Creative Wonders Family Album Creator Help Contents

For information on one of the topics shown below, click the appropriate icon.

Frequently Asked Questions

Provides answers to questions you may have about Family Album Creator.

How Do I ...?

Provides step-by-step instructions on Family Album Creator tasks.

Menus and Commands

Provides help on each Family Album Creator menu and command.

Using Help

Provides information on how to use the Family Album Creator help book.

Getting Help

Provides information on how to contact Creative Wonders Technical Support.

Menus and Commands

There are three menus in Family Album Creator: one for the Library view, one for the Desktop view, and another in the Desktop view when you click the right mouse button. When you click on the Menu, Family Album Creator displays a list of commands you can choose to perform certain actions.

For information on the Menus, click on one of the following:

Menu - Library View
Menu - Desktop View
Menu - Right Click

Keyboard Shortcuts

For a number of actions in Family Album Creator, there are keyboard shortcuts you can use instead of clicking with the mouse.

To	Press ...
Get help	F1
Get help about a specific part of an Family Album Creator view	SHIFT + F1
Go to the next page in an album	PGDN
Go to the previous page in an album	PGUP
Go to the first page in an album	CTRL + HOME
Go to the last page in an album	CTRL + END
Cut the selected text or item	CTRL + X
Copy the selected text or item	CTRL + C
Paste the text or item on the Clipboard	CTRL + V
Force text after the cursor position onto a new page	CTRL + O
Search for a word or phrase in an album or chapter title	CTRL + F
Repeat the previous search	F3
Print an album, chapter or page	CTRL + P
Save an album	CTRL + S
Undo the previous action	CTRL + Z
Leave Family Album Creator	ALT + F4

New Author Dialog

Use the New Author dialog to add a new name to the list of people who can create Family Album Creator Albums. The New Author dialog appears when you:

- use Family Album Creator for the very first time
- start Family Album Creator and then click on the New button on the Welcome to Family Album Creator screen
- click on the New button in the Change Author dialog.

To add an author, type the new name in the Author's name box, then click on the OK button. The name can contain up to 25 characters, including spaces.

Select Author Dialog

Use this dialog to select your name from the list of authors who can create Family Album Creator albums. The Select Author dialog appears every time you start Family Album Creator.

If your name is not on the list of authors, click on the New button and type your name in the New Author dialog. Click on the OK button. Your name appears highlighted on the list of authors. Click on the OK button.

User Options Dialog

Use the User Options dialog to customize Family Album Creator to suit your preferences. Each author using Family Album Creator can have his or her own set of options.

The Options dialog appears when you choose the Options command from the Library view or Desktop view Menu.

Author Name
Use this option to change the spelling of your name as it appears on the cover of the album. The name as it is currently used is highlighted. To change it, just start typing.

Preferred Font
Specify the font you want text to appear in when you type a Family Album Creator chapter. This is the default; you can change individual words as you wish.

- **Typeface** - The default typeface is shown. To change it, click on the arrows on either side of the option to scroll through the available typefaces. You can also click on the typeface name and hold down the left mouse button to see a list of available typefaces. While holding down the mouse button, move the pointer beneath the last typeface on the list to scroll down the list. When the list stops scrolling, you are at the last typeface. Move the pointer above the typeface list while holding down the mouse button to scroll back up the list.
- **Point Size** - The default point size is 12. To change it, click on the arrows on either side of the option to scroll the size up or down. You can also click on the current point size and hold down the left mouse button to see a list of sizes. While holding down the mouse button, move the pointer beneath the last size on the list to scroll the list. At the bottom of the list you will see (...). Release the mouse button on this option to display the Select Font Size dialog, which you can use to specify a size not on the list. The size you specify appears in the Options dialog in brackets.
    You can also open the Select Font Size dialog by right clicking on the current point size.

- **Style** - Click on the B, I, and U buttons to make text **bold**, *italic*, or underlined. You can use combinations of these styles. When you select a style, the symbol on the button turns red.
- **Alignment** - Click on one of the buttons to specify how text on the page is lined up. You can line up text against the left edge of the page, center it on the page, or line it up on against the right edge of the page. The symbol on the alignment button you select turns red.
- **Color** - The default text is black. To change it, click on the black bar and hold down the mouse to display a palette of different colors. While holding down the mouse button, move the pointer over the color you want, then release the mouse button.

