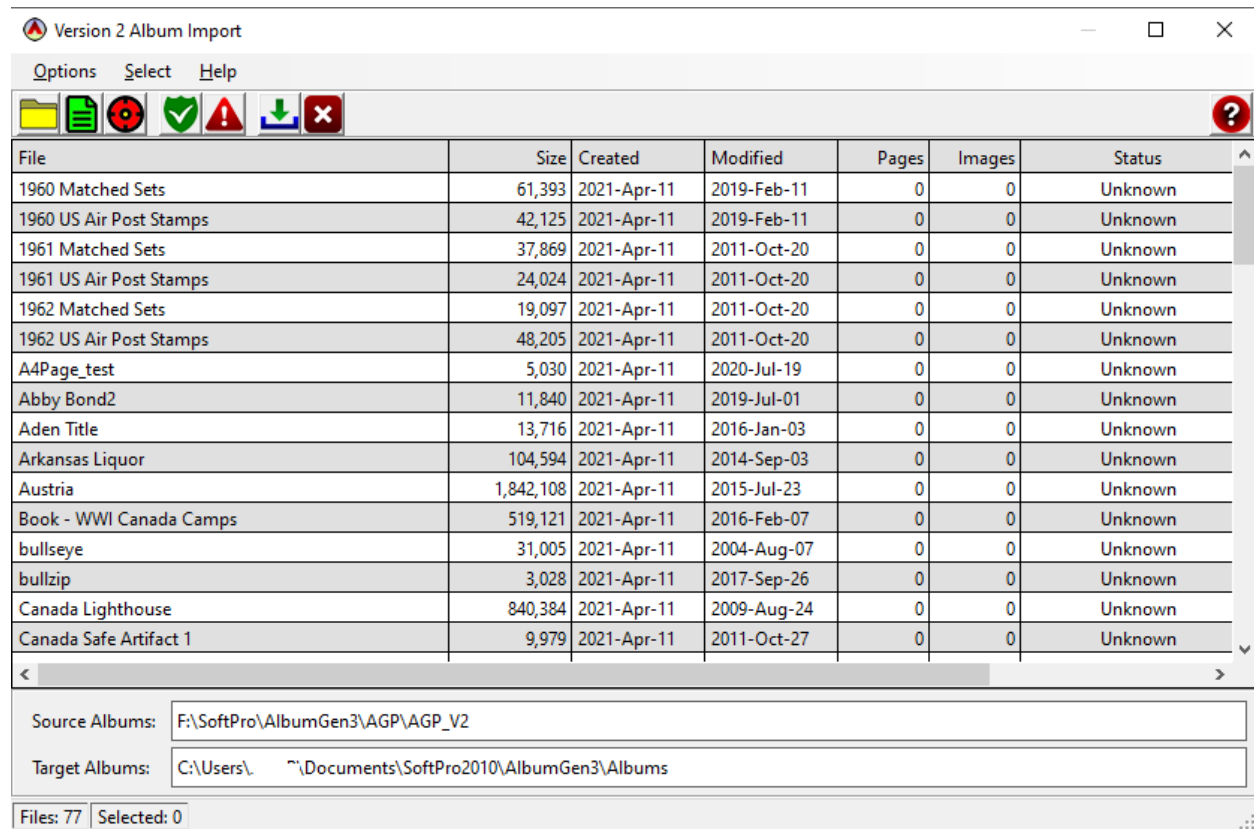
You will first need to get a list of version 2 album files using either of the browse options. If you have previously upgraded any albums, the most recent file location (shown under **Source Albums**) will be retrieved automatically.

The **Browse by Folder** and **Browse by File** options will use a folder dialog and file open dialog window respectively. Choose whichever option you are more comfortable using.

You can set the location for the upgraded albums (shown under **Target Albums**) using the **Change Target Album Location** option. Note that this is the default album file location you set when running the AlbumGen installer. If you change this location, then it will change the default open album location from the main AlbumGen window accordingly.

Validating Content

Album files may not be upgraded until they are verified for content and any possible errors. Select the albums you want to verify and then select the **Verify Albums** menu option to check each selected album. The following content validation tasks are applied to each album:

- Must be a version 2 album file.
- Check for any font references which are not installed on your PC.
- Check for any image links where the location path isn't detected on your PC.
- Look for incomplete pages, albums or bad formatting of page objects.

Once validated, any error conditions will be highlighted in red.

Note that missing fonts and bad image paths will not prevent the album from being converted and in fact the content will remain as is. When you open the converted album in version 3 format, you will get warnings if image paths or fonts are missing and will be provided options to make changes as necessary.

Other error conditions will likely result in lost pages or objects within the pages. AlbumGen will try to recover bad data as best as possible, but if the original AGP file is too damaged, then there could be significant data loss during the upgrade.

To view all the errors encountered during either a validation or upgrade, select an entry from the list and choose the **View Error Log** menu option. You may also double click any file to view the errors.

Performing Upgrades

Select the albums you want to upgrade and then choose the **Upgrade Selected Albums** menu option. You will be provided a confirmation window as shown below:
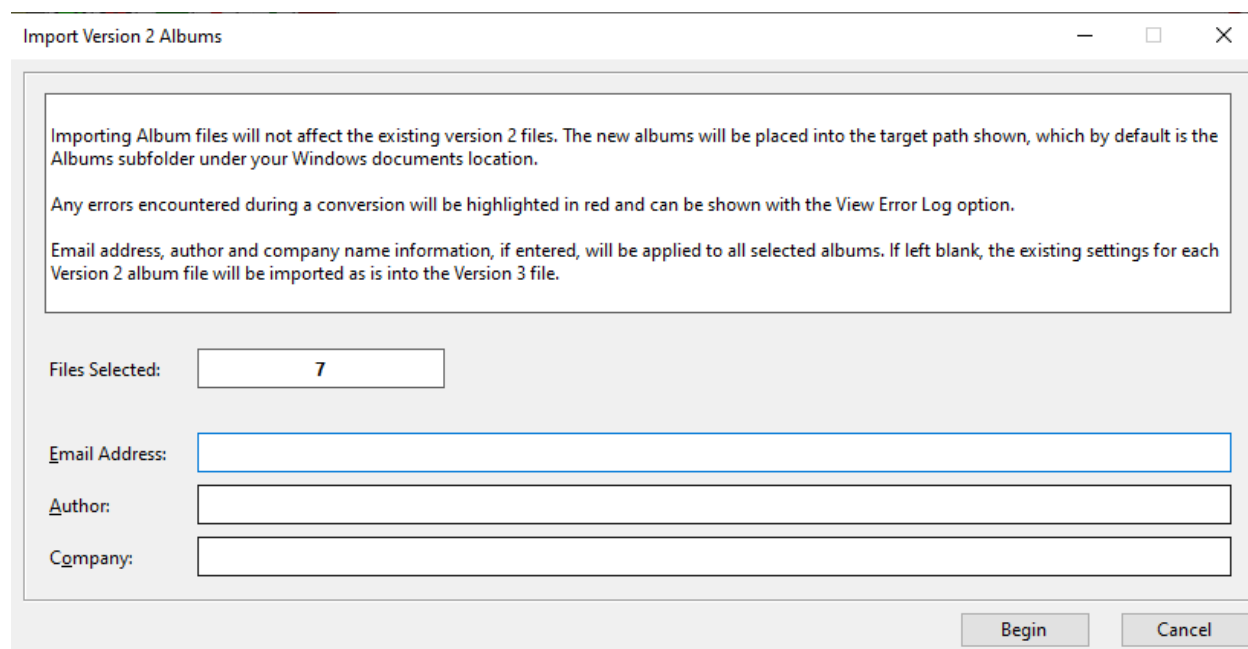
You may override the current email address, author or company in every selected album file by entering a value into one of the provided fields. If you leave the fields blank then the values from existing version 2 albums (where entered) will be transferred as is to the version 3 file.

Actions

Button	Action	Shortcut	Description
	Browse by Folder	Ctrl + B	Use a folder browser dialog to set a new location for source album files.
	Browse by File	Ctrl + F	Use a file browser dialog to set a new location for album files. Only the version 2 file extension of .AGP will be recognized.
	Change Target Album Folder	Ctrl + L	Sets a new location for the destination for upgraded files in the .AGPX file format.
	Verify	Ctrl + V	Verify that selected album files for any errors.
	View Errors	Ctrl + E	The upgrade/verification process will log all errors encountered for each album. This option will view the error report for the selected album.
	Start Upgrade	Ctrl + F1	Upgrade selected album files to version 3.
	Close	Ctrl + W	Close this window.
	Help	F1	Show the help topic for this window.
	Edit Shortcuts		Modify the keyboard shortcuts for this window.

Printing Albums

There are several places in AlbumGen where a print option is available. Regardless of location, the print options window is the same. From the main application window, use the **Print** option from the **File** menu.

If you would like to preview pages before printing, it's recommended to use the Print option from the page preview window instead, as the Print Pages window shown below will not provide a preview option.

Selecting a Printer

On a fresh installation of AlbumGen, a verification of installed printers on your PC is performed to determine the printer name and the available paper types supported. This verification results in a printer profile being created for AlbumGen. This profile ensures a more efficient printer and paper selection when you are ready to print.

If you add or remove printers after installing AlbumGen, you will need to refresh the printer profile.

Selecting a Paper Size

Once a printer is selected, you will need to choose a paper size. The paper size selected must be at least large enough to contain the page size of all pages to print. For example, if a page in the album is legal size (8.5 x 14 inches) and you have selected a letter paper size, you will not be permitted to print. AlbumGen does not perform any type of *scale to fit* action on an album page.

If you print on a paper size that is larger than the page size, there will be extra white space to the right and bottom of the paper – album pages are never printed centered on the paper as this would render the left/top margins as ineffective.

Paper Sizes on Selected Pages

Depending on the pages chosen to print, the various paper sizes involved in the selected pages will be shown on the right. Use the IN and MM buttons to choose what units to show the paper sizes in. A paper size for a page is not necessarily the page size in an album. When a page is in landscape mode, the page width and height are transposed.

Use this paper size list to determine what paper size must be loaded into the printer.

Album Page Selection

The choices for page selection may not all be enabled depending on where the print window was displayed from and what pages may have been pre-selected or bookmarked.

All Pages	Will print every page in the album.
Current Page	Will only print the current page.
Selected Pages	Some tasks in AlbumGen will allow you to select pages from a list. This list in turn can be passed into the print window.
Marked Pages	Some tasks in AlbumGen will allow you to bookmark pages.
Range of Pages	When selecting this option, a start and end page number must be provided.
Custom Selection	Custom selections allow ranges and individual pages using hyphens and commas. For example to print pages 1, 3 and 7 to 10, you would enter **1,3,7-10**.

Even/Odd Page Printing

Even and odd page printing is provided to allow albums to printed on both sides of the paper. When choosing this type of printing, the total pages affected to print depends on whether it's an even page number (2, 4, 6, etc.) or an odd page number (1, 3, 5, etc.).

For example, if you have 96 pages in an album and choose the even pages, then 48 pages would be printed.

When choosing even page printing, options will be enabled to flip the margins and/or the header and footer title text, so that the binding edge is consistent on both the back and front side of the paper.

Cover Page and Table of Contents

If you have enabled a cover page or table of contents, you can choose any combination between these 2 page types to print. By default, the cover and TOC pages are not selected for printing.

Printing and Number of Pages

The total number of pages to print will be shown at the bottom. This number is impacted by the page range method, even/odd settings and the cover page/TOC option chosen.

Click on the Print button to start printing. A window will be shown with progress status and an option to stop printing.
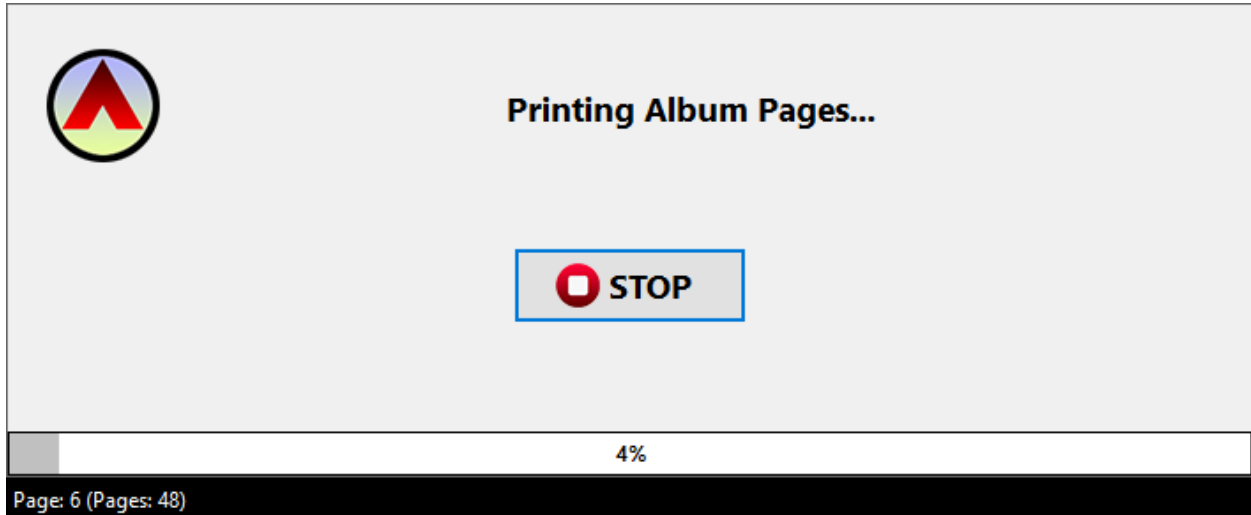
Printer Profiles
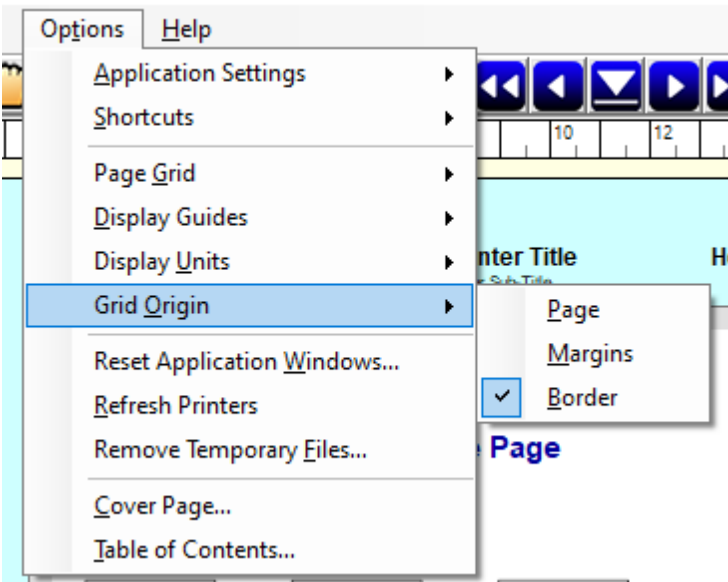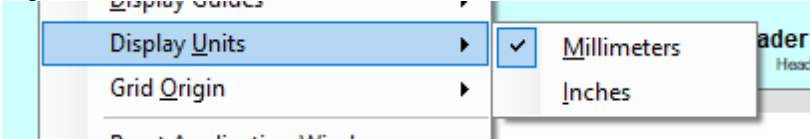
If you have added or removed printers on your PC and you don't see the printer in the dropdown list at the top of the print options window, click on the **Refresh Printers** button. This will build a new printer profile for AlbumGen with all of the paper size settings for each printer. This will also remove any printers from the profile which are no longer installed on your PC.

Album Workspace Guide

This section provides a detailed summary of the features and options for the main application album workspace. This help topic is also available as a special context document accessed from the **Workspace Guide** menu item under **Help**.

The workspace contains the content for a given album page and is represented by the area not including toolbars, the main application menu and the bottom status bar or any of small support windows which can be positioned over top or outside of the application window. This area is outlined in red in the screen example below.

Item	Description
(1)	Rulers are optional guides to show both the current page size and the position of the mouse cursor within the page. The (0, 0) position mark can be changed using the **Grid Origin** options from the **Options** menu: The coordinate and size units can be either inches or millimeters. The default is millimeters to be consistent with version 2 of AlbumGen. The display units can be changed from the **Display Units** options from the **Options** menu: Rulers can be turned off using the **Display Guides** menu option.
(2)	Any area within the workspace that isn't occupied by the album page is shown in one of two colors depending on the presence of scroll bars. If the entire page is visible in the workspace, then this color is referred to as the **backdrop** area which is not taken up by the album page. When scroll bars are present, the backdrop area is replaced with a fixed size **page boundary** which defaults to a dark gray color. This page boundary is always 3 inches to each side of the album page. The boundary provides extra room to pan or scroll the album page.
(3)	The margin area represents the margins for the current album page as defined in the **Page Setup** window accessed from the **Page** menu. Margins and borders can be set to a specific color using the **Workspace Colors** settings. Pages with image borders will not show a margin area color as this will affect the visual quality of an image-based border. Only simple pattern border styles or borderless pages will show the margin color. You can disable the margin color from the **Display Guides** menu option.
(4)	Border areas are a feature from version 2 of AlbumGen which provides a reserved blank area inside the page margins where object alignment options relative to the page will take a border into account along with the

Item	Description
	margin to avoid having objects rest against borders which fit within the margin space. Unlike version 2 of AlbumGen, you may freely move objects outside the bordered page space, or even off the page itself. The border color can be disabled from the **Display Guides** menu option.
(5)	The area within the margin and border space represents working page area. It will always use a white background. Objects can be placed inside or outside this area. In fact, you may move objects up to one page width or height away in any direction to allow for temporary placement of objects while organizing the page contents.

Page/Object Grids

Version 2 of AlbumGen provided a single Grid Spacing option, which was an invisible grid for object placement, movement and resizing with the mouse. A nudge amount was also provided, which was used with the cursor keys to move objects.

You will have 4 distinct choices in version 3 of AlbumGen, accessed from the **Page Grid** options from the **Options** menu.

Grid Size

A display grid can be used as a visual guide to place objects relative the page and each other. The spacing set from the dropdown list below is for the visual guide marks only.

When drag-moving objects with the mouse, an independant invisible alignment grid is used to snap the object position along the invisible grid. By default the alignment grid and display grid are set to the same value.

Grid Spacing: 5 Millimeters

OK   Cancel

The grid size is a visual guide only and not directly tied to the mouse click or drag options when working with placing, moving and sizing objects.

There are separate spacing options for inches and millimeters. When enabled, the grid will be shown using a unique color which you can change using the **Workspace Colors** menu item from **Options** (Application Settings). The grid lines will always be drawn starting at the selected Grid Origin (page, margin or border). The screen sample below is based on the border origin.

Header Left Title
Header Left Sub-Title

Header Cente
Header Center Su

Movement Alignment

Page Grid Spacing for Movement Alignment - Current Value: 5

The grid spacing for aligning objects when moved by drag-selection with the mouse is an independent invisible grid, which by default is matched to the visual display grid.

If you set the grid spacing to No Grid in the dropdown list below, then dragging of objects will position them relative to the inch/millimeter size of a single pixel based on the current zoom level.

Note that individual object types can have unique alignment values which can supersede the page setting shown here.

Grid Spacing: 5 Millimeters

OK   Cancel

This setting is used when moving selected objects with the mouse. By default this is set to match the visual grid and default value from version 2 of AlbumGen: 5 millimeters. The movement setting is independent for inches and millimeters. Using the **No Grid** option will move objects by individual screen pixels based on the current zoom magnification level. This spacing value can be overridden on a per object basis using the **Placement Settings** option under the **Object** menu.

Drag Sizing Amount
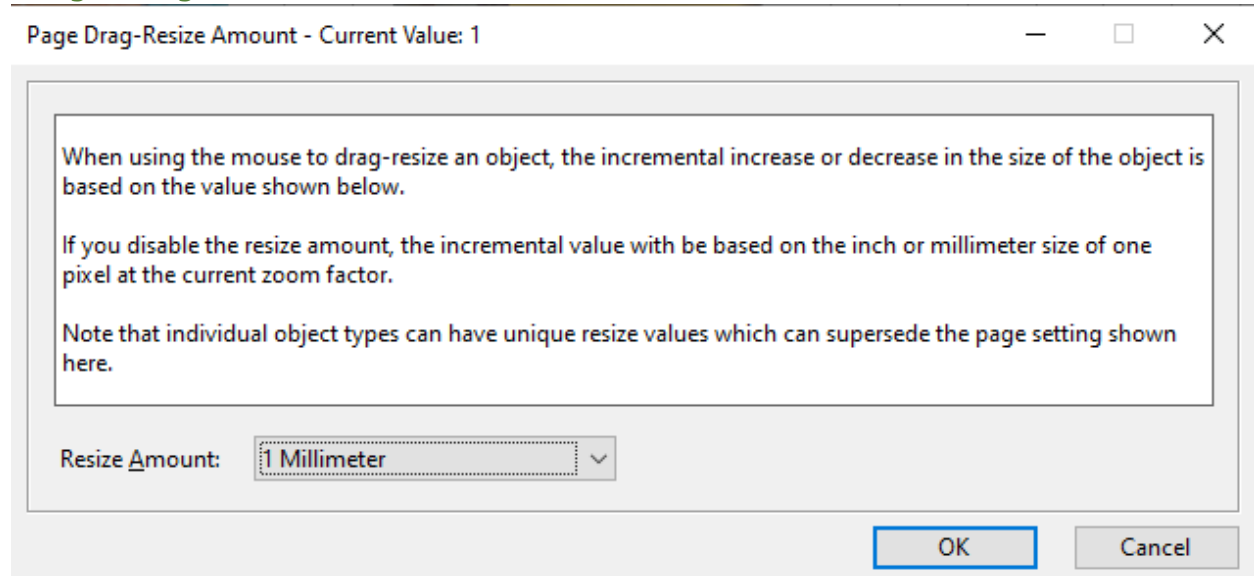
Page Drag-Resize Amount - Current Value: 1

When using the mouse to drag-resize an object, the incremental increase or decrease in the size of the object is based on the value shown below.

If you disable the resize amount, the incremental value with be based on the inch or millimeter size of one pixel at the current zoom factor.

Note that individual object types can have unique resize values which can supersede the page setting shown here.

Resize Amount: 1 Millimeter

OK   Cancel

This is the incremental amount an object will be resized when click and hold the left mouse button on a single selected object while dragging in any direction. The default value is 5 millimeters to match that in version 2 of AlbumGen. This resize value can be overridden on a per object basis using the **Placement Settings** option under the **Object** menu.

Nudge Amount
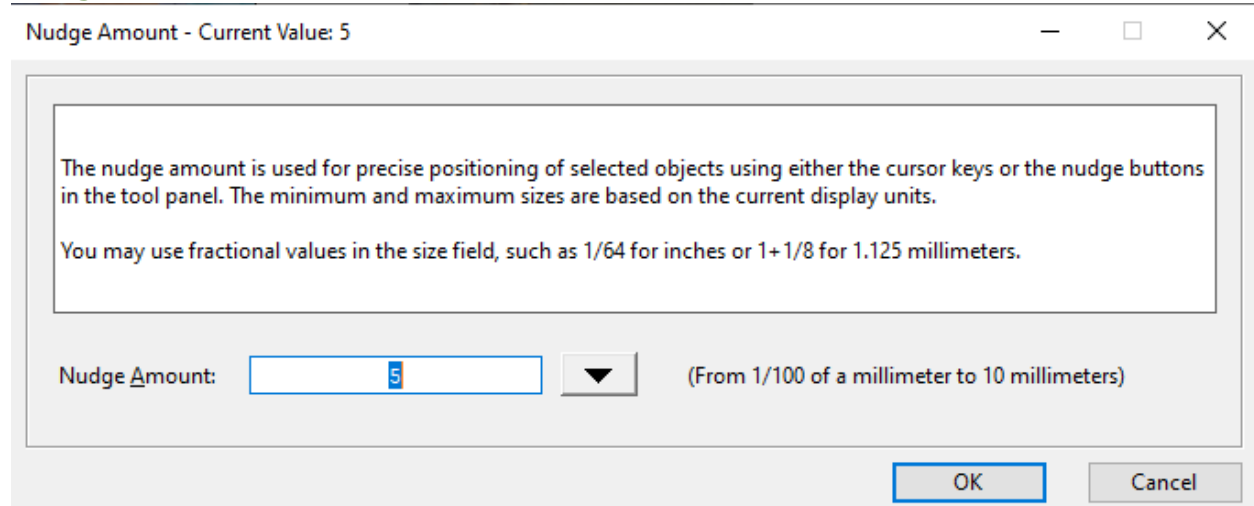
The nudge amount is used with the keyboard as opposed to the mouse. Use the cursor keys to nudge selected objects in any direction by the amount set in this window. Unlike other grid settings, the nudge amount can be any value between 1/100 and 10 millimeters by entering the value directly in the text field. If the display units are in inches a similar range will be used for the nudge amount.

Object Placement Customizations

The page grid options can all be overridden using object-level customizations. This allows for each type of object to have their own page grid settings. This option is selected under the **Placement Settings** option from the **Object** menu.
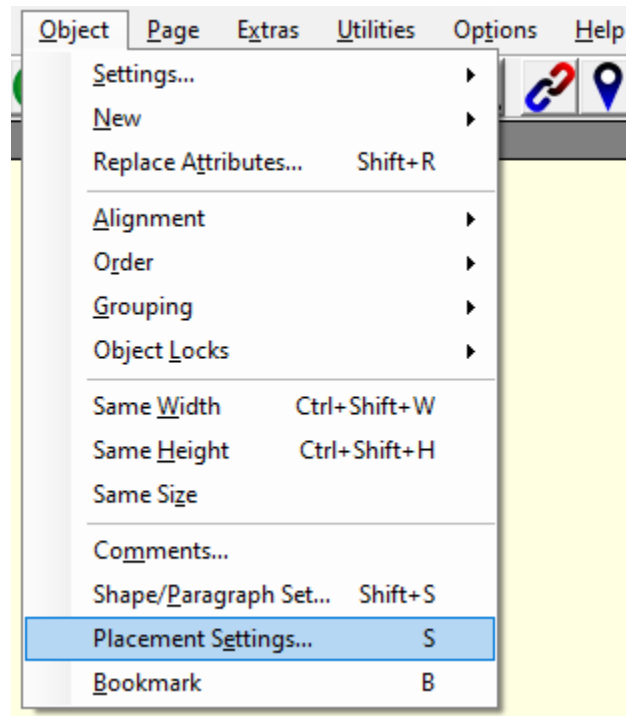
Display Guides

You can enable or disable the 4 visual display guides from the **Options** menu.
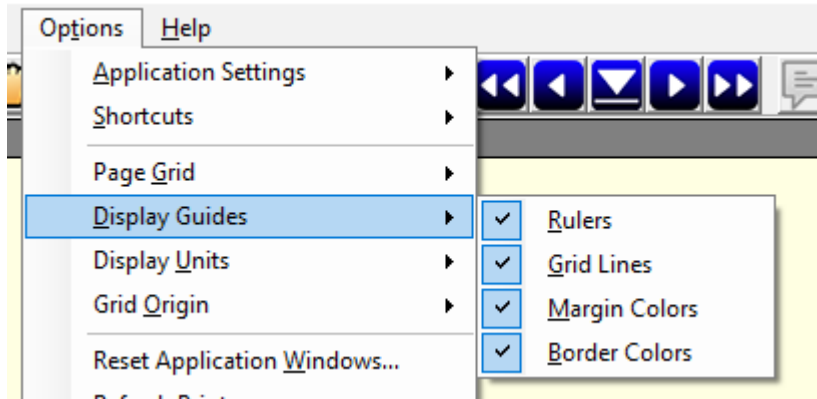
Display Units

Most windows in the AlbumGen application will use the display units setting from the Options menu for all size and position information. Some windows may have override settings to allow inches or millimeters to be used without changing the workspace units setting in the main menu.
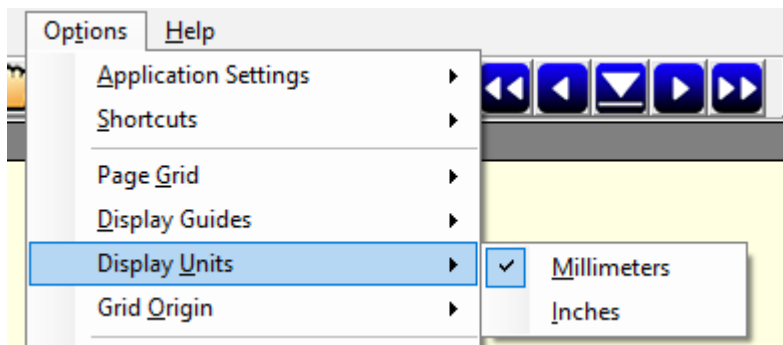
The default value is millimeters to match version 2 of AlbumGen. Note that album files always store size and position information in inches. The display units setting doesn't affect the contents of album files.

Grid Origin

The grid origin affects placement of new objects and is reflected in how the ruler units are displayed. The default setting is the border to keep this consistent with version 2 of AlbumGen. The visual page grid lines (if enabled) will shift their origin to match the setting defined here.
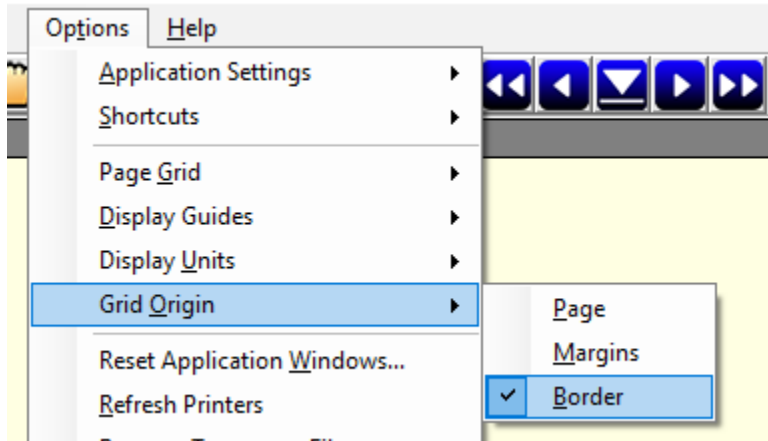
Placing Objects

The left toolbar contains shortcut buttons for object placement which are also accessed via menu choices under the **Object** menu (**New** submenu). Single character shortcut keys are provided by default for most object types.
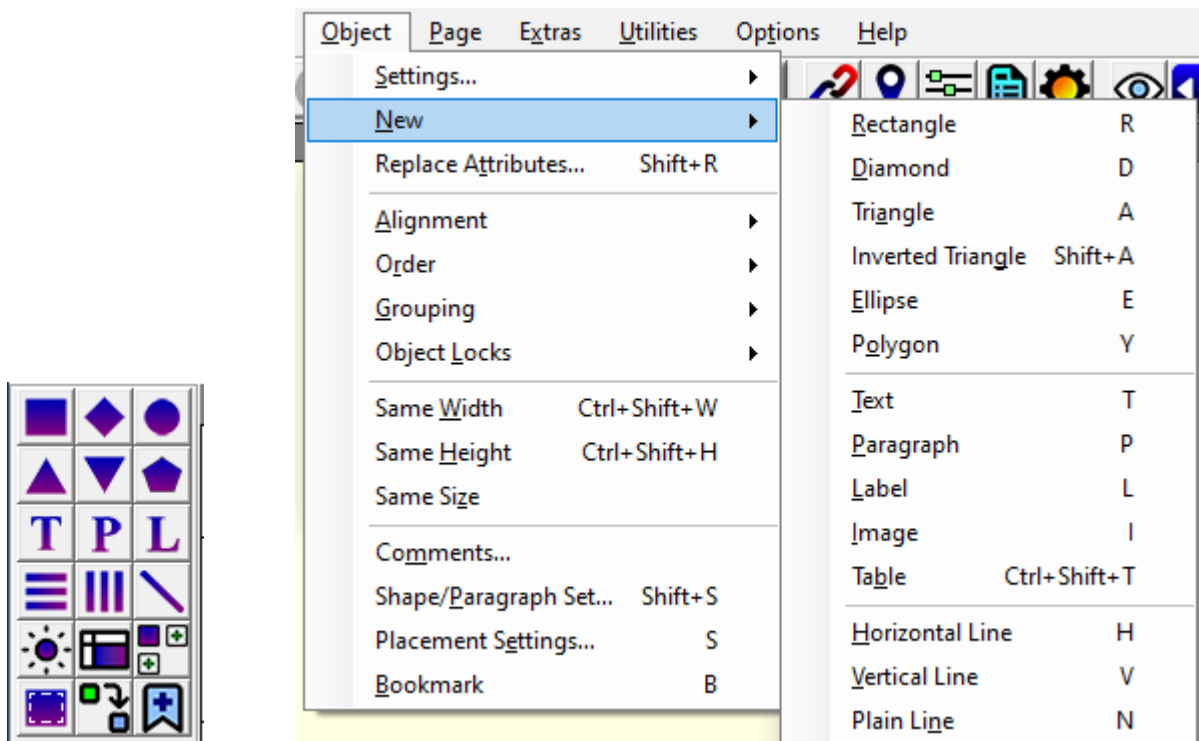
Many of these object types will be familiar if you are migrating from version 2 of AlbumGen. The Polygon, Label, Image, Table and Plain Line types are new to AlbumGen version 3.

With the exception of the Label type, objects can be placed by either clicking once or by clicking and holding down the left mouse button while dragging a rectangular area.

Clicking once without dragging will create an object size which by default will be the same width and height as the previous object placed of that type. Unique placement options per object type can alter this default behavior.

Icon	Key	Object	Cursor	Description
	R	Rectangle		This group constitutes the shape set which is a carryover from version 2 of AlbumGen. A shape contains a border, image, and text areas above and below the border frames and text areas inside the border frame both below/above the image and also over top of the image. Polygons are a new border frame type which allows for 3 to 8 sides.
	D	Diamond		
	A	Triangle		
	Shift + A	Inverted Triangle		
	E	Ellipse		
	Y	Polygon		
	T	Multiline Text		Multiline text may mix fonts, colors and font attributes (size, bold, italic, underline) within the same text object. Text can be rotated at 90 degree angles.
	P	Paragraph		Paragraphs are similar to text objects in except that they are framed within a rectangular area and have a border style. Paragraphs may also have word wrap and justification options applied.
	L	Label		Labels are simple one line text objects, using a single font style. They may be rotated at any angle.
	I	Image		Images are simple containers to hold an image reference. There are no other special attributes to an image object. They may be rotated at any angle.
	Ctrl + Shift + T	Table		A table is visually similar to a spreadsheet, consisting of rows and columns of data cells. However, there are no attributes related to the mechanics of a real spreadsheet. For example, there are no formulas to apply to a table cell. The table object is an object strictly for formatting simple text content in row and column format.
	H	Horizontal Line		Horizontal and vertical lines are based on pattern styles and are a carryover from version 2 of AlbumGen.
	V	Vertical Line		
	N	Plain Line		Plain lines are single lines which can be a solid or dashed format with variable thickness and predefined or custom line endings, rotated at any angle.

Placement and Cancellation

When you choose an object placement from the menu, keyboard or shortcut button, the mouse cursor will change accordingly to indicate the object type.

If you want to cancel out of placement, there are several ways to do this:

- Right click with the mouse and a popup menu with a single item named **Cancel Placement** will appear.
- Press the **Esc** key to cancel placement.
- Choose the same object shortcut a second time (i.e. if you pressed **R** on the keyboard to place a new rectangle, press **R** a second time to cancel).
- If you have already started a drag selection to set a custom object size, then hold down the **Ctrl** key *before* releasing the mouse button.

The placement position is based on the page grid alignment option. If you click outside the page area, this will automatically cancel the placement.

The current page grid Movement Alignment determines the position of the object relative to the nearest grid point. Note that this alignment may be different than the visual grid (if enabled), but the default value would be 5 millimeter alignment points relative to the current grid origin, to match version 2 AlbumGen behavior.

Placement customizations may override this default behavior per object type.

Click Once vs. Click and Drag

In version 2 of AlbumGen some objects were drag-size only and some with click-only. With the exception of the Label, all other object types can be a single click to use the previous/preset object size or click and drag.

When you place an object, it will have a specific width and height. This size is retained for the next time you click once (to set a size) unless you enable specific options to change this behavior using the **Placement Settings** item under the **Object** menu.

Most objects may not be placed on a drag-size unless the mouse has moved at least 5 millimeters or ¼ inch depending on the display units. If the size drag is less than this, the placement will be considered click once.

Position and Size Object Popup

This option is enabled from the **Workspace Settings**.

Object Size and Position Popup Info for Selected Objects:

☑ Enabled   Font Size: 8 Points

Foreground Color: ⬛   (Black)

Background Color: ⬜   (Gray: 224)

☐ Disable the info popup when placing new objects
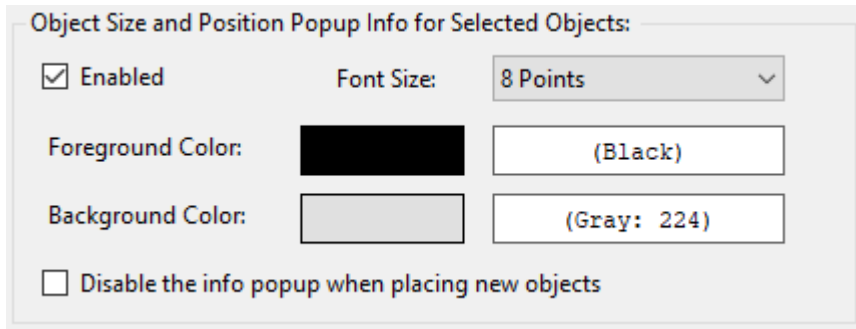
When enabled and pressing the left mouse button, a small popup label is displayed like a sticky note in the upper left corner of the placement position and remains there until the mouse is released. It indicates the current position and size of the selection rectangle for the object when the mouse is released. This popup is disabled by default.

```
X:     10.0
Y:     80.0
W:     40.0
H:     25.0
```
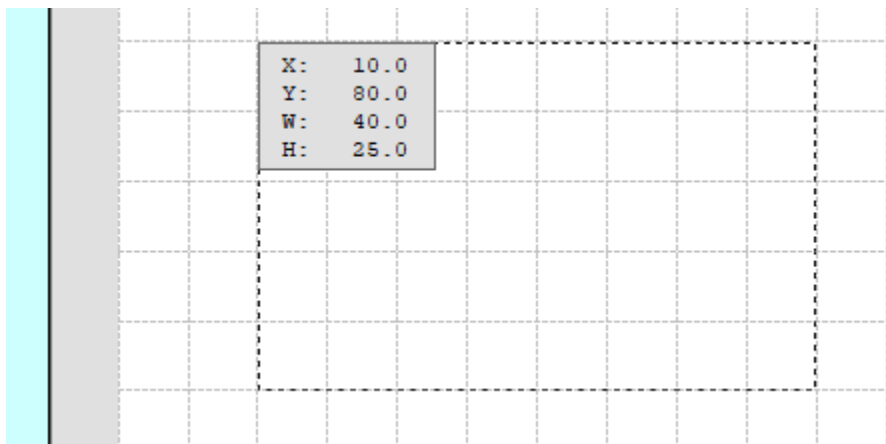
Object Properties on Placement

When you release the mouse button when placing an object, the properties window for the object type will be displayed. You must change any attributes for this object before it appears on the page.

AlbumGen retains the object attributes from the previous placement in most cases (text content is generally not retained between placements) so that you can usually fill in the minimal required attributes and click the **OK** button from the properties window.

If you cancel from the properties window, the object placement will be cancelled.

Placement Settings by Object

This feature is accessed from the **Placement Settings** item under the **Object** menu. It may also be accessed by the shortcut button in the left toolbar:
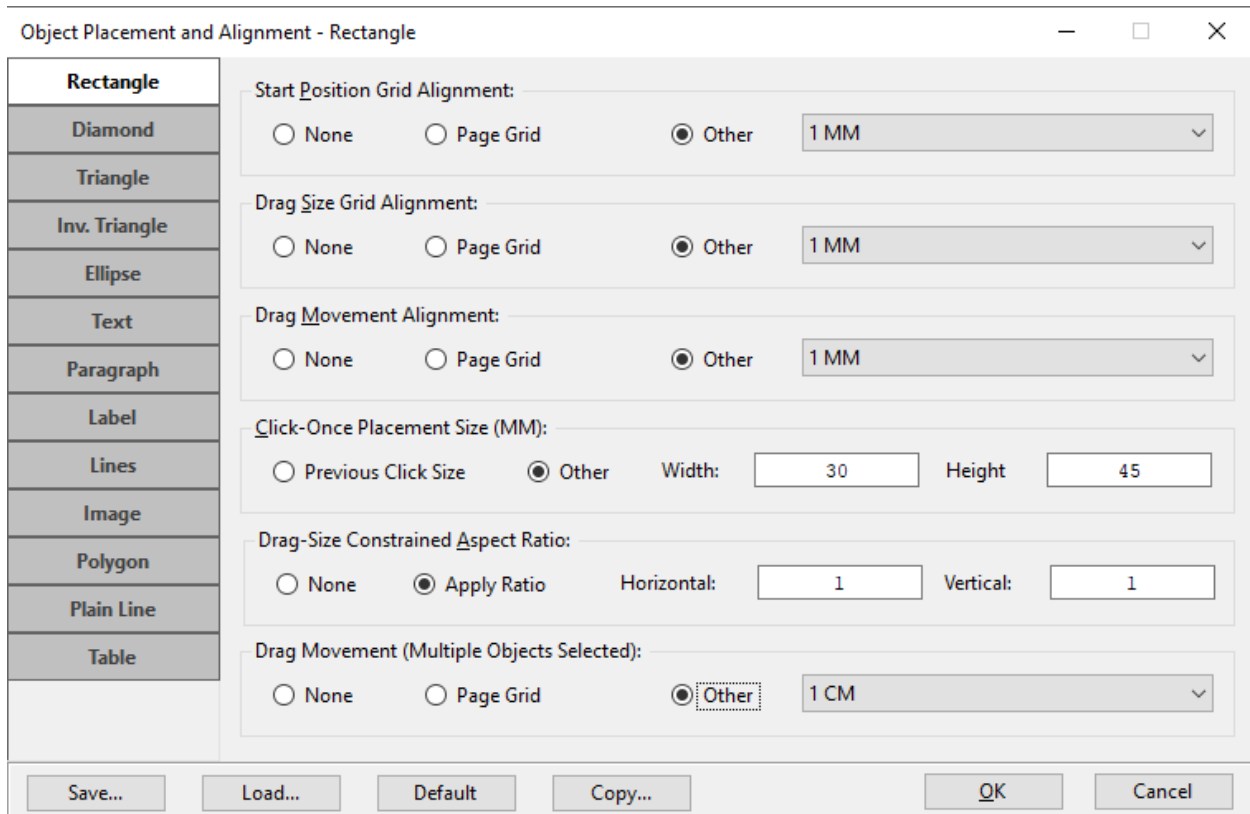
Each object type has specific size and placement settings which can supersede the default placement and/or resize behavior. By default, the **Page Grid** settings are used and there are no other specific override settings applied for any object.

Click on any of the object types on the left to view or change the settings for that object. Note that all size and position information in this window is based on the **Display Units** set in the **Options** menu.

Start Position Grid Alignment

This determines the starting position of the object on the page for alignment to a specific grid spacing. If **None** is chosen, then the object's position is the pixel click point on the screen based on the current zoom magnification level. **Page Grid** is the default and will use the Page Grid settings for all objects. **Other** will allow you to choose any of the predefined alignment options from the dropdown list.

Drag Size Grid Alignment

When using the mouse to click and drag edges of the selected object frame, this setting determines the spacing increment to use. Note that drag resize of objects can only be done if a single object is selected. You may not resize a selection or group of objects by dragging with the mouse.

Drag Movement Alignment

This option applies when moving selected objects from one location to another.add

Click-Once Placement Size

When placing a new object with a single mouse click, the size can be either based on the previous object placed or on a fixed size defined under this setting.

Drag-Size Constrained Aspect Ratio for Placing New Objects

When you place a new object by dragging a size rectangle, you can do so with a constrained aspect ratio. This will ensure the ratio of the object's width to height doesn't change while dragging to set the object size.

Drag Movement for Multiple Objects

This setting allows you to keep a separate drag movement amount when multiple objects are selected.

Click-Once Placement Font Size

Text objects don't actually have a width or height. Instead they have an alignment point (centre, left or right edge of the text) and a vertical start point from which text is drawn. For this reason, the click once setting only allows you to reuse the starting font point size or a specific point size. Keep in mind text objects can have multiple fonts and sizes for a single object, so this font size is based on the *first* font used.

Label objects only have a single font size, so the placement choice is always applied for the text content.

Click-Once Placement Length

For line and plain line objects, this determines the length of the line. For plain lines, the rotation of the previous line is always applied on the new object.

Templates and Setting Duplication

The **Load** and **Save** buttons are provided to allow retention of placement settings as template files.

Click on **Default** to set all object type settings to the default values.

If you would like to copy specific settings from one object type to another, click on the **Copy** button.
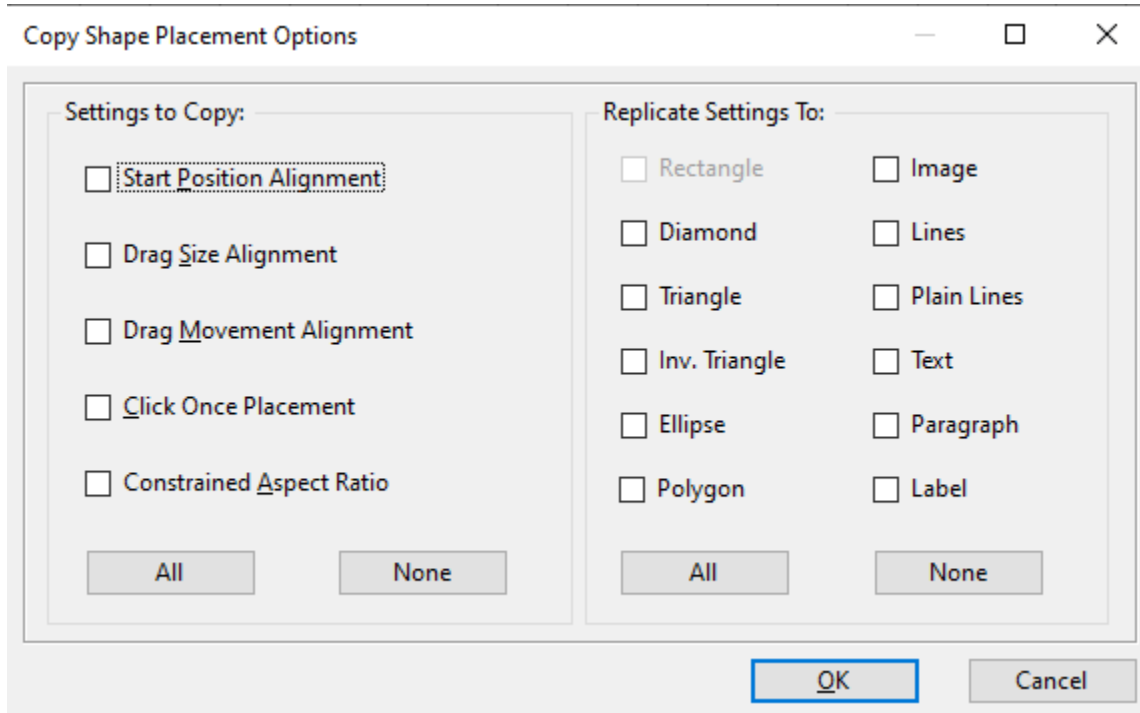
You can choose which setting to copy and to which target object types they will be copied to.

Object Basics

When placing a new object, it will automatically be selected and be considered the top-most object.

All objects on an album page have a back to front priority when overlapped objects occur. The topmost object is always the newest object placed and the bottommost object is the first object placed on the page, unless the ordering of objects is changed using the send to front/back options.

Any object which is selected will be shown outlined with a dashed rectangle and up to 8 anchor points: one at each corner and one at the midpoint of each edge. Depending on the size of the object's frame and the current zoom magnification level, less anchor points may be shown.

Selection anchors have a "hover" point for the mouse cursor to change to either a movement or resize type when the hover point is withing a certain range of the anchor (default is 7 pixels).

If you zoom objects out to low magnification (i.e. well below 100%) that are small in size, less than the 8 expected anchors will appear, and at some point, the object will be so small that only a single anchor will be displayed. You will need to zoom in to the point when the anchors can be selected for moving and resizing actions.
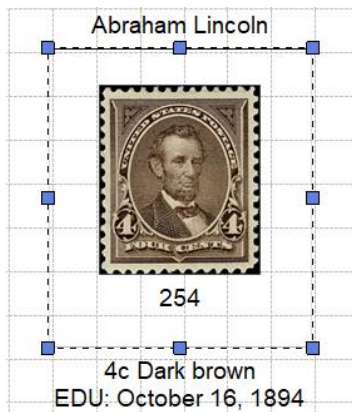
The color of an anchor point has significance as per the table below (these are default colors which may be customized).

	This is the first object selected when no objects are currently selected.
	This is any other selected object which is not the first object selected or grouped with any other object.
	The selected object is grouped with at least one other object and is not the first object selected in the group.
	There are 2 objects which overlap on the same position and depending on the object type, also on the same object size and rotation. If pasting a copy of an object on top of itself, both objects will be shown with anchors in this color until one of the objects is moved to a new location.

Conditions for Selecting Objects

There are specific conditions by which objects can be selected and deselected.

- Click on an empty spot in the album page and drag a selection rectangle around one or more objects. The selection rectangle needs to fully enclose the inside border frame (the "size" of the object) to be selected. The border (if defined) and the text above and below the object (if defined) don't count towards the frame for selecting an object. Unless you are clicking inside the selection rectangle with the anchor points, you aren't clicking on an object.
- Left or right click on an object without holding down any qualifier key on the keyboard.
- Hold down the **Ctrl** or **Shift** key while left clicking to select or deselect the current object without affecting the selection of any other objects.
- Click any empty spot in the album page where no object is positioned without holding down any qualifier key to deselect every object on the page.
- When selecting multiple objects at one time using drag selection without any current objects being selected, the topmost object, as defined by its 'front/back' position, not necessarily by its 'top' visual position on the album page, will be set as the "first" selected object for alignment purposes.
- If you right click any empty spot on the page, all objects are deselected and the page context menu will be displayed.
- Clicking to select or deselect an object which is currently grouped with other objects will select/deselect all objects in the group.

Note that these selection actions are not available when Zoom or Panning modes are enabled.

Menu Selection Options

Selection options are available from the **Select** submenu in the **Edit** menu. The table below shows default shortcut keys which can be customized. Selection options can also interact with bookmarked objects. These options can also be assigned custom shortcut buttons.

Option	Shortcut	Description
All	Ctrl + A	Select all objects on the page
None	Ctrl + D	De-select all objects
Inverse	Ctrl + I	Invert the selection of objects
Bookmarked	Ctrl + B	Select all bookmarked objects and deselect all others
Specific Type	Ctrl + Shift + A	Select all objects of a specific type
Save Selection		Save the current object selection for later recall
Re-Select		Recall the saved object selection
Clear Bookmarks	Ctrl + Shift + B	Clear all bookmarked objects for the current page or on all pages in the album.
Bookmarks to Search	F	Transfer bookmarked objects to the search results window

Specific object type selection will display the following window. Only objects of the specific type are selected. Any objects which aren't present on the current page will be disabled from the choices.

Select Specific Object Types   —   □   ✕

> This option will select all objects on the page of the specific type below. All other object types will be deselected.

◉ Shape   ○ Paragraph   ○ Text   ○ Line

○ Label   ○ Image   ○ Table   ○ Plain Line

OK   Cancel
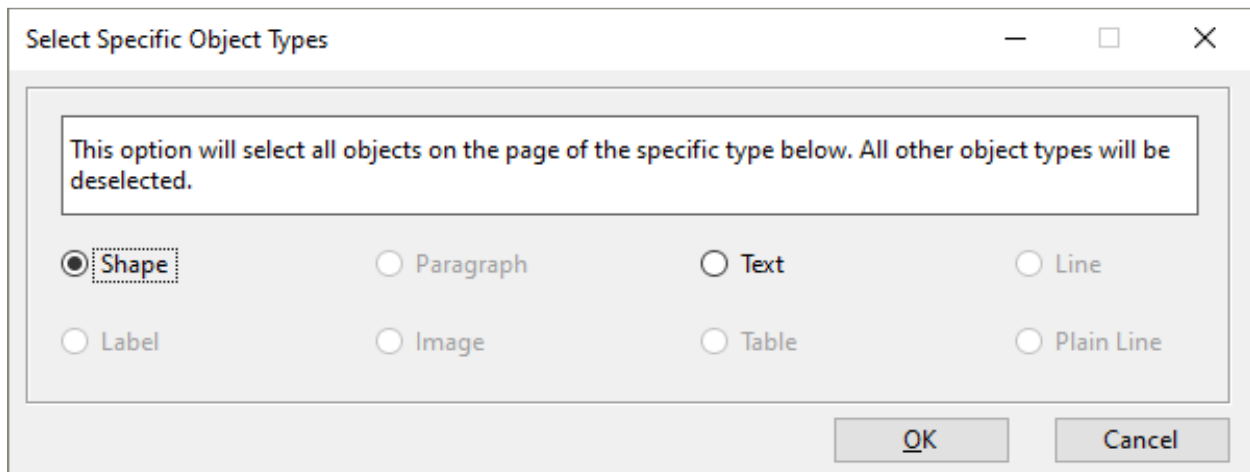
Moving objects

For objects which can be resized as well as moved, select one or more objects and position the mouse cursor inside the object frame without hovering over any of the anchor points. For objects which can't be resized, simply hover the mouse inside the border frame until the cursor changes. For multiple object selection, the cursor must be inside the frame of any of the selected objects.

James Garfield

256

6c Dull brown
EDU: August 11, 1894

The movement amount will be based on the page grid settings or any custom placement settings for the object type.

Resizing objects

Resizing by dragging with the mouse can only be applied for a single selected object. If you have an object group created from two or more objects, you will need to ungroup those objects first. AlbumGen doesn't support uniform scaling of multiple selected objects by dragging with the mouse.

Label objects may not be resized with the mouse.

Text objects are resized by adjusting the scaling of the fonts depending on how much the rectangle is resized in any direction. If the object is resized to the extent where any font in the text would be larger than 144 points or smaller than 2 points, the resize action will be rejected.

Paragraph objects which are resized only affect the frame size and not the text within the frame. You need to adjust the text using the paragraph properties for any type of text scaling option.

Any images or shapes where the frame is rotated will always be a proportionate resize action to preserve the aspect ratio of the frame. If the object rotation is zero degrees, the resize of the width and height of the frame are independent values.

To start a drag resize, hover the mouse cursor within range of any of the anchor points and the cursor will change to a directional indicator. Then hold down the left mouse button while dragging in any direction.

Resizing where the objects aspect ratio of width to height must be preserved will be based on the shortest distance dragged with the mouse when dragging in two directions simultaneously.
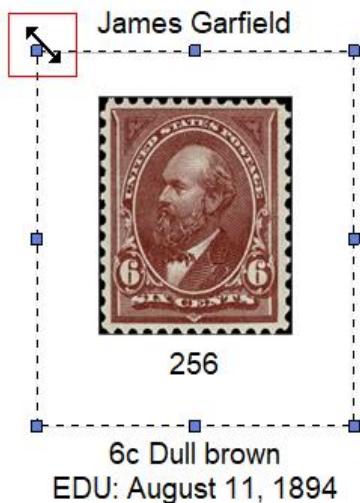
Resizing text objects which are center aligned or rotated shapes/images will proportionally resize the opposing edges when dragging.

Blocked Resizing

There may be conditions where dragging in a specific direction will have no effect. This is due to specific object settings which would deny such a resizing action such as when images are linked to shapes with a Keep Width setting. The height in this case may not be adjusted in order to preserve the object aspect ratio when the width is resized.

Shape Object Properties — □ ✕

Location/Size Properties Polygon **Image** Text Comments

Image Path: F:\EzStamp\USA

Image Name: M178

[Change...] [Clipboard...] [Browse...] [Remove] ☐ Rotate the image with the shape

☐ Enable the warning icon from EzStamp image import when no size information is detected

Aspect Adjustment:

○ Stretch to Fit   ○ Preserve Aspect Ratio   ◉ Keep Width - Adjust Height   ○ Keep Height - Adjust Width   ○ Print Size

> The height of the object will be adjusted while the width will remain as is. When resizing the object with the mouse, only the width can be dragged to a specific amount, followed by an automatic adjustment of the height.

[Undo]   [Sizes...]   [Preview...]   [OK]   [Cancel]

The plain line object type has a special method of changing the line length and rotational angle.

You must hover the mouse cursor over an end point of the line. The end point doesn't include the size of the extension type, in the case below being the arrow head.

A cross hair cursor will appear for this type of resize.

If you click and drag any line that is at a 0, 90, 180 or 270 degree rotation, the drag movement will preserve that angle. You can only change the line length.

If you hold down the **Shift** key *after* you click with the left mouse button you can then drag the mouse in any direction, the line will unlock from it's current angle and rotate to whatever angle you require. Once you start dragging, you may release the Shift key during the mouse drag.
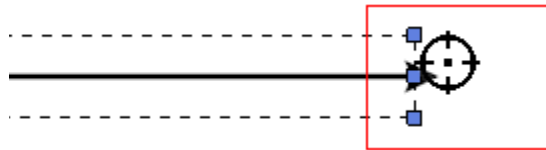
Selection Locks

Selection locks prevent an object from being selected by any means other than a right-click action from the mouse. This option is available from the **Object Locks** submenu under the **Objects** menu.
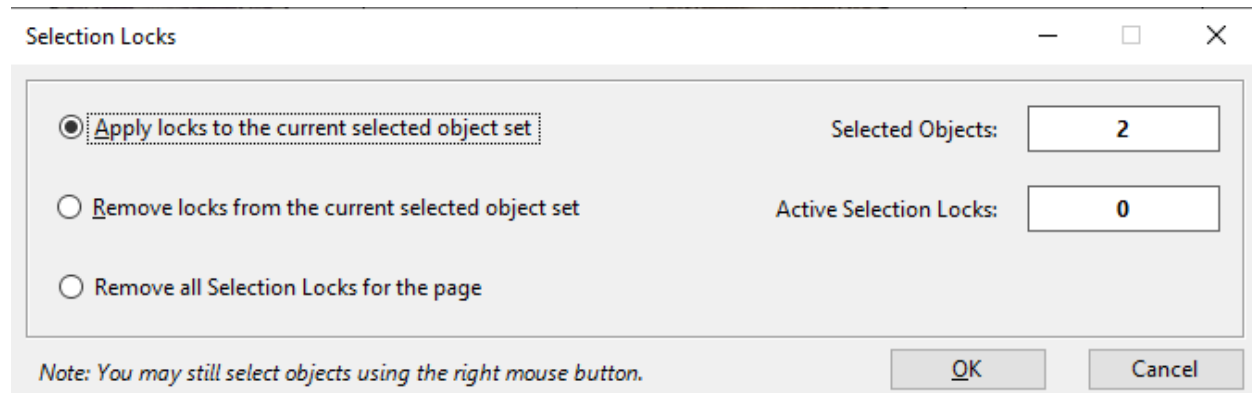
Movement Locks

Movement locks prevent an object from being moved, but not from being selected. This option is available from the **Object Locks** submenu under the **Objects** menu.
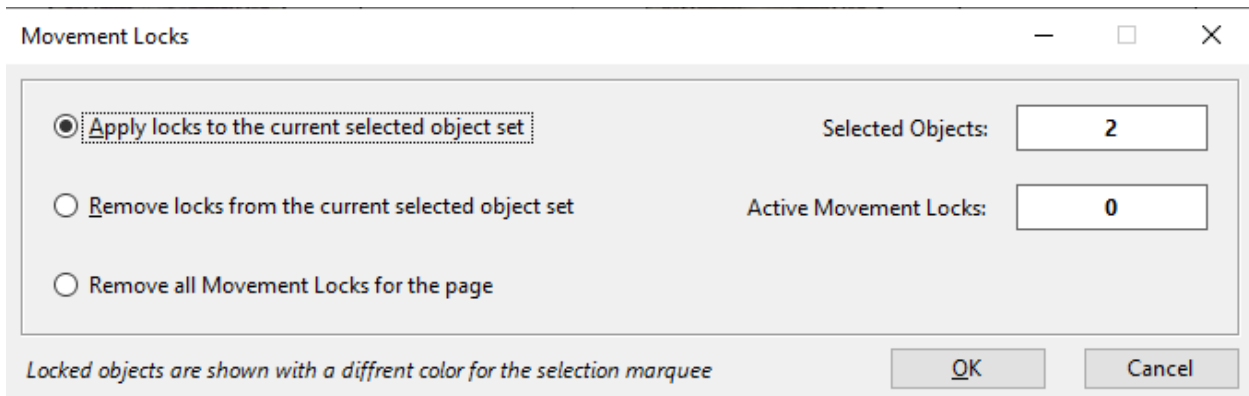
Object Ordering

All page objects have a specific order relative to one another when they overlap positions. This has the effect of the frontmost object fully or partially obscuring some or all of any objects beneath objects lower in the object order sequence.

By default, as you place new objects on a page, they will always appear *above* any other object when they overlap.

You can change the sequence of the object order using the **Order** submenu under the **Objects** menu or from the alignment floating window:
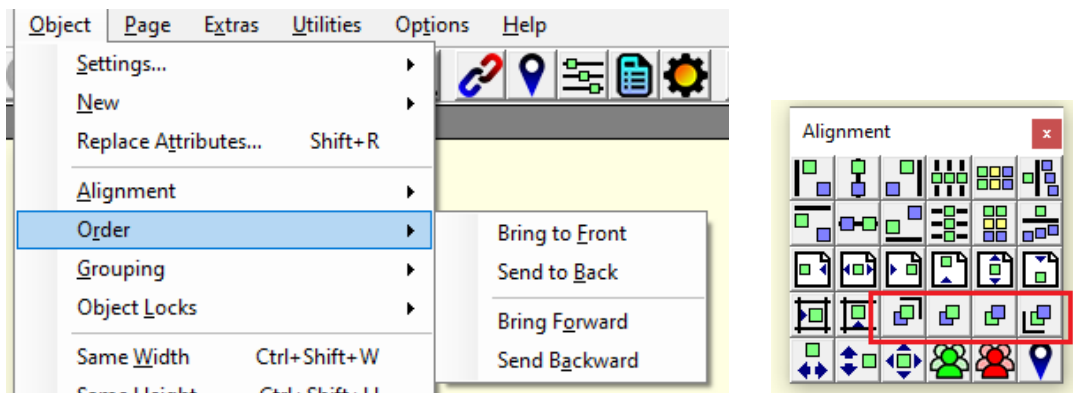
Object Grouping

You can group 2 or more objects together to make a composite object using the **Grouping** submenu options under the **Objects** menu.
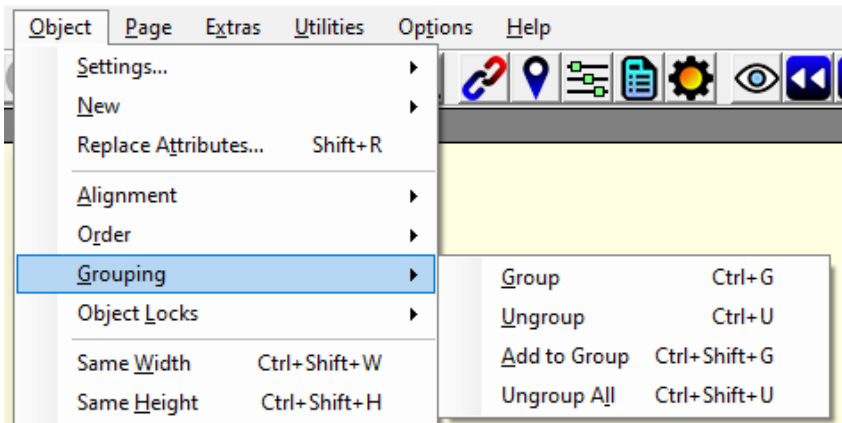
When objects are grouped together, any specific settings for each object in the group are subject to a common change applied to all objects in the group, as long as they are of the same type. If objects in the group are of a different type (i.e. a paragraph and rectangle), you may not change any object properties.

Shape objects are considered the same type in terms of properties, such as a rectangle and diamond.

Grouped objects may be moved, but may not be resized by dragging with the mouse.

Size Matching

There are 3 menu options to allow selected objects to be matched on width, height or size to the first selected object. The selected objects must all be of the same type.
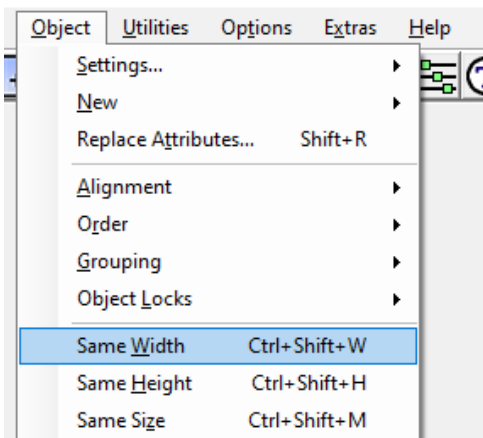
Bookmarks

You can set or remove bookmarks on objects using the Bookmark item from the Object menu. Bookmarks are saved with the object when you save the album file.

Non-Printing Objects

You can mark any object as a non-printing type. When set to non-printing, the object will only appear in the page workspace area and not on printed pages. Non-printing objects are also hidden on page previews unless you enable an option the **workspace settings**. An indicator is used to show non-printing objects, which can be disabled from the workspace settings.
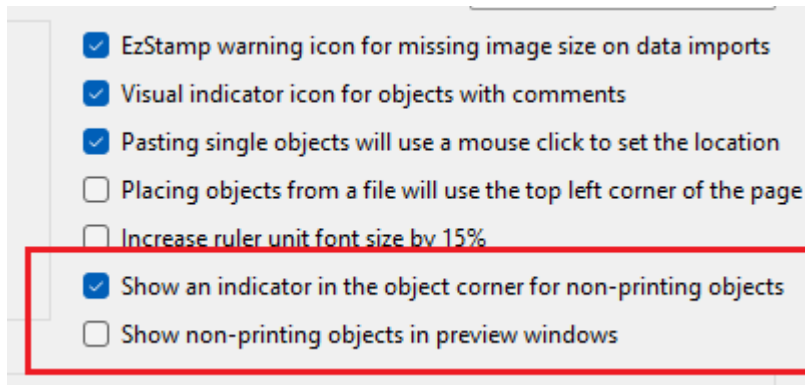
The indicators for an object are shown below.
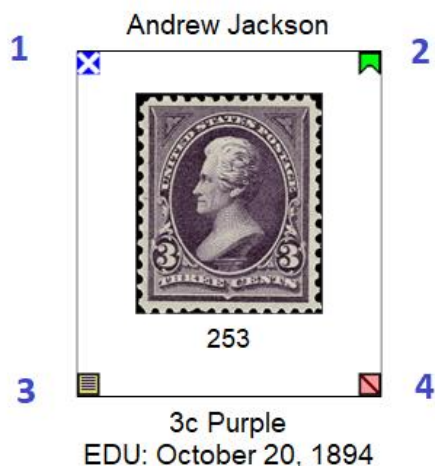
1. Non-printing object
2. Bookmarked object
3. Object has comments
4. This was an EzStamp import without sizing information

Context Menus

When right clicking within the workspace area, context menus will be displayed as an alternative to using the main menu, keyboard or toolbar buttons. The menu displayed depends on what was under the mouse cursor when the right button was clicked.

Page Options

Right click on any empty spot in the page where there is no object, or any place outside the edges of the page.

Object Options

Right click anywhere inside the frame of an object, whether it's selected or not. The available menu choices are based on both the object type and number of objects selected.

Zoom and Pan Options

If zoom or pan modes are enabled, the context menu is related to workspace sizing options and changing between modes.

Object Properties

When placing new objects the properties window for the object type is always presented to allow for customizations to be applied before the object is added to the page in the workspace.

Once objects are present on the page, you can select them and choose from the properties option from the menu, a shortcut key or a shortcut button if defined in a toolbar or the custom shortcuts window.
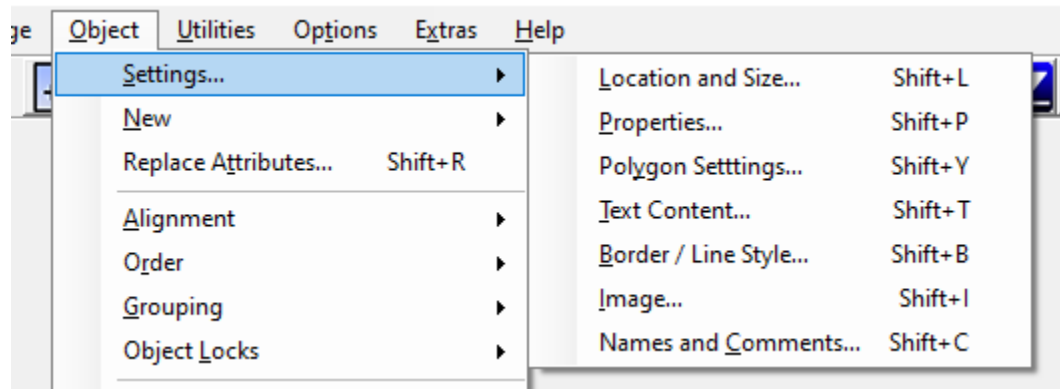
These options will present the object properties window and pre-select the tab in the window associated with the settings category. Depending on the object type, some of these categories will not be applicable.

When selecting multiple objects, the window presented will be specific to adjustments for a group of objects. Table objects may not be adjusted for properties if more than one table is selected.

You may not adjust properties for multiple objects unless they are all of the same type.

Icon	Shortcut	Object Settings
	Shift + L	Location and size
	Shift + P	Properties
	Shift + Y	Polygon settings
	Shift + T	Text content
	Shift + B	Border/Line style
	Shift + I	Image link
	Shift + C	Name, bookmark and comments

You may also right click on selected objects and choose the settings item from the popup menu.

Workspace View Options

There are several options on how to present and view content of the current album page in the workspace.

Zoom Methods

These options are available from the **View** menu.
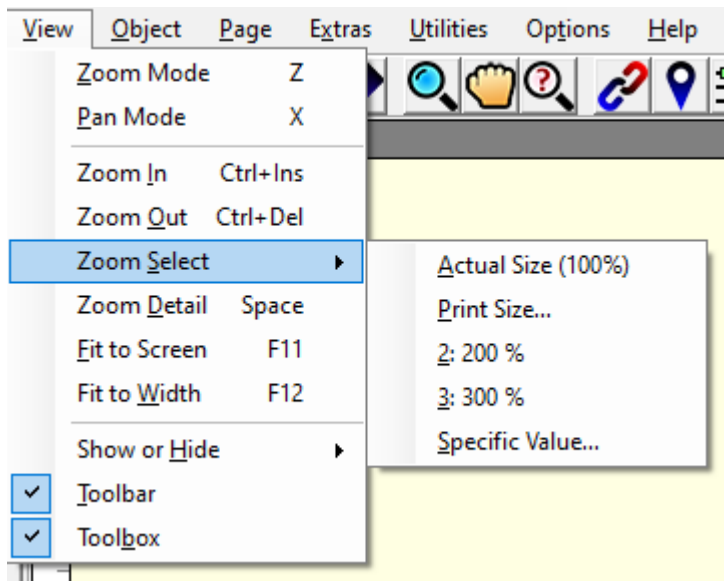
Along with the various zoom shortcut and fit options, there are 2 modes for zooming and panning using the Z and X keys. Choosing the same option a second time (i.e. pressing Z while in zoom mode) will cancel that mode. When either zoom or pan mode is enabled, the mouse cursor will change to a unique icon and the keyboard and mouse actions will change accordingly.

Zoom Mode

The mouse cursor will be shown as a magnifying glass icon with either a + or - symbol. The zoom in (+) is the default icon and a single click with the left mouse button will zoom in one level. By holding the **Ctrl** key down, the (-) symbol is displayed and the page will zoom out one level.

Using the mouse wheel will scroll the workspace up and down if no other keys on the keyboard are pressed. Holding down the **Shift** key will scroll the workspace left and right.

If you hold down **Ctrl** and use the mouse wheel, the workspace will zoom in or out by a fixed amount (10% is the default but can be customized).

If you drag select a rectangle with the mouse button, the area within the selection rectangle will be magnified to the maximum extent possible.

Pan Mode

When pan mode is enabled the cursor will change to an opened hand icon. Click and hold the left mouse button down and this cursor will change to a "grabbing" hand. While still holding the left button down, drag in any direction to pan the workspace. This option has no effect if there are no scroll bars present.

Keyboard Scrolling

The 4 directional keyboard arrow keys can be used to scroll the **page** in any of 4 directions as long as there are scroll bars present and no other keyboard keys are being pressed at the same time and there are no current objects selected.

Nudge-Based Movement
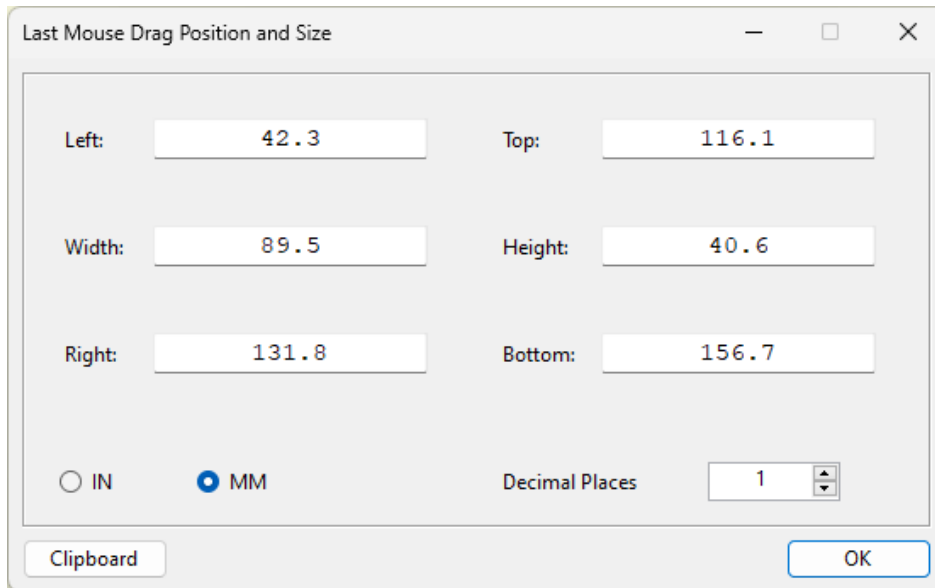
The 4 directional arrow keys can be used to scroll selected objects on the page by the nudge movement amount, or by using one of the 8 shortcut buttons in the left toolbar.

Clicking on the red "N" button will set the nudge amount. This is a shortcut for the menu option for Page Grid settings. If no objects are selected, then the non-diagonal buttons will move the page in the associated direction, if scroll bars are present. The diagonal buttons only move selected objects.

Mouse Rectangle Drag Information

This option is found under the **Options** menu and is named *Last Mouse Drag Info*. When you drag a selection rectangle anywhere in the current page of the album workspace and release the mouse button, the size and position of that rectangle is captured for display, allowing you to see the coordinate and size information. This can be used to take measurements of areas on the album page.

Floating Windows

There are 7 support windows in version 3 of AlbumGen (version 2 only has the one window for alignment options). These windows float over the top of the main application window and can be positioned outside of the main window or even on a different monitor in a multi-monitor configuration.

Six of the 7 windows can be shown or hidden using buttons on the left toolbar. The user-defined shortcuts don't appear by default on the left side toolbar but can be added as a toolbar customization.

Icon	Window	Description
	Alignment	This presents the common alignment options, which are also found in the **Alignment** submenu under the **Objects** menu. An alternative all-in-one alignment window can be used via the **All Options** menu choice (default F8 key). This window also has some shortcuts for object groups, ordering, properties and resizing.
	Page Navigator	This window provides a summary list for all pages in the album and the object summary for the selected page. When names are used for pages and/or objects, this navigator window aids in building a table of contents for an album.
	Shape Adjustments	The shape object (rectangle, ellipse, diamond, etc.) type is complex and contains many attributes. Some of them are hard to visualize from within the object properties window, so this adjustment window provides some basic actions for fine tuning key settings.
	Object Info	This window shows basic information for the selected object. If no objects or 2 or more objects are selected, this window will not display any information. There are also key shortcut buttons for accessing the various tabs in the properties window directly.
	Page Thumbnail	In version 2 of AlbumGen, this was a non-sizeable small preview area in the left side toolbar. Now it is a floating window which can be resized. In addition, each object type contains a different filled color value.
	Search Results	The search facility is more robust than the one in version 2, allowing both page and object searches. Search results are presented in a list which can be

		navigated to see matching content by page or objects in either selected or bookmarked format.
	Custom Shortcuts	This window contains up to 5 groups of shortcuts which can be added from the available list, which is the majority of options shown in the main AlbumGen menu. Options which are in the top toolbar may not be added as a custom shortcut.

Position and Size

Initially, each window is positioned in the top left corner of the workspace area. You will need to relocate each window to where you would like it to stay. When AlbumGen is closed, the position is retained along with its size, even if it's on a second monitor.

If for any reason, you can no longer see a floating window, you may try the **Reset Positions** option from the **View** menu.
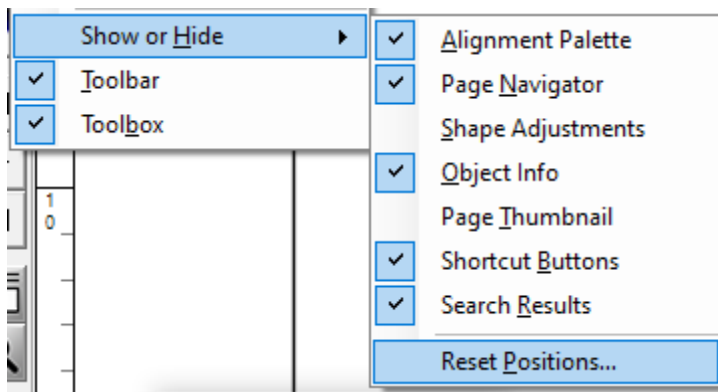
Alignment Window

The alignment window contains all of the alignment option along with shortcuts for object order, grouping and properties.

First Object Selected

When aligning objects to one another, the first selected object is the one which all objects selected thereafter will align to for any of the options which are object-to-object alignment types.

If no objects are selected and you drag a selection rectangle around multiple objects, then the topmost object in the selection will be considered the first object selected. In the summary table, this will be referred to at the anchor object.

Aligning to Object Border vs Object Frame

This alignment choice is found in the **Workspace Settings**:
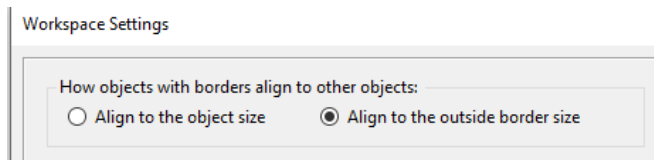
Shapes, paragraphs, images and tables can use border styles and these styles add to the width and height of the object. Alignment to the border size will treat the outside of the border as the "object size" for alignment purposes. When aligning to the object size, the outside border thickness is ignored.

Text objects are aligned to other objects based on their horizontal and vertical text alignments. For example, horizontally aligned text objects are aligned at the midpoint of the text content.

Line and plain line objects are aligned on the initial start point of the line.

Labels are treated as a rectangle enclosing the text content. There is a small buffer of white space around labels, so the alignment of these objects will never appear flush with the edges of other objects.

Icon	Option	Description
	Object Left Edge	Aligns the left edge of selected objects to the left edge of the anchor object.
	Object Center Horizontally	Aligns the center of selected objects to the center of the anchor object.
	Object Right Edge	Aligns the right edge of selected objects to the right edge of the anchor object.
	Distribute Horizontally	Creates equal horizontal spacing between selected objects using one of 4 methods. Requires at least 3 selected objects. • Space the objects between the left and right end objects equally. • Align the center points of each object evenly. • Create equal spacing based on the left edges of the selection. • Create equal spacing based on the right edges of the selection.
	Horizontal Tiling	Creates an equal spacing from left to right for the selected objects.
	Horizontal Grouping	Aligns the left or right edges of the selected objects to the opposing edge of the anchor object with a specific gap of separation.
	Object Top Edge	Aligns the top edge of selected objects to the top edge of the anchor object.
	Object Center Vertically	Aligns the center of selected objects to the center of the anchor object.
	Object Bottom Edge	Aligns the bottom edge of selected objects to the bottom edge of the anchor object.
	Distribute Vertically	Creates equal vertical spacing between selected objects using one of 4 methods. Requires at least 3 selected objects. • Space the objects between the top and bottom end objects equally. • Align the center points of each object evenly. • Create equal spacing based on the top edges of the selection. • Create equal spacing based on the bottom edges of the selection.
	Vertical Tiling	Creates an equal spacing from top to bottom for the selected objects.
	Vertical Grouping	Aligns the top or bottom edges of the selected objects to the opposing edge of the anchor object with a specific gap of separation.
	Page Left Edge	Shifts all selected objects so the left side of the leftmost object rests against the left page edge, margin or border, with an optional amount of white space.

Icon	Option	Description
	Page Center Horizontally	Centers the object selection between the page width, margins or borders.
	Page Right Edge	Shifts all selected objects so the right side of the rightmost object rests against the right page edge, margin or border, with an optional amount of white space.
	Page Top Edge	Shifts all selected objects so the top side of the topmost object rests against the top page edge, margin or border, with an optional amount of white space.
	Page Center Vertically	Centers the object selection between the page height, margins or borders.
	Page Bottom Edge	Shifts all selected objects so the bottom side of the bottommost object rests against the bottom page edge, margin or border, with an optional amount of white space.
	Snap to Grid Horizontally	Aligns all selected objects so the left edge of the object aligns to the default page grid and origin or a custom grid size or origin.
	Snap to Grid Vertically	Aligns all selected objects so the top edge of the object aligns to the default page grid and origin or a custom grid size or origin.
	Bring to Front	Brings all selected objects in front of all non-selected objects. The front-to-back order of any selected object will remain the same relative to other selected objects.
	Bring Forward	Brings all selected objects forward one spot in the current ordering sequence for the page.
	Send Backward	Sends all selected objects towards the back one spot in the current ordering sequence for the page.
	Send to Back	Sends all selected objects in back of all non-selected objects.
	Same Width	Makes all selected objects the same width as the anchor object. The objects must be of the same type.
	Same Height	Makes all selected objects the same height as the anchor object.
	Same Size	Makes all selected objects the same size as the anchor object.
	Create Group	Place all selected objects into a group. When grouped, the objects will be locked together when moved with the mouse. You may not resize any objects in the group by dragging with the mouse.
	Disband Group	Ungroup all objects in the currently selected group.
	Properties	Show the object properties window. If multiple objects are selected, this option will only show the position and size window for the selection.

Alignment Options Window

An alternate method of aligning objects can be found in the **Alignment** submenu under the **Object** menu.
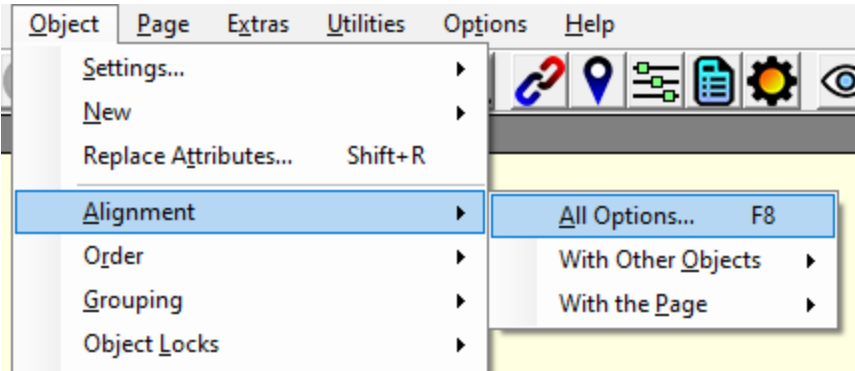
Choosing **All Options** will present a single window with a short help summary for each option. The current alignment choice will always be indicated with the green checkmark icon.
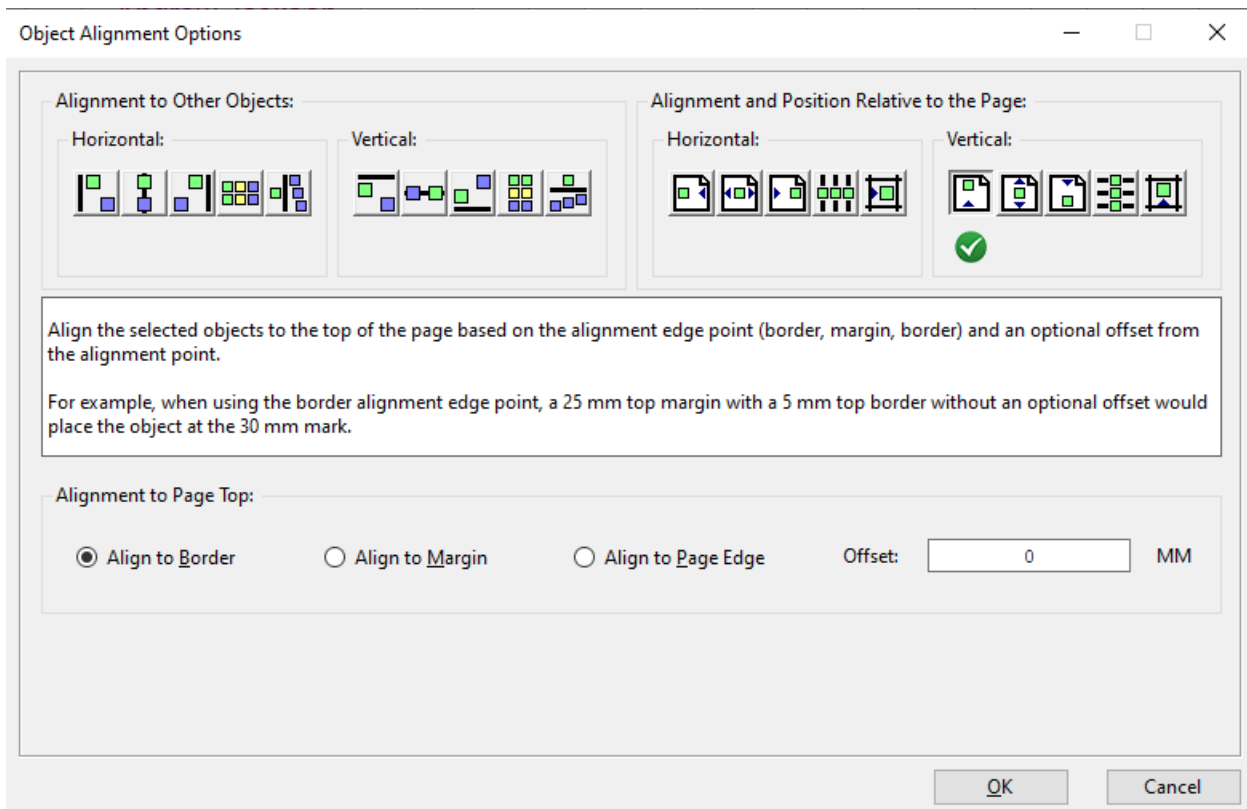
Distributed Alignments

As this type of alignment may be hard to see visually, an example page with blue arrowed lines showing the spacing relative to the shapes and anchor points is provided below.

Original Spacing
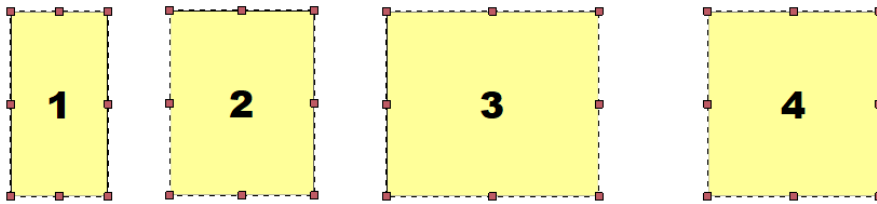
Equal Spacing Between Objects
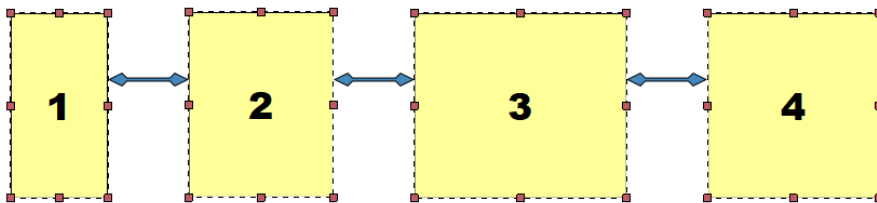
Center Points Are Equal Distance
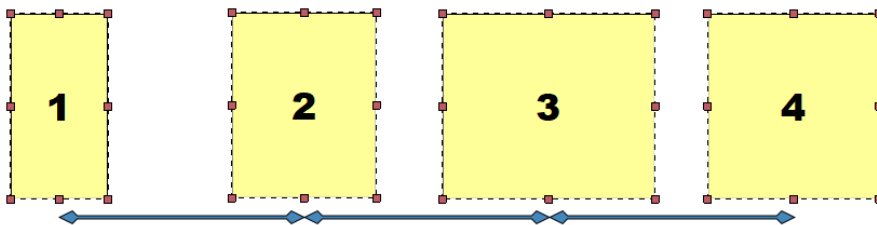
Left Edges Are Equally Spaced
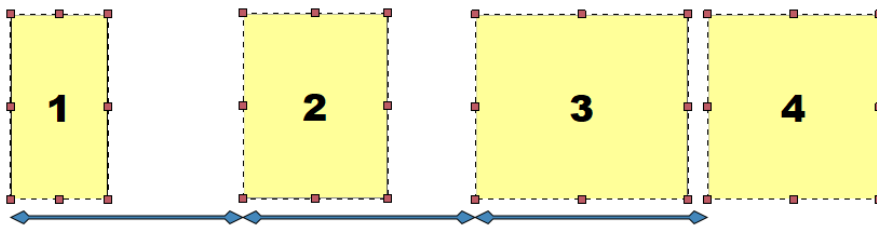
Right Edges are Equally Spaced
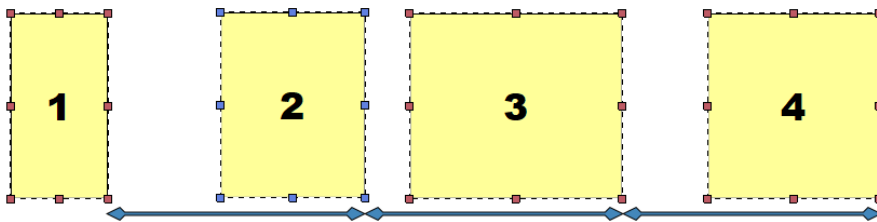
Thumbnail Window

The thumbnail page preview is a floating, sizeable window.
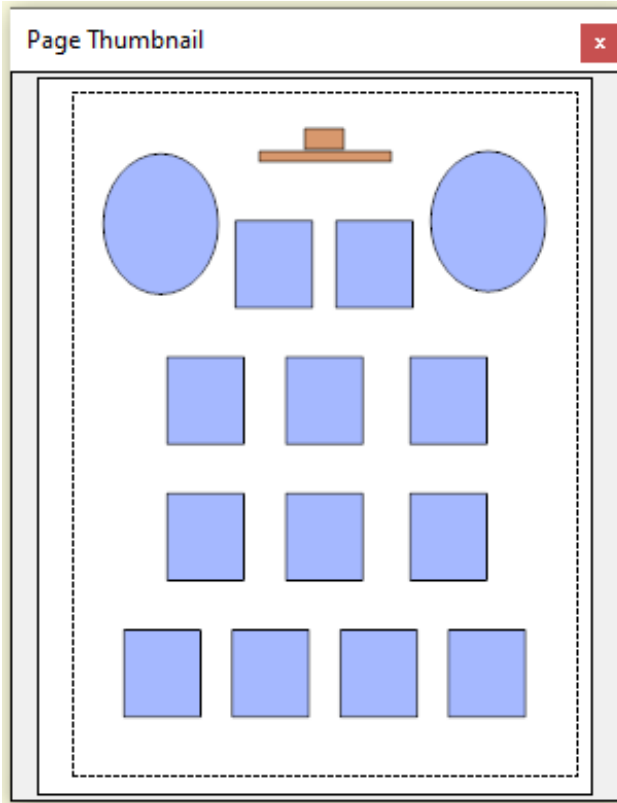
Simple shapes with different filled colors are used to indicate the position and size of objects on the page. A dotted outline indicates the margins and a solid outline indicates the overall page size.