Sound Volume
The three ear icons represent different sound levels. Click on the corresponding icon to turn the sound up or down.

Show Help Balloons
Help balloons appear when you leave the mouse pointer still for a moment over a part of the Family Album Creator screen. They provide brief information about an item. When you move the mouse pointer, the help balloon disappears.

When you are learning to use Family Album Creator, you may want to check this option to turn these balloons on. When you are more experienced, you can uncheck it and turn the balloons off.

Click on the checkbox to change this setting.

Sound Effects
Many actions in Family Album Creator have sounds associated with them. If you don't want to hear the sounds, unchecking this option will turn them off.

Outline dragging
Use this option to control how items appear on the page as you move or resize them. If you check this option, an item appears as a dotted line when you move or resize it. The actual item reappears when you complete the operation and release the mouse button.

You may find it easier to line up items on the page when they appear as an outline. On slower computers, moving and resizing may be faster if this option is checked. Click on the checkbox to change this setting.

View Non-Printing Characters

Select this option to view revision marks and other non-printing characters.

Safe Picture

You can change your safe picture from five choices. To change a safe picture, click on the one you want.

Password

Click on the Password button to open the Enter New Password dialog.

Note: If your computer does not have a sound card, the Sound Effects and Sound Volume options do not appear on this dialog.

Album Options Dialog

Title

Use this option to retitle or to change the spelling of your album title as it appears on the cover of your album. The name as it is currently used is highlighted. To change it, just start typing.

Author

Use this option to change the spelling of your name as it appears on the cover of the album. To highlight your name, click on the left side of   the Author text box and drag the mouse to the right. Once your name is highlighted, change your spelling by typing over it.

Time Span - Personal Album

Use this option to customize the Start and End Date of this album. Click on the red arrows to scroll through the list of months, dates, and years.

Place of Birth - Personal Album

Use Place of Birth to specify where your album was created.

Wedding Date - Wedding

Use this option to specify the wedding date commemorated by the album. Click on the red arrows to scroll through the list of months, dates, and years.

Location - Wedding

Use Location to specify where the wedding was held.

Dates and Destination - Vacation

Use this option to customize the dates of your vacation. Click on the red arrows to scroll through the list of months, dates, and years.

To fill in the destination of your vacation, click on the text box and begin typing.

Birth Date - Baby

Use this option to customize the birth date of the album subject. Click on the red arrows to scroll through the list of months, dates, and years.

To fill in the destination of your vacation, click on the text box and begin typing.

Spine Styles

This option is only available for the personal album. From the five different spine styles, click the style you want.

Password Required to Edit

Select this option if you want to require the use of a password to gain editing access to the album. After you select this option, click on the password box to open the Enter New Password dialog. Type in your new password.

Chapter Options Dialog

Title Use this option to retitle or to change the spelling of your Chapter title as it appears in your album. The name as it is currently used is highlighted. To change it, just start typing.

Date Use this option to customize the chapter date. Click on the red arrows to scroll through the list of months, dates, and years.

Category Use this option to specify the category under which you want the chapter to appear. Click on the category box to reveal a drop down box of more choices. Hold the left mouse button down to scroll through your choices. When you have chosen a category, release the button.

Border Use this option to select one of six borders to frame your chapter. Click on the border you want. Click None, if you do not want a border.

Headers and Footers Select or hide the following header and footer options:

Show Chapter Title, Show Date, Show Album Title, Show Page Numbers, Show Category

Select Font Size Dialog

Use the Select Font Size dialog to specify a point size for text that is not shown on the point size list in the Options dialog or the Media drawer. Type the size you want, then click on the OK button. The size you typed appears in the Options dialog or Media drawer in brackets.

Tip

You can also display this dialog by right clicking on the point size shown above the Media drawer or on the Options dialog.

Print Dialog

Use the Print dialog to control how your album is printed. The Print dialog appears when you choose the Print command from the Desktop view Menu.

Printer
The Printer section of the dialog displays the printer Family Album Creator will use to print your album. If you have multiple printers installed, and the printer shown is not the one you want to use, click on the Setup button and select a different printer.