Clicking in the page area of the thumbnail window will scroll the main page workspace to center on that click point, assuming that there are scrollbars present in the workspace. If the full page is visible in the workspace, clicking the thumbnail window will have no effect. Default colors for objects types are shown below.

	Shape
	Text
	Paragraph
	Image
	Label
	Table

Object Info Window

This window presents basic information about the current selected object. If multiple objects are selected, no information will be shown. The amount of information shown varies depending on the object type and its individual attributes.
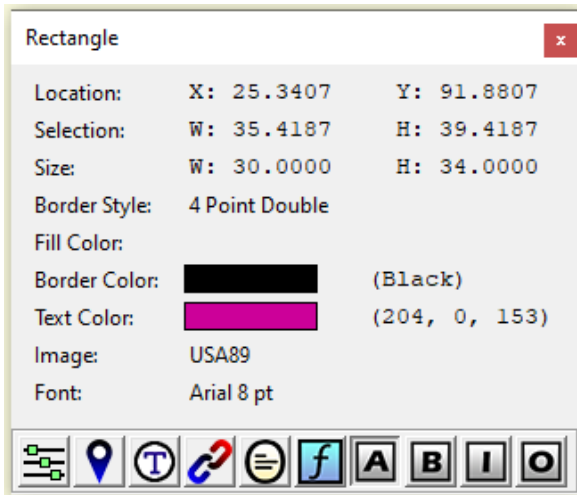
Location

This is the current position of the object without regard to any borders or text which sits outside the frame size. The values are in the display units (MM or IN) and the number of decimal points is always rounded to 4 positions regardless of unit type.

Selection

This is the size that will be used for alignment purposes. The selection size is based on the type of object, any rotation, or border styles if applicable.

Size

This is the size of the object frame.

Border Style

If the object type uses border or line styles, this will be the name of the style.

Text Color

The text color shown depends on the object type. For shape types, there are 4 possible text areas (**A**bove Frame, **B**elow Frame, **I**nside Frame and **O**ver Object), as indicated in the 4 text type buttons at the bottom right. Clicking one of those buttons will show the *first* text color and font in use for that text area.

Image

This shows the file name of the image linked to the shape or image object without the location or file extension.

Font

This is the *first* font used for the object or text area.

Actions

The buttons at the bottom are actions for the selected object. Some of these buttons will be disabled if the associated action doesn't apply.

Icon	Action
	Adjust the properties for the selected item.
	Adjust the size and/or location for selected item.
	Adjust the text content for the selected item.
	View, Add or Change the Link to an image to the selected item.
	View comments for the selected object.
	Show all the fonts used for the current text area/object. Not enabled if the object/text area uses a single font. Clicking on this will show what fonts are being used for the text.
A	Show the text font/color for the text above the shape frame. Not applicable for objects other than shape types.
B	Show the text font/color for the text below the shape frame.
I	Show the text font/color for the text inside the shape frame.
O	Show the text font/color for the text over the shape image.

Page Navigator Window

This sizeable window shows a list of the current album pages and a list of objects if a single page is selected in the page list.
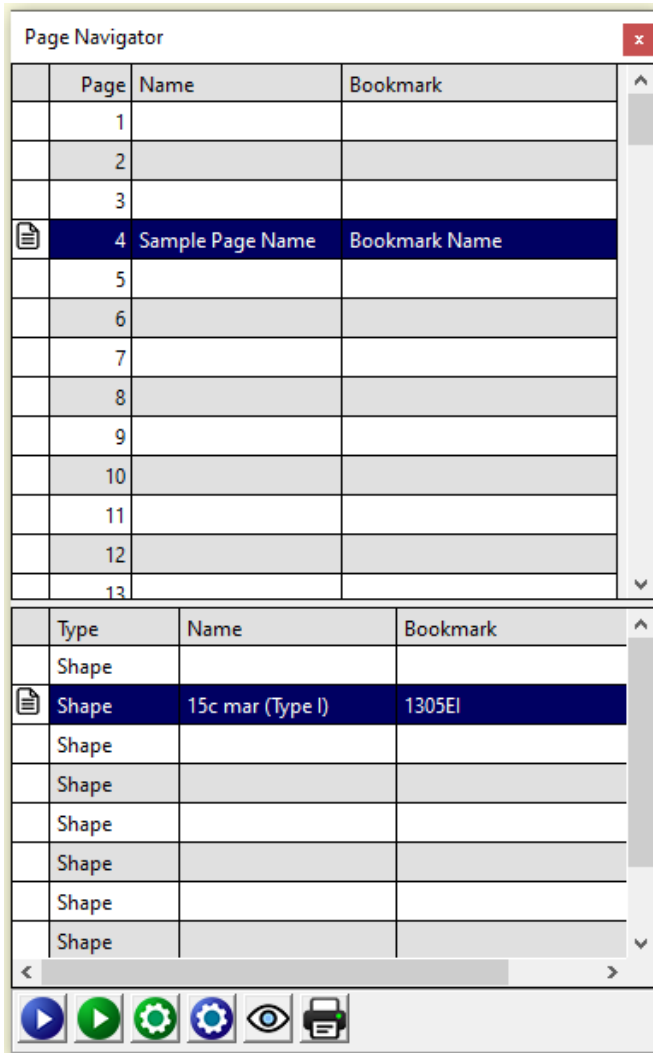
Names

Any object or page can be assigned a name. Names are used for both informational purposes and in building a table of contents for the album. Names are optional, but you will not be able to build a table of contents without names.

Bookmarks

You can bookmark pages and objects for searching and information reasons. The difference between a name and a bookmark is that bookmarks are never used for table of contents creation.

Comments

Comments can be attached to both pages and objects. If comments are present, a small page icon will appear to the left of the page/object entry.

Showing a Page
Double clicking an entry in the page list will display that page in the workspace.

Selecting an Object
Once a page is selected, the associated objects in that page will be displayed. Double clicking an object in the list will switch the page in the workspace (if necessary) and then select that object.

Actions
The buttons at the bottom are actions for the page navigation window.

Icon	Action
	Display the selected page.
	Display the page for the selected object and select it.
	Set the page name, bookmark or comments.
	Set the object name, bookmark or comments.
	Preview selected pages.
	Print selected pages.

Shape Adjustments Window

The shape types (Rectangle, Diamond, Ellipse, Triangle, Polygon) have many attributes that can be a challenge to see changes from the object properties window. The Shape Adjust window provides several actions for each of the 4 text areas:

Abv   Above the object frame

Bel   Below the object frame

Ins   Inside the object frame

Img   Over the top of the image
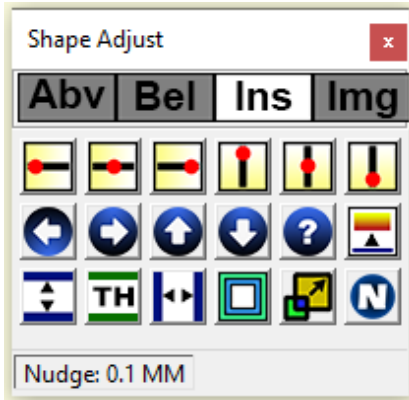
Only one of the 4 text areas at a time can be selected for adjustment. Click one of the 4 text labels to set the area for adjustments. Note that buttons are greyed out based on the area selected, not whether text content is present or not for the selected object and text area.

Icon	Action
	These 3 actions change the horizontal alignment of the text (left, center or right).
	These 3 actions change the vertical alignment of text inside the object frame or over the image. Center alignment on inside frame text when an image is present will force the text into a bottom alignment to match version 2 AlbumGen behavior.
	These 2 actions shift the inside frame or over image frame text left and right by the nudge amount.
	These 2 actions shift the text vertically up or down by the nudge amount.

Icon	Action
	Allows you set specific shift amounts vertically and horizontally (inside/over image text only).
	This sets the amount of spacing between the image and inside frame text. If the shape has neither an image or inside text, this setting has no effect.
	This is a percentage adjustment for spacing between multiple lines of text for any of the 4 areas.
TH	For inside frame or over image frame text, this setting adds extra spacing above and below the text. This option is useful for background color fills for these two text types
	Change the font width so the text will appear expanded or compressed horizontally.
	Adjust the inside spacing (between the object frame and inside text/image content) and the outer spacing (between the object frame and the start of a border style). Outer spacing has no effect if there is no border style. Inside spacing has no effect if there is no inner text or image context.
	Apply font scaling to any text area as a percentage change. Negative values will decrease the font size. The scaling will not be allowed if any font size for the text area would be smaller than 2 points or larger than 144 points.
N	Set the nudge amount for the 4 shift buttons on this window only. This is not the same nudge amount used in the left toolbar.

Search Results Window

This window shows the matching pages/object when running the **Search** utility from the **Utility** menu. Bookmarked objects can also be transferred into this window.
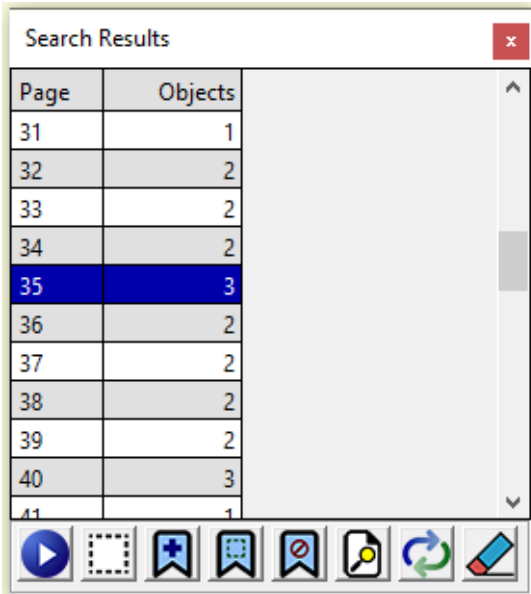
Icon	Action
	Show the selected page in the workspace area.
	Select all matching objects and deselect all others.
	Bookmark all matching objects and unmark all others.
	Select all bookmarked objects on the page.
	Clear bookmarks.
	Start a new search.
	Replace object or page attributes.
	Clear any current search results.

Custom Shortcuts Window

This is a sizeable window which can contain any shortcut buttons which would not normally appear in the left or top toolbars.
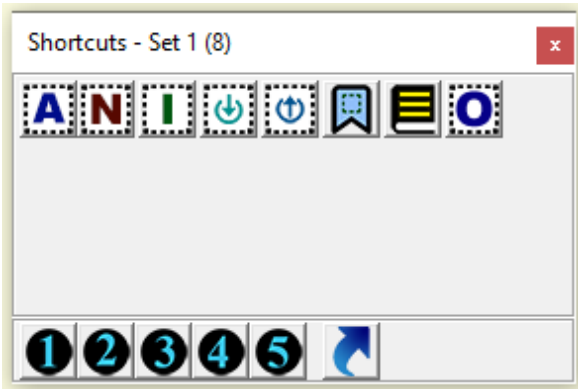
There are 5 shortcut groups accessed by the 1-5 buttons. The last button at the bottom displays the shortcut button editor, which is also accessible from the **Options** menu:
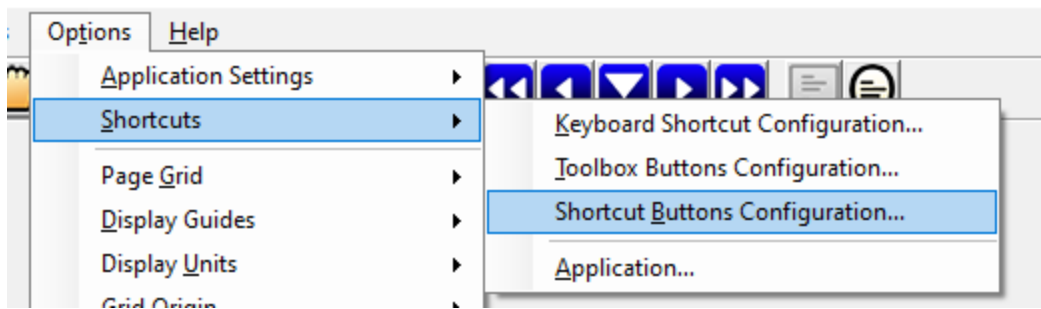
Refer to the Configurations Options section (Custom Shortcut Buttons Window) for more details on how to assign shortcut buttons.

Size and Position Input

While not directly related to the main workspace area, you will notice in many windows provided by AlbumGen expect a position or size value, in either millimeter or inch units, based on the Album Display units setting unless otherwise indicated.

As an example, the page setup window expects a paper width and height for the page. If the expectation is inches, you may still enter millimeter values using a suffix of "mm" or "m". The suffix is not case sensitive and spaces are not required between the suffix and the value. Therefore all of the below values are considered the same for 25.4 millimeters:

- 25.4m
- 25.4 mm
- 25.4 MM
- 25.4Mm

The suffix can be specified in inches as "IN" or "I", for centimeters as "CM" or "C" and millimeters as "MM" or "M".

Fractional Values

If you enter values in inches, you can use fractional notation, and enter a whole number preceding the fraction with a "+" character. Assuming the expected units are inches, the suffix values are not used in the examples below:

- 7/16
- 2+1/8
- 1 + 11/32

If fractional notation is used, inches are assumed and the decimal point may not be used to represent a fractional amount.

Undo and Redo

Version 2 of AlbumGen only had a single undo level for the most recent action with no redo capability.

AlbumGen 3 has up to to 1,000 levels of undo and redo, with a default setting of 100.

Depending on the type of action, AlbumGen may save parts of the album content to a file cache before new tasks are performed, to conserve memory. Refer to the performance settings options for customizations to the undo and redo settings.

If no undo or redo action is available, the shortcut buttons and menu options will be disabled. Note that redo is enabled only when you perform undo actions. Once you perform any other action other than undo, the redo list is cleared, as redo is only intended to step back and forth in the current undo list.

Saving album changes doesn't impact the undo/redo status for the album. You can save album changes and still undo previous actions as long as you don't close the album file.
You can clear the undo history at any time from the option under the **Edit** menu.

Copy Options

Both page and object content can be copied to both the Windows clipboard and also to files. Shape, line, text and paragraph objects may also be copied to an image format.

Object Copy to Clipboard

Select one or more objects and select the Copy menu option, press Ctrl + C, or click on the shortcut button. The position of each object is preserved and can be used to paste the objects to the same position on the current page based on a workspace preference option. The Cut option (shortcut Ctrl + X) is the same as the copy option with the addition of removing the original image from the page.

Object Copy to File

Select one or more objects and select the Copy to File menu option or press Ctrl + Shift + C. You will be prompted for a file name (without a file extension).

Save Object Template		✕
Enter a file name (without extension) to save this template as:		
	OK	Cancel
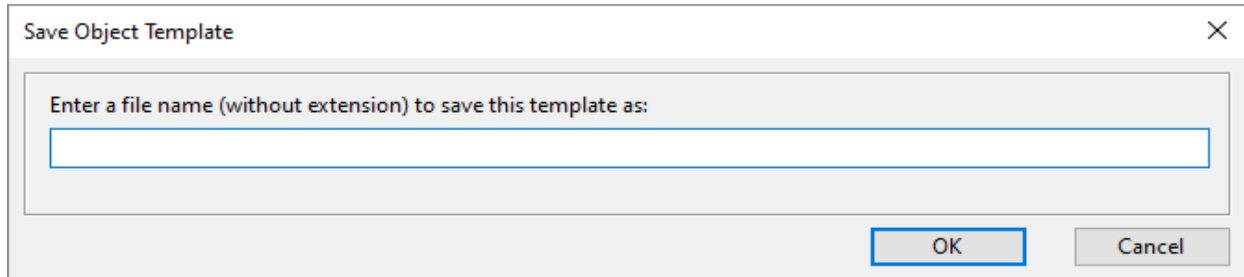
These template files will be available from a browser window when choosing the paste from file option.

Page Copy to Clipboard

This option is available as the Copy Page option from the Page menu. This will place the current page contents into the Windows clipboard. Note that the clipboard can contain 4 different types of AlbumGen content:

- One or more page objects
- A complete album page
- Stamp content exported from EzStamp
- Objects copied in image format

Only one type of content can be present in the clipboard – existing AlbumGen content will be replaced with new content for any of these 4 types.

Note: Pages are copied or pasted using template files from the Page Setup window.

Object Copy to Image

There are 4 object types where the complete content of the object can be converted to an image format and placed on the Windows clipboard.

- Shapes
- Paragraphs
- Multiline text
- Horizontal and vertical lines

There are rotation restrictions on all 4 of these object types. If you need to display one of these types at any rotational angle, you will need to convert it to an image first, and then place it on the page as an image object.

The resolution (DPI) of the converted image is defined in the **General Settings** menu item under **Options**, with the default value of 300 dots per inch.

To link this image to an object (image or shape types), use the Clipboard option from the object image properties tab.
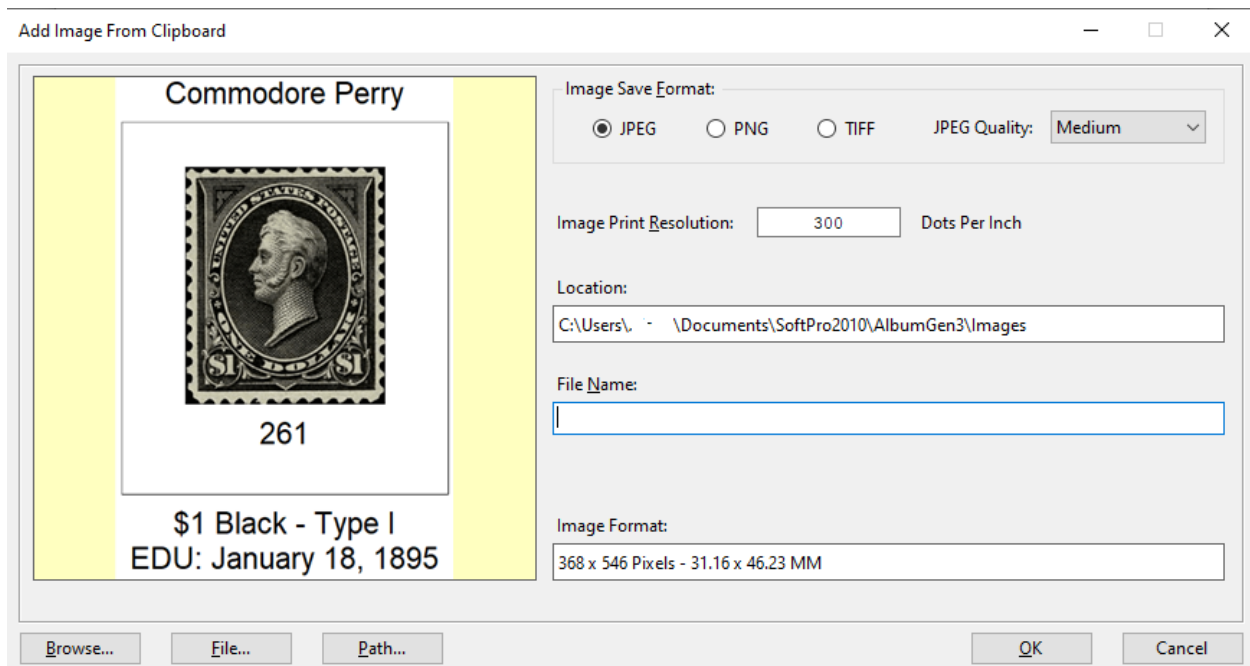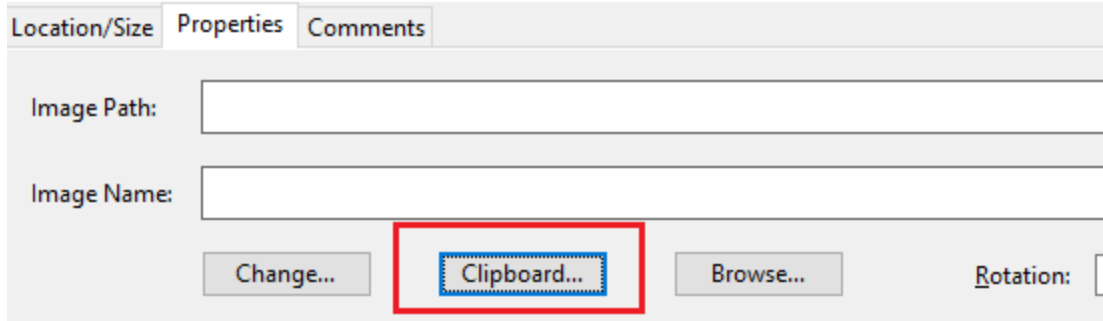
You will need to provide a file name and location for this image, along with a choice of one of three file formats.

Note that AlbumGen will check for a copied object image in the Windows clipboard as a priority over a normal image file copied to the clipboard from another application.

Paste Options

The Paste option from the menu (shortcut Ctrl + V) will perform the following action based on the content. If there is no AlbumGen-compatible content on the Windows clipboard, you be informed with a suitable message.

Pasting Single Objects

The Workspace Settings contains an option to determine how single object paste actions will be performed:
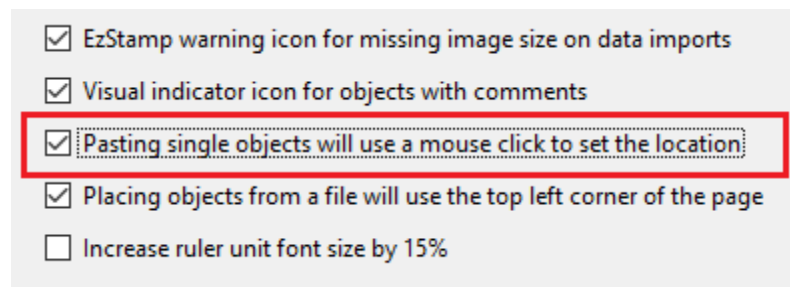
The default setting will require that you click with the mouse to set the new object location. A special icon will be displayed to indicate that a paste click is required.

The paste location will depend on the click-once alignment options for the source object type and the page grid settings.

If the mouse click option is not enabled in the Workspace Settings, then the object will be placed on top of the source location. The selection anchors will use a unique color to indicate that the pasted object is sitting on top of/overlaying the same object.
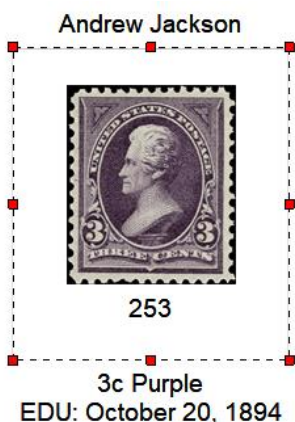
Pasting Multiple Objects

If two or more objects were copied to the clipboard, the paste action will always place the objects in their original source positions.

Pasting From File

When you copy objects to a template file, you can paste their contents using the **Paste from File** option under the **Edit** menu. This will present a template browser window.
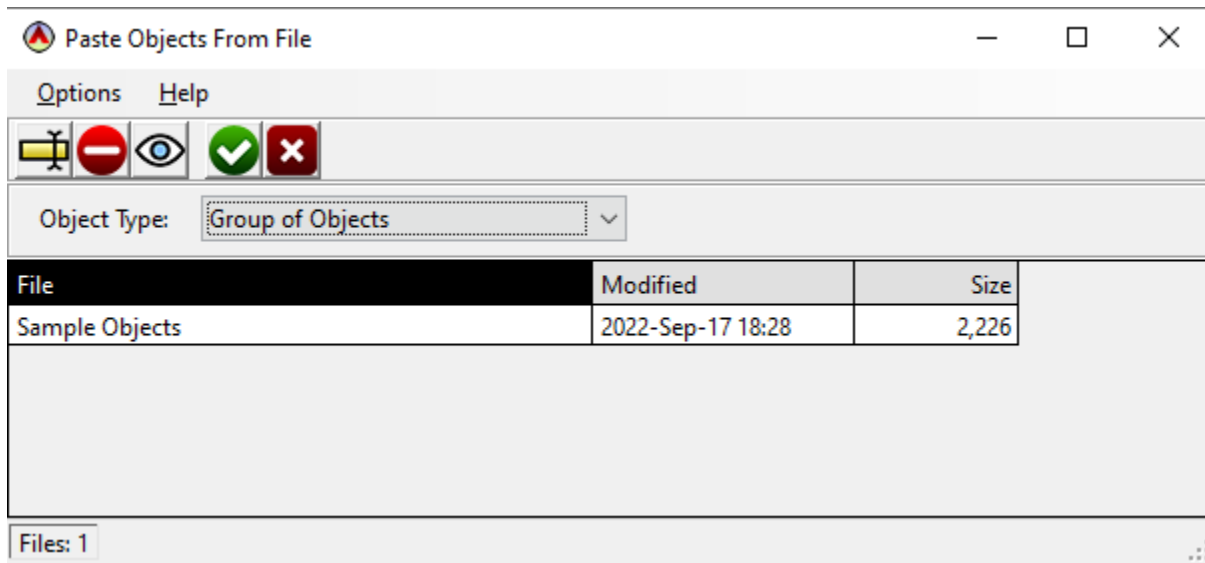
The dropdown list contains the type of template copy that was made. If two or more objects are selected and copied to a template file, then the file will always appear under the Group of Objects entry.

If a single object is copied to a template file, then the file will always appear in the appropriate list (Shape, Image, Line, etc.) for the associated object type. Select the corresponding type from the Object Type dropdown

Option	Description
	Rename the selected template file.
	Remove selected template files.
	Show the object(s) in a Page Preview window
	Paste the objects from the selected template file. You may also double-click the file entry itself as a shortcut.
	Cancel and close this window.

Pasted objects from a template file will always appear in the original locations from which they were copied.

Workspace View Options

These options are all available under the **View** menu.

Zoom and Pan Modes

These 2 options enable/disable the zoom and pan modes. While zoom mode is active, the workspace cursor will be one of the following icons:

While pan mode is active the workspace cursor will be one of:

The zoom or pan modes can be disabled by choosing the same option from the menu, shortcut button or keyboard shortcut, or from the right click context menu by selecting the **Normal** mode option.

Zoom and pan modes are described in detail in the **Album Workspace Guide** topic.

Zoom in and Zoom Out

Ideally, you will want to use the shortcut keys under the menu options (default Ctrl + Ins and Ctrl + Del) the zoomed area will be wherever you have positioned the mouse pointer. Selecting Zoom directly from the view menu with the mouse pointer will zoom the page toward to the top left corner.

Zoom Select Options

The 100% option is based on your screen resolution setting and not any of your installed printers. This can vary depending on screen display scaling (i.e. 150% scaling on 4K display). Under normal screen scaling, the typical screen resolution is 96 DPI, which means a 10 point font will typically be around 13 pixels tall.

To make better use of workspace area, the Fit to Width and Fit to Screen options will ensure the page makes maximum use of the available space.
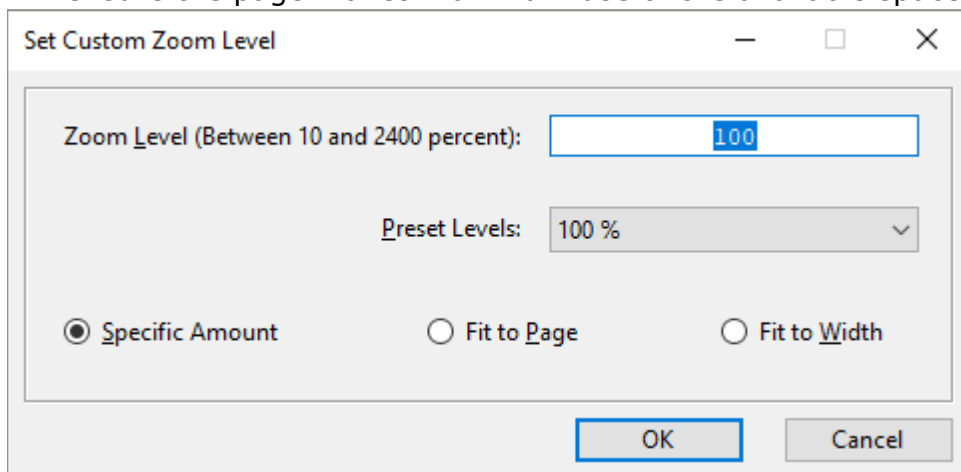
The **Specific Amount** option will present a window to choose a zoom level.

Print Size

This option is provided to see content at the size it would be on the physical paper when printed. This is based on the current printer chosen in the AlbumGen General Settings window:

Current Printer and Resolution:		
EPSON Stylus Photo 1400		∨
Print Resolution: 360 (Minimum is 300 dots per inch)		Refresh Printers
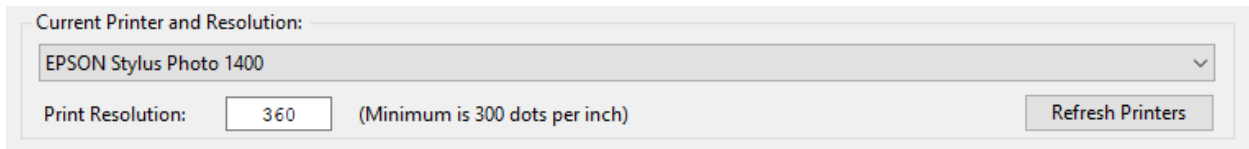
Printed output is directed to the default printer currently assigned in your Windows Printer Settings. You can choose to output albums to any printer from the print window, however the Print Resolution can only be set from the general settings window. You can choose any print resolution from 300 to 2400 dots per inch, even if that's not the default print resolution assigned to the printer.

If no printer is installed on your PC, AlbumGen will default the print resolution to 600 dots per inch (DPI).

AlbumGen relies on features within the Windows system to place text regardless of its destination - screen or printer. As screen resolutions may be significantly lower than the printer, coupled with zoom magnification levels in the workspace, as well as the choice of font and font size, on-screen text may appear less accurate than what appears on the printer.

If you select a printer from the list, it will be checked for it's print resolution, and create a zoom factor against your current screen resolution. In the example above, a 600 DPI print resolution and 96 DPI screen resolution is a zoom factor of 600 / 96 * 100% = 625%.

The selection rectangles for Text and Paragraph objects in the workspace are always based on the print resolution. Depending on the zoom level, the text may appear smaller than the print size as the font size stepping is not always going to show ideal text sizes for a given level of magnification.

By default, the shortcut **Shift + SPACE** can be used to set the zoom factor to print size.

Zoom Detail

In version 2 of AlbumGen, this option was tied to the Esc key and always applied a 300% zoom factor. Zoom detail allows you to quickly toggle between the current zoom level of the workspace and a level that you specify in the Detail Zoom Level setting. The **SPACE** key is used to swap the zoom levels. You can adjust the detail zoom factor in both the Print Size window and the Workspace Settings.

Ruler Size:	Default
Size of Selection Anchors:	7 Pixels
Mouse Hover Range to Anchors:	7 Pixels
Mousewheel zoom change:	10 Percent
Hide grid lines below:	8 pixels
Detail Zoom Level:	600 %

Show and Hide Options

The remainder of the View menu is used to show or hide floating windows and workspace toolbars.
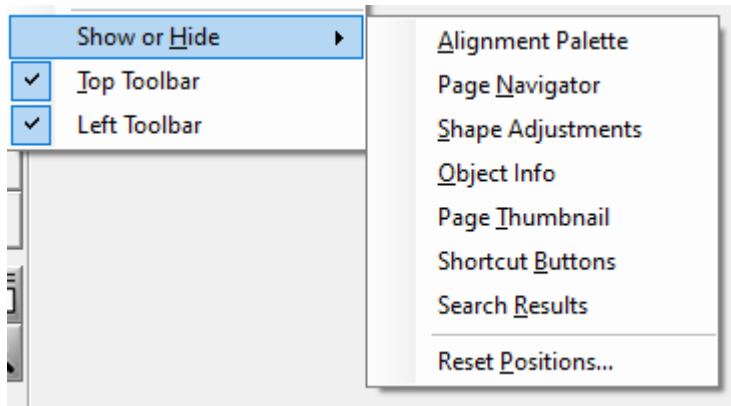
The Reset Positions option is used to position one or more of the floating windows back to the upper left corner of the workspace area. Use this in case you are no longer able to see one or more of the windows.
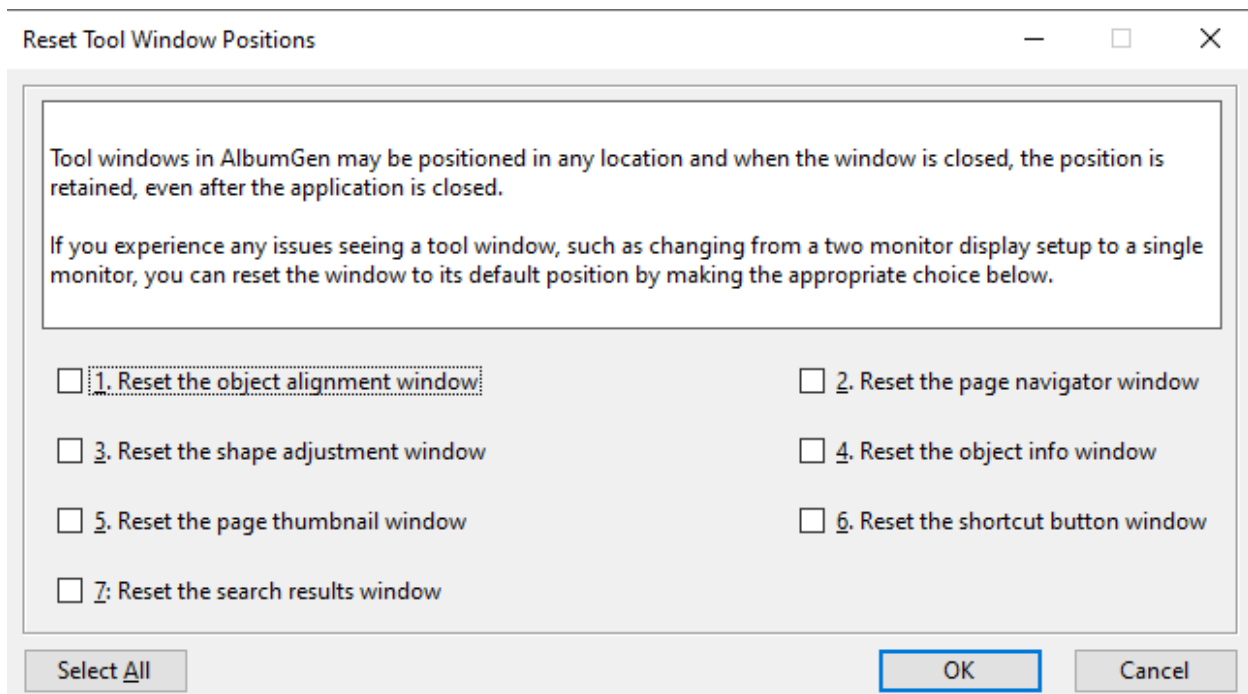
Page Setup

Album files must contain at least one page, not counting an optional cover page or any pages dedicated to a table of contents.

Each page can have its own unique setup using the following key attributes not related to individual page objects:

- Paper size and orientation
- Page Margins and borders
- Page Header and footer areas for title and subtitle text
- Page Border styles based on lines and patterns or image borders using templates
- Non-printable attributes for page name, bookmark and comments

By default, new pages are created based on the attributes of the previous page created. This behavior can be changed to force a specific template to always be applied for new pages.

The page setup window can be accessed from the **Page Setup** item under the **Page** menu.

Paper Size and Orientation
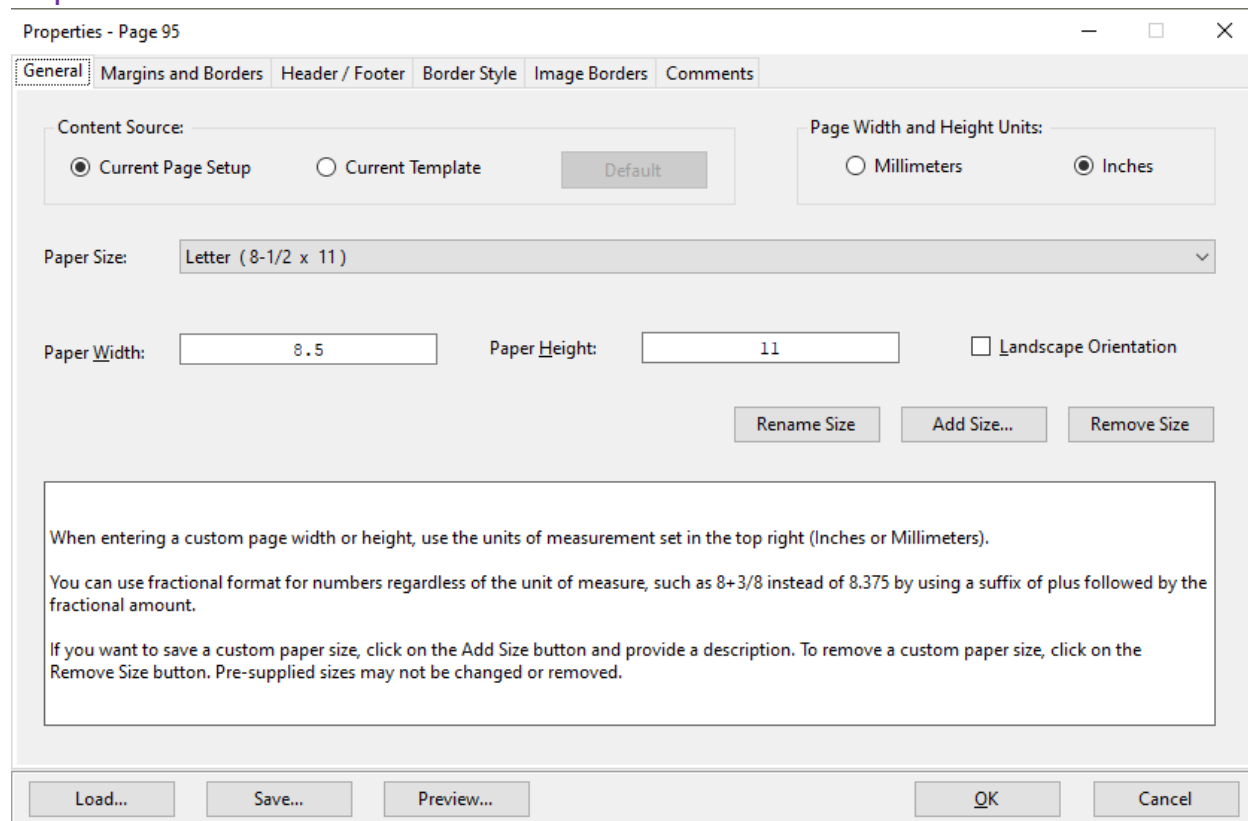
Each page can use a different paper size and orientation. The page size is derived from the paper size based on its orientation.

Select a paper size from the dropdown list. A default pre-defined list of paper sizes is provided by SoftPro. Additional custom sizes may be added to this list. Paper sizes are not based on the current printer selected in your installed printer list.

There is no restriction on the paper size for a page in an album file. For example, you may build pages to a unique paper size which is smaller than the physical paper in the printer, with the expectation that the paper may need to be trimmed after printing.

AlbumGen will not center printed pages if they are smaller than the paper size. There is no scaling (i.e., "fit to page") option either. When you create album pages, they are always printed at 100% and the page size must be no larger than the paper size selected for the printer to be allowed for printing.

Adding Paper Sizes

For a new paper size to be added to the available list, you need to first enter a paper width and height which is not already assigned to an existing paper name. The width and height fields are based on the units set in this window.

You can tell if a paper size is already present as you enter the width and height. If the dropdown list doesn't indicate a paper name, then the size isn't in the list.

When you click on **Add Size**, you will be asked to name this paper size. The default will be *Custom 1, Custom 2, etc.*, which you should change to a meaningful paper name. The paper name must not currently be in use.
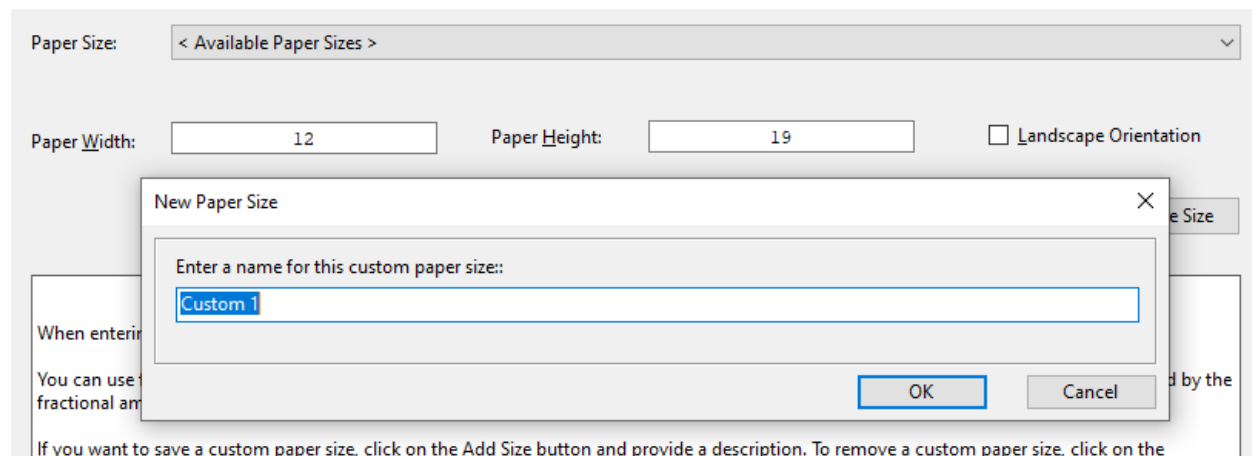
Custom paper sizes are always added to the end of the pre-supplied list and are sorted alphabetically.

You can rename or remove custom paper sizes using the associated buttons for **Rename Size** and **Remove Size**.

Margins and Borders
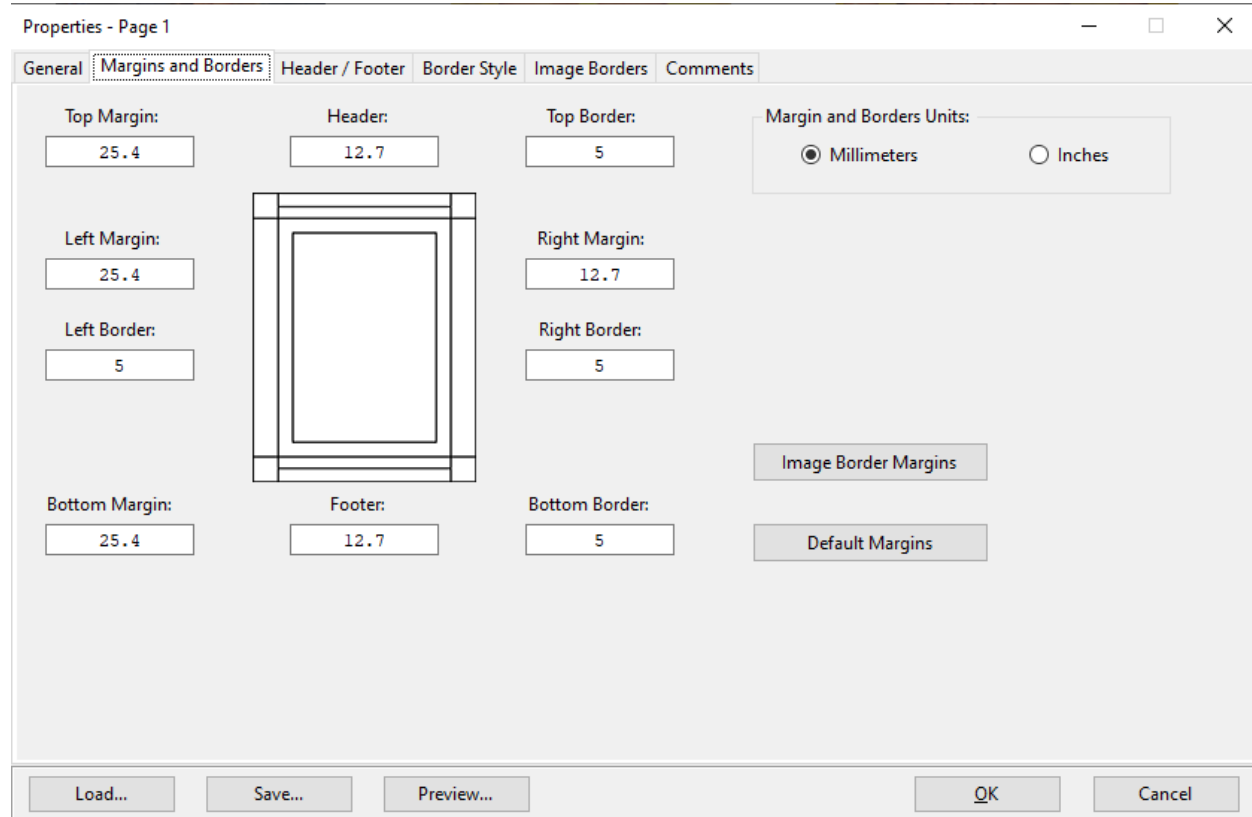
Margins define areas where you prefer to not to place page objects. However, you may still place objects inside margin areas, as margins are not restrictions for object placement, unlike version 2 of AlbumGen. They do act as alignment boundaries when using any of the page-specific alignment options for objects.

To preserve the page setup behavior of version 2 of AlbumGen, the default 5 millimeter border is present. The default 5 millimeter border space is provided as an additional white space area around the page margins for alignment purposes.

The combination of margin and border is used to set the alignment perimeter for the page. Both values are optional on any of the 4 edges. Be aware that most printers are not capable of printing all the way to the edge of the physical paper. A small amount of the paper width and height on the edges will generally not permit any content to be printed. Unless you are certain that your printer can support borderless output, you should always set a margin and/or border.

You should also set top and bottom margins if header/footer text will be used.
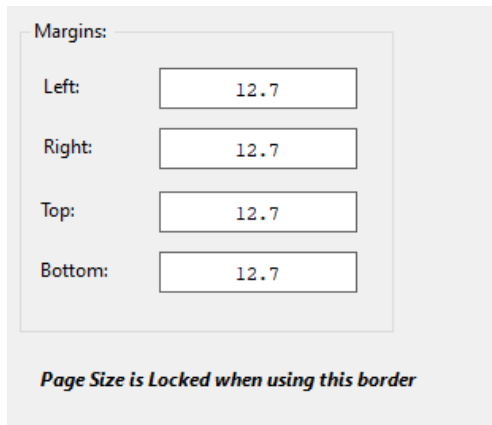
The Header and Footer size is deducted from the margin space as the reserved area for titles and subtitles at the top and bottom of the page. The header/footer space must be equal to or less than the top/bottom margin space. If your pages won't use titles or subtitles, then the header/footer values can be ignored or set to zero.

Image Border Margins

Image borders are page border styles provided by SoftPro as a set of named templates with associated image-based content. As this content is always able to be scaled uniformly to different paper sizes, and with the number of variations of border widths of the image data, each image border in the pre-supplied library of templates has some specific attributes which may affect how the page is setup.

- Paper width and height
- Pre-defined margins based on the image content
- Locked paper size

When selecting an image border, you may see a message below the image margins:

You will be unable to choose a different paper size than the one attached to the image border.

The **Image Border Margins** button will switch the page margins to match the ones attached to the image border. There is no restriction on using margins which don't align to the ones set by the image border.

Default Margins

Clicking on the **Default Margins** button will set the following values:

Inches		Millimeters	
Paper Width	8.5	Paper Width	215.9
Paper Height	11	Paper Height	279.4
Top/Bottom Margin	1	Top/Bottom Margin	25.4
Left Margin	1	Left Margin	25.4
Right Margin	0.5	Right Margin	12.7
Border (All Edges)	0.197 (5/25.4)	Border (All Edges)	5

Header and Footer
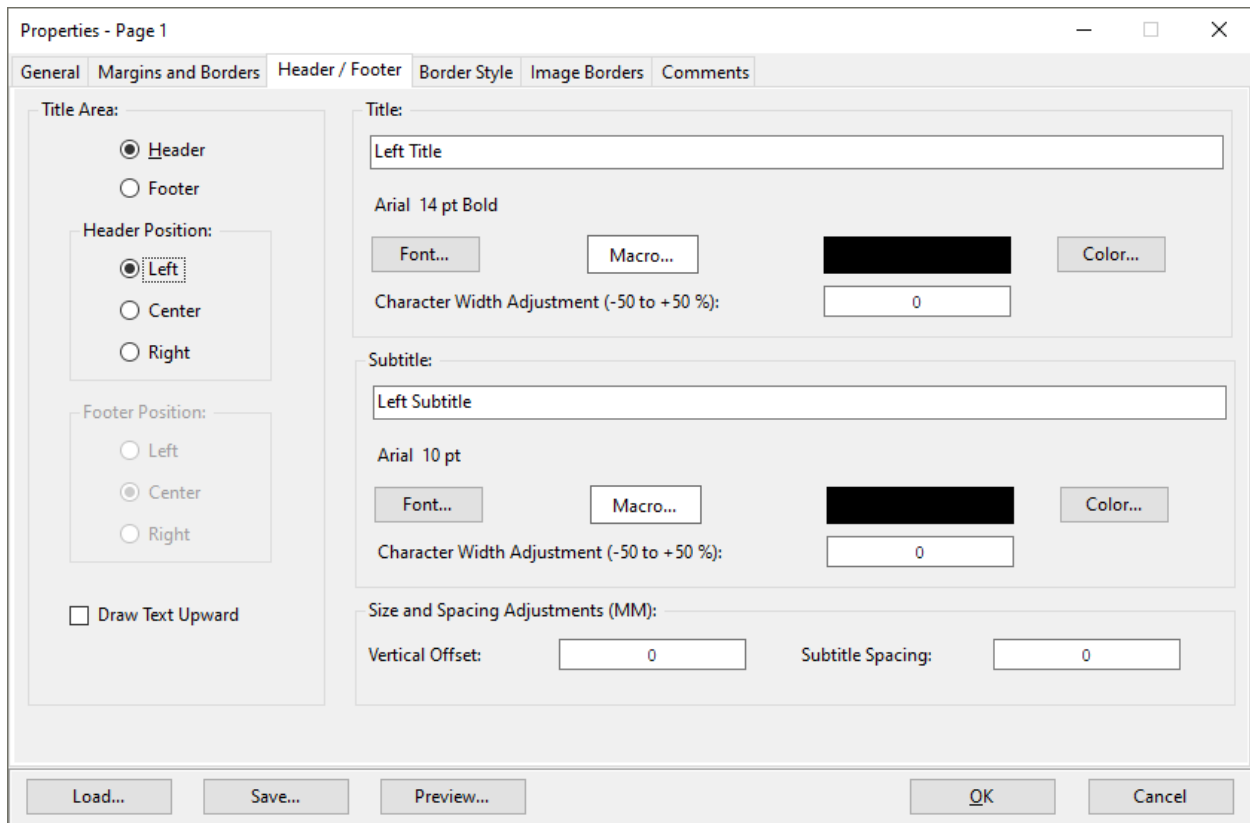
There are 6 areas for placing titles and subtitles on a page, 3 at the top in the header space and 3 at the bottom in the footer space.

The alignment is always left-centered-right for the header and footer text and may not be changed.

Each area can have a title line and a subtitle line. The text content can only use one font style, size and color per area. If you need more control over font/text content, you will need to ignore the header/footer setup and place custom objects on the page where the header/footer would normally reside. Note that many of the pre-supplied image border styles will not work well with header/footer text content unless you adjust the vertical offsets (negative values to raise the header, positive values to lower the footer) to not overlap the border content.

Selecting a Title Area

Only one of the 6 titles areas is shown at one time. Choose a Title Area and Header or Footer Position to display the current settings. The last area accessed when the page setup window is closed will be the default for the next time the window is shown.

Title vs Subtitle

Each area can have a title and/or subtitle below the title, as per the example page below:

Header Left Title
Header Left Sub-Title

Header Center Title
Header Center Sub-Title

Header Right Title
Header Right Sub-title

Sample Page

20c dp ol
1289a

20c blk ol
1289b

25c mag
1290b

30c pur
1291a
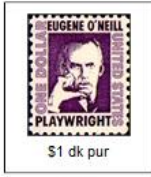
40c dk bl
1292a

25c rose lake
1290a

50c mar
1293a

$1 dk pur
1294a

$5 dk gray
1295a

3c pur
1297

Footer Left Title
Footer Left Sub-Title

Footer Center Title
Footer Center Sub-Title

Footer Right Title
Footer Right Sub-Title

Font and Color

Each area can use a single font and text color. The character width adjustment is a percentage increase or decrease of the character width to allow for expanded or compressed fonts.

Macros

Macros are special keywords contained in the title text or subtitle that are replaced with content as described for the macro. Click on the **Macro** 'Insert' command box to insert the appropriate keyword in the current text position. If the text field doesn't currently have the focus with the I-beam edit cursor, clicking on the Macro button will add the keyword to the end of the text. You must be actively editing the text field in order for the keyword insert to occur

Insert Macro Code   ✕

Macro codes are special placeholder values inside any title or subtitle text field. The macro code key is delimited using the tilde (~) character in the text field.

You may enter a code manually or choose from the list below. To place an actual tilde character in the text content, use two consecutive tilde characters (i.e. ~~)

Current Page Number	Macro: ~PAGE~	Insert
Total Number of Pages	Macro: ~PAGES~	Insert
Current Date (Format is from AlbumGen general preferences)	Macro: ~DATE~	Insert
Current Time (Format is from AlbumGen general preferences)	Macro: ~TIME~	Insert
Album file name, with the location or file extension	Macro: ~FILE~	Insert
Album description from the album properties	Macro: ~DESC~	Insert
Page name if set in the current page properties	Macro: ~NAME~	Insert
The author of the album from the album properties	Macro: ~AUTH~	Insert
The company name from the album properties	Macro: ~COMP~	Insert
The email address from the album properties	Macro: ~EMAIL~	Insert

Cancel

The keyword text content which appears in the text field will be exactly as shown with the tilde character enclosing the key word. Keyword(s) will be replaced with the actual content as described in the Macro window shown above.

Vertical Offset

This is a positive or negative value in the units defined under the Margins and Borders tab. This will shift the selected title/subtitle area upwards (negative value) or downwards (positive value) by the unit value entered.

Subtitle Spacing

This value increases or decreases the spacing between the title line and subtitle line. A value of 0 indicates the natural line spacing based on the font size. This value has no effect unless the title area has both title and subtitle text.

Text Drawing Direction

Depending on whether headers or footers are checked, the bottom left area of the dialog window will contain a checkbox with one of these two descriptions:

Draw Text Upwards *(for header text)*

Draw Text Downwards *(for footer text)*

To ensure compatibility with version 2 of AlbumGen, the default text direction is downward for the header and upward for the footer.

The sample below indicates the default direction for header text:
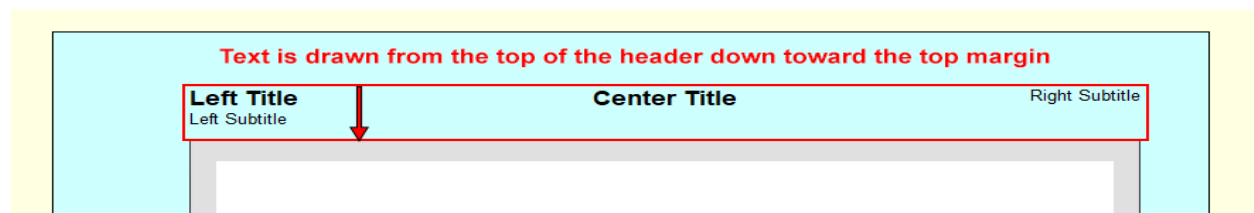
The red outline is the header size defined to fit within the top margin space. Titles and subtitles will start at the top of the header area and draw downwards.

If you prefer to reverse the direction of text, check the Draw Text Upwards option. When you do this, an additional text field with a spacing gap will be used to separate the text from the margin area. This spacing gap is useful to keep the text from the edge of any border applied to the page. The default gap size is 1/16 inch, or approximately 1.6 mm.
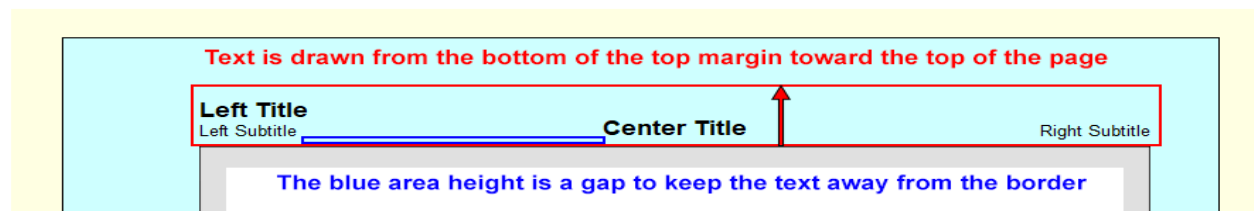
For the footer area, the process is flipped. When the alternate draw direction (Downwards) is used, the text will begin at the bottom margin of the page, plus any additional gap space (i.e. 1/16 inch) applied.

Border Style

Properties - Page 1

General | Margins and Borders | Header / Footer | Border Style | Image Borders | Comments

Style: Double Line #4

Color... None

Weight: 3

Weight is in 1/300 inch units

☑ Apply default border spacing when choosing a style

Border Spacing: 5 MM

Load... Save... Preview... OK Cancel
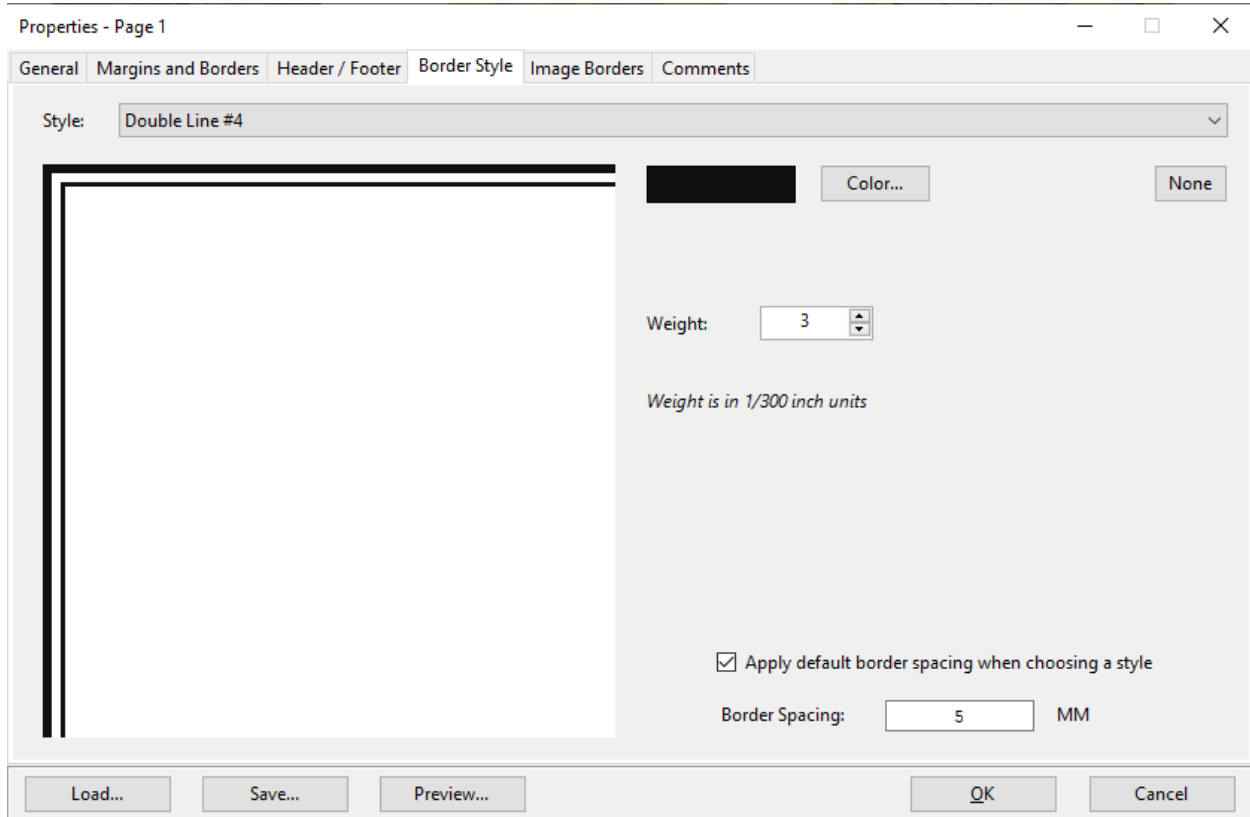
Border styles are patterns of lines, dots or dashes which are comprised of a unique corner style, horizontal edge and vertical edge. In version 2 of AlbumGen, the border style could only be a single color.

SoftPro provides pre-supplied border styles which carry over from the previous version of AlbumGen. The **Borders Manager** option under the Utilities menu allows you to create of new custom border styles which can be a single color or multiple colors.

Page borders are optional. If you want to remove the page border, click on the **None** button under the **Style** dropdown list.

Color

If the border style has only a single color. then you may change the color for the border. If the border style contains multiple colors, then the color may be changed only by using the Border Manager option under the Utilities menu.

Weight

The border weight is a value from 1 to 6, where each unit represents 1/300 of an inch. AlbumGen doesn't use point sizes for border weights, however 1/300 inch is approximately ¼ point (1/288 of an inch). Version 2 of AlbumGen assigned a weight of 1 as 3/300 inch up to a value of 4 which was 6/300 of an inch. The values of 1 and 2 were added for a range of 1/300 to 6/300 inch.

Default Border Spacing

By checking this option, a standard border spacing, as entered in the input area below the check box, will be applied to all 4 edges inside the margins as long as a style is selected. This will override the border size set in the Margins and Borders tab.

Unavailable Border Styles

When an album file is opened, a check is made on all pages to see if there is a custom border style being used which is not defined in the Style list. This can happen if you are sharing an album from someone who uses unique custom borders. When this happens, a warning message will be displayed and the border style will be changed to a default one.

Image Borders

If an image border is selected for the page, any existing standard border style will be dropped. If a standard border style is selected, any image border assignment will be dropped. Image and standard borders may not co-exist.

Image Borders
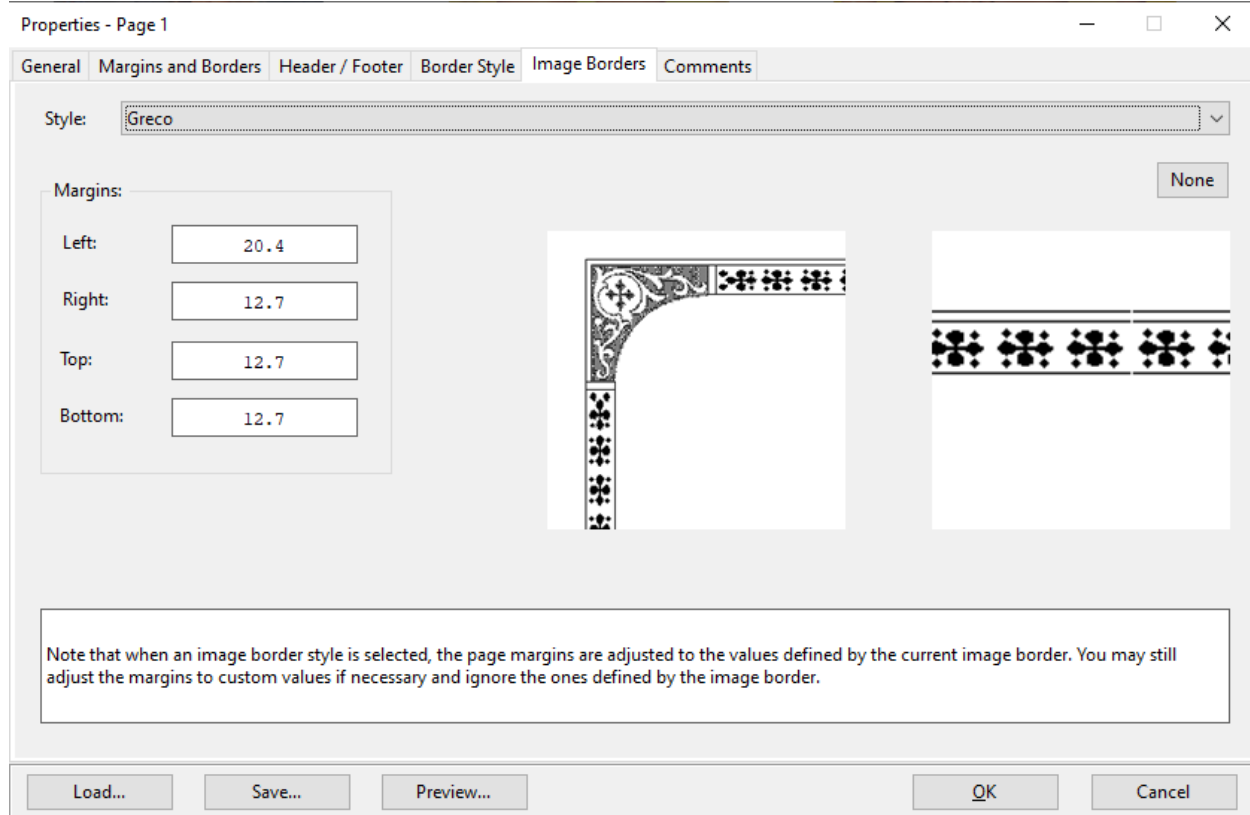
An image border is based on a template library file for each style. SoftPro provides several dozen image border files with the AlbumGen installation package.

Image borders are defined with a specific resolution (typically 300 DPI, but higher resolutions are possible), paper size, and page margins.

Image borders are fully color capable – however, most of the pre-supplied borders are black and white versions carried forward from the previous version of AlbumGen.

Thumbnail previews are provided with a sample of corner and edge sections.

Some supplied image borders can be defined with a "locked" paper size, which means that the paper size for the page must be the one defined with the image border.

The margins are preset for the selected border style, but can be changed if required in the Margins and Borders tab after selecting the border style.

Note: AlbumGen supports custom image border templates, but support via the template designer is not offered with the current version of AlbumGen.

Comments

Pages can be assigned a name, which is any arbitrary text which can be placed into a table of contents (TOC). Table of contents pages can't be generated without page and/or object names. The page name will appear in the page navigator window.

A bookmark is any text phrase or keyword you want to associate with this page. The Search utility will allow you to search for pages by the bookmark text.

Comments can be up to 16,000 characters in length, and will appear with a visual indicator on the workspace toolbar when comments exist for the page.

Templates and Previous Page

The General tab of the page setup window has a section for Template and Current Page.
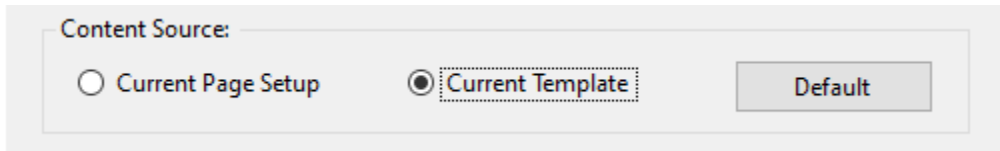
When **Current Page Setup** is selected, any new pages created will use the current page setup from the main workspace. If **Current Template** is checked, then an alternate template setup is always used. This template is based on the page setup settings when you click on the OK button while Current Template is checked. The **Default** button will reset this template to default attributes. Use the **Load** and **Save** buttons for custom page templates.

Templates are saved with a file name, and recalled using a browser window.
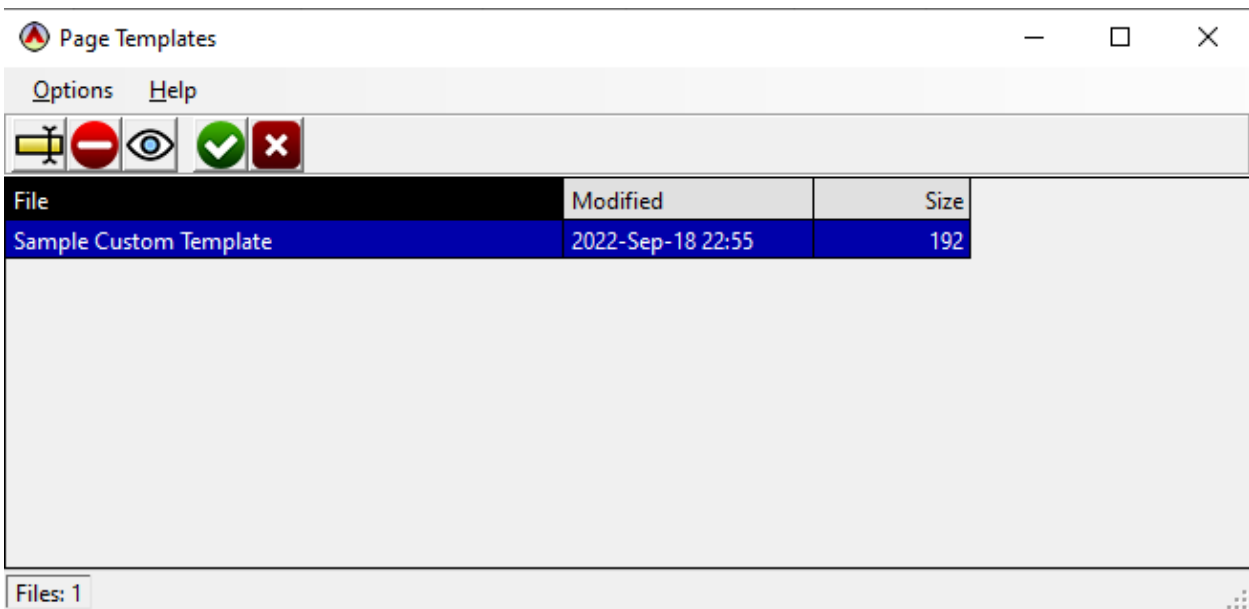
Page Preview

There are 3 types of page preview accessible from the **Page** menu:

- Single page shows one page at a time.
- Side by side presents 2 pages at a time arranged horizontally.
- Tiled preview presents pages in grid of rows and columns which can be modified using the Preview Settings found under the Help menu.

The preview window is shared between all 3 preview types. The size and position of the preview window is unique for each.

Preview Settings

The settings for the preview window can be found under the **Help** menu.
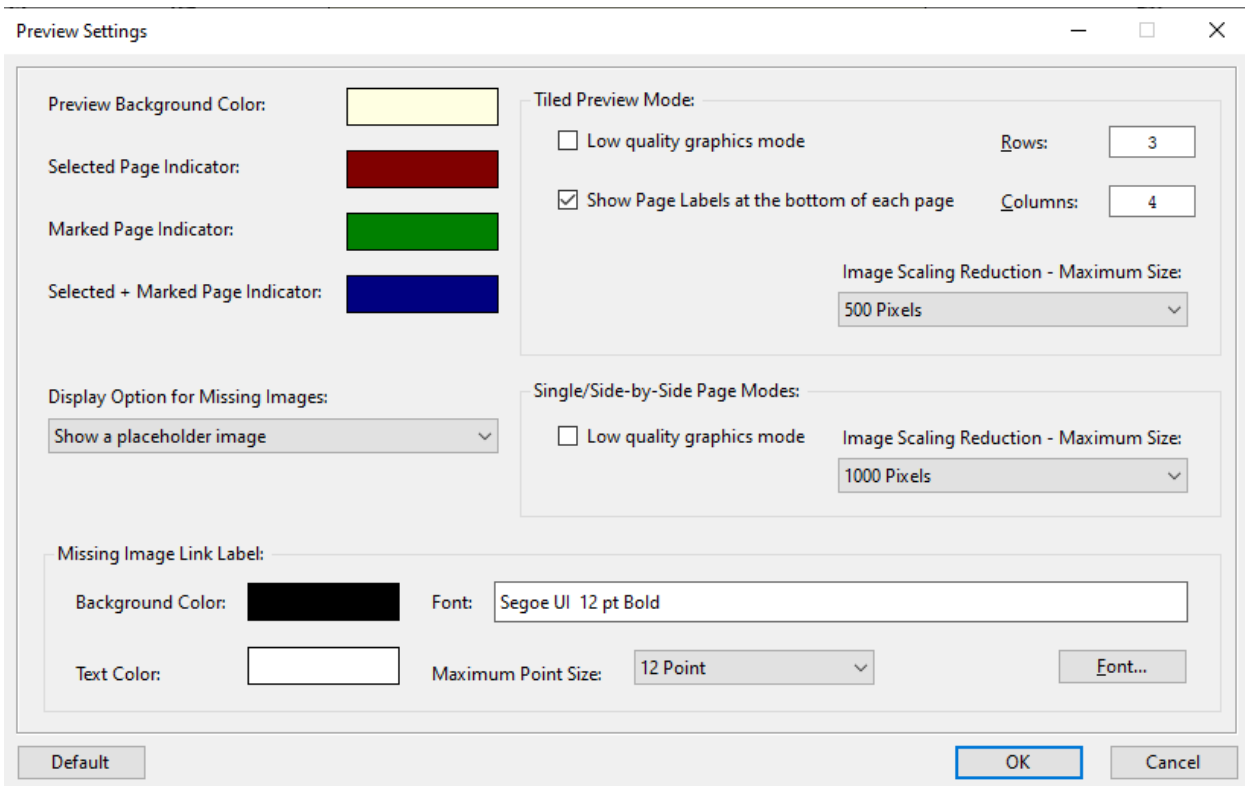
Color Settings

The background color is any area not taken up by the actual page content in the preview window.

When you select or bookmark pages in the preview window, a status bar appears below the page and fills the entire page width.
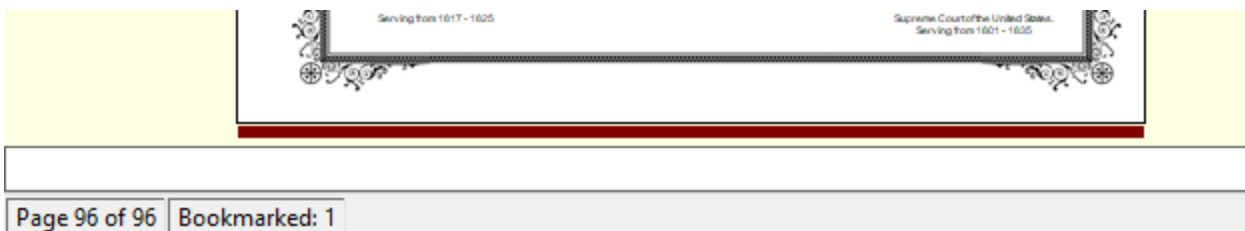
The color is based on the combination of selected and/or bookmarked statuses.

Tiled Preview Settings

You can set the number of page rows and columns for the tiled preview mode. The default of 3 rows and 4 columns matches that from version 2 of AlbumGen.

Image scaling reduction for large images is the same value set in the **Performance** settings window from the main **Options** menu and will be used to determine when file caching will be applied based on a maximum pixel dimension of the image.

The graphics quality mode with a setting of low will provide a significant performance boost when showing pages, but at the expense of image quality. Unless your PC has performance issues, leave this option unchecked.

If enabled, page labels will show the associated page number superimposed at the bottom of each page. Note, this only applies to the Tiled preview. It is not available for the side-by-side or single page previews

Single and Side-By-Side Settings

The default scaling size for caching is double that for tiled mode at 1000 x 1000 pixels maximum scaled image size. Low quality mode is off by default.

Display Option for Missing Images

If an image reference can't be located, you have a choice on how the associated object will be displayed.

Show Placeholder Image	A red question mark (**?**) gradient image will appear (default)
Show Text Label	A label with the name of the image will appear
Show Nothing	Show a blank image area. (frame and text, if any, will be shown)

When using the Show text label option, settings are provided for the text color, background color, font and font size.

Preview Options

Menu, keyboard and button shortcuts are summarized below. Keyboard shortcuts can be modified using the option from the **Help** menu.

Icon	Menu Item	Shortcut	Description
	Single Page Mode	Ctrl + 1	These options switch between the 3 preview modes.
	Side by Side Page Mode	Ctrl + 2	
	Tiled Page Mode	Ctrl + 3	
	Print Current/Selected Print Page Range Print Marked Pages Print Cover Page	Ctrl + P Ctrl + R Ctrl + Shift + P	Will show the print dialog and choose the associated default print range setting based on the menu choice. Clicking the print icon presents a popup menu with the first 3 choices.
	Select Page and Close	F5	If single page mode is active, the current page will be shown in the main application workspace. For side-by-side and tiled modes, you must select a page first.

Icon	Menu Item	Shortcut	Description
			You may also double click any page with the mouse.
	First Page	Ctrl + Home	These are page navigation shortcuts to display the next/previous page or group of pages.
	Previous Page	Ctrl + Page Up	
	Go To Specific Page	Ctrl + G	While pages are being drawn, you may click on the status message which appears during the page rendering or press the **Esc** key to stop drawing after the current page is completed.
	Next Page	Ctrl + Page Down	
	Last Page	Ctrl + End	If a cover page is enabled, the first page will be the cover page rather than page 1.
	Previous Set	Ctrl + Up	
	Next Set	Ctrl + Down	
	Mark Mark All Pages	Ctrl + M Ctrl + Shift + M	Bookmark selected pages. For the button shortcut, hold down **Ctrl** to mark every page.
	Unmark Unmark All Pages	Ctrl + U Ctrl + Shift + U	Remove bookmarks for selected pages. For the button shortcut, hold down **Ctrl** to unmark every page.
	Exit	Ctrl + W	Close the preview window. Note that the main AlbumGen window is hidden while the preview window is active, but reappears when the preview window is closed.
	Help	F1	Context help for the preview window.
	Save Marked Pages		This option will create a new album file with only the bookmarked pages. (Menu item: Bookmarked --> Save Marked Pages...)..
	Copy	Ctrl + C	Copies the selected page to the Windows clipboard. You can use the Paste option from the main menu to add this page to the current album or a new album.
	Save	Ctrl + S	Saves the selected page attributes as a template file which can be recalled using the Load option from the Page Setup window. The page content is not saved to the template.
	Select All Select None Select Inverse	Ctrl + A Ctrl + N Ctrl + I	Shortcuts for page selection. Only affects pages currently displayed, not for the complete album preview.
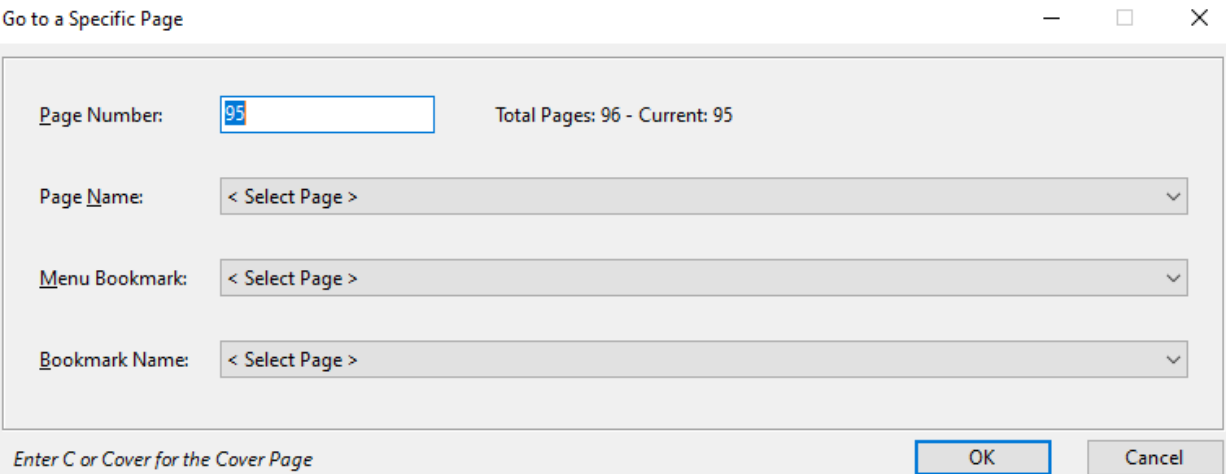
Page Navigation

These options provide various methods to switch to specific pages in the current album and are available under the **Page** menu. If a shortcut icon is available from the top toolbar it will be shown in the summary below.

Icon	Menu Item	Shortcut	Description
▼	Go To Page	Shift + G	Go to a specific page.
◀◀	First Page	Ctrl + Home	Show the first page of the album. If a cover page is enabled, the first page will be the cover page.
◀	Previous Page	Ctrl + Page Up	Show the previous page.
▶	Next Page	Ctrl + Page Down	Show the next page.
▶▶	Last Page	Ctrl + End	Show the last page.
	Bookmarks	Ctrl + F1-F8 Ctrl + Shift F1-F8	Bookmarks are placeholders for a page. There are 8 menu bookmark locations. You can use the menu items or shortcut keys to mark a page or select the marked page. The marked pages will be preserved when you save changes. The menu bookmarks should not be confused with named page bookmarks. The latter type of bookmark is a custom phrase, name or keyword to identify a page for searches and is displayed in the page navigator window.

Go To Page Selection Window

When you choose the go to page option, a window will be displayed:

You can enter a page number, C or COVER for the cover page, or choose from the dropdown list for named pages, a menu bookmarked page, or pages with named bookmarks.

Album Page Changes

These options are available under the **Page** menu.

Inserting New Pages

A new page can be inserted to the end or start of the album, or before or after the current page. Inserting a new page will use the same page setup as the current page, minus any page objects. However, new pages can be setup using a template instead of the current page, based on the option in the page setup window.

Content Source:

(•) Current Page Setup   ( ) Current Template   [Default]
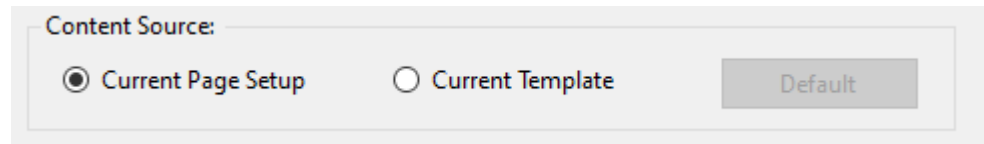
Deleting Pages

The page deletion window will show all current pages for the album in a list.
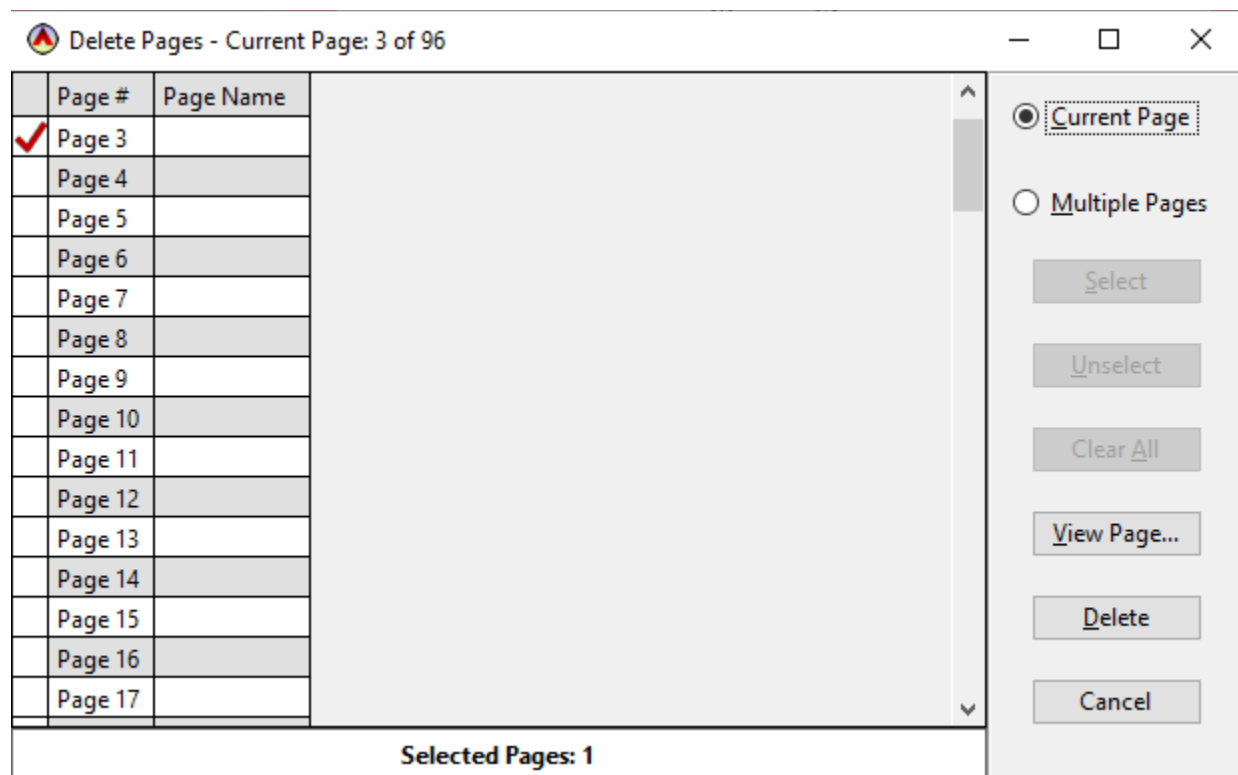
The current page will be selected for deletion by default and indicated by the red checkmark icon.

You can delete other pages by checking the **Multiple Pages** option. All pages will be deselected. At this point, you need to select pages from the list on the left and then click on **Select**. This will add checkmark icons to the selected pages, marking them for deletion.

To unmark pages for deletion, use the **Unselect** or **Clear All** options.
To commit the deletions, click on the **Delete** button.
Click on **View Page** to view the current pages selected.

Reorganizing Pages

This option allows you to revise the ordering of the pages in the album. You have the option to *not* move pages into the reorganized list. This in effect removes those pages from the album.
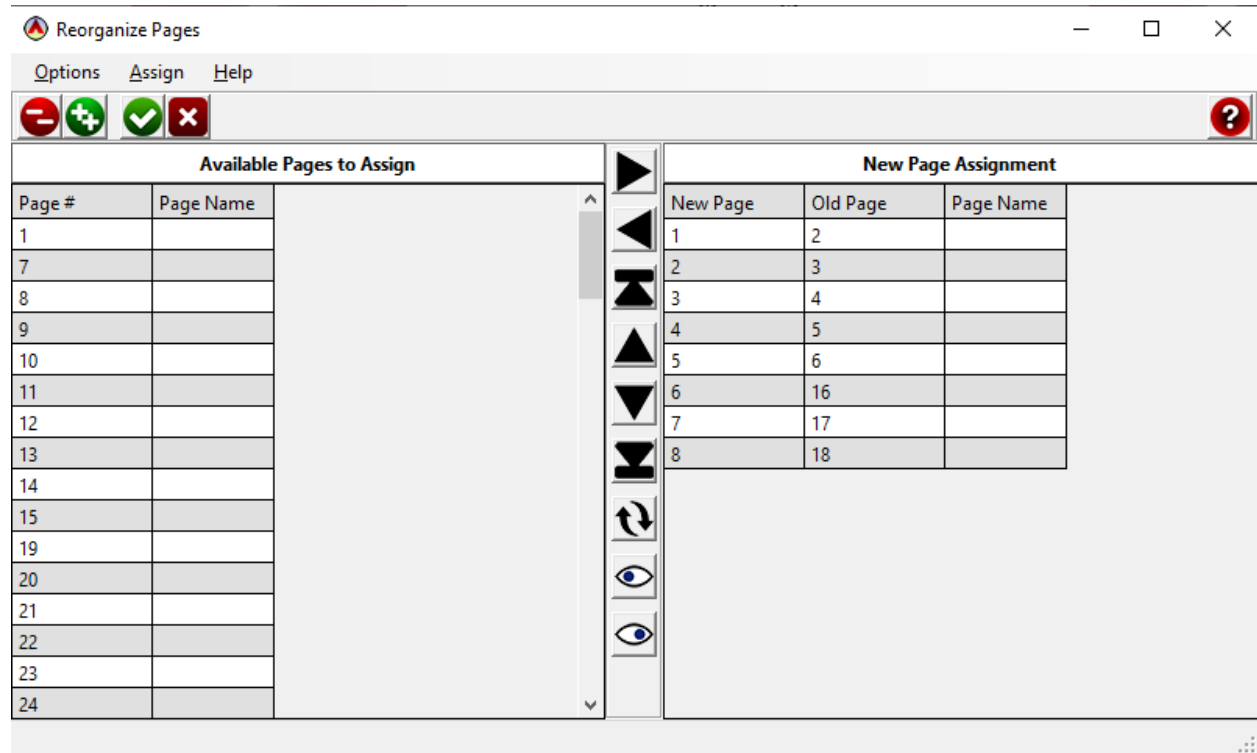
The current page list is on the left. The re-arranged pages are on the right. If pages have been named, the name of the page appears in the rightmost column in the list.

To move pages from the left to the right, select the pages in the left list then choose one of these methods:

- Right click on the left list.
- Click on the right arrow button in the middle toolbar.
- Choose **Assign Pages** from the menu or use the shortcut **Ctrl + Right**.
- You can move all pages over using the double-plus green button or the **Assign All Pages** from the menu.

Once pages are assigned, they are removed from the available list.

Removing pages from the assigned list is done using equivalent options (right click the selection, left arrow in the toolbar, unassign from the menu, **Ctrl + Left** shortcut).

You can move pages up and down in the assignment list using the 4 up/down buttons in the middle toolbar (move to top, move up, move down and move to bottom).

Swapping 2 pages can be done by selecting only 2 pages in the assignment list and clicking on the swap button.

Previewing pages on either side can be done by clicking on the bottom two icons in the middle toolbar.

Click on the green checkmark button or choose save option from the menu to commit the assigned list as the new album page order.

Any pages that you do not assign from the available pages (left) list will effectively remove them from the album.

Erasing Page Content
Erasing a page involves removing selective page and/or object content.
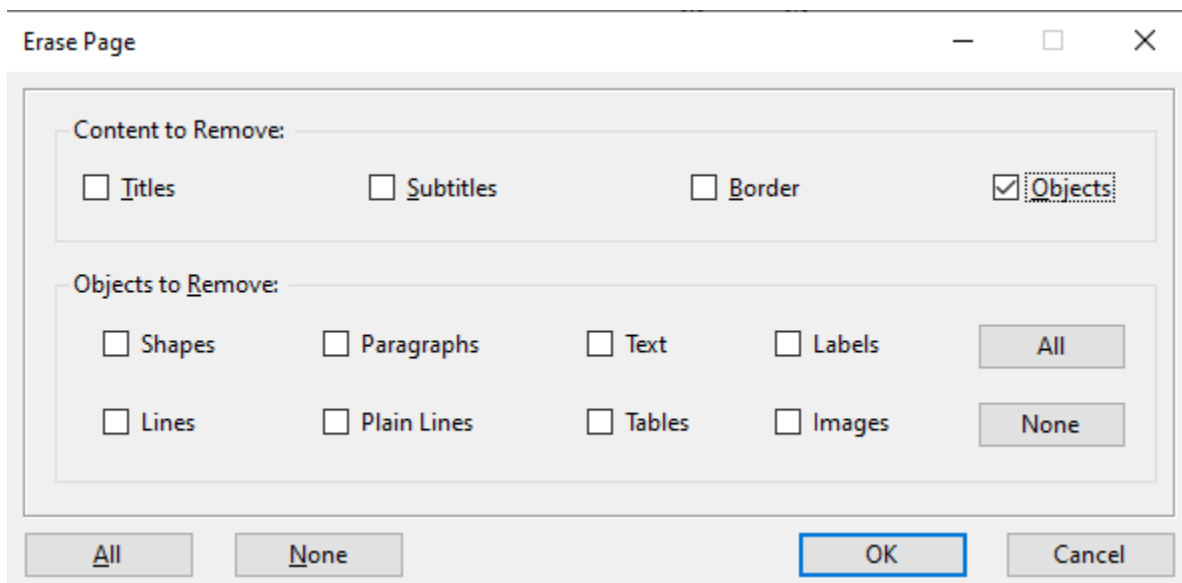
Checking all options effectively leaves a blank page.

Copying Pages
This option will copy the current page to the Windows clipboard. Use the Paste option from the Edit menu to add this as a new page. When adding the page, you can selectively choose what content to add to the new page.
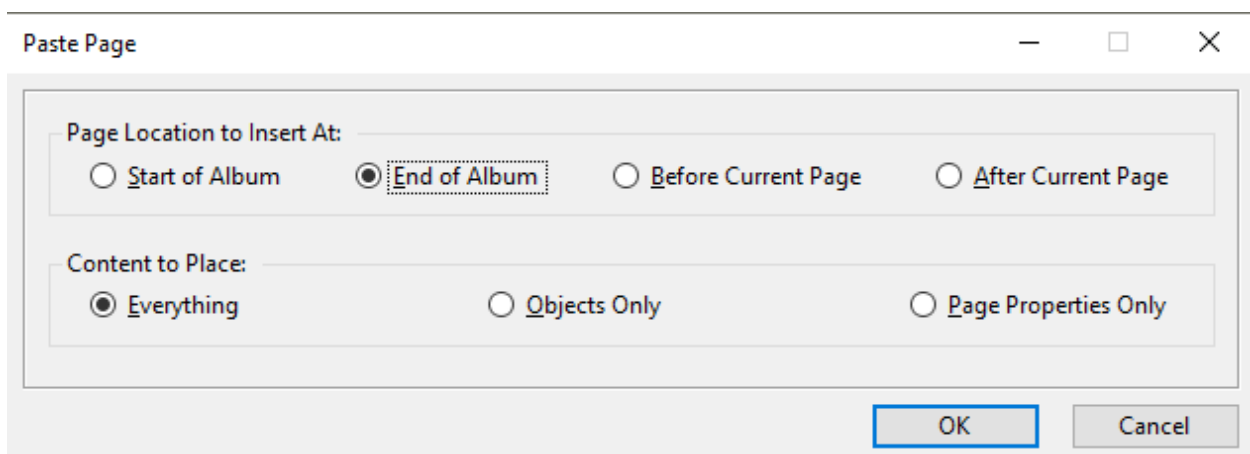
Copying Page Attributes

The Copy Attributes option will allow you to selectively use attributes from the current page to any other pages. This is an efficient method to apply specific changes to the page setup on one page to some or all other pages in the album.
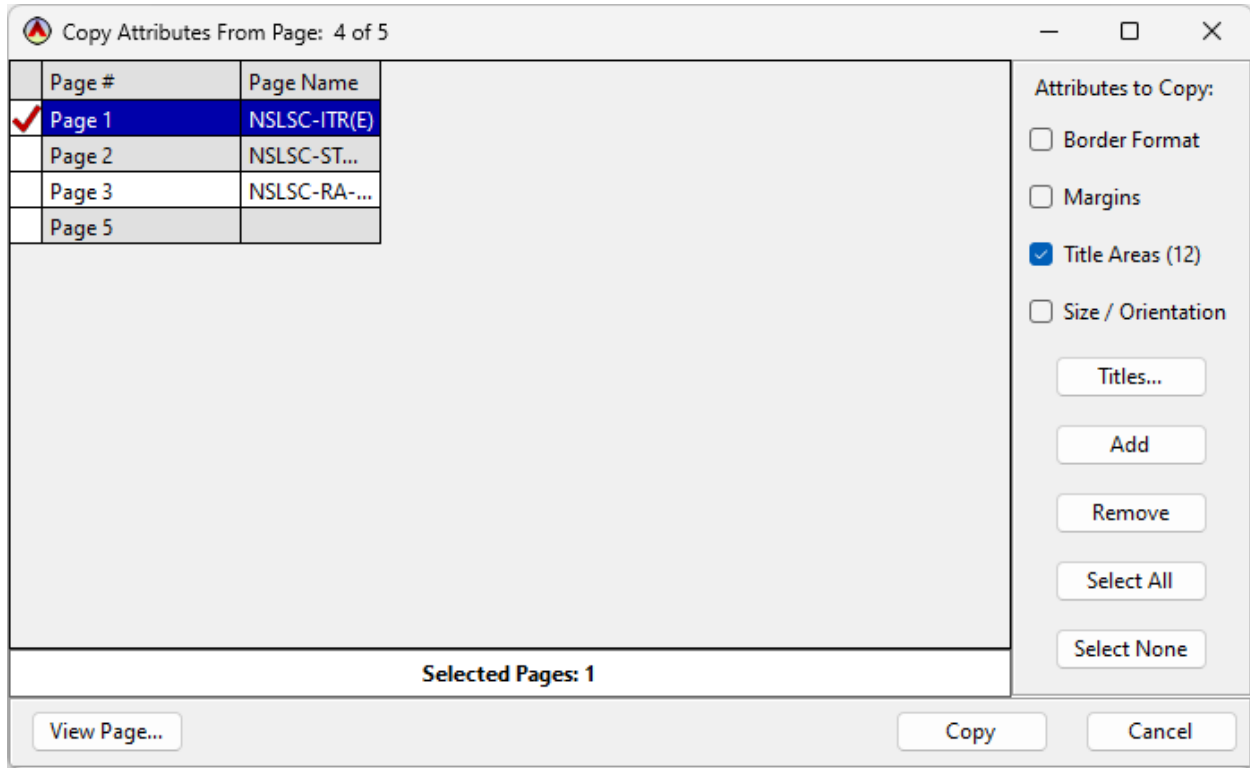
All pages excluding the current page will be listed on the left. If pages are assigned names, they will appear in the right column.

There are 4 types of page attributes to copy shown as checkbox options on the right.

The **Add/Select All** options will add pages for receiving the attributes, indicated by the red checkmark icon.

The **Remove/Select None** options will remove any checked pages.
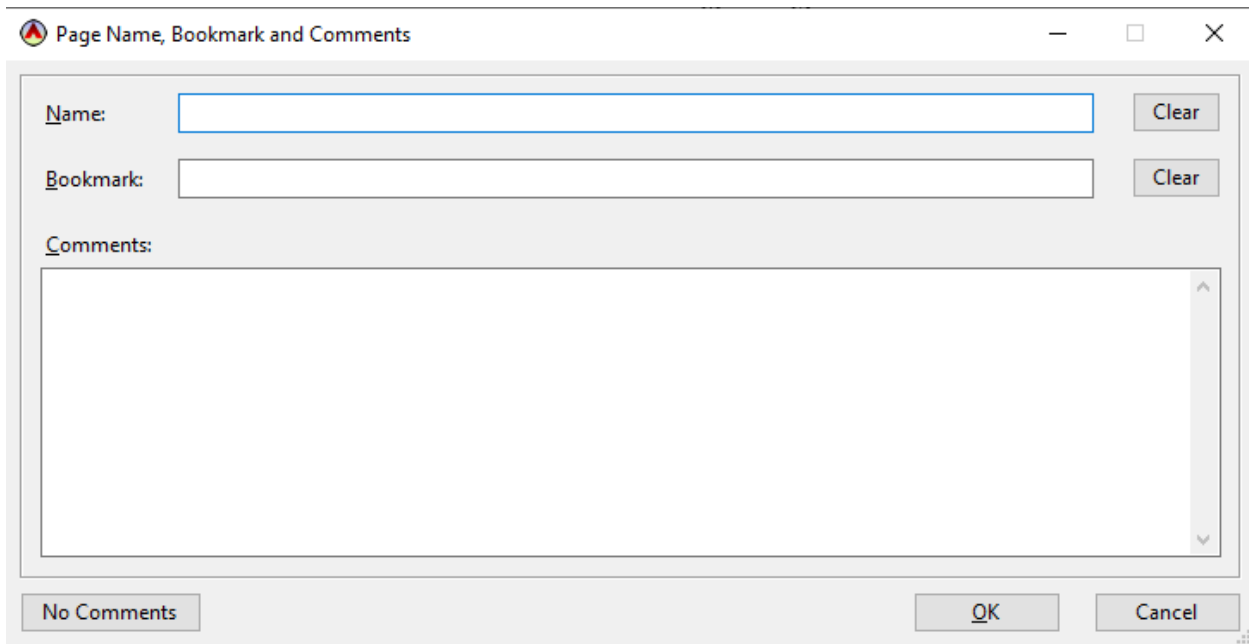
Click on **View Page** to preview the selected pages.

Click on **Copy** to transfer the checked attributes to the checked pages.

Click on **Titles** when **Titles Areas** is checked to set which of the 12 possible title areas for text content will be copied. By default, the complete title area set will be copied. The number of title areas to be copied is shown in parentheses to the right of the checkbox option.

Comments, Names and Bookmarks

The Comments option in the Page menu allows viewing or changing the 3 non-printable attributes of a page. This window is an alternative to the Comments tab in the Page Setup window.

Page Names

Pages can be assigned a name, which is any arbitrary text which can be placed into a table of contents (TOC). Table of contents pages can't be generated without page and/or object names. The page name will appear in the page navigator window.

Bookmarks

A bookmark is any text phrase or keyword you want to associate with this page. The Search utility will allow you to search for pages by the bookmark text.

Comments

Comments can be up to 16,000 characters in length, and will appear with a visual indicator (an asterisk * preceding the album name) on the workspace toolbar when comments exist for the page.

Adding Page Objects

Objects are added to the current page using options from the **New** submenu under the **Object** menu.

When placing objects using the toolbar button, shortcut key or menu selection, the mouse cursor will change to an icon representing the selected object type.

To cancel placement of an object, press **Esc** or press the new object keyboard shortcut a second time. If drag selecting a rectangle with the mouse to place the object hold down the **Ctrl** key <u>while</u> the Left Mouse button is depressed to cancel the placement.

Click-Once Method vs Mouse Drag Method

You can choose to place objects by clicking once with the left mouse button and then releasing the button without dragging. This will set the size of the object to a preset value or the size of the last placement for the same object type.

If you click and hold down the left button while dragging in any direction a selection rectangle will be displayed. You will set the size by releasing the left mouse button.

Page grid settings will determine the granularity of the selection rectangle and the initial upper left corner of the object.

Default grid placement and sizing values are based on version 2 of AlbumGen. This means:

- The start position for the object will align to the nearest 5 millimeters (or ¼ inch if using inches for units).
- Drag sizing with the mouse will be in incremental steps of 5 millimeters or ¼ inch.

Page Grid items under the **Options** menu can alter the grid spacing for both position and incremental step size. **Placement Settings** under the **Objects** menu can also be used on a per object basis. Refer to the Album Workspace Guide help topic for more information.

Size and Position Label

This option can be enabled in the Workspace Settings from the Options menu. This label is a small popup area that always appears at top left corner of the object frame when the left mouse button is held down while hovering over the object. It shows the object's position (X, Y) and size (W, H) in the current display units. The font size, colors and decimal places can be adjusted for this label.

```
X:   30.0
Y:   65.0
W:   40.0
H:   20.0
```
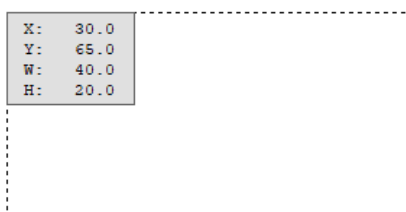
Album Text Content

Album pages and objects allow for text content with two distinct formats.

- **Plain** text content allows for a single choice of font name, attributes, color and size, and only a single line of text.
- **Multiline** text content allows for multiple lines of text, and each line can be a mix of fonts, sizes and colors.

The following table summarizes text content sources in album pages.

Content Source	Type	Notes
Page Titles	Plain	Each title area can have a title line and subtitle line. The title and subtitle can have their own font, size and color settings and can be unique for each of the 6 areas around the page.
Labels	Plain	Label objects are intended to easily place a single text line on the page.
Text	Multiline	Text objects are unframed object types without a width or height and can be aligned both horizontally and vertically.
Paragraph	Multiline	Paragraph objects are framed versions of Text objects with a set container size for the text content. Paragraphs can optionally use word wrap and full justification and a border style like shapes.
Shapes	Multiline	A shape has 4 distinct text areas and each area is a multiline text format. For text areas inside the shape, they are constrained by the object frame size and without proper font scaling applied, can extend outside the frame and be clipped at the edges.

Fonts

If you share albums with someone else or between PCs, it's possible that the installed fonts on your PC may not include fonts referenced inside the album file. AlbumGen will enforce font substitutions at the time the album is opened, as you must decide what to do when an album font isn't installed. The current font substitution list can be viewed or modified from the **Font Mapper** item under the **Utilities** menu.

The 3 common font technologies (TrueType, OpenType and Type 1 PostScript) will work with AlbumGen, however some fonts might not appear correctly for the Type 1 format. AlbumGen relies on the font display functionality built into the version of Windows you are currently using for both display on screen and output to the printer. If a font behaves unexpectedly, you should remap it to an alternate font using the Font Mapper, or modify the object/page content to use a different font.

Multiline Text Entry

For shape, paragraph and text objects, text content is entered using a simple edit window which is based on the Rich Text file format. AlbumGen isn't intended to be a substitute for a word processor in terms of text entry, so keep in mind that there are several restrictions which are enforced:

- No embedded images or any type of object content which isn't strictly text.
- No tabs are allowed. If you need tabbed style multi-column text content, you will need to use a table object or a combination object group consisting of a table and text/paragraph objects.
- No checking for spelling or grammar.
- Word wrap will only break on hyphens and spaces. Automatic hyphenation is not supported.
- No bulleted or numbered lists. You will need to use table objects to create such lists.

AlbumGen text content is based on fonts, colors, and sizes and nothing more. Rich text files support far more content. AlbumGen doesn't store text content in rich text format. Any attempts to copy/paste non-text content from another application such as a word processor will have that content either filtered out or blocked.

The edit window for text uses built in rich text edit components from the version of Windows you are using and is limited by its capabilities.

Word Wrap and Line Breaks

The text edit window by default wraps text according to the object type.

For text areas of shapes and the Text object, the edit window never wraps text and a horizontal scroll bar will be displayed as needed.

For paragraph objects, word wrap of the edit window is tied to the word wrap option for the object.

When word wrap is used, it doesn't reflect the word breaks for the paragraph object as the edit window size has no direct relationship to the size of the object frame.

When word wrap is not being used, ensure that you place line breaks with the ENTER key where needed.

Text Edit Window

Text content window is either a standalone sizeable format, or is embedded as a part of an object property's window within the text tab.

It will be seen as a window with a white background and a toolbar above this window.

1		B	Applies or removes the bold setting on the selected text. If there is no selected text, the next typed character will be bold (if the icon is red) or not bold (if the icon is cyan).
		I	Applies or removes the italic setting on text.
		U	Applies or removes the underline setting on text.
		⊕	Transfers the text content to a sizeable edit window.
		Ω	Inserts special symbols or characters.
		●	Changes the background color for the edit window. This is useful when choosing text colors like white or a color that is hard to see against the default white background. The background color setting is per text area.
2	For text which uses a small point size, it may be hard to see the text on your screen in the edit window. Use this dropdown list to zoom the edit window text area to the chosen percentage.		
3	This is the color currently assigned to the selected text, or which will be assigned to the next typed characters.		
4	This is the font size currently assigned to the selected text, or which will be assigned to the next typed characters. If you enter a point size directly into this field, *you must press the **ENTER** key to accept the change*.		
5	This is the font name currently assigned to the selected text, or which will be assigned to the next typed characters.		

Shortcut Keys

Aside from the usual shortcut keys such as those for copy and paste, there are some extra shortcut keys that can be used.

Ctrl + B	Bold on/off
Ctrl + I	Italic on/off
Ctrl + U	Underline on/off
Ctrl + Ins	Insert a special symbol or character at the current cursor position
Ctrl + D	Insert the 2 character prefix key for an En Dash
Ctrl + E	Insert the 2 character prefix key for an Em Dash
Ctrl + F	Insert the 2 character prefix key for a shifted non-breaking space

Special Symbols and Characters

The special symbols window provides a convenient method to insert symbols from the 4 special font types (Symbol and 3 sets under Wingdings) along with five common groups under the current font chosen in the text edit window.

To insert a character, first select a source from the down arrow button, then select a character in the list. Click on **Insert** to choose the selected character for insertion.

You can also double click directly on the character in the top grid.

Once a character has been used, it's added to the recently used list at the bottom.

Click on the down arrow button to choose a different character group.

Use the **Clear** button to empty the recently used list.
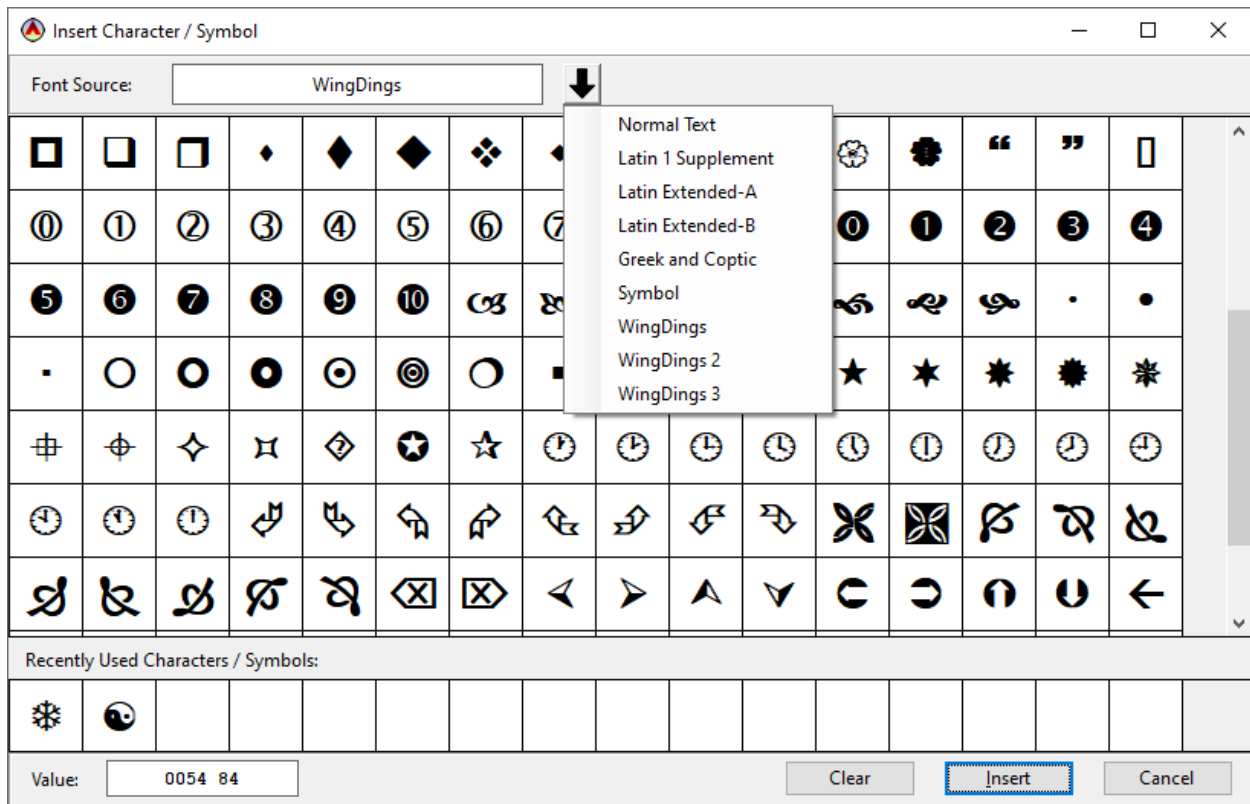
Non-breaking Hyphens and Spaces

When attempting to insert non-breaking hyphens ("En Dash" and "Em Dash") or a non-breaking space (a Shifted Space, or character code 160), the values will not be saved properly from the text edit window into the album page file due to limitations of the rich text edit control not being able to handle them. They will in fact be converted to a normal dash and space respectively. You would typically see this if you pasted these characters from Microsoft Word, as they would appear as normal hyphens once pasted.
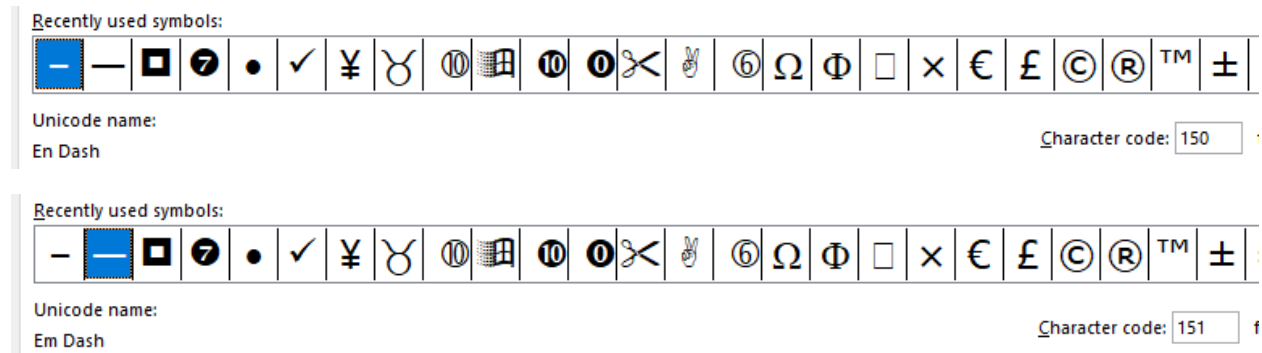
If you need to use these characters, especially for the purpose of keeping a word from wrapping in paragraph text objects, you will need to use the special 2 character combinations in the edit window, where the first character is always the vertical bar or "pipe" character:

|D	En Dash ("–" slightly longer than a hyphen "-")
|E	Em Dash ("—" slightly longer than an En Dash "–")
|S	Shifted Space (can be used to prevent word wrap breaks)
||	To use the vertical bar or pipe character as a literal in the text content

Example: to avoid the phrase "page 20-22" from breaking to a new line on word wrap, you can enter it as "page|S20|D22" into the edit window.

To avoid having to key these character combinations, use the shortcut keys (Ctrl+D, Ctrl+E or Ctrl+F) described previously. If you choose these characters from the Insert Symbols/Characters window, the 2-character format will be placed into the edit window.

Setting a Point Size Directly

Selecting a point size from the dropdown list will change the selected text to the new point size. If you want to enter a value directly into the text field or choose a value not in the dropdown list, make sure to press the ENTER key after entering the point size to commit the change to the selected text.

Multiple Font Styles, Attributes or Sizes Selected

When selecting a group of characters in the text window, it's possible that selection can contain more than one font style, font attribute (bold, italic, underline) or point size.

The attribute icons will not appear in red to indicate bold, italic or underline unless all characters selected are the same for each of those 3 attributes. The point size will not be set in input field if there is more than one point size in the selected characters. The color and font name will remain as is, but will only reflect the last color/font name used while entering text content.

Sizeable Text Edit Window

The 3 object types which use multi-font text entry (Text, Paragraph and the 6 shape types) have a fixed size edit window for text content as the properties window can't be resized.

If you need more space to see as much text content as possible, the sizeable edit window will take the current content from the object properties window. When you save the changes in the sizeable edit window, the text content will be transferred back to the object properties window.
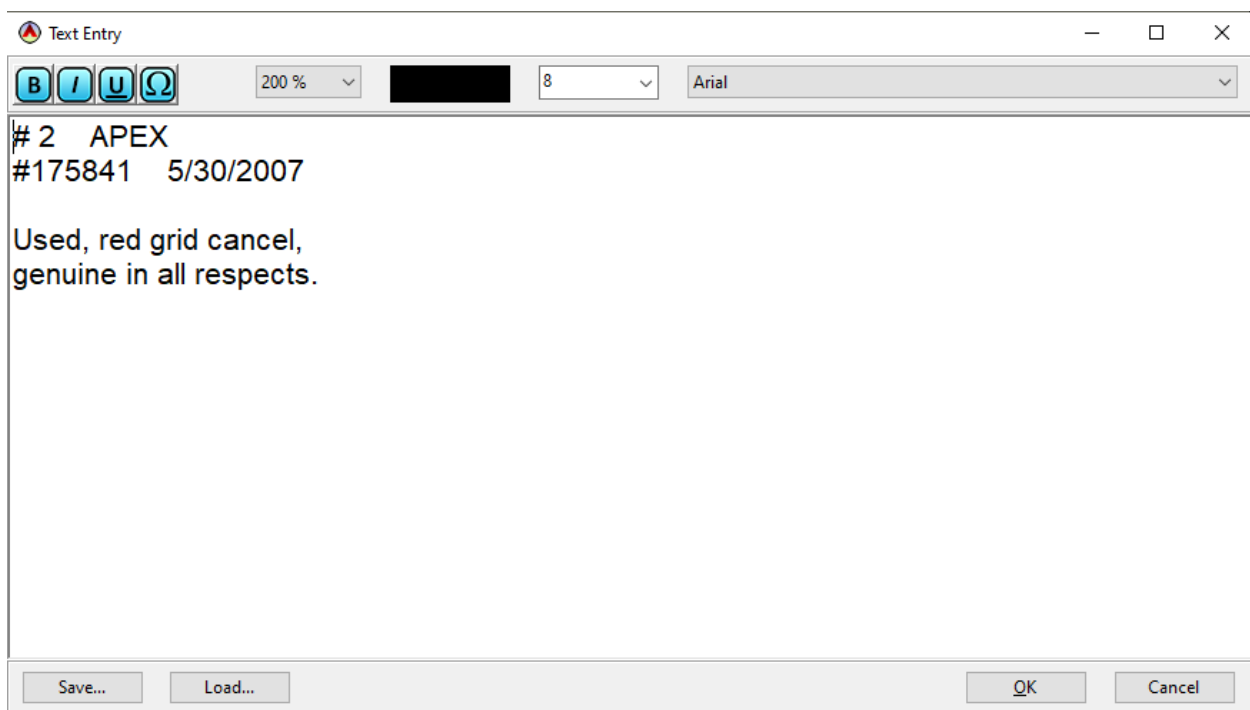
Click on **Save** to save the current text content to an RTF (Rich Text Format) file.

Click on **Load** to place the contents of an RTF file into the edit window.

Rich Text Content Restrictions

The multi-font text content for AlbumGen doesn't permit everything which can appear in a rich text format file. Only text content is permitted. Images and embedded object content are not allowed.

Shape Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one object* which is of the shape type (Rectangle, diamond, ellipse, triangle, or polygon). Selecting multiple shape objects will display a different window.

Location and Size

Undo/Default

The bottom left button will undo any changes made and revert back to the settings at the time the properties window was first displayed if editing an existing object. For new object placement, the button is named **Default** and clicking in it will reset all settings for the object to default values.

Sizes

This button launches the **Object Size Manager** from the **Utilities** menu, allowing for custom sizes to be added to the **Sizes** dropdown list.

Preview

This button will preview the current object by itself on the current page with any new changes, allowing you to view the impact of any pending changes before clicking **'OK'** on the Shape Object Properties window.
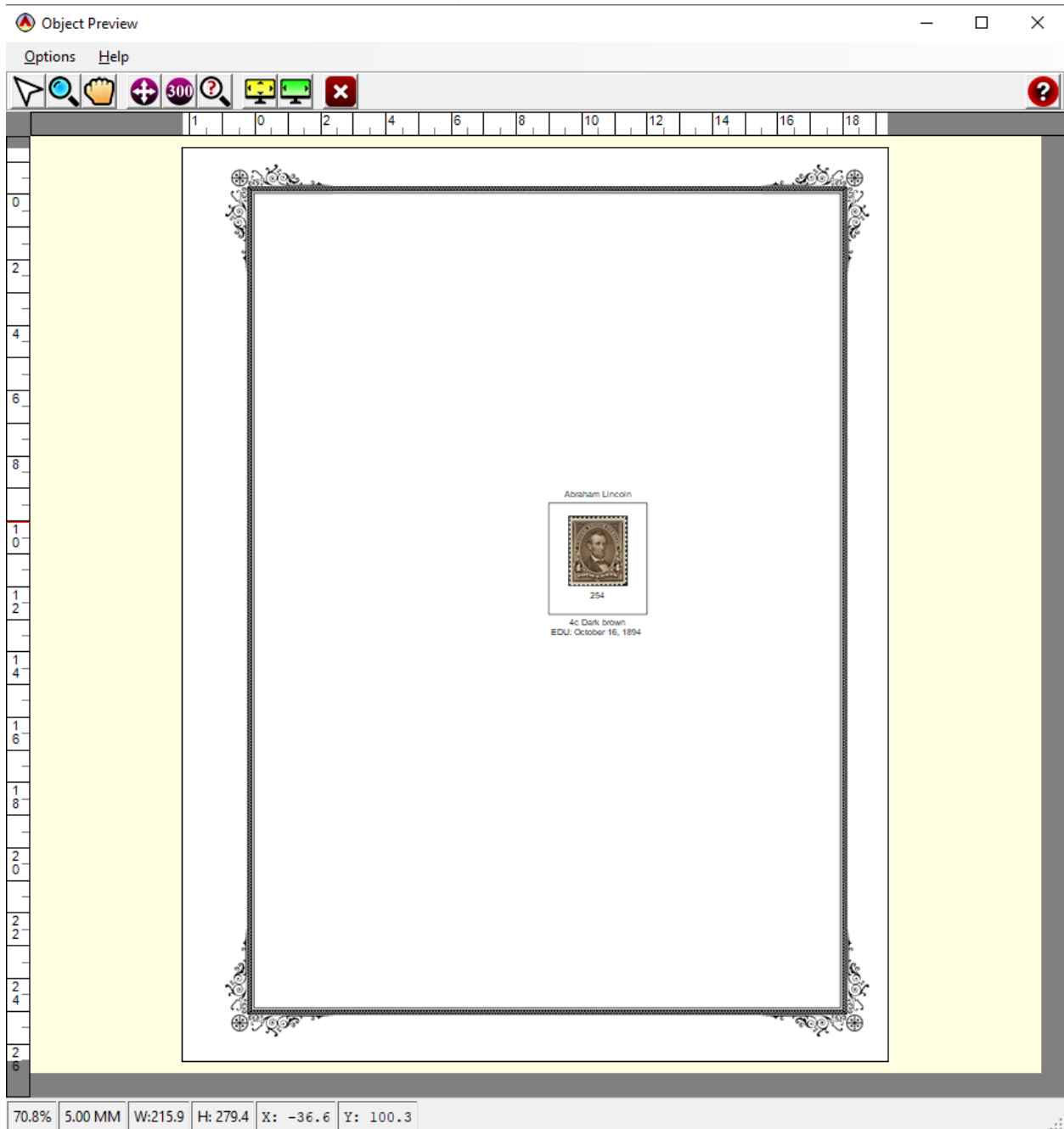
The menu and toolbar options for this window (except for the close button) are designed to support zooming and panning the preview area.

The size and position of the page preview window, the current zoom level, and the page center point are preserved any time you use the preview mode on the same object until you close the Shape object properties window. This applies to properties windows for all object types.

Icon	Menu Item	Shortcut	Description
	No Pan/Zoom	N	Disable either the zoom or pan tool mode if enabled.
	Zooming Tool	Z	Enable or disable zoom mode.
	Panning Tool	P	Enable or disable panning mode.
	Zoom Detail	SPACE	Zoom into and out of a detailed zoom level.
	Zoom to 300%	3	Zoom to 300% magnification.
	Zoom to Specific	S	Zoom to a specific magnification level.
	Fit to Screen	Ctrl + S	Fit the contents to the preview window area within and the current primary screen size.
	Fit to Width	F11	Fit the width of the page to the preview area.
	Close	F12	Close the preview window.
	Help	F1	Help topic for the preview window.
	Zoom In	Ctrl + Ins	
	Zoom Out	Ctrl + Del	
	Zoom to 100%	1	
	Zoom to 200%	2	

Shape Position

Shapes can contain an optional border style. The actual position for a shape is the upper left corner inside the border (if present). The location settings however allow you to set the position relative to the outside border.

The values at the bottom of the window indicate the page position after rotation and shift amounts (set in this window as positive or negative adjustments) have been applied. The page position is also based on the page origin (page, margin or border). For example, with a left margin of 25.4 mm and a border of 5 mm, a horizontal location of 0 would be 30.4 mm relative to the left edge of the page.

Shape Size

The size of the shape is based on the frame width and height without regard to a border style or rotation angle.

There are pre-supplied sizes provided by SoftPro selected from the dropdown list. To use a value from that list, select it and then apply it with the **Set** button. To add new custom sizes, click on the Sizes button. The **Object Size Manager** found under the **Utilities** menu is described in detail in a separate help topic.

Frame Space Padding

Inside padding is an extra amount of space between the object frame and the start of text/image content inside the frame.

Outside padding is the maximum width of the border style if the border style has less thickness than this padding value. For example, if the border style has thickness of 2 mm and the outside frame padding is 5 mm, the amount of inner white space is 3 mm. If the outside padding were 1 mm, there would be no extra padding.

Benjamin Franklin
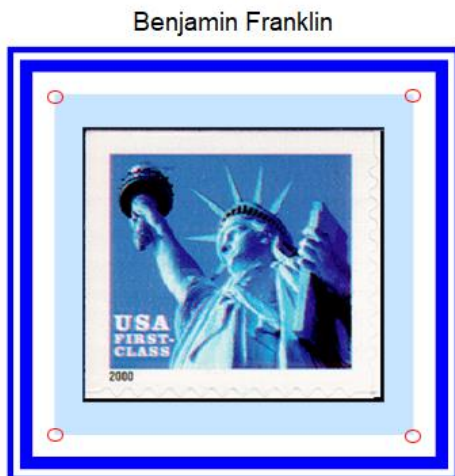
5c Red brown
Issued: July 1, 1847

Properties
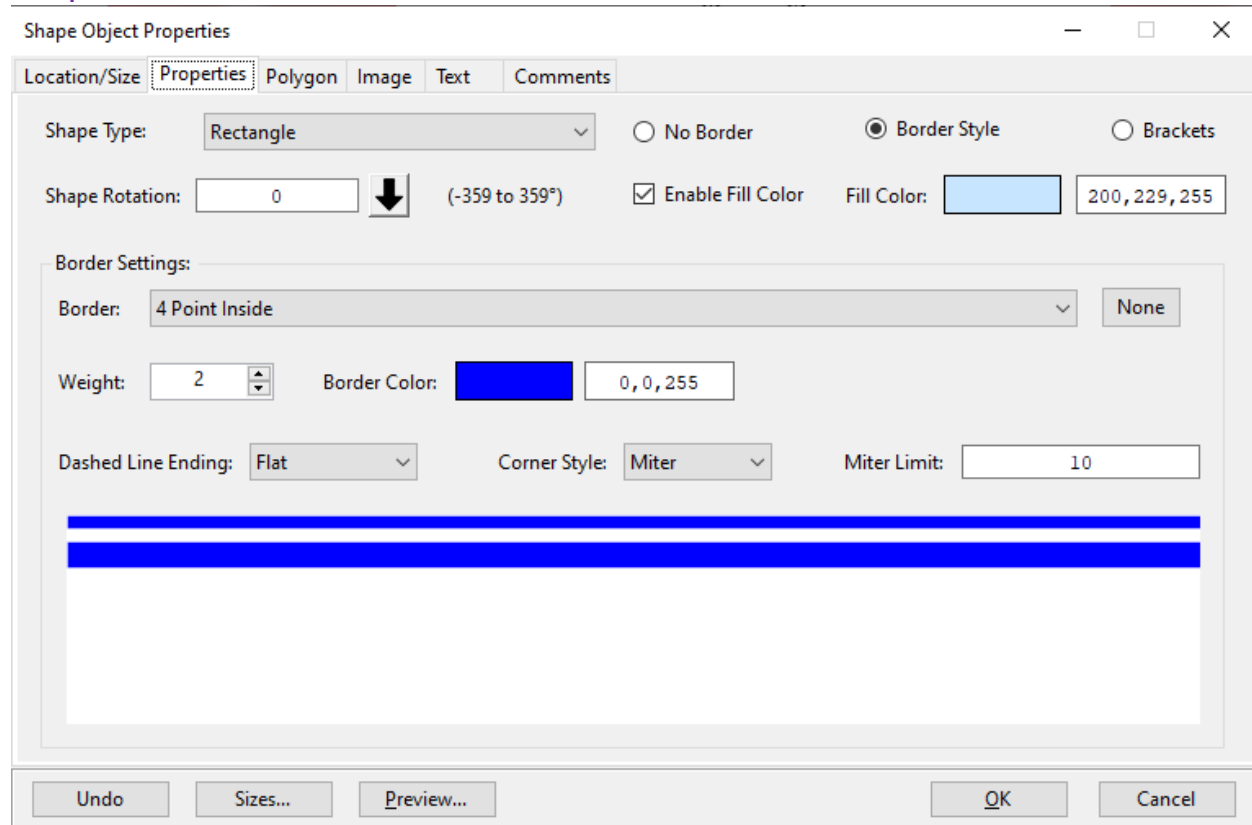
Shape Type

Six of the object types available are shapes which and all share the same properties window. You can override the current shape type by choosing a new type from the dropdown list. Picking the polygon type will enable the settings in the **Polygon** tab.

Shape Rotation

The rotation angle affects the border style and in some cases the image inside the object frame. Text content is never rotated. Click on the down arrow button for preset angles, or type in any angle between 359.99 and -359.99 degrees in the text field.

Fill Color

The fill color doesn't extend into any outside frame space padding as that padding is considered part of the border area and the border area is not filled with any color except those used by the border itself.

Border Type

There are 3 border choices.

None	The shape will not have a border. Without a border, it will appear outlined in a red dash on the page in the main workspace.
Border Style	Border styles are chosen from a dropdown list which can contain both styles pre-supplied from SoftPro or custom styles created using the **Borders Manager** option under the **Utilities** menu.

Brackets	Brackets are 2 line segments which are joined together at the vertex of the shape. For rectangles, the vertex is optional at any of the 4 corners, as long as one corner is chosen. An ellipse has no vertices, so brackets are not allowed. For all other shape types, the vertices are not optional and a bracket will always be applied.

Border Style

Select a style from the dropdown list. A preview of the style will appear in the bottom area of the properties window. A weight factor from 1 to 4 can be applied to set the thickness of the border. Any color can be assigned to the border content as long as the border wasn't defined as a multi-color format. The RGB (red-green-blue) value of the color is shown next to the color swatch.

If the border was created using dashed lines, the end caps on each dash segment can be set to either a flat, round or triangle format.

The corner setting determines how vertices are joined together. The miter format is the default.

The miter limit is used to limit the extent of the corner applied to a vertex when the angle of the join is small, which tends to result in the join extending quite far. This is noticeable with diamonds and triangles with thick lines at sharp angles. When the miter limit is reduced a point will be reached where the vertex will be drawn with a bevel instead of a corner join. Miter limit only applies to miter joins.

Miter Join
Miter = 10

Round Join
Miter n/a

Bevel Join
Miter n/a

Miter Join
Miter = 3
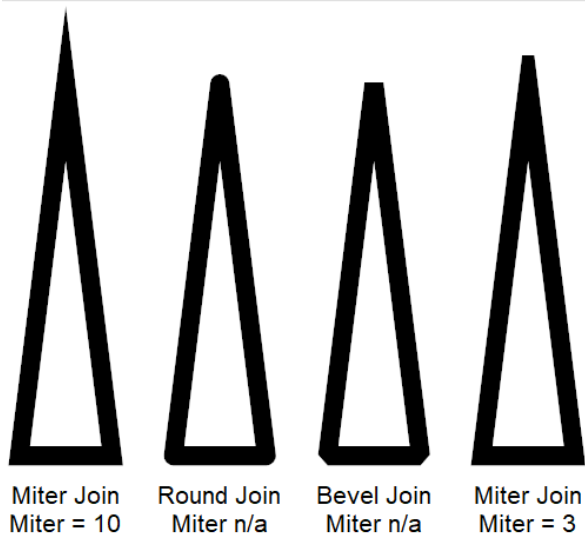
Brackets

Brackets are line segments which join at the vertices of the shape. Ellipse shapes have no vertices so brackets are disabled for this shape type.

Setting the color, weight, line ending, corner style and miter limit is the same as for border styles. Click on the down arrow button to choose a bracket weight using an approximated point size value – it will be converted to the 1/300 inch weight size unit value.

Brackets can be a specific percentage of the shortest edge of the shape. The shortest edge is used since a longer edge with a large percentage could cause the lines on the short edge to end up connected as a single solid line.

Using a specific length can cause the lines to run together on shorter edges if the value is at least 50% of the length of the shorter edge. This is permissible and a single solid line will be rendered.

For rectangular shapes, the 4 corner options are enabled. You must choose at least one of the 4 corners to set a bracket. Interior color fills have been applied to the 2 examples below to show how the brackets are drawn relative to the object frame size.
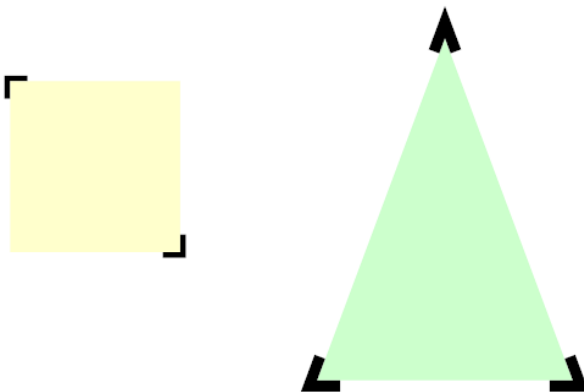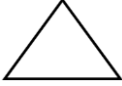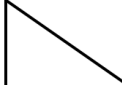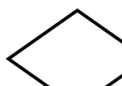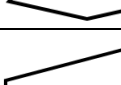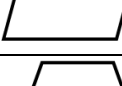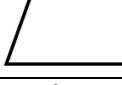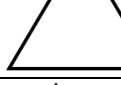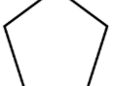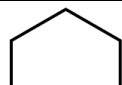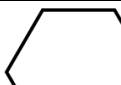
Polygon Settings

You must choose the Polygon shape from the properties tab to enable polygon shape types. Alternatively, click on the **Enable Polygon** button to set a polygon shape type.
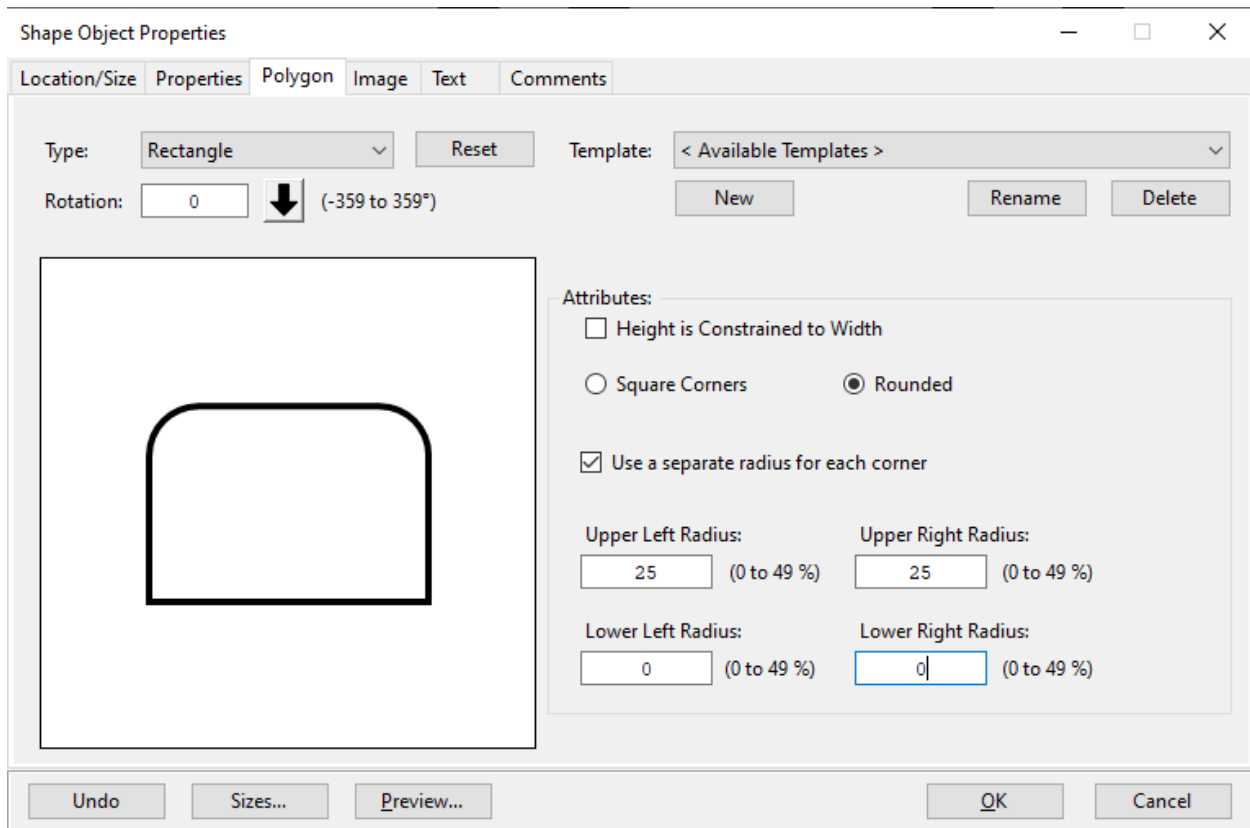
Polygon Types

Choose the polygon type from the **Type** dropdown list.

Rectangle		
Isosceles Triangle		
Right Angle Triangle		
Diamond		
Parallelogram		
Trapezoid		
Pentagon		
Hexagon		
Octagon		

Constrained/Regular Size

A common attribute to the polygon type is either constrained aspect ratio or a regular size vs. an irregular size. A constrained will keep the shape width and adjust the shape height to match. Polygons with 5-8 sides can be regular or irregular shapes. Irregular shapes have additional settings for altering the vertices.

Flipping the Shape

Some of the polygon types will allow for the shape to flip horizontally and/or vertically.

Rectangle

A rectangle can use squared or rounded corners. When you select rounded corners, the Attributes box expands and you can set the radius the same for each corner if you check the 'Use a separate radius for each corner'. The Attributes box expands further and you can then se, or use an independent radius for each corner. A radius of zero will create a square corner.

Isosceles Triangle

A midpoint vertex on the baseline edge can be dded by checking the 'Apply Midpoint indent to Long Edge' check box. The Attributes box will expand, allowing you to specify an indent percentage of the base toward the opposing vertex.

Right Angle Triangle

A midpoint vertex to the long edge can be applied and shifted inward to the opposing right angle vertex. Click on 'Apply Midpoint Indent to Long Edge' to expose the input box for the percentage shift desired.

Diamond

A shift of the 2 side vertex points can be applied with percentage shift upwards or downwards.

Parallelogram

This shape can have a horizontal or vertical orientation with a positive or negative shear angle.

Trapezoid

The top edge of the trapezoid can be set as a percentage of the bottom edge.

Pentagon

The side vertices can be shifted upwards or downwards and the base width can be set to a percentage of the object width. Select the 'Irregular' button to modify these settings are not used for a regular pentagon.

Hexagon

A hexagon can have a vertical or horizontal orientation. If the top and bottom edges are linked, then the edge width along with vertex shift can be applied. If they are not linked, then the top and bottom edge width can be independently set as a percentage of the object width. Regular hexagons can only be adjusted for orientation.

Octagon

A regular octagon has no additional attributes. If sides are linked, the edge vertices can be shifted and the size of the edge can be adjusted. When not linking edges, they can be adjusted for width only as a percentage of object size.

Image Links

Images are not embedded into an album file. The image path and image name (without an extension) are stored in the album file. If you have the same image name under two or more different types (i.e., a JPG and TIF file with the same name) in the same location, AlbumGen has a specific priority by image format:

- JPEG (Extension must be one of JPG, JPE or JPEG)
- Portable Network Graphics (Extension must be PNG)
- Bitmap (Extension must be BMP)
- Tagged Image Format (Extension must be TIF or TIFF)
- Graphics Interchange Format (Extension must be GIF)

Assigning an Image by File

Click on the Change button to add a new image or change the current one if present. This will display the image browser window.

The dropdown list contains all of the recent locations you have visited with the browser. Picking a path from this list will change to that location. The current location is shown in the status bar at the bottom.

The left side list contains all recognized image files found in the current location. The total number of valid image file names is shown in the status bar.

Selecting a single image in the list will show a preview of the image. If the image is smaller than the preview space, it will not be resized to fill the preview area. The remaining space is filled with a color setting from the **General Settings** window.

You can resize the browser window and the image will scale to fit the new preview size as long as it's larger that the preview width and or height.

The image size will be shown below the preview area. The size in the current display units set in the **Options** menu, either millimeters or inches.

The DPI value is the resolution embedded in the image file. If no embedded DPI value can be found, the General Settings window has an option to set a value (default is 72 DPI).

The DPI value is important only if you choose the **Print Size** aspect adjustment.

You can change the current image file location using any of the 3 buttons on the left.

- Click on **Browse** to use a folder browser window.
- Click on **File** to find any image file which will set the location once you select an image file.
- Click on **Path** to manually enter a location.

Click on **None** to remove the existing image link for the object.

Click on **OK** or double click the name of the image in the list to assign it to the object.

Assigning an Image from the Clipboard

If a compatible image is present in the Window clipboard, you can click on the **Clipboard** button.
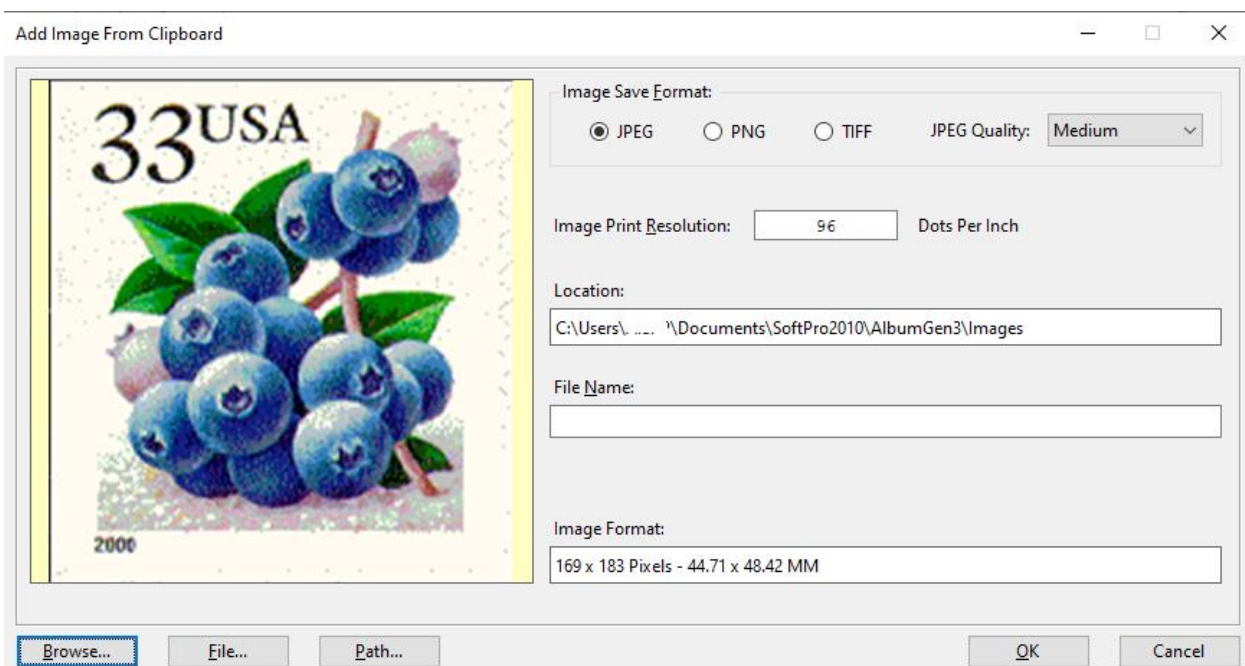
The default location for images taken from the clipboard will be an AlbumGen-specific folder under your Windows Documents folder. You can change the default save location using the **Browse**, **File** or **Path** buttons.

If possible, the DPI of image will be taken from the image content in the clipboard. You can override this DPI value by entering a new one in the provided field and the size will change accordingly in the image format line.

You need to provide a file name (without extension) and a save format (JPEG, TIFF or PNG). For JPEG format, select a quality level from the dropdown list.

The **Browse** button on the image link tab will open the location in File Explorer.

The **Remove** button will remove the current image link for the object.

Aspect Adjustment

There are 5 options which control how the image is drawn which in turn affects how the object can be resized to maintain an image's width to height aspect ratio.

Stretch	Version 2 of AlbumGen only allowed images to be stretched to fit inside the object frame. In stretch mode, the image will fit inside the shape, minus any space taken by the inside border or text content.
Preserve	The aspect ratio of the image will always match the ratio of width to height of the original image dimensions, no matter what the width or height of the object are. Extra space will be added to the sides or top/bottom of the image area to keep the ratio preserved.
Keep Width **Keep Height**	These two modes are essentially the same in that the shape of the image is modified to preserve the aspect ratio of the image. By keeping the width, the height is the value that will automatically be adjusted. Keeping the height will allow the height to be change and the width will be automatically adjusted. Note that drag sizing with the mouse in the workspace will allow the width and height to be dragged, but the size will be based on the shortest distance of movement with the mouse. For example, if the width is dragged to the right by 10 mm and the height is dragged down by 4 mm, the adjustment to the height will be 4 mm, and the width will be adjusted to keep the image aspect ratio.
Print Size	This mode preserves the original image aspect ratio, but the image print size determines the maximum size the image will be inside the object frame. For example, consider an image that is 700 x 500 pixels and is 300 DPI. This equates to an image that is 2.33 inches wide and 1.67 inches tall. If the available image space inside the object frame is 3 x 2 inches, the object will fit inside this space with some extra area on all sides. If the available image space is 2 x 1 inches, the print size is larger than the available space, so will be reduced to fit inside the object area without any cropping on the edges.

Rotating the Image With the Shape

If you check this option, the image will be rotated to match the angle that the border/bracket content is rotated.

To avoid distorting the image due to the rotation, 3 of the 5 modes for aspect adjustment are not allowed with image rotation:

- Stretch
- Preserve Aspect
- Print Size

EzStamp Warning Icon and Missing Size Information

This checkbox option indicates the display of the warning icon when creating objects using the EzStamp import options from the **Extras** menu. Most pre-supplied stamps provided by SoftPro will contain width and height information to generate a properly sized object in AlbumGen. In some cases, the source stamp may not have sizing content and this forces AlbumGen to use a pre-defined width and height that you can adjust.

6c bl (Type II)

1393h

The missing size warning icon will only appear in the workspace and be displayed as a small image in the bottom right corner of the object frame as shown in the sample above.

You can turn this warning icon on a per-object basis. To turn off the icon for all objects, you can either disable the option from the **EzStamp Import** window from the **Extras** menu (see below) or use the **Search** and **Replace** options from the **Utilities** menu.
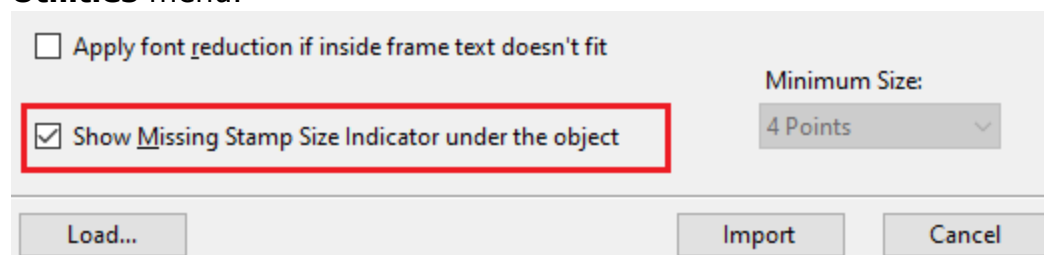
(the above is a snippet from the Multi Import screen)

Text Content
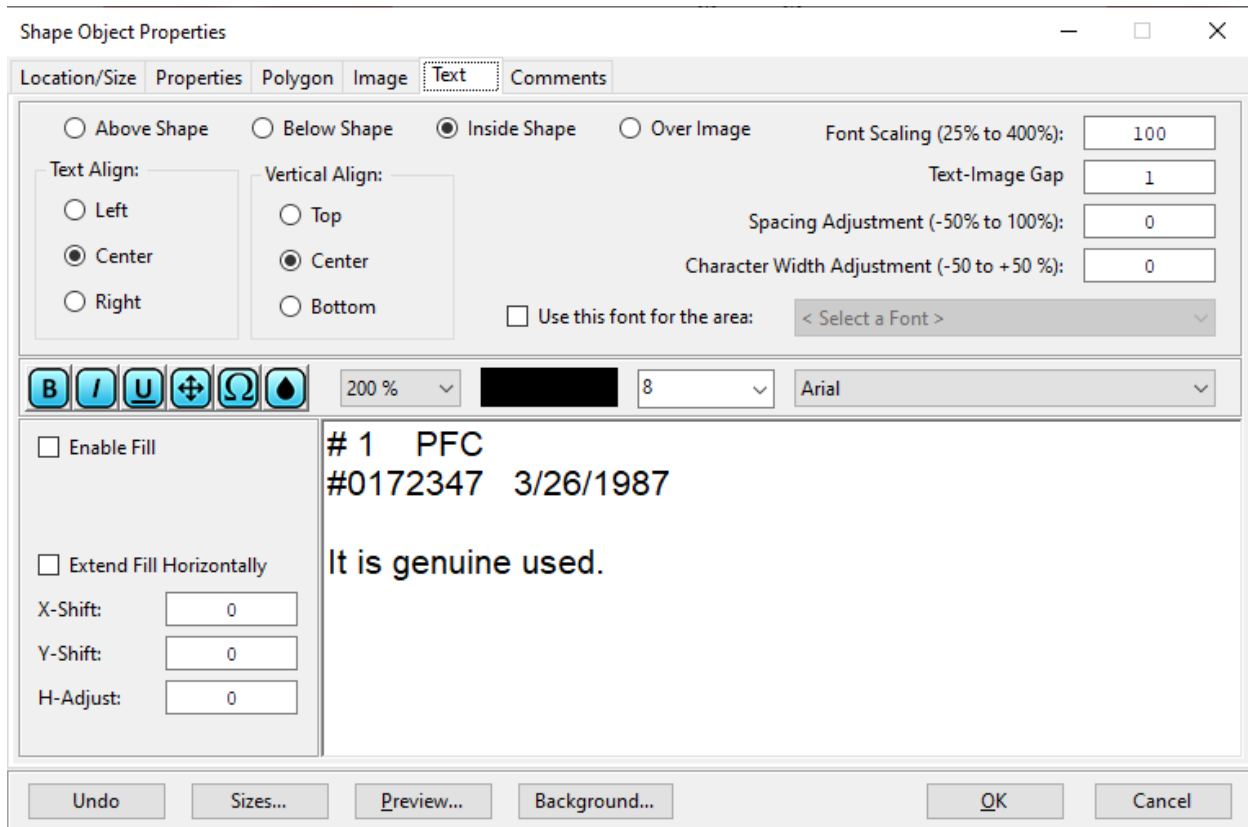
Text content is placed into one of 4 areas for a shape object.

Above Shape	The text sits above the border frame and any optional bracket or border style.
Below Shape	The text sits below the border frame and any optional bracket or border style.
Inside Shape	The text sits inside the image frame, aligned to the top, middle or bottom. If an image is present, a middle alignment is forced to the bottom.
Over Image	The text sits on top of an image, aligned to the top, middle or bottom of the image. If no image is present, then the text content is ignored. Text over an image can use a solid color or transparent background. The default is white background to match version 2 of AlbumGen.

There is no restriction on the width and height of text content in any area, as long as the text doesn't exceed the width or height of the page, or any font size for the text falls below 2 points or is larger than 144 points.

For text inside the frame, it will be clipped on the sides, top or bottom if it exceeds the available space.

Text Alignment

Text can be aligned to the left, center or right for all 4 areas.

Vertical Alignment

This alignment only applies to the text inside the frame and over the image. Center alignment doesn't apply to Inside Shape text if an image is present – the alignment will be treated as a bottom when rendering the shape.

Font Scaling

This is a general reduction or increase to all fonts for the text area. For example, if the inside shape text used 3 font sizes of 10, 12 and 14 points, and you applied a 125% scaling value, the 3 fonts would have sizes of 12.5, 15 and 17.5 points.

Text Gaps

Text gaps are additional blank space areas for 3 of the 4 text areas. Above Shape text gaps are added between the top of the frame/border and the baseline of the last text line. Below Shape gaps are added between the frame/border bottom and the top of the first line of text. For Inside Shape text, the gap is extra space between the image and the text content.

Spacing Adjustment

This value is a percentage increase or decrease of the space between each line of text. If an area only contains 1 line of text, this adjustment has no effect.

Character Width Adjustment

This setting creates expanded or compressed versions of the font characters.

Background Fill

For Inside Shape and Over Image text areas, you can fill the area behind the text content with a solid color. The default fill options are the same as version 2 of AlbumGen: transparent for Inside Shape and white for Over Image.

Extending the Fill

If a background fill is used, you may extend the fill to the edges of the object frame. An example of this is shown below (with a 1 mm inside spacing amount).
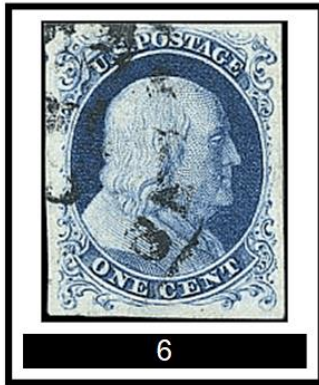
1c Blue - Type Ia
EDU: April 19, 1857

X and Y Shifting

These values apply to the Inside Shape and Over Image areas and allow adjusting the vertical and horizontal position of the text. This can be useful for non-rectangular or rotated shapes.

Height Spacing Adjust

The spacing adjustment for the height is intended to complement the text when a background is filled. The previous example with a 1mm height adjustment is shown below.

1c Blue - Type Ia
EDU: April 19, 1857

Comments, Title Names and Bookmarks
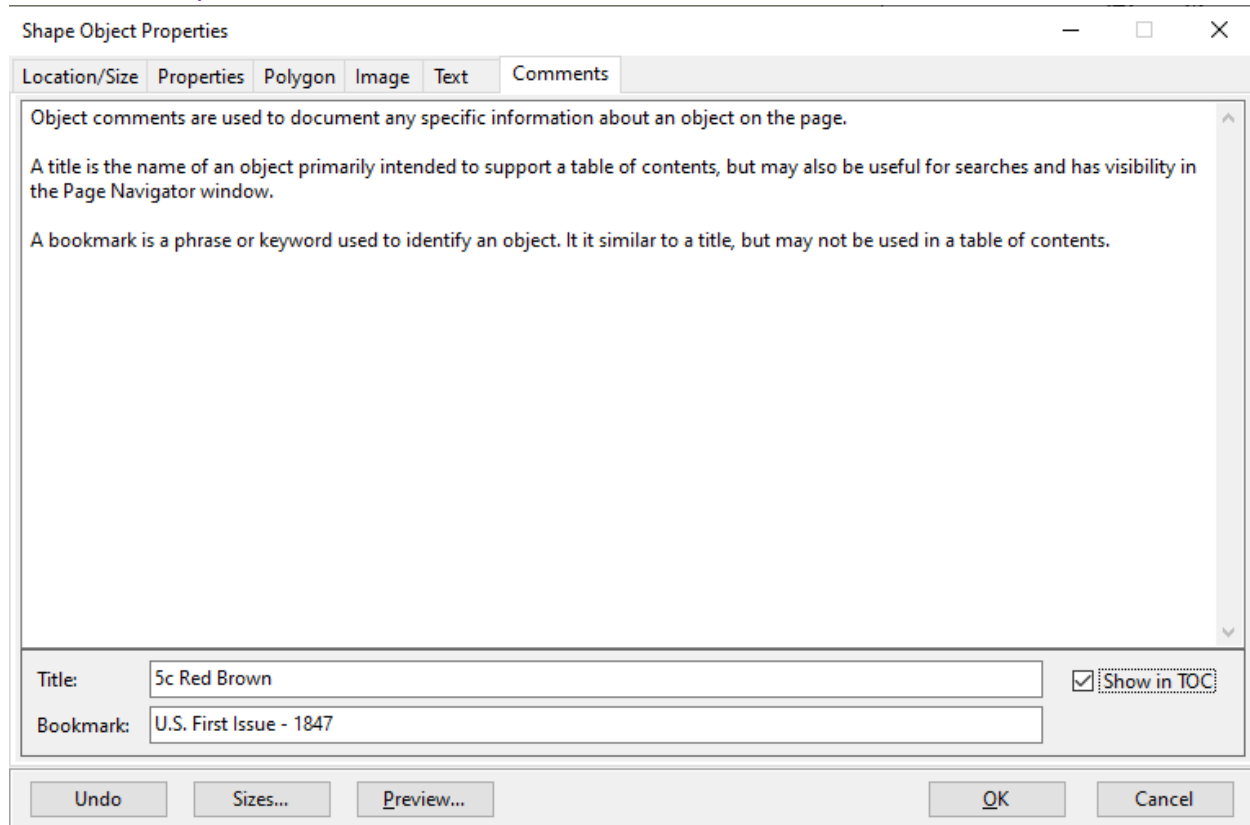
These 3 attributes are available to the following object types:

- Image
- Shape Types
- Paragraph
- Table
- Text

They are not printable, and 2 of the 3 attributes (Comments and Bookmark) are strictly for information purposes. The Title attribute is used as a name, and optionally for building a table of contents at the object level.

Comments

Comments can contain up to 16,000 characters of text. When comments are present for an object, a small icon will appear in the bottom left corner of the object frame in the page workspace:

George Washington

2   APEX
#175841   5/30/2007

Used, red grid cancel,
genuine in all respects.

10c Black
Issued: July 1, 1847
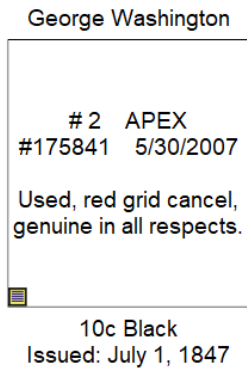
Use the comments shortcut in the top toolbar to access the attributes for the comments along with the title and bookmark.

This will present an alternate sizeable window from the object properties window.

Object Name, Bookmark and Comments

Name: 5c Red Brown   Clear

Bookmark: U.S. First Issue - 1847   Clear

☑ Include this object by its name in the Table of Contents

Comments:

Object comments are used to document any specific information about an object on the page.

A title is the name of an object primarily intended to support a table of contents, but may also be useful for searches and has visibility in the Page Navigator window.

A bookmark is a phrase or keyword used to identify an object. It it similar to a title, but may not be used in a table of contents.

No Comments   OK   Cancel

Title/Name

A title can be up to 128 characters in length. The primary purpose is to create a second level for a table of contents for objects, which needs to be enabled via the TOC checkbox. If the TOC option isn't enabled, the title will act as non-printable information for searches and will be displayed in the page navigation window.

In the example TOC preview page, the page title appears with the object titles indented to the right.

Contents

First Issue - 1847 3
    5c Red brown 3
    5c Dark brown 3
    5c Orange Brown 3
    10c Black 3

In the page navigator, if a name or bookmark is assigned it will be shown as below

Page Navigator

Page	Name	Bookmark
1		
2		
3	First Issue - 1847	
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		

Type	Name	Bookmark
Shape	5c Red brown	
Shape	5c Dark brown	
Shape	5c Orange Brown	
Shape	10c Black	U.S. First Issue - 1847
Shape		
Shape		
Paragraph		
Text		
Text		

Bookmarks

A bookmark is provided to mark an object with a keyword or phrase and is intended to aid in album searches.

The Search utility is described in detail in a separate help topic.
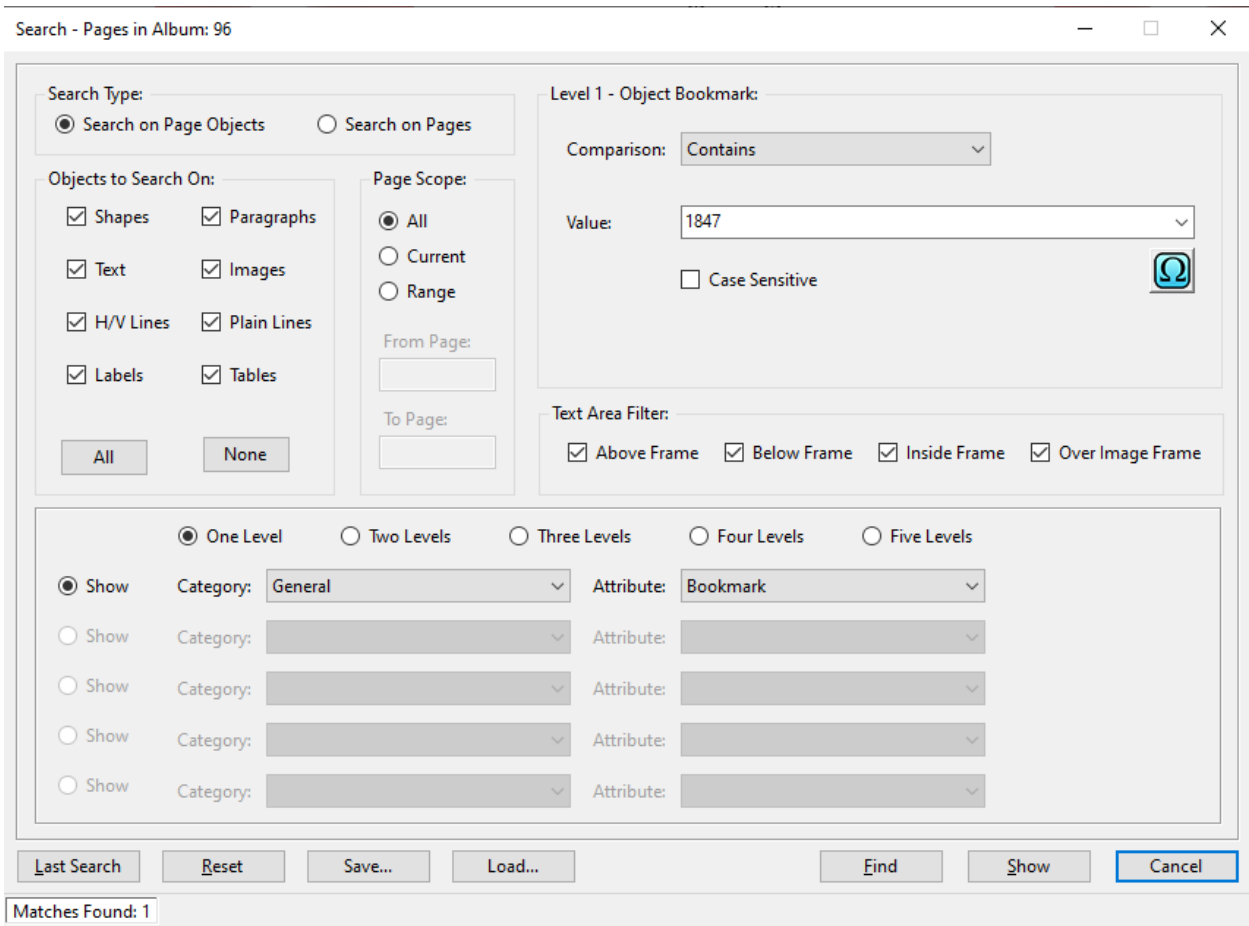
Text Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* Text object or by right-clicking on the text object and selecting Settings-->Properties from the pop-up menu. Selecting multiple text objects will display a different window.

Properties
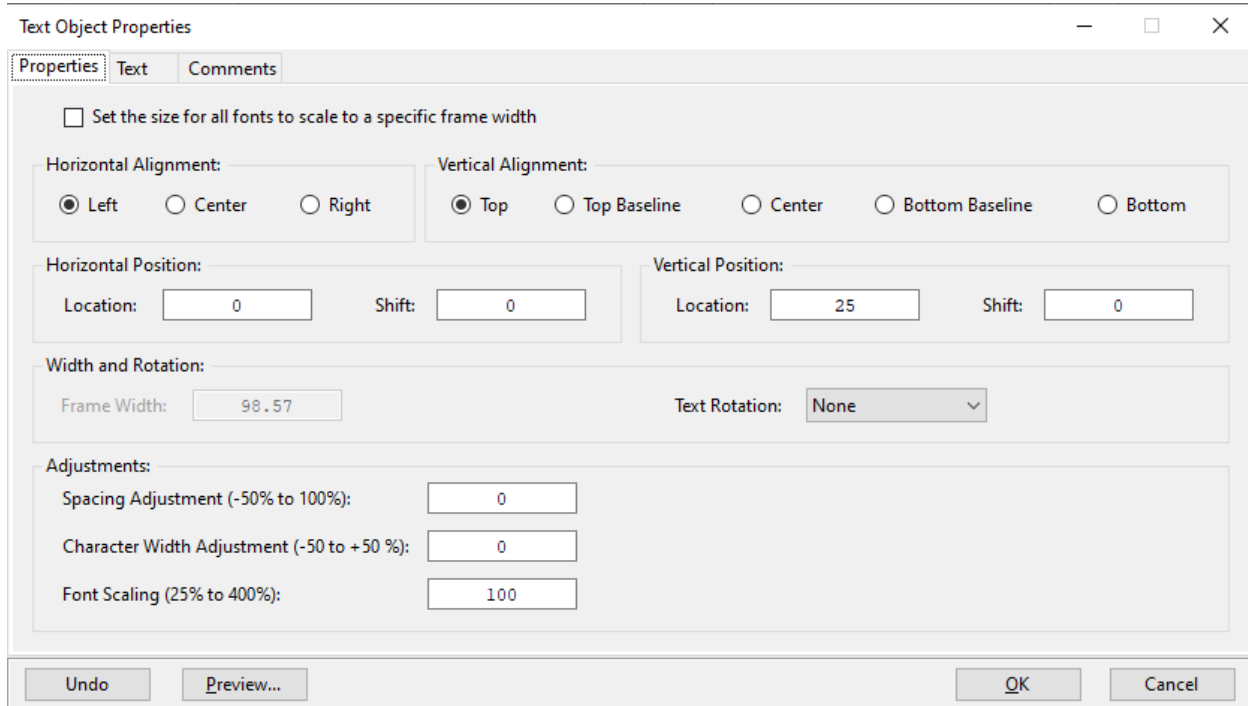
Refer to the shape object properties window for the details on the **Undo** and **Preview** buttons.

Text Position and Alignment

Text objects have no set width or height like a paragraph or shape objects. The position of a text object is based on its horizontal and vertical alignment. The 3 text objects below all have the same Horizontal Position, but 3 different alignments, all aligned to the vertical red line.
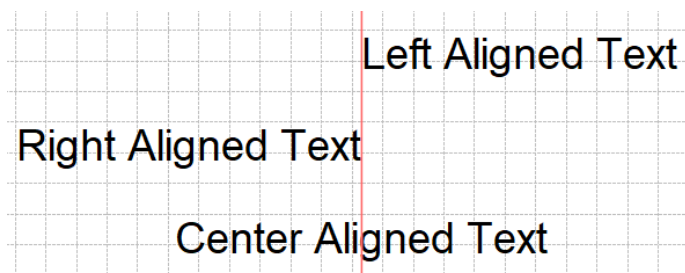
When you change an alignment, the position of a text object doesn't change, only how it's rendered relative to its alignment.

The following example shows the 5 vertical alignment types all with the same Vertical Position aligned to the horizontal red line.
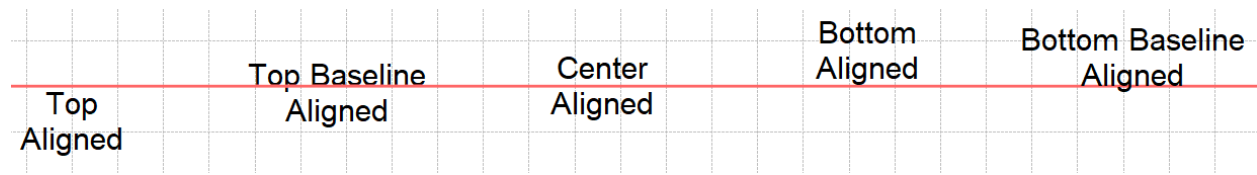
For users migrating from version 2 of AlbumGen, there was no vertical alignment – the only alignment was top alignment.

Top Baseline will place the text such that the first line of text has its baseline sitting on the vertical position.

Center Aligned positions the text lines so that the midpoint of the overall text height intersects the vertical position.

Bottom Aligned places the text so the bottom of the last line rests on the vertical position.

Bottom Baseline Aligned only applied when there are 2 or more text lines for the object. In this case, the baseline of the last line of text rests on the vertical position.

Note that object distributions and alignment to other objects are dependent on the alignment of the text, not its size. Some alignment options may give results you may not expect if using an incorrect horizontal or vertical alignment.

The shift values for location can be used to move the text object by a specific amount using positive or negative values.

Font Scaling and Frame Width
The checkbox option at the top of the settings window is checked by default when drag selecting a sizing rectangle on new object creation and unchecked otherwise.

This setting determines if all font sizes used in the text content will automatically be scaled to exactly fit into a specific frame width. The height of a selection rectangle is not used to scale the fonts.

The **Frame Width** setting will be enabled when the 'Set the size for all fonts..." checkboxoption is checked, and a valid width in the current display unit type (IN or MM) must be provided.

Text Rotation
Text content may only be rotated in 90-degree increments (none, 90, 180 or 270 degrees). If you need text rotated at odd angles, you will need to convert the text object to a clipboard image from the **Edit** menu (**Copy to Image**) and place it on the page as a rotated Image object.

Spacing Adjustment

This value is a percentage increase or decrease of the space between each line of text. If the object only contains 1 line of text, this adjustment has no effect.

Character Width Adjustment

This setting creates expanded or compressed versions of the font characters.

Text Content

This tab contains the standard multiline text edit window as described in the Album Text Content help topic.

The options shown in the above illustration, on the toolbar, just below the menu (B-Bold, I-Italics, U-Underline, etc.) are identical to the text options for Shape Object Properties. Please refer to the Text Content section under Shape Object Properties for complete details.

Selection Size Rectangle

The selection rectangle in the workspace which indicates the frame size of a text object is based on the print size area. Depending on zoom level and font choices, the text may be smaller than the selection container – this is a limitation of the font rendering by AlbumGen to your screen and is not necessarily indicative of how it will print. The Print Zoom magnification level will always show the text as it would be drawn at the print resolution value in the AlbumGen General Settings window.

Paragraph Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* Paragraph object. Selecting multiple paragraph objects will display a different window.

A paragraph is like a Text object in terms of creating the text content, using combinations of fonts, colors and sizes. The key differences are that a paragraph is a framed container for text with a set width and height and that word wrapping without hard-line breaks is expected to be used to group lines of text together. Paragraphs automatically use word wrapping to fit the text into the frame.

Being a framed object, a paragraph may use the same border styles as shape objects.

Text is not scaled automatically when drag sizing a rectangle to a new width and/or height in the page workspace. The text may extend off the edges of the paragraph frame and you are expected to apply scaling or other sizing options from the properties window to ensure the text will fill the frame the way you want.

Refer to the shape object properties window for the details on the **Undo** and **Preview** buttons.

The object position is always the upper left corner of the frame size. Enter shift values into the corresponding fields to nudge the current position by a specific positive or negative amount.

The **Text Margins** are spacing inside the frame to allow indents to be applied inside the frame edges. If word wrap mode is not enabled, text may run into the margin space and possibly off the right edge of the frame without scaling the text to fit. The same applies to the vertical margin. Too much text content may cause some of the lines of text to run off the bottom of the frame until resized.

Properties
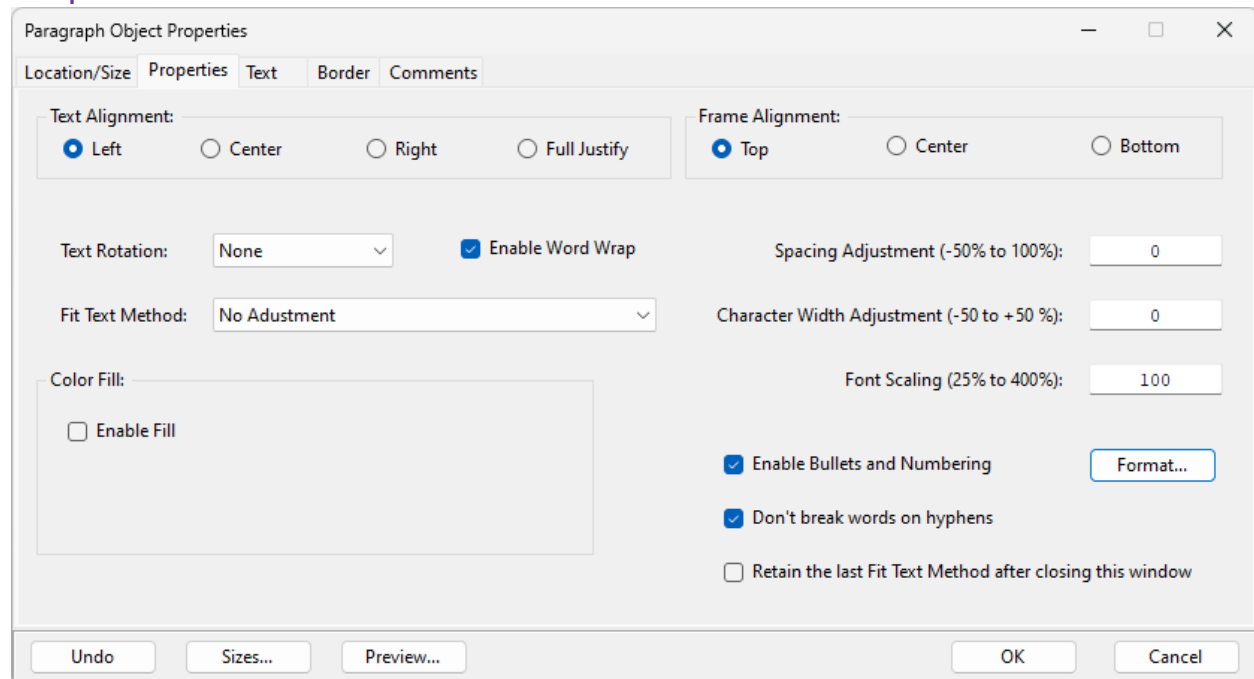
Alignment

The text content can be aligned both vertically and horizontally within the margins (if defined) of the object frame.

Word Wrap

By default, Word Wrap is enabled, which means words will not be broken at the end of each line unless a line break (pressing ENTER) or a hyphen is encountered in a word. The text will automatically wrap to a new line when a spaces or hyphens are encountered.

Word Breaks and Full Justification

Note that non-breaking hyphens (En Dash and Em Dash) and non-breaking spaces will not wrap to the next line if those are the last characters before a line break would be applied.

Full justification is generally not recommended unless you are creating paragraphs of sufficient width so that enough words per line are being used to create inter-word spacing that is not too extreme. AlbumGen doesn't auto-hyphenate words, so word wrap is based on the sizes of individual words for each line.

Spacing Adjustment

This value is a percentage increase or decrease of the space between each line of text. If the object only contains 1 line of text, this adjustment has no effect.

Character Width Adjustment

This setting creates expanded or compressed versions of the font characters.

Font Scaling

This setting is applied to the current font sizes in the paragraph text to reduce or enlarge the text uniformly.

Zoom Factor and Word Wrap

AlbumGen will always break lines on spaces or normal hyphens using the sizes of each word based on the current printer and print resolution defined in the AlbumGen General Settings.

Depending on the choice of words in the text content, the size of the frame, the size and style of the font, and the current zoom magnification level, the spacing between individual words may appear slightly different as you zoom in and zoom out. The Print Zoom magnification level will always show the word spacing as it would appear in printed output.

Text Rotation

Text can be rotated at 90-degree angles within the paragraph frame. The frame itself will not be rotated.

Fit Text Method

This option provides a choice on making automatic adjustments to the text or frame size. The choices depend on the word wrap option.

Word Wrap	Fit Text Method	Description
Both	No Adjustment	No changes will be made when you click the **OK** or **Preview** buttons.
Yes	Resize Frame to Fit	The frame height (width if rotated text at 90 or 270 degrees) will be increased or decreased to encompass the text at the current point size(s). There is a small amount of white space compensation applied, so you may want to resize the frame afterwards if you want to eliminate the extra spacing.
Yes	Resize Text to Fit	The frame size will not change. The text point sizes will change to ensure the text will fit into the available space. As with the previous option, a small amount of white space compensation will be applied.
No	Increase Frame Width	The frame width will be expanded (frame height if text is rotate at 90 or 270 degrees) to ensure the text will fit.
No	Resize Frame to Fit	The frame width and height will be adjusted to enclose the size of the text content.

With any of the sizing methods, a check is made to ensure that the frame size will not exceed the page width or height, and that the point size of any font used will not fall below 2 points or above 144 points.

Color Fill

By default, the background behind the text content is transparent. You can choose a color for the background and optionally extend this fill into any margin space you may have added. For users of AlbumGen version 2, the margin area could never be filled, so you may want to review any paragraph objects from upgraded album files which used color fills.

Bullets and Numbering

When this option is checked, the **Format** button to the right of the checkbox will be enabled, allowing for customizations to add indented lists of sequential numbers or bullet characters.

Use the first option to choose **Bullets** or **Numbering**.

For Bullets, you can choose the font and character to use for the bullet. For Numbered lists, you can choose one of 3 different representations, along with the character pattern for the format and whether to apply upper/lower case format for letters and roman numerals.

In either case, the **Indent** value is the total width of the indent to the left of the paragraph text. The **Shift** amount is how far to move the bullet/number text from the left side of the indent, based on the percentage of the indent width. Please note that the larger the font size being used for the initial word in the paragraph text, you may need to increase the indent amount to compensate to avoid the bullet or numbering information from overstriking the text content.

The font size may not be changed for bullets/numbers and will be the same as the first font used on the first word of any line/paragraph with the bullet/numbering marker character. You can choose to apply bolding to the bullet/indent text.

Patterns for numbering lists is any literal text characters not counting the **#** symbol. This symbol is the placeholder for the sequential value, which begins with

the **Start Number** value and increments by 1 for every occurrence of the marker character at the start of each line/paragraph where you want to apply an indented bullet or sequence.

Two common patterns would be **#.** and **(#)**.

Indenting for bullets and numbered lists requires a leading marker character on the first line of each text paragraph or individual text line. This character can be a hyphen (-) or either variation of the standard bullet character (· or •).

If this character is detected, it will be removed from output on the screen or printer and a bullet/numbered indent will be applied.

Example: The line below will be indented with a bullet or number sequence:

-The quick brown fox.

Note that the marker character must be in the same font and color as the first character which follows it in the text line, or the indentation will be ignored.