For example, you may have a printer attached to your computer and fax software that enables you to fax from Windows applications. Family Album Creator treats the printer and the fax software as separate printers, so you need to switch to the one you want before you start printing or faxing.

Setup
Click on the Setup button to display the Print Setup dialog and change the settings for your printer. You can change the printer (if you have more than one) paper size, paper source (tray) and page orientation.

See also the Control Panel and Print Manager chapters of your *Microsoft Windows User's Guide*. These sections explain how to install and configure printers for Windows.

Print Range
Choose one of the following options. These options appear when you are looking at a page in your album. If you are looking at the cover or an overview, the Current Page and Current Chapter are replaced by other options.

- **Current Page** - Prints the page in the album you are currently looking at.
- **Current Chapter** - Prints the chapter you are currently looking at.
- **Entire Album** - Prints every page in the album. You can choose to print the Memory Starters, Overview by Categories or Overview by Date pages. Check the boxes of the items you want to print.
- **Page Range** - Prints a group of consecutive pages. Type the start and end page numbers in the boxes after From and To.

Print Quality
Depending on your printer, you may have different printing resolutions available to you. Resolution is measured in dots per inch (dpi). A lower number prints faster and is useful for drafts. A higher number provides better print quality. Choose the resolution you want.

Copies
Type the number of copies you want to print. You can enter up to 9999.

Fast Printing for Transparent Graphics
Check this option if you want to print your album faster. When you check this option, *transparent images* (labels and sound/link icons) print as borderless, white rectangular boxes with the icon overlaid on top.

If a transparent image is positioned on a page and does not overlap another image, the box is not visible. If a transparent image overlaps another image (for example, a photograph), the white box obscures the portion of the image it overlaps. If your album contains transparent images that overlap other images, you will probably want to uncheck this option and wait for slower printing.

Print Page Border
Check this option if you want a box printed around the outside of each page. A border provides a frame, and can act as a visual guide if you want to trim the printed pages.

Print to File
Use this option to print your album to an output file, rather than to a printer. Printing to a file allows you to produce printer output without actually being connected to a printer. If you print to a file, you can transport your print file to a computer with a printer and print it from there, even if Family Album Creator is not installed on that computer.

For example, if you don't have a printer, you might want to put your album on a disk and take it to a friend's house to print it. If you print to a file, your friend need only direct your output file to his or her

printer.

If you check this option and click on the OK button, Family Album Creator displays the <u>Print to File dialog</u> the <u>path</u> and file name you want to use for your output file (for example, C:\TEMP\MYALBUM.OUT), then click on the OK button.

Collate Copies
Check this option if you want copies collated when you print multiple copies of your album or chapter. If you print collated, Family Album Creator prints each copy of the album or chapter separately. If you don't print collated, Family Album Creator prints all copies of the first page, all copies of the second, and so on.

Need more information?
<u>Printing an Entire Album</u>
<u>Printing a Chapter</u>
<u>Printing a Page</u>

Print To File Dialog

Type the path and file name you want to use for the output file. For example:

C:\TEMP\MYALBUM.OUT

Click on the OK button to begin creating the output file.

Search Dialog

The Search dialog appears when you choose the Search command from any Menu. Use the Search dialog to search for an album with a specific word in the title, or specific words in a Chapter. Type the words you want to find, choose the search options you want, then click on the OK button.

Text to Search for
Type the words you want to find in this box.

Search On
Specify how your search is done.

- **Album Title (Library view only)** - Check this option if you want to find an album with a particular word in the title. Use this to find an album quickly when you have many albums.
- **Chapter Title (Desktop view only)** - Check this option if you want to find a chapter with a particular word in the title. Use this to find a chapter quickly when you have many chapters in the album.
- **Chapter Text** - Check this option if you want to find specific words in a chapter -- a person's name, a place, and so on.

Search Options
- **Ignore case** - Case refers to whether a character is uppercase or lowercase. Check this option if you want the search to ignore capitalisation. If you type "dog", the search will find "dog", "Dog" or "DOG". If you don't check this option, the search will look for exactly what you type.
- **Whole words only** - Check this option if you want to find a specific word by itself, not part of a larger word. For example, if you check this option and type "farm", the search will find only the word farm. If this option is not checked, the search will also find "farmer" and "farming" if they appear in your chapter.

Create and Insert Document dialog

Use the Create and Insert Object dialog to start another program on your computer, create new information and embed it in your Family Album Creator album. For example, you could start a drawing program, such as Paintbrush, draw a picture, then include it in your album.

The Create and Insert Object dialog appears when you click on the Create icon in the Media drawer.

Document Type
All programs on your computer that can create linked or embedded information appear on the list. Click on the arrows to the right of the box to scroll the list up and down. When you find the one you want, click on it. When you click on the OK button, the program you choose is started and you can create the information you want to put in your album. When you are finished working in the other program, choose the Exit command from that program's File menu to return to Family Album Creator.

Display as Icon
Check this option if you want to display an icon representing the embedded information rather than the actual information. To see the actual information, you can double click on the icon at any time, or click on the icon, then choose the Edit option from the OLE flyout banner. The program you used to create the information starts and the information appears.

When you check this option, the icon that will appear on your Family Album Creator page is displayed, along with the Change Icon button. Click on this button to display the Change Icon dialog. Choose another icon, then click on the OK button to return to the Insert Object dialog.

Link to Document Dialog

Use the Link to Document dialog to place an existing file on your computer in your Family Album Creator album. For example, if you have drawn a family tree in a drawing package, you can insert that diagram in your album.

File
Specify the name of the file you want to insert, including the drive and directory. For example:

    C:\PICTURES\CHART

Click on the OK button to link the document.

Enter Password Dialog

Use the Enter Password dialog to provide the password for an album you have locked or to enter the password for your personal safe. The Enter Password dialog appears when you:

- click on the picture in the Library view to open your personal safe
- open a password-protected album and change the Edit/Read toggle switch from Read to Edit.

Type your password, then click on the OK button. Your password appears in the dialog as a series of asterisks (* * * *) so that it cannot be seen by someone looking over your shoulder.

If you are opening your safe, this dialog also has a Change button so you can change your safe password. Click on it to display the Change Password dialog.

Need more information?

Whats the difference between an album password and a safe password?

Enter New Password Dialog

Use the Enter New Password dialog to create a password for your personal safe, or to create a password for an <u>album</u>. The Enter New Password dialog appears when you click on the picture and open your personal safe for the first time, or when you select Password Required to Enter in the Album Options dialog.

New Password
Type your new password here. You can use up to 25 characters, including letters or numbers. Your password appears in the dialog as a series of asterisks (* * * *) so that it cannot be seen by someone looking over your shoulder.

Verify New Password
Retype your new password here to ensure you have typed it correctly. Click on the OK button when you are finished.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to an album, you will not be able to edit that album again. If you forget the password to your personal safe, you will not be able to open the safe and get out any albums you have stored there. Creative Wonders Technical Support CANNOT open your safe or unlock your album for you if you forget the password.

Need more information?
<u>Whats the difference between an album password and a safe password?</u>

Change Password Dialog

Use the Change Password dialog to create or change the password for your personal safe, or to change the password for an album. The Change Password dialog appears when you:

▪ click on the picture to open your personal safe, then click on the Change button in the Enter Password dialog
▪ select Password Required to Enter in the Album Options dialog.

Old Password
If you are changing your password, type your old password here. Your password appears in the dialog as a series of asterisks (* * * *) so that it cannot be seen by someone looking over your shoulder.

New Password
Type your new password here. You can use up to 25 characters, including letters, numbers or spaces.

Verify New Password
Retype your new password here to ensure you have typed it correctly. Click on the OK button when you are finished.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to an album, you will not be able to edit that album again. If you forget the password to your personal safe, you will not be able to open the safe and get out any albums you have stored there. Creative Wonders Technical Support CANNOT open your safe or unlock your album for you if you forget the password.

Need more information?
What's the difference between an album password and a safe password?FAQPassword1

Check Spelling Dialog

Use the Check Spelling dialog to correct misspelled words in your Family Album Creator <u>album</u>. The Check Spelling dialog appears when you choose the <u>Check Spelling command</u> from the Menu, and the spell checker encounters a word that may be misspelled.

The following table explains what the buttons in the Check Spelling dialog do.