Indents will not be applied if twice the indent size is greater than the available width for text in the paragraph object.
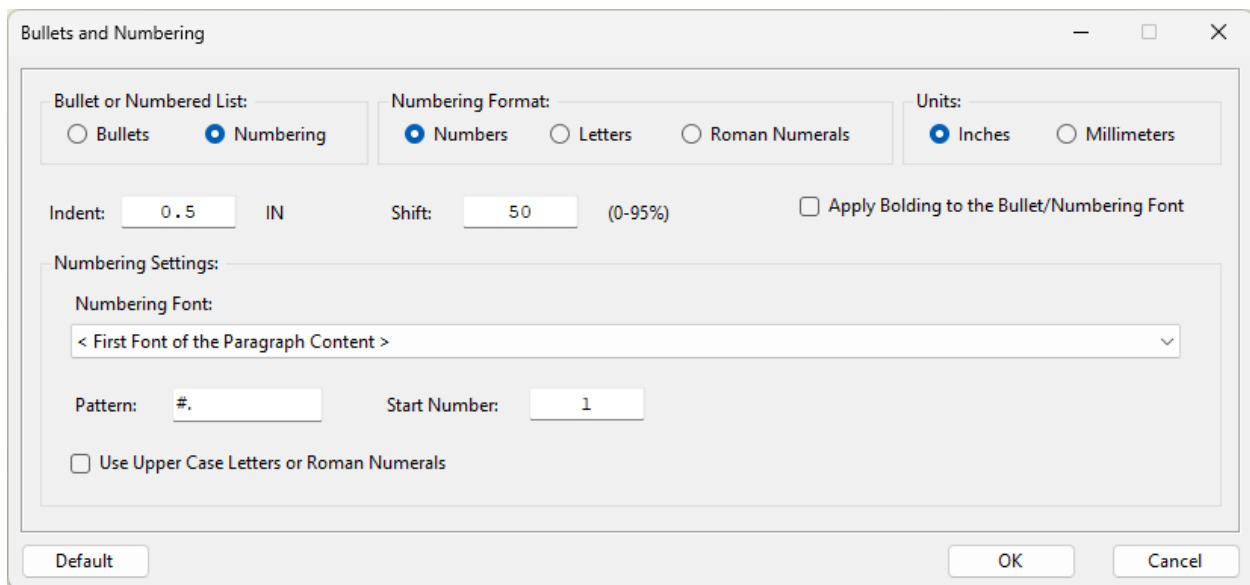
Don't Break Words on Hyphens
To preserve AlbumGen Version 2 behavior, word breaks will not be applied when hyphens are encountered between characters with word wrap enabled. This option must be unchecked on the settings window to apply word breaks when hyphens are detected. If you want to preserve a hyphen with this option unchecked and not break the word, you should use a non-breaking hyphen.

Text Content
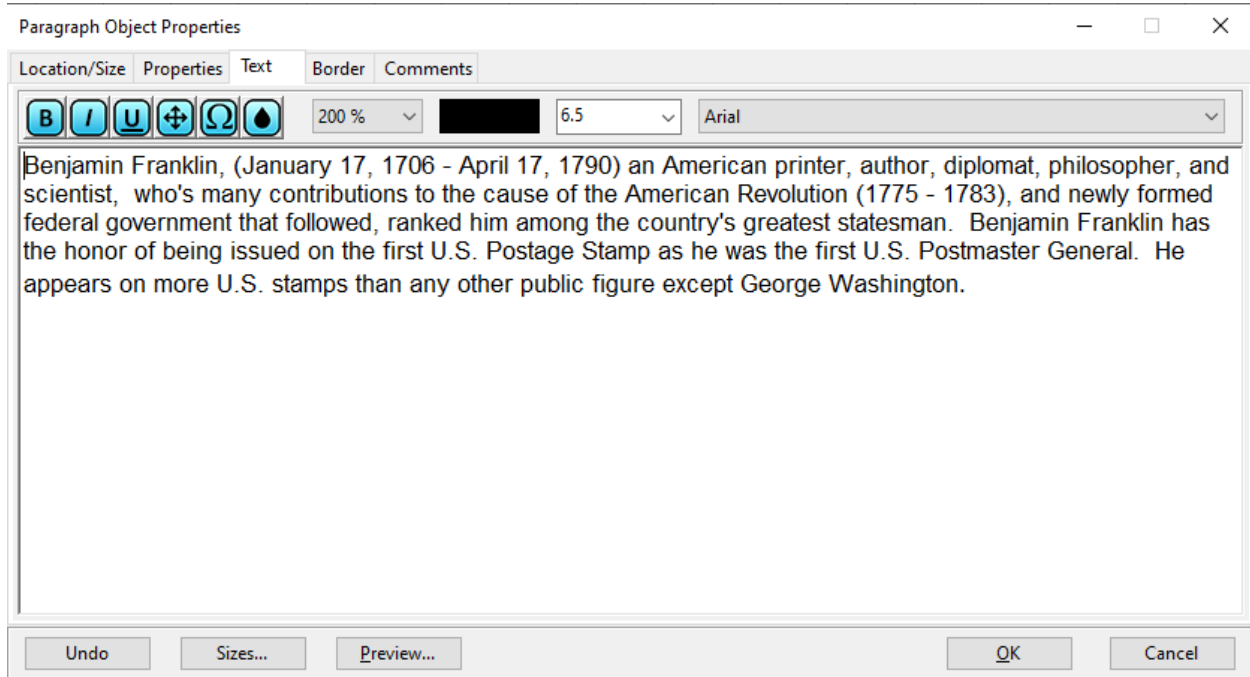
The text edit tab is the same as that used for the Text object with one notable difference.

If word wrap is enabled, then it will also be enabled in the edit window and no horizontal scroll bar will appear.

Border Style
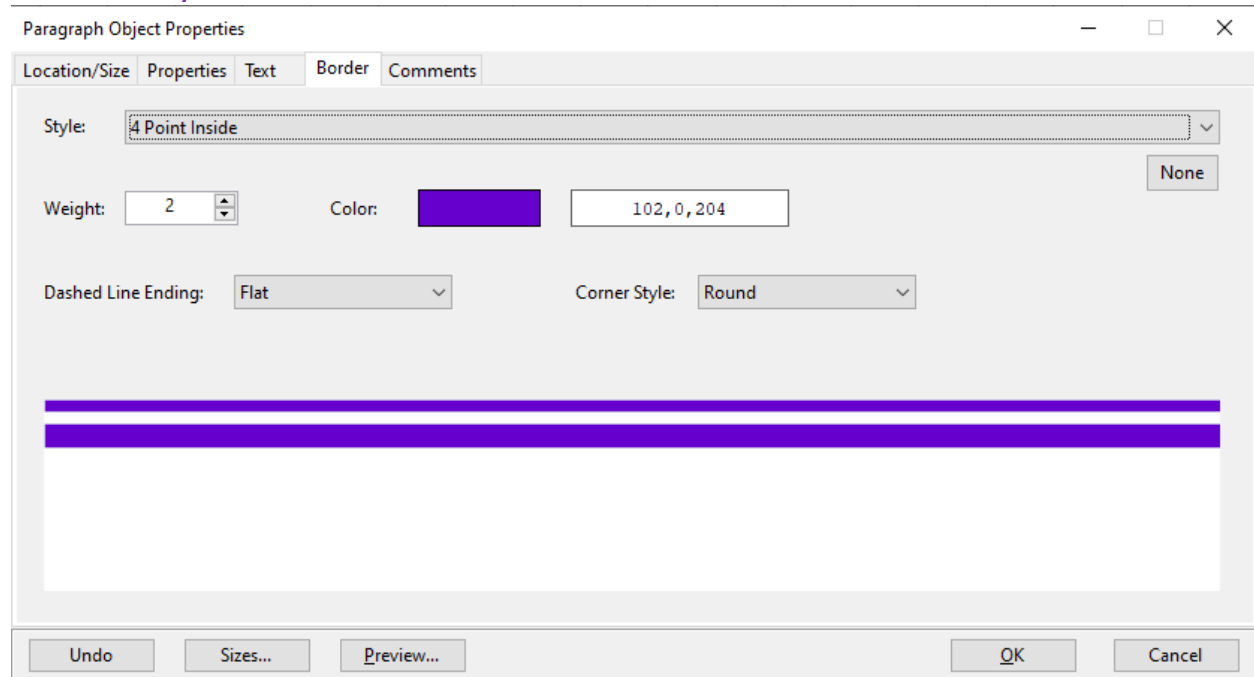
Paragraphs can use an optional border with the same style choices used for the shape object types.

Refer to the shape object topic for details on border style settings. Note that paragraphs may not use the shape's bracket type for a border.

Without a border style, the paragraph will always appear in the workspace with a dotted red outline.

Benjamin Franklin, (January 17, 1706 -April 17, 1790) an American printer, author, diplomat, philosopher, and scientist, who's many contributions to the cause of the American Revolution (1775 -1783), and newly formed federal government that followed, ranked him among the country's greatest statesman. Benjamin Franklin has the honor of being issued on the first U.S. Postage Stamp as he was the first U.S. Postmaster General. He appears on more U.S. stamps than any other public figure except George Washington .

Comments, Name and Bookmark

This tab is the same as for Text and Shape objects. Refer to the general help topic for *Comments, Title Names and Bookmarks* within the 'Shape Object Properties' topic.

Line Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* Vertical or Horizontal line object or by right-clicking on the line and selecting Settings-->Location/Size OR -->Properties from the pop-up menu. Selecting multiple line objects will display a different window.

A line is a simple set of segments grouped as solid/dashed line patterns optionally separated by intervening space segments, in a single color or with multiple colors.

If you only require a single or solid dashed line segment in one color, with additional line endings and rotational options, use the plain line object type.

Location and Size

Undo/Default

The Default button will undo any line object property changes made and revert them back to the settings at the time the properties window was first displayed if editing an existing object. For new object placement, clicking the **Default** button will reset all settings for the object to default values.

Preview

The Preview button will open the Object Preview window and show the line by itself on the current page, allowing you to determine whether any additional adjustments are needed before clicking on the **OK** button.

Position

The position is always relative to the upper-left corner of the page, depending on the grid selection (Page, Margin or Border) and is based on the orientation and opposite rendering order (see the properties tab).

The values at the bottom of the window show the current position of the line on the page after shift amounts (set in this window as positive or negative adjustments) have been applied. The page position is also based on the page origin (page, margin or border). For example, with a left margin of 25.4 mm and a border of 5 mm, a horizontal location of 0 would be 30.4 mm relative to the left edge of the page.

Line Length

The length of the line includes the end cap size. The entire line will fit within the length value.

Properties
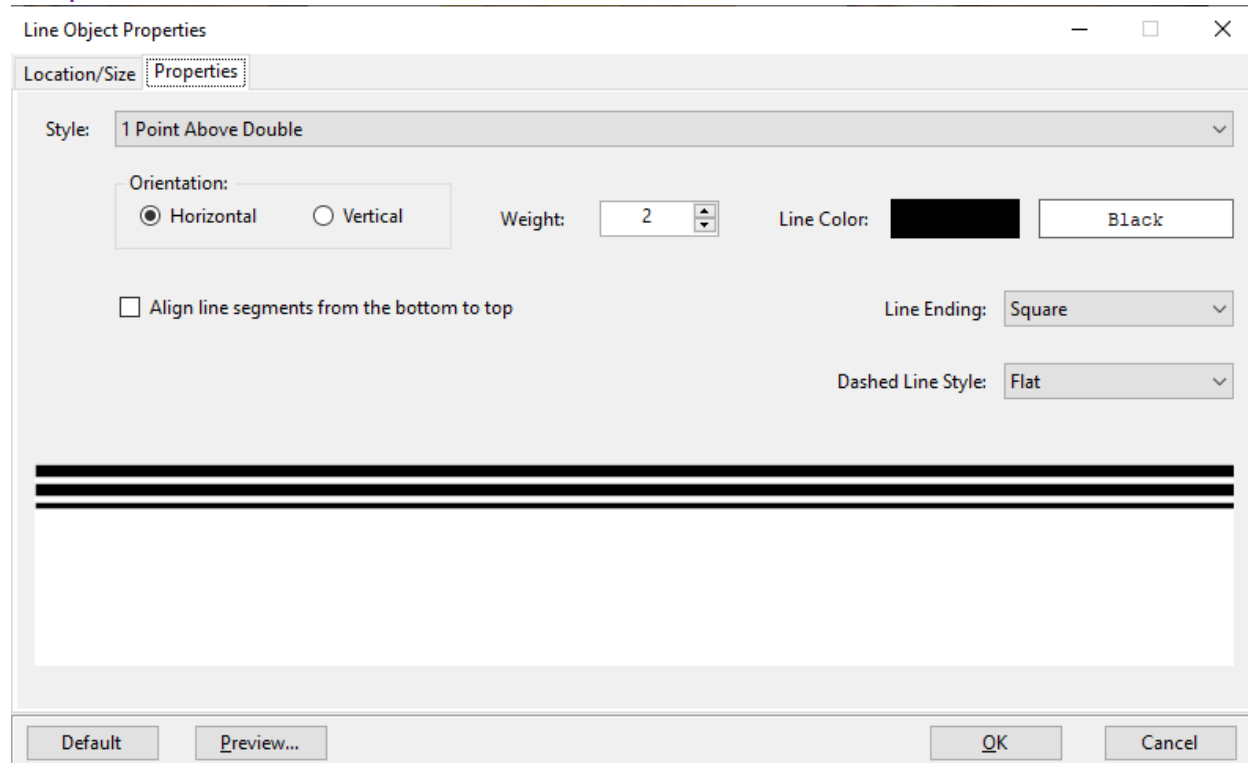
Line Style

Select a style from the dropdown list. A preview of the style will appear in the bottom area of the properties window. A weight factor from 1 to 4 can be applied to set the thickness of the line segments. Any color can be assigned to the line as long as it wasn't defined as a multi-color format. The RGB (red-green-blue) value of the color is shown next to the color swatch.

Orientation

Lines can be horizontal or vertical. If you need to rotate this object type at any angle, you will need to use the **Copy to Image** option from the **Edit** menu and then place the rotated image into an image object.

Alignment

The standard draw direction of the line/space segments is from top to bottom or left to right. If you need to draw from bottom to top or right to left, check the alignment option to flip the drawing direction.

Line Color

As long as a line style isn't created using multiple colors, you can choose a single color to apply by clicking on the color swatch.

Line Ending

The endings of each line segment can be set to square, round or triangular.

Dashed Line Style

This setting only applies to line styles which contain dashed segments. This will set the end style of each dash in the segment, using the same 3 choices as the line ending.
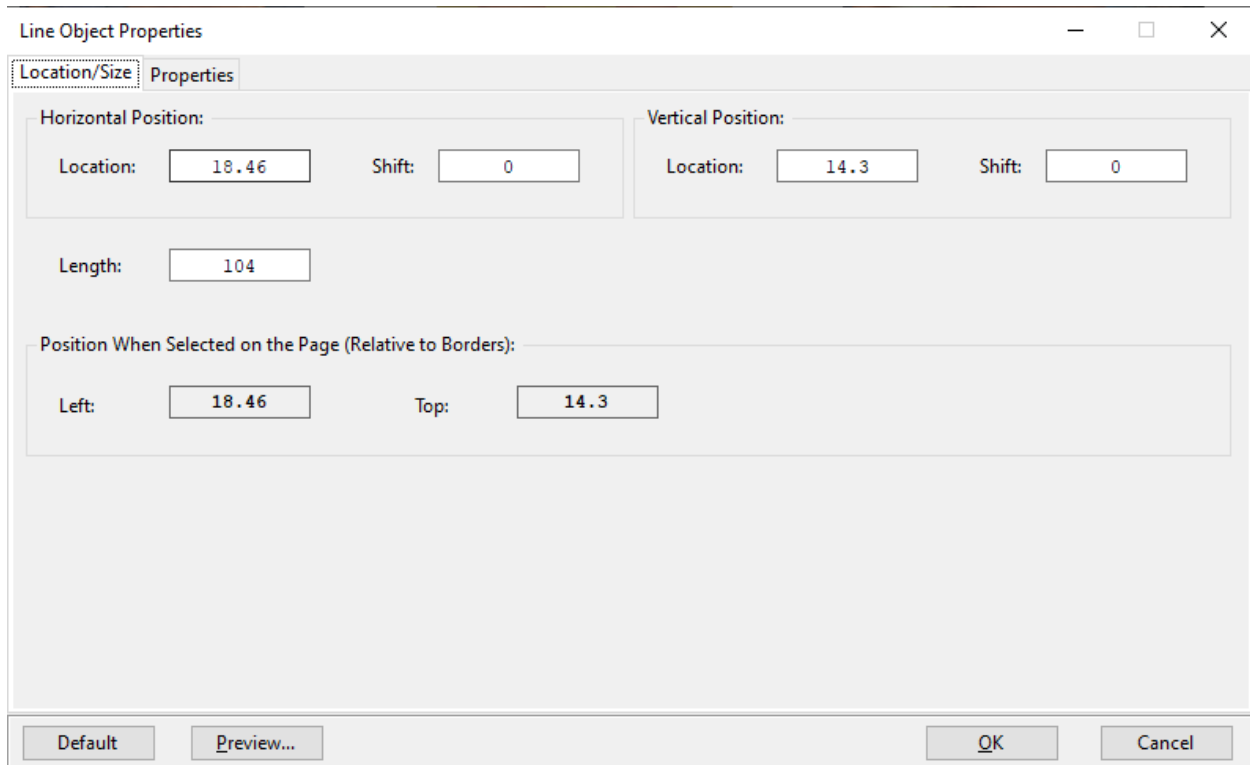
Plain Line Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* plain line object. Selecting multiple plain line objects will display a different window.

A plain line is a single line with a specific thickness and color, either solid or dashed, with a choice of line endings.

Location and Size
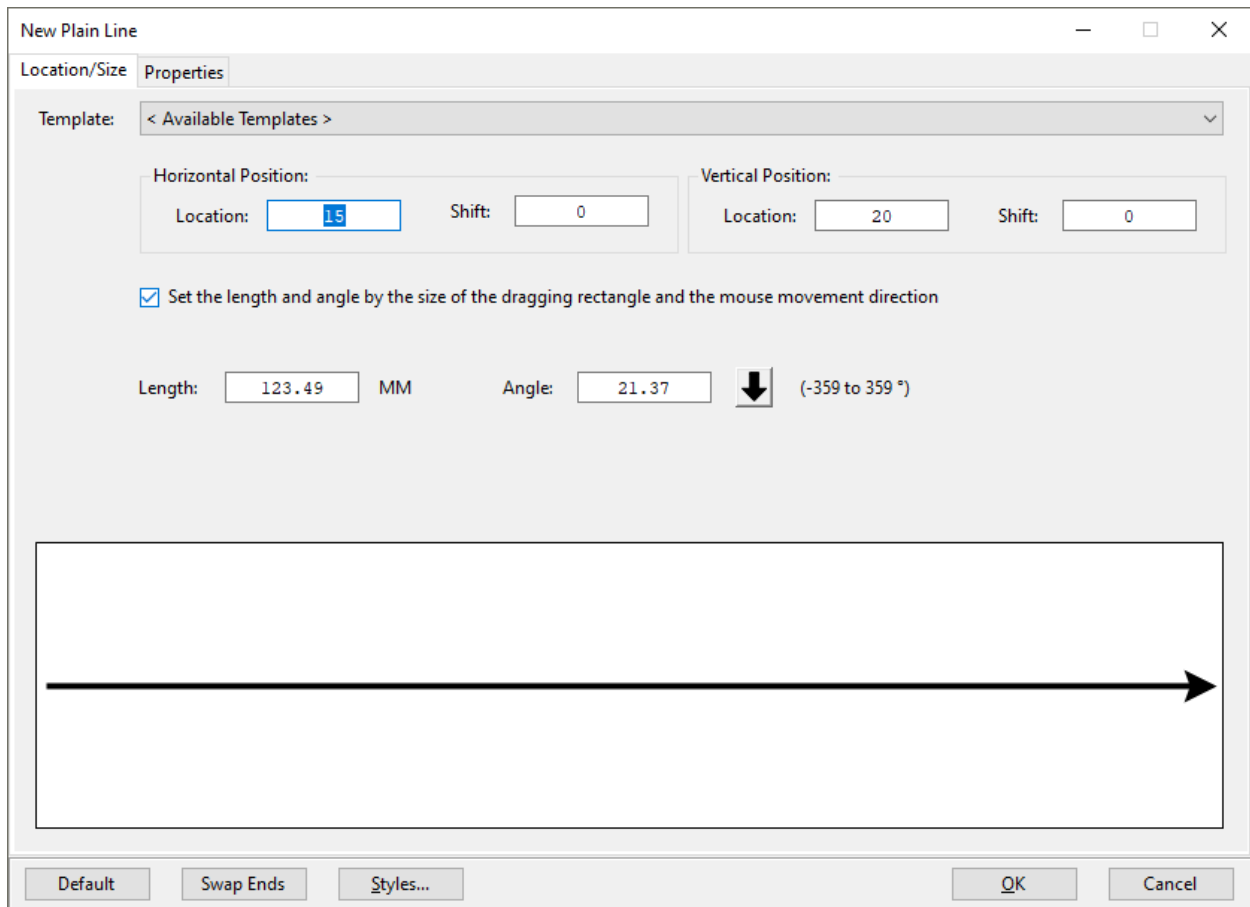
Position

The position is the starting point where the mouse was clicked on the page in the workspace, taking into account any alignment to a page grid point. A shift value moves the entire line in a positive (right/down) or negative (left/up) direction.

Moving the line using a mouse drag or the starting point by itself in the workspace affects its position. Moving the end point by itself will only affect the length of the line.

Length and Angle

The length will be the distance between the two end points, not the width or height of the dashed selection rectangle in the workspace. The length doesn't include the full size of the end styles. Depending on the type of end style (i.e. an arrow), the line ending may extend the overall length of the line on the page.

The angle is any value between -359.99 and 359.99 degrees. Use the down arrow button to choose from preset angles.

Drag Rectangle Placement

For new plain line placement, there are 2 ways to set the angle and length of the line.

- Clicking once without dragging a rectangle to a specific size will create a line of length and angle identical to the previous line placed. This is useful for repeat placement of the same line on the page.
- Clicking with the mouse button and dragging while holding the mouse button down will create a rectangle selection that will set the line angle and length based on the connection points of the opposing corners in the direction of the mouse drag.

When the plain line properties dialog is presented when the mouse button is released, a checkbox option will be visible to set the length and angle of the line based on the dragging rectangle. This checkbox option is not visible for changing properties on an existing object, nor is it visible when clicking without dragging to create the selection rectangle.

If this option is checked, then line is drawn based on the opposing corner points of the drag rectangle. If not checked, then a straight line is always drawn. The checked status is persistent when the dialog window is closed.

Templates

Lines attributes (not counting length, position and color) can be saved to a name template, and will appear in the dropdown list. SoftPro provides a handful of common size solid and dashed lines. Click on the **Styles** button to create custom line formats and save them to a template.

Swap Ends

If the line has different styles at each end, you may want to swap the line endings. Click this button to swap the endings.

Undo/Default

The bottom left button will undo any changes made and revert back the settings at the time the properties window was first displayed if editing an existing object. For new object placement, the button is named **Default** and clicking in it will reset all settings for the object to default values.

Preview Area

The bottom area for both the location and properties tabs will show a preview of the line. This will not necessarily be the actual size on the page and is indicative of the format of the line rather than a 100% size preview.

Properties

Thickness

The thickness is in 1/300 inch units with one unit being approximately ¼ point in size. The maximum thickness is 150 units or ½ inch.

Line color

Lines may only be one color. Click on the swatch to set a new color.

End Caps

The end of each line can have a unique end cap style. The **Match End Caps** option ensures the ending cap style will be the same as the starting style. The samples below include the selection marquee to indicate how the end cap extends past the end of the start/end points of the line.

Style	Sample	Description
Flat		A flat end cap stops at the length of the line with no extension.
Square		A square end cap has ½ its size extending past the end points of the line.
Round		A round end cap has ½ it's radius extending past the end points of the line.
Triangle		A triangle end cap extends 100% past the end points of the line.
Diamond		A diamond end cap has ½ its size extending past the end points of the line. The inner half of the diamond shape merges into the line according to its thickness.
Rectangle		A rectangle end cap has ½ its size extending past the end points of the line.
Circle		A circle end cap has ½ it's radius extending past the end points of the line. Unlike the round end cap, a multiplier setting allows the end cap to be larger than the width of the line.
Arrow		Arrows have a width, length and concavity setting, and the inner vertex/edge will intersect the end of the line.

Multiplier

This setting applies to the Diamond, Rectangle and Circle end caps. Increasing the multiplier will increase the size of the end cap. This multiplier is relative to the current thickness of the line.

Unit Width, Length and Concavity

These settings only apply to the arrow end cap style.

Unit width is the width of the arrow perpendicular to the line. This is a multiplier of the current line thickness.

Unit length is the size of the arrow parallel to the line.

Concavity is a factor between -100 and 50 that defines a vertex that moves inward or outward from the arrow vertices perpendicular to the line.

Dashed Lines

A dashed line is based on pairs of dash and space segments. There can be from 1 to 3 pairs.

By default, dashed line sizes scale to the thickness of the line and the dash-space segment sizes are relative to the line thickness. The dashes and spaces will look the same regardless of the line thickness.

By checking the option to not scale the dashes and spaces, the segment sizes are always treated as 1/300 inch units.

Consider the same dash and space size for both scaled (unchecked) and unscaled (checked) options:

Scaled

Unscaled

Style Selection and Line Attributes

An important difference between the plain line style and shapes/normal lines which use style templates is that the plain line copies the template attributes to the album page and saves them to the album file. Once a template is selected, the current attributes are copied from the template. At this point, any additional attribute change you make apply only to the selected plain line object and have no effect on the template the attributes were copied from.

Line Styles Editor

The Styles button is a shortcut to the Line Styles Editor available under the **Utilities** menu. There is a separate help topic which covers this editor.

Label Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one object* which is of the label type. Selecting multiple label objects will display a different window.
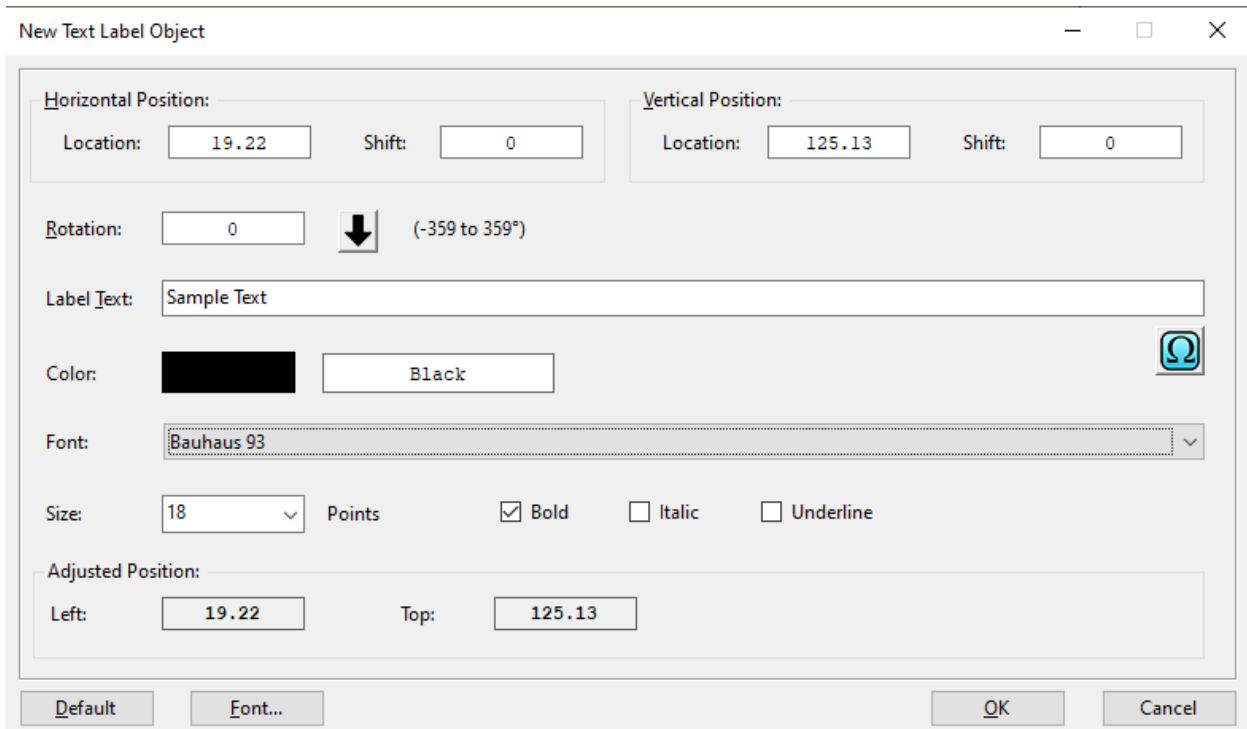
The position is the starting point where the mouse was clicked on the page in the workspace, taking into account any alignment to a page grid point. A shift value moves the label in a positive (right/down) or negative (left/up) direction. The position is always relative to the upper left corner.

Labels are lightweight text objects which have several limitations when compared to a normal Text object:

- No horizontal or vertical alignment.
- One font choice with a single size and set of font attributes.
- One color choice.
- A single line of text.

Labels can be rotated at any angle.

Label text is drawn with a small amount of white space on the sides. Given this and a lack of alignment choices, aligning a label with other objects is not going to necessarily be accurate when compared to Text and Paragraph alignments to other objects.

A label is intended to provide simple text markups on your album pages. You should always use a Text or Paragraph object type for complex text content.

If you need to insert special characters or symbols click on the ![Omega] button.

Image Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* image object. Selecting multiple image objects will display a different window.

An image is a very simple object type. It has a width and height, a rotation angle, and always contains an image. There are no border styles or text content. As with shape objects, choosing optimal image cache settings in the Performance Settings under the Options menu based on your PC's performance capabilities will ensure the best experience when working with these object types.

Location and Size
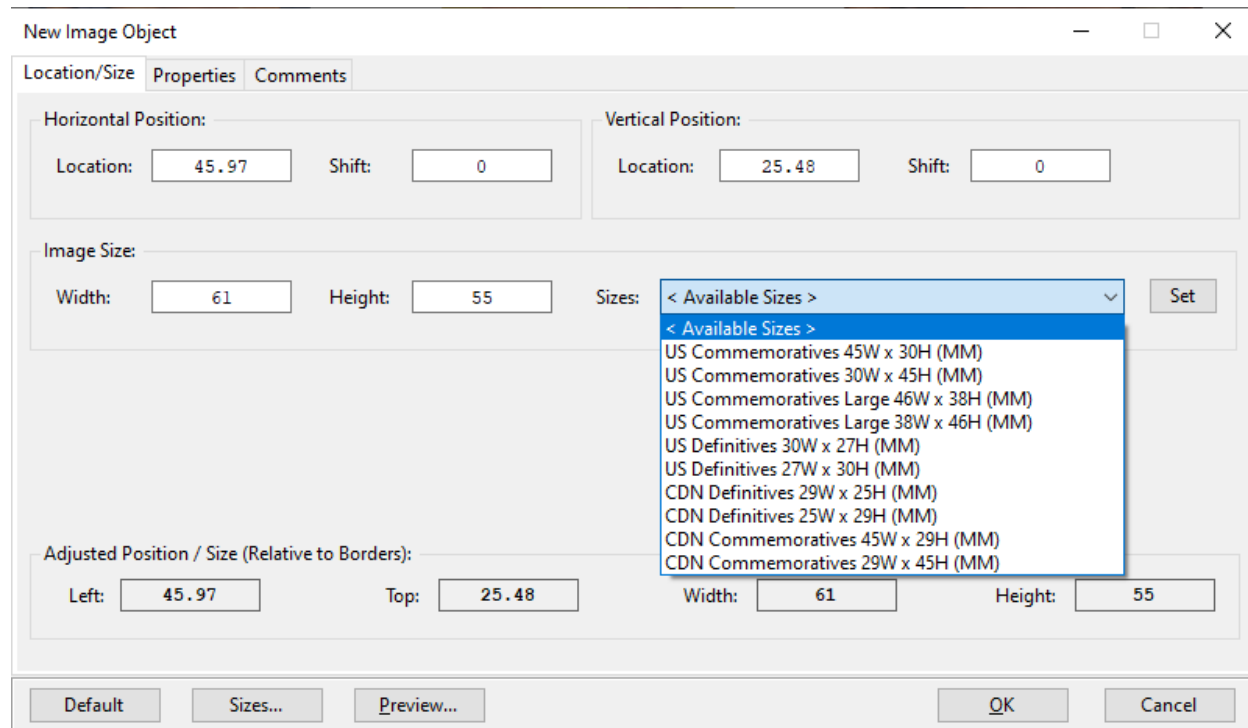
Undo/Default

The bottom left button will undo any changes made (except horizontal or vertical positions) and revert back the settings at the time the properties window was first displayed if editing an existing object. For new object placement, the button is named **Default** and clicking in it will reset all settings for the object to default values.

Sizes

This button launches the **Object Size Manager** from the **Utilities** menu, allowing for custom sizes to be added to the **Sizes** dropdown list.

Preview

This button will preview the current object by itself on the current page with any new changes, allowing you to determine if you have to make additional adjustments before clicking on the **OK** button. Refer to the Shape Object Properties help topic for details on the preview window.

Position

The position is always based on the top left corner of the image, without consideration for the object rotation.

The values at the bottom of the window indicate the page position after rotation and shift amounts (set in this window as positive or negative adjustments) have been applied. The page position is also based on the page origin (page, margin or border). For example, with a left margin of 25.4 mm and a border of 5 mm, a horizontal location of 0 would be 30.4 mm relative to the left edge of the page.

Image Size

The size of the image is based on the frame width and height that was created by dragging the size with the mouse or by a single click using the previous image object size or a predefined object size.

There are pre-supplied sizes provided by SoftPro selected from the dropdown list. To use a value from that list, select it and then apply it with the **Set** button. To add new custom sizes, click on the **Sizes** button. The **Object Size Manager** found under the **Utilities** menu is described in detail in a separate help topic.

Properties

Images are not embedded into an album file. The image path and image name (without an extension) are stored in the album file. If you have the same image name under two or more different types (i.e., a JPG and TIF file with the same name) in the same location, AlbumGen has a specific priority by image format:

- JPEG (Extension must be one of JPG, JPE or JPEG)
- Portable Network Graphics (Extension must be PNG)
- Bitmap (Extension must be BMP)
- Tagged Image Format (Extension must be TIF or TIFF)
- Graphics Interchange Format (Extension must be GIF)

Assigning an Image by File

Click on the Change button to add a new image or change the current one if present. This will display the image browser window. Refer to the Shape Object Properties help topic for details on this window.

Assigning an Image from the Clipboard

If a compatible image is present in the Windows clipboard, you can click on the **Clipboard** button.

The default location for images taken from the clipboard will be an AlbumGen-specific folder under your Windows Documents folder. You can change the default save location using the **Browse**, **File** or **Path** buttons.

If possible, the DPI of image will be taken from the image content in the clipboard. You can override this DPI value by entering a new one in the provided field and the size will change accordingly in the image format line.

You need to provide a file name (without extension) and a save format (JPEG, TIFF or PNG). For JPEG format, select a quality level from the dropdown list.

The **Browse** button Properties tab will open the location in File Explorer.

Unlike shape objects, you may not remove an image link from an image object.

Aspect Adjustment

There are 4 options which control how the image is drawn which in turn affect how the object can be resized to maintain an image's width to height aspect ratio.

Stretch	In stretch mode, the image will fit inside the object frame size. This choice will distort the image from its defined aspect ratio.
Keep Width **Keep Height**	These two modes are essentially the same in that the shape of the image is modified to preserve the aspect ratio of the image. By keeping the width, the height is the value that will automatically be adjusted. Keeping the height will allow the width will to be automatically adjusted. Note that drag sizing with the mouse in the workspace will allow the width and height to be dragged, but the size will be based on the shortest distance of movement with the mouse. For example, if the width is dragged to the right by 10 mm and the height is dragged down by 4 mm, the adjustment to the height will be 4 mm, and the width will be adjusted to keep the image aspect ratio.
Print Size	This mode preserves the original image aspect ratio, but the image print size determines the maximum size the image will be inside the object frame. For example, consider an image that is 700 x 500 pixels and is 300 DPI. This equates to an image that is 2.33 inches wide and 1.67 inches tall. Unlike images used by shape objects, the image object frame size is always adjusted to the print size of the source image.

Rotating the Image

As long as the stretch aspect option is not chosen, you can rotate the image at any angle between -359.99 and 359.99 degrees.

Note that when resizing a rotated image in the workspace using a mouse drag action, the frame size will be enlarged or reduced by an equal amount on the opposing edge(s) to ensure the center point of the image remains unchanged.

EzStamp Warning Icon and Missing Size Information

This checkbox option displays of the warning icon when creating objects using the EzStamp import options from the **Extras** menu. Most pre-supplied stamps provided by SoftPro will contain width and height information to generate a properly sized object in AlbumGen. In some cases, the source stamp may not have sizing content and this forces AlbumGen to use a pre-defined width and height that you can adjust.

The missing size warning icon will only appear in the workspace (not on the printed page) and be displayed as a small image in the bottom right corner of the object frame as shown in the sample above.

You can turn this warning icon on/off a per-object basis. To turn off the icon for all objects, you can either disable the option when importing from EzStamp (see below) or use the **Search** and **Replace** options from the **Utilities** menu.
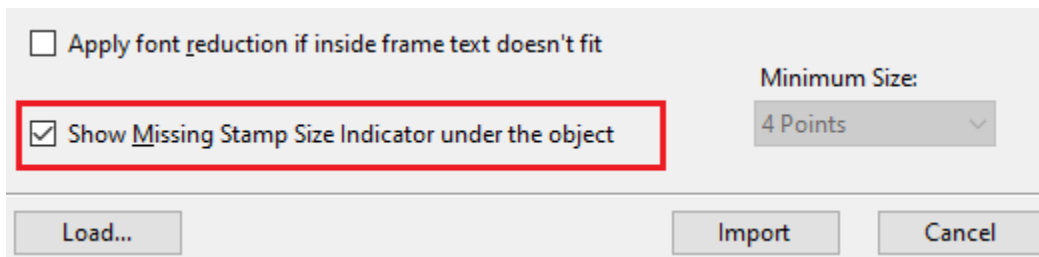
Table Object Properties

The properties window is accessed from the **Settings** submenu under the **Object** menu when you select *only one* table object. Selecting multiple table objects is not allowed for making property changes.

Tables are based on a specific frame size which will contain a number of rows and columns. These rows and columns make up a number of cells which contain text content only. Each cell has the following attributes:

- Borders on each side. A border can be optional or unique for any of the 4 sides.
- Both horizontal and vertical alignment of text. Horizontal alignment allows for an option for text in a single cell to span across multiple adjacent columns (aka across the cell selection).
- A fill color for the cell background.
- Color for the text.
- Font setting applied to the text.
- Unique formatting options for individual cells to allow for embedded text content to resemble that of a paragraph object.

Inheritance of Attributes

With default settings for a new table, the cell borders are based on the grid line specification for the table. The font, fill color and text color will also generic table values.

Each column and row have unique attributes for every attribute a cell has, excluding text content.

When a cell has no unique attributes specific to that cell, it will inherit the containing column or row attributes. If the containing column or row attribute is not unique, the cell uses the table attribute.

Consider the following example:

The table default is Arial 10 point, which would be applied to every cell.

Column 2 is set for a small Arial 8-point font size. Any cell under column 2 would use this smaller point size unless it has a unique font.

The cell for column 2, row 3 uses Times 8 point for the font. For this one cell, Times would be the font, but for all other rows, Arial 8 point will be used. For cells in all other columns, Arial 10 point will be used.

Limitation of an AlbumGen Table

Tables in AlbumGen should not be mistaken for a functional spreadsheet object. There is no concept of data types or formulas. All content is plain text and what is placed in each cell can't be manipulated mathematically. Table cells may not contain data other than text.

Without using the special paragraph format option, an individual cell can use only one text color, one font, and a single line of text.

Table Design Presentation

There are several settings windows for table object design and given the amount of customizations allowed, the main AlbumGen window will be hidden when the various table properties windows are displayed. Given this presentation style, a preview option is also available from the table design windows to provide visual feedback of your modifications.

Location and Size

Undo/Default

The bottom left button will undo any changes made and revert back the settings at the time the properties window was first displayed if editing an existing object. For new object placement, the button is named **Default** and clicking in it will reset all settings for the object to default values.

For new table objects, the default settings for rows and columns are both set to 2: 2 rows by 2 columns for a total of 4 cells, with the row heights and column widths being equal.

Position

Tables can contain an optional border style. The actual position for a table is the upper left corner inside the border (if present).

The values at the bottom of the window indicate the page position after shift amounts (set in this window as positive or negative adjustments) have been applied. The page position is also based on the page origin (page, margin or border). For example, with a left margin of 25.4 mm and a border of 5 mm, a horizontal location of 0 would be 30.4 mm relative to the left edge of the page.

Table Size

The size of the table is based on the frame width and height without regard to a border style. Tables can have extra padding space between the border style and the start of the cell grid. See the 'Extra padding...' option on the Border tab add or adjust this value.

Note that resizing a table in the main workspace using a mouse drag action will apply a uniform scaling to the entire table, including its border (if present), without changing the aspect ratio of width to height.

The resize table option in the table properties window allows for non-uniform scaling of the table and its content.

Resizing a Table

Click on the **Resize Table** button to scale the table and optionally the font sizes within the cells.

Size Change Method

Width and Height allows you to scale the width and height independently.

Choose **Width Only** or **Height Only** to scale in one dimension.

Uniform Percentage will disable the width/height change options, as the percentage increase or decrease will determine the new table size.

Width Change

New Size will allow a specific width (in the current workspace unit type) to be set.

Percentage Increase and **Decrease** will scale the column widths uniformly to set a new overall table width.

Height Change

New Size will allow a specific height (in the current workspace unit type) to be set.

Percentage Increase and **Decrease** will scale the row heights uniformly to set a new overall table height.

Font Scaling Change

Do Not Scale will keep all text font sizes intact. When resizing the table with the other options, the cell sizes will change but the text sizes will not. Note that reducing the table size may cause clipping of the text in one or more cells unless you change font sizes through other table property windows.

Scale Uniformly is enabled only when the Uniform Percentage size change method is chosen, and will ensure the fonts are sized to preserve their relationship with the cell size change.

The **Scale by Width** and **Height** options are enabled only when the **width** and **height** size change option is enabled. When checked, the font size is adjusted by the width **OR** height change of the cell size. If a Width Only or Height Only option is specified, only the corresponding font scaling option is enabled.

Width, Height and Font Change Status

The bottom part of this window contains before and after size information. You will see changes here only after you click on the Apply button. This action will determine if the size changes are acceptable.

Size changes will be denied if any font size would be smaller than 2 points or larger than 144 points, or if overall table size exceeds the page size or is smaller than ¼ inch.

Once a size change is accepted, the **OK** and **Preview** buttons will be enabled to allow the changes to be applied to the table.

Click on **Reset** to clear the window of all sizing selections and values and set the scaling options to default values.

Properties
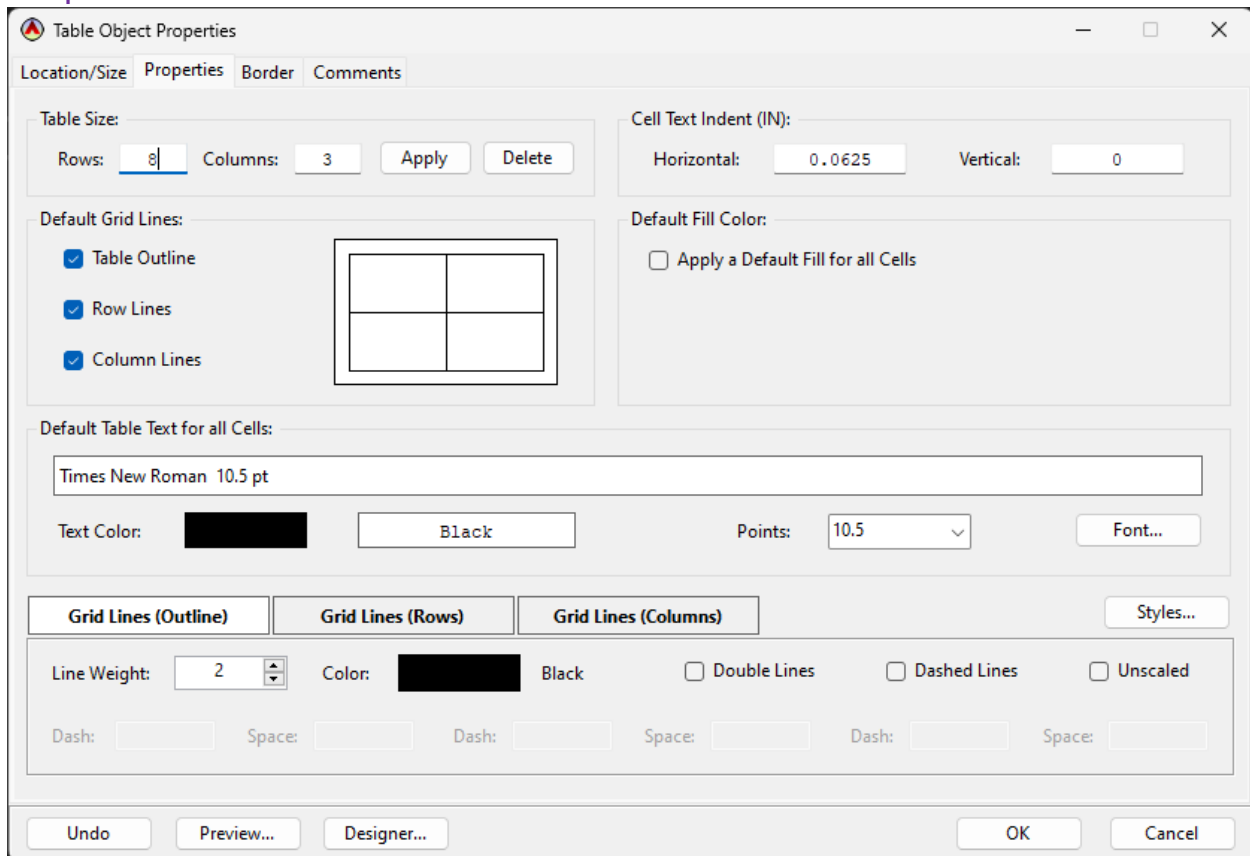
Table Size

The size of the table is based on each column's width and each row's height. For new table objects, the size is created from the drag rectangle on the main workspace with a preset configuration of two rows and two columns. You will then set the rows and columns in this window. The size of the table will change if you make column width and/or row height adjustments.

For an existing table already present on an album page, setting the Rows or Columns to a different value from the current row/column count will enable the **Apply** button. When clicked this button will add or remove columns/rows to match the 2 text field values. When rows are added, they inherit their properties from the bottommost row. For new columns, their properties come from the rightmost column. You may not add rows or columns which would result in a table size exceeding 150% of the page size.

The **Delete** button can be used to remove one or more rows or columns from the table using a selection grid window.
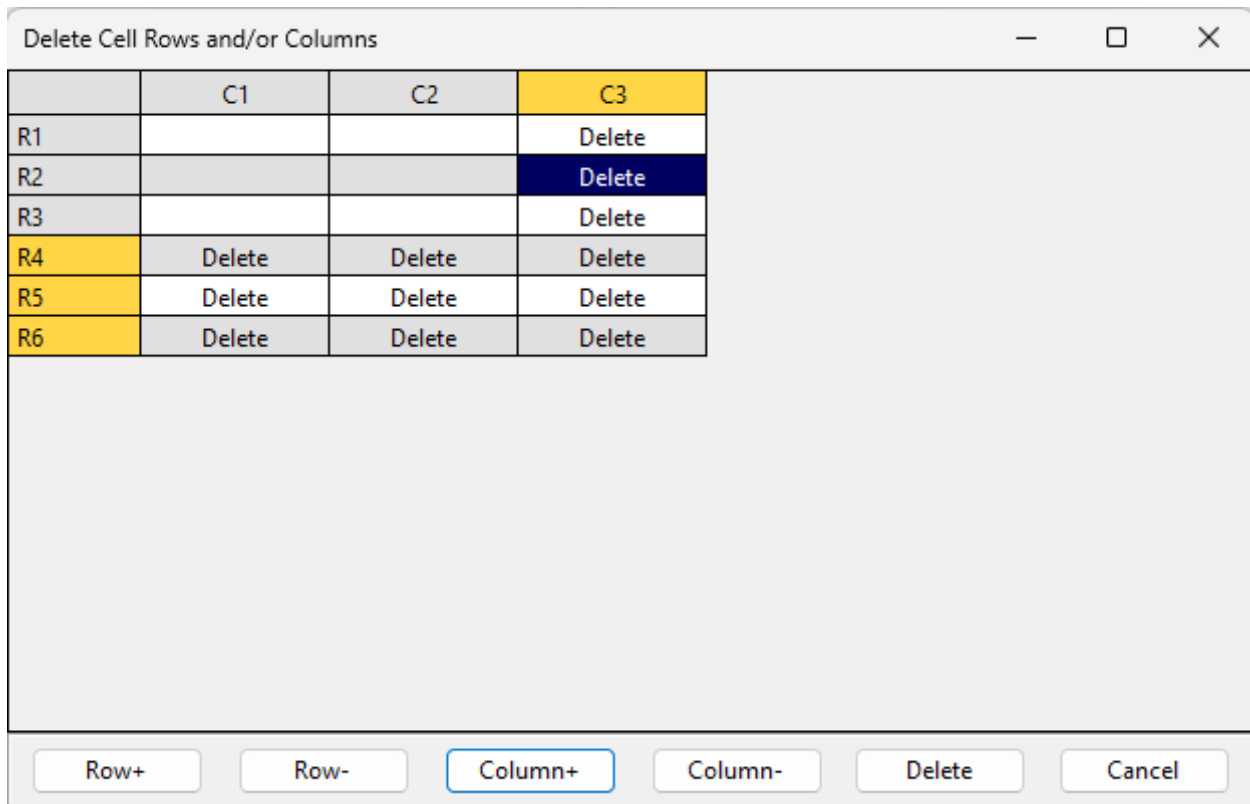
To delete rows or columns, you need to first set the selection in the grid and then click the **Row+** or **Column+** buttons. The cells affected by the deletion would be shown with a "Delete" caption. To undo any marked rows/columns, use the **Row-** and **Column-** buttons. Click **Delete** to remove the rows and/or columns from the table.

Cell Text Indent

Within the individual cells, there can be a white space border above, below and to the sides or any entered text. The default indent/border is 1/16 inch or 1.59 mm.

Default Grid Lines

Grid lines are set using the 3 checkbox options. If you uncheck an option, there will be no default lines drawn for that option. Note that individual row, column and cell attributes can enable grid lines discretely.

If grid lines are enabled, then the settings for each type are modified in the 3 tabbed areas at the bottom.

A grid line has a weight from 1 to 8 (each weight unit is 1/300 inch), a color and can be dashed or solid, using a single line or double line format.

A dashed line is based on pairs of dash and space segments. There can be from 1 to 3 pairs.

By default, dashed line sizes scale to the weight of the grid line and the dash-space segment sizes are relative to the line thickness. The dashes and spaces will look the same regardless of the grid weight.

By checking the option to not scale the dashes and spaces, the segment sizes are always treated as 1/300 inch units.

Double lines are 3 times the thickness as single lines, as the intervening white space is the same weight as a single line format.

Default Fill Color

If this option is enabled, a color can be used to fill all the cells, assuming that there are no column, row, or individual cell fill color overrides applied in other settings windows.

Default Table Text

These options set the font, size, and text color for all cells. As with other default settings, any individual settings at the column, row or cell levels will override the table default values.

Styles

Every grid line style variation is stored with the table settings in the album page. You can build custom grid line styles for reuse via the **Styles** button.

Precedence on Color, Font, and Grid Lines

There is a priority on how colors, fonts, grid line borders are applied to the individual cells in a table. A default table has no customizations at the row, column or cell level, so the settings in the properties tab for the table will always be used.

- If attributes are set at the cell level, they have highest priority.
- Column level attributes have the next highest priority.
- Row level attributes have the next highest priority.
- Table level attributes have the lowest priority.

Consider this sample table:

The blue fill is set for column 2, it will have priority over the yellow fill of row 3. However, the middle cell has it's own fill color, so it has the highest priority.

The same scenario applies for the grid lines styles, font, text color, and text alignment, which are all unique to the middle cell.

If the middle cell has no custom attributes, then it would have the following attributes:

- The default font of column 2.
- Center alignment from column 2.
- Blue full from column 2.
- Violet left and right grid lines from column 2.
- If column 2 was set to default values, then the middle cell would inherit the settings from row 3.
- If row 3 and column 2 were set to default values, the middle cell would inherit the settings from the general table properties.

Table Border Styles

The grid lines which surround cells are defined by a border style. Custom border styles can be defined which will are available from a styles definition window and accessed from all of the table configuration windows which allow borders to be set at the table, column, row and cell levels. From the main properties window, click on the Styles button to choose a border style from the current ones assigned to the table or from a custom style definition.
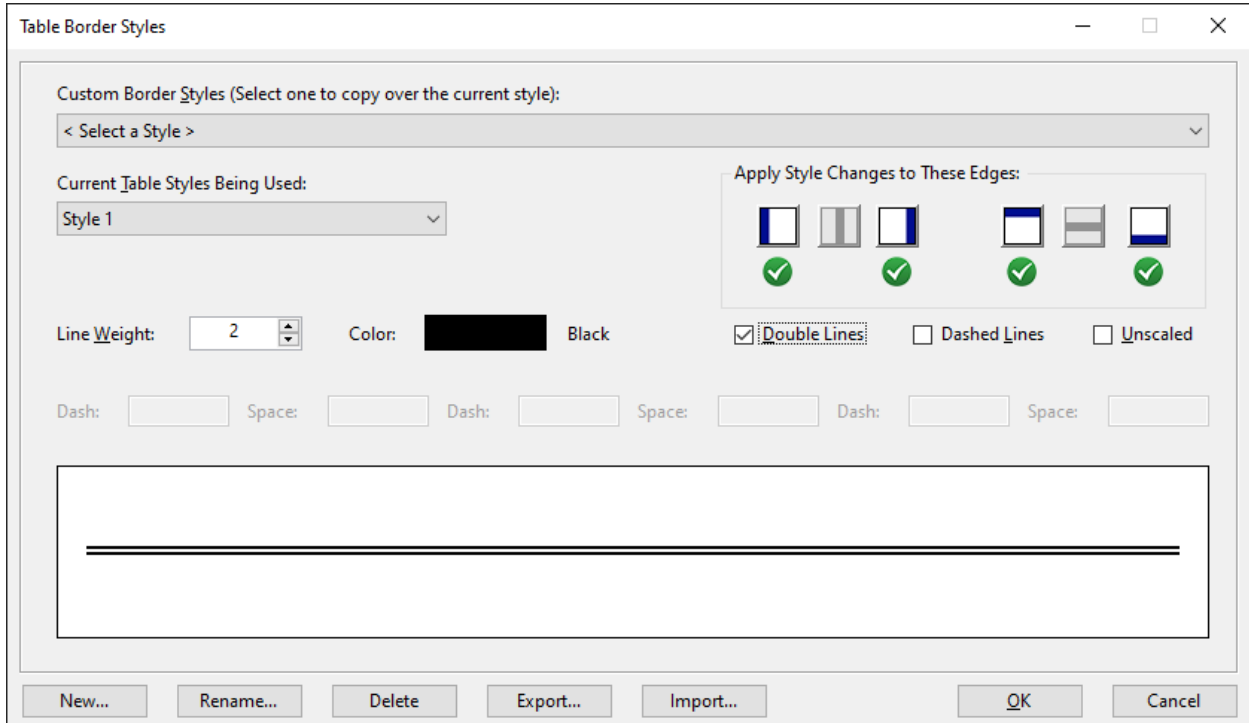
Custom border styles are available in the top dropdown list. Any existing border styles defined in the selected table are shown in the Current Table dropdown list.

To create a custom style, change the attributes as needed in this window, then click the **New** button.

Click on **Delete** to remove the selected Custom Border Style.

Click on **Rename** to change the name of the selected Custom Border Style.

The **Export** and **Import** options are useful for sharing custom styles.

The dash line setup for table border styles is identical to that used for plain line objects.

Applying Style Changes to Multiple Edges

This group of icon buttons only appear for column, row and cell property windows. For the main table properties, this area will be blank. When selecting rows and columns in the table designer window, these icons will appear to indicate the *available* border sides which can receive the style setting. A green checkmark appears below any edge which will receive the new border style.

Borders, Name, Comments and Bookmark

The Borders and Comments tab in the properties window are the same as for the Paragraph object.

Table Designer

The table designer is used to customize the format of rows, columns and cells for a table object, and enter any text values to individual cells. The designer is accessed from the **Designer** button in the table object properties window.
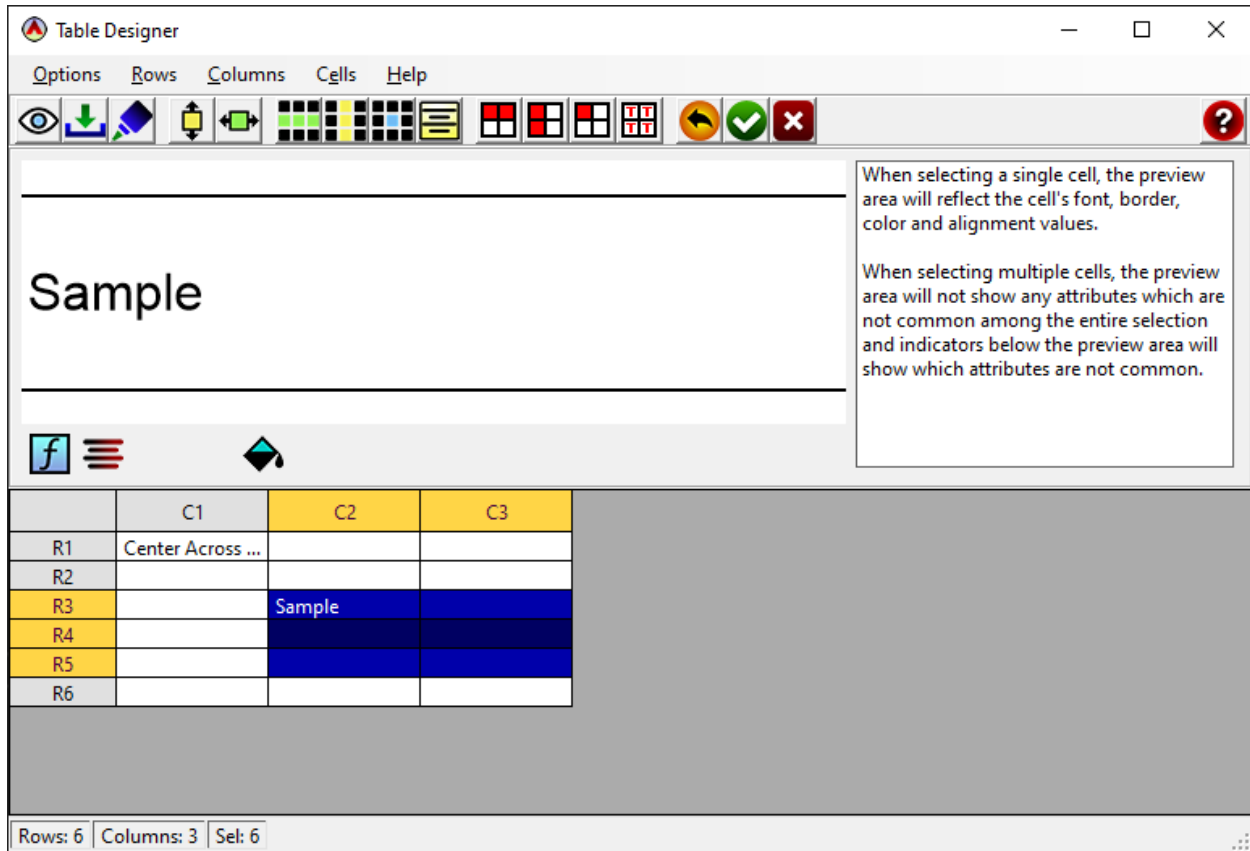
The top area is a preview of the current selected cell's attributes. If more than one cell is selected in the data grid, then only the attributes common to the selection are shown. When an attribute is different between selected cells, an icon will appear above the grid:

Hover over the icon with the mouse to see which attribute is not shared in the status bar at the bottom of the designer window.

Text Data Grid

The data grid for entering text shows the current column and row setup for the table. This is not a 100% accurate preview of the table. Only the following attributes will be represented in the data grid:

- Background color
- Text color
- Border style, but in a single pixel width only
- Text alignment

Entering text is relatively simple. Highlight a cell and start typing, or press **F2** to edit the cell contents. Press **Esc** to cancel the edit. You can also perform two slow left clicks on a cell (not a double click) to edit the cell.
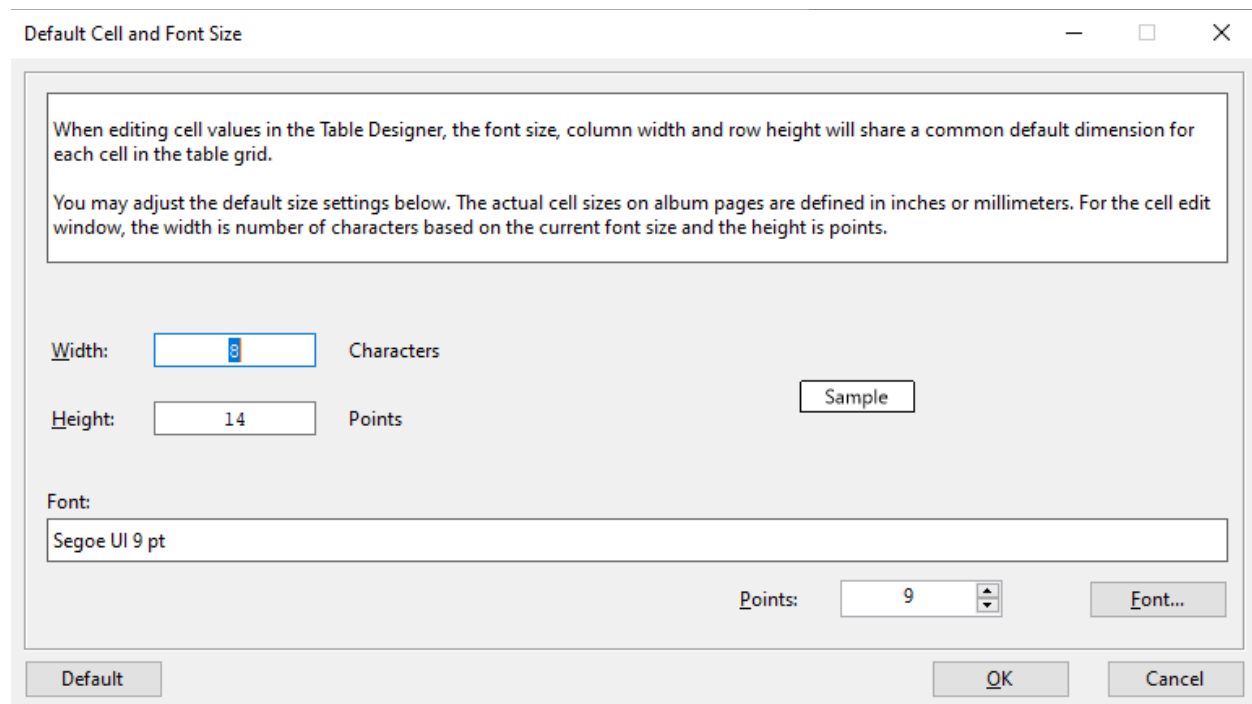
Table cells can only contain one line of text. If you need complex content inside a cell with multiple fonts, colors and lines of text, you will need to create a composite of a blank table and place paragraph or text objects on top of cells followed by grouping the objects together.

Grid Size and Format

Choose the **Cell Edit Size** option from the Help menu to customize the display format of the data grid.

Default Cell and Font Size — □ ✕

When editing cell values in the Table Designer, the font size, column width and row height will share a common default dimension for each cell in the table grid.

You may adjust the default size settings below. The actual cell sizes on album pages are defined in inches or millimeters. For the cell edit window, the width is number of characters based on the current font size and the height is points.

Width: 8   Characters

Sample

Height: 14   Points

Font:

Segoe UI 9 pt

Points: 9   Font...

Default   OK   Cancel

You can set the cell width (in terms of average character size), row height (in font point size) and the font style with a point size range from 8 to 16.

Column, Row and Cell Content

The options in the designer window are tied to the current cell selection.

Column adjustments only require selecting one row for the columns to adjust.

Row adjustments only require selecting one column in the rows to adjust.

Cell adjustments require at least one cell to be selected. The cells do not have to be adjacent to make adjustments. Use combinations of **Ctrl**, **Shift** and the left mouse button to make compound selections.

Selected rows and columns will be shown the top and left side caption area as C# and R# values with a different background color.

Designer Actions

The following table summarizes available actions for the table designer. Options only available from the menu will not have a button icon association.

Button	Action	Shortcut	Description
	Preview	Ctrl + P	Page preview of the table with changes applied.
	Import		Import cell text content from a file.
	Paste	Ctrl + Shift + V	Paste cell text content from the Windows clipboard.
	Row Heights	Ctrl + Shift + H	Adjust selected row heights.
	Column Widths	Ctrl + Shift + H	Adjust selected column widths.
	Row Format	Ctrl + Shift + R	Modify selected row attributes.
	Column Format	Ctrl + Shift + C	Modify selected column attributes.
	Cell Format	F4	Modify selected cell attributes.
	Special Text Formatting	F5	Allows you to define content for a cell using multiple fonts, colors and lines of text similar to a paragraph object.
	Reset Selected Rows	Ctrl + F2	Reset one or more cell attributes for the selected rows.
	Reset Selected Columns	Ctrl + F3	Reset one or more cell attributes for the selected columns.
	Reset Selected Cells	Ctrl + F4	Reset one or more cell attributes for the selected cells.
	Clear Text	Ctrl + Del	Clears the text content for selected cells.
	Undo	Ctrl + Z	Undo the most recent row, column or cell format changes.
	Apply	Ctrl + S	Apply all design changes to the table.

Button	Action	Shortcut	Description
	Close	Ctrl + W	Close the designer and discard any changes.
	Help	F1	Show the designer help topic.
	Undo All	Ctrl + Shift + Z	Undo all row, column and cell formatting changes since the designer window was first displayed.
	Reset All Rows		Reset one or more cell attributes for all rows.
	Reset All Columns		Reset one or more cell attributes for all columns.
	Reset All Cells		Reset one or more cell attributes for all cells.
	Cell Edit Size		Edit the visual format for the text data grid.
	Edit Shortcuts		Modify the keyboard shortcuts for the designer window.

Resetting Cell Attributes

A given column or row can have unique attribute settings which supersede the generic default values for the table.

A given cell can have unique attributes settings which supersede both unique row/column attributes *and* generic default values for the table.

When you reset attributes for rows and columns, you are only affecting the values applicable to each row/column and not any unique cell attributes.

When you reset attributes for cells, you will not affect any unique row/column attributes which the cell is part of.

The reset windows contain a simple set of checkbox options to reset specific attributes.
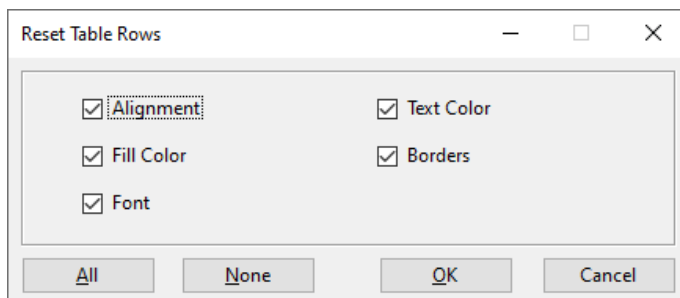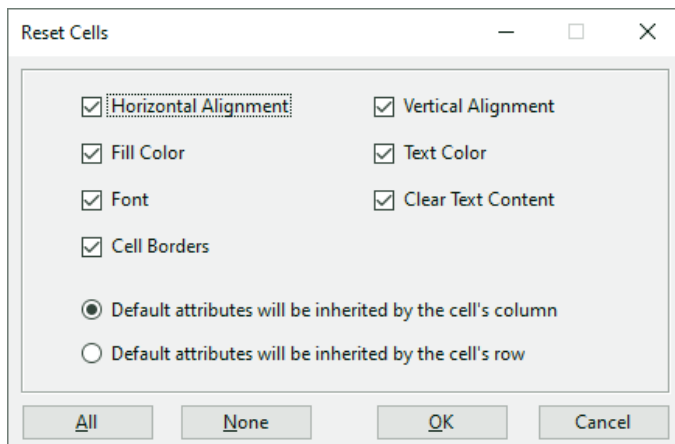
Row Heights

This window provides various methods to set the heights for selected rows in the designer data grid.
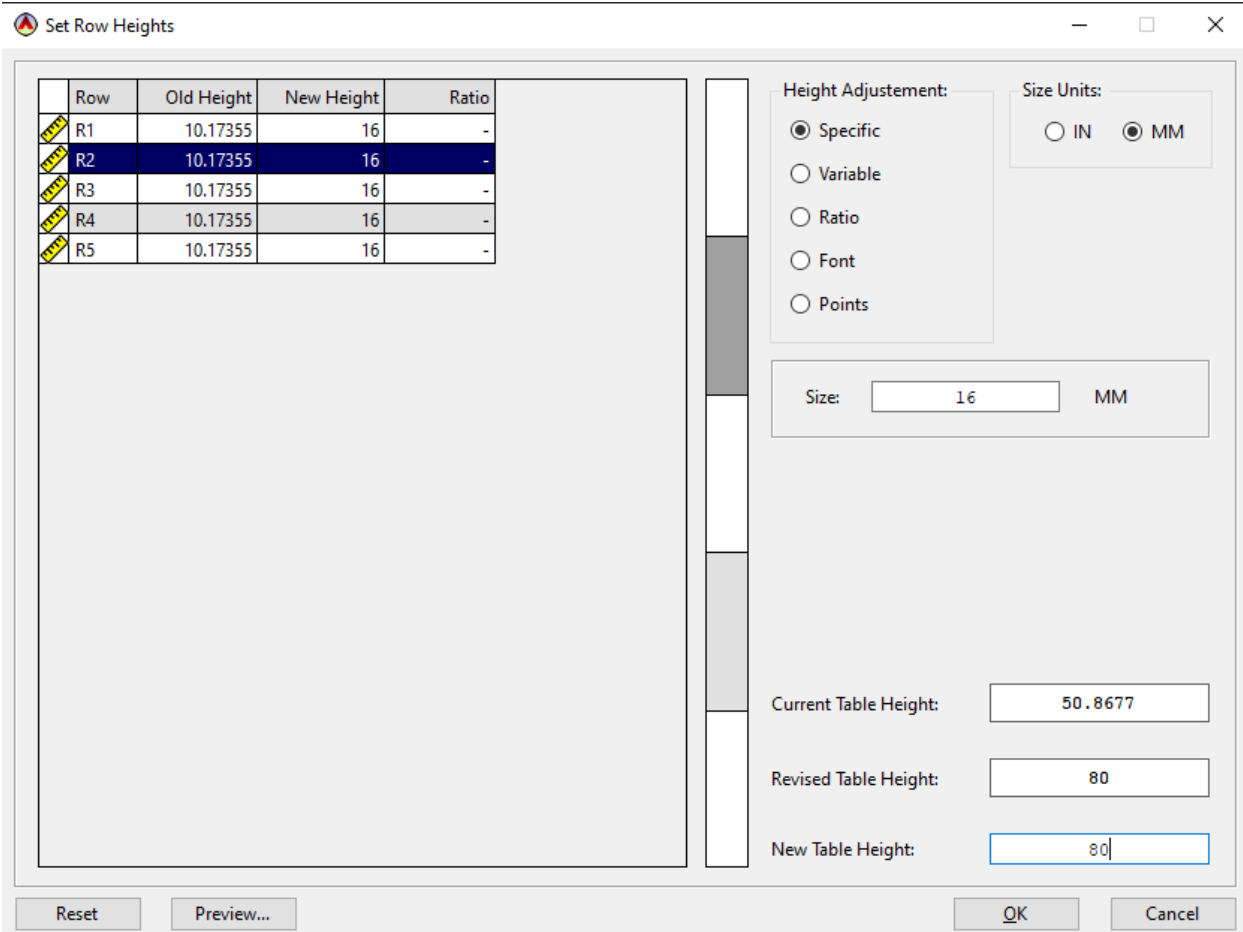
The left side is a list of the rows in the table. The selected rows from the designer grid will be pre-selected in the list (in the example screen capture, row 2 (R2) was selected in the designer window).

The vertical bar with gray shading indicates the relative size of rows to each other. Dark grey is for selected rows, light grey for even rows and white for odd rows.

The right size shows the adjustment choices, a unit size preference, and the current/revised table height.

Height Adjustments

The height adjustment choices are made by selecting one or more rows to apply the adjustment type to. If no rows are selected, the adjustment options are greyed out. In some cases, the adjustment type will affect all rows in the table. In other cases, setting a specific adjustment type on selected rows will cancel an adjustment type on other rows.

For example, setting largest font size on row 2 would auto cancel the variable height setting for all other rows and revert them back to a specific height. This would be due to the variable height setting being applicable to all rows.

If you want to cancel any current adjustments and reset the row and table height, click on the **Reset** button.

The icon next to each row in the list indicates the type of adjustment being applied to that row.

Icon	Adjustment
	Specific height
	Variable height
	Ratio to other rows
	Largest font size in the row
	Set height by the point size of fonts

Specific	For each selected row, enter a new size value in inches or millimeters. The overall height of the table may not exceed the height of the page and is shown under the **Revised Table Height** value.
	You can set one size for specific rows by selecting them. This will be reflected in the **New Height** column in the row list.
	You may also set an overall table height in the **New Table Height** field. This will effectively change each row's height to an equal amount of New Height / Number of Rows.
Variable	Each row size is based on the table height and will be of equal value. You can change the current table height by entering a new value in the **New Table Height** field.
Ratio	Each row must have a percentage allocation for the height such that the sum of all row percentage values equals 100.
Font	Each column for a given row may use its own font size. This adjustment type ensures that the row height will fit the largest point size of the fonts used in the row, including any adjustment for the vertical cell indent setting from the table properties window.
Points	The row height is based on a point scale for the fonts, where 1 point equals 1/72 inch. The adjusted height will include the vertical cell indent. For example, a 12 point adjustment with a 1/16 inch vertical

	cell indent will have a new row height of 12/72 + 1/16 * 2 or .2197 inches (~7.4 mm).

Column Widths

This window provides various methods to set the widths for selected columns in the designer data grid.
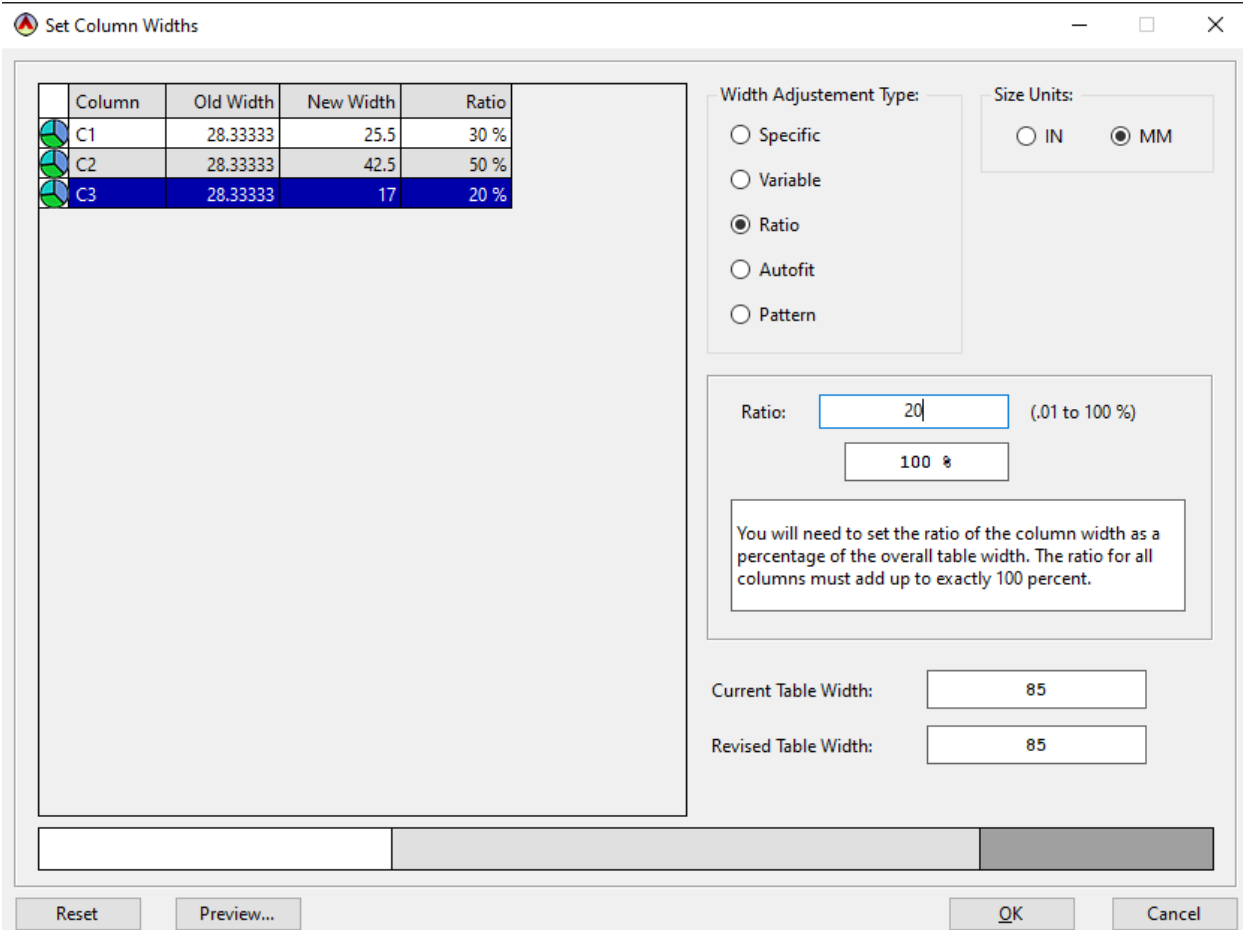
The left side is a list of the columns in the table. The selected columns from the designer grid will be pre-selected in the list (in the example screen capture, column 3 (C3) was selected in the designer window).

Horizontal bar below the list indicates the relative size of columns to each other. Dark grey is for selected columns, light grey for even columns and white for odd columns.

The right size shows the adjustment choices, a unit size preference, and the current/revised table width.

Width Adjustments

The width adjustment choices are made by selecting one or more columns to apply the adjustment type to. If no columns are selected, the adjustment options are greyed out.

If you want to cancel any current adjustments and reset the column and table width, click on the **Reset** button.

The icon next to each column in the list indicates the type of adjustment being applied to that row.

Icon	Adjustment
	Specific width
	Variable width
	Ratio to other columns
	Auto fit the contents of the column
	Set the width using a pattern string

Specific	For each selected column, enter a new size value in inches or millimeters. The overall width of the table may not exceed the width of the page and is shown under the **Revised Table Width** value. You can set one size for specific rows by selecting them. This will be reflected in the **New Width** column in the column list. You may also set an overall table width in the **New Table Width** field. This will effectively change each column's height to an equal amount of New Width / Number of Columns.
Variable	Each column size is based on the table width and will be of equal value. You can change the current table width by entering a new value in the **New Table Width** field.
Ratio	Each column must have a percentage allocation for the width such that the sum of all column percentage values equals 100.
Autofit	For each text value for all rows in the selected columns, a measurement of the length of the text will be made. The longest measured width of all row text values is used to set the column width, plus the additional cell indent value from the table properties window. Since it's possible that no rows for a column contain text, there is a minimum column width value which must be specified.
Pattern	The pattern you enter can be any combination of characters. This pattern is then measured using the same method as the autofit option – in this case, all rows for the column are assumed to contain the same text value equal to the pattern.

Row Attributes

This window provides options to change the formatting for selected rows from the designer data grid.
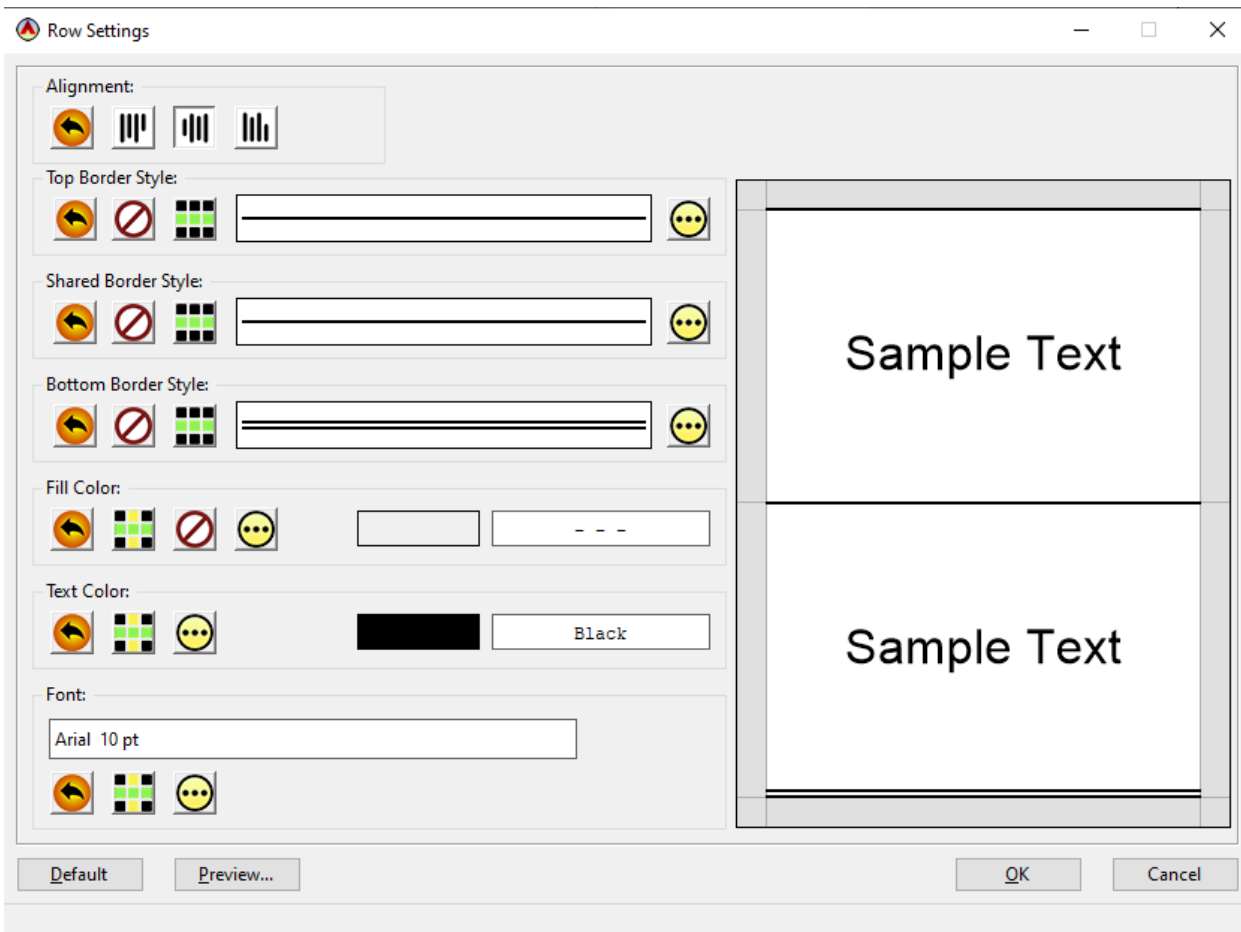
All settings are controlled through mouse clicks on any of the window elements:

- Icon Buttons
- Sample Grid Lines
- Color Swatches
- Font Description
- Cell Preview Area

Icon	Action	Description
	Undo	Undo any change to the associated option.
	No Attribute	Clear the attribute value.
	Default Row Border	Remove any custom style and use the default border style for the table.
	Default Row/Column	Remove the custom color attribute and use the default column/table color setting.
	Set Option	Change the associated attribute for the row.
	Vertical Alignment	Change the text cell alignment vertically to top, centered or bottom.

Icon	Action	Description
IIlI		

Border Styles

A table row has 3 border sides running horizontally. The shared border style only applies when 2 adjacent rows are selected in the designer data grid. For example if rows 2 and 3 are selected, then the shared border represents the bottom border of row 2 and the top border of row 3. Changing the shared border style would affect one border side of both selected rows.

The current border style is shown in the sample swatch on the left with the button groups and also in the cell preview area on the right.

The lack of a border style will show no content in either area.

You can remove border sides by clicking the no attribute buttons or by clicking near the border edges/middle of the preview sample area. Clicking in the preview area where no border side exists performs the same action as clicking one of the Set Option buttons – a style selection window will provide a choice of border styles to use.

The preview area will indicate if any row border uses 2 or more different styles using a grey hatch pattern as shown below.
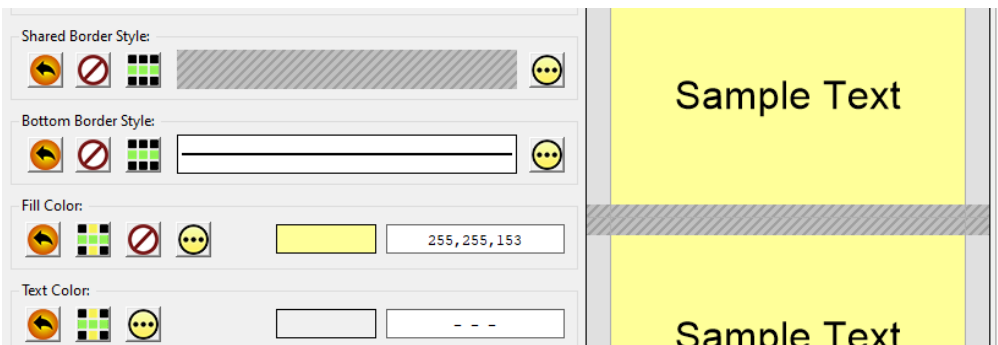
Default Row Settings

Border styles, colors and fonts are by default not set for a row in the table. The row will inherit any custom settings from the table columns. If no unique settings are assigned to a column, then the row inherits the settings from the table defined in the table properties window. The default row/column buttons will remove any custom setting.

Click on the **Default** button to remove all customizations for the selected rows.

Column Attributes

This window provides options to change the formatting for selected columns from the designer data grid.
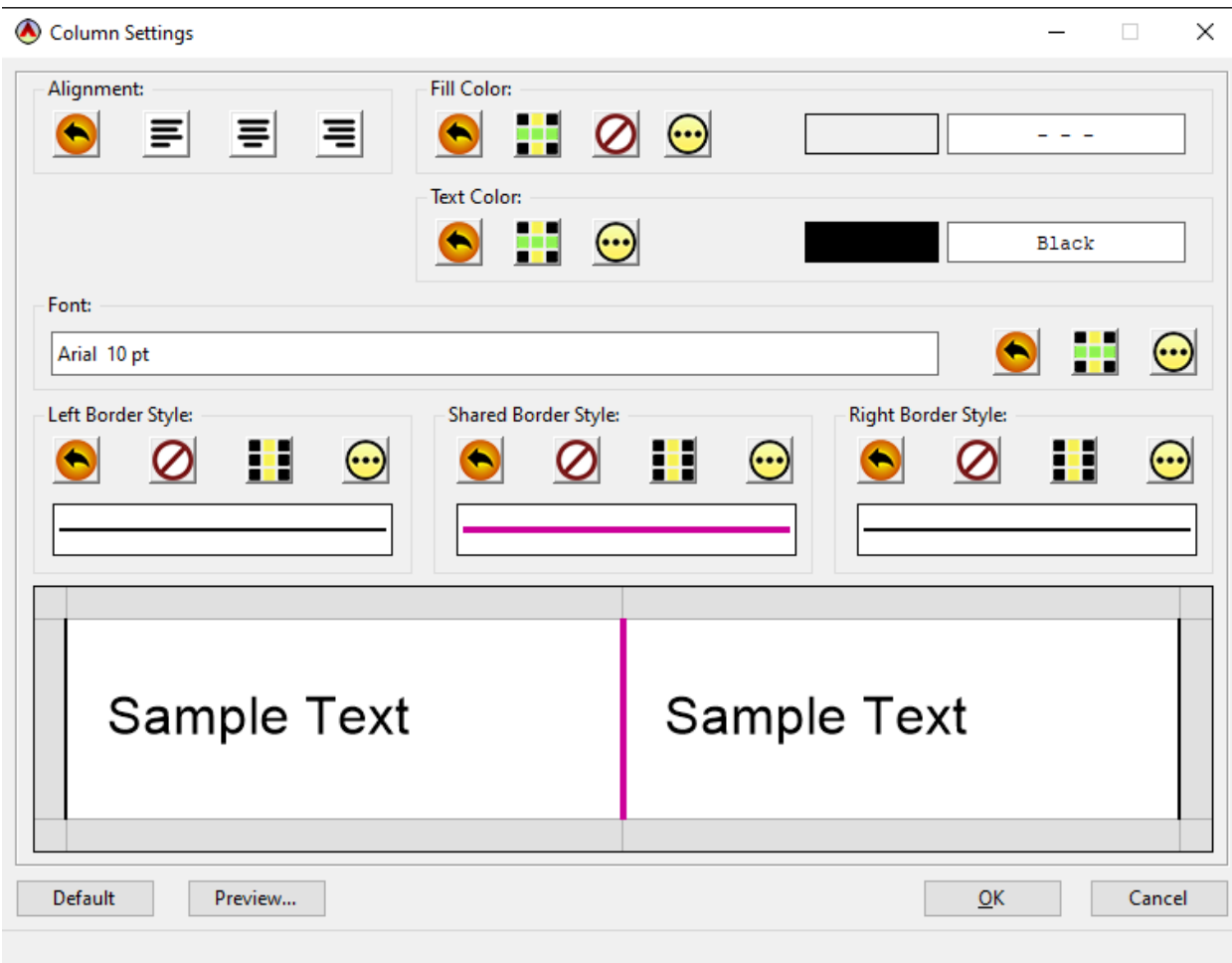
All settings are controlled through mouse clicks on any of the window elements:

- Icon Buttons
- Sample Grid Lines
- Color Swatches
- Font Description
- Cell Preview Area

Icon	Action	Description
	Undo	Undo any change to the associated option.
	No Attribute	Clear the attribute value.
	Default Column Border	Remove any custom style and use the default border style for the table.
	Default Row/Column	Remove the custom color attribute and use the default column/row color setting.
	Set Option	Change the associated attribute for the column.
	Horizontal Alignment	Change the horizontal alignment of the text within the cell to left, centered or right.

Icon	Action	Description
≡		

Border Styles

A table column has 3 border sides running vertically. The shared border style only applies when 2 adjacent columns are selected in the designer data grid. Changing the shared border style would affect one border side of both selected columns.

The current border style is shown in the sample swatch below the button groups and the cell preview area at the bottom.

The lack of a border style will show no content in either area.

You can remove border sides by clicking the no attribute buttons or by clicking near the border edges/middle of the preview sample area. Clicking in the preview area where no border side exists performs the same action as clicking one of the Set Option buttons – a style selection window will provide a choice of border styles to use.

Default Column Settings

Border styles, colors and fonts are by default not set for a column in the table. The column will inherit any custom settings from the table rows. If no unique settings are assigned to a row, then the column inherits the settings from the table defined in the table properties window. The default row/column buttons will remove any custom setting.

Click on the **Default** button to remove all customizations for the selected rows.

Cell Attributes

This window provides options to change the formatting for selected cells from the designer data grid.
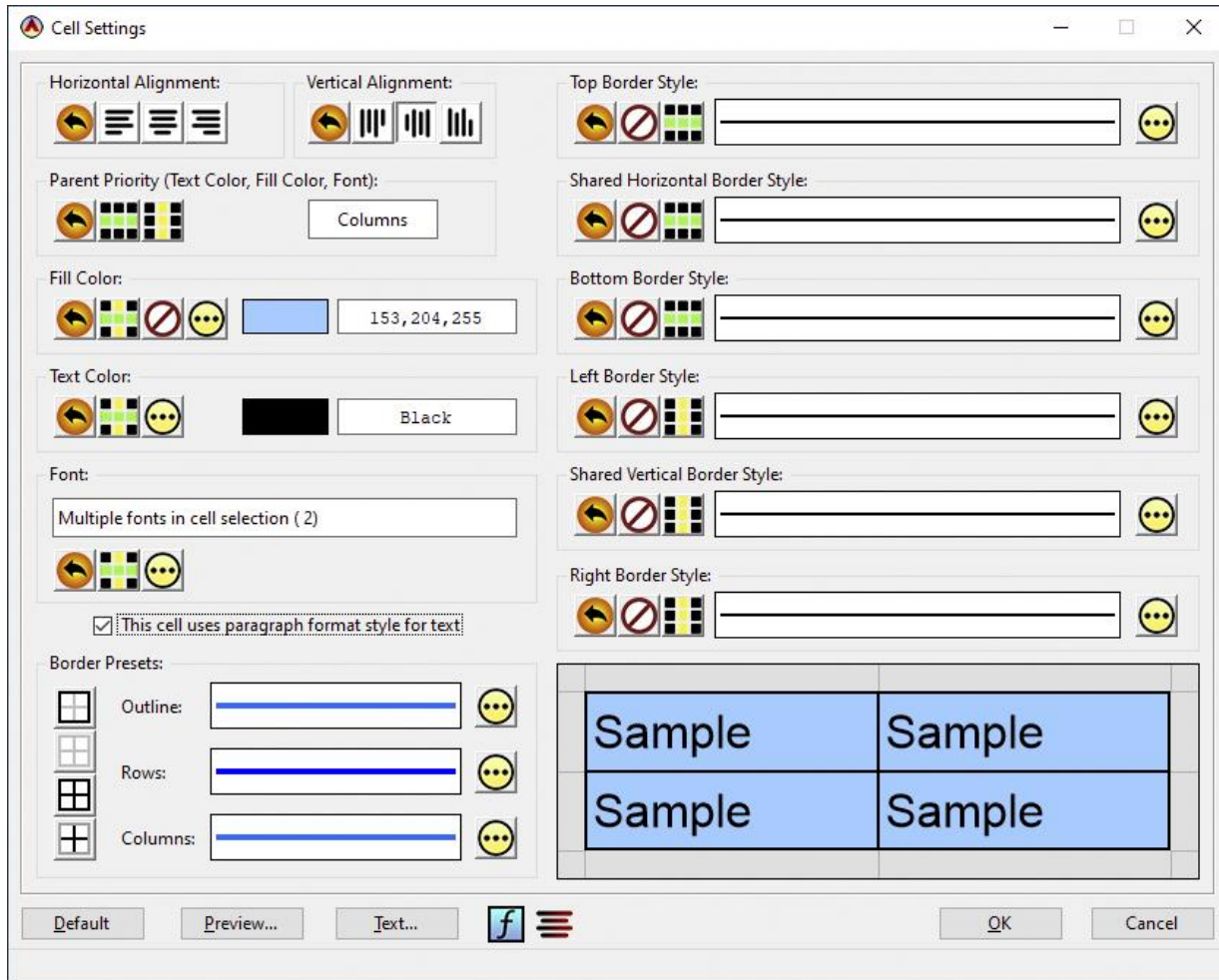
Cells contain 4 border sides, which may be shared with adjacent columns or rows. Changing shared border styles will affect the adjacent cell border styles.

All settings are controlled through mouse clicks on any of the window elements:

- Icon Buttons
- Sample Grid Lines
- Color Swatches
- Font Description
- Cell Preview Area
- Border Presets

Icon	Action	Description
	Undo	Undo any change to the associated option.
	No Attribute	Clear the attribute value.

| Icon	Action	Description
	Default Column/Row Priority	Remove any custom style and use the default border style for the table. For parent priority, determines if the row or column has priority.
	Default Row/Column	Remove the custom color attribute and use the default column/row/table color setting.
	Set Option	Change the associated attribute for the column.
	Horizontal Alignment	Change the text cell alignment horizontally to left, centered or right.
	Vertical Alignment	Change the text cell alignment vertically to top, centered or bottom.

Border Styles

A table cell has 4 border sides, 2 horizontal and 2 vertical. The shared border style only applies when 2 adjacent cells are selected in the designer data grid. Changing the shared border style would affect one border side of both selected cells.

The current border style is shown in the sample swatch to the right the button groups and the cell preview area at the bottom.

The lack of a border style will show no content in either area.

You can remove border sides by clicking the no attribute buttons or by clicking near the border edges/middle of the preview sample area. Clicking in the preview area where no border side exists will perform the same action as clicking one of the Set Option buttons – a style selection window will provide a choice of border styles to use.

Default Column Settings

Border styles, colors and fonts are by default not set for a cell in the table. The cell inherits any custom settings from the column in which the cell is located. If no unique settings are assigned to the column, the cell inherits any custom settings from the row in which the cell is located. If neither the cell's row or column have unique settings, then the cell inherits the settings from the table defined in the table properties window. The default row/column buttons will remove any custom setting.

Click on the **Default** button to remove all customizations for the selected rows.

Border Presets

There are 4 types selected using one of the preset buttons and the current border styles set for Outline, Rows and Columns.

First, set the border style for one of the 3 preset border types. Then click the preset button to apply it to the cells border sides, including any shared borders.

	Will apply the outline border preset to all perimeters of the cell selection in the designer grid. Any shared border sides will be cleared.
	Will remove all border sides for selected cells and any shared border sides for adjacent cells.
	Will apply the outline, row and column border styles to all border sides for the selected cells and shared border sides for adjacent cells.
	Will remove the borders for the cells with border sides that outline the cell selection group, and apply the row and column styles to only shared border sides with adjacent cells.

Unique Attribute Indicators

When 2 or more cells are selected, any attribute which is not common to every selected cell will be identified by status icons at the bottom of the window. You can hover the mouse over these icons to see what attribute value isn't shared by all the selected cells.
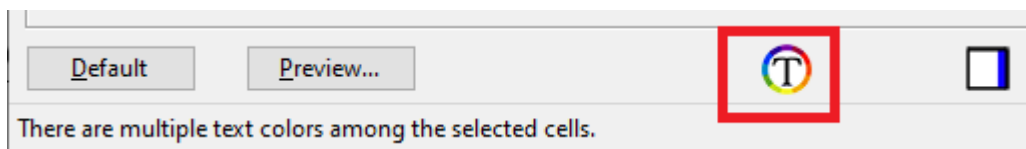
Default Settings

Click on the **Default** button to undo all changes made in this window.

Preview

Click on the **Preview** button to show a page preview of the table with pending changes applied. Click on **OK** to apply the changes and close the window.

Column vs Row Priority

When a cell has no unique value assigned for an attribute, the attribute will be inherited from either the column or the row the cell belongs to. If both the column and row have no unique value assigned for the same attribute, the cell will inherit the default table attribute. The priority is set by default to take column over row, but can be changed with the setting below.
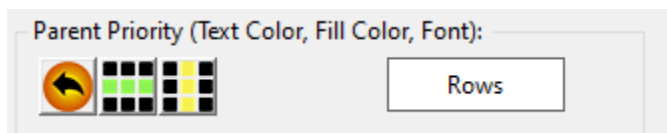
Column Priority

Text		
	Text	
Text	Sample	**Text**
	Text	

Row Priority

Text		
	Text	
Text	**Sample**	**Text**
	Text	

Paragraph Format Style

A checkbox option is provided in the cell attribute window to format a cell using the same text content option as that for the paragraph object.
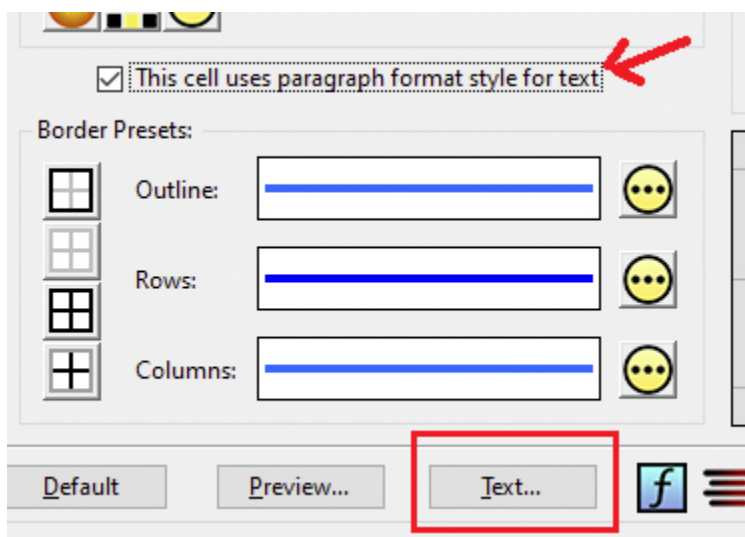
When you check this option, an additional button will appear at the bottom with the name **Text**. Click on this button to define the text content using a window similar to the one used for the paragraph object.

Formatting Restrictions

The selection of cells from the main table designer window must be continuous in both the row and column directions. The first example is allowed. The second example is not. When the feature is not allowed, the checkbox and Text button will not be shown.

You may not select 2 or more cells which are both defined for paragraph style text formatting.

If a selected cells is currently set with paragraph style text formatting, it must always be the top left cell of the selection.

Formatting Cell Text as Paragraphs
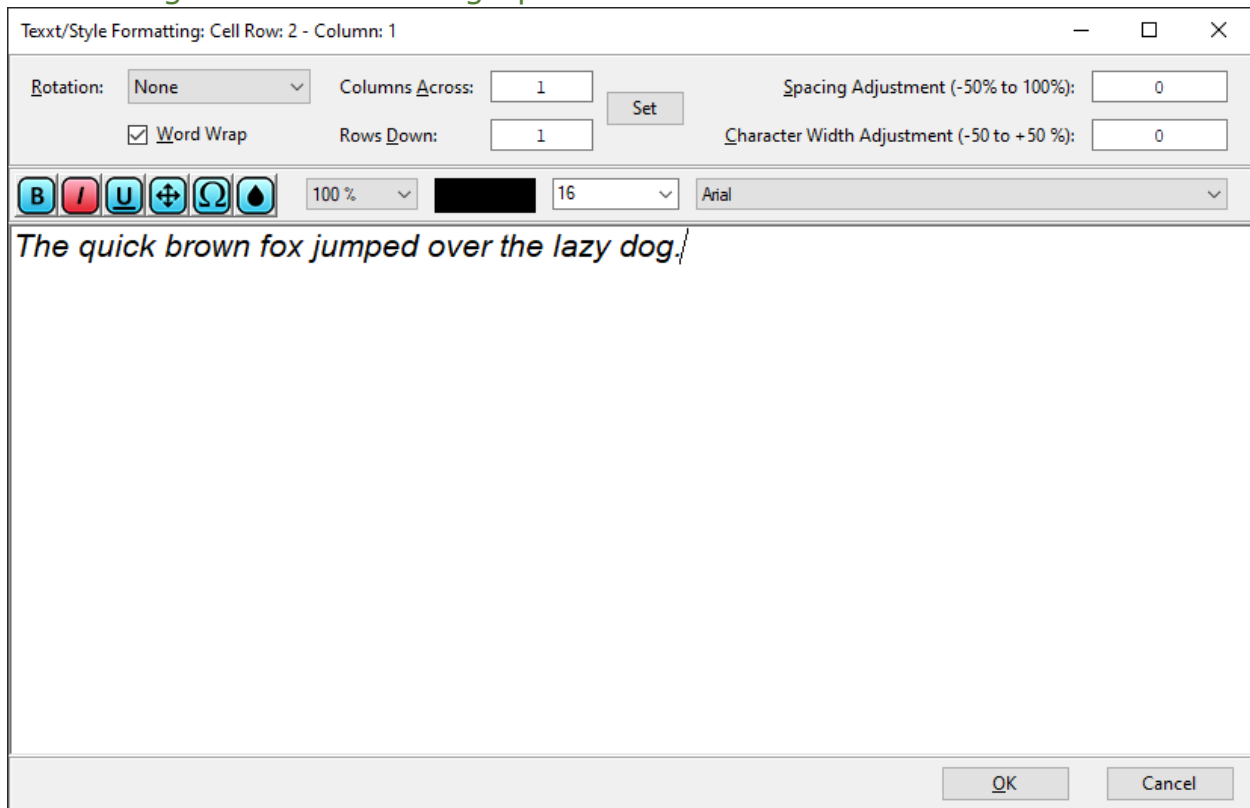
Rotation

Text can be rotated at 90 degree angles within the cell frame.

Word Wrap

By default Word Wrap is disabled, which means words will not be broken at the end of each line unless a line break (pressing ENTER) or a hyphen is encountered in a word. The text will automatically wrap to a new line when a spaces or hyphens are encountered. If you enter too much text for a cell's dimension it will automatically be clipped on the right and/or bottom of the cell frame. The available text area is reduced by the cell text indent values.

Column and Row Merging

If you want to extend the text content to render into cells to the right or below, set the Row and Column values to the "area" where the text content will be displayed. The **Set** button is used to force the row and column values to the current selection area of the main table designer window. When setting text content for the first time for a cell, the row and column values will be preset from the cell selection. Thereafter, the column and row values will remain static. You will need to use the Set button or enter values manually into the fields provided.

Spacing Adjustment

This value is a percentage increase or decrease of the space between each line of text. If the object only contains 1 line of text, this adjustment has no effect.

Character Width Adjustment

This setting creates expanded or compressed versions of the font characters.

Text Content Edit Window

The text edit toolbar and edit window are the same as that used for the Text object.

If word wrap is enabled, then it will also be enabled in the edit window and no horizontal scroll bar will appear.

Alignment of Text

The horizontal and vertical alignment are take from the cell alignment settings for the cell edit window, and will use the column/row alignments if there is no unique cell alignment.

If the cell was previous set to use the horizontal alignment across a selection of cells, it will be replaced with center alignment automatically.

Attribute Reset for a Selected Cell Group

AlbumGen imposes no restrictions on formatting cells which are part of the cell group after you have applied paragraph style formatting to a cell. However, certain settings will be automatically adjusted once you click the **OK** button when multiple rows and/or columns are set for a cell group.

If the text in the sample screen were used on a group of 2 rows by2 columns it would appear on the page like this:

Sample		
The quick brown fox jumped over the lazy doa		

Notice that the font size is slightly too large and will clip the bottom edge of the cell. There is no provision to autofit cell text. You must decide on the appropriate font size to use for proper fitment.

Also notice that the connecting borders and any cell text content in the cells to the right and below the top left cell are cleared. The font, alignment and color choices for those affected cells are left unchanged.

Special Formatting Visibility in the Design Grid

Cells containing content with multiple fonts, sizes, colors and lines of text will not be displayed in the designers data grid. Instead any cells which are part of the selection group will be shown with the generic indicator text of ***M***, as shown below:

	C1	C2	C3
R1	Sample		
R2	*M*	*M*	
R3	*M*	*M*	
R4			
R5			
R6			

If you attempt to place normal single line text into cells (R2, C2), (R3, C1) or (R3, C2), it will be accepted, but not displayed in the designer preview grid as the special format indicator text will always take precedence.

In addition, if you want to reapply the interconnecting borders, you may choose to do so. Keep in mind, if you go back into the edit window to change the paragraph style text content, the borders and individual cell text content will be removed once more when you click the **OK** button.

Cell Text Content

Each cell can have optional text values. Only a single line of text is permitted unless special paragraph style formatting is used. If the text is wider than the available cell space it will be cropped on one or both sides depending on the alignment.

You edit a cell's value by performing 2 slow clicks on the cell, pressing F2, or simply start typing when the cell is highlighted. If the cell contains paragraph style formatting, the edit will be blocked until you use the Clear Text or Reset Cell option.

Paste from Clipboard

You can paste text from the clipboard using **Paste from Clipboard** from the **Options** menu or pressing Ctrl + Shift + V. The paste option will check **for tab-delimited** format text and use that to split the text into separate columns. Line breaks will split the text into separate rows.

If there are more tab and line breaks in the clipboard content than available columns and rows in the table, the remaining data in the clipboard is ignored. Applications such as Excel will place a row/column selection on the clipboard into a text format suitable for pasting.

Non-text content may not be pasted into a table and any font, color or size information will not be applied. The clipboard content must be plain text.

Import from File

You can also import a delimited text file into a table using the **Import Text File** from the **Options** menu.
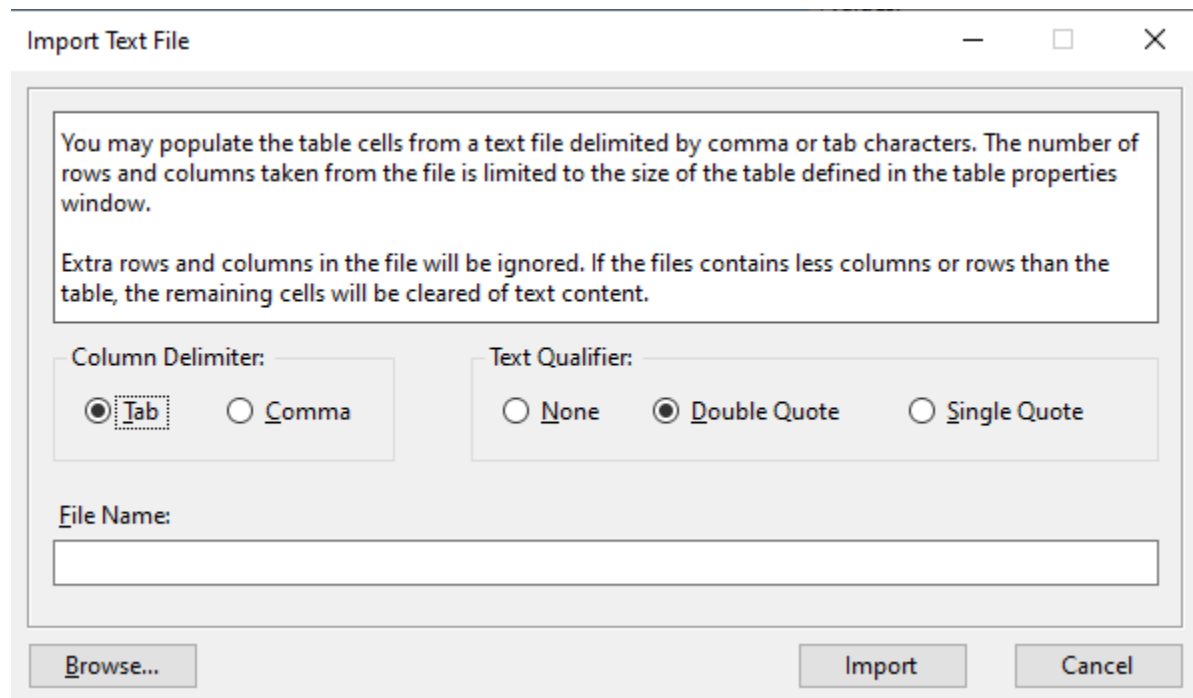
As with the clipboard paste option, if the number of rows or columns in the text file is greater than the table can accommodate, the extra content in the file will be ignored.

Clearing Text Content

Use the **Clear Selected** or **Clear All** items from the **Cell** menu to clear the text values in the table.

Resetting Custom Attributes

There are **Reset Selected** and **Reset All** options under the **Row, Column** and **Cell** menus for removing all custom settings at the row, column and cell level.

When resetting at the cell level, any custom column and row custom settings are not touched.

When resetting at the row level, custom cell and column settings will remain.

When resetting at the column level, custom cell and row settings will remain.

Properties for Multiple Object Selections

If more than one object is selected in the workspace, the settings choices from the Objects menu will either present an alternate properties window or some cases such as for table objects, not be permitted.

Objects must also be of the same type to set the properties. If you have a selection which consists of different object types, you will need to choose which ones from the selected to make property changes. A pick list will be presented in this scenario.
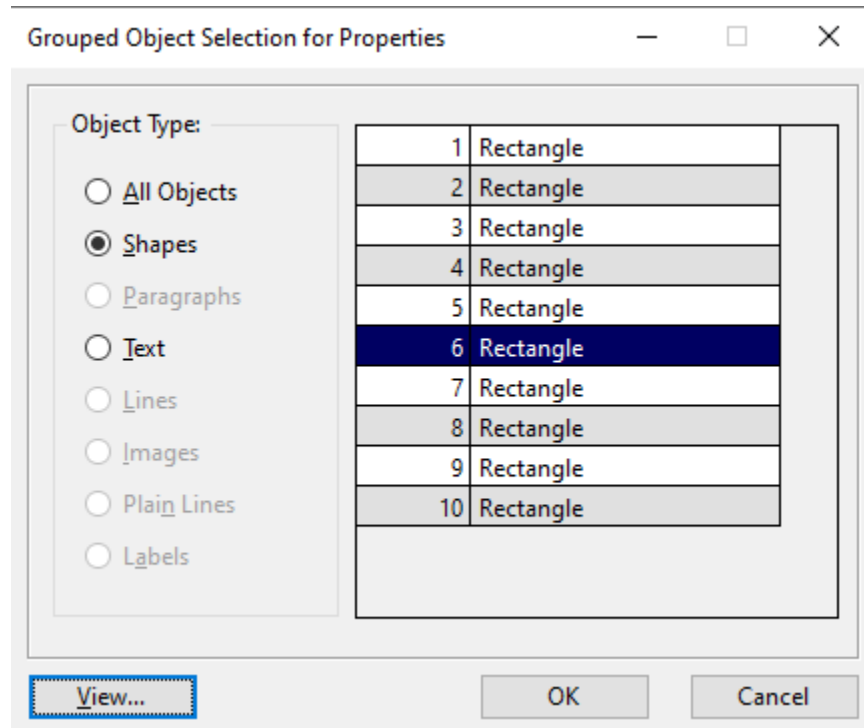
The list presents the selected objects in the order they were placed on the page. If you need to view the selected object in the list in a page preview, select it (only a single item may be selected at a time), then click on the **View** button.

You will only be able to select objects of the same type for property adjustments.

Property adjustment windows will be a different format and targeted to the changes applicable to the object type. The methods for making property changes basically remain unchanged – the only significant difference is the provision of checkbox options to enable a change on a per attribute basis.

For example, the properties adjustment for text content on shapes is shown below:
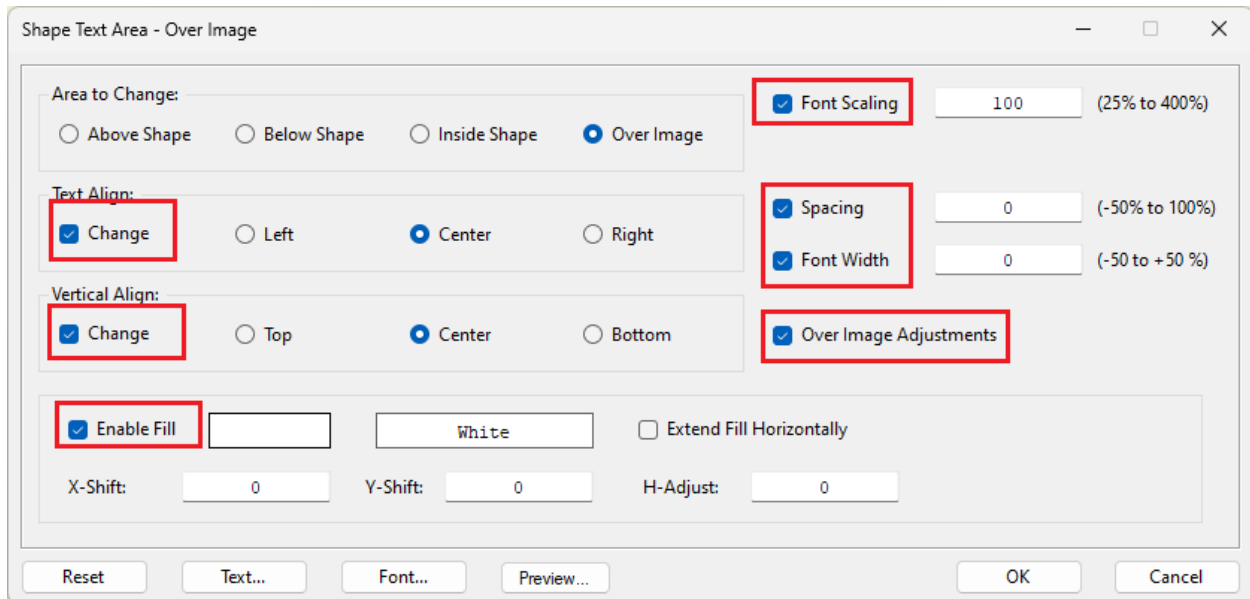
When checked, the outlined checkboxes enable attribute changes for all selected shapes. Unchecked attributes will not be changed.

Some of the adjustment windows may use dropdown lists for choices for an attribute change. The position/size window below is an example of this type of adjustment.
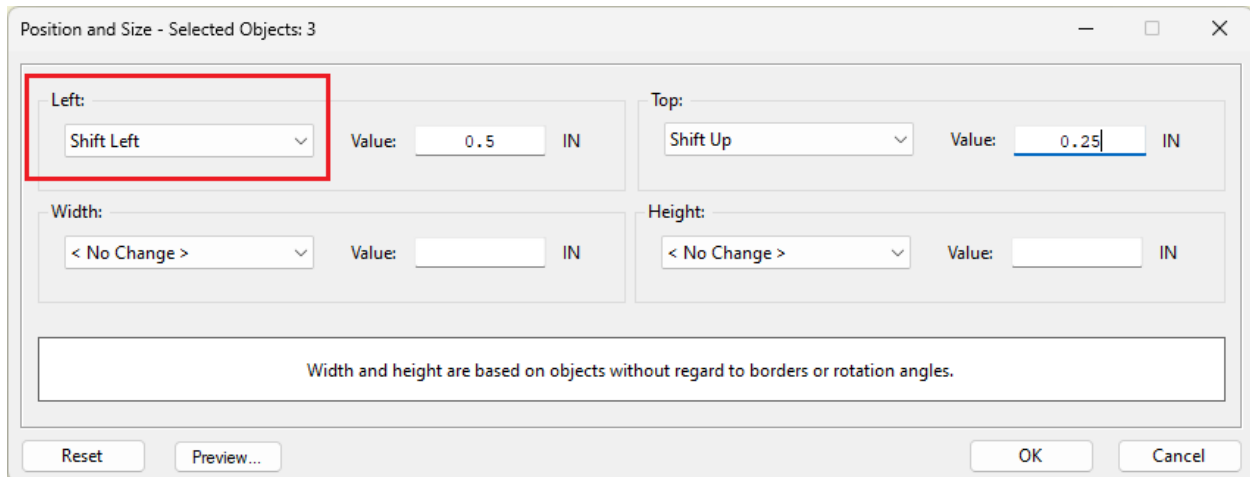
Page Preview

Each dialog window for changing multiple selected object properties will have a **Preview** button. This will show a page preview of only the objects which were selected with any adjustments applied. All other page objects will be suppressed. Note that if you have set objects as non-printable, they will not appear in the page preview.

Single Font/Color Changes

For the Text, Paragraph and Shape object types, the dialog window for multiple selected object properties will have a **Font** button. This allows you to apply the same font attributes to all associated text for the selected objects. For Shape types, the font/color changes are individually applied for each text area (Above, Below, Inside and Over Image).

If you have AlbumGen version 2 album files which were upgraded, these object types only allowed one font and color setting per object in version 2. To allow for easier adjustments of font/color settings for multiple selected objects, you can use this feature to bypass the normal version 3 text edit window and apply the settings to all text content at one time.
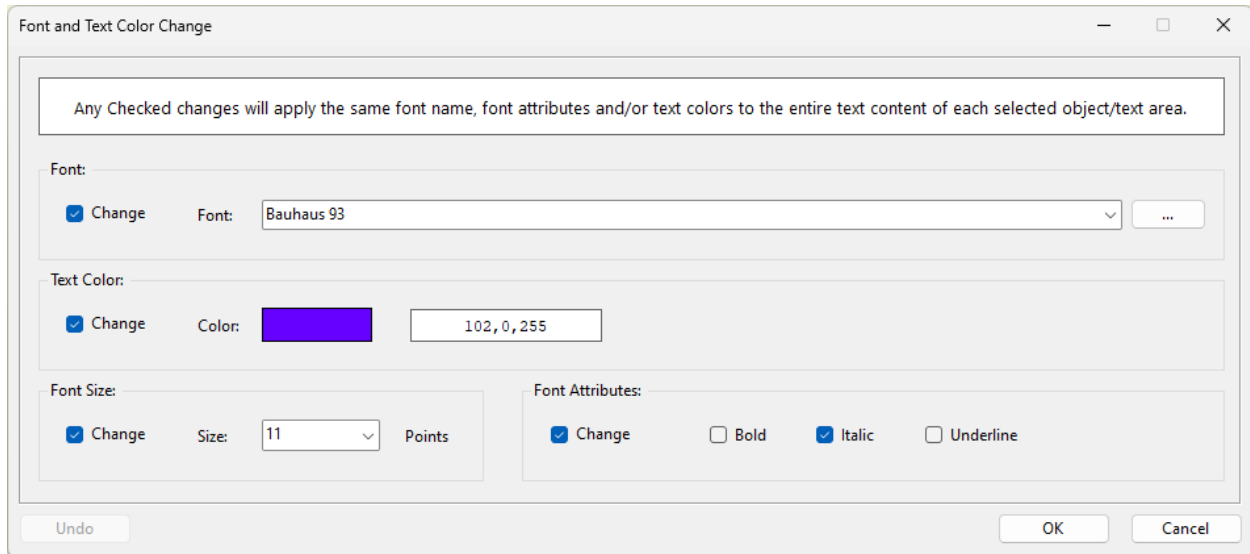
Check any option to enable it's associated settings controls. You can change the font name, text color, font size or font attributes individually.

Once applied to the object, all font and colors used for the associated text data will use just one font and one color. If the object text contained multiple fonts, sized and colors, they will all be replaced with a single setting.

The **Undo** button is enabled when an existing set of changes were applied on a previous display of this window. You can click the Undo button to cancel the pending changes for the font/color.

Object Sets

This option is available from the side toolbar and the **Object** menu as **Shape/Paragraph Set**.

An object set is a replication of a single selected shape or paragraph object.

The settings shown in this example replicate the object in the upper left corner as shown on the following page image. (no other objects are present in the example, but any other existing page content would not be altered).

Note that the image link option was not checked for this example, so only the shapes (with text) are replicated across and down the page.

James Madison	James Madison	James Madison	James Madison
262	262	262	262
$2 Bright blue	$2 Bright blue	$2 Bright blue	$2 Bright blue
Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894

James Madison	James Madison	James Madison	James Madison
262	262	262	262
$2 Bright blue	$2 Bright blue	$2 Bright blue	$2 Bright blue
Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894

James Madison	James Madison	James Madison	James Madison
262	262	262	262
$2 Bright blue	$2 Bright blue	$2 Bright blue	$2 Bright blue
Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894
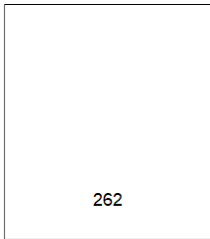
James Madison	James Madison	James Madison	James Madison
262	262	262	262
$2 Bright blue	$2 Bright blue	$2 Bright blue	$2 Bright blue
Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894	Issued: Dec. 1894

Placement Origin

The origin only has impact when the **Left/Top Aligned** or **Right/Bottom** aligned options are chosen. This will determine the starting point for object placement. Replication begins at an object's designated origin as specified by the Horizontal and Vertical Placement options, relative to the Placement Origin option chosen (Borders, Margins or Page Edges). The original source object will be moved to the origin point before copies are created.

Keep Image Link

For shape objects, check this option to retain the same image link for the duplicates objects.

Replication Direction

Choose horizontal, vertical or both directions. At least one of the two directions must be chosen.

Ignore Above/Below Text

For shape objects, you can choose to ignore the height of text above and below the object frame to set the vertical spacing between objects.

Placement Options

The alignment can be left, centered, or right within the page, margin or border areas. The **At First Object** option will keep the source object location locked in place and all replications will proceed to the left and/or down from this position.

The Offset/Padding option provides is extra space between the page/margin/border edges. This padding option ensures that the replicated objects will not touch the margin/border areas edges

Spacing gaps ensure that objects will have sufficient blank space from one another.

Columns and Rows

You can choose to set a specific number of rows down and columns across to create the duplicate objects. Or you can choose to fit the objects within the available page space (after deductions for spacing, margins, borders and padding).

If you choose a specific number of columns or rows, the duplication will be stopped if the available page space is reached – the objects will not run off the right or bottom of the page.

Template Files

Use the **Load** and **Save** options for managing settings as a re-usable template.

Attribute Replacement

The way familiar to most for multiple object attribute replacement is through the **Search** and **Replace** options under the **Utility** menu.

An additional method is available under the Object menu as **Replace Attributes** and also on the side toolbar.
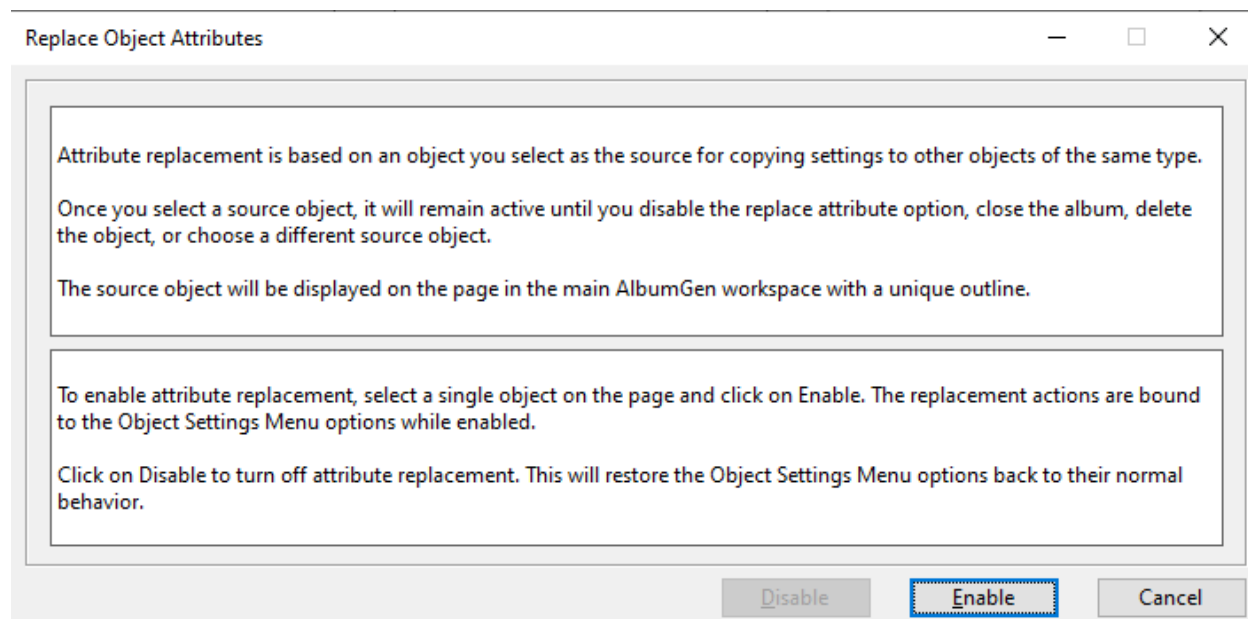
When an object is selected and this option applied, it will be marked by a unique outline in the workspace, and this marked status remains until you disable it, close the album or choose a different replacement source.

Once an object is marked, you may proceed to use it as an attribute source on the current album page or any other page.

As long as a replacement source is active, the object settings menu choices are replaced with different windows with choices of content to replicate.
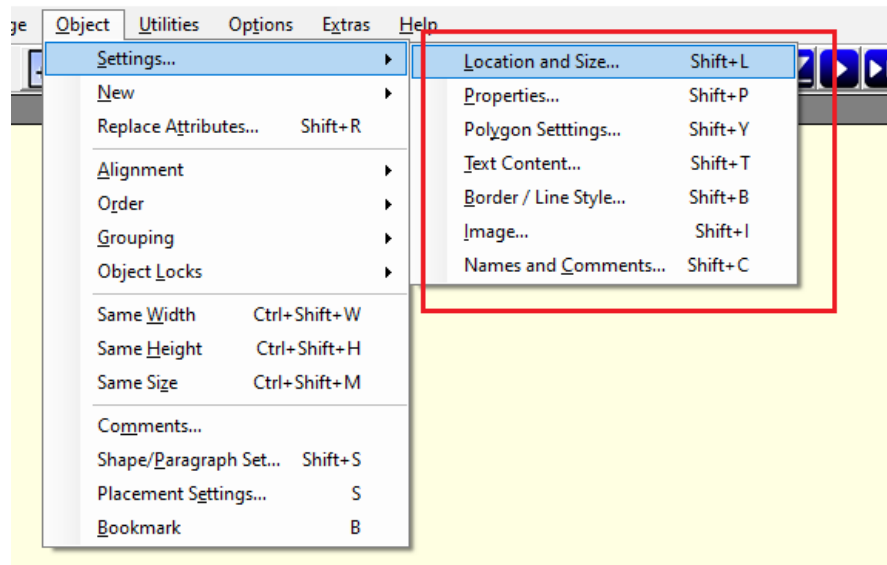
 As an example, a shape object has the following attribute window for the Properties menu choice (Shift + P):
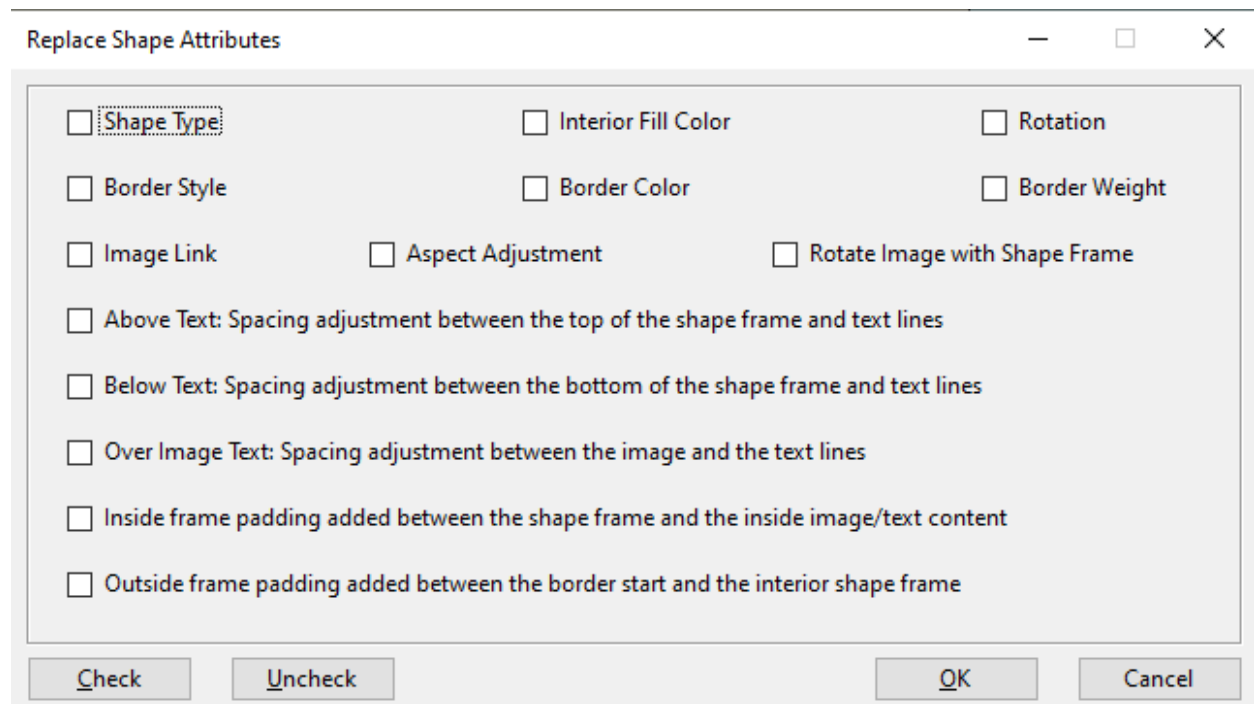
All of the replication windows are similar in presentation: A set of checkbox options for what to copy and two shortcut buttons to turn on or off all of the options at once.

To turn off the replication object, simply choose the replace option attribute a second time and click the Disable button.
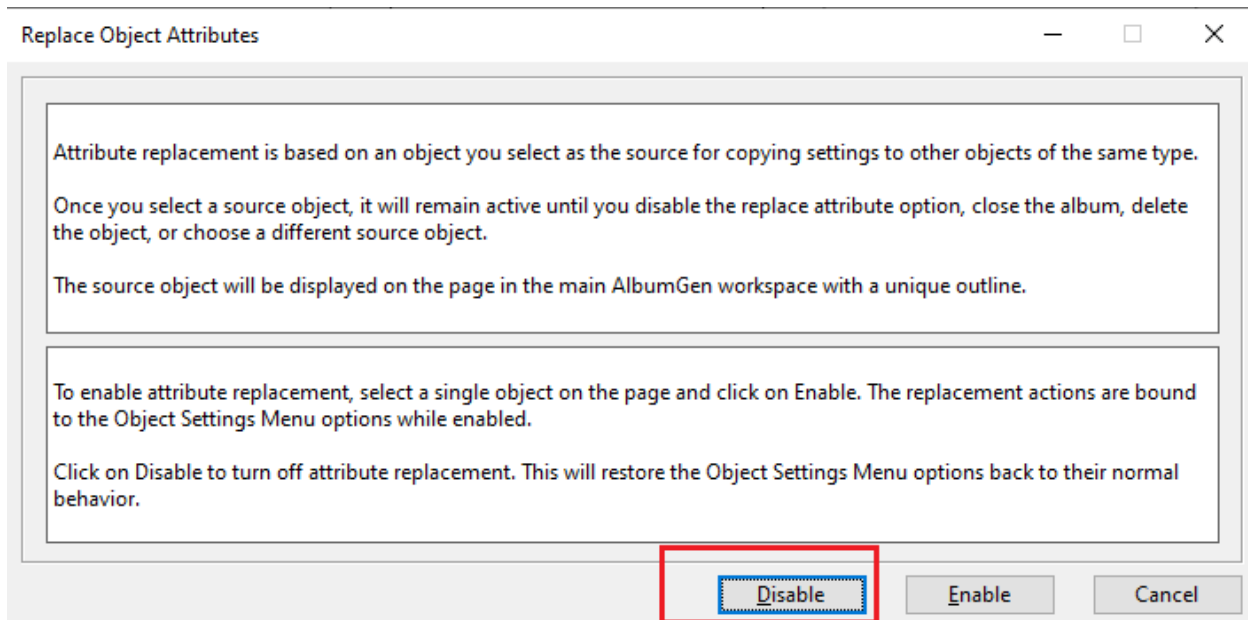
Search

Search is found under the **Utilities** menu. The search feature allows you to locate pages and objects on pages using multiple search categories and attributes.

A search type can be by page or by object. When searching by page, only matching page numbers are returned. When searching by object, matching pages and the matching objects for those pages are returned. The **Matches Found** total in the status bar at the bottom indicate the results of the most recent click on the **Find** button.

Not every attribute which makes up a page or object in an album can be searched. Choices are confined to the more common attributes to avoid complicated search inputs. If demand dictates attributes not present in the current list, more may be added in a future release.

Search Window Areas

Page and Object Filter

Objects to Search On allows you to restrict the search to specific objects on the pages in the album. For page type searches, the object options are disabled as they are not part of the search.

Search Criteria

The upper right area of the Search window will be populated with the necessary inputs based on the category and type of attribute that is being searched. The caption in this group area will contain the search level (1-5) and the type of search being used. In this example, a text content search for the first level.

Title/Shape Filter

For page searches, a title area filter will appear below the search criteria. This allows you to restrict the text searches to specific title and subtitles in the header and footer areas.

For objects searches with a shape type in scope for searching, the 4 text areas can be filtered to restrict the search to specific areas.
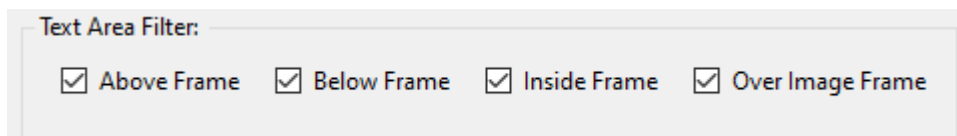
Search Levels

For users familiar with the EzStamp application, this type of search is similar to a Power Search in EzStamp. Up to 5 levels can be combined into a single search and a match condition only happens when all conditions are met for each search level.
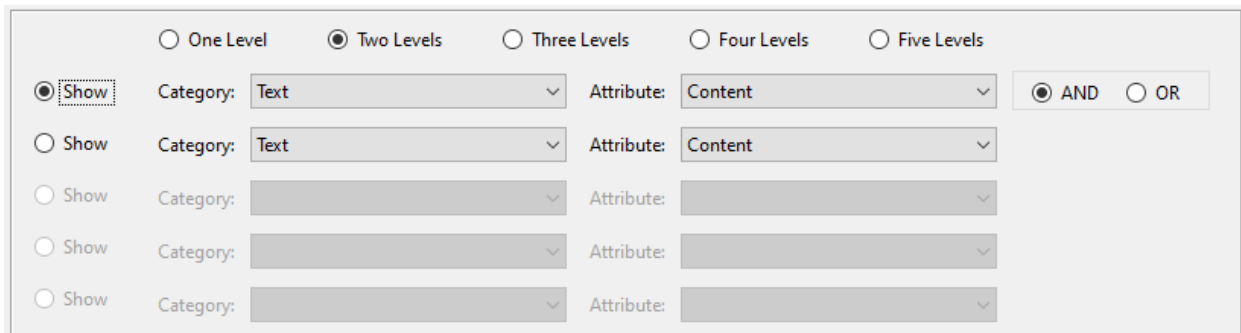
To set the number of search levels, select one of the 5 radio buttons at the top.

Choose a category and then an attribute within the selected category.

Once both are selected, the search criteria will be provided for your input.

The **Show** radio button is used to indicate which level is currently being assigned for the search criteria area, as not all 5 levels can be shown at the same time.

When two or more search levels are used, a join condition is shown as two radio buttons with the names **AND** and **OR**. This specifies the matching scenario between the search level where the choice needs to be made and the search level below it. The screen example shown above is a 2 level search where *both* search conditions must match on text content. If either search condition is considered a match then the **OR** choice should be made.

Search Actions

These action buttons appear at the bottom of the window.
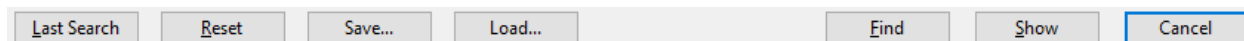
Last Search
This recalls the settings from the most rcent search.

Reset
Resets the search window to default values.

Save
Saves the search settings to a template file.

Load
Loads a search template from file.

Find
You must click **Find** to start a search for matching pages/objects. If any matches are found, the **Show** button will be enabled and the total matches found will be shown in the status bar.

Show
Search results are displayed in a search results window in the main AlbumGen window. See the **Floating Windows** help topic for more details.

Cancel
Closes the search window.

Page Search Attributes

The following list summarizes the attributes which are available for a page search. A page search doesn't have multiple categories, so will always shown the dropdown list as the general "Page" type.

Attribute	Type	Description
Page Border Style	Border	The page border style based on patterns and lines
Page Border Color	Color	Border color
Border Weight (1-6)	Number	The weight of a border style (1-6) - doesn't apply to image borders
Image Border Style	Image Border	The page border style using a defined template..." (otherwise, returns all pages without an image border if no template is selected)
Page Margins	Margins	The page margins
Page Borders Inside the Margins	Borders	The page borders
Title and Subtitle Fonts	Font	The font used in titles and subtitles
Title and Subtitle Text Content	Text	The text content used in titles and subtitles
Text Color for Titles and Subtitles	Color	The text color used in titles and subtitles
Page Orientation	Orientation	Page orientation
Paper Width	Unit	The paper width, regardless of page orientation
Paper Height	Unit	The paper height, regardless of page orientation
Header Size	Unit	Title header size
Footer Size	Unit	Title footer size
Page Name	Text	An optional name for the page to apply to titles and table of contents
Page Bookmark	Text	An optional bookmark for the page
Page Comments	Text	Optional page notes
Vertical Shift for Titles	Unit	A vertical shift of the page header or footer content
Spacing Adjustment for Titles	Unit	A spacing adjustment to apply between title and subtitle lines
Font Compression or Expansion	Number	The font expansion or compression factor for text content (-50 to 50%)
Internal Page ID Number	Number	Internal Page ID Number

Object Search Attributes

The following list summarizes the attributes which are available for an object search. Object searches are based on one of 5 categories:

Text	Font, color, size and alignment options related to objects which contain text elements.
Border	Style attributes related to object borders, including styles for the Line object type.
Image	For Image and Shape objects, these attributes are related to the image link assigned to the object.
Size	Size attributes where the values are represented in the Inch or Millimeter units.
General	This category includes any remaining object attribute which doesn't clearly fit into the previous four.

| Category	Attribute	Type	Description
Text	Text Content Search Value	Text	Text data used by the object
Text	Text Color	Color	Text color(s) used by the object
Text	Horizontal Text Alignment	Alignment	The horizontal alignment for text content
Text	Vertical Text Alignment	Alignment	The vertical alignment for text content
Text	Font Attributes	Font	Font(s) used by the object
Text	Extra Spacing Between Text Lines	Number	The line spacing adjustment for text content (-50 to 100%)
Text	Font Compression or Expansion	Number	The font expansion or compression factor for text content (-50 to 50%)
Border	Object Border Style	Border	The style for line objects
Border	Object Line Style	Border	The border style for the object (not including Lines)
Border	Border/Line Style Color	Color	Border/line style color
Border	Border Weight (1-4)	Number	The weight factor of a border/line style
Border	Shape Bracket Status	Yes/No	Indicates the shape is using a bracket style instead of a border
Border	Border Corner Join	Line Join	How the vertices of borders are joined together
Border	Dashed Line End Cap	End Cap	The end cap format for dashes in dashed lines with border/line styles
Border	Line End Cap	End Cap	The format of the line end caps
Border	Miter Limit (0 - 100)	Number	The tolerance for a miter join applied to the vertices of borders (0-100)
Image	Image Location	Text	The path where an image is located
Image	Image File Name (no extension)	Text	The name of the image linked to the object
Image	Image Aspect Ratio Adjustment	Aspect	How the image is placed in the object based on aspect ratio
Image	Rotate the Image with the Shape	Yes/No	Indicates that the image is rotated with the shape
Size	Extra Spacing Above the Shape Frame	Unit	Extra spacing between the top of the border frame and the Above text data

Category	Attribute	Type	Description
Size	Extra Spacing Below the Shape Frame	Unit	Extra spacing between the bottom of the border frame and the Below text data
Size	Extra Padding Inside the Border	Unit	An extra amount of interior frame padding where no image/text data will exist
Size	Extra Padding Inside the Frame	Unit	An extra amount of padding added before the shape border begins
Size	Object Height (not counting border)	Unit	The height of an object, not counting the border or bracket style
Size	Extra Spacing Between Image and Text	Unit	Extra spacing between the image and the text Inside the frame
Size	Line Length	Unit	The length of the line
Size	Paragraph Left/Right Indent	Unit	The left/right margin space between the paragraph text and the border
Size	Paragraph Top/Bottom Indent	Unit	The top/bottom margin space between the paragraph text and the border
Size	Text Height Padding Adjustment	Unit	The height padding adjustment for inside frame or over image text
Size	Inside Frame Text Horizontal Shift	Unit	The horizontal shift of inside frame or over image text
Size	Inside Frame Text Vertical Shift	Unit	The vertical shift of inside frame or over image text
Size	Object Width (not counting border)	Unit	The width of an object, not counting the border or bracket style
General	Object Bookmark	Text	Optional bookmark name for an object
General	Object Comments	Text	Optional notes for an object
General	EzStamp Import Indicator	Yes/No	Indicates that the size/image/text content originated from an EzStamp import
General	EzStamp No Sizing Indicator Visibility	Yes/No	Indicates no sizing information was provided from an EzStamp import
General	Object Fill Color	Color	The object fill color
General	Fill Paragraph Margin Space	Yes/No	Indicates that the paragraph fill color is also applied to the margin area
General	Color Fill Width of the Frame	Yes/No	Indicates that the fill color for inside frame or over image text fills the frame
General	Object Group Status	Yes/No	Indicates the object is grouped with one or more other objects
General	Inside Frame Text Background Color	Color	The fill color applied to the background of inside frame or over image text
General	Horizontal Line Direction (No = Vertical)	Yes/No	Indicates the direction of the line is horizontal (No = vertical)
General	Alternate Starting Edge for Line Render	Yes/No	Indicates the line is rendered from the opposite edge of its frame
General	Object Movement Lock Status	Yes/No	Indicates the object is locked from being moved
General	Object Name	Text	A name identity to attach to an object
General	Object Rotation Angle	Rotation	Object rotation angle
General	Object Selection Lock Status	Yes/No	Indicates the object is locked from being selected
General	Table of Contents Display Status	Yes/No	Indicates that the name identity will appear in a table of contents
General	Rotation of text content	Rotation	Text rotation angle
General	Paragraph Text Word Wrap	Yes/No	Indicates that word wrap is applied to the text content for a paragraph

Attribute Filters

The available attributes for a given object filter will automatically be filtered to remove ones which are not in scope for the object types. For example, a search against only the Text object type would remove all filters related to Image and Border categories.

Search Results

Search results are displayed in a special window in the main AlbumGen workspace.
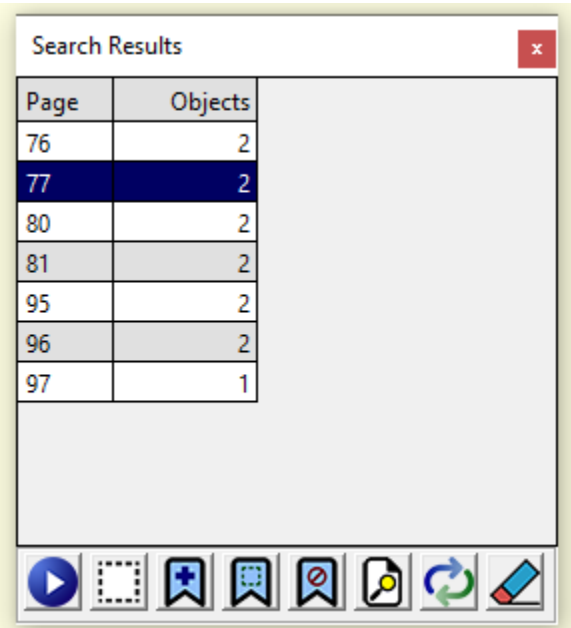
Details on this search window can be found in the Floating Windows help topic.

Search and Replace

In AlbumGen, the replace option is separated from the search option and use a separate window to perform replacements. However, replacements can link to any matched objects from the search windows, yet have the ability to replace attributes which were not part of the original search.

Replace

This can be found as the **Replace** item under the **Utilities** menu. Replacements can be applied to album pages and objects on the pages.
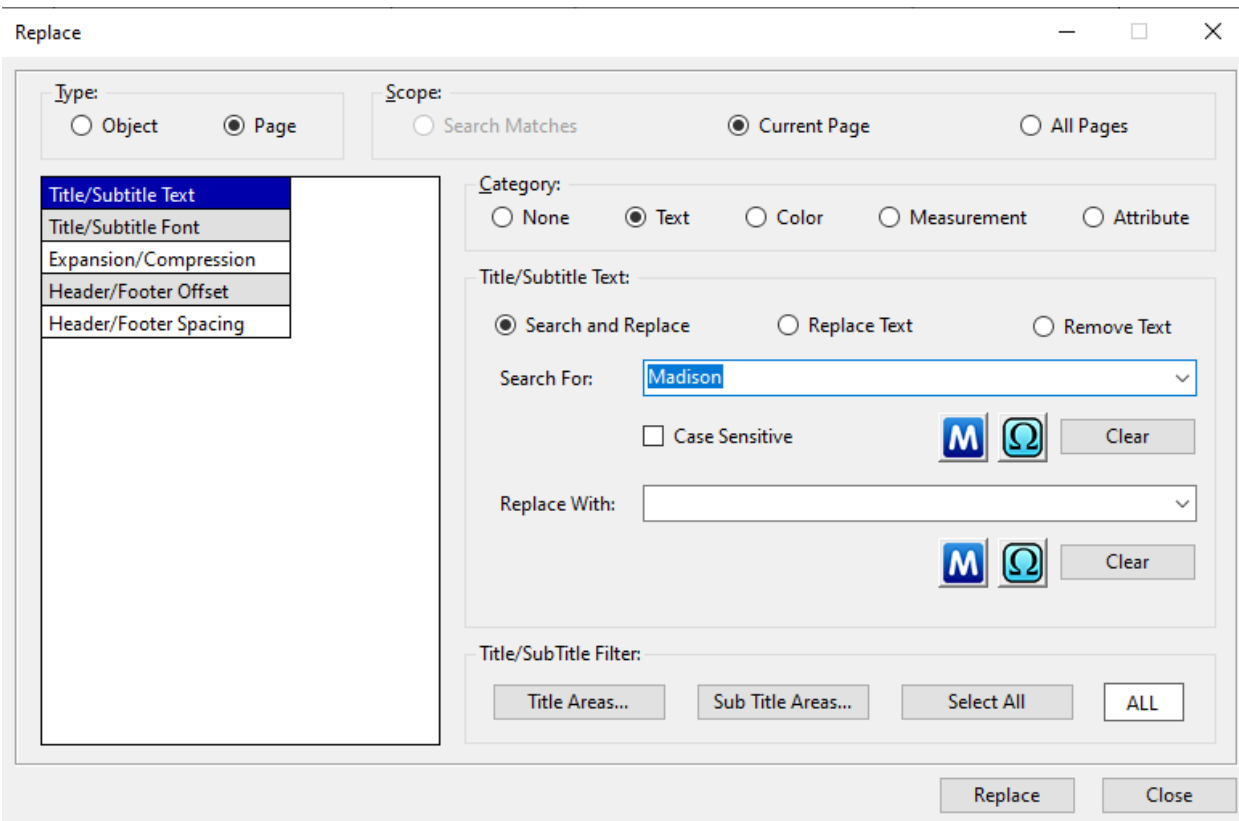
Choose replacement by object or page.

Scope

The scope is based on the type of search.

Search Matches	Replacements will be applied to all matching pages or objects from the most recent search results as they appear in the Search Results window.
Current Page	Replacement is confined to the current page. For object type replacements, the replacement affects only the selected objects.
All Pages	All pages in the album will be subject to replacements by page attribute. If you need to replace by a specific set of pages, use the **Search** utility coupled with the **Search Matches** option.
Marked Objects	The replacement will be against all bookmarked objects across all pages in the album.

Category

The category choices are the same for both page and object replacement. The default **None** value is not a valid selection.

Text	Attributes are based on objects with text content or page titles and subtitles. This can include the text data, alignment, spacing, size and font choices.
Color	Color choices for attributes such as text, border, line or fill color.
Measurement	A measurement is a position or size value where a unit value in inches or millimeters is expected.
Attribute	This is any attribute that doesn't fit within the first 3 categories. Common types are a Yes/No condition, a choice from a set of options, pick list value, text value, or numeric value.

Once a category is selected, the available attributes for replacement are shown in the list on the left, with the valid inputs as a set of various element types in a group on the right. The example below is a search and replace for a font under the Text category.

Enabling Attributes

Some of the attribute types will require a choice to enable the value to be replaced, such as a checkbox to replace the font name. Until you enable a replacement checkbox option, the associated attribute may not be replaced or may not appear at all.

Search and Replace

Some of the attribute types will allow for a matching search condition. Generally a replacement based on the preceding Search with the Search Matches scope will take care of any need to perform a direct search within the replacement window. However, you still have the option to add a search where applicable instead of an outright replacement. Where possible, results from a text search will retain history in the dropdown list.

Attributes

The attribute list for a replacement is summarized by page and object type below.

Page Replacement Attributes

| Category	Type	Attribute	Description
Attribute	Orientation	Page Orientation	Page orientation (paper size remains unchanged)
Attribute	Border	Pattern Border Style	Page borders which are based on geometric patterns and lines
Attribute	Integer	Border Weight	A weight factor from 1 to 6 for pattern border styles
Attribute	Border	Image Border Style	Page borders which use image content as a source
Attribute	Text	Page Name	Naming an album page allows it to be used in building an album table of contents
Attribute	Text	Page Bookmark	A bookmark which can be used in searches to locate a page in the album
Attribute	Text	Page Comments	Comments which can be used as reference information for this page
Color	Color	Text Color	The color for title or subtitle text
Color	Color	Border Color	For pattern border styles which are not defined with custom color settings
Measurement	Units	Paper Width	Physical paper width regardless of orientation
Measurement	Units	Paper Height	Physical paper height regardless of orientation
Measurement	Units	Page Margins	Page margins are extra padding inside the physical page
Measurement	Units	Page Borders	Page borders are extra padding inside the margins
Measurement	Units	Header Area	Title and subtitle text area at the top of the page
Measurement	Units	Footer Area	Title and subtitle text area at the bottom of the page
Text	Text	Title/Subtitle Text	Text content for title and subtitle areas, including macro keywords
Text	Font	Title/Subtitle Font	The font to use for title or subtitle text
Text	Number	Expansion/Compression	Text expansion/compression factor (-50 to +50 percent)
Text	Units	Header/Footer Offset	Vertical shift of the title and subtitle text
Text	Units	Header/Footer Spacing	Spacing between the title and sub title text

Object Replacement Attributes

| Category	Type	Attribute	Description
Attribute	Border	Border Style	The border style for applicable object types
Attribute	Line Style	Line Style	The line style for line object types
Attribute	Number	Border/Line Weight	Border style weight (a value from 1 to 4, in 1/300 of an inch)
Attribute	Text	Image Path	The location where the image can be found
Attribute	Text	Image Link	The name of the image (without any file extension)
Attribute	Number	Object Rotation	Object rotation (-359 to +359 degrees)
Attribute	Number	Text Rotation	How text is rotated relative to the album page
Attribute	Yes/No	Image-Shape Rotation	Rotate the image with the shape object rotation
Attribute	Aspect	Image Aspect Ratio Type	How to set the size/aspect ratio of images
Attribute	Yes/No	Fill Paragraph Margins	Will fill in the interior paragraph margin space with the fill color if used
Attribute	Yes/No	Text Word Wrap	Text will automatically wrap to the next line in the absence of line breaks
Attribute	Yes/No	Extend Inside Fill	Extend the background color fill for the text inside the shape frame to it's width
Attribute	Yes/No	Extend Over Image Fill	Extend the background color fill for the text on top of the shape image to it's width
Attribute	End Cap	Dashed Line End Cap	For dashed lines, how the end of each dash is drawn
Attribute	End Cap	Line End Cap	For line objects, the type of end cap to be used
Attribute	Join	Line Corner Join Type	How lines are joined at their vertices for border styles
Attribute	Number	Corner Join Miter Limit	The miter limit applied when joining vertices for border styles (0 to 100, default is 10)
Attribute	Text	Object Name	Naming an object allows it to be used in building an album table of contents
Attribute	Text	Object Bookmark	A bookmark which can be used in searches to locate an object in the album
Attribute	Text	Object Comments	Comments which can be used as reference information for this object
Attribute	Yes/No	Show Object in TOC	Indicates that this object will be included in an album table of contents if named
Attribute	Yes/No	Show EzStamp No Sizing	Indicates that this object was imported from EzStamp without stamp sizing data
Color	Color	Text Color	The color for the object text or one of its text areas
Color	Color	Border Color	Border color
Color	Color	Line Color	Line color
Color	Color	Interior Fill Color	Interior fill color
Color	Color	Inside Fill Color	Background fill for text inside the shape frame
Color	Color	Over Image Fill Color	Background fill for text on top of the shape image
Measurement	Units	Object Width	The width of the object, without consideration of the thickness of any border styles
Measurement	Units	Object Height	The height of the object, without consideration of the thickness of any border styles
Measurement	Units	Line Length	The length of the line
Measurement	Units	Text/Image Padding	Extra spacing inside the shape frame before the start of image/text content

Category	Type	Attribute	Description
Measurement	Units	Border Padding	Extra spacing between the shape frame and the start of the border style
Measurement	Units	Paragraph Indent X	The amount of padding on the left/right side of the paragraph text
Measurement	Units	Paragraph Indent Y	The amount of padding above and below the paragraph text
Measurement	Units	Above Text Gap	The amount to vertically shift the text above the shape frame
Measurement	Units	Below Text Gap	The amount to vertically shift the text below the shape frame
Measurement	Units	Inside Text Gap	The amount of extra spacing to apply between the image and the inside frame text
Measurement	Units	Inside Text Shift X	Horizontal shift of the text inside the shape frame
Measurement	Units	Inside Text Shift Y	Vertical shift of the text inside the shape frame
Measurement	Units	Inside Text Padding	Extra padding above and below the text inside the shape frame
Measurement	Units	Over Image Text Shift X	Horizontal shift of the text on top of the shape image
Measurement	Units	Over Image Text Shift Y	Vertical shift of the text on top of the shape image
Measurement	Units	Over Image Padding	Extra padding above and below the text on top of the shape image
Text	Text	Text Content	The text context for the object or one of its text areas
Text	Font	Font Settings	The font for the object text or one of it's text areas
Text	Alignment	Horizontal Alignment	Horizontal alignment of text
Text	Alignment	Vertical Alignment	Vertical alignment of text
Text	Number	Line Spacing	Line spacing adjustment (-50 to +100 percent)
Text	Number	Expansion/Compression	Text expansion/compression factor (-50 to +50 percent)

Title/Shape Filter

For page replacements, a title area filter will appear below the replacement criteria. This will restrict the text replacements to specific title and subtitles in the header and footer areas.
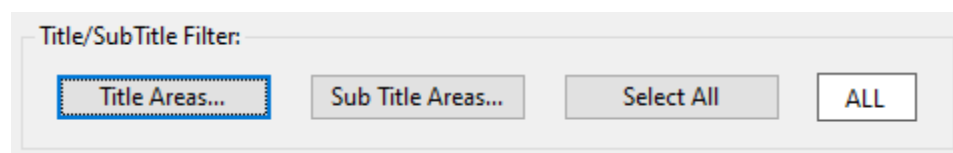
For object replacements with a shape type in scope, the 4 text areas can be filtered to restrict replacements to specific areas.

Shape Text Area Filter:
☑ Above   ☑ Below   ☑ Inside Frame   ☑ Over Image
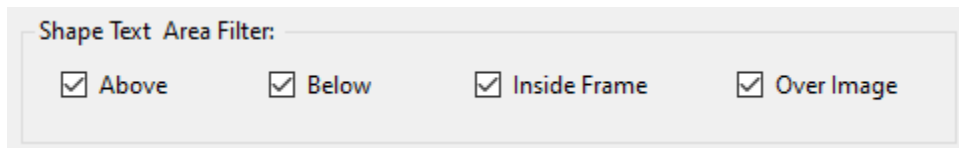
Performing Replacements

Unlike the Search utility, replacements can be repeated without closing the replacements window. Click on Replace and any replacements which were actually made are shown in the bottom of the window.

Replacements Made: 13   Replace
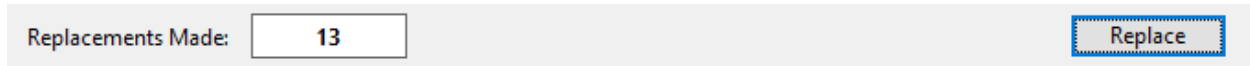
If you had any search conditions present, it's possible the number of replacements made could end up at zero.

The replacement criteria values entered are preserved between replacement actions, even after you close the replacement window.

When you are done with replacements, click on the **Close** button.

Undoing Replacements

Each click of the Replace button creates an undo level in the workspace. For example, if you replaced fonts, colors and border styles for objects in 3 separate clicks of the Replace button, there will be 3 undo levels added and each replacement action can be rolled back from newest to oldest.

There is no undo action from the replacement window. You need to always perform undo actions from the main application window.

Album Backups

Album backup options are provided under the **Utilities** menu. Note that cloud backups, which store the album archives on a remote location, is a subscription-based service from SoftPro which requires a small annual fee to store and manage your album files in a secure repository. Cloud backups are described in a separate help topic.
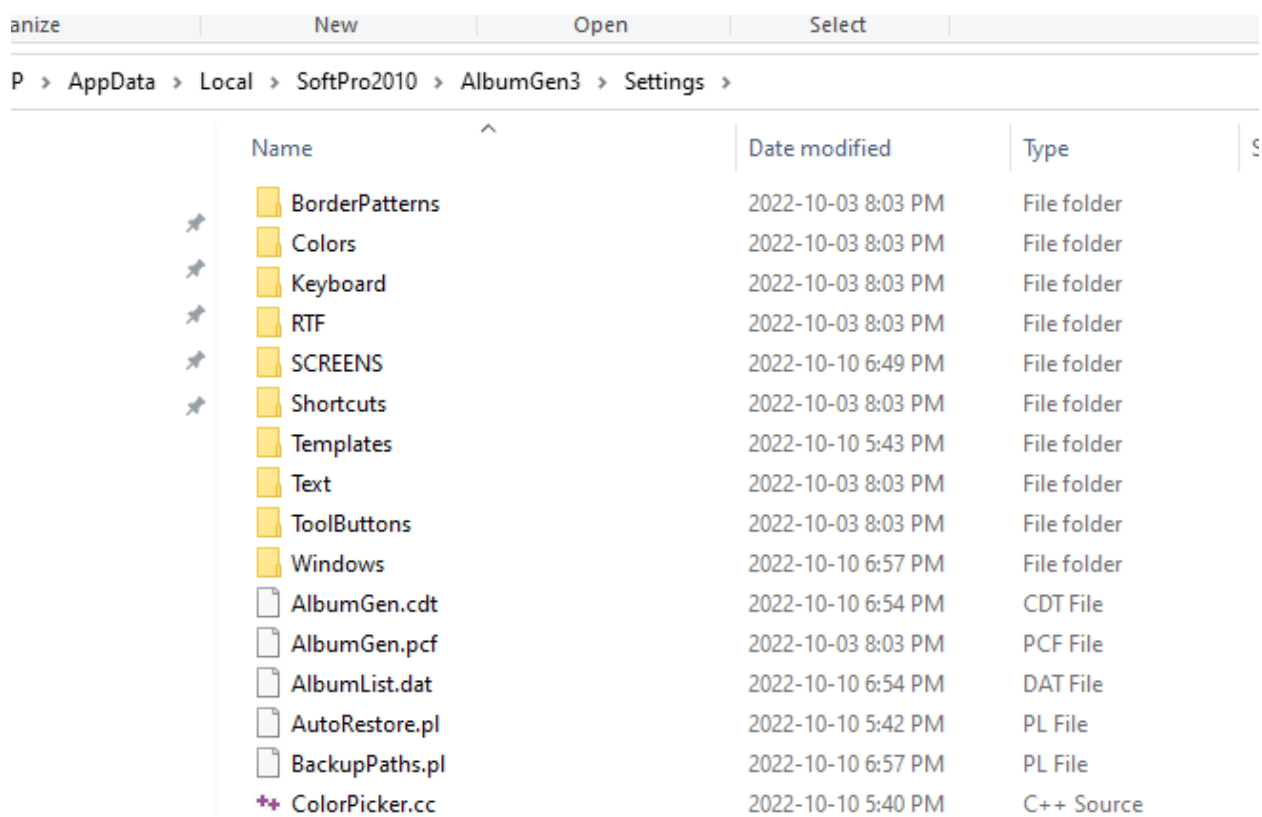

Album Backup

Backups are saved in a compressed archive format containing any selected albums and optionally all AlbumGen data files stored under the settings folder (the contents of this folder can be viewed in File Explorer by choosing the **Open Settings Location** from the Options (Settings) submenu).

A backup must have a file name (do not enter any file extension) and a description. If no description is provided, a default will be provided at the time the backup is closed as per the format below:

Backup Description:	AlbumGen Backup Archive - Created 2022-Oct-10 18:54

Application Data Backup

A checkbox option is provided to add all AlbumGen settings files, which would be the contents of the Settings folder. An example of this location is shown below.

anize	New	Open	Select	

P > AppData > Local > SoftPro2010 > AlbumGen3 > Settings >

Name	Date modified	Type	S
BorderPatterns	2022-10-03 8:03 PM	File folder	
Colors	2022-10-03 8:03 PM	File folder	
Keyboard	2022-10-03 8:03 PM	File folder	
RTF	2022-10-03 8:03 PM	File folder	
SCREENS	2022-10-10 6:49 PM	File folder	
Shortcuts	2022-10-03 8:03 PM	File folder	
Templates	2022-10-10 5:43 PM	File folder	
Text	2022-10-03 8:03 PM	File folder	
ToolButtons	2022-10-03 8:03 PM	File folder	
Windows	2022-10-10 6:57 PM	File folder	
AlbumGen.cdt	2022-10-10 6:54 PM	CDT File	
AlbumGen.pcf	2022-10-03 8:03 PM	PCF File	
AlbumList.dat	2022-10-10 6:54 PM	DAT File	
AutoRestore.pl	2022-10-10 5:42 PM	PL File	
BackupPaths.pl	2022-10-10 6:57 PM	PL File	
ColorPicker.cc	2022-10-10 5:40 PM	C++ Source	

Any customizations and settings associated with each window in AlbumGen (i.e. size, position and monitor) are stored under the Settings home folder or one of its subfolders. If you used any of the export options which allow you to set a location elsewhere on your PC, any exported files which are not under the Settings home folder will not be part of any backup.

It's recommended that you always backup the application data and the default status will always be checked, unless your backups are specifically targeting album files only. A full backup would always include all album files on your PC and all application data files.

The backup window is divided into 2 lists with album files. The top list is the current list of albums which were opened in AlbumGen at some time, or added to the album browsing history (see the help topic for **Browse Albums**).

The bottom list contains the albums you want to backup.

The columns of information in the album lists are summarized as follows:

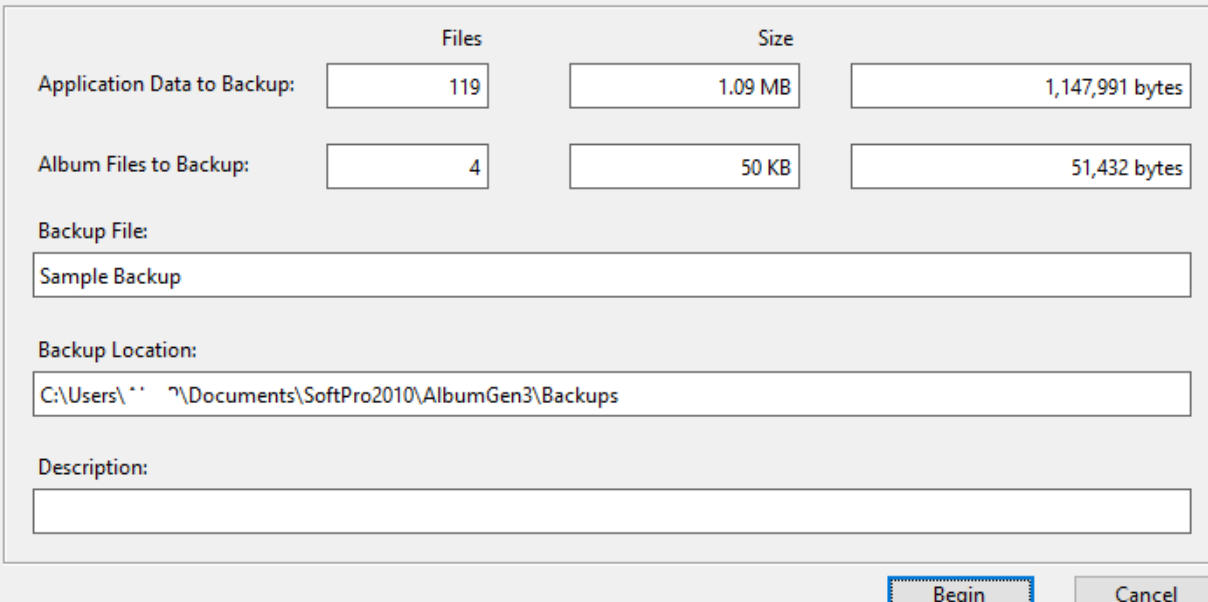| File	The name of the album file
Description	The optional description
Size	The size of the file
Version	The content format version of the album file. AlbumGen can open any version starting with 3.0 as long as the application is regularly updated to handle versions higher than 3.0.
Opened	When this album was last opened in AlbumGen.
Created	When the album was first created.
Modified	When the album last had at least one change saved.
Pages	The number of album pages, not including the cover page or any table of contents.
Images	The number of image links across all pages. Images are not stored in album files – only the location and name of the image is stored.
Pwd	This is an indication if an album is protected by a password.
Comments	This is an indication if the album contains summary comments.
Location	This is where the album currently resides on your PC. The browsing history keeps track of all locations from where an album was last opened.

Backup Options

Icon	Menu Item	Shortcut	Description
	Add to Backup	Ctrl + Ins	Add selected albums from the available list to the backup list. You may also double click or right click with the mouse to add files.
	Remove from Backup	Ctrl + Del	Remove selected albums from the backup list.
	Add Every Album	Ctrl + E	Add all available albums to the backup list.
	Clear Backup List	Ctrl + L	Remove all albums from the backup list.
	Start Backup	Ctrl + S	This will start the backup job. A confirmation dialog will be presented for confirmation.
	Set Backup Location	Ctrl + O	Change the location where backup archives are saved.
	View Backup Location	Ctrl + B	Open the current backup location in File Explorer.
	Refresh List	F5	Checks the status of all album files in the list and refreshes the information in the data grid.
	Add by File	Ctrl + F	If you need to add album files which are not in the current list, use this option to browse by file. Select any album file once you find the correct location and all album files from that location will be added.

Icon	Menu Item	Shortcut	Description
	Add by Folder	Ctrl + D	This option will add new album files using a folder browser dialog. Select a path where album files can be found.
	Clear Backup Locations		When you choose a new backup location, it will be added to a recent list accessed from the **Backup Locations** dropdown list. Use this option to clear that list.
	Help	F1	Show the help topic for this window.
	Edit Shortcut Keys		Change the keyboard shortcuts for this window.

Starting a Backup

Click on the start backup button from the toolbar or choose the start backup menu item. A confirmation dialog will be displayed.

If the description is left blank, it will be set to a default description when the backup is created.

Click **Begin** to start the backup.

Backup Restrictions

Backups will not be allowed for albums if one of the following transpires:

- The album file can't be opened due to data corruption.
- The album file is a demo version and you are using a registered version of AlbumGen.
- The album file was created with a registered version of AlbumGen and you are using a trial version.

Album Restore
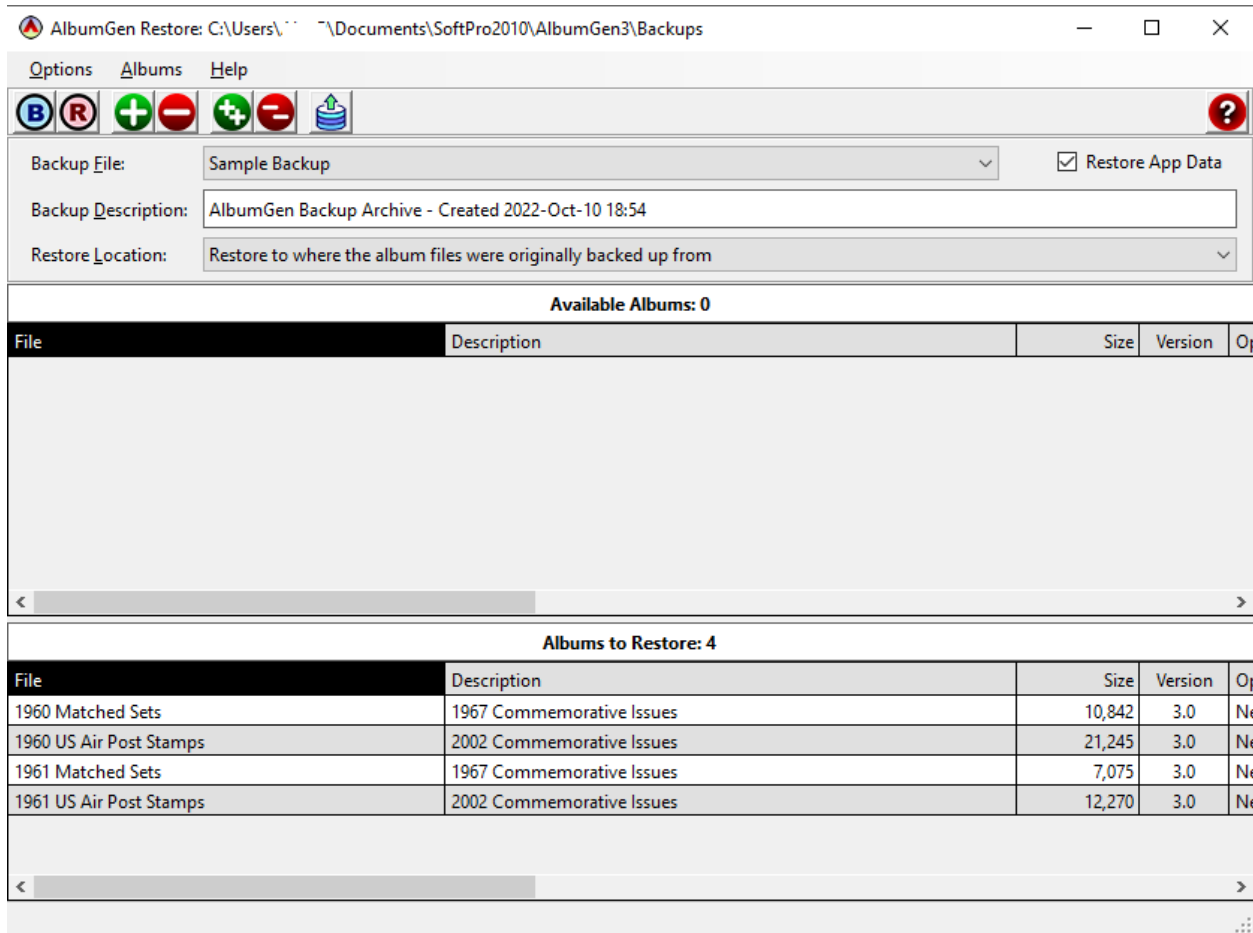
The current backup location is taken from the last location used for a backup. It will be displayed in the title bar.

Once a restore location is selected, any existing backup archives will be available in the **Backup File** dropdown list.

Select a backup archive from the list and it will be verified for content and any description will be displayed, along with any available album files in the top list. If any application file data was part of the backup, the **Restore App Data** checkbox option will be enabled and automatically _unchecked_.

The **Restore Location** will always have at minimum 2 entries in the dropdown list. The default selection will be where the album files were backed up from. Unlike the previous version of AlbumGen, backup files for a single archive can be from multiple locations on your PC, as the location of the original album file is part of the backup. If you look at the rightmost column in the album listings, it will show the original location for the album.

The second entry will be the current location where album files are opened from, as defined in the **File Locations** settings from the **Options** menu.
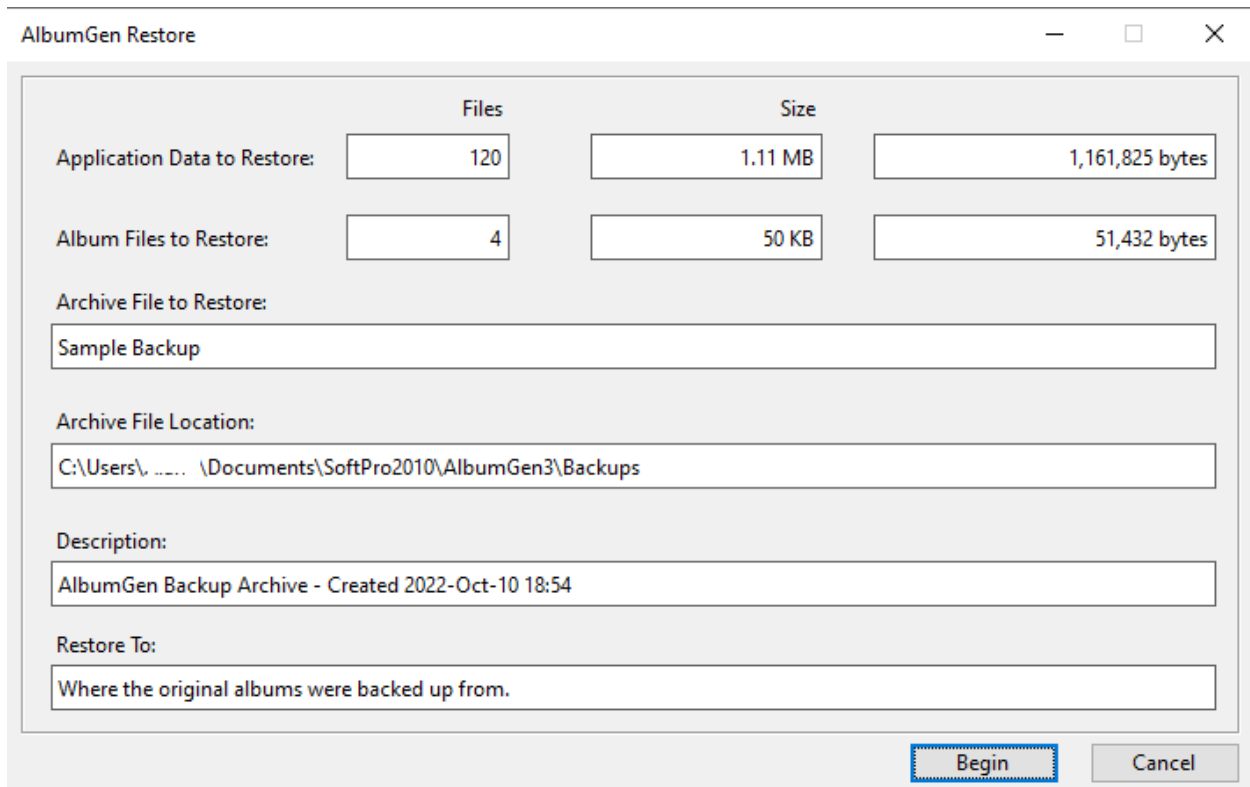
You can add additional restore locations as needed.

Restore Options

Icon	Menu Item	Shortcut	Description
	Set Backup Location		Sets a new location where backup archives can be found. AlbumGen backup files have an extension of **.AGPB**
	Set Restore Location		Sets a new restoration location. Note that when restoring to a single location, this would cause all album files to be extracted to one folder even if the original source album files were distributed over several locations on your PC. You will need to take care of managing albums in this scenario as you would be keeping different versions of the same album in different locations unless you remove them from the original backup location.
	Add for Restoration	Ctrl + Ins	Add selected albums from the available list to the restoration list. You may also double click or right click with the mouse to add files.
	Remove from Restoration	Ctrl + Del	Remove selected albums from the restoration list.
	Restore Every Album	Ctrl + E	Add all available albums to the restoration list.
	Clear Restore List	Ctrl + L	Remove all albums from the restoration list.
	Start Restore	Ctrl + S	This will start the restoration job. A confirmation dialog will be presented for confirmation.
	Help	F1	Show the help topic for this window.
	Edit Shortcut Keys		Change the keyboard shortcuts for this window.

Starting a Restore

Click on the start restore button from the toolbar or choose the start restore menu item. A confirmation dialog will be displayed.

Click **Begin** to start the restore.

Restoration Restrictions

Backups will not be allowed for restoration if one of the following transpires:

- The archive backup can't be opened due to data corruption.
- The archive is a demo version and you are using a registered version of AlbumGen.
- The archive was created with a registered version of AlbumGen and you are using a trial version.

Restore Auto-Backup

If you have automatic backups enabled (a single backup copy is enabled by default unless you change the settings), you may replace a current album file with a previous version which was saved into a subfolder of the album file location.

See the topic 'Auto-Save for Recovery' under the section **AlbumGen Album Files** for an example of how automatic backups work and are configured. This help topic relates to the restoration process.

The restoration window shows all recent album files accessed (the same list for normal backups and the album browser window), with an automatic backup file status for each one.

If an automatic backup file is present, a green checkmark icon will appear next to the file name in the list. The total number of available backups for each file, if any is shown in the **Backups** column.

Restore Options

Icon	Menu Item	Shortcut	Description
	Restore	Ctrl + R	Restore an automatic backup file for the selected album.
	Open	Ctrl + O	Close the window and open the selected album file in the workspace.
	Properties	Ctrl + P	Show the properties for the selected album.
	Add by File	Ctrl + F	If you don't see the albums you want to restore backups from, use this option to add all albums from a specific location using a file browser dialog.
	Add by Folder	Ctrl + D	Use this option to add all albums from a specific location using a folder browser dialog.
	Help	F1	Show the help topic for this window.
	Edit Shortcut Keys		Change the keyboard shortcuts for this window.

Only one album file may be selected at a time from the list. Once selected, click on the Restore button to see a confirmation window.
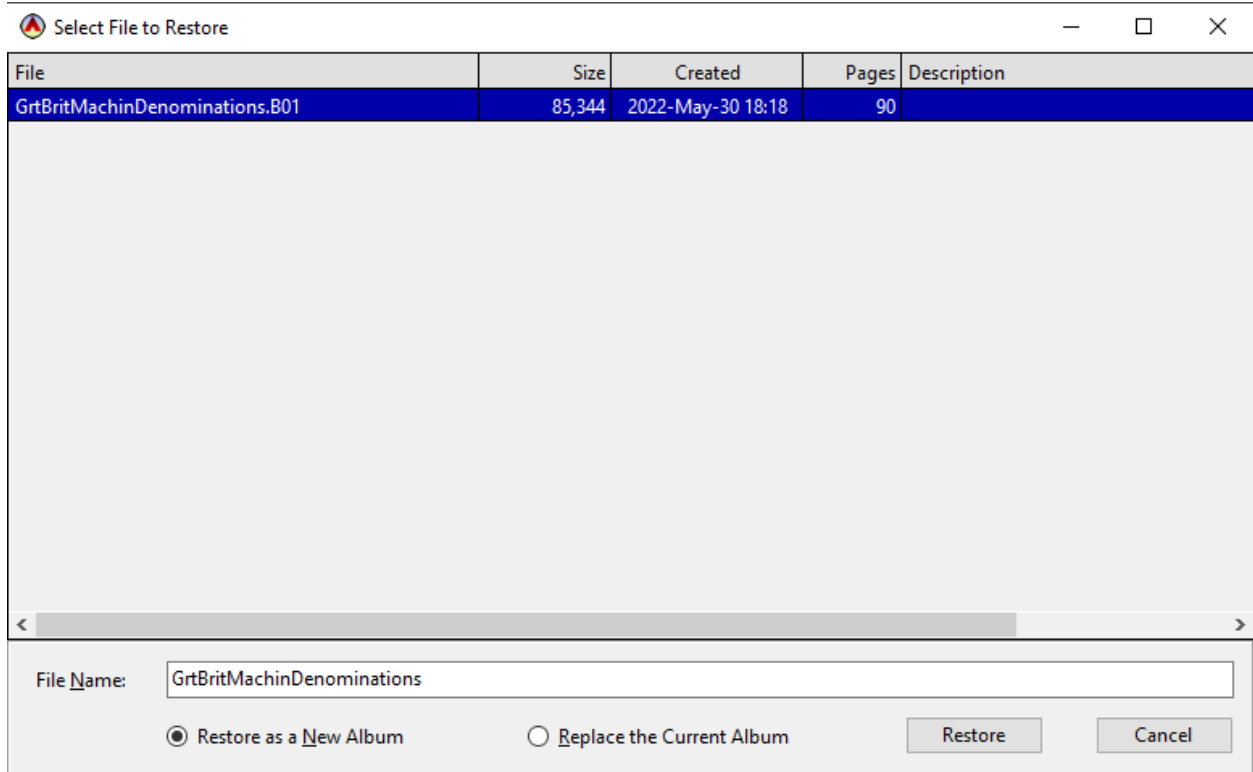
All of the available automatic backup files for the selected album will be displayed in a list, where the topmost entry is the most recent backup and the bottom entry is the oldest. If you only use a single level of automatic backup, the list will never contain more than one entry.

Select a file to restore and choose to replace the current active album or save it under a new name as shown in the **File Name** field. Then click on the Restore button.

Merge Albums

This option is found under the **Utilities** menu. Two album files can be merged together by page range. The destination album can be a new album file or the first album can be merged into the second album.

Merging to a new album is the safest method as the original album files are left intact. Merging the first album into the second album will only leave the first album intact. There is no way to undo an album merge if you choose the latter method, so please ensure you have a backup available if you are not satisfied with the merge results.

To set the source albums, click on the ellipsis buttons to the right and this will display the album browser window. When you choose the **Open** option from that window, the album will be placed in the input field.

If you choose the new album merge option, enter an album file name (without an extension) in the field provided.

Page Range

You can choose all pages from the first album or a specific range.

Merge Position

This option sets the insertion point within the second album. The before or after options require you to set the page number and it must be within the range of the current page total of the second album.

Cover Page and Table of Contents

If either album has a cover page and/or table of contents defined, you will need to choose which album will be used to retain these page types.

Merge and Auto-Recovery

Click on **Merge** to start. If there is any error in completing the merge, the second album will be restored from a temporary backup. If merging to a new album, the new album will be automatically deleted if any error occurs.

Adjust Image Links

This option is accessed from the **Utilities** menu. You can use this utility to review and adjust the image link locations for all image references in the current open album file.
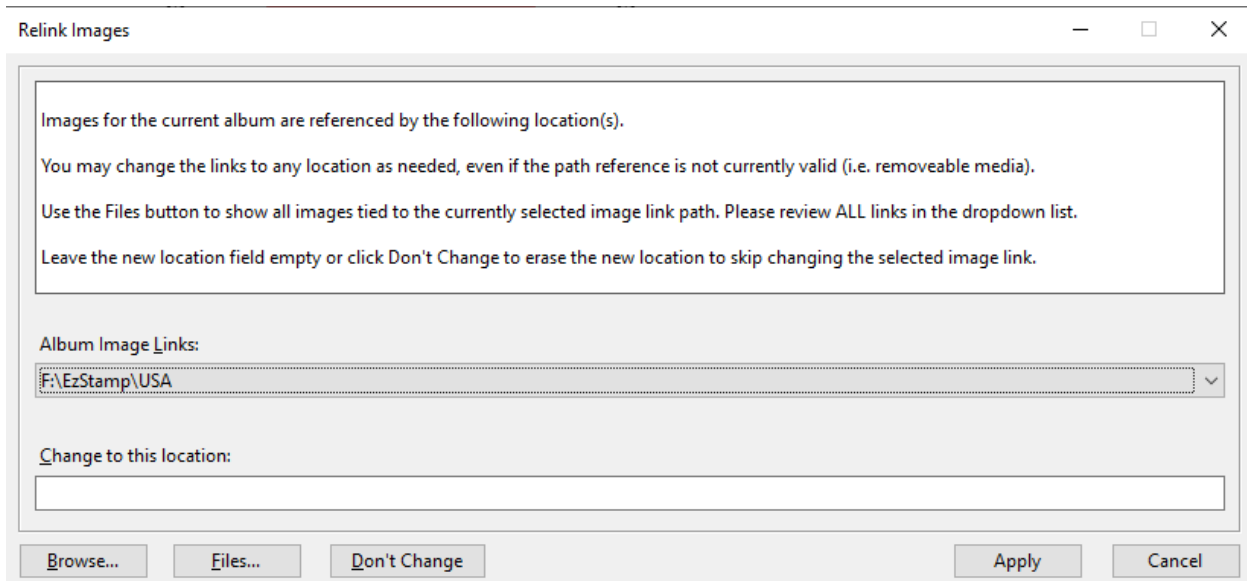
All image paths will be shown in the dropdown list. To relink an image to a new location, enter the new value into the field provided. Use the **Browse** button to set the path or enter it directly into the field.

If you don't want to change a current image location, click the Don't Change button to erase the new location, or simply don't enter any path in the field. Repeat this for each image link path in the dropdown list.

Click on the **Files** button to show all image names linked to the current path in the album file.

Click **Apply** to change the links for any paths where a new location was entered.

There is no undo option for changing image links. The album file won't be saved after applying the changes. If you aren't satisfied with the path changes, simply close the album file and reopen it.

Invalid Paths When Opening Albums

When opening an album using any of the methods available, you may received a popup window with a message describing image locations which are not currently detected on your PC.
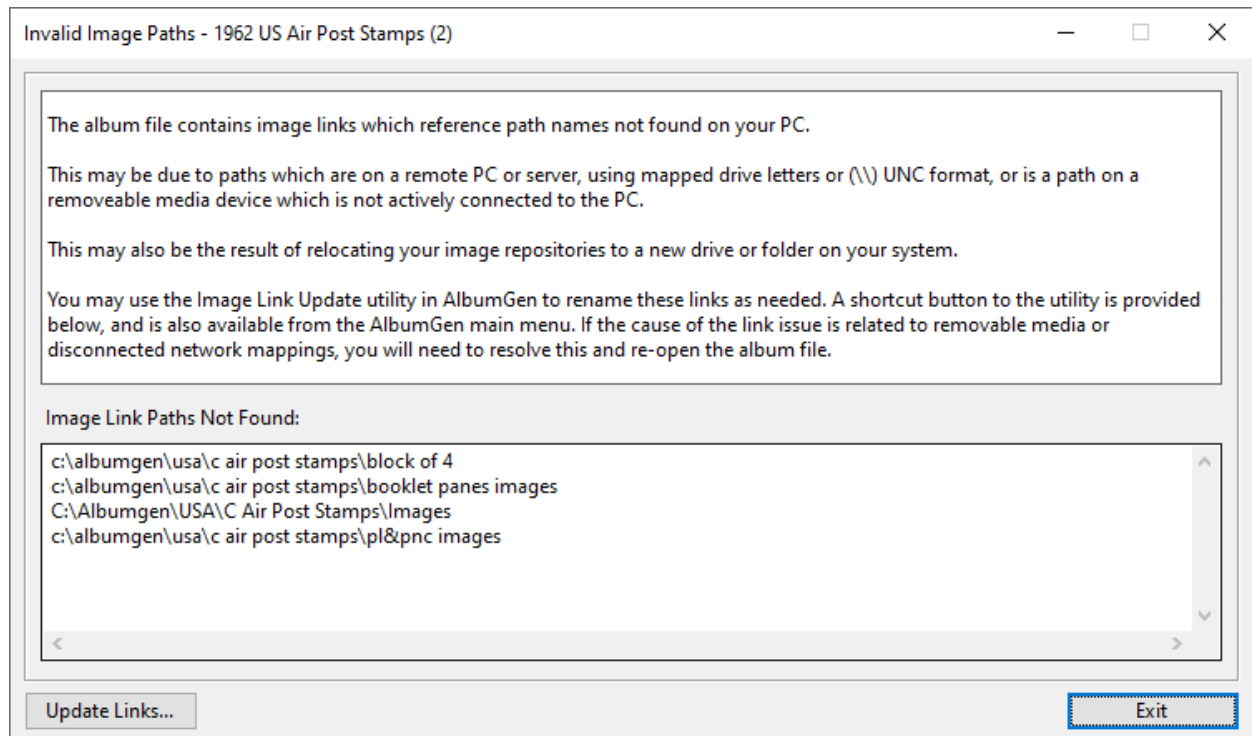
There can be several reasons for which this window may be displayed:

- The images are on a network share and the share is unavailable.
- The images are on a removable media drive which is not powered on or connected.
- The images are on a USB flash drive not plugged into a USB port.
- You have relocated the images to a new folder or drive.
- The folder location was deleted.
- The album file was shared from someone else who has a different storage setup for their image files.

For whatever the reason, you have 2 choices when this window appears.

Click on **Exit** and the image link references in the album file will remain as is. Any links which are invalid will show a generic missing placeholder image in the workspace.

Click on **Update Links** to go to the Relink Images window.

Image Conversion

Version 2 of AlbumGen only supported the Bitmap (.BMP) file format. In order to support importing to AlbumGen from EzStamp, the images in EzStamp were also provided in Bitmap format.

If you need to convert image files linked to Shape and Image objects using a different file format, then the convert image option from the **Utilities** menu can be used to perform a batch image file conversion.
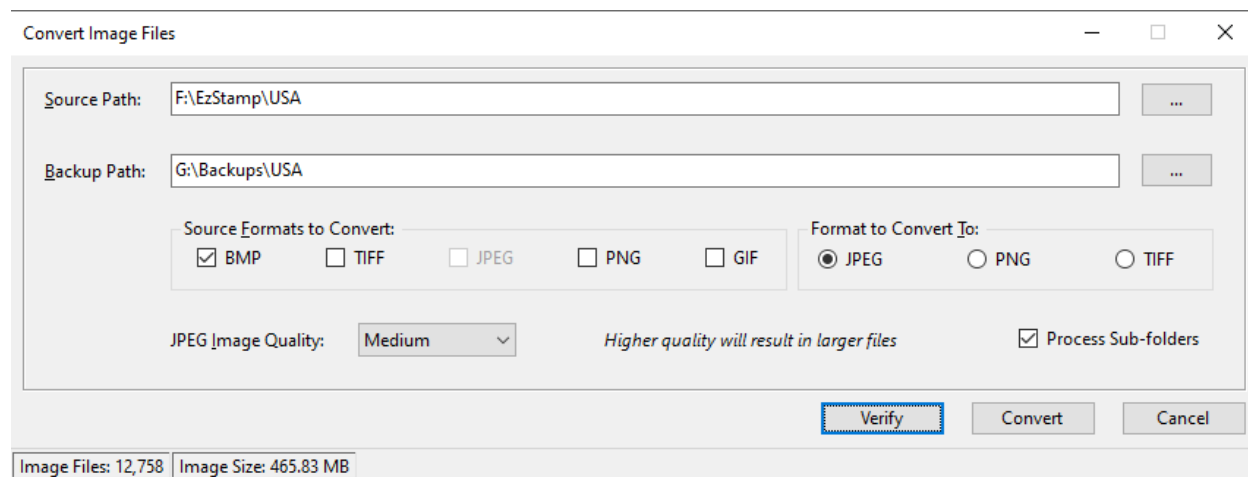
The conversion process is "in place". This means that as images are converted from one format to the other, the original file is backed up, and the file under the new format takes its placed in the source location.

You will need to provide an empty backup path and source path containing at least one image file of the source formats.

For JPEG format conversions, choose one of four possible quality levels. Higher quality JPEG files will be larger.

Check the Process Sub-Folders option to convert any images in file folders under the source path.

Click on **Verify** to check the source path for compatible files based on the checked source formats. Images already in the same format as the target conversion type will be ignored.

The total files and size of files verified will be shown in the bottom status bar.

Click on **Convert** to start the conversion. A progress bar will be displayed with elapsed time.
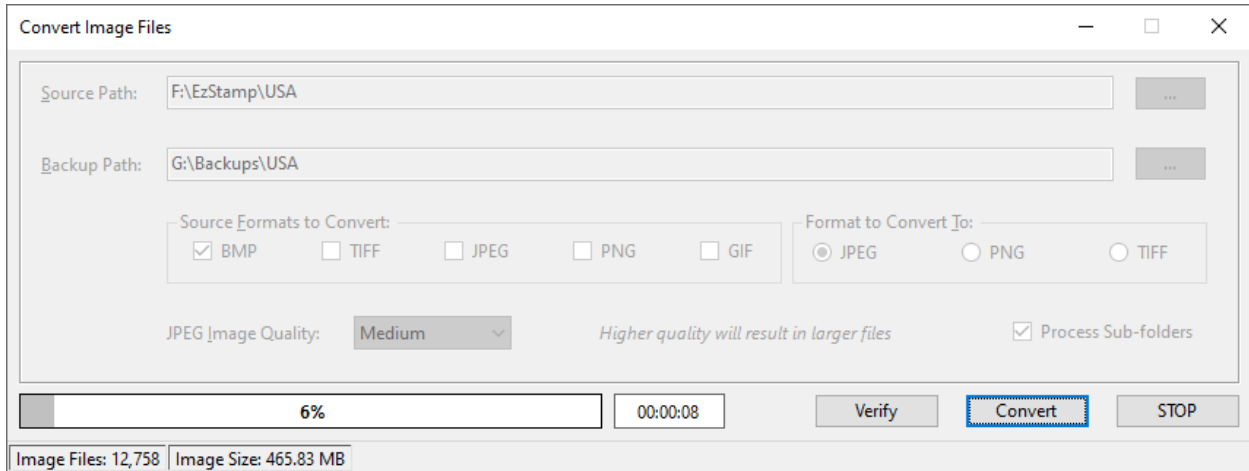
Use the STOP button to stop the conversion. Any files already converted will be left as is, with the original files located in the backup folder.

Line Styles Editor

This option is available under the **Utilities** menu and the name **Plain Line Styles**. It can also be accessed from the plain line object properties window. The editor allows for creation of custom plain line style templates which can complement the pre-supplied types provided by SoftPro.
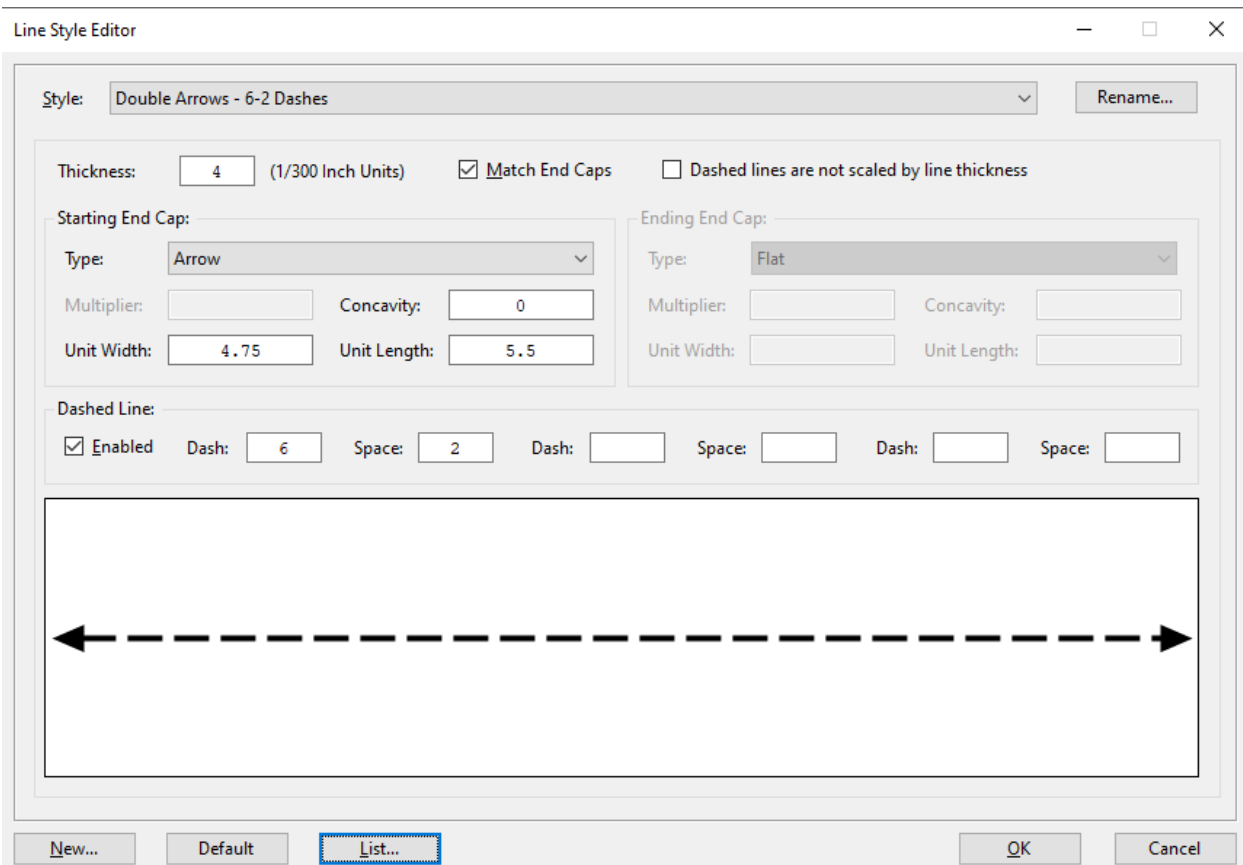
This window is similar in design to the properties tab for the plain line object. In fact the only attribute not applicable to a plain line template is the color of the line.

A template is defined by its name and will appear in the **Style** dropdown list. To create a new template, click on the **New** button.

The **Default** button will reset the line attributes to default values with a predefined standard thickness.

The **List** button will present a preview window with any templates you've created...(basic templates pre-supplied by SoftPro are not listed) in a summary list. The preview window provides options to manage the current template list.
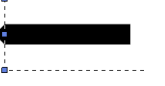The **Rename** button allows you to change the name of a template provided that the new name isn't already in use and that the template is not pre-supplied from SoftPro.
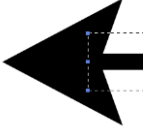
Thickness

The thickness is in 1/300 inch units with one unit being approximately ¼ point in size. The maximum thickness is 150 units or ½ inch.

End Caps

Each end of a line can have a unique end cap style. The **Match End Caps** option ensures the ending cap style will be the same as the starting style. The samples below include the selection marquee to indicate how the end cap extends past the end of the start/end points of the line.

Style	Sample	Description
Flat		A flat end cap stops at the length of the line with no extension.
Square		A square end cap has ½ its size extending past the end point of the line.
Round		A round end cap has ½ it's radius extending past the end point of the line.
Triangle		A triangle end cap extends 100% past the end point of the line.
Diamond		A diamond end cap has ½ its size extending past the end point of the line. The inner half of the diamond shape merges into the line.
Rectangle		A rectangle end cap has ½ its size extending past the end point of the line.
Circle		A circle end cap has ½ it's radius extending past the end point of the line. Unlike the round end cap, a multiplier setting allows the end cap to be larger than the width of the line.

Arrow		Arrows have a width, length and concavity setting, and the inner vertex/edge will intersect the end of the line.

Multiplier

This setting applies to the Diamond, Rectangle and Circle end caps. Increasing the multiplier will increase the size of the end cap. This multiplier is relative to the current thickness of the line.

Unit Width, Length and Concavity

These settings only apply to the arrow end cap style.

Unit width is the width of the arrow perpendicular to the line. This is a multiplier of the current line thickness.

Unit length is the size of the arrow parallel to the line.

Concavity is a factor between -100 and 50 that defines a vertex that moves inward or outward from the arrow vertices perpendicular to the line.

Dashed Lines

A dashed line is based on pairs of dash and space segments. There can be from 1 to 3 pairs.

By default dashed line sizes scale to the thickness of the line and the dash-space segment sizes are relative to the line thickness. The dashes and spaces will look the same regardless of the line thickness.
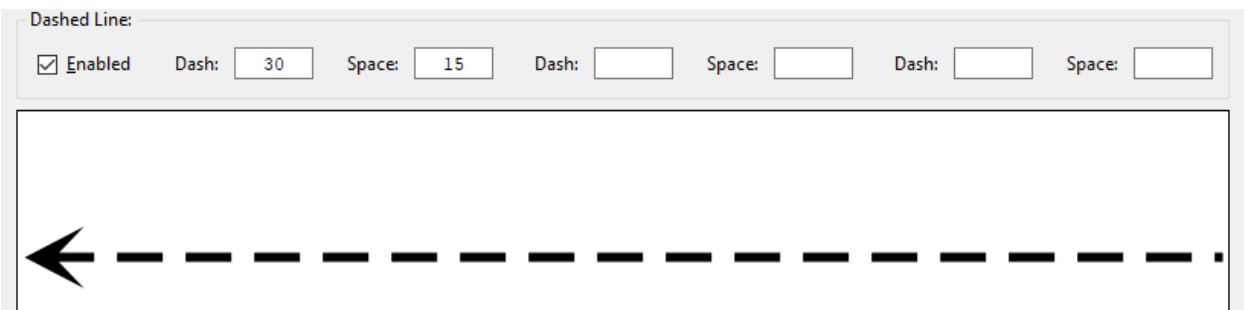
By checking the option to not scale the dashes and spaces, the segment sizes are always specified in 1/300 inch units.

Consider the same dash and space size for both scaled (unchecked) and unscaled (checked) options:
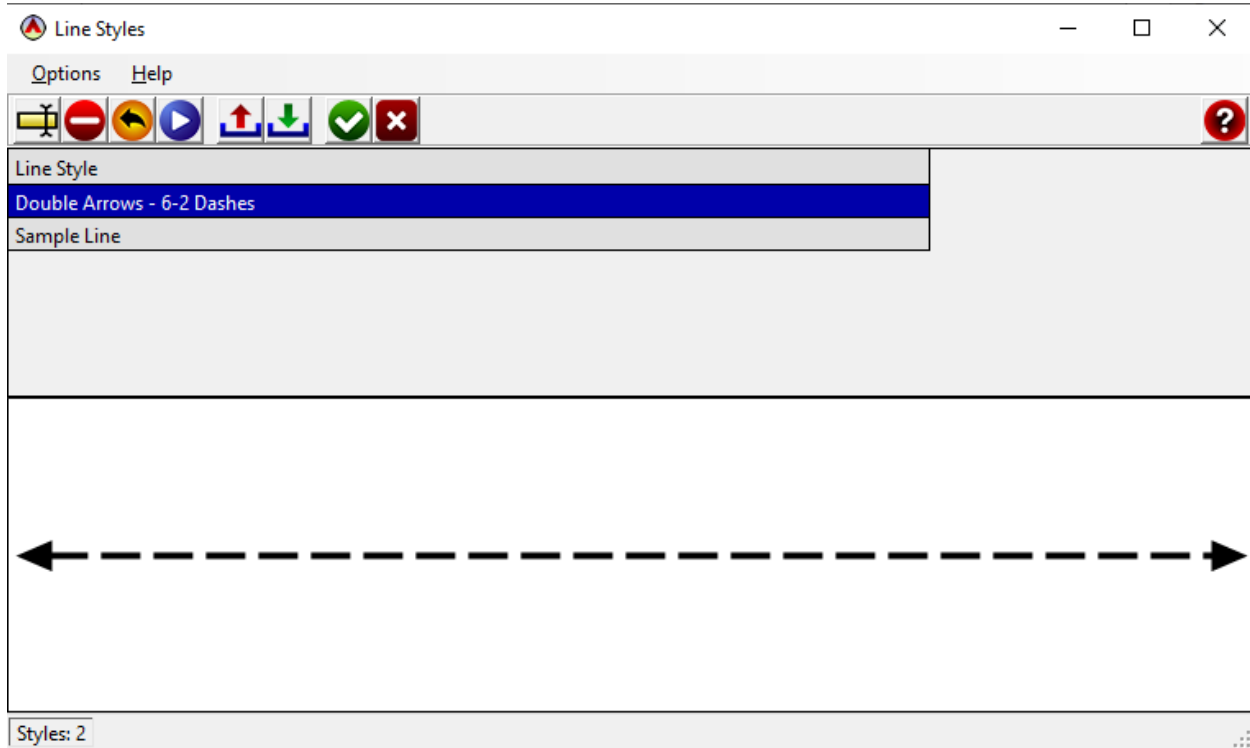
Scaled

Unscaled

Line Styles Preview

This window is accessed from the **List** button in the line styles editor. It provides a list of all templates you have created and a preview area at the bottom for the current selected style. Templates are stored in a single library file in the AlbumGen settings folder. When making changes from this window, clicking the Apply Changes button will save all changes at one time. Cancelling out of this window will undo all changes collectively.

Button	Action	Shortcut	Description
	Rename	Ctrl + R	Rename the selected template. Templates provided by SoftPro may not be renamed.
	Delete	Ctrl + Del	Delete selected templates. Templates provided by SoftPro may not be deleted.
	Undo	Ctrl + Z	Restore any changes made (rename, import or deletion options which were applied) to the point when this window was initially displayed.
	Select	F5	The selected template will be applied as the current dropdown selection in the line styles edit window.
	Export	F2	Selected templates will be saved to an export file. This file can be shared with others via the import option.
	Import	F3	If you have an export file, you can import templates to be added to the current style list. If there are any name collisions to existing styles, you will be shown a confirmation dialog with 3 choices: ⦿ Ignore and skip matching styles from the import file ◯ Add the style with a "Copy" prefix for the imported style ◯ Replace matching styles from the import file

| Button	Action	Shortcut	Description
	Apply Changes	Ctrl + S	Saves all templates changes to the plain line styles library file. This file is named **LineStyles.pls** and appears in the AlbumGen settings folder.
	Close Window	Ctrl + W	Close this window and discard any changes.
	Topic Help	F1	Display this help topic.

Object Size Manager

This option is available from the **Utilities** menu. You can define a custom width and height for any of the following object types:

- Shape (Rectangle, Ellipse, Triangle, Diamond, Polygon)
- Paragraph
- Image
- Table

SoftPro provides a set of pre-supplied sizes carried forward from the previous version of AlbumGen. The object size manager provides options for managing custom sizes for each applicable object type. Pre-supplied sizes from SoftPro may not be modified.
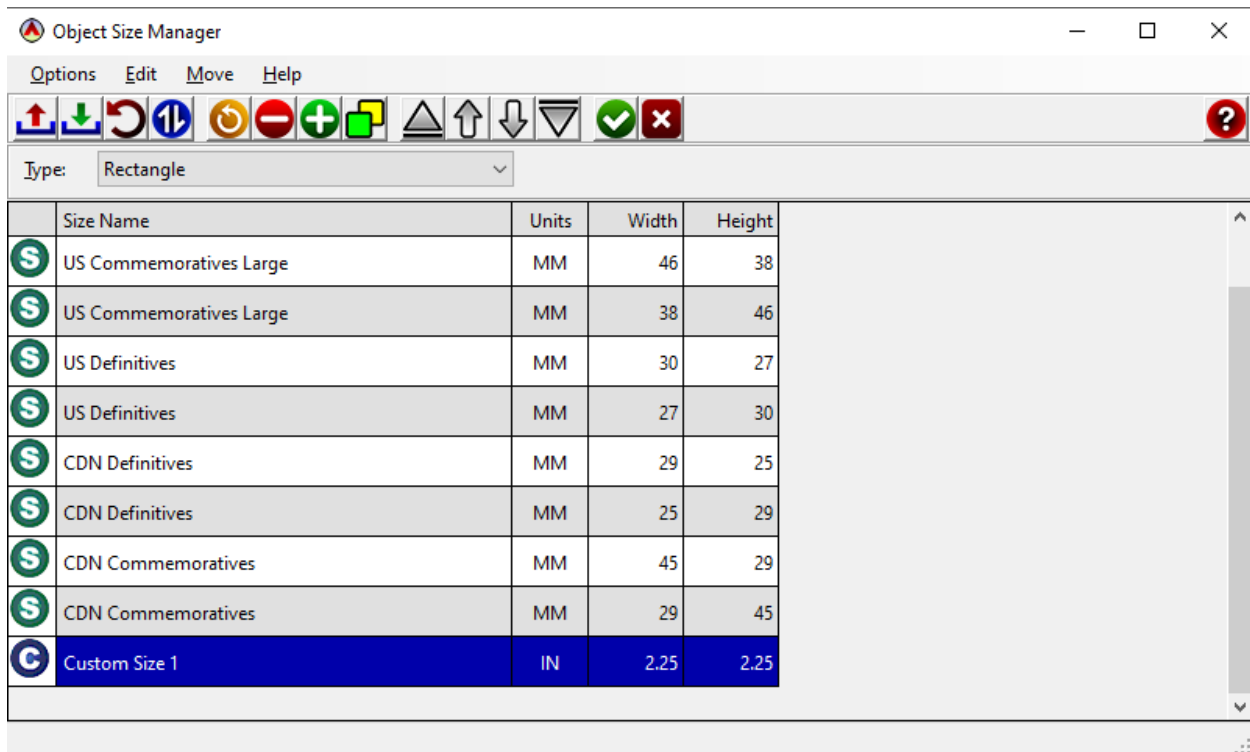
Sizes have a name, width and height. When defining a size, the unit type (inches or millimeters) must also be chosen. The icon to the left of each size indicates a pre-supplied (S) or custom (C) size type. The pre-supplied types may not be modified but can be removed from the listing.

The current object type is shown in the dropdown list.

Button	Action	Shortcut	Description
	Export		Saves all custom sizes to a tab-delimited text file in UTF-8 format.
	Import		Imports custom sizes from a text file.
	Revert	Ctrl + R	Discard any changes since the window was displayed. Making any size changes while in the edit window are not saved until you choose the **Save** option.
	Sort	Ctrl + O	Sorts all sizes in the current object type list by name order.
	Update	Ctrl + U	Update the name, width, height or unit type for the selected size entry. Pre-supplied sizes from SoftPro may not be modified.
	Delete	Ctrl + Del	Remove the selected sizes from the list for the current object type.
	Add	Ctrl + N	Add a new object size. The name must be unique and the width and height may not be the same as any other existing size.
	Copy	Ctrl + Shift + C	Copy sizes from the current list to other object types.
	Move to Top	Ctrl + Home	Move the selected sizes to the top of the list.
	Move Up	Ctrl + Up	Move the selected sizes up one position in the list.
	Move Down	Ctrl + Down	Move the selected sizes down one position in the list.
	Move to Bottom	Ctrl + End	Move the selected sizes to the bottom of the list.
	Save	Ctrl + S	Applies all changes to the size lists for all object types and closes the editor window.
	Close	Ctrl + W	Close this window and discard any changes.
	Help	F1	Show the help topic for this window.
	Merge Pre-supplied		This menu option will restore pre-supplied sizes from SoftPro if they were previously removed from the size list.

Copying Size Lists

When choosing the copy option, a window with copy options will be displayed.
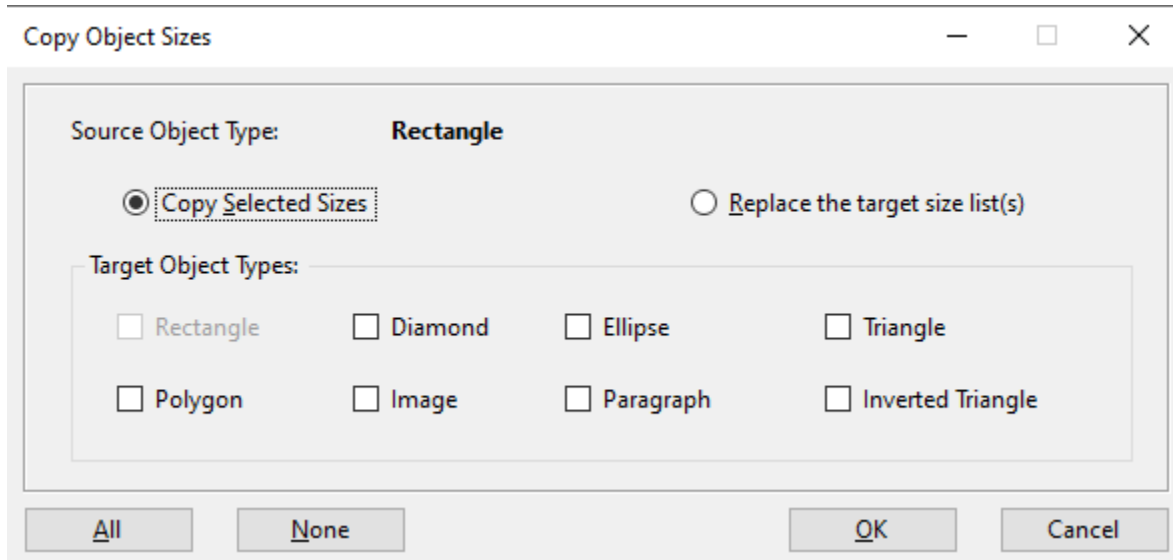
The copy selected option will not affect unique sizes for the target object sizes. The replace option will completely replace the size lists for target object types with the list from the source object type.

Note that tables are a different type of object as their size has nothing in common with other object types, so it doesn't appear in the choices as a destination for the copy option.

Font Mapper

When opening an album file, it's possible that there will be references to fonts which aren't installed on your PC. When this happens, you will need to provide a substitution for the font using one that is installed on your PC.
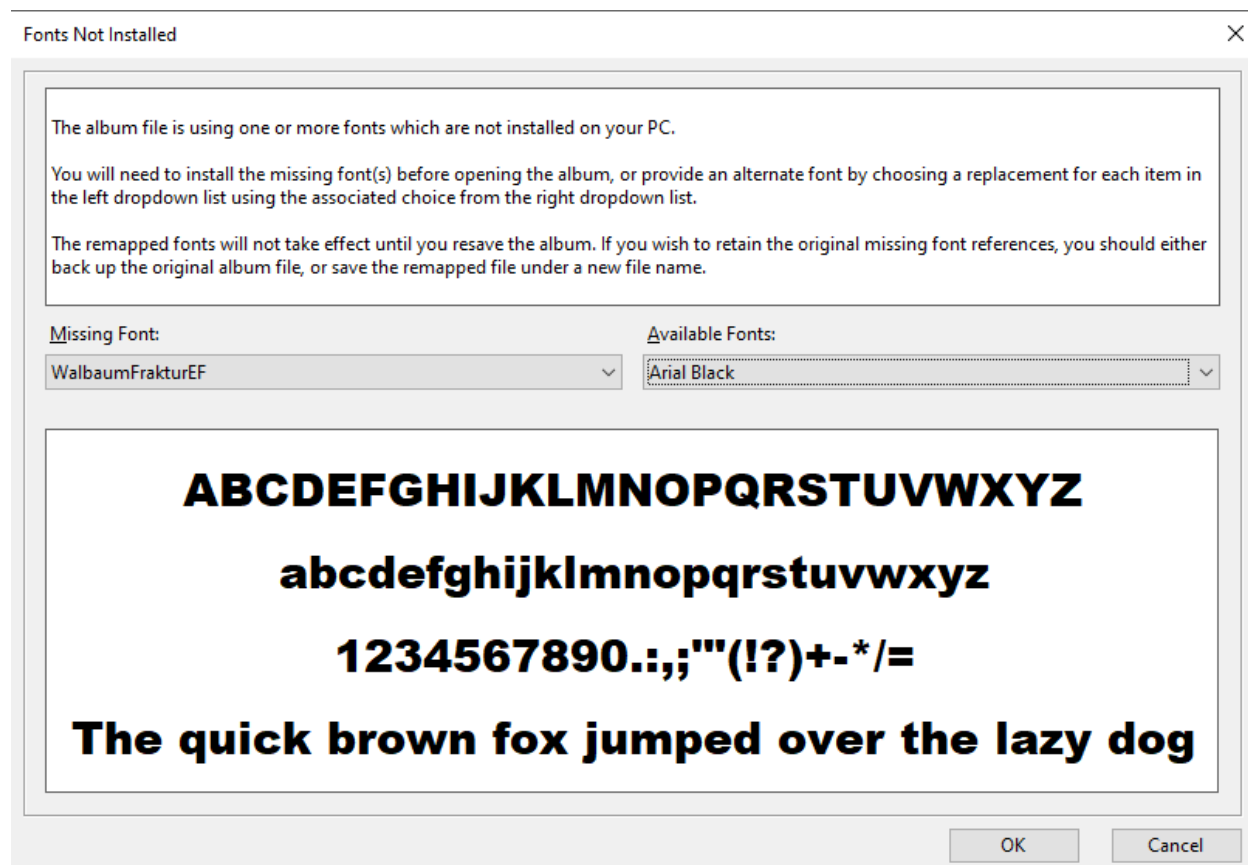
You will not be able to open the album file until you assign an available font to replace a missing font. Choose each entry in the left dropdown list, and selecr a substitution font from the right dropdown list.

If you intend to find/install the missing font(s), cancel out of this window, install the font and restart AlbumGen.

Once a font substitution is made, it will be added to an internal font mapping collection within AlbumGen and not visible to any other application.

You can access the **Font Mapper** from under the **Utilities** menu.
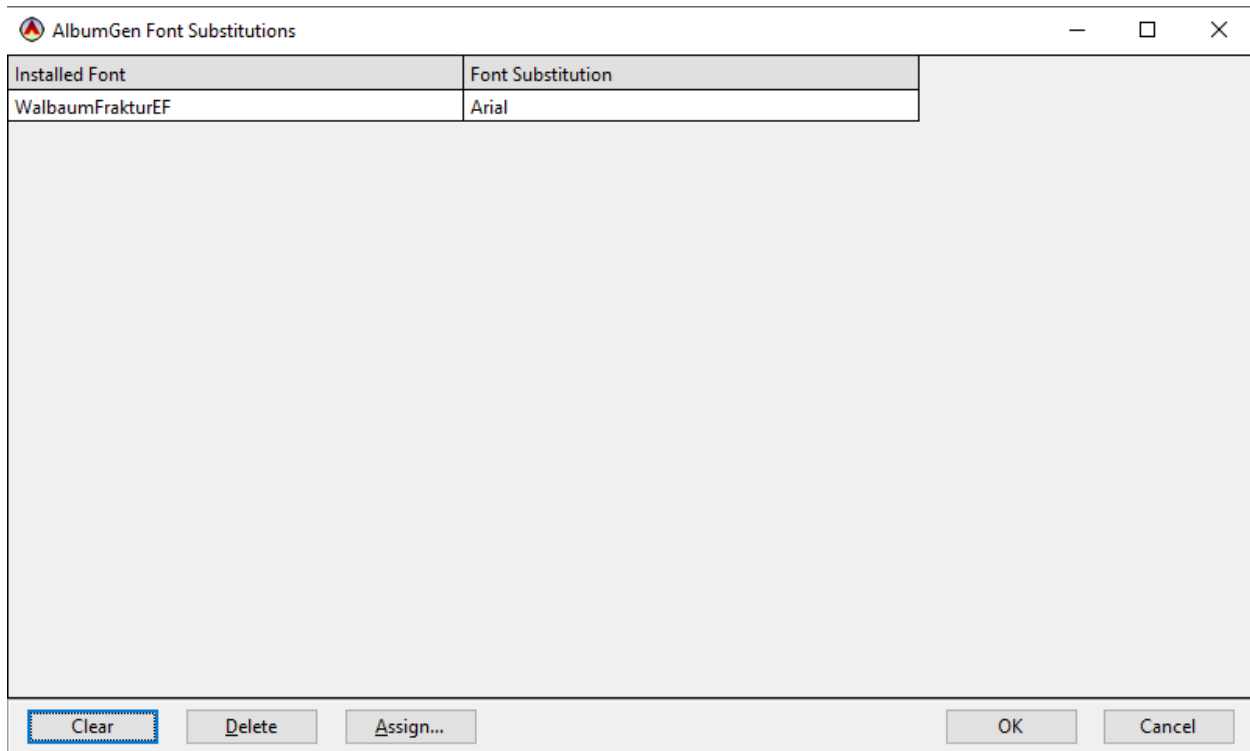
You can clear the current list, delete selected entries, or assign a different font for mapping.

Click on **OK** to commit all mapping changes.

If you remove a font from the list, this won't affect any album files which were already mapped when you tried to open them. AlbumGen will replace the fonts in the album file at the time the file is opened. The font substitutions will not be saved until you resave the album file.

This allows you to backout from mappings you may have made in error (assigning a different font then intended). However, once that first save is made, the original font names are discarded for the album.

Grid Paper

This option is available from the **Utilities** menu. A carryover from AlbumGen version 2, this utility allows you to print standard row/column grid paper using variable or fixed width cell sizes in inches or millimeters.

Templates

There is always a default unnamed template used when there is no custom template selected. To see the settings for a custom template, select one from the dropdown list. SoftPro provides a handful of pre-supplied templates. You can add new ones on top of this list.

Paper Size

Select the unit type then set the width and height, followed by the paper orientation.

Borders

The borders represent a perimeter around the edges of the paper where the grid will not be drawn. If you have a printer with borderless printing capability, you will be able to fill the grid on the page without borders. Most printers have a small area of space around the edges of the paper where content will never appear. If you see the grid lines being cropped before the edges of the paper are reached, you will need to set some border spacing.

Levels

This is the number of grid line variations by style and divides regions of cells into smaller regions of cells. The example below uses 3 levels, with the smallest cell size at level 3 using green dashed lines.
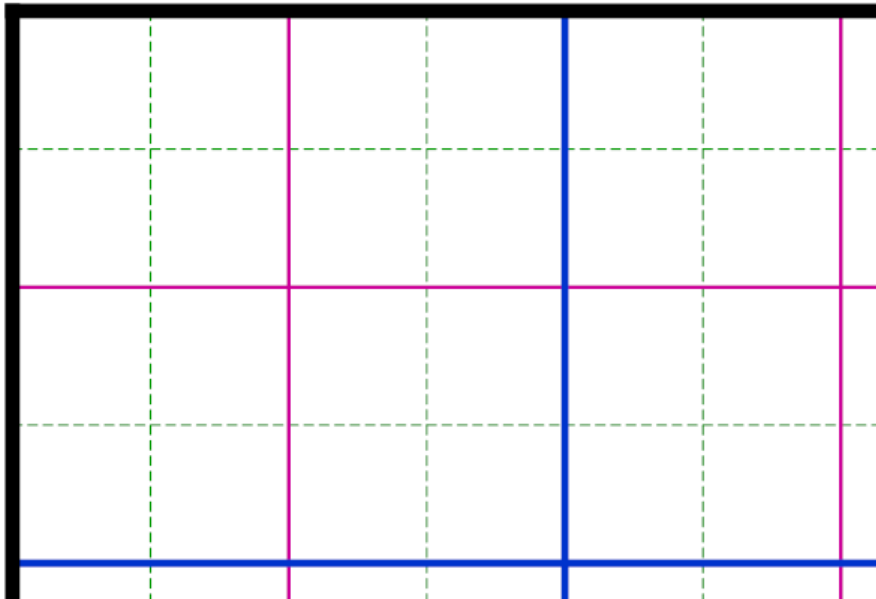
Grid Spacing Type

Grid cells using variable spacing will have a set number of rows and columns and the size of each cell will be the available grid area width (page width less border width) / number of columns and the available grid area height / number of rows.

If your cell sizes need to be exact, choose the fixed spacing type.

Grid Lines to Print

You can choose to print horizontal or vertical lines only, or all lines. If you check the **Truncate Edges** option, then partial cells of less than the expected unit size will be removed from the grid and extra border spacing will be introduced.

Primary Grid Spacing

For fixed spaced cell sizes, you will specify the primary cell size before any smaller divisions, if using level 2 or 3 grid line subdivisions.

If you uncheck the **Square Grid** option, then the cell width can be set to a different value then the cell height.

If the variable spacing type is used, then the grid spacing requires that you provide both values for the number of columns across and rows down the page.

Level 2 and 3 Units

These are divisor values from the primary spacing. The primary spacing is divided by a level value to make smaller cells using the level 2 grid line style. If a level 3 grid is chosen, then the level 2 cell size is further divided by the level 3 unit value to make smaller cells with grid lines of the level 3 style.

Consider a grid with 1 inch primary spacing. If the grid is one level, then the cell size will be 1 inch square using only the one grid line style (blue).
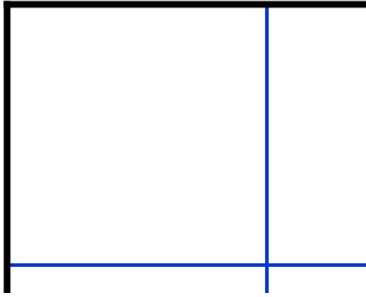
If you set the grid to 2 levels with a Level 2 Unit value of 2, then the cells will become ½ inch square, with 2 styles of grid line (blue and magenta).
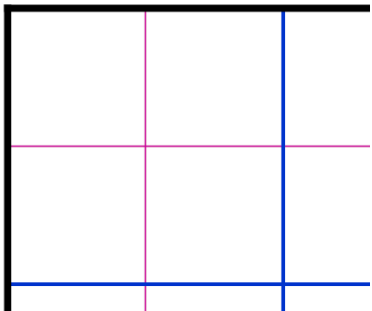
If the grid is 3 levels with a unit 3 divisor of 4, then you will see the following grid (blue, magenta and green).
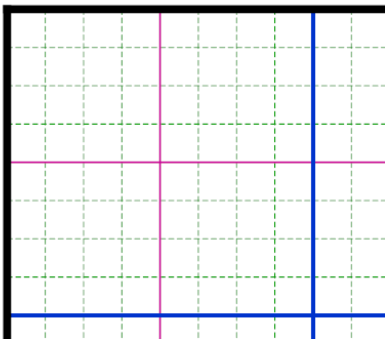
If you look a the status bar, the size of each cell division will be shown for each grid line style.

S1:1 S2:0.5 S3:0.125

Primary cell size 1", second level 0.5", third level 1/8".

Border Type

No Outline	No outline will surround the grid.
Primary Grid Lines	The level 1 grid line style will be used.
Separate Border	A distinct border line style will be used. You will need to set a border weight and color for this option.

Alignment

This option only applies when using the fixed size spacing type. Note that the truncated edges option will omit partial grid cells and create extra border space.

Edge to Edge	Grid lines are drawn from left to right and top to bottom. This may result in partial grid cells at the right and bottom edges of the grid.
Midpoint to Edge	The first grid lines are drawn from the center point of the available grid area. Then lines will be drawn from center to top, center to bottom, center to left and center to right. This creates a balanced grid with any partial cells having the same level of cropping on all sides.
Centered	Grid lines are drawn centered in the page such that any partial cells will automatically be dropped from the grid. The truncated edges option is ignored for this alignment.

Line Styles

The grid line styles are set in the 3 tabs at the bottom of the window.

Weight

Line weights are specified in points, where one point is 1/72 inch.

Color

Click on the swatch to set a line color. The RGB value of the color is shown next to the color swatch.

Dashed Lines

When enabled, you will have up to 3 pairs of dash/space sizes available. You always need to provide a dash size and space size for the pair. When the dash sizes are unscaled, the dash/space unit size is 1/300 inch. When scaled, the dash/space size is a relative ratio based on the weight of the line. The following example shows a 12-6 single pair dashed line (blue lines) with a weight of 1 point.

<u>Scaled</u>
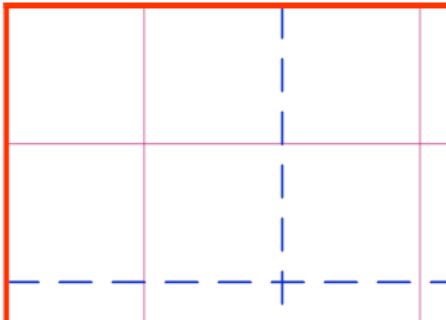
<u>Unscaled</u>

Available Actions

Button	Action	Shortcut	Description
	Preview	Ctrl + P	Preview the current grid template. This option uses the standard page/object preview window with zoom and pan capabilities. Note that if you zoom out too far, grid lines with small weights may not appear until you zoom in.
	Print	Ctrl + Shift + P	Print the current grid template.
	Default	Ctrl + D	Reset the grid settings to a single level default grid.
	New Template	Ctrl + N	Create a new grid template. The current grid settings will be copied into this new template.
	Delete	Ctrl + Del	Delete the current template in the dropdown list.
	Rename	Ctrl + R	Rename the current template in the dropdown list.
	Update	Ctrl + U	Save any changes for the grid settings to the current template in the dropdown list.
	Export	F2	Export the current grid template to a file.
	Import	F3	Import a grid template from file.
	Close	Ctrl + W	Close the window and discard changes.
	Help	F1	Help topic for this window.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

AlbumGen Options

This section provides a summary of the items under the **Options** menu. Some of these items are described in detail in the **AlbumGen Workspace Guide**. Refer to that help topic for more information. The **Application Settings** submenu is also described in a separate help topic.

Keyboard Shortcuts

Every window in AlbumGen which contains a menu bar can have the keyboard shortcuts customized.
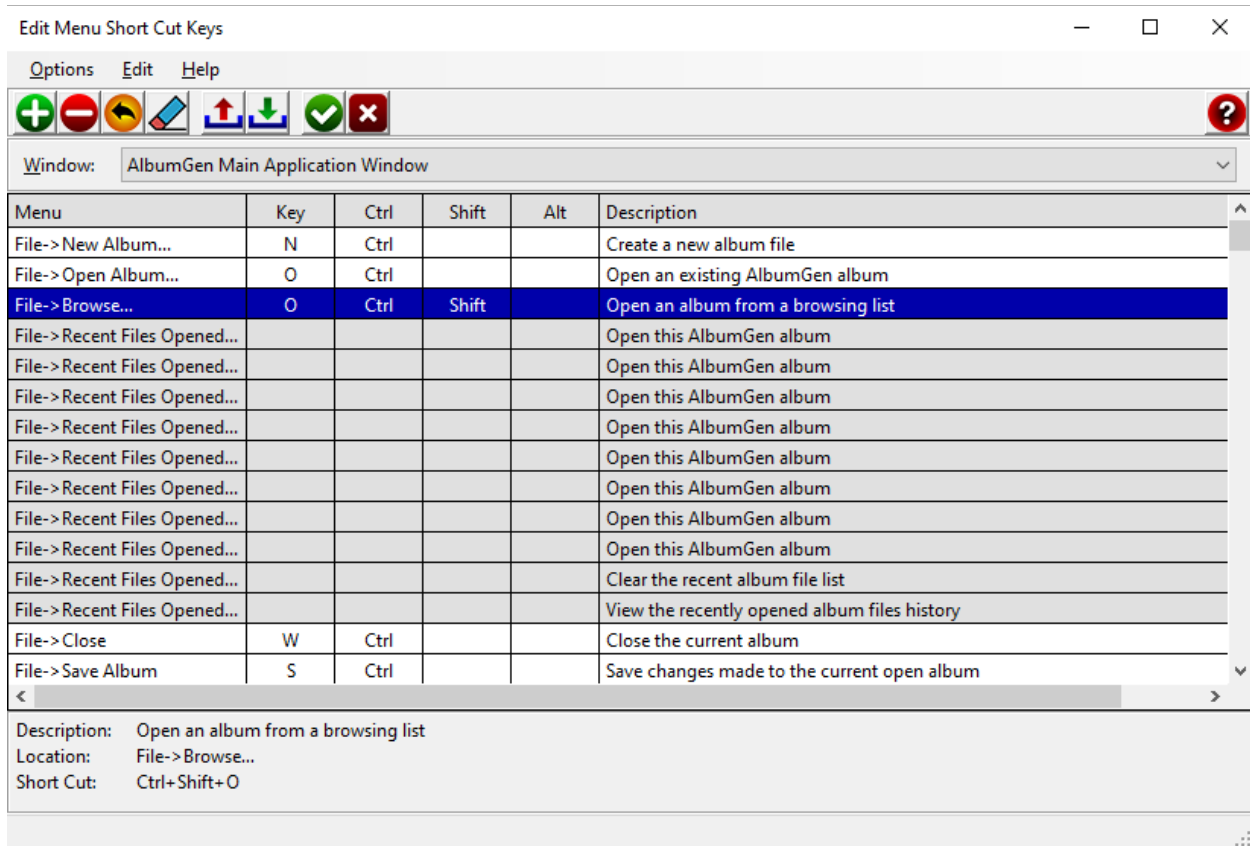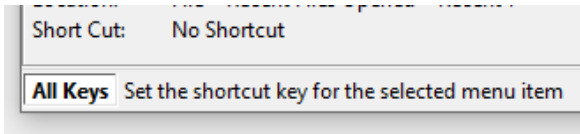
As a convenience, every window with a menu has an item in the Help menu to directly access this edit window directly from the window you want to change the shortcuts to.

The dropdown list will always show the current window the editor was launched from. You can access any window's shortcut settings by selecting from the dropdown list.

Menu items which are assigned a keyboard shortcut will be shown in a white background. Those without a shortcut will be shown in gray.

Available Actions

Button	Action	Shortcut	Description
	Set Shortcut	Ctrl + Ins	Assign a shortcut key for the selected menu item. Note that some windows will allow any single unqualified shortcuts, such as the letter "A" by itself. The main AlbumGen menu is an example. When this is allowed, the status bar will show the All Keys indicator:
	Remove Shortcuts	Ctrl + Del	Remove shortcuts for the selected menu items in the list.
	Undo Changes	Ctrl + Z	Undo all changes for the current window in the dropdown list.
	Clear Shortcuts		Clear all shortcut keys for the current window in the dropdown list.
	Export to File		Export keyboard shortcuts to a template file.
	Import from File		Import keyboard shortcuts from a template file.
	Save Changes	Ctrl + S	Save all keyboard shortcut changes for the current window in the dropdown list. The edit window will not be closed, to allow you to select other windows as needed for changes.
	Close Window	Ctrl + W	Close the window and discard changes.
	Help	F1	Help topic for this window.
	Revert Shortcuts		Restores the original shortcuts based on a fresh installation of AlbumGen for the current window in the dropdown list.
	Revert All Shortcuts		Restore all keyboard shortcuts to the settings from a fresh installation of AlbumGen. All customized shortcuts for all windows will be replaced with the original settings.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Side Toolbar Shortcuts

The AlbumGen workspace window uses a top toolbar and a side toolbar. The top bar is fixed and can't be changed. However, the side toolbar can be customized. You can access the side toolbar configuration from the **Options** menu or by right clicking in a blank area of the side toolbar panel.
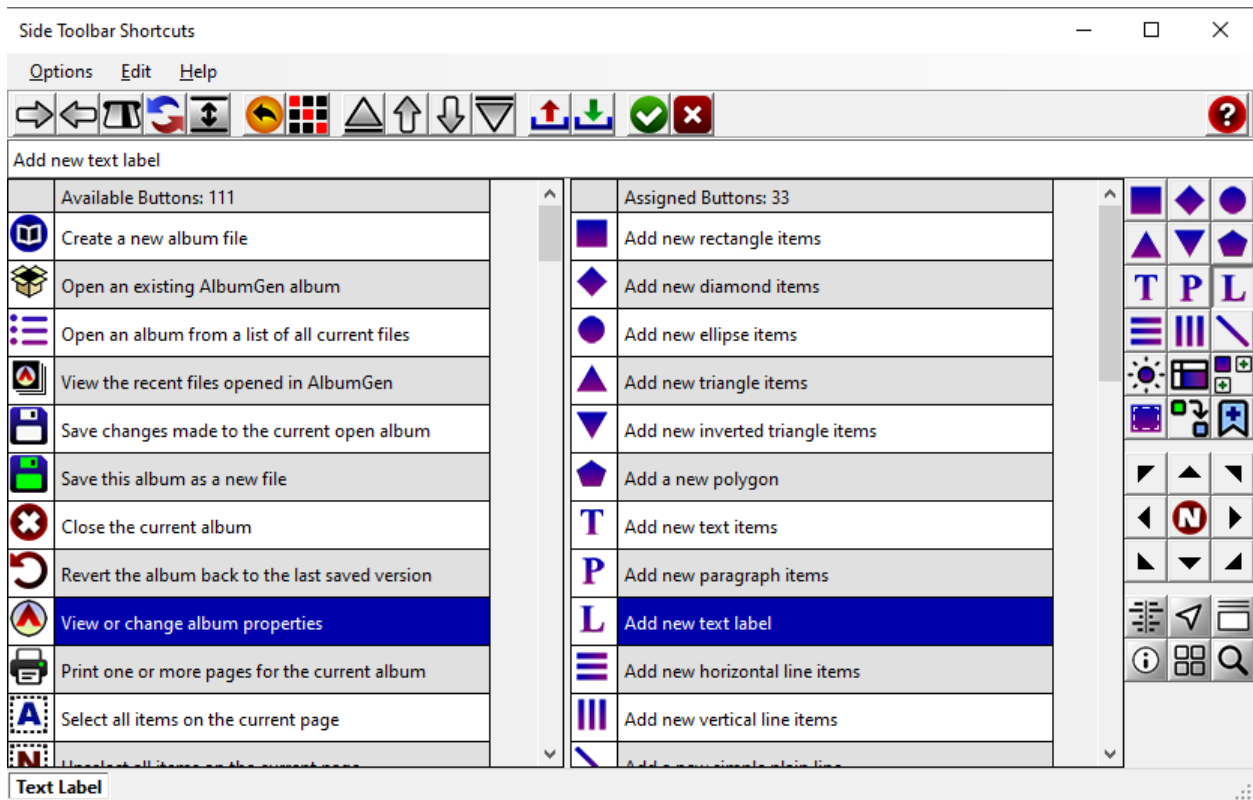
Buttons which can be assigned as shortcuts to the side toolbar are shown in the left list. Current assigned shortcut buttons are on the right.

A preview of the revised toolbar is on the right, with any selected entries in the list appearing in a "pressed" visual appearance.

Available Actions

Button	Action	Shortcut	Description
	Assign	Ctrl + Right	Assign the selected shortcuts from the left list to the toolbar. You may also right click or double click entries to assign them.
	Unassign	Ctrl + Left	Remove selected shortcut buttons from the toolbar. You may also right click or double click entries to the right list to remove them.
	Insert	Ctrl + Ins	Inserts the selected shortcuts in the left list to the spot before the selected item in the right list.
	Exchange	Ctrl + E	Swaps two selected shortcut buttons in the assigned list.
	Gap	Ctrl + G	Inserts a gap below the selected shortcut in the assigned list.
	Undo	Ctrl + Z	Undo all changes made to the shortcut button configuration since the editor window was first displayed.
	Clear		Remove all current assigned shortcuts.
	Move to Top	Ctrl + Home	Move selected shortcuts in the assigned list to the top.
	Move Up	Ctrl + Up	Move selected shortcuts in the assigned list up one position.
	Move Down	Ctrl + Down	Move selected shortcuts in the assigned list down one position.
	Move to Bottom	Ctrl + End	Move selected shortcuts in the assigned list to the bottom.
	Export to File		Save the shortcut assignments to a template file. You only provide a name, not a location.
	Import from File		Import shortcut assignments from a file. This option will display a standard template browser window.
	Apply Changes	Ctrl + S	Save changes and close this window.
	Close Window	Ctrl + W	Close this window and discard changes.
	Help	F1	Help topic for this window.
	Revert		Restore the shortcut assignments to the default buttons as per a fresh installation of AlbumGen.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Available Button Space

The side toolbar has a finite amount of space, even with a high resolution 4K display. Both the edit window and the main AlbumGen window will show as many buttons as the current size allows, even if you assign more buttons than can be shown. If you need more space for buttons, use the custom shortcut button window as the shortcuts window can be resized.

Custom Shortcut Buttons Window

A floating window is available from the **View** menu as **Shortcut Buttons**. This window can be sized and positioned around the screen independent of the main workspace window.
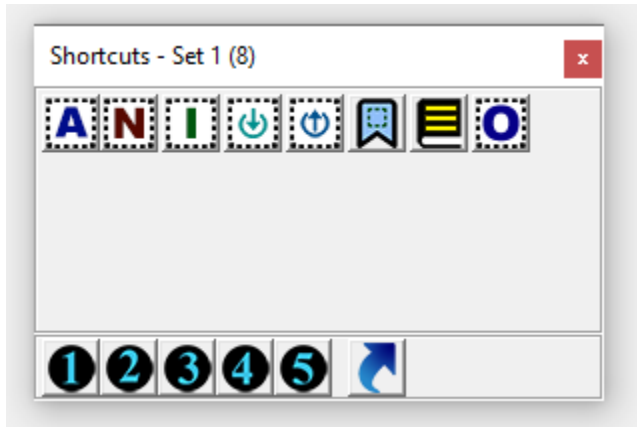
There can be up to 5 unique button configurations, accessed by the "1" to "5" buttons at the bottom. This current set with its button count is shown in the title bar. This window can be resized, and should be enlarged if the total buttons shown in the title bar are more than what you see in the window. AlbumGen will autohide buttons if they would end up off the screen or partially cropped.

The rightmost button at the bottom is a shortcut to the **Shortcut Button Manager** window, the same one accessible from the **Options** menu.
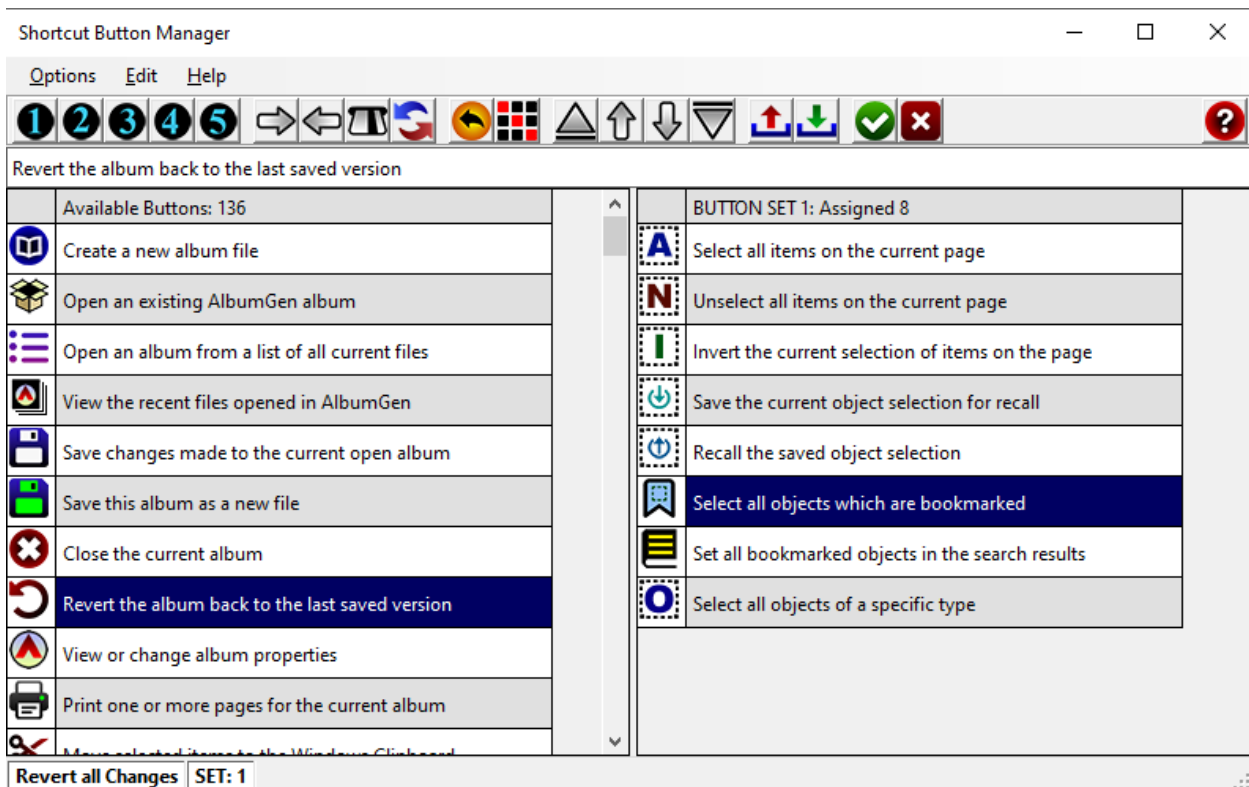
The left side list shows available shortcuts to assign as buttons. The right side list is the current assigned list based on the set number (as indicated in the "SET" label in the status bar at the bottom). When you select an item from either list, it's Hint Label (what appears when you hover over any button in AlbumGen) is shown in the status bar and the short description of the shortcut is shown below the toolbar.

Available Actions

Button	Action	Shortcut	Description
	Change Set	Ctrl + 1 to Ctrl + 5	The 1 to 5 buttons will change button sets and update the available and assigned lists accordingly.
	Assign	Ctrl + Right	Assign the selected shortcuts from the left list to the assigned list. You may also right click or double click entries to assign them.
	Unassign	Ctrl + Left	Remove selected shortcut buttons from the assigned list. You may also right click or double click entries to the right list to remove them.
	Insert	Ctrl + Ins	Inserts the selected shortcuts in the left list to the spot before the selected item in the right list.
	Exchange	Ctrl + E	Swaps two selected shortcut buttons in the assigned list.
	Undo	Ctrl + Z	Undo all changes made to the shortcut button configuration since the editor window was first displayed.
	Clear		Removed all shortcuts from the assigned list for the current set.
	Move to Top	Ctrl + Home	Move selected shortcuts in the assigned list to the top.
	Move Up	Ctrl + Up	Move selected shortcuts in the assigned list up one position.
	Move Down	Ctrl + Down	Move selected shortcuts in the assigned list down one position.
	Move to Bottom	Ctrl + End	Move selected shortcuts in the assigned list to the bottom.
	Export to File		Save the shortcut assignments to a template file. You only provide a name, not a location.
	Import from File		Import shortcut assignments from a file. This option will display a standard template browser window.
	Apply Changes	Ctrl + S	Save changes and close this window.
	Close Window	Ctrl + W	Close this window and discard changes.
	Help	F1	Help topic for this window.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Application Shortcuts

This option is for creation of Windows shortcuts for AlbumGen.
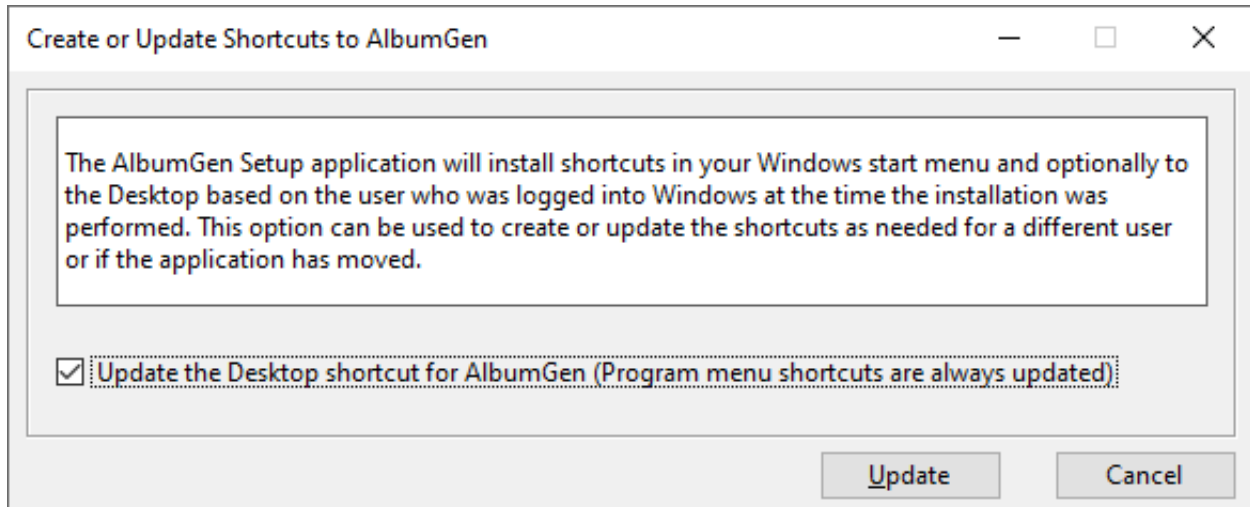
AlbumGen creates shortcuts in the Windows start menu and optionally on your desktop when the application is installed.

These shortcuts will only be applied to the user who installed AlbumGen. This shortcut creation option is available to account primarily for 3 scenarios:

- You want to provide shortcuts to AlbumGen for more than one Windows user account on the same PC.
- The existing shortcuts were deleted or no longer work.
- You want a desktop shortcut but didn't check that option during the installation for AlbumGen.

Page Grid

Grid Size	The grid size is a visual guide only to show grid lines at regular intervals in the page workspace. You must enable grid lines to be displayed as they are disabled by default to match version 2 of AlbumGen.
Movement Alignment	This setting is for when moving selected objects with the mouse and determines alignment points in an invisible grid (not necessarily the same as the display grid size). The default value is 5 millimeters or 0.25 inches.
Resize Amount	This is the incremental amount an object will be resized when click and hold the left mouse button on a single selected object while dragging in any direction. The default value is 5 millimeters to match that in version 2 of AlbumGen. In some cases, such as rotated shapes/images and text objects, the resize amount will be applied uniformly in the opposing direction.
Nudge Amount	The nudge amount is used with the keyboard as opposed to the mouse. Use the cursor keys to nudge selected objects in any direction by the amount set by this value.

Display Guides

Rulers	Show or hide the workspace rulers.
Grid Lines	Show or hide the workspace grid lines.
Margin Colors	Show or hide the margin fill color. Margin colors don't apply to image-based page border styles.
Border Colors	Show or hide the border fill color.

Display Units

Most windows in the AlbumGen application will use the display units setting from the Options menu for all size and position information. Some windows may have override settings to allow inches or millimeters to be used without changing the workspace units setting in the main menu.

Grid Origin

The grid origin represents the (0, 0) coordinate for objects on the page. Object alignment options related to the page are dependent on the grid origin. The origin also determines the grid alignment when placing, moving and resizing objects with the mouse.

Page	The origin is the physical upper left corner of the page.
Margins	The origin is the left and top margin.
Border	The origin is the left margin + border and the top margin + border.

Reset Application Windows

Most windows in AlbumGen consist of 3 primary categories of changes which are saved after the window is closed:

Position of window, which is based on the current screen of the current monitor the window resides in.

The size of the window including if the window is maximized to the screen size. Position and size are not applicable for non-sizable windows.

Attributes on the window such as but not limited to:

- Checkbox/Radio button status.
- Dropdown list item last chosen.
- Text input field content.
- Widths of individual columns in windows which contain data grids (spreadsheet style content with rows, columns and cells of text).

A fresh installation of AlbumGen will not contain any of these change values, as no choices or adjustments would have been made.
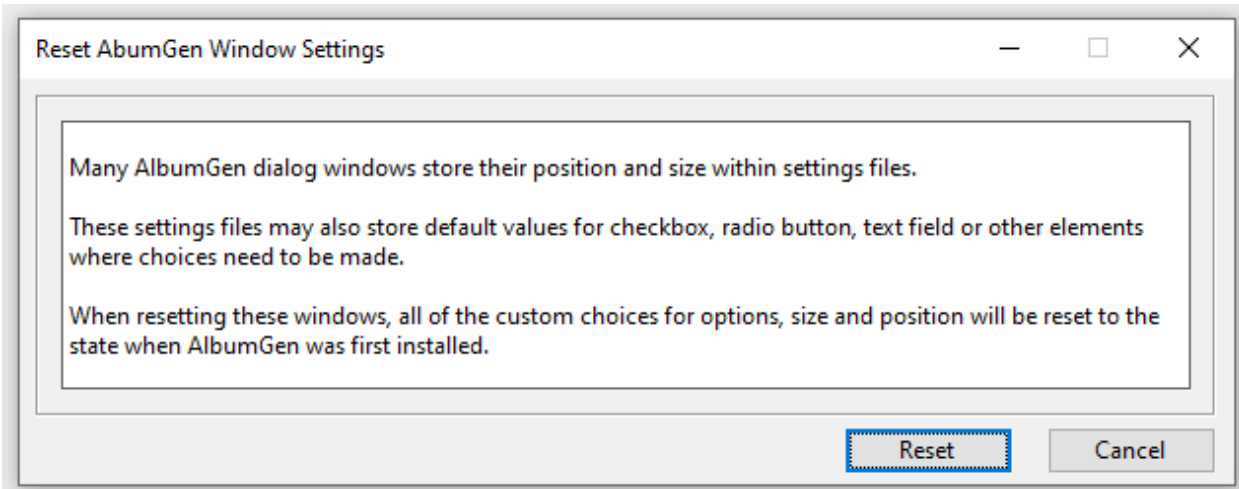
When you Reset the windows, AlbumGen will remove all the files under the application Settings folders related to individual window changes, in effect making each window behave as if you were using AlbumGen for the first time.

The individual window settings are always part of backup archives if you choose to backup all of the AlbumGen settings content.

Refresh Printers

AlbumGen creates an initial printer profile the first time you launch the application. This will consist of all installed printers and their paper size lists.

If you install or remove printers after installing AlbumGen, you will need to refresh the printer profile. All of the windows in AlbumGen which provide printing actions will have a shortcut to refresh the printer list, which is the same as this refresh option.
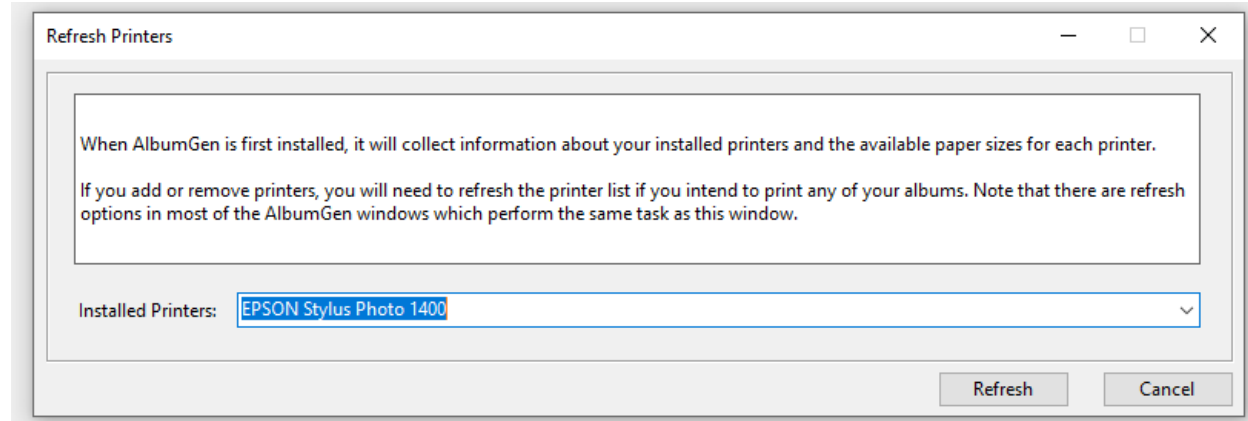
Remove Temporary Files

AlbumGen makes use of temporary files for image caching, the undo/redo history and backup files used for automatic rollback if a task would fail to complete. These files can remain behind if AlbumGen was terminated unexpectedly or if you manually remove or move album files outside of AlbumGen.
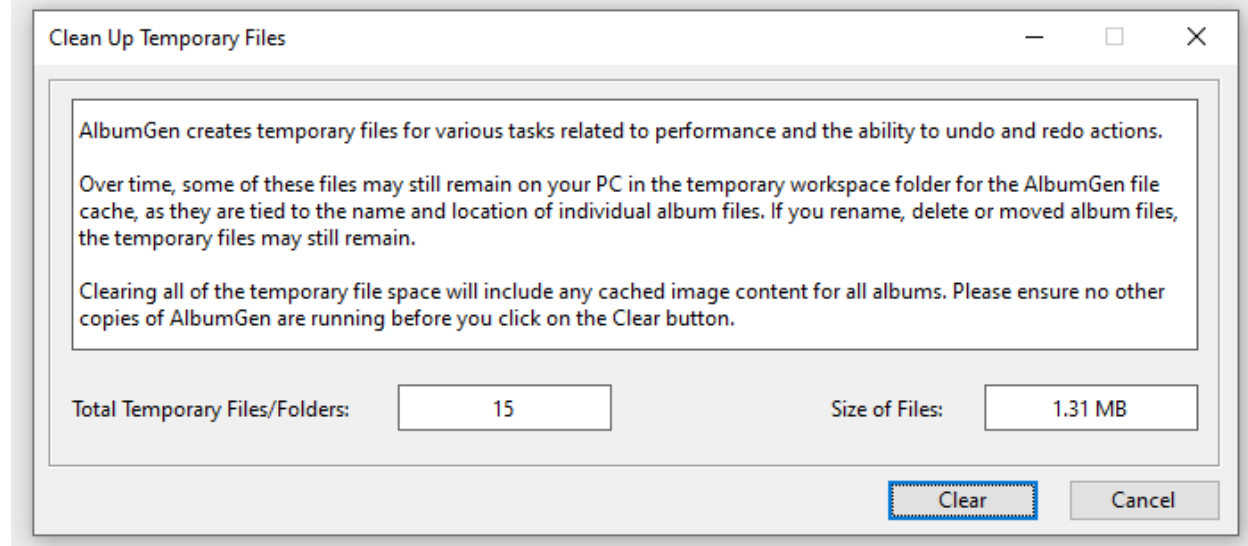
Cover Pages

A cover page is a new feature added to AlbumGen. When enabled, the first page of an album is used specifically for adding content that is not tied directly to the other pages in an album. The initial content is a blank page. Cover pages contain no title or sub title content, so the header/footer values have no meaning.

The margins and borders are still used, and you can choose a border style for the cover page.

When selecting this option, a window is displayed allowing you to enable or disable the cover page. All albums contain a cover page. It simply has to be enabled to see it.
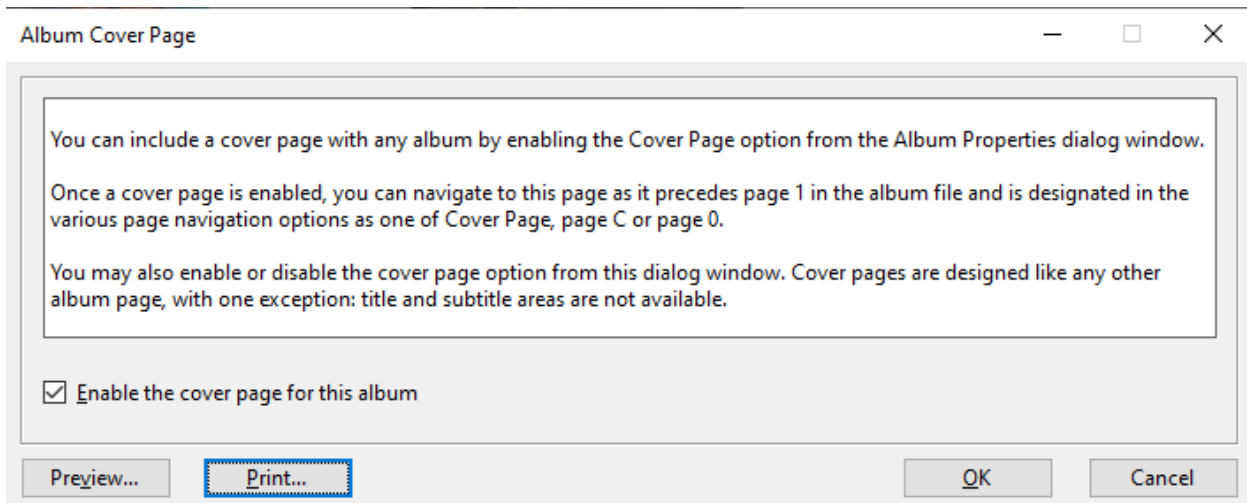
If you uncheck the cover page option, it will be hidden, but the content will still remain saved with the album file and can be enabled at any time.

Click on **Preview** for a page preview of the cover page.

Click on **Print** to print only the cover page.

Page setup options for a cover page will not include the tabs for the Header/Footer title content or any options to set a name, bookmark or comments.

Cover pages will never show in a table of contents.

Table of Contents Pages

Table of contents pages are generated from page and object names. If you have no named pages or objects, then you may not create a table of contents. You can still configure the format of a table of contents using this option.

Page and Object Names

You can set names for any object or page with a name. This name can appear in the table of contents. You will see names in the Page Navigator window.
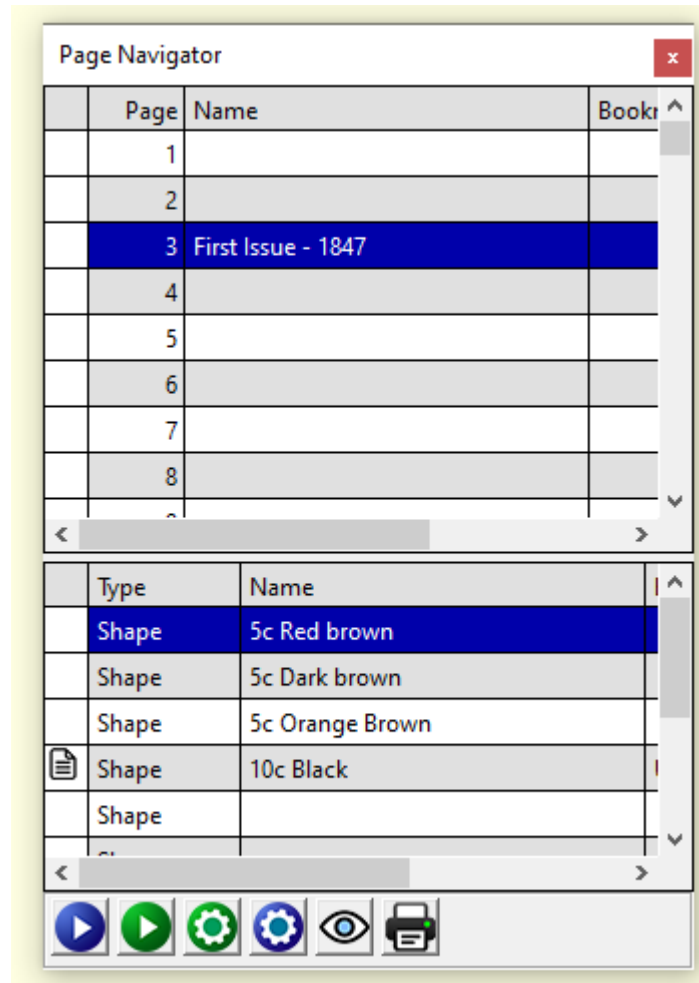
It's important to set the TOC option for any object to have visibility in the object properties window:

General Settings

The General tab is a consolidated version of the page setup window.

Set a Paper Size and Orientation.

Set the Margins.

The Borders are extra white space areas surrounding the page number line content.

Default Margins will set the page margins to 1 inch on all sides except the right side which is 0.5 inches.

Image Border Margins will set the margins to match the selected image border style settings.

Default Format will reset all attributes to a basic page format.

Format

This tab defines all of the content format settings.

Header Caption	This will appear above the individual page number lines, either on the first page only or all TOC pages. Set the alignment, color, font and the text to display.
Line Spacing Adjustment	This is a percentage increase in spacing the page number lines apart from each other.
Indent	This is the right indent value for object names from page names. If your album has names for objects or pages but not both, this setting is ignored.
Auto Reduce Font Size	If the name for a page or object is long and it doesn't fit the page width for the page number lines area based on the assigned font and point size, this option will reduce the font size to make the content fit.
Enable Separator	This option draws a separator line between the page/object name and the page number.
Page and Object Font	The page name lines and object name lines can use separate font styles, sizes and colors.
Separator Gap	This is a small amount of white space between the separate line endings and the edges of the page/object names and page numbers.
Separator Style	Use a simple line style window to set the format for the separator lines.
TOC Page Number Indicators	This option enables page numbers in the footer area below the bottom margin. Page numbers are always shown in roman numeral notation to avoid any confusion with regular album

	page numbers. The page numbers use their own font, size and color settings and can be shown with a divider line sitting along the bottom margin point. Use the margin gap setting to increase the distance between this divider line and the start of the page numbers.

Border Style and Image Borders

These two tabs are identical to the normal album page setup for setting border styles. Refer to the **Page Setup** help topic for details on page border styles.

Line Styles

Separators for the page number lines and a page number divider line use the same style settings window to define how the lines are drawn for the TOC pages.
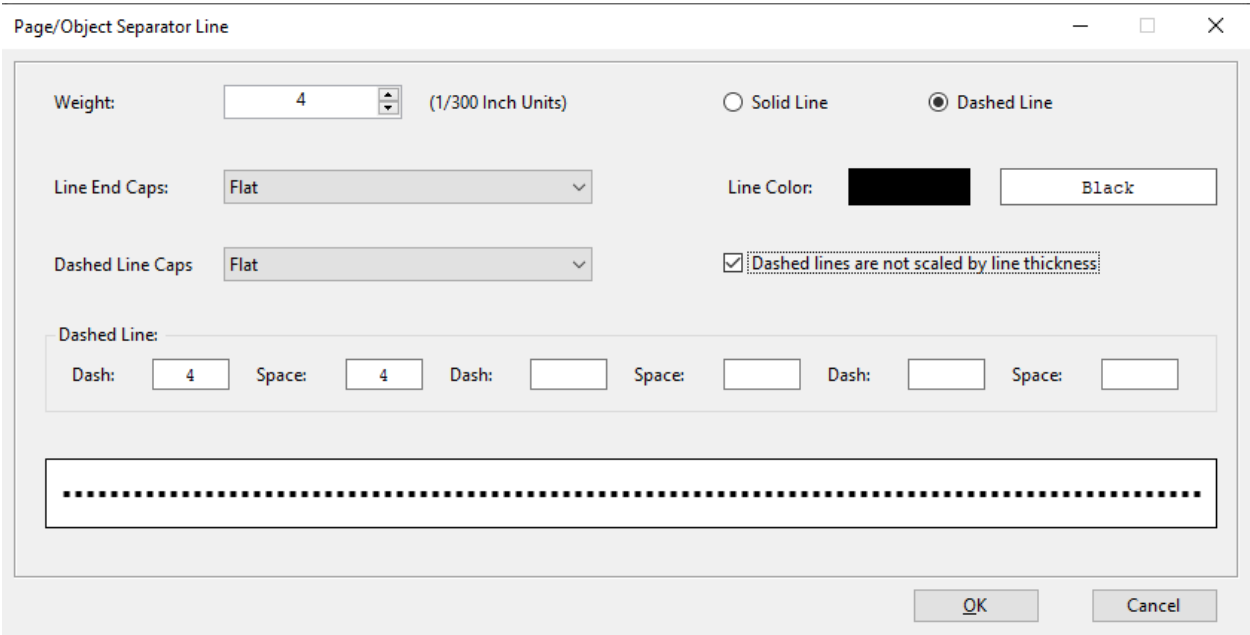
Specify a line weight, color, and whether to use solid or dashes lines.

There are end cap styles for both the end of the lines and the ends of each dash in dashed lines.

When using dashes lines, the dash/space values are always done in pairs, using from 1 to 3 pair segments which repeat.

For lines which are scaled, the dash and space unit values are relative ratios to the current weight of the line. For unscaled dashed lines, the unit values are fixed as multiples of 1/300 inch per unit.

Sample and Preview

The **Sample** button will show a dummy TOC page using the current format settings. The **Preview** button will show the real TOC page content, but only if at least one object or page has a name defined.

Printing TOC Pages

Click on **Print** to print the TOC pages. The option to print the TOC pages also exists in the regular AlbumGen print dialog, but you must choose a Cover/TOC option from the dropdown list:
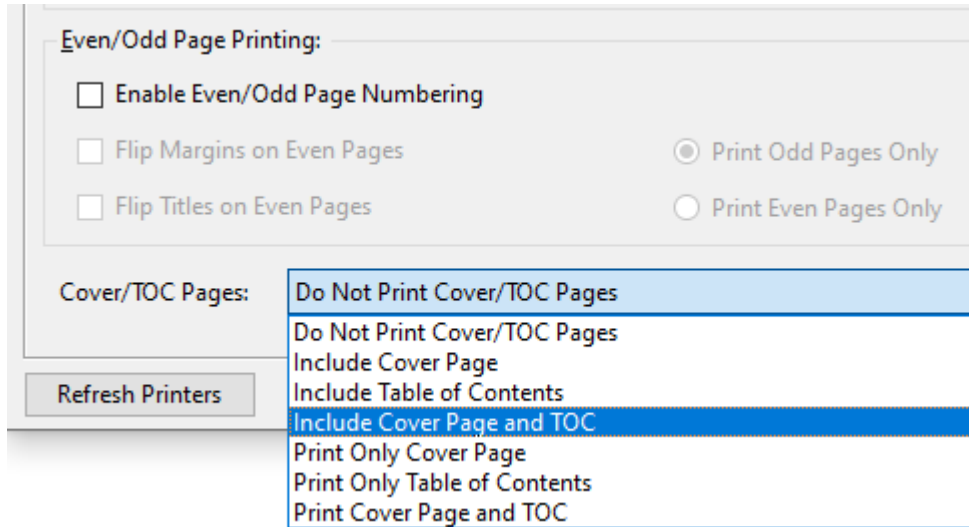
Templates

When you click on the **OK** button, the current TOC format settings are saved to the current album file and not applicable to any other album file. If you want to apply a specific TOC format to other albums, click on **Save** to store the format to a file. Then use the **Load** option to recall those settings.

EzStamp Import

If you have a registered version of EzStamp, and you have the latest update installed which supports the AlbumGen Version 3 export option, you can create album pages and objects from EzStamp content using the **EzStamp Import** option from the **Extras** menu. EzStamp content is placed in the Windows clipboard and is shared with other AlbumGen clipboard content such as album pages and objects. If you attempt to use the Paste option from the Edit menu for EzStamp content, you will see the following window:
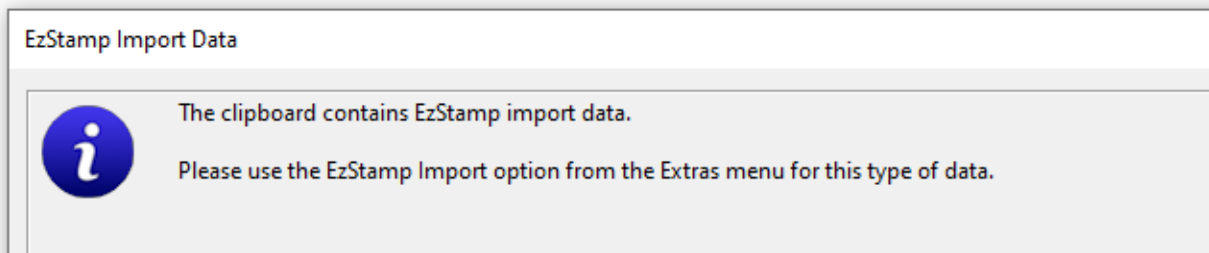
You can verify the version 3 export option from the EzStamp preferences window under the **General II** tab. If this option doesn't appear, or is unchecked, then exported content will only work with AlbumGen version 2.
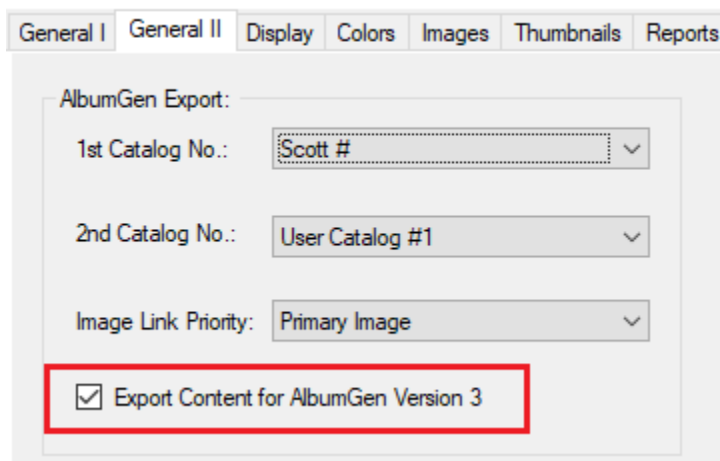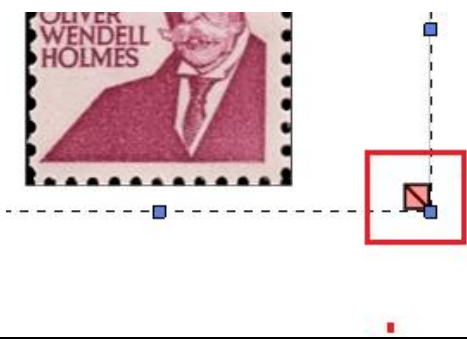
Multiple Stamp Import

If there is more than one stamp reference from EzStamp in the clipboard, you will see the following window. The total number of stamp references and image links in the clipboard is shown at the top. The estimated number of new pages added to the album are shown in the upper right area. Depending on the other settings in this window, the page count can vary significantly.

Shape or Image	You can import the content as shape or image objects. Note that for an image object, only stamp references with image links are imported and all text content is ignored.
Rows Per Page and Columns Per Page	When specifying how to fill rows and columns of objects, you can either fill across the page and down the page or choose to limit the object total to a specific value.
Place Image	Check this option to include the image link. If unchecked, the image link is discarded. This option is not applicable to image object imports.
Horizontal and Vertical Position	The placement can be left aligned or center aligned in either direction. The offset values are added white space on the perimeter of the available page space.
Gaps Between Objects	This specifies white space between objects. The size of objects includes the text above and below the object frame.
No Sizing Information	Stamp references from EzStamp usually have a width and height defined for pre-supplied country stamp data. This size will be used to set the size of the object. Some stamp records may not have size information. In these cases, a default width and height must be applied.

Text Placement Areas	There are 4 dropdown pick lists for the Catalog Number, Alternate Catalog Number, Year and Denomination/Color. If a specific text attribute was not exported from EzStamp, then associated pick list will be disabled. When you choose a value from the dropdown list, it's assigned to one of the 4 areas as per the white assignment boxes to the right of the pick lists. If a text attribute is already assigned to an area, the new attribute will be added to it as a multi-line text value for the area. For example, catalog number and year can appear one below the other in the Below Frame area. Click on **Reset** to remove all text area assignments.
Fill Color for text oversize	Check this option to show a different object fill color if the size of the text would exceed the interior object frame width. Choose a fill color to use. The default is Red.
Apply Font Reduction	Check this option to reduce the point size of the font for text inside the frame or over the image if it doesn't fit the width of the object frame. Set the minimum point size for the reduction. If the text still won't fit, the reduction will stop at this point size.
Show Missing Size Indicator	Check this option to show the object in the AlbumGen workspace with a no-size icon in the bottom right corner of the object frame. This setting is saved for each object and can be disabled in the object properties window.

Shape Defaults

Click the **Shape** button to set the default object properties for the import.

Default Size	When sizing information isn't provided from EzStamp, this will be the default size.
Frame Space Padding	This is applied to the interior of the object frame as white space where the image or text should not be displayed.
Interior Fill Color	Enable to set a default fill color for inside the object frame.
Impact Aspect	There are 3 choices in how to fit the image to the shape. The default choice ensures that if EzStamp provides a stamp size, the image is stretched to the fit that size and if no sizing is present, the image will not be stretched and its original aspect ratio of width to height will be preserved.

Border Style
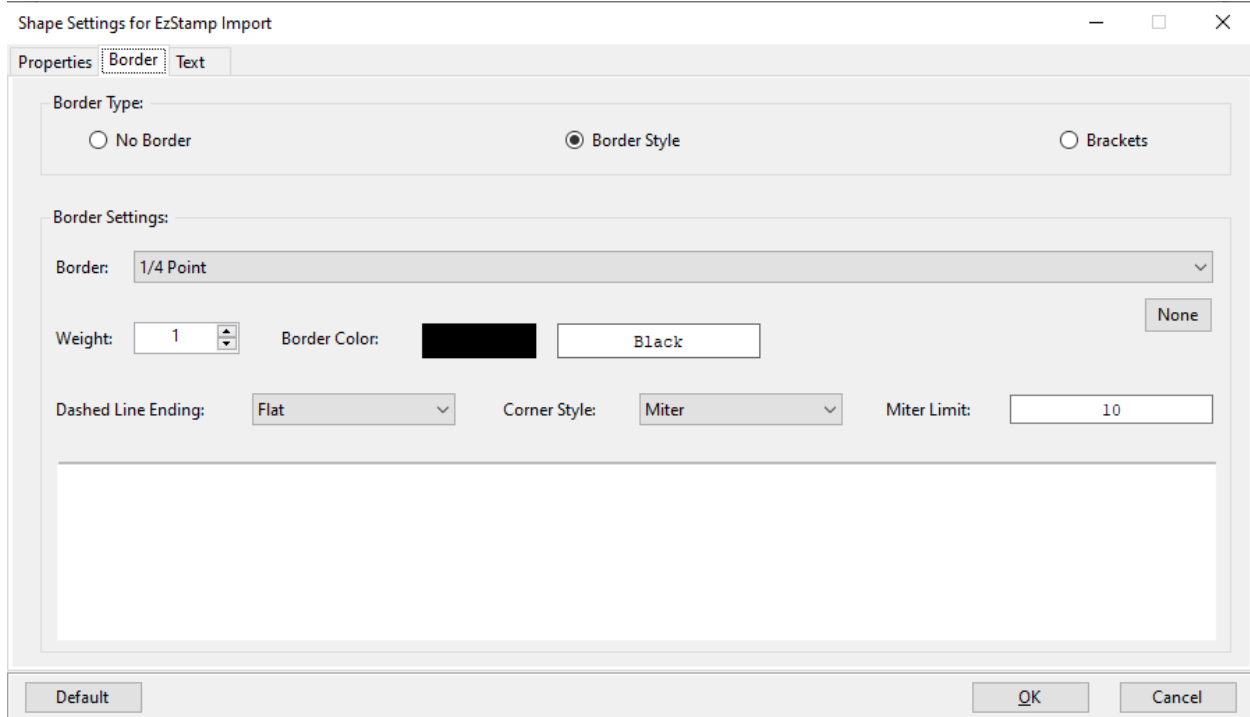
The border style settings are identical to the object properties window. You can use no border, a standard border style or brackets. Refer to the **Shape Object Properties** help topic for more information.

Text Settings

Text Area	Choose the format for each of the 4 text areas. When you choose an area all other settings in this tab will reflect the new area chosen.
Text Alignment	Choose both horizontal and vertical (inside/over image only) alignments.
Inside Frame Adjustments	For inside and over image areas, you have additional settings for a background fill color with or without a width extension option, shift values in both directions and an additional white space increase in the text height.
Text-Image Gap	Only applies to the inside shape area to add a small amount of white space between the edge of the image and the text content.
Above/Below Gaps	For text above and below the frame, the gap is a white space amount between the frame/border and the start of the text content.
Spacing Adjustment	An increase or decrease of the spacing between multiple lines of text based on a percentage of the default font height line spacing.
Width Adjustment	Used to create expanded or compressed fonts.

Templates

Use the **Save** and **Load** buttons for saving the import settings as template files.

Click on **Default** to reset the import options to match the default settings used by version 2 of AlbumGen.

Starting an Import

Click **Import** to start. You may not import content from EzStamp unless all pending changes to the album are saved. There is no undo option for the import. If you need to revert the album and discard the imported pages, you can do so by any of the following methods:

- Deleting the page range which was inserted using the **Delete Pages** option from the **Page** menu.
- Use the Revert option from the File menu.
- Close the album file and re-open it.

Note that when you finish an import, the Undo history is automatically cleared.

Single Stamp Import

If only one stamp reference is found in the Windows clipboard from EzStamp, the import window will appear as follows:
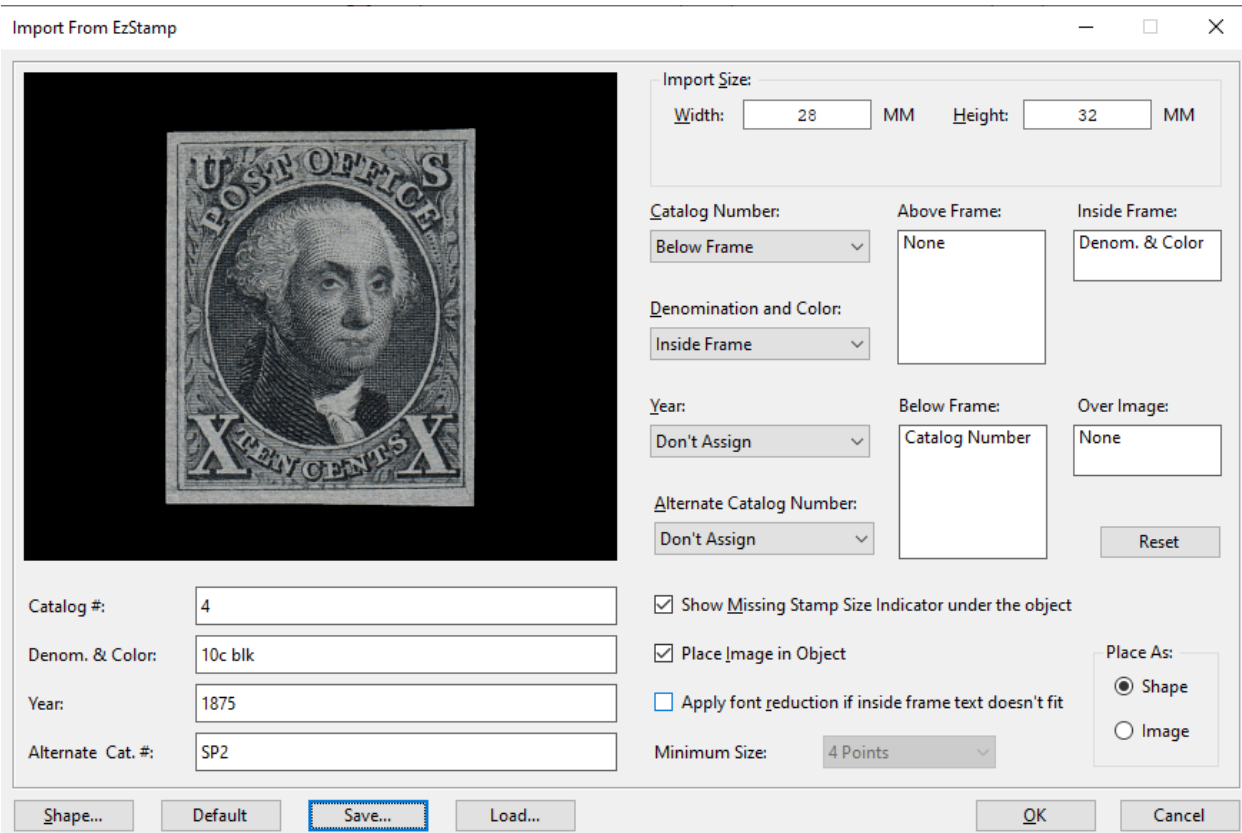
The options are the same for the import choices, text areas to assign and other checkbox choices. You may change the width and height fields as needed.

Once you click **OK**, the window will be closed and a special "Ez" mouse cursor will be displayed for you to click the drop location in the page workspace. Press the **Esc** key to cancel placement or right click and choose the cancel option from the popup menu.

Text File Import

This option is available from the **Extras** menu. The text import facility has been carried forward from version 2 of AlbumGen with a few enhancements.

Import File	Click on ellipsis button to browse for a text file or enter the location and name of the file directly in the input field. The format of the text file can be plain text or UTF-8 format. The file must be defined with specific columns based on the **Import File Field List**. Select the fields from the left list to add them to the right list. The top-down order in the right list will be the left-to-right order of columns in the import file
Image Link Path	The image link column can contain a path to the image file or just the image file name only. If there is no path component in the import column, the **Image Link Path** value will be used to set the image location.
File Format	**AlbumGen Version 2** is the format that was used by the previous version. When choosing this option, the fields list is locked and may not be modified. The **Custom** option will allow you to add and remove fields as needed using the 3 buttons between the two lists
Text Qualifier	The qualifier is the character used to surround column values which may contain a delimiter (tab or comma). Only specify a qualifier type if you are certain the import file content uses either single or double quotation marks around the field values.
Delimiter	The import file can use either tabs or commas to separate the columns.

Size Units	If you have a width and column specified in the import file, you will need to specify the unit type for these columns as inches or millimeters.
Header Row	Check this option if the first line in the import file is a header row with captions rather than the first object content record.

Starting the Import

Click on the Import button to start. The contents of the import file will be verified for correct format and number of columns. If there are no errors, an import list summary window will be displayed.

Text Import Record List

Catalog 1	Catalog 2	Year	Denom/Color	Image Link	Width	Height
1	1	1847	5c red brn	F:\EzStamp\USA\M1	28	32
1a	1F	1847	5c dk brn	F:\EzStamp\USA\M1DB	28	32
1b	1A	1847	5c org brn	F:\EzStamp\USA\USA1	28	32
1c	1C	1847	5c red org	F:\EzStamp\USA\M1C	28	32
1d	1G	1847	5c dk brn org	F:\EzStamp\USA\M1K	28	32
1e	1L	1847	5c red brn	F:\EzStamp\USA\M1	28	32
1X1	PM1	1846	5c blk Type I	F:\EzStamp\USA\PM1	0	0
1X1a	PM1V	1846	5c blk Type II	F:\EzStamp\USA\PM1	0	0
1X2	PM2	1846	5c bl Type I, on Cover	F:\EzStamp\USA\PM2	0	0
2	2	1847	10c blk	F:\EzStamp\USA\USA2	28	32
2a	2V	1847	10c blk	F:\EzStamp\USA\USA2	28	32
2b	2V2	1847	10c blk	F:\EzStamp\USA\USA2	28	32
2c	2V1	1847	10c blk	F:\EzStamp\USA\USA2	28	32
2XU1	PM3	1846	5c car red	F:\EzStamp\USA\PM3	0	0
3	SP1	1875	5c red brn	F:\EzStamp\USA\SP1	28	32
3X1	PM11	1846	5c blk	F:\EzStamp\USA\PM11	0	0
3X2	PM12	1846	10c blk	F:\EzStamp\USA\PM12	0	0
3X3	PM11P	1846	5c blk	F:\EzStamp\USA\PM11P	0	0
3X4	PM12P	1846	10c blk	F:\EzStamp\USA\PM12P	0	0

Total Records: 10,705   Import   Cancel

Click on the **Import** button in this window to continue.

This will present the same window used by the EzStamp import option. Refer to the **EzStamp Import** help topic.

Album Cloud Backups

Cloud backups of your albums and application data files are stored securely offline in a remote repository. Similar to cloud backup services for other SoftPro products like EzStamp and EzCoin, cloud backups must be registered with SoftPro for use and involve a small annual subscription fee to use.

An internet connection is required to both register for and use the cloud backup service.

The backup, restore and registration options are all found under the **Extras** menu.

Registration

When choosing the registration option, a window as shown below will be displayed. If you have not submitted a request for cloud backup registration, contact SoftPro or use Email button in the window to send a request.

If you have been notified the cloud backup service is registered for use, click on the **Register** button. Once registration has been verified (an active internet connection is required), the backup and restoration options will be functional.

Cloud Backups

Cloud backup archives have a few notable differences from standard backups on your local PC.

- Only a single backup for a given album name can be stored remotely.
- You may only backup albums from a single location at a time. If the same album name is located in different folders, the version from the current location shown the backup window takes precedence.
- All application settings files from the AlbumGen Settings folder (press Ctrl+ F12 from the main application window to see the Settings folder contents in File Explorer) will always be archived.
- The speed of backups is dependent on your internet connection and on the provider SoftPro uses for the secure storage of your files. Given that album files are very efficient in storage size in the compressed archive format, the amount of data to store is reasonably small per album.

As with normal local backups, no other file content such as images files are part of cloud backup archives. You are responsible for your own backups for these other file locations.

The backup window is divided into available albums (in the current folder shown in the dropdown list) for backup in the top half and albums you assign for the backup in the bottom half.

Before the backup window is displayed, AlbumGen will check the remote repository for the current backup status of all album files.

A status icon and backup date are shown first. If the backup date shows as "None", then the album file has never been backed up to cloud storage.

The icon has a specific image type to designate the current backup status. Keep in mind these status types are tied directly to your current backup location. If you change to a location with different albums with different names or the same name as a cloud backup, the status will likely be different for a given album file.

Icon	Description
✅	There is a backup album in cloud storage and it matches the local version. You will not be able to re-backup these albums unless you remove them from the cloud server first.
≠	There is a backup album in cloud storage but it doesn't match the content of the local version.
✓	There is no backup of the album file – only the local album file exists and is verified to not have any errors.
◻	The backup archive only exists in cloud storage and has no version in the current backup folder on your PC.
No Icon	Album files have not been verified yet against cloud storage.

Available Actions

Button	Action	Shortcut	Description
	Verify	F5	Check the current albums in the list against backup archives. When this is completed, the status icons will be updated to indicate album differences between the local album and any backup on the cloud server.
	Backup Location by Folder	Ctrl + B	Set a new backup location for source album files using a folder browse dialog.
	Backup Location by File	Ctrl + F	Set a new backup location for source album files using a file browse dialog.
	View Albums	Ctrl + L	Open the current album file location using File Explorer.
	Add Albums	Ctrl + Ins	Add selected albums from the available list to the backup list. You may also double click or right click to add files. Files which have a match status to a cloud backup may not be added as the local and remote copies are identical.
	Remove Albums	Ctrl + Del	Removes selected files from the backup list and places them back into the available list.
	Add Every Album	Ctrl + E	Add every album to the backup list.
	Remove All Albums	Ctrl + Shift + Del	Clears the backup list.
	Remove from Cloud		Removes the selected album files in the available list from the cloud server. The selected albums must reside in cloud storage.

Button	Action	Shortcut	Description
	Start Backup	Ctrl + S	Start the backup task.
	Close Window	Ctrl + W	Close this window and discard changes.
	Help	F1	Help topic for this window.
	Clear Backup Locations		This menu option clears the backup location history from the dropdown list.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Starting the Backup

Choose the **Start Backup** option. This will display a confirmation and progress window. Once you click the **Begin** button, progress of the transfer will be displayed as the example window below indicates. If you click on the **STOP** button, the current album file will be sent to cloud storage and then the backup will be stopped.
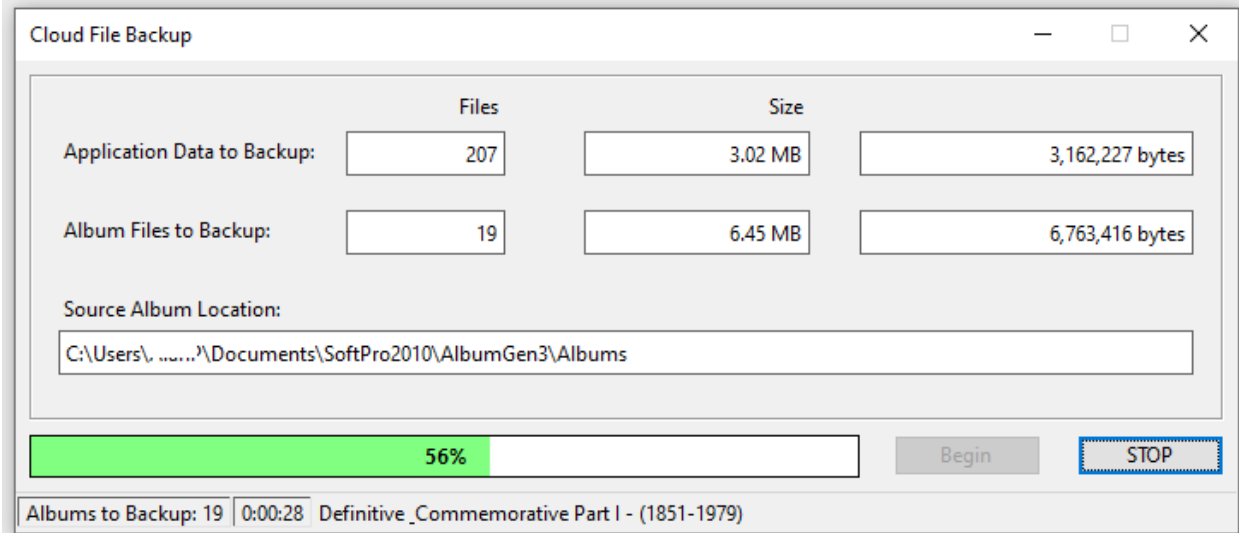
Cloud Restoration
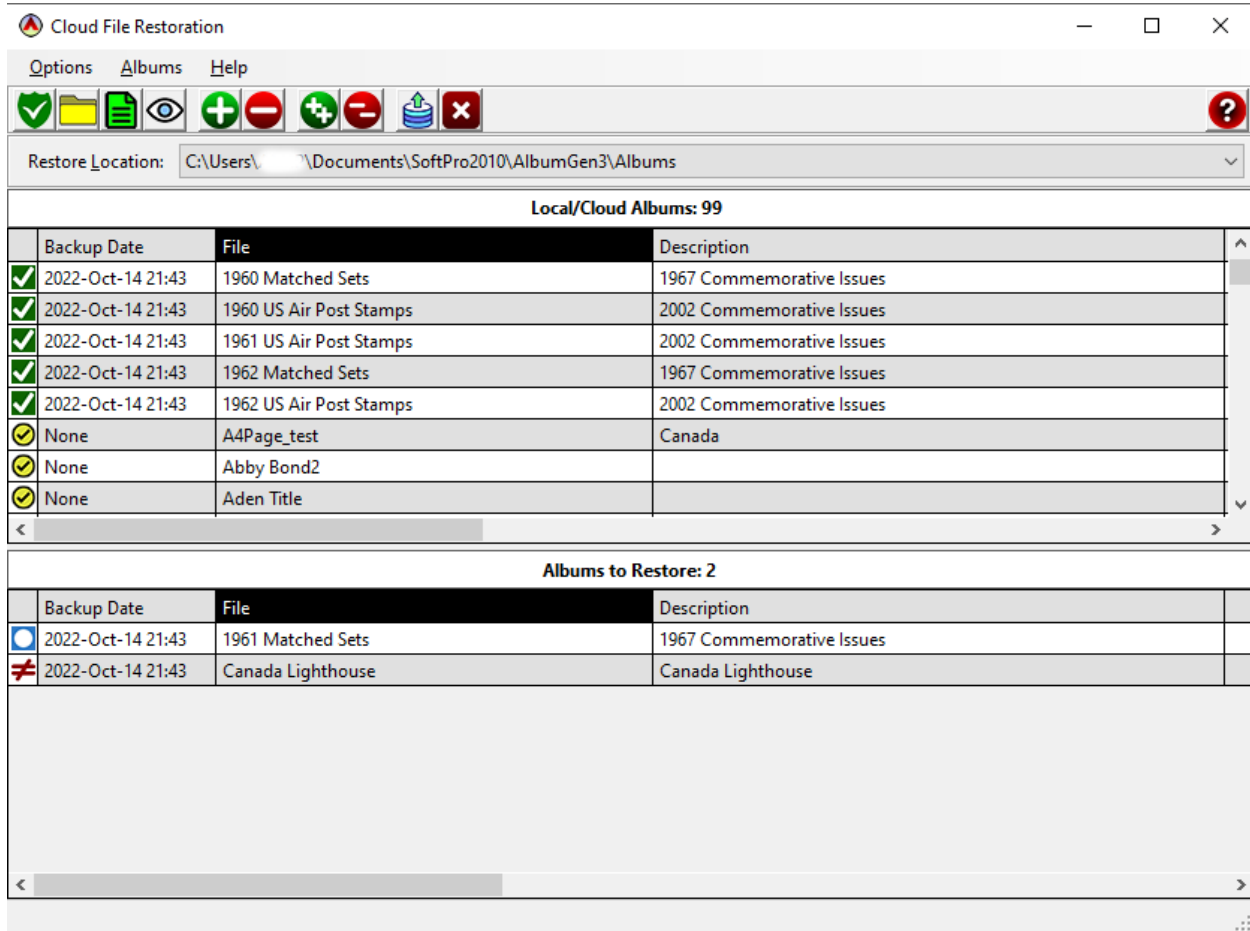
The restore window is similar in layout to the backup window. Album files residing in cloud storage and the current Restore Location as per the dropdown list selection appear in the top list and the albums to restore appear in the bottom list.

The status icon and backup date are shown like the backup window and the status icon has one additional type.

✔	There is a backup album in cloud storage and the content matches the local version. Matched albums may not be added to the restoration list.
≠	There is a backup album in cloud storage but it doesn't match the content of the local version.
✔	There is no backup of the album file – only the local album file exists and is verified to not have any errors.
○	The backup archive only exists in cloud storage and has no version in the current restore folder on your PC.
⚠	The local album file could not be opened for cloud content verification due to an error.
No Icon	Album files have not been verified yet against cloud storage.

Available Actions

Button	Action	Shortcut	Description
	Verify	F5	Check the current albums in the list against backup archives. When this is completed, the status icons will be updated to indicate album differences between the local album and any backup on the cloud server.
	Restore Location by Folder	Ctrl + B	Set a new restore location for album files using a folder browse dialog.
	Restore Location by File	Ctrl + F	Set a new restore location for album files using a file browse dialog.
	View Albums	Ctrl + L	View the current restoration location with File Explorer.
	Add Albums	Ctrl + Ins	Add selected albums from the available list to the restore list. You may also double click or right click to add files. Files which have a match status or only exist locally may not be added as only cloud backups which are different or don't exist in the restore location may be added.
	Remove Albums	Ctrl + Del	Removes selected files from the restore list and places them back into the available list.
	Add Every Album	Ctrl + E	Add every album to the restore list which is allowed.
	Remove All Albums	Ctrl + Shift + Del	Clears the restore list.
	Start Restore	Ctrl + S	Start the restoration task.
	Close Window	Ctrl + W	Close this window and discard changes.
	Help	F1	Help topic for this window.
	Clear Restore Locations		This menu option clears the restore location history from the dropdown list.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Starting the Restoration

Choose the **Start Restore** option. This will display a confirmation and progress window. Once you click the **Begin** button, progress of the transfer will be displayed as the example window below indicates. If you click on the **STOP** button, the current album file being restored will be completed and then the restoration task will be stopped.

By default, the **Restore Application Data** option is unchecked. It's assumed that the settings data on your PC is always up to date. Unless you are performing a clean installation of AlbumGen in which the settings files were removed, you should never check this option.

Cloud Album Restoration	— □ ✕

	Files	Size	
☐ Restore Application Data	207	3.02 MB	3,162,227 bytes
Album Files to Restore:	2	538 KB	551,359 bytes

Restoration Location:

C:\Users\   \Documents\SoftPro2010\AlbumGen3\Albums

Begin   Cancel

Albums to Restore: 2

Application Settings

There are many settings in AlbumGen which can be customized to your needs. These settings are saved to your PC when the application is closed. They are also part of any local or Cloud backup.

Due to the number of settings available, there are several settings windows accessible from the **Options** menu. You may click on the settings icon in the top toolbar for the same choices.
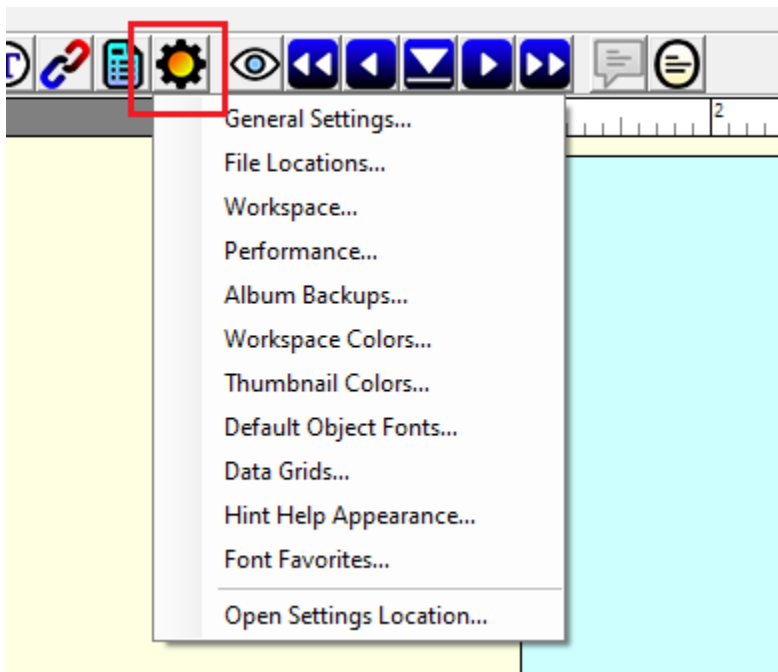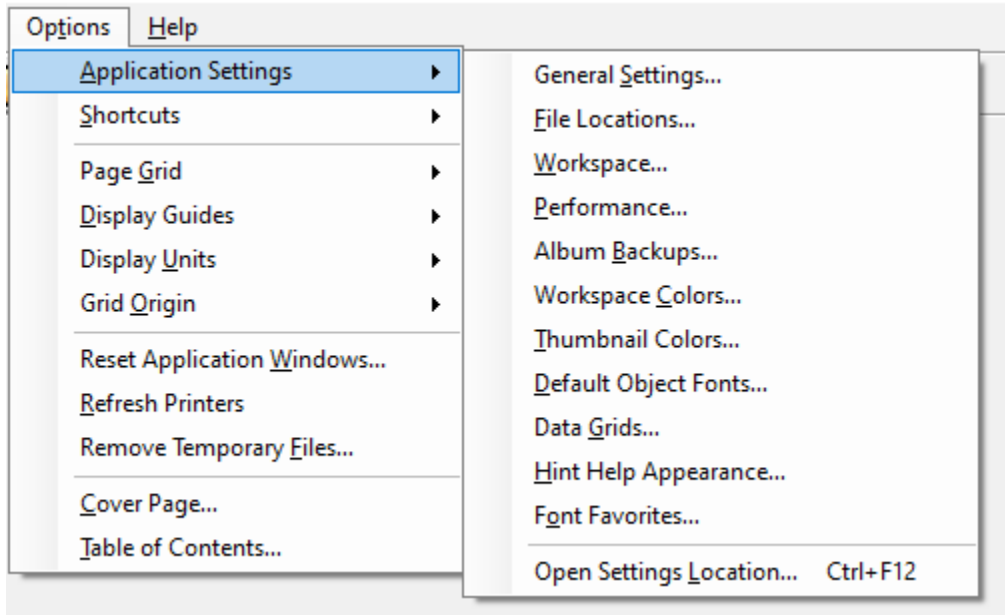
The Open Settings Location option will show the current Settings folder for AlbumGen in File Explorer. This location contains many types of configuration files and templates. The location varies based on the version of Windows you're using. For Windows 10, the location would be:

`C:\Users\<Logon Name>\AppData\Local\SoftPro2010\AlbumGen3\Settings`

The "Logon Name" would be your Windows logon name.

<u>Please Note:</u> Do not make application settings changes if you have multiple copies of AlbumGen running. Changes made in one instance of AlbumGen will not take effect in other versions unless those other versions are restarted.

General Settings
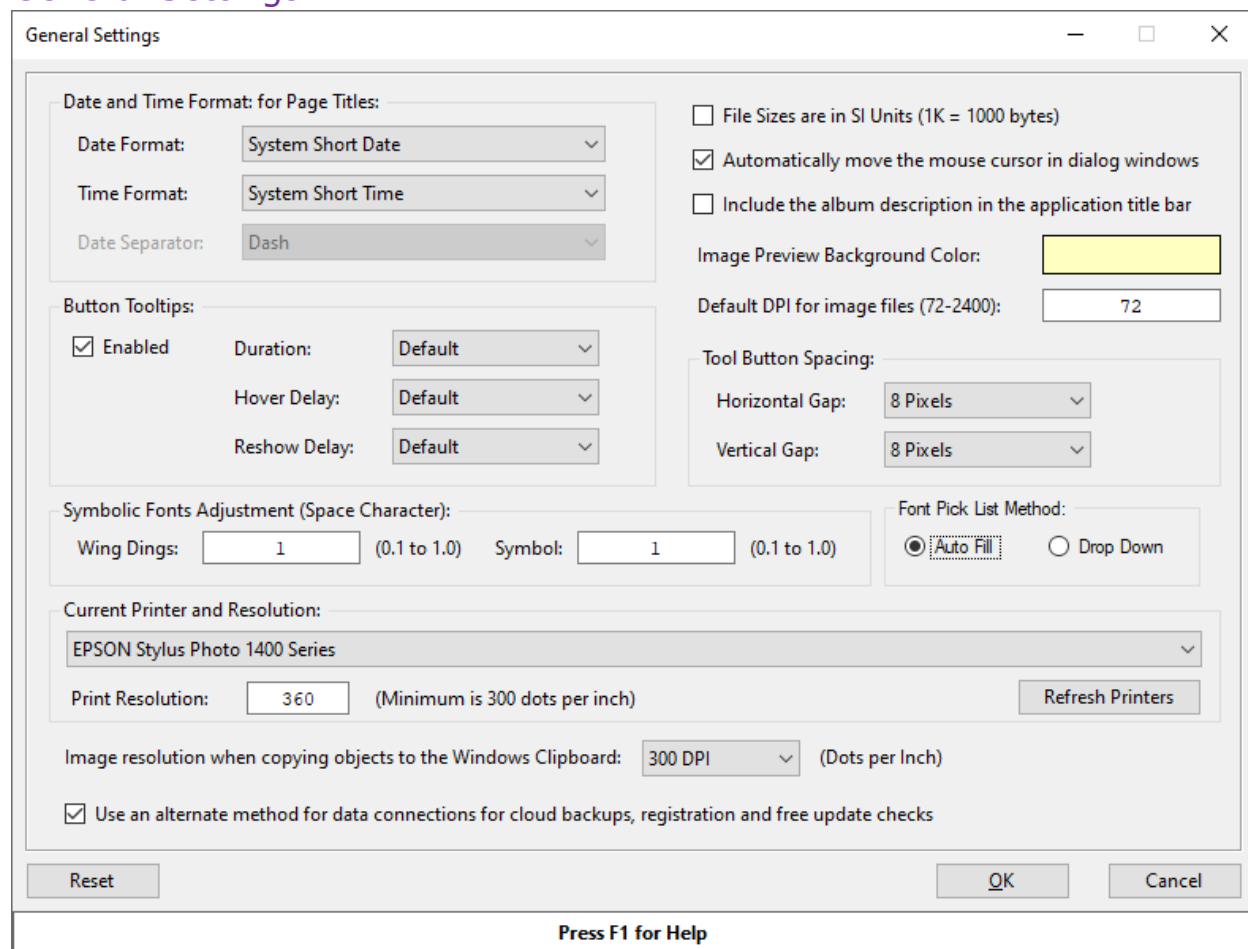
Date and Time Format

Page titles and subtitles use special macro codes to show the current date and time. Under version 2 of AlbumGen, the format of the date and time could not be altered and would use your default Windows settings.

Button Tooltips

Tooltip text will appear over a toolbar button when you hover the mouse cursor over it for brief period. You may disable the tooltip text if you find them distracting, or change the duration/delay values as needed.

Symbolic Font Adjustment for Spaces

There are two types of symbolic fonts provided in Windows. The width used for the space character can be larger than expected. If you need to adjust the width of the spaces for either of these font types, you can apply a multiplier from 0.1 (10%) to 1 (default 100% size).

File Sizes and Units

For any windows which may show the size of data files (in bytes, KB, MB or GB), there are 2 standards. One (SI Units) assumes 1,000 bytes = 1 kilobyte, the other assumes 1,024 bytes = 1 kilobyte. You may choose either unit size factor.

Automatic Mouse Movement

Many windows will have a default "action" or "accept" button and a default "cancel" or "close" button. By checking this option, AlbumGen will position the mouse cursor over either a default action button or another area on the window to minimize the amount you must drag the cursor.

Dialogs which are owned by Windows, such as the File Open dialog window are unaffected by this setting.

Album Description in the Title Bar

Check this option to show both the album name and description in the AlbumGen title bar.

Image Preview Background Color

For any windows which show previews of images, this will be the background color surrounding the area where the image is not occupying space.

Default Image Resolution

AlbumGen assumes all images have a resolution contained in the file in Dots Per Inch (aka DPI). For example an image with 300 DPI and 600 pixels wide would be 2 inches in width if printed at 100% size.

Most files formats contain embedded DPI values. Older bitmap (BMP) files may not. If AlbumGen can't detect the image DPI, it will need to apply a default value. The default value can be set here.

Tool Button Spacing

Toolbars can arrange buttons both vertically and horizontally. When buttons are segregated into groups based on their function, gaps are inserted which consists of a small area of blank space. These gaps can be adjusted and will be applied to every window which contains toolbars.

Image Resolution for Object Copy

There are 4 object types which can be converted into an image: Shapes, Lines (Horizontal and Vertical), Paragraphs and Text. You can copy a selected object of

one of these types into the Windows Clipboard as an image. Note that the format of this image is tied to AlbumGen only and may not be shared with any other application.

Once an image is copied, it may be linked as an image from either a Shape or Image object. This feature is intended for placement of objects at odd angles which are not directly supported.

This setting determines the quality of the image to be created.

Font Pick List Method

Objects which use fonts will have a settings window where the choice of font to use when editing text is presented in a dropdown list such as the example below:
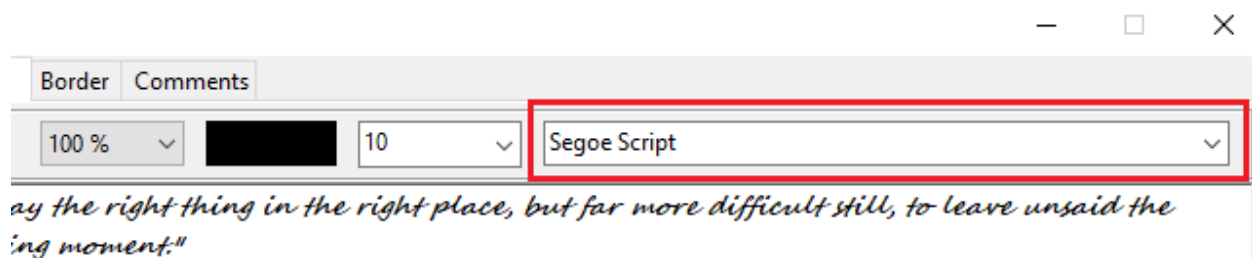
You have 2 options for how to autocomplete the font choice as you are typing the font name in the field provided (if you click the down arrow at the right to directly pick from the list of fonts, these 2 options have no effect).

Auto-Fill: The nearest matching font will be automatically filled in with highlighting as you type the first and subsequent characters. You can accept the matching font by pressing ENTER, TAB, or by clicking any place outside of the dropdown field.

You may also backspace/delete characters as you type to make adjustments. If no matching fonts can be suggested, then no auto-completing of the nearest match will be presented.

Drop-Down: This is similar to Auto-Fill using auto-completion suggesting on font names. An additional list of matching fonts based on the characters you type in the field will appear as a popup list. You may then choose fonts from the popup list, in addition to the methods mentioned under Auto-Fill.

Current Printer and Resolution

When AlbumGen is started for the first time, a check for the current default printer on your PC will be made. This printer will be assigned to the dropdown list. If no printers are installed on your PC, this dropdown list will be empty.

The printer list is stored in a local AlbumGen printer profile which also contains the paper specifications for each printer. If you add or remove printers and they don't appear in the dropdown list, click on the **Refresh Printers** button.

The Print Resolution is important for text content inside paragraphs when word wrap is enabled, as this value determines word sizes and the point at which lines break and wrap to the next line.

When choosing a printer, the resolution will be obtained from the printer driver settings. You may choose any value from 300 to 2400 DPI if you feel that default one from the printer driver is not the value to use.

If no printer is installed on your PC, the print resolution will default to 600 DPI.

Alternate Connection Method for Cloud Services

AlbumGen (and other SoftPro products like EzStamp and EzCoin) uses a provider for cloud-based services, which includes cloud backups, application registration and free update downloads.

If you have any difficulty connecting to the cloud for any of these services, it may be due to enhanced security attached to connections over the internet, such as a private VPN, Firewall rules, or software which blocks specific types of connections such as those used by SoftPro products.

The checkbox option at the bottom of the settings window can be enabled to force AlbumGen to use an alternate connection method to the cloud services host and alleviate type of blocking on your PC.

If this option doesn't solve any connection issues, you will need to contact SoftPro for additional assistance.

File Locations

There are specific locations for AlbumGen data files. Some of these locations may not be changed. Most of them are based on your Windows logon name.
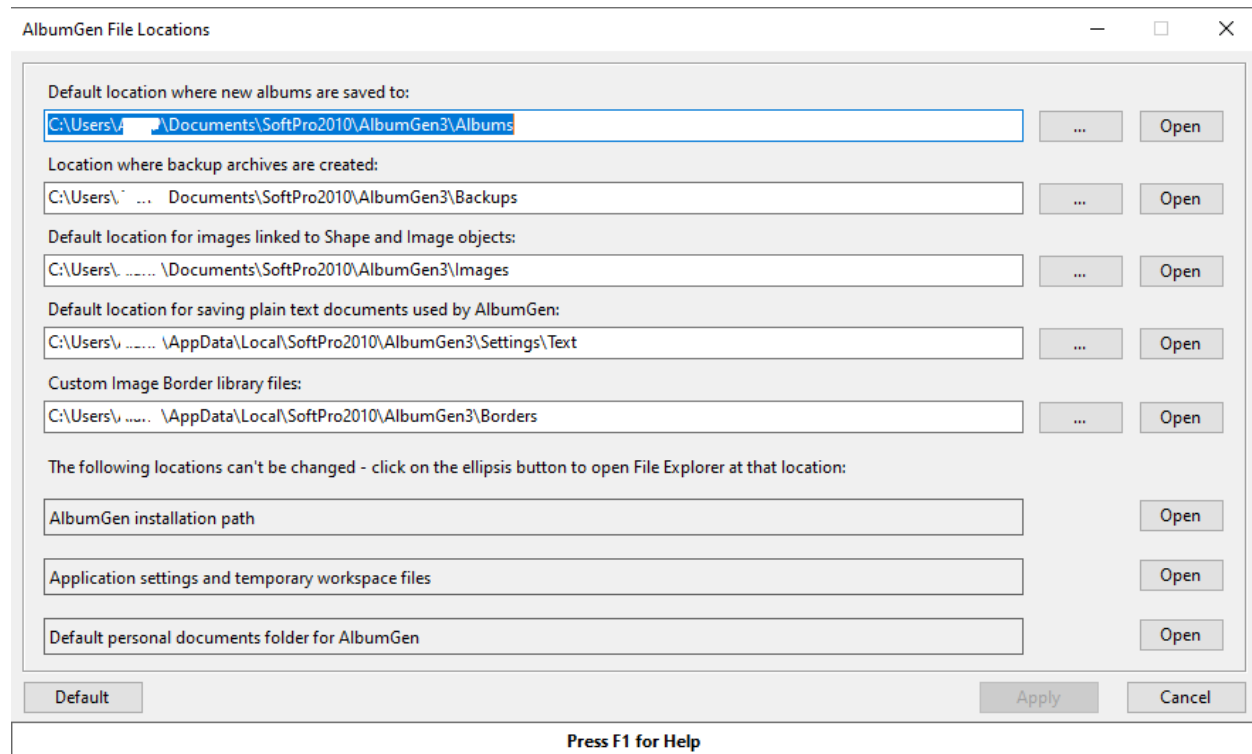
Album Files

The default album file location is under the Documents folder for your Windows logon name. The AlbumGen installation application allows you to change it as part of the installation. You may also change it here at any time. Other windows in AlbumGen may also change the default album location. You are free to open album files from any location – however you may only have a single "home" location tied to the **Open** option from the **File** menu. Click on the ellipsis (…) button to change this location. Click on the **Open** button to show the current location contents in Windows File Explorer.

Backup Archives

For local backups, this will be where you want to store backup archives created using the **Backup Album Files** from the **Utilities** menu. Backup archives have a file extension of **.AGPB**.

Image Path

Shape and image objects are the only two types which allow you to link an image by file name and location. You can set a "home" location for images which will be used by default when browsing for images to link to the objects. You can link images from multiple locations in a single album, so this setting simply provides access to the same location without needing to browse for it.

Plain Text Export

Some options in AlbumGen allow you to generate text files with various content. This is the default save location.

Custom Image Border Libraries

Page image borders are pre-supplied library files installed along with the AlbumGen application files. These library files may be updated or expanded as part of future application updates. Image borders are generated using a special application not provided with the AlbumGen installation. As such, this setting is reserved in case the option to create custom image borders is opened to AlbumGen users in the future.

Installation Path

This path can't be changed. An **Open** button is provided to show the location in File Explorer.

Application Settings and Workspace Files

This path can't be changed. An **Open** button is provided to show the location in File Explorer. This folder contains a subfolder for application settings (which are part of backup archives) and temporary workspace files/folders which are not part of backups. Note that your AlbumGen registration and update profile is stored within this location. If you delete all of the files from this location or they are lost due to unforeseen circumstances, AlbumGen will still function, but you will need to re-register the software.

Documents Folder

AlbumGen will use the Windows Documents location for AlbumGen data, under a subfolder of **SoftPro2010\AlbumGen3**.

Click on the **Default** button to reset all folders to default locations.

Workspace

The AlbumGen workspace is the area in the main application window not occupied by the menu, status bar and any toolbars.
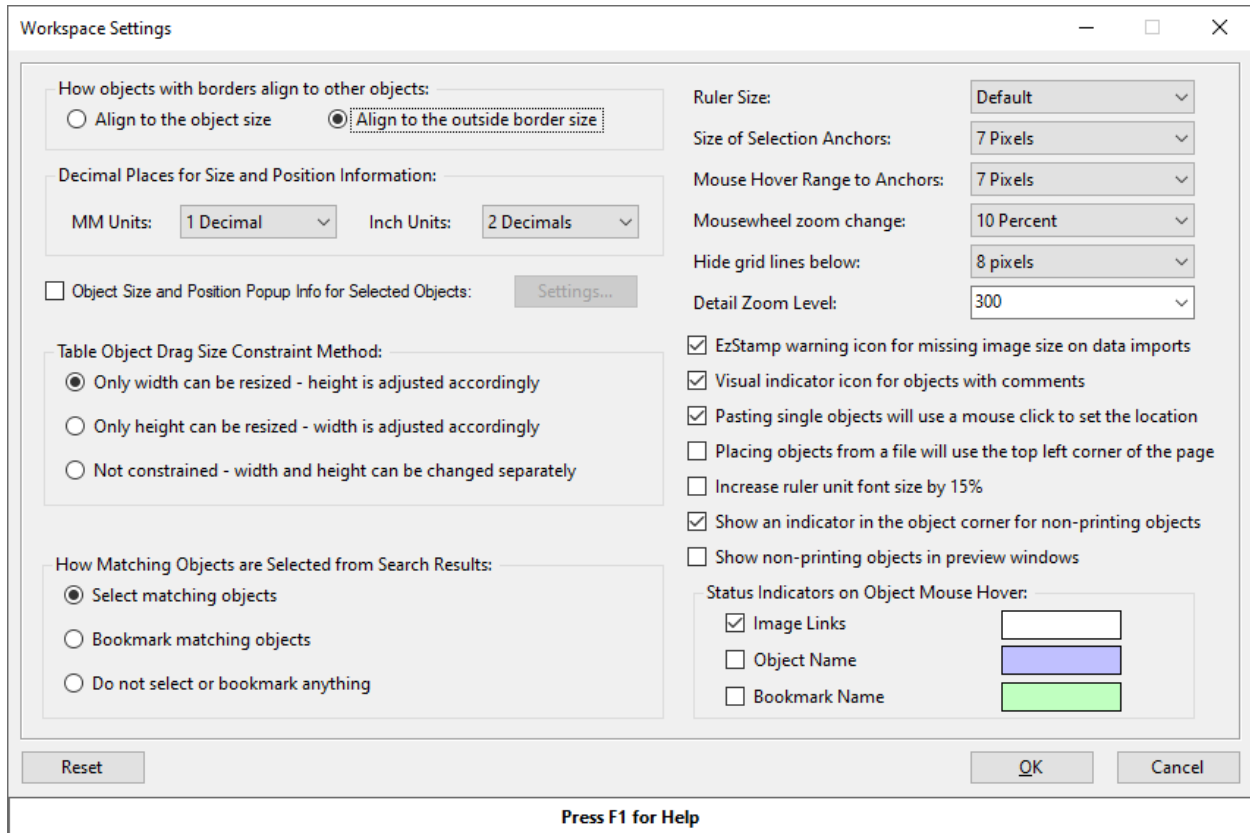
Shape Alignment

For shape objects, there are two sizes AlbumGen uses when aligning to other objects. Shape size is the width and height of the object without including any border styles. Border size will include the width of the border style (including its weight factor). Text above and below the shape are never used to define the alignment size. The default setting uses the border size to be consistent with alignment options in version 2 of AlbumGen.

Decimal Places for Size and Position

Depending on the display units (Inches or Millimeters), you can set the number of decimal places to show on any window where a position or size is present.

Object Size and Position Popup Info

If this option is enabled, then clicking with the mouse on an object will show its current size and position at the top left corner of the object's location, using the color and font settings provided in a settings window displayed by clicking on the **Settings** button.
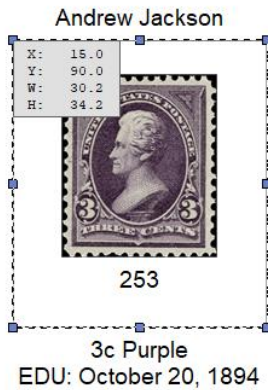
If you resize the object by dragging the mouse, the values will be updated until the mouse button is released.

There is an option to enable/disable this popup when placing new object, as the popup might be distracting in this case.

The font style can't be changed – you may change the font size from a limited selection of choices from the pick list.

As there is no popup option in version 2 of AlbumGen, this feature is turned off by default.
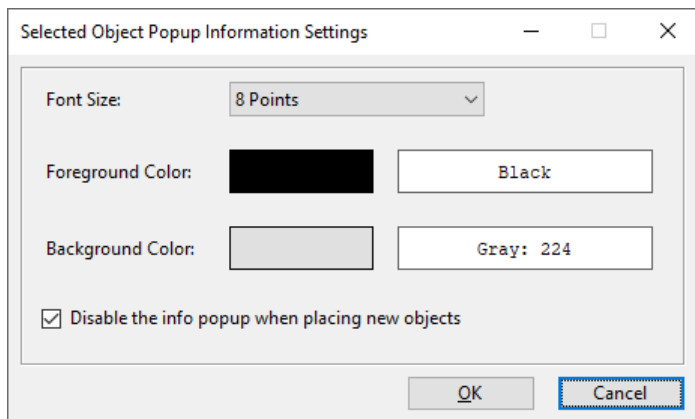
Ruler Size

The ruler guides above and to the left of the workspace area can be resized up to 50% larger than default.

Selection Anchors

The size of the corner and edge selection anchors (see example below for anchors in blue) can be adjusted between 6 and 10 pixels in size.
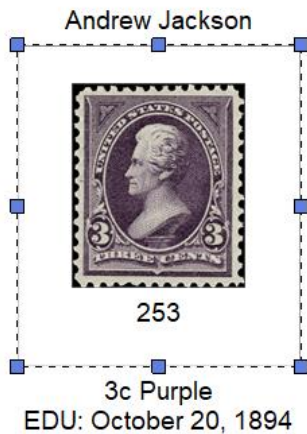
Mouse Hover Range for Anchors

This is a radius of pixels where the anchors will become active for drag-resizing. The range can be from 6 to 12 pixels.

Mouse Wheel Zoom Change

If your mouse has a scroll wheel, this is used to adjust the zoom magnification for the album page when the **Ctrl** key is held down. This is a fixed percentage value, unlike the zoom tool where a mouse click uses varying zoom factors.

Hiding Grid Lines

Visible grid lines are disabled by default, as no such option existed in version 2 of AlbumGen. When enabled, the grid lines will use the display Grid Size value defined in the **Options** menu (under the **Display Guides** submenu). Depending on the zoom magnification level, the grid line spacing can shrink to a level where all you would see is grid lines. This setting ensures that grid lines will be suppressed at low zoom levels.

Detail Zoom Level

In version 2 of AlbumGen, you could press the **Esc** key to toggle between the current zoom level and 300%, which was the maximum zoom factor. In version 3, you must use the **SPACE** bar for detail zoom toggle. In addition, the zoom factor can go as high as 2400%. The default is still 300%.

EzStamp Size Missing Indicator

When using the import options from the EzStamp application to place image or shape objects (EzStamp import from the **Extras** menu), the information passed from EzStamp includes the width and height for the stamp. Not all pre-supplied data from SoftPro for EzStamp will contain a stamp size. In these cases, a default size is applied. AlbumGen provides a setting to show a missing size on an import in the workspace area. These indicators will not appear in preview windows or printed albums.

The indicator will appear in the bottom right corner of the object, inside the border frame.
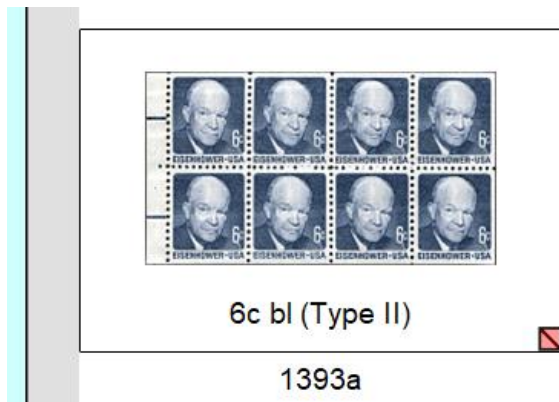
Comment Indicator

You may attach comments to any of these object types: Shape, Image, Text, Paragraph or Table. A comment is an annotation and will not appear in page previews or printed albums. You can search on comments or display their content using the appropriate menu item or toolbar button. To see if an object has any comments, this indicator can be enabled and will appear in the bottom left corner of the object frame.
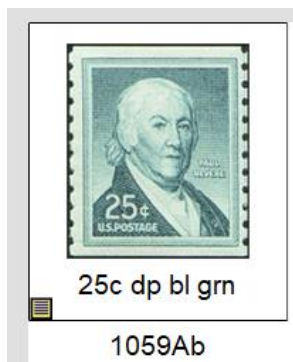
Position Placement for Single Object Paste

If you copy a single object to the Windows Clipboard, you can paste it onto the page in one of two methods.

Click placement is the default as this was the only method in version 2 of AlbumGen. The mouse cursor will change to a placement icon and you will click to set the drop point for the upper left corner of the object frame.

When unchecked, pasting will place the object at the exact location where it was taken from originally. Note that this is the default behavior when a selection of multiple objects are copied to the clipboard. To visually tell if the pasted object overlaps on the one it was copied from, the selection anchors will be shown in a different color.

Multiple Object Placement from File

You may copy a selection of multiple objects to a file. This file will in effect become a template for complex compositions which can be re-used. When placing objects using the paste from file option, you can choose if the objects will appear in their original locations, or shift relative to the upper left corner of the page.

Rule Unit Font Size

Check this option to increase the font size of the units in the ruler guides if the default size is hard to read.

Non-Printing Object Indicator

Check this option to show a small icon in the top left corner of the object if it's marked as non-printing.

Non-Printing Object Preview

Check this option to display non-printing objects in the various page preview windows.

Table Resize Method

When drag-sizing a table object with the mouse, you can maintain the proportion of the cell width and height using either of the first two options. Under these options, either width or height are locked from a resize. For the unconstrained option, the width and height can be resized independently. In addition, the text font size is not resized with this last option as fonts must keep their proportions.

Matched Object Selection Method from Searches

The Search option from the Page menu will present all matching pages and objects in a search results window. When you select pages from the results windows there are 3 choices for how the objects may be chosen on the page in the workspace:

- Matched objects will be automatically selected – any previous selection is discarded.
- Matched objects will be bookmarked – any previous bookmarks for the page are discarded. Bookmarks appear as below, in the upper right corner of the object frame:

40c dk bl
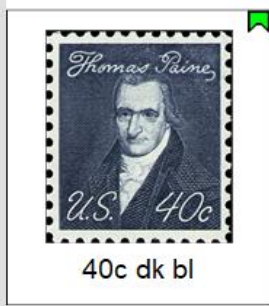
1292a

- No selection or bookmarks. None of the matched objects on the page will be visually marked or selected.

Click on the **Reset** button to reset all workspace settings to default values.

Performance

Performance settings are provided for tuning efficiencies for the following key areas:

- Image scaling for large image files
- Render quality for page preview and the workspace area
- Undo and Redo
- Large Fonts and Windows anti-aliasing
- Data file cache location
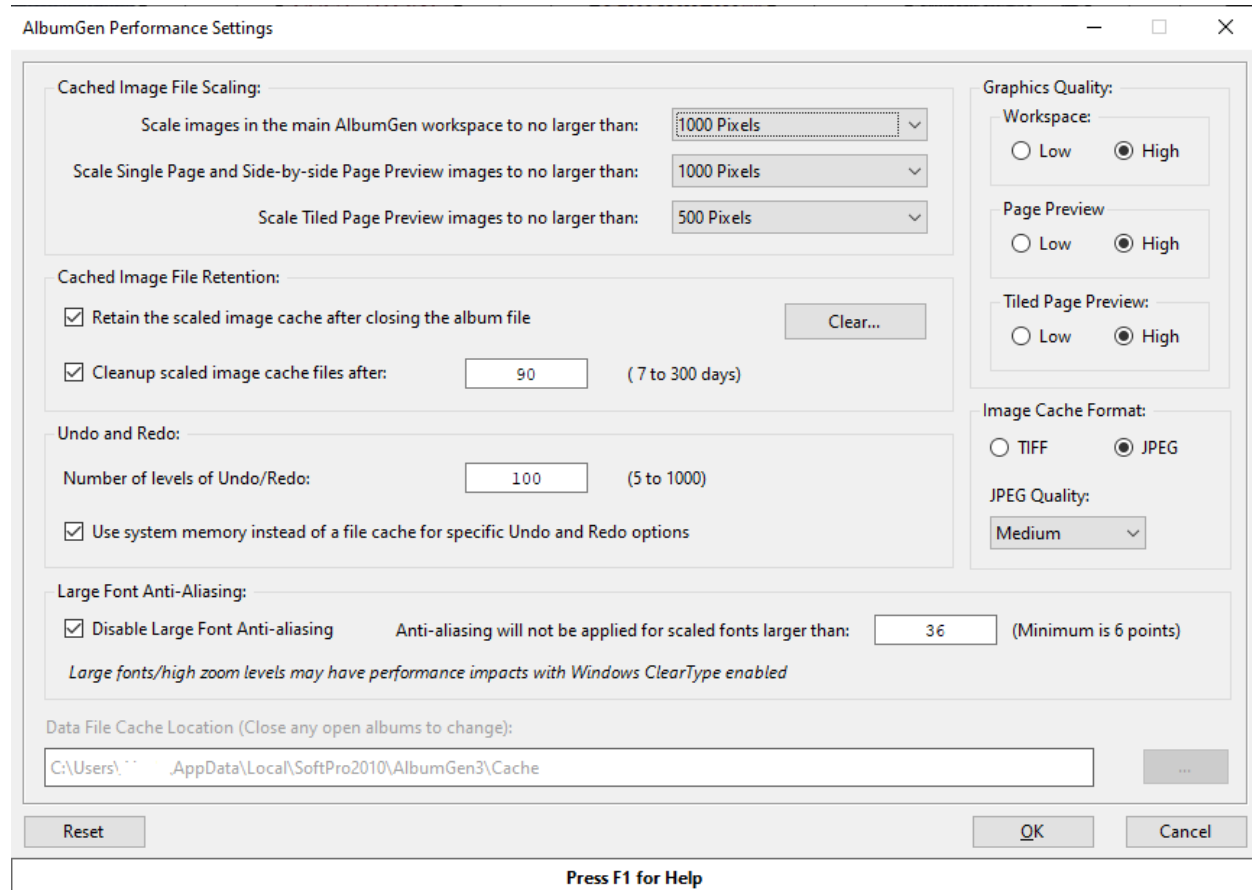
Cached Image File Scaling

To improve performance when previewing pages or when building page content in the main application workspace, image caching using smaller versions of the original image is provided. You can set the width and height limits for an image for all 3 areas where page content is displayed. Any images which exceed this limit in width or height will result in a scaled image being stored in the cache in TIFF or JPEG format. Note that scaling is never applied to printed albums – the original image size is always used for maximum possible print quality.

Note: If you want to sacrifice quality to have the fastest preview times, then set the Image File Scaling values for all 3 types (workspace, single/side-by-side and tiled preview) to the same pixel limits, as this will enable all 3 view options to share the same scaled image file.

Cached Image File Retention

Check this option to retain any scaled images stored in the file cache. If this option isn't checked, all reduced image files for the album will be removed when you close the album or AlbumGen. It's recommended you retain the image cache, as album and page loads will be noticeably quicker. If the images used are not larger than the limits set in the scaling image size settings, there will be no image caching applied. The pre-supplied stamp images used in EzStamp will not require any image file caching if the default size limits are not changed.

You can set a retention period on cached images from between 7 and 300 days, assuming the retain cache option is enabled. This setting will have no effect if you always have the cache emptied when AlbumGen is closed.

Click on the **Clear** button to remove cached images using the window shown below:
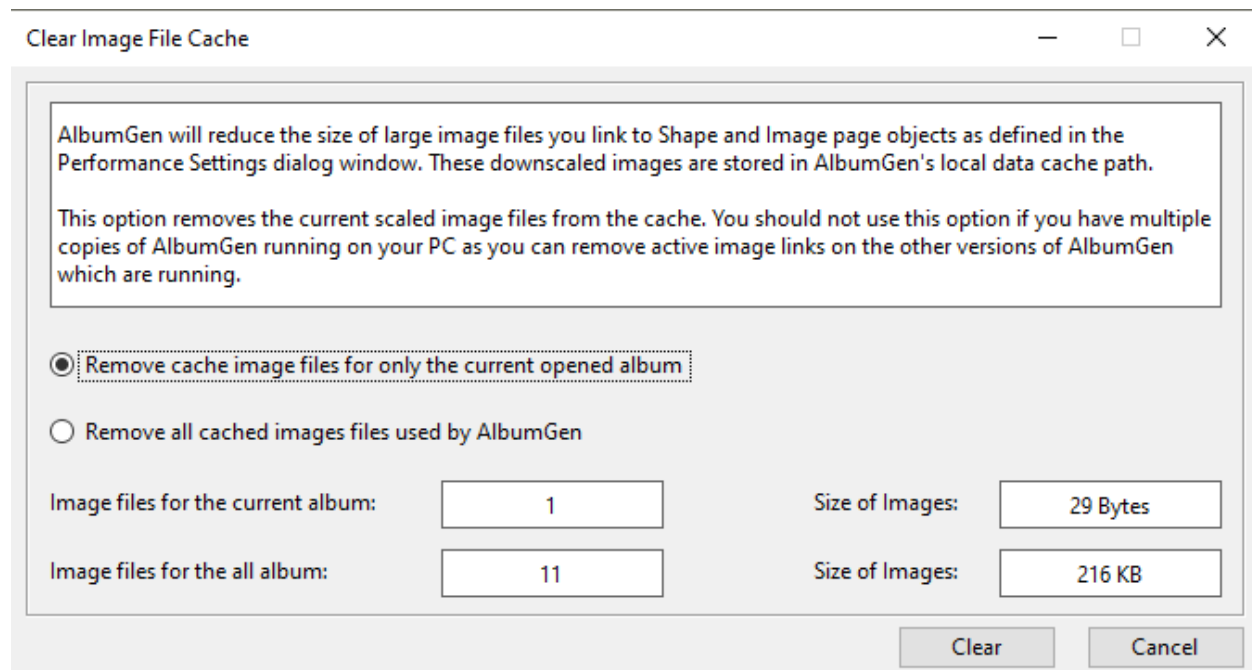
Graphics Quality

If your PC experiences slowness when previewing or building album pages with many images, you may need to lower the graphics quality. Text quality is unaffected by this setting. This setting applies to 3 different areas:

- The main workspace
- Page preview for single page or side-by-side modes
- Page preview for tiled page mode (multiple rows and columns)

Image Cache Format

When using the image cache, you can choose how to store smaller versions of the images linked to shape and image objects for your album pages. The JPEG option will result in smaller images, at the expense of image quality. The loss of detail is highly subjective and based on the content for each image.

Undo and Redo Levels

AlbumGen allows you to undo or redo from 5 to 1000 actions. Each level of undo will require more memory to hold the previous album content. AlbumGen will store any task which could take a significant amount of memory (i.e., deletion of multiple pages) as file content in the current cache location. If your PC has sufficient memory, you can set the default number of undo levels to a higher value.

Undo and Redo Memory Usage

If you want to limit the amount of undo/redo file caching in AlbumGen, then check this option to store the undo changes in memory instead of the file cache. Note that some tasks like album page reorganization will still cache undo changes to file regardless of this setting.

Large Font Anti-aliasing

AlbumGen relies on functionality built into Windows to draw text to the screen within the page workspace on the main application window.

Depending on the Windows version and your display settings, this may affect performance when the Windows *ClearType* settings are enabled and the workspace is currently zoomed to a high magnification level.

By default this setting is enabled when the "zoomed" font size is at least 36 points on-screen. For example, if your zoom level is 1000% on a font that is 4 point in size, its effective on-screen size is 40 points, so anti-aliasing will be disabled for text at this font size.

Data File Cache Location

AlbumGen uses a file cache for album auto-recovery, scaled (reduced) images, page preview and the undo/redo history. The default location can be changed. Any files in the cache will be relocated to the new location. Given this movement process, please ensure no other copies of AlbumGen are currently running. You may not change the cache location if an album file is currently open.

Click on the **Reset** button to reset all performance settings to default values.

Album Backup Settings

There are 3 types of backups for albums to your PC (Cloud backups are covered in a separate help topic). See the **Album Files** help topic for examples.

Auto-Save for Recovery

When changes are pending a save and you have not done so for a period of time, AlbumGen will automatically create a temporary save file on your PC in the file cache location (see **File Locations** settings). Once you save changes with the Save or Save As option, or close the album file, the temporary save file is automatically removed. If for any reason AlbumGen is terminated unexpectedly, any auto-save albums are presented for recovery when you next start the application.

You can choose the time period between an automatic save or disable the option entirely.

Album Auto-Backup

Automatic backups are done as soon as you open an album file, provided that this is either the very first time opening the album, or a specific amount of time has passed between the last automatic backup. The settings provided include both the number of automatic backups to retain per album, and the duration between backups in either hours or days.

Manual Backup Location

This is the current default location when manual backup archives are saved. Use the **Browse** button to change the default location.

Workspace Colors

These settings control the colors used in the main AlbumGen window's workspace area.
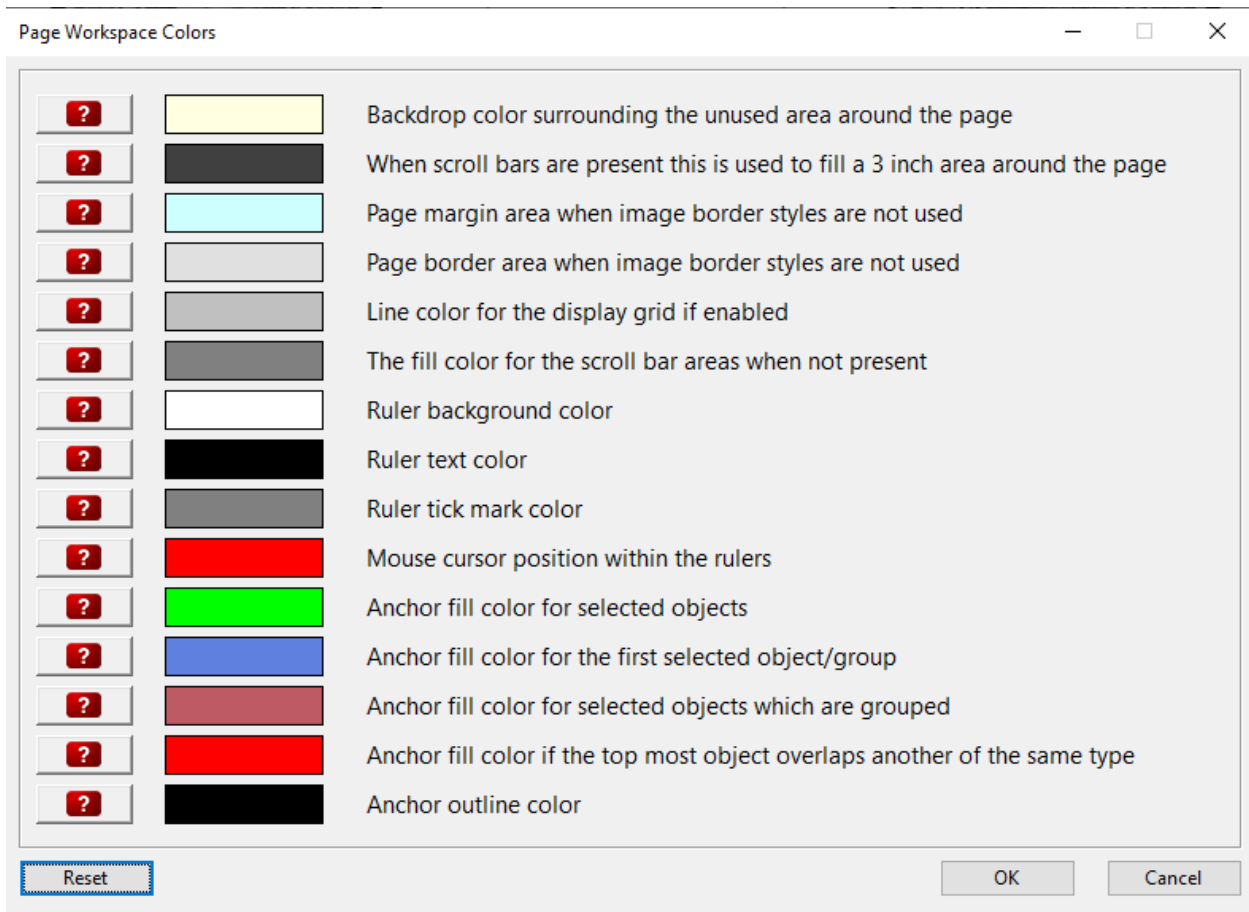
Click on any of the buttons with the red ? symbol to see small screen capture examples of the associated area in the workspace.

Click on the **Reset** button to restore all workspace colors to default values.

Thumbnail Colors

The thumbnail preview window shows basic filled rectangles for the size and position of objects on the current page. Each object type has a different fill color which can be customized.
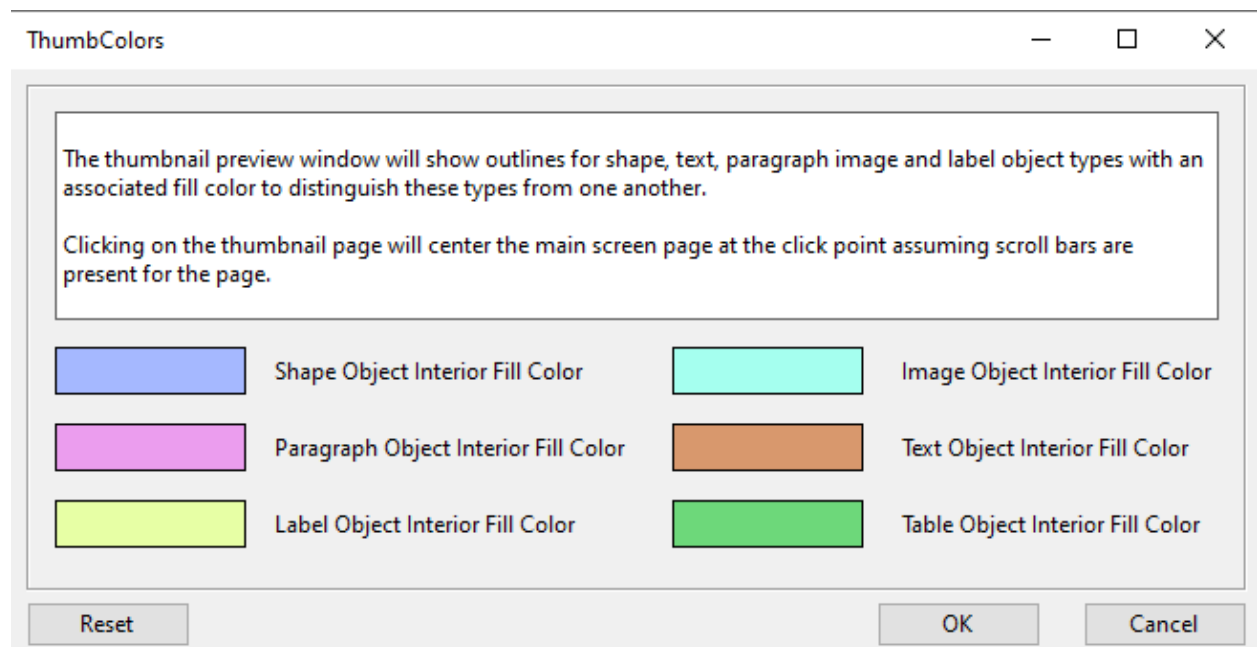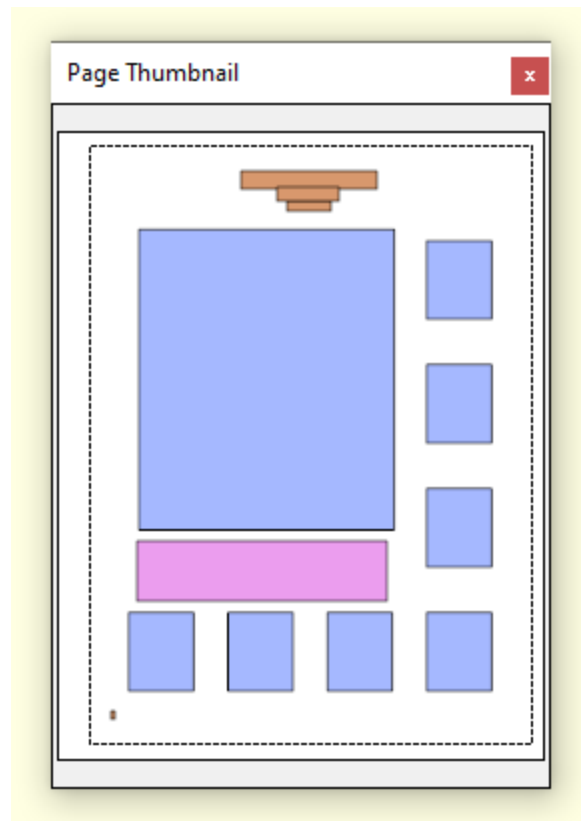
Click on the **Reset** button to restore the colors to default values.

Default Object Fonts

In version 2 of AlbumGen, the default font was always the same for every object type and area where a font is used, which was 8-point Arial.

In version 3 of AlbumGen, you can set the default font for new objects to any font and size of your choosing.
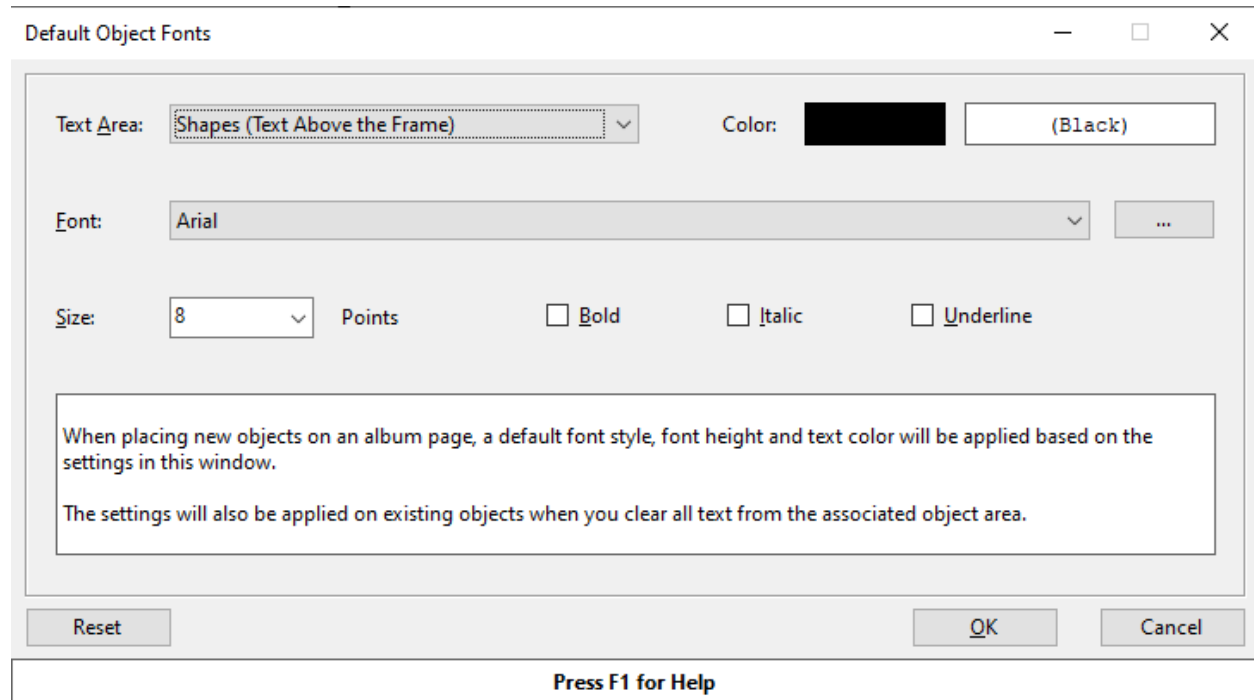
The **Text Area** dropdown list contains all text areas for all object types which use fonts.

You can set a default color other than black by clicking on the color swatch.

Use either the **Font** dropdown list or click on the ellipsis (…) button to set a new font.

Click on **Reset** to restore the font to 8-point Arial black for all text areas.

Data Grids

Data grids resemble a spreadsheet of rows and columns of text content, and optionally an icon on the left side of a row to indicate some type of status. This settings window allows for full customization of the color scheme for data grids in AlbumGen.
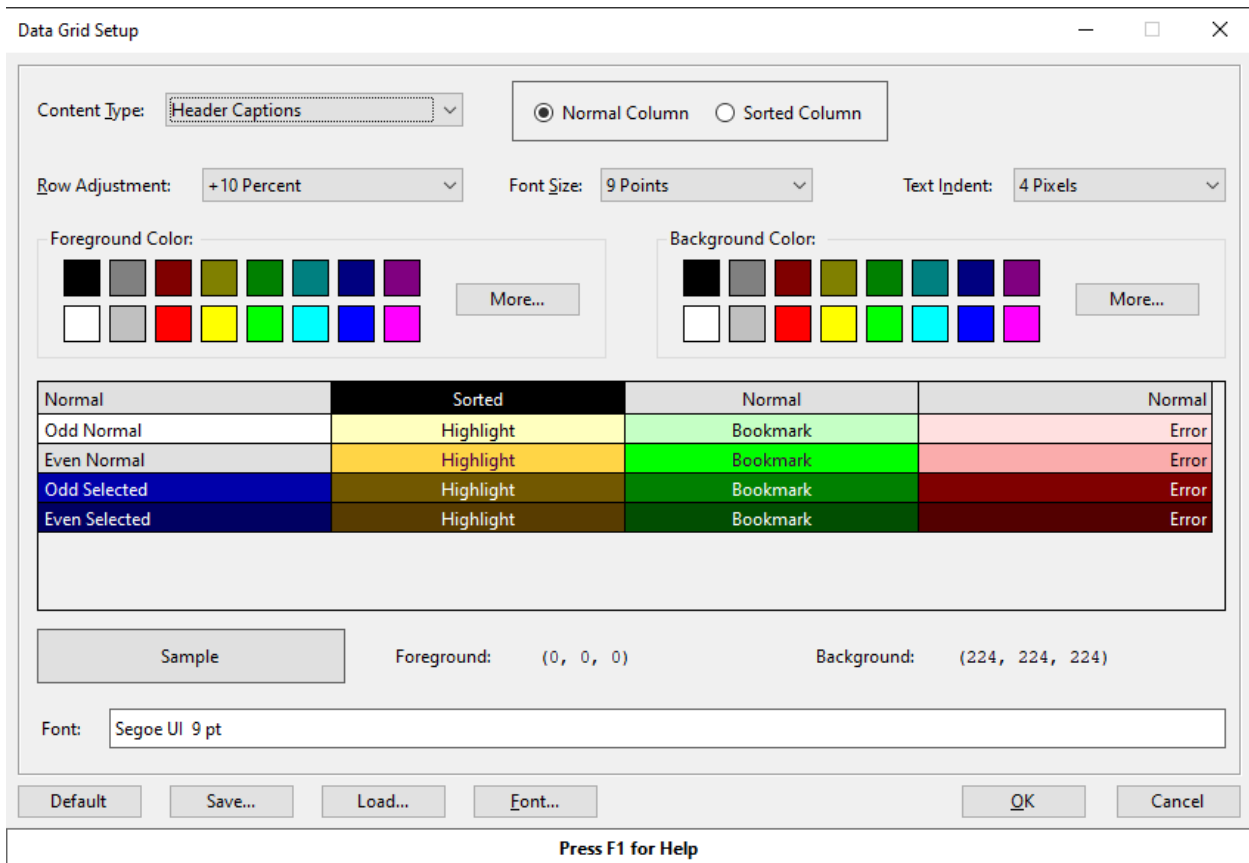
All of the color settings are for filling in the background of cells and setting the text color. Selecting a Content Type from the dropdown list will present options for each cell type's text and fill color.

Content Type	Description
Header Caption	Header captions represent the first row of a data grid: a description of what the column's data contains. If sorting is allowed for a data grid, the current sorted column will appear in a different text/fill color, the default being white on black.
Normal Content	This represents a standard data grid presentation without any special highlighting. A cell/row can be either selected or unselected, and a row can be either odd or even, which would require 4 different combinations of text and fill colors.
Special Highlighting	This is an alternate variation of the 4 color combinations used to indicate special conditions for rows of data.
Bookmarked Content	For any data grids where you have an option to bookmark rows, this color group will be used.
Error Conditions	For any data grids which mark rows with an error status, such as upgrading version 2 AlbumGen album files, this color group will be used.
Cell Grid Lines	This is the color for drawing the lines surrounding the data grid and between individual cells.

Row Adjustment

This setting adds some extra space between rows.

Font Size

Data grids can use a font size between 8 and 14 points.

Text Indent

This setting represents the white space on either side of individual cell text content.

Foreground and Background Color

Click on any of the 16 pre-defined color swatches to set the text or fill colors. Click on the **More** button to choose additional colors using the color picker window.
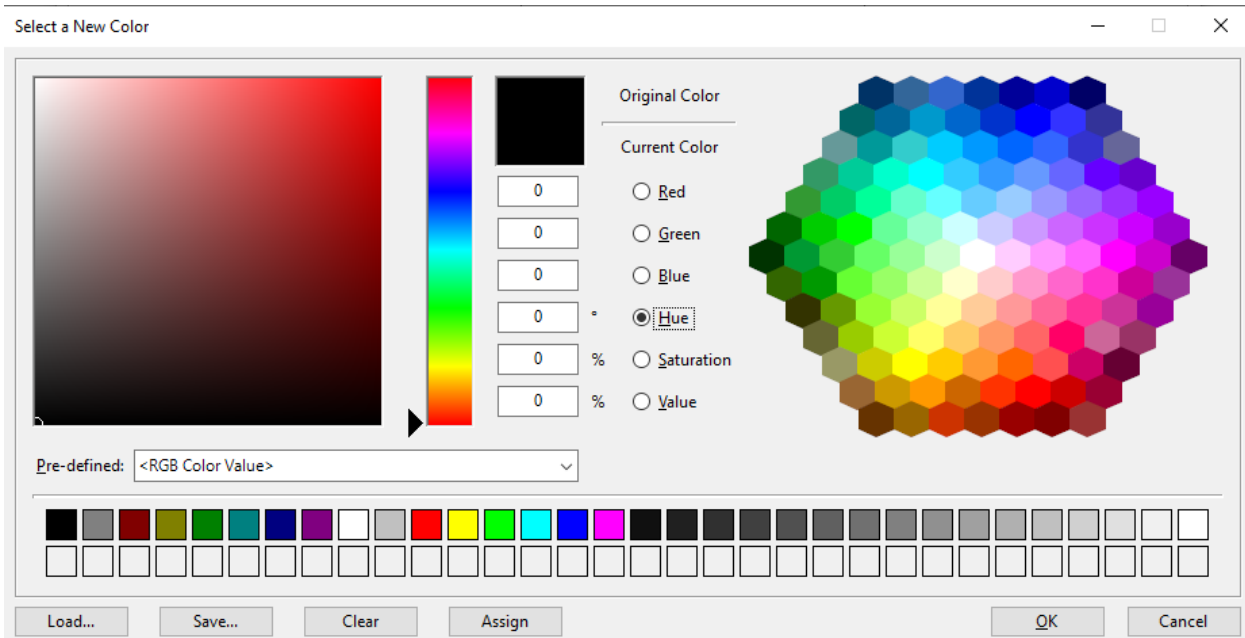
Data Grid Preview

The data grid shown in the middle of the settings window shows the current color scheme as you make changes. You may click on any cell in this data grid to set the content type and area directly. A sample of the current text/fill color is displayed below this grid along with their RGB values.

Data Grid Font

The current font is shown at the bottom of the settings window. Click on the **Font** button to change to a different font.

Click on **Default** to restore the data grid settings to default color values.

Click on **Save** and **Load** for storing and recalling custom color schemes to a color profile.

Hint Help Appearance

The buttons on toolbars can be clicked on with the right mouse button to present a small popup help window containing a brief summary of the button's task and any optional shortcut key defined under its menu selection.

The font, font size and color settings can be changed for this popup window.
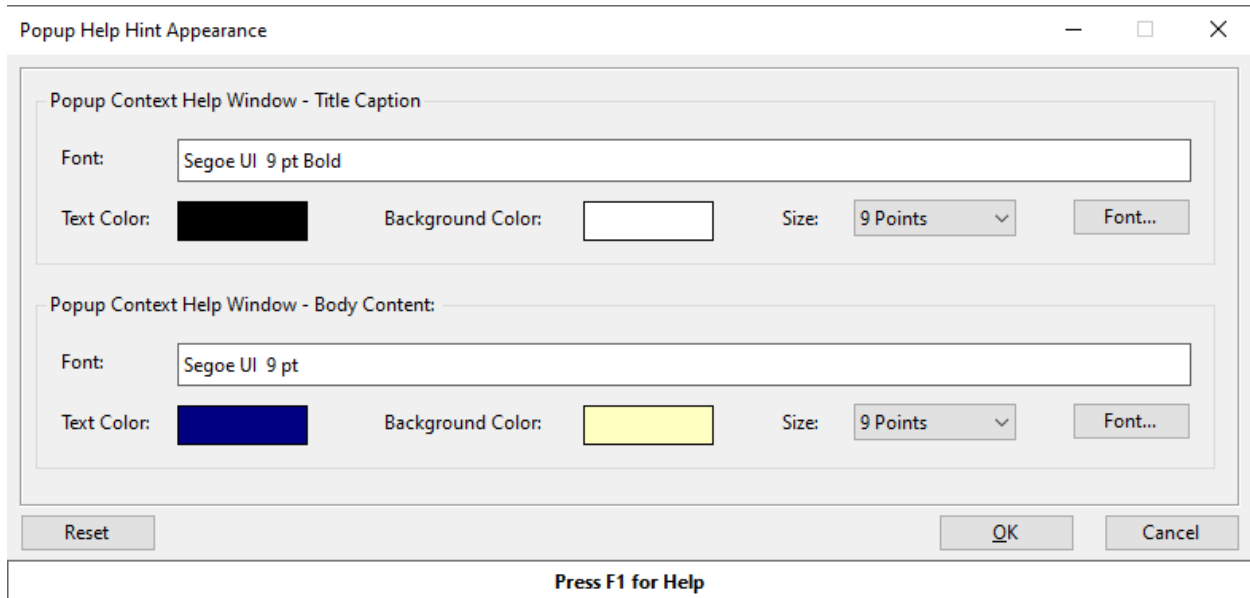
Font Favorites

If you create albums with a specific set of fonts which represent only a small number relative to the total number of fonts installed on your PC, you may assign specific fonts to a favorites list.
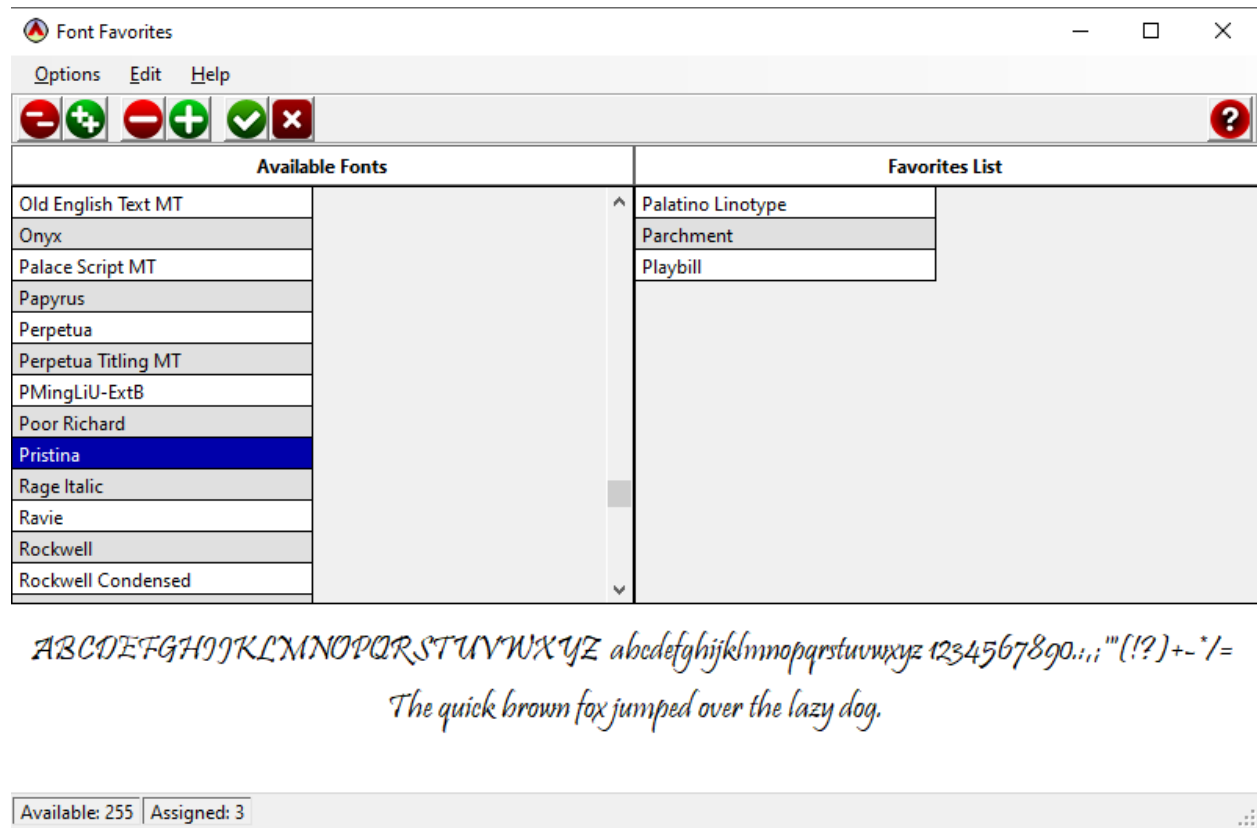
This settings window contains a list of all installed fonts on the left side list and the current assigned favorites on the right side list.

Assigning Fonts

Select one or more fonts in the available list, then click on the single green plus button. You can also right click on the selection or double click a single font to assign it. Clicking on the double green plus button will move all the fonts into the favorites list.

Removing Fonts

Repeat the same actions on the favorites list to unassign fonts and place them back into the available list. Use the red minus buttons instead of the green plus buttons.

Saving Favorites

Click on the green checkmark button to save the favorites list. For font favorite template files which you can use to create multiple lists, use the **Save** and **Load** options from the menu.

Font Favorites Selection

The font favorites list only appears in the font picker window. All of the other windows which may have a dropdown list for fonts will always show the full set of installed fonts on your PC.
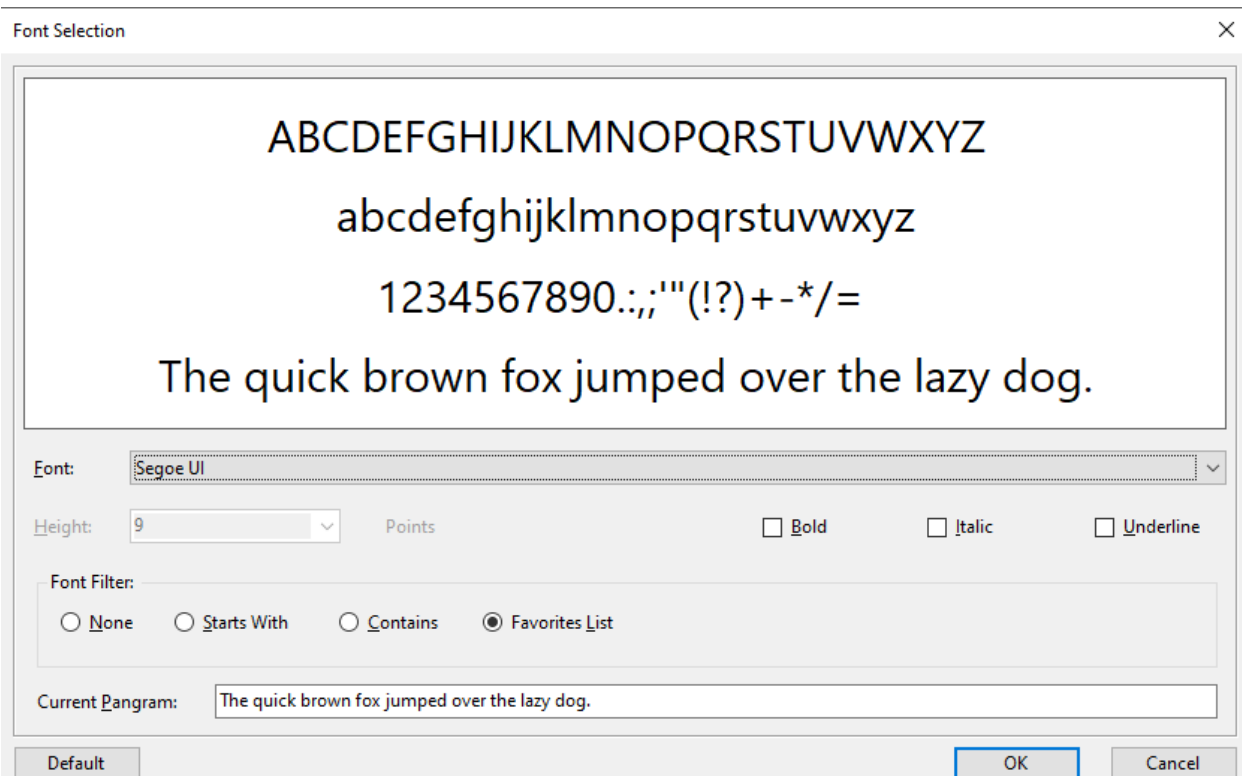
The current font might not be in the favorites list when the dropdown is set to only show the font favorites, as indicated by the radio button selection above. This font will be inserted into the dropdown list, but will not be added to your favorites list.

When the **Font Filter** is set to None, Starts With or Contains, the dropdown list will contain all installed fonts.

Borders Manager

The Borders Manager is a designer for border styles which can be applied to pages and specific object types: Shapes, Paragraphs and Tables. Horizontal and vertical line object styles also are managed through the Borders Manager, which can be found under the **Utilities** menu. Use of the manager is optional, as SoftPro provides pre-supplied styles for pages and objects which carry forward from version 2 of AlbumGen.

Border Definition

Before going into detail on the various design windows, some basic concepts on a border or line style are described.

Page Borders

Pages borders are defined by 4 corners and 4 edges. The corners are always defined as a pattern of 32 by 32 units. A unit is 1/300 inch if the weight of the border is 1, and page borders can have a weight from 1 to 6. The weight is part of the page setup for the album and is not part of a border design. The default weight is 3, which is 3/300 inch per each unit.

The edges which connect the corners are up to 32 units in thickness. Both the corners and edges can use less units than 32 and the unused unit space will be blank and be subtracted from the overall "thickness" of the border.

Edges can be defined as either lines or patterns. With a line format, each of the 32 units can be either drawn with a color or as a blank unused area. For the drawn units, the line can be solid or dashed.

Edges defined as patterns are like corners in that the pattern is up to 32 by 32 units in size. A pattern for the edge is tiled to fill the width or height of the page between the corners.

Only one corner is created in the border designer. This corner is then mirrored left to right and/or top to bottom to create the other 3 corners.

Only one horizontal and one vertical edge is created. The opposing edges (left -> right and top -> bottom) are created by mirroring the edge content.

Object Borders

An object border is always a line format up to 32 units in thickness. Each unit represents a line segment, where each segment can be solid or dashed and have its own color.

Line Styles

Horizontal and vertical line objects are one-dimensional but their style design is created the same way as object borders.

Border Designer Window

The designer window is where you will create new styles or modify existing ones. Note that pre-supplied styles from SoftPro may not be modified and all the settings options will be greyed out and this will indicated in the status bar at the bottom left of the window.
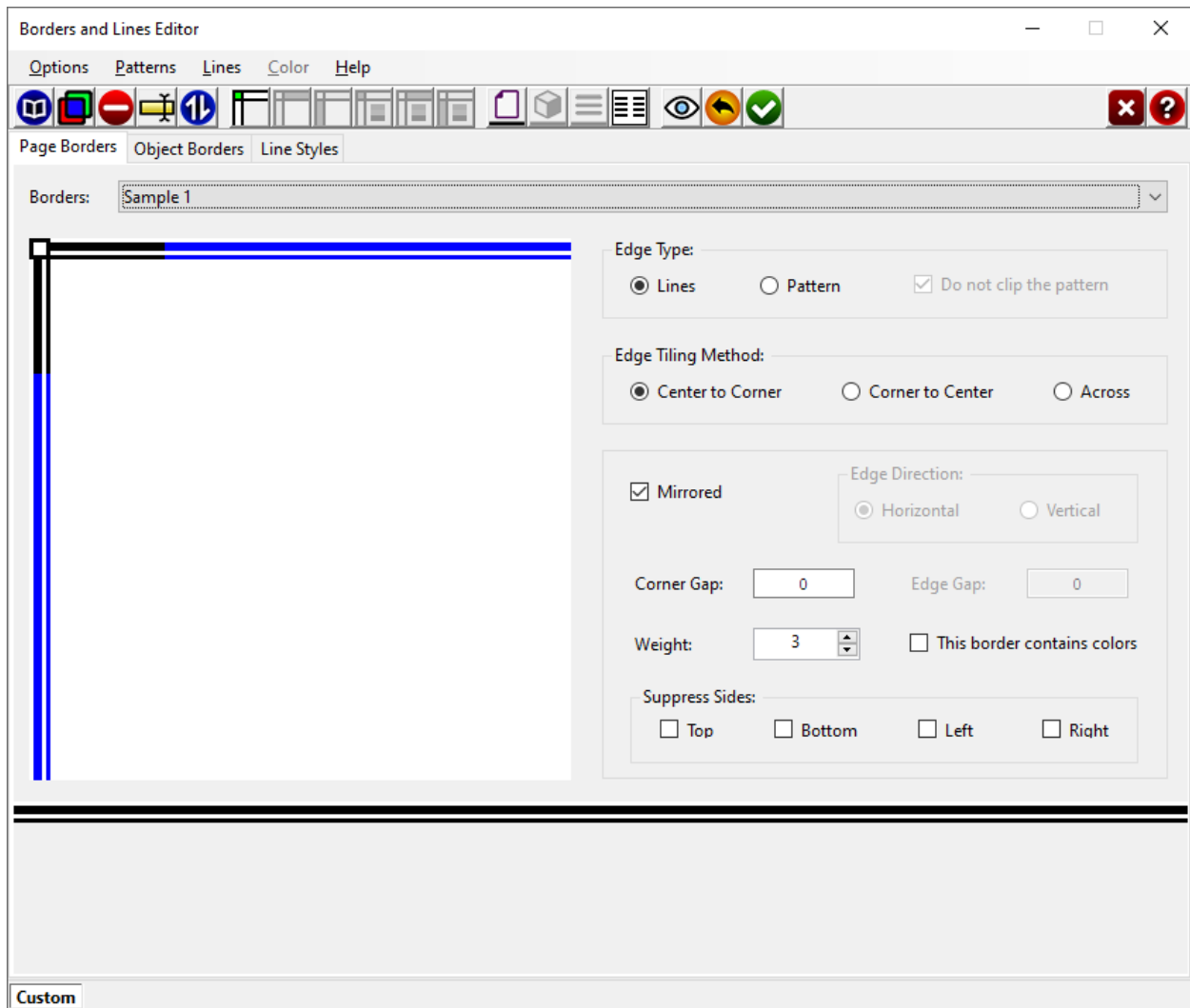
The designer window has 3 tabs for each type of border/line style. Basic settings are presented in this window, along with preview areas of the line segment patterns, colors, and line formats.

The dropdown list at the top of each tab is the current styles list. Pre-supplied styles are always presented at the top of each list. Custom styles you create are placed below the pre-supplied styles.

You may not modify a pre-supplied style, but you can use the duplicate option to create a copy as a custom style which can then be modified.

Page Borders

This tab has 2 preview areas. The large area represents a combination of the top left corner, top edge and left edge designs, joined together. The edge content is always shown in blue and the corner content in black.

The bottom area is a sample of the one of the edges. The choice of which edge to display is based on the current radio button selection under **Edge Direction**. If the top edge is mirrored to the left edit using the **Mirrored** setting, then the edge direction group is disabled and the left edge in the preview area is a mirror of the top edge, rotated counter-clockwise.

Edge Type

The top and left edges can be represented by 32 line segments or a pattern of 32 by 32 units in size the same as a corner pattern. If a pattern is used, it will be tiled using one of three edge tiling methods, which repeats the pattern across or down the page between the corners. If no corners are defined, the edges will occupy the full space between the page margins.

The option **Do not clip the pattern** ensures that when the edge tiling reaches the start of a corner (or the page margin), it will not be partially rendered and simply stop, leaving a possible gap of white space.

Edge Tiling Method

Applicable only to patterned edges, this determines the tiling method to use to stamp repeated copies of the edge pattern across or down the page.

Center to Corner	The pattern starts in the middle of total edge space and is tiled towards the corners in both directions (center to left and right or center to top and bottom). The total edge space is between the margins, less the corner size.
Corner to Center	The pattern starts at the both corners and is tiled inwards to the center point of the edge space.
Across	The pattern starts at the left/top and is tiled across to the right and down to the bottom of the edge space.

Mirrored

When checked, the top edge is mirrored to the left edge using a counter-clockwise rotation. All options to edit the left edge are disabled.

Edge Direction

This is not a style setting. It's used to choose which edge to display in the bottom preview area. The bottom preview area allows for more space to see dashed line settings.

Corner Gap

This is in 1/300 inch units. It allows for some white space to exist between the corner and edges.

Edge Gap

This is in 1/300 inch units. It allows for white space to be added between each of the edge tiles so that they will not join together. If you want the edge pattern to be tiled in a seamless manner, ensure this value is zero.

Weight

This is a preview setting and is not part of the style design. Use the weight to preview the style in the 6 possible factors where a weight of 1 = 1/300 inch.

Border Colors

If this option is unchecked, all content for the border will be designed in black and white "rectangles" in the various edit windows, and the style itself will be allowed to have a custom color set in the page or object property windows.

If this option is checked, then you must set the color for every non-blank unit in the pattern or line design.

Suppress Sides

These options will disable the drawing of any of the 4 sides. Note that turning off a side will also disable any corner designs tied to the side. For example turning off the bottom side of the border will suppress the two bottom corners along with the mirrored bottom edge.

Object Borders
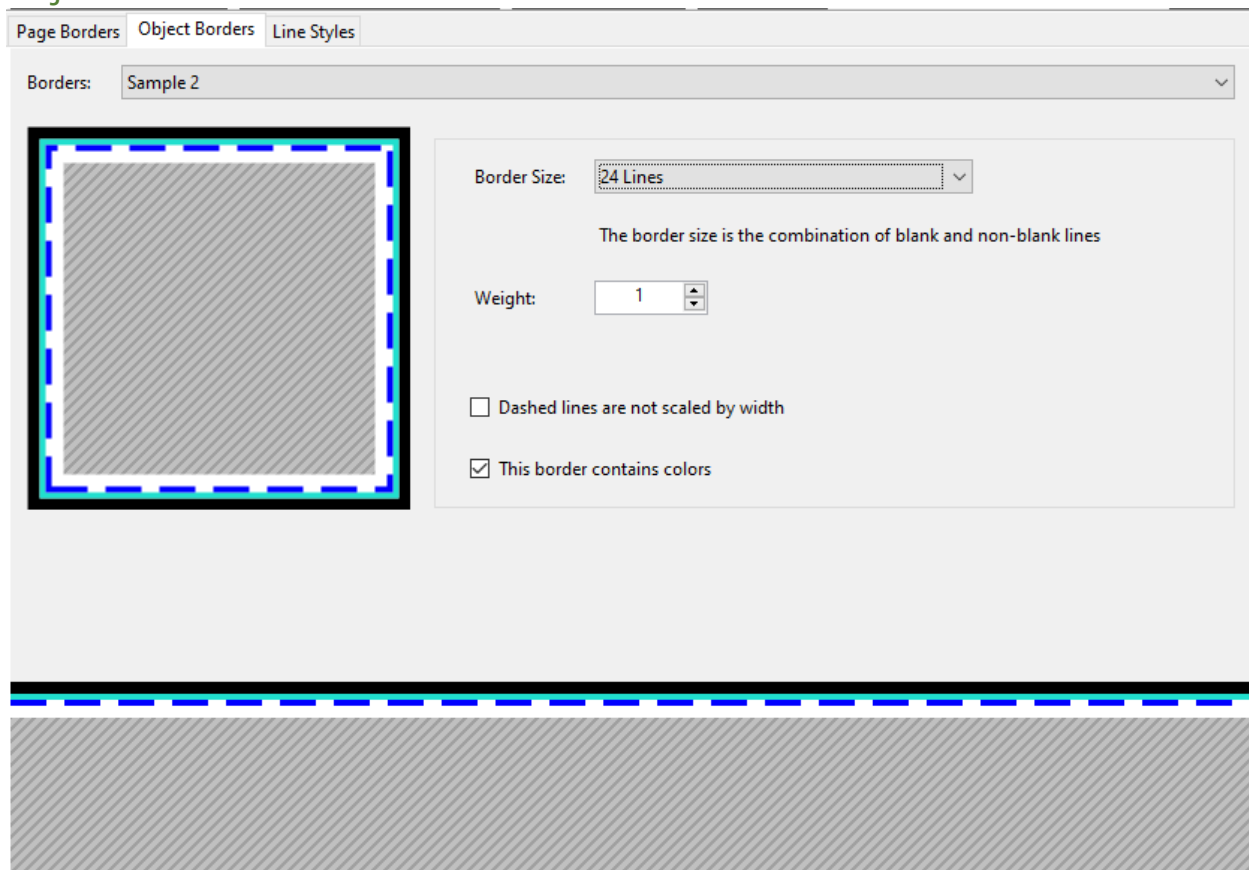
This tab shows a preview of the border with a rectangle shape in the top area and a preview of the line format at the bottom. The unused portion of the 32 segments which make up the thickness of a border style are shown in the grey diagonal hatch pattern. Any white space in the preview areas represents the part of the border style where no content is present.

Border Size

The border size is generally the unit thickness where content exists. However, you may add some blank space padding to the border thickness by setting the dropdown value to anything greater than the content unit thickness. As shown in the sample above, this style has 8 extra units of white space. This padding is useful if you want to create separation between the object frame content and the start of the border style.
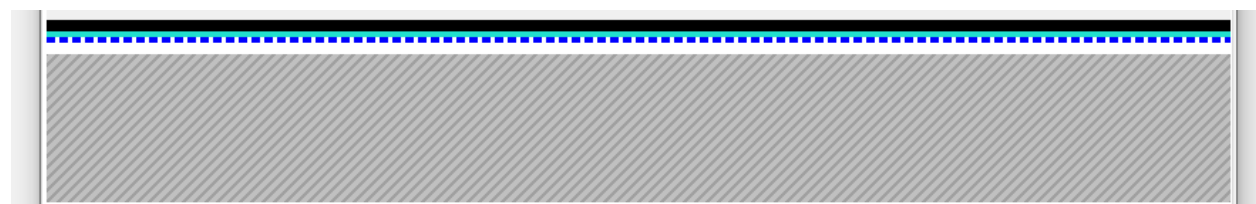
Weight

The weight is just a setting for the preview size. Object weights are stored with the object, not the border definition.

Border Color Option

When checked, you may apply multiple colors to the style content. When unchecked, the border can only use a single color, which is stored with the object and the album file.

Dashed Line Scaling

When this option is checked, each unit in the dash/space values are in 1/300 inch units as a fixed size. When unchecked, the dash/space values are relative units to the weight and size of the border. The sample 2 border style with the option checked appears like this:

Line Styles

The large preview area shows all 4 variations of horizontal and vertical lines (each line orientation has an alternate rendering direction). The bottom preview area is the same preview format as used for object borders.

Weight
The weight is just a setting for the preview size. Object weights are stored with the object, not the style definition.
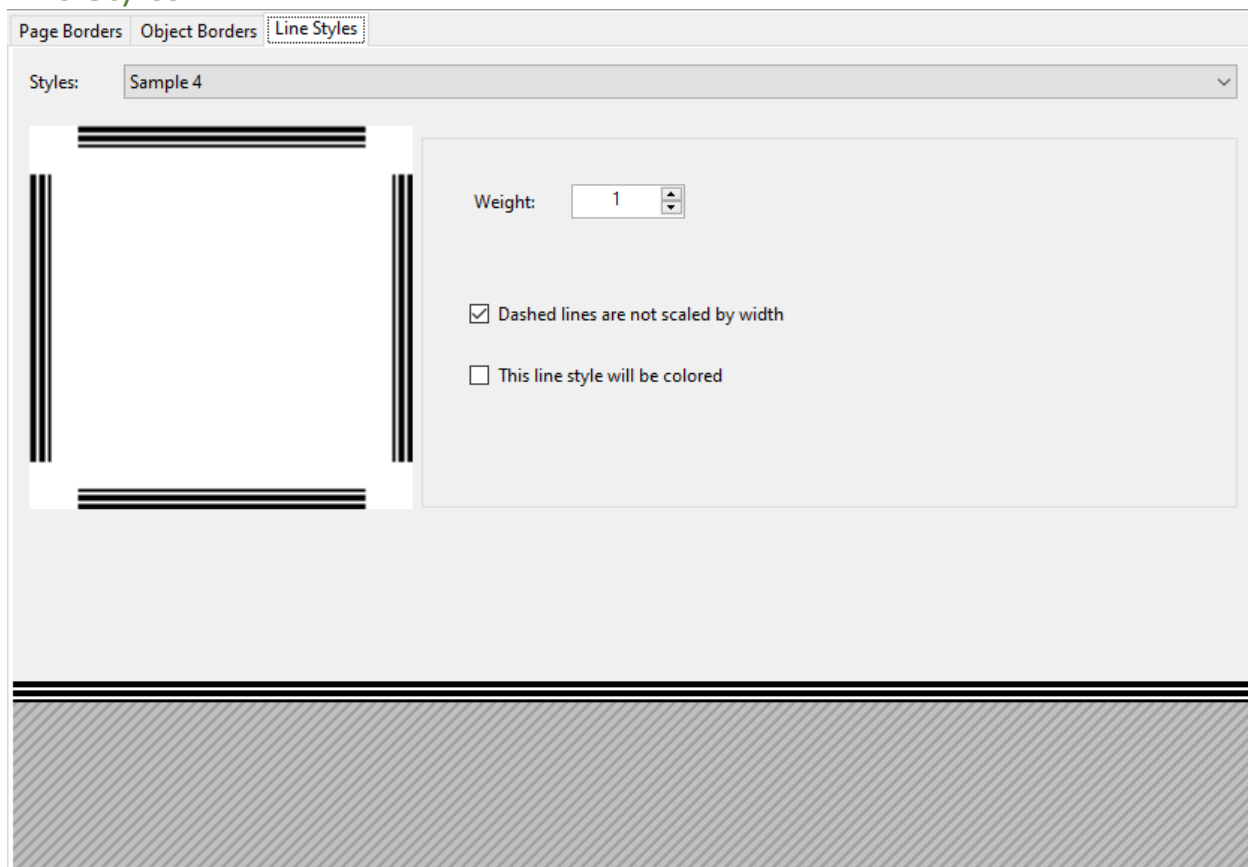
Style Color Option
When checked, you may apply multiple colors to the style content. When unchecked, the style can only use a single color, which is stored with the object and the album file.

Dashed Line Scaling
This option behaves the same as for object borders.

Common Actions

Both the menu setup and the toolbar are organized based on which of the three style tabs is currently being displayed. Common actions which apply no matter what tab is displayed will be summarized below. Actions which are per style tab will be summarized as separate topics.

Button	Action	Shortcut	Description
	New Template	Ctrl + N	Create a new blank style template.
	Duplicate Template	Ctrl + T	Duplicate the current style template as a new template.
	Delete	Ctrl + Del	Delete the current style template. You may not delete pre-supplied templates from SoftPro. Note that deleting a template which is currently being used by an album will result in an automatic reset to the default style for affected objects/albums.
	Rename	Ctrl + R	Rename the current style template. You may not rename pre-supplied styles.
	Sort	Ctrl + O	Sort the style list. Pre-supplied styles may not be sorted and will always appear above custom styles.
	Dashed Lines	Ctrl + D	For object border and line style types and for line-based page border edges, this option adds or removes dash line formats.
	Preview	Ctrl + P	Previews the current style at 100% size or a fit-to-window size. The preview window can be resized as needed.
	Revert	Ctrl + Z	Reverts all templates to the previous saved version. Any pending changes are discarded.
	Apply Changes	Ctrl + S	Save template changes. Note that the borders manager window will remain option after choosing this option.
	Close Window	Ctrl + W	Close this window.
	Help	F1	Help topic for this window.
	Export Style		Export the current border/line style to a template file.
	Import Style		Import the current border/line style from a template file.
	Import Version 2 Borders		This option should only be used if you have added custom border or line styles in version 2 of AlbumGen.
	Edit Shortcut Keys		Edit the shortcut keys for this window

Page Border Actions

The following actions only apply when the Page Borders tab is active.

Button	Action	Shortcut	Description
	Edit Corner	F5	Display the corner pattern designer window. Only the top left corner is created and the remaining corners are created by mirroring the upper left pattern.
	Edit Top Edge	F6	Display the edge pattern designer window for the top edge. This option only applies if the edges are set to use patterns. The bottom edge is created by mirroring the top edge.
	Edit Left Edge	F7	Display the edge pattern designer window for the left edge. This option only applies if the edges are set to use patterns and the mirroring for the top edge to left edge option is disabled. The right edge is created by mirroring the left edge.
	Corner Colors		Display the color format window for the corner if the color option is enabled.
	Top Edge Colors		Display the color format window for the top edge if the color option is enabled.
	Left Edge Colors		Display the color format window for the left edge if the color option is enabled and the left edge isn't mirrored from the top edge.
	Line Style Format	F9	If the edges are defined as line format, this option will display the line designer window. This designer allows both edges to be defined at the same time.

Object Border Actions

The following action only applies when the Object Borders tab is active.

Button	Action	Shortcut	Description
	Line Style Format	F10	This option displays the line designer window as it applies to object borders.

Page Border Actions

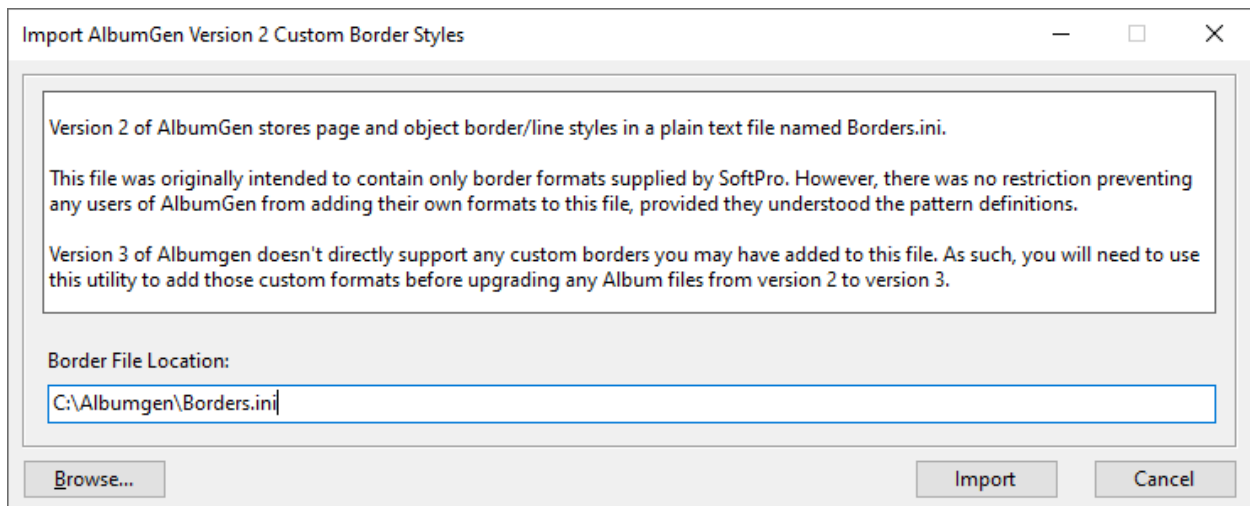The following action only applies when the Line Styles tab is active.

Button	Action	Shortcut	Description
	Line Style Format	F11	This option displays the line designer window as it applies to line object styles.

Version 2 Border Styles

All of the pre-supplied border and line styles from version 2 of AlbumGen are carried forward to ensure upgraded albums will use the same styles without change.

The border styles settings were stored in a plain text file named **borders.ini**, located in the same folder where the AlbumGen 2 application was installed. This is a pre-supplied file with SoftPro and wasn't intended to be customized. However, as a plain text format file, savvy users who understood the pattern definition specification could add custom styles to this file.

Any custom styles would not be known to SoftPro and as such would not be available when version 3 is installed. If you have made any customizations to the version 2 borders file, you must use the import option from the Borders Manager before you upgrade you album files. The **Import Custom V2 Borders** option will allow these custom borders to seamlessly integrate with the pre-supplied borders from SoftPro.

```
Import AlbumGen Version 2 Custom Border Styles                    —    □    ×

  ┌──────────────────────────────────────────────────────────────────────┐
  │ Version 2 of AlbumGen stores page and object border/line styles in a   │
  │ plain text file named Borders.ini.                                     │
  │                                                                        │
  │ This file was originally intended to contain only border formats       │
  │ supplied by SoftPro. However, there was no restriction preventing      │
  │ any users of AlbumGen from adding their own formats to this file,      │
  │ provided they understood the pattern definitions.                      │
  │                                                                        │
  │ Version 3 of Albumgen doesn't directly support any custom borders you  │
  │ may have added to this file. As such, you will need to use             │
  │ this utility to add those custom formats before upgrading any Album    │
  │ files from version 2 to version 3.                                     │
  └──────────────────────────────────────────────────────────────────────┘

  Border File Location:
  ┌──────────────────────────────────────────────────────────────────────┐
  │ C:\Albumgen\Borders.ini                                                │
  └──────────────────────────────────────────────────────────────────────┘

  [ Browse... ]                              [ Import ]      [ Cancel ]
```

To import custom border styles, browse to the location where version 2 of AlbumGen is installed and select the **borders.ini** file. Then click Import. If no custom styles were detected, you will be notified as such.

Corner Pattern Designer

For page borders, the corners are defined as a 32 x 32 unit pattern. Each unit is 1/300 inch when a weight factor of 1 is used. Weight factors are set by the album and page and not the border styles.
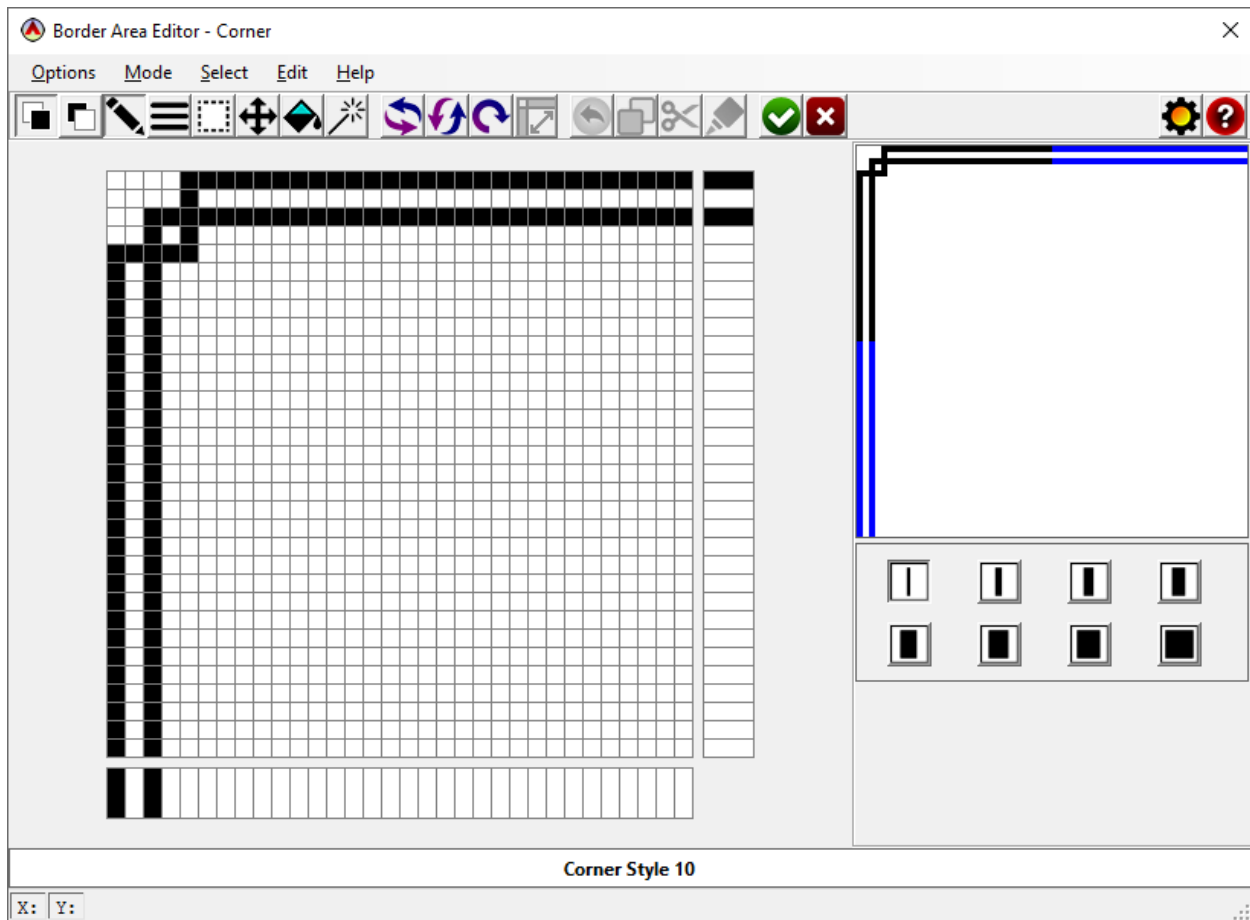
This is a resizable window – it's recommended that you increase the size if you find the 32 x 32 grid cells too small for drawing on.
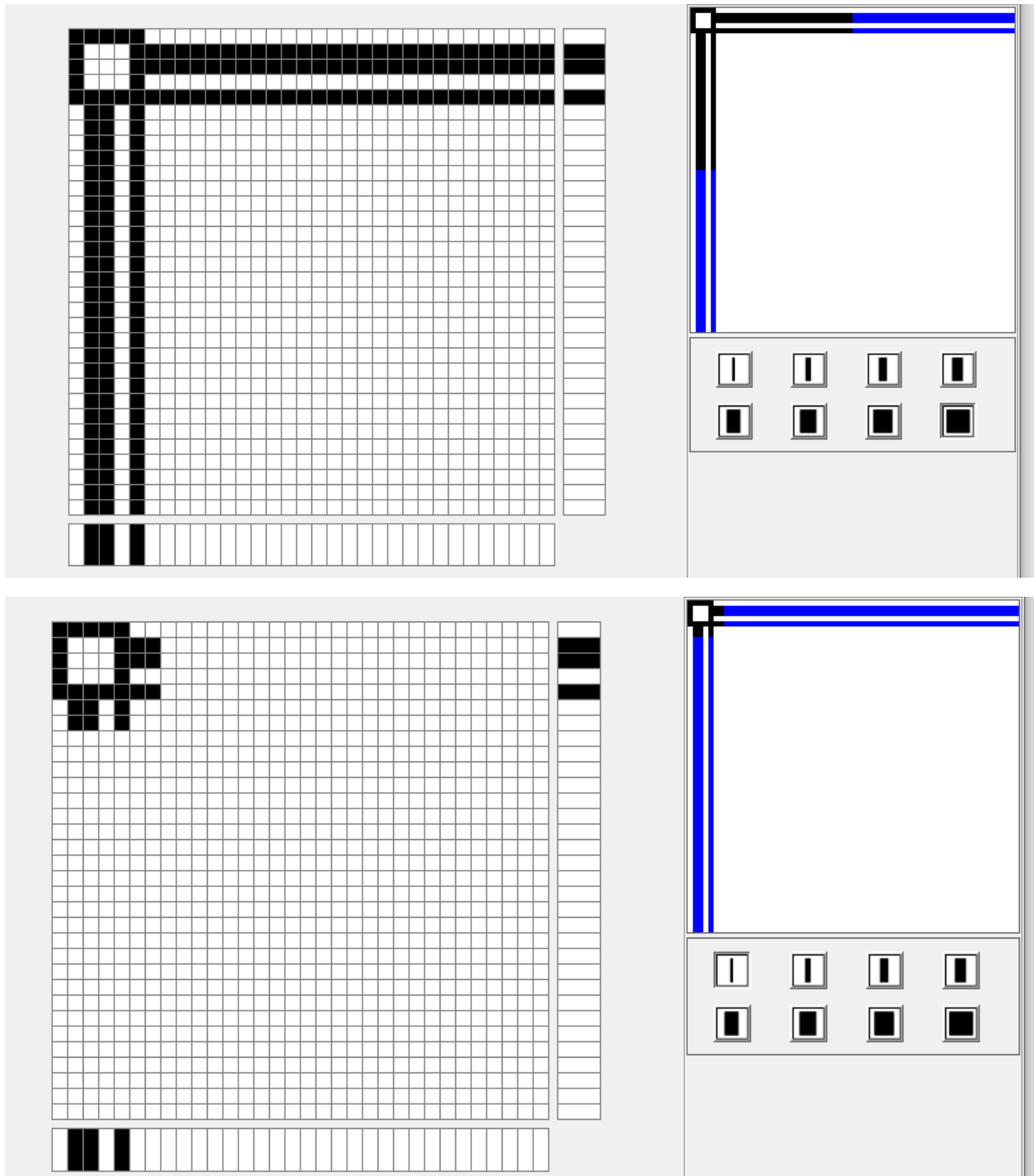
The top left section is the drawing grid. There are 2 small side bars 32 units in size, to the right and below the drawing grid. These show the current top and left edge patterns at the point where they would join the corner, which would be the leftmost units for the top edge, and the topmost units for the left edge.

The top right area is a preview of the corner pattern (in black) as it would join to the top and left edges (in blue).
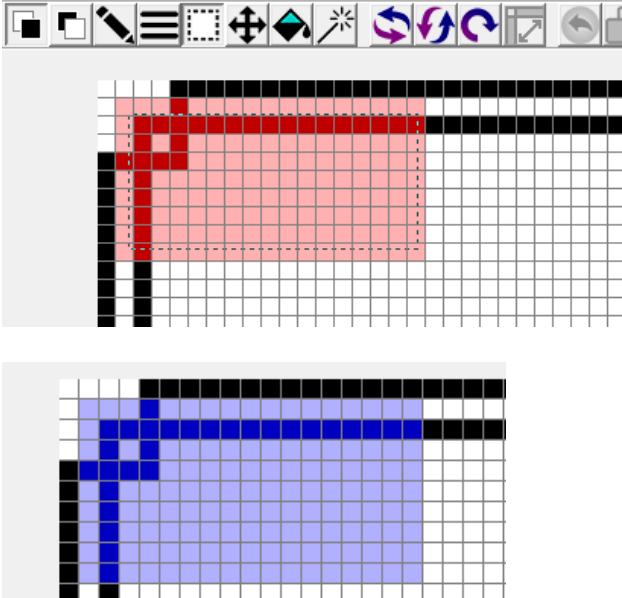
The area below the preview is used for options tied to the current drawing tool. In the sample above, this is the pencil tool, and the buttons set the pencil unit width.

At the bottom is the current style name and below that is the status bar with the cursor X, Y coordinate and any hint messages when choosing a button or menu option.

Corner patterns don't have to fill the entire width or height of the 32 x 32 grid. Edges will join to the corners where the pattern ends. You can omit corner content entirely and define the pattern as 32 x 32 blank cells. The example below generates an identical overall page border even though the corner pattern in the top sample doesn't fill the grid width or height. The blue area in the preview shows how the edges will extend to meet where the corner pattern cell content starts.

Tool Options/Actions

Button	Action	Shortcut	Description
	Black Cells	B	Sets the drawing tool to use black cells which represent filled pattern content.
	White Cells	W	Sets the drawing tool to use white cells which represent transparent areas in the pattern.
	Pencil Tool	D	Sets the standard drawing tool as a pencil. This is the default tool mode and the current pencil thickness is chosen with the 8 buttons below the preview area.
	Line Tool	L	Sets the drawing tool for line mode. When drawing a line, click once to set the starting click point. The clicked cell will appear in filled in red. If you need to set a different starting point, hold down the **Ctrl** key while clicking with the left button. Click a second time to complete the line. The default behavior is to create a horizontal or vertical line. To create a diagonal line between the two points, hold down the **Shift** key when clicking the second point. To cancel the current line point placement, click anywhere in the grid with the right mouse button.
	Selection Tool	M	Use the mouse to click and drag a selection of cells. While dragging the selected cells will appear in red, and when you release the left button, the selection will be marked in blue. To clear the selection, click anywhere outside the selected cells. Hold down the **Shift** key to add to the current selection. Hold down the **Ctrl** key to subtract from the current selection. Use any of the 8 directional arrow buttons below the preview area to shrink or expand the selection on a given side.
	Movement Tool	V	This tool will move the current selected cells in the direction you drag the mouse while holding down the left button, or by using the arrow keys. Use the Accept or Cancel buttons to finish/cancel the move, or press the **Enter/Cancel** key.
	Fill Tool	F	This tool will use the current black/white cell setting to either fill or erase cells in the grid based on a paint fill starting at the click point.
	Wand Tool	S	Selects all bordering cells matching the black/white fill state which the mouse was clicked. Hold down **Shift** to add to the current selection, hold down **Ctrl** to subtract from the current selection.

Button	Action	Shortcut	Description
	Flip Horizontal	Ctrl + Shift + H	Flips the selected cells horizontally.
	Flip Vertical	Ctrl + Shift + V	Flips the selected cells vertically.
	Rotate Selection	Ctrl + 1 Ctrl + 2 Ctrl + 9	Enabled rotation mode. Use the 3 rotation buttons for 90, 180 and 270 degree rotations.
	Mirror Edge		This option is not applicable to corner patterns and is only used when editing the pattern for horizontal or vertical edges. When used with edge patterns, the current edge will be mirrored by rotation to the other edge (top edge -> left edge or left edge -> top edge).
	Undo	Ctrl + Z	Undo the last change. Use **Ctrl + Shift + Z** to undo all changes since this window was displayed.
	Copy	Ctrl + C	Copy the selected cells for pasting.
	Cut	Ctrl + X	Copy the selected cells for pasting, and erase the contents of those cells.
	Paste	Ctrl + V	Paste the copied cells to a new location. The pasted content will "float" over the grid shaded in red. Use the arrow keys or drag into place with the mouse. Click on the Accept/Cancel button or press Enter/Esc. When you are in paste mode, you can rotate the selected cells using the 3 buttons provided.
	Apply Changes	Ctrl + S	Apply all changes to the corner pattern and close the window.
	Close Window	Ctrl + W	Close the window and discard changes.
	Settings	F2	Settings for the designer window.
	Help	F1	Help topic for this window.
	Save		Save the current pattern definition to a template file.
	Load		Replace the current pattern definition from a template File.
	Import Image		This option should only be used if a different application was used to create a pattern. AlbumGen will attempt to convert the image from the Windows clipboard to a black and white pattern 32 x 32 units in size. Depending on the size and format of the image, it may not produce a useable pattern.
	Select All	Ctrl + A	Select all cells.
	Deselect All	Ctrl + D	Unselect all cells.
	Invert Selection	Ctrl + I	Invert the selection state of all cells in the grid.
	Increase Selection	Ctrl + Arrows Keys	Increases the current selection in the direction of the arrow keys.
	Decrease Selection	Ctrl + Shift +Arrows Keys	Decreases the current selection in the direction of the arrow keys.
	Delete	Delete	Erases the selected cells with the opposite of current fill style (black if drawing with white and vice versa). Hold down **Ctrl** to clear all cells.
	Edit Shortcut Keys		This window can use unqualified shortcut keys (without Shift, Ctrl or Alt) in case you want to use a different shortcut setup.

Designer Settings

Border Editor Settings

Draw Pencil Size: 1 Pixel

☐ Thick pencils draw from top left corner

|		
Unselected Areas:	⬛ Ink	⬜ Paper
Selected Areas:	🟦 Ink	🟦 Paper
Drag Select Area:	🟥 Ink	🟥 Paper
Grid Line Color:	⬛	
Object Fill Color:	🟨	

Reset   OK   Cancel
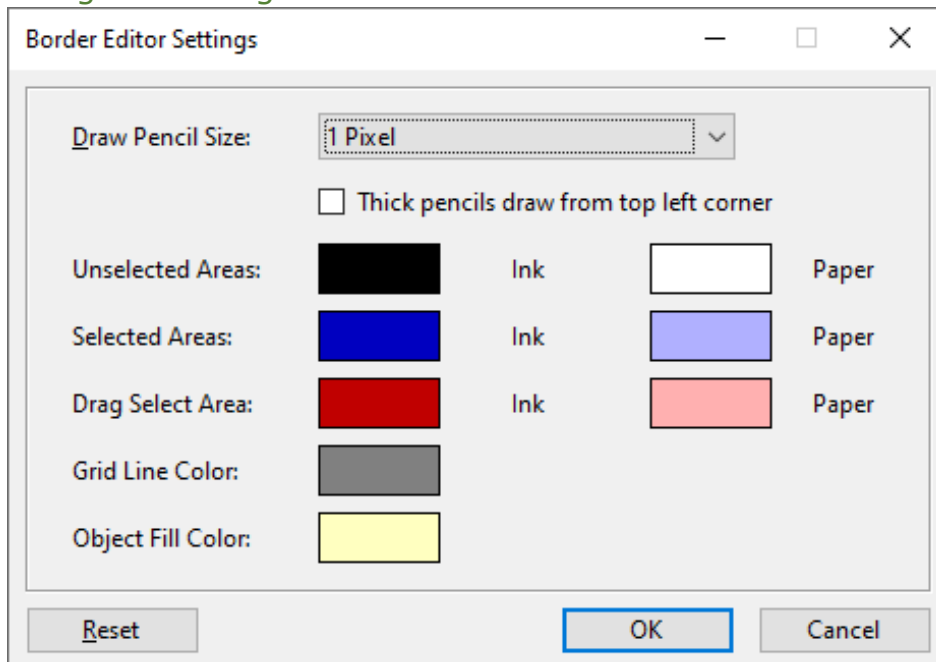
The pencil size can be set from this window or from the designer window using the size buttons.

Pencil tool draws from the center point unless the top left corner option is checked.

The remaining settings are all for the colors to use for the drawing grid.

Edge Pattern Designer

For page borders, the top and left edges can be defined as a line style format or as a 32 x 32 pattern similar to the corner pattern. This designer window is for the pattern edges. Object border and line object styles only use the line style format.
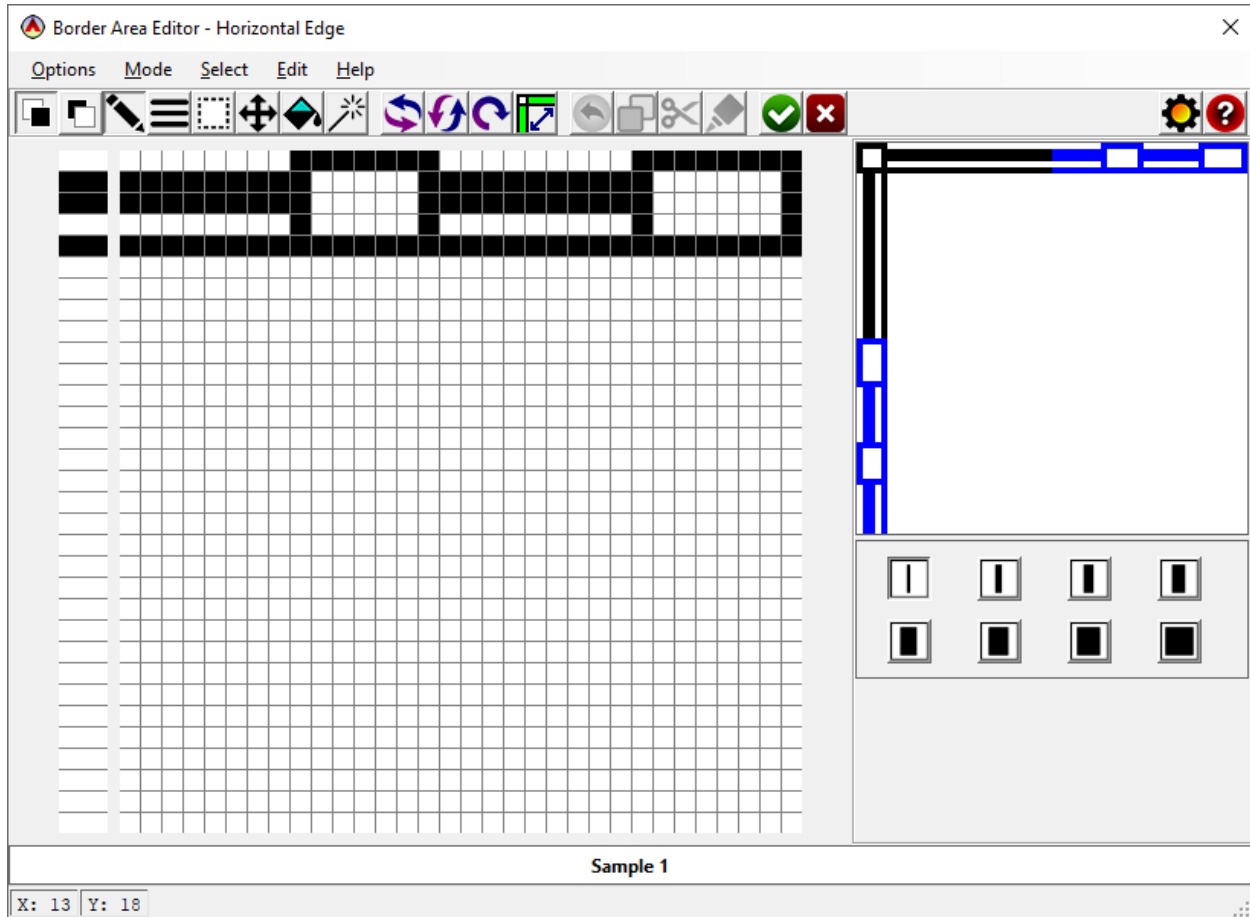
Designing edge patterns is identical in terms of available tools and drawing methods as for corner patterns. There grid area is slightly different.

For the top edge pattern, the right edge cells of the corner pattern are shown to the left. For a left edge pattern, the bottom edge cells of the corner pattern are shown above the drawing grid. This allows you see which grid rows/columns need to be set to seamlessly join to the corner.

The preview area shows both the top and left edge patterns in blue and the corner pattern in black.

Edge Line Designer

For page borders, the top and left edges can be defined as a line style format or as a 32 x 32 pattern similar to the corner pattern. This designer window is for the line style format.
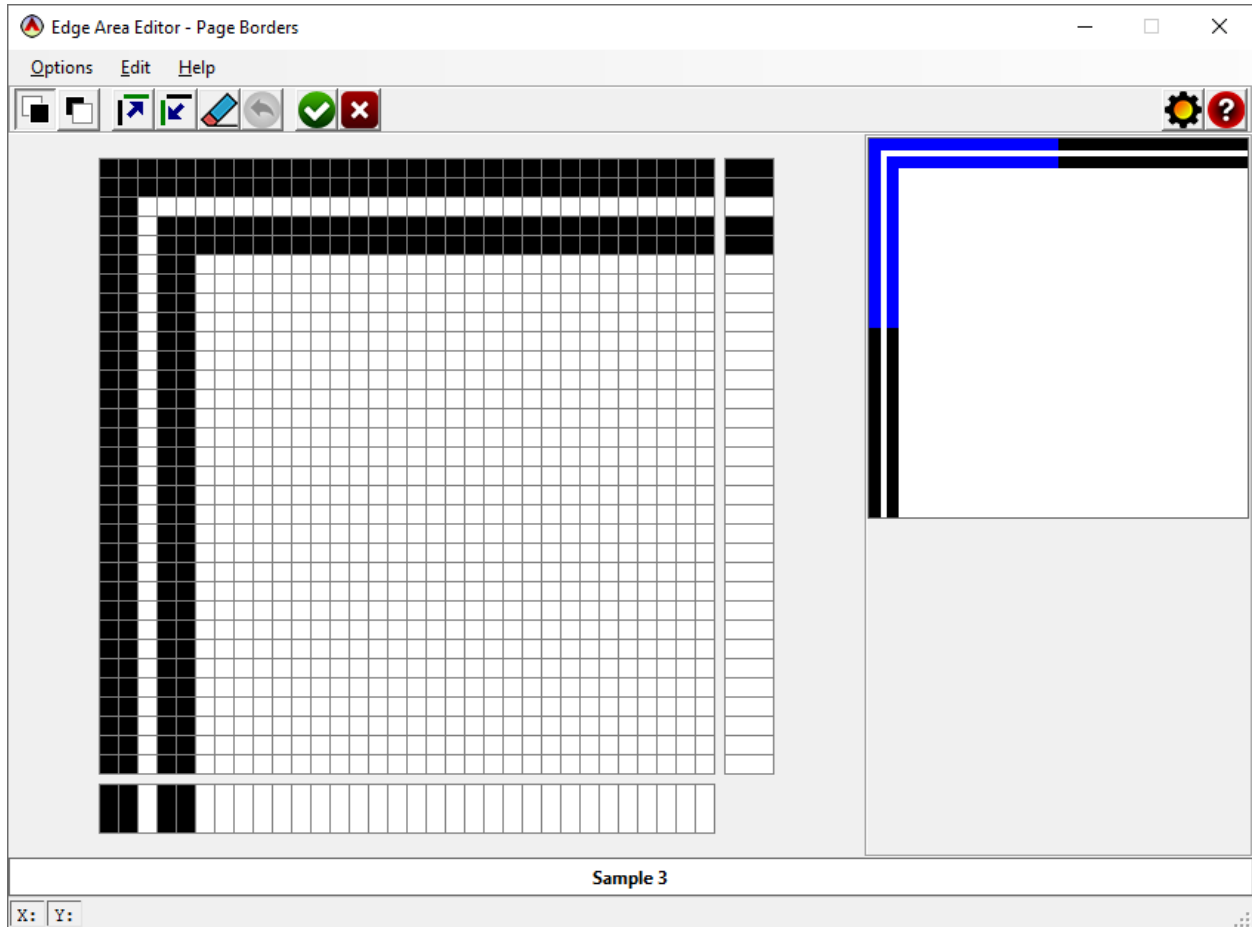
Both the left and top edge lines are set using the smaller side and bottom drawing areas which are one cell in size. The page corner pattern makes up the remaining space and acts as guide to allow seamless joins between the corner and edges.

Defining the lines involves setting any of the 32 cells in the side/bottom grids to black. Settings colors and dashed lines formats are formatting using separate designer windows.

The preview area shows the corner pattern in blue and the edges in black.

Actions

Button	Action	Shortcut	Description
	Black Cells	B	Sets the drawing pencil to use black cells which represent filled pattern content.
	White Cells	W	Sets the drawing pencil to use white cells which represent transparent areas in the pattern.
	Horizontal Mirror	Ctrl + H	Copy the left edge content to the top edge.
	Vertical Mirror	Ctrl + V	Copy the top edge content to the left edge.
	Clear All	Ctrl + Del	Clear all cells to blank content.
	Undo	Ctrl + Z	Undo the last change. Use **Ctrl + Shift + Z** to undo all changes since this window was displayed.
	Apply Changes	Ctrl + S	Apply all changes to the corner pattern and close the window.
	Close Window	Ctrl + W	Close the window and discard changes.
	Settings	F2	Settings for the designer window.
	Help	F1	Help topic for this window.
	Edit Shortcut Keys		This window can use unqualified shortcut keys (without Shift, Ctrl or Alt) in case you want to use a different shortcut setup.

Multi-color Styles

You need to check the option named This Border Contains Colors in the main designer window to enable multiple colors for a page border. When enabled, the page setup properties for the album will ignore any border color value – the colors are locked in to those set within the color designer window.

The corner and edge patterns must be defined before applying a color value to each grid cell. Define the pattern for both the edges and corners in black and white, then use the color options for to fill each cell with a unique color. The window shown below is for the page corner pattern. The edge pattern designer window is identical in terms of options to apply the colors, so is not shown.
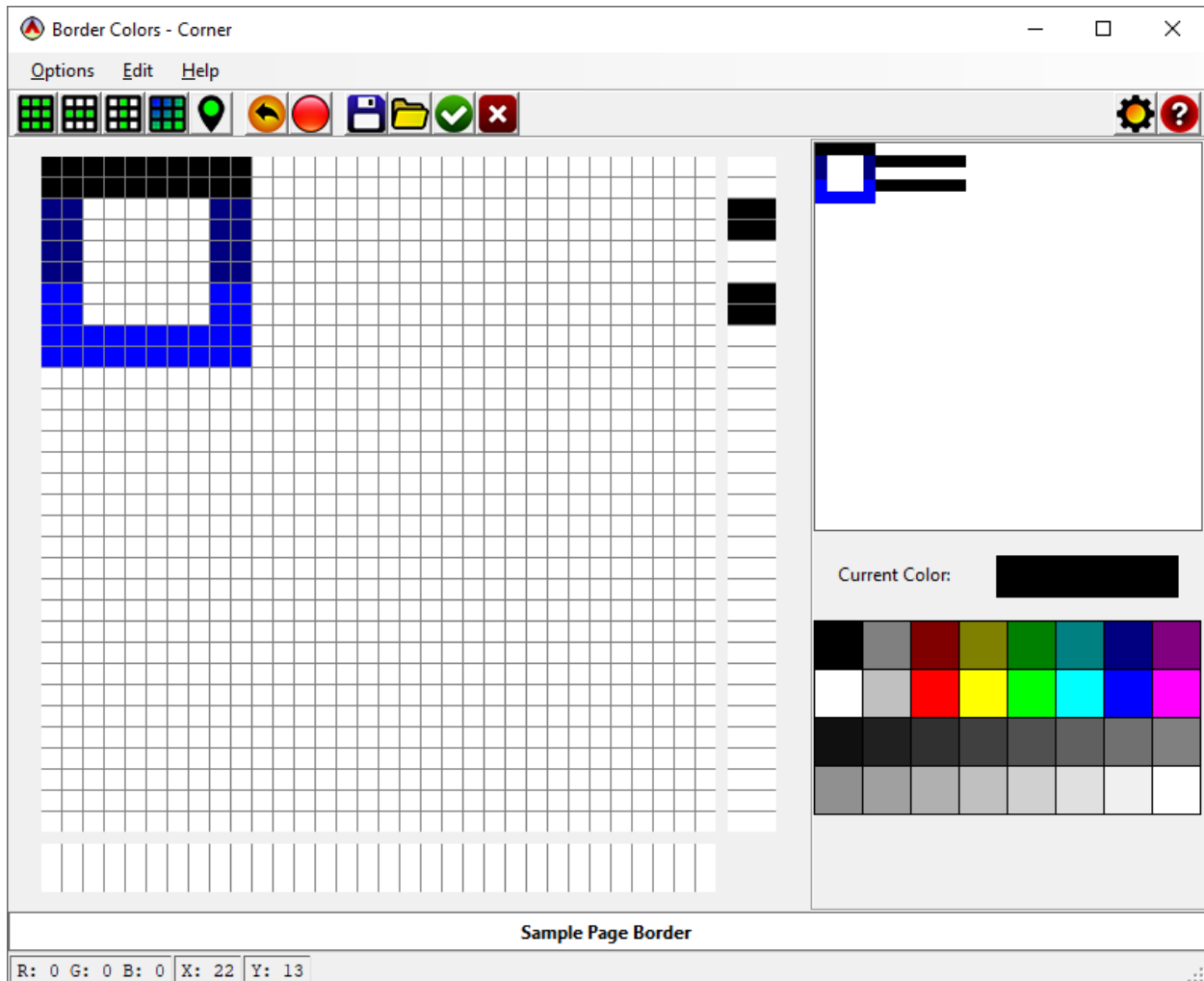
The current color will always be used with the pencil to fill in colors. The white areas of the 32 x 32 grid can't be set to a color as they are not part of the active corner pattern.

To set the current color, click on any of the 32 colors in the palette on the right, or click the current color swatch to choose from more colors using a color picker window. When you hover over the color in the swatch or any color in the palette, its RGB value will be shown in the status bar to the left of the grid mouse coordinate.

Actions

Button	Action	Shortcut	Description
	Black Cells	B	Sets the drawing pencil to use black cells which represent filled pattern content.
	White Cells	W	Sets the drawing pencil to use white cells which represent transparent areas in the pattern.
	Clear All	Ctrl + Del	Clear all cells to blank content.
	Color Column	Ctrl + Down	Set all cells in a column you click to the current color. To avoid showing the popup hint window, hold down **Shift** while clicking on a cell in the column.
	Set Gradient	Ctrl + G	If you want to use a gradient of colors within the 32 colors of the palette, first define the start and end colors within the palette. Right click a color in the palette to change it. Then use the gradient option and click the start and end colors to apply a gradient between those two colors.
	Set Color	Ctrl + C	Set the current color value in the swatch from a cell that you click in the drawing grid. To avoid showing the popup hint window, use a right click with the mouse to set the current color.
	Undo	Ctrl + Z	Undo the last change. Use **Ctrl + Shift + Z** to undo all changes since this window was displayed.
	Reset Palette		Resets the color palette to the default 32 colors.
	Save Colors	Ctrl + Shift + S	Save the current color palette to a file.
	Load Colors	Ctrl + L	Replace the color palette which was saved to a file.
	Apply Changes	Ctrl + S	Apply all color changes to the corner pattern and close the window.
	Close Window	Ctrl + W	Close the window and discard changes.
	Settings	F2	Settings for the designer window.
	Help	F1	Help topic for this window.
	Edit Shortcut Keys		This window can use unqualified shortcut keys (without Shift, Ctrl or Alt) in case you want to use a different shortcut setup.

Color Palette Mouse and Keyboard Actions

To set the current color, left click on any color in the palette or click on the swatch to set a value from the color picker window.

Hold down **Ctrl** while clicking any color in the palette with the left button to assign the current color to the position in the palette.

Right click any color in the palette to set the value from the color picker window.

When you click in the drawing grid on a non-white cell, the current color will be used to set the color.

Object Border Designer

This designer window is used when the **Object Borders** tab is active.
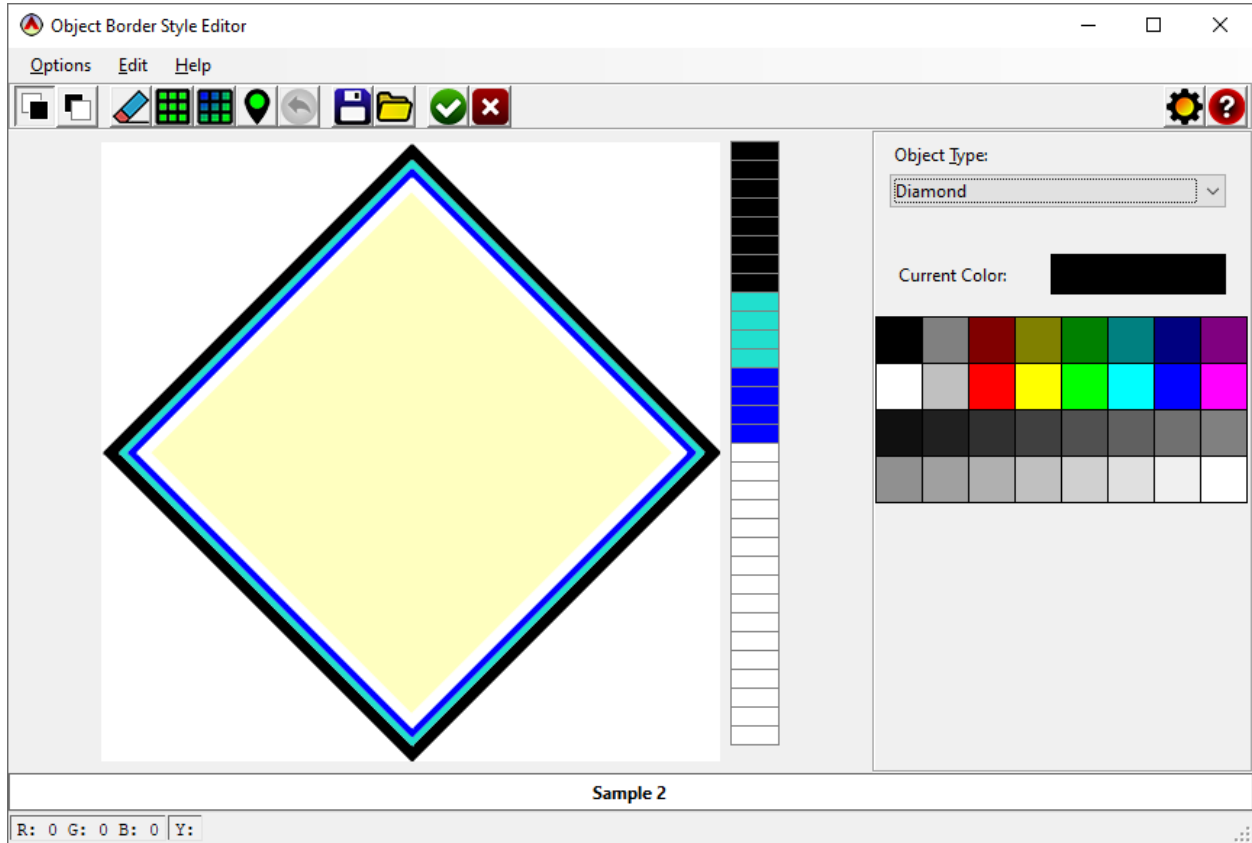
The preview area shows the border pattern applied to a shape as per the dropdown list choice.

Setting the pattern for a border object type is done either in black and white format or using a color palette if the border is set to use multiple colors in the main designer window.

Setting the pattern of line segments involves setting the pencil to draw mode or erase mode, selecting a color (if color mode is enabled) and clicking within the single column of cells to the right of the preview area.

Actions

| Button	Action	Shortcut	Description
	Black Cells	B	Sets the drawing pencil to use the current color which represent filled pattern content.
	White Cells	W	Sets the drawing pencil to use white cells which represent transparent areas in the pattern.
	Clear All	Ctrl + Del	Clear all cells to blank content.
	Color All	Ctrl + A	Set all cells in the pattern to the current color.
	Set Gradient	Ctrl + G	If you want to use a gradient of colors within the 32 colors of the palette, first define the start and end colors within the palette. Right click a color in the palette to change it. Then use the gradient option and click the start and end colors to apply a gradient between those two colors.
	Set Color	Ctrl + C	Set the current color value in the swatch from a cell that you click in the drawing grid. To avoid showing the popup hint window, use a right click with the mouse to set the current color.
	Undo	Ctrl + Z	Undo the last change. Use **Ctrl + Shift + Z** to undo all changes since this window was displayed.
	Save Colors	Ctrl + Shift + S	Save the current color palette to a file.
	Load Colors	Ctrl + L	Replace the color palette which was saved to a file.
	Apply Changes	Ctrl + S	Apply all color changes to the corner pattern and close the window.
	Close Window	Ctrl + W	Close the window and discard changes.
	Settings	F2	Settings for the designer window.
	Help	F1	Help topic for this window.
	Transfer Colors	Ctrl + T	Transfer all colors used in the current pattern to the color palette, up to a maximum of 32 colors.
	Edit Shortcut Keys		This window can use unqualified shortcut keys (without Shift, Ctrl or Alt) in case you want to use a different shortcut setup.

Line Styles Designer

This designer window is the same one as used for Object Borders with one notable difference: The preview area shows the style in horizontal and vertical modes, with alternate rendering directions for both, which represent all variations of how the style can appear on an album page.

The sample window below shows this designer in black and white format.
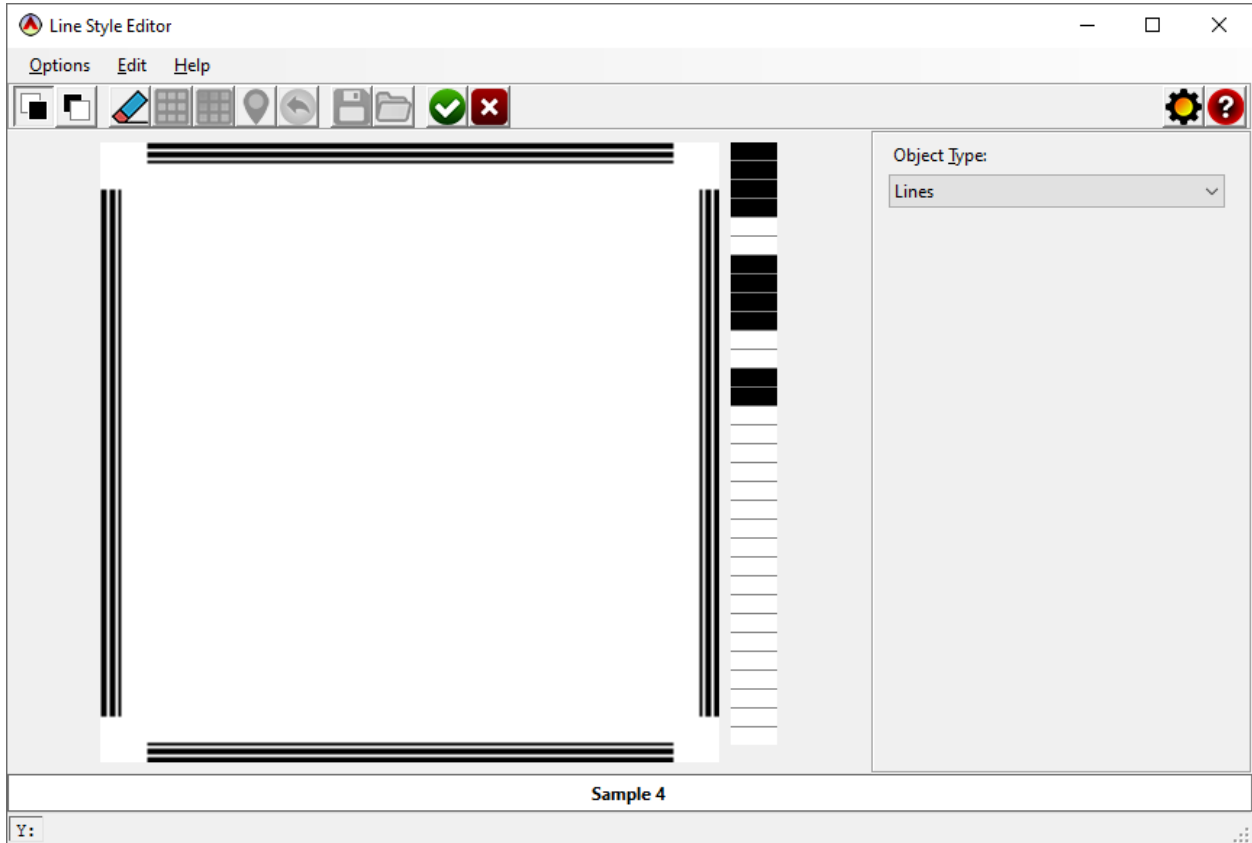
Dashed Line Format

This window defines the dashed lines for object borders, line object styles and the page border top/left edges when the line style format is used.
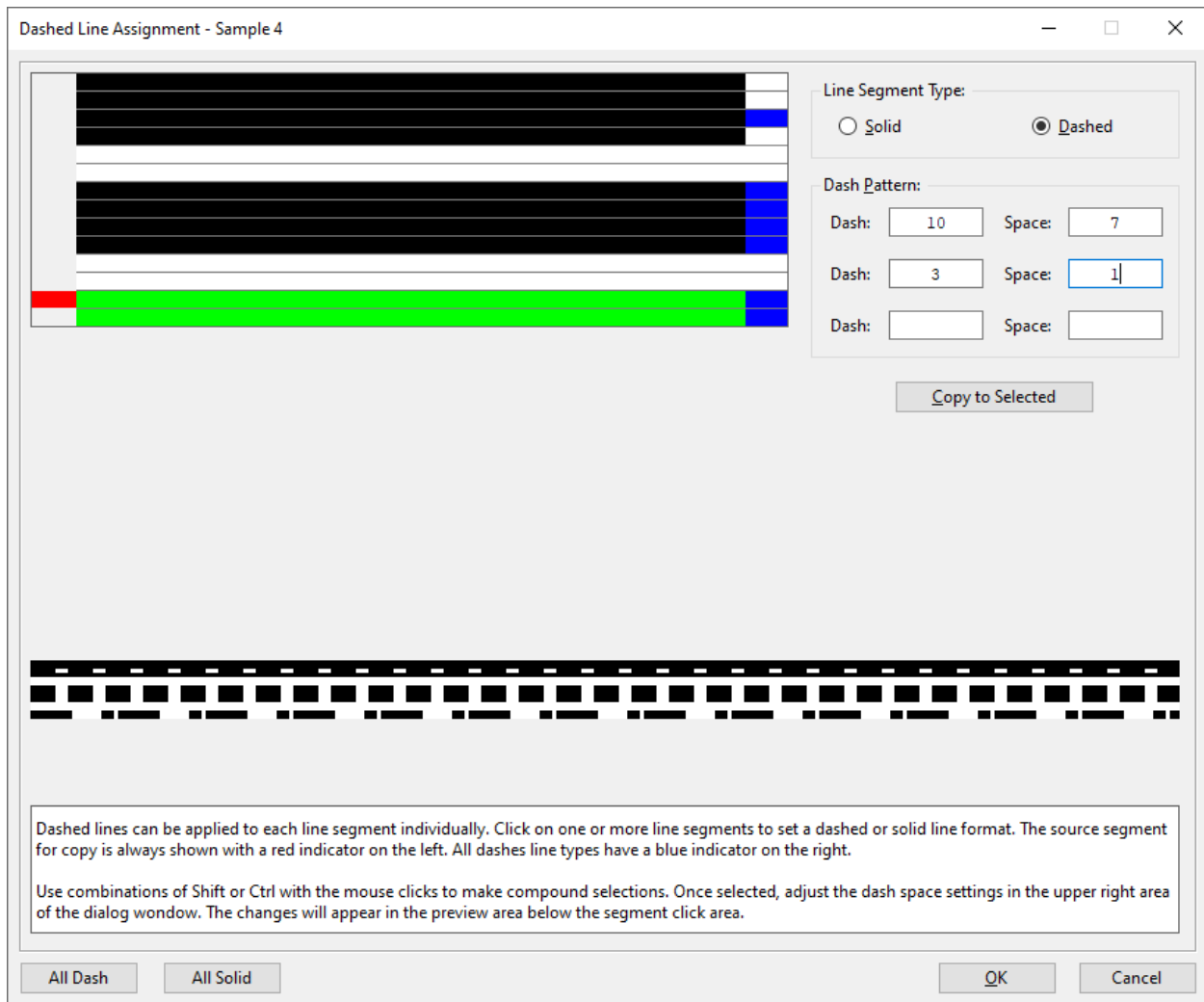
The top left part of this window is used to select line segments for applying or removing dashed formats. White areas represent transparent segments of the pattern and may not be adjusted. The black areas contain the active segments which make up the overall line style. Up to 32 segments make up a line style. Any unused segments (i.e., a thinner line) will not appear in this area.

The current active segment is indicated with a small red indicator box on the left. Segments which are set to use dashes have a small blue indicator box on the right. Selected segments for applying or removing a dashed format are shown in green.

When one or more segments are selected, the options on the right will be enabled. Choose **Solid** or **Dashed** to set the format for all selected segments. For dashed segments, set the dash/space values in pairs, up to 3 pairs total. The values for the dash/space fields is either relative to line weight or fixed in 1/300 inch units, depending on the Unscaled Dashed Lines checkbox option in the main designer window.

The **Copy to Selected** button is a shortcut to take the current solid/dashed line status from the active segment (the one with the red indicator box) and copy it's settings to all other selected segments (the green lines).

Use the **All Solid** or **All Dashed** buttons to set every non-transparent line segment to either a solid format or a dashed format. You may still need to adjust the dash/space values after setting all segments to dashed format.

The bottom half of the window contains a preview of the line style. The unscaled vs. scaled dashed lines option will generally look remarkably different from one another, so you may wish to check the preview under both types.

Sorting Borders/Line Styles

Pre-supplied templates provided by SoftPro will always appear in a specific sort order and always appear above any custom templates you create in the dropdown lists. For custom styles, you can sort the entries in the dropdown list using the sort option.
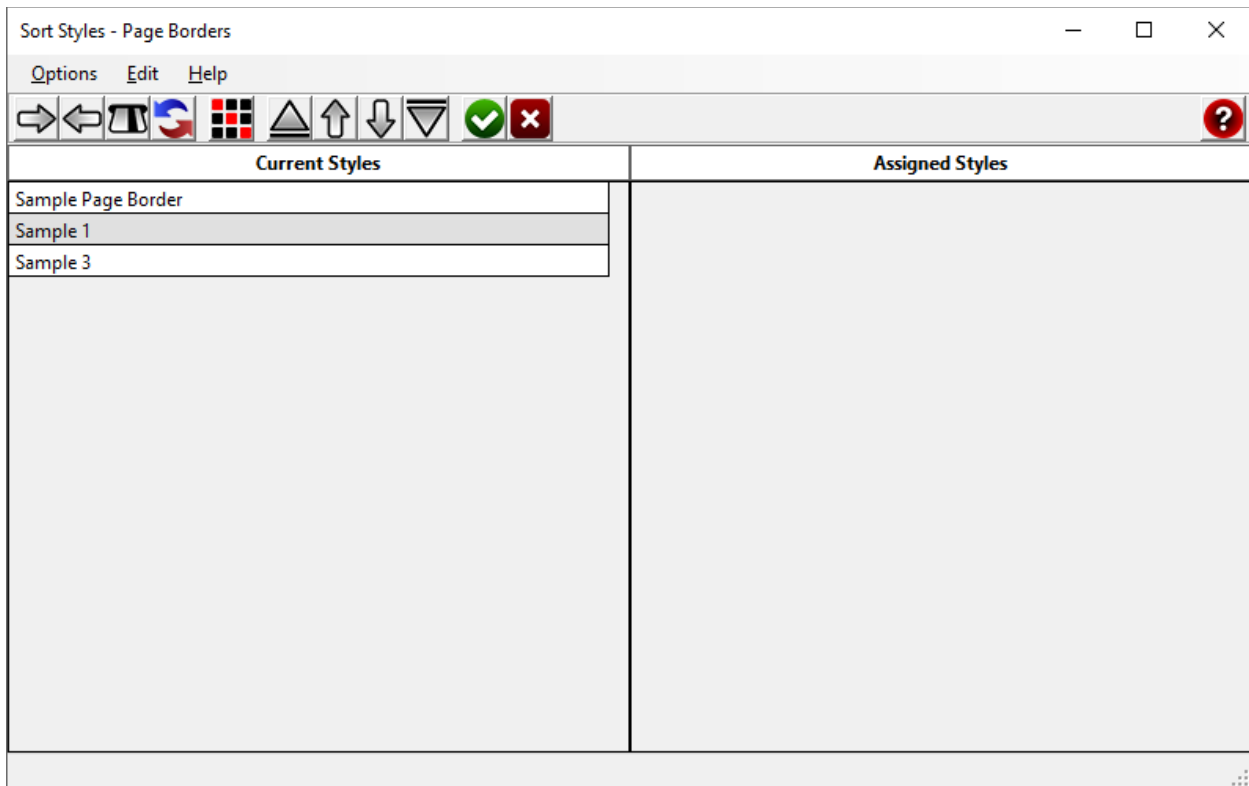
Only the custom styles will appear in the list on the left. You will need to assign every style from the left list to the right list.

Available Actions

Button	Action	Shortcut	Description
	Assign	Ctrl + Right	Assign the selected styles from the left list to the right list. You may also right click or double click entries to assign them.
	Unassign	Ctrl + Left	Remove selected styles from the assigned list. You may also right click or double click entries to the right list to remove them.
	Insert	Ctrl + Ins	Inserts the selected styles in the left list to the spot before the selected item in the right list.
	Exchange	Ctrl + E	Swaps two selected styles in the assigned list.
	Clear		Remove all current assigned styles.
	Move to Top	Ctrl + Home	Move selected styles in the assigned list to the top.
	Move Up	Ctrl + Up	Move selected styles in the assigned list up one position.
	Move Down	Ctrl + Down	Move selected styles in the assigned list down one position.
	Move to Bottom	Ctrl + End	Move selected styles in the assigned list to the bottom.
	Apply Changes	Ctrl + S	Save changes and close this window.
	Close Window	Ctrl + W	Close this window and discard changes.
	Help	F1	Help topic for this window.
	Edit Shortcut Keys		Edit the shortcut keys for this window.

Style Preview

This option will show a page or object preview of the page, border or line object style at a scaled (fits withing the size of the preview window) or full size (using scrollbars) display format.
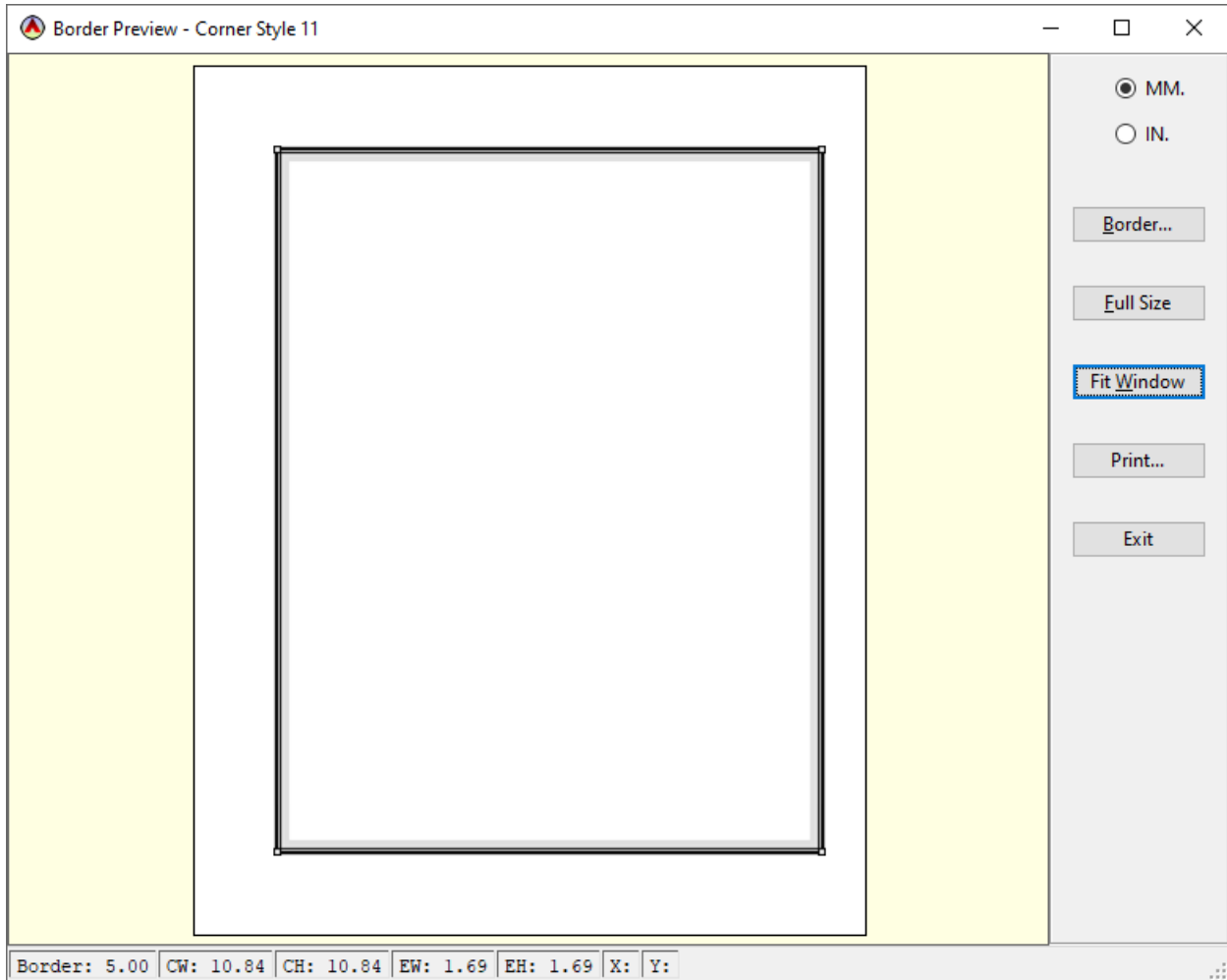
The status bar shows the current border width in gray shading, the corner and edge sizes in inches or millimeters, and the mouse coordinate when you hover the cursor over the page area.

Click the **Border** button to set a different border size. This is a visual indicator which lets you determine the relative thickness of a style when using the default 5 mm border size from version 2 of AlbumGen.

Click **Full Size** or **Fit Window** to set the corresponding page magnification level.

Click **Print** to send the page border style to the printer.

The border preview for Line Styles and Page Objects has a slightly different format. The preview represents a shape or line object on a normal sized album page.
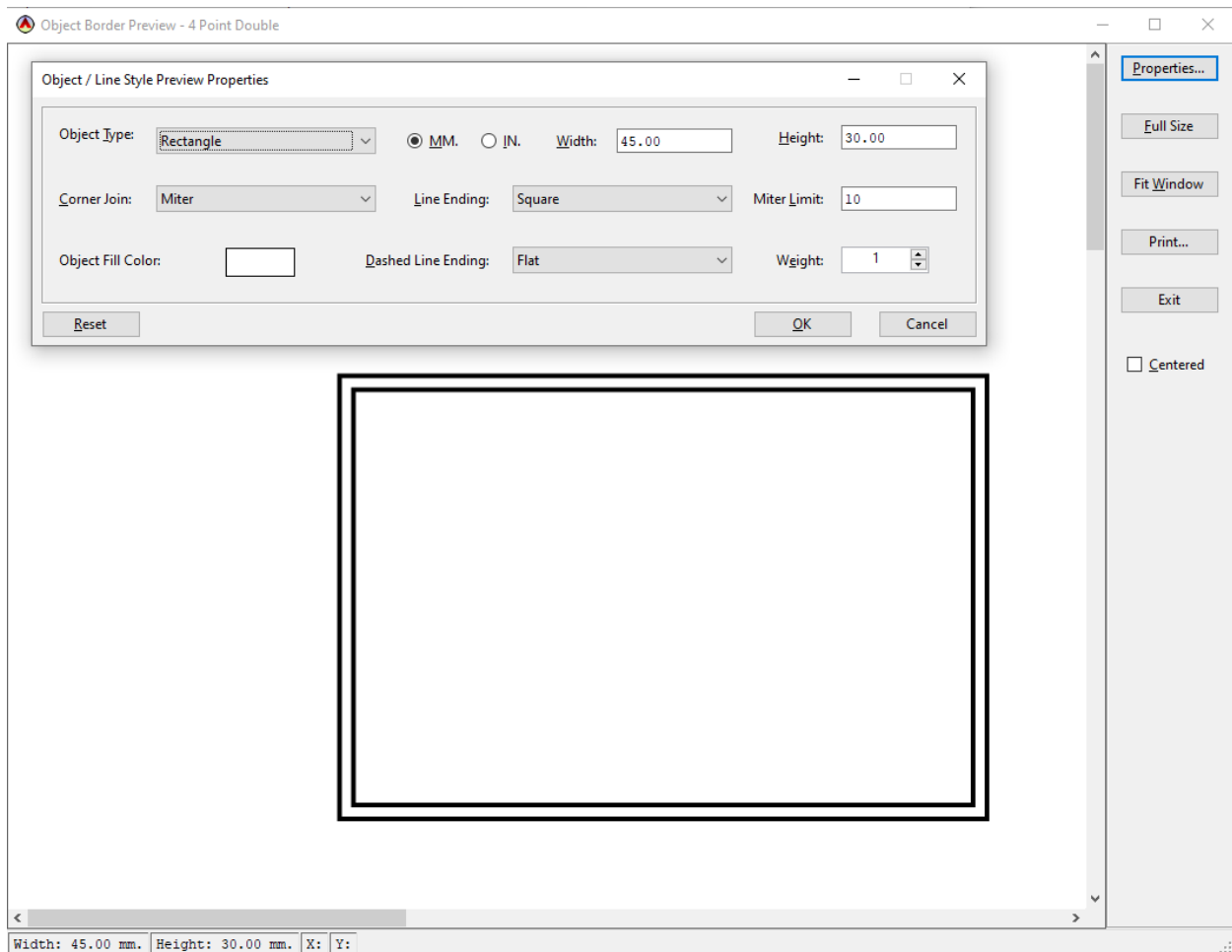
The **Properties** button provides options to set the object type, size, corner style, line/dashed endings, fill color and weight.

Check the **Centered** option to position the object in the middle of the page. Otherwise the object is placed at the top left corner.

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