Click on this button ...	To do this ...
Ignore	Skip the unknown word. If the word occurs again, the spell checker alerts you again.
Ignore All	Skip all occurrences of the unknown word. If the word occurs again, the spell checker ignores it.
Change	Change the unknown word to the selected word on the Suggestions list. To replace the unknown word, click on the word on the list you want, then click on the Change button. You can also type a word in the Change To box, then click on the Change button.
Change All	Change all occurrences of the unknown word to the selected word on the Suggestions list. To replace the unknown word, click on the word on the list you want, then click on the Change All button. You can also type a word in the Change To box, then click on the Change All button. Any further occurrences of the same word are also replaced.
Suggest	Check a word before you type it on the page. To do this, type a word in the Change To box, then click on the Suggest button.
Check	Continue spell checking. Click this button if you typed something in the Change To box, then clicked on Suggest to check the word. Clicking on the Check button continues spell checking the album.
Add to Dictionary	Add the unknown word to your custom dictionary. Family Album Creator prompts you for confirmation. If the word occurs again, the spell checker accepts it. Use this for family names, place names and so on.
Done	Close the Check Spelling dialog.

Note: The spell checker does not check album or chapter titles. If you want it to check a label or note, click on the label or note before you choose the Check Spelling command.

Open Sound Dialog

Use the Open Sound dialog to add a sound to your page. The Open Sound dialog appears when you click on the Sound icon in the Media drawer.

File Name
Type the name of the file you want to add. You can also select from the list of files below this box by double clicking on a file name, or by clicking on the name and then clicking on the OK button.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this setting to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. Sound files you can use in Family Album Creator have .WAV or .MID extensions.

Record
Click on the Record button to record a sound or voice message and add it to your album. To do so, your computer must be equipped with a microphone or other recording device.

When you click on the Record button, the Record Message dialog appears. Record your message using the Record and Stop buttons, then click on the OK button. The Save Sound dialog appears, which you can use to specify a file name and location for the sound you recorded.

Browser
Select Show Pictures and Names to display all the available thumbnails in the directory.
Select Show Names Only to only display the names of the available sounds.

Play
After you have clicked on a sound in the media browser, click on the play button to play the sound before you add it to your page.

Open Video Dialog

Use the Open Video dialog to add a video clip to your page. The Open Video dialog appears when you click on the Video icon in the Media drawer.

File Name
Type the name of the video file you want to use. You can also select from the list of files below this box by double clicking on a file name, or by clicking on the name and then clicking on the OK button.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this option to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. Video files you can use in Family Album Creator have .AVI extensions.

Browser
The browser displays a miniature "thumbnail" of all the available files in the directory.
Select Show Pictures and Names to display all the available thumbnails in the directory.
Select Show Names Only to only display the names of the available sounds.

Play
After you have clicked on a video in the media browser, click on the play button to play the sound before you add it to your page.   Click on the preview to play the video.

Open Picture Dialog

Use the Open Picture dialog to add a picture, photograph or clip art to your page. The Open Picture dialog appears when you click on the Picture icon in the Media drawer.

File Name
Type the name of the picture file you want to put on the page. You can also select from the list of files below this box by double clicking on a file name, or by clicking on the name and then clicking on the OK button.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want.

You can use photographs, graphics and clipart in any of the following formats in Family Album Creator:

File type	Extension
Bitmap	.BMP, .DIB
CompuServe Bitmap	.GIF
JPEG	.JPG, .JFF, .JTF
Konica/Floppy Shots	.KQP, .PIC
Macintosh Picture	.PCT
MacPaint	.MAC
PC Paintbrush	.PCX
Prostar Interactive Mediaworks Photo Diskette	.CAT
Microsoft Paint	.MSP
Seattle FilmWorks Photo Diskette	.SFW
Targa	.TGA
Tag Image File Format	.TIF
Windows Metafile	.WMF

Browser
The browser displays a miniature "thumbnail" of all the available files in the directory.
Select Show Pictures and Names to display all the available thumbnails in the directory.
Select Show Names Only to only display the names of the available sounds.

Preview

Click the Preview button to see a full screen shot of the picture before you add it to your page. Click the picture to return to the browser.

Photo CD

If you have a CD-ROM drive attached to your computer, click on this button to load a picture from a Photo CD.

When you click on the Photo CD button, the Import From Photo CD dialog appears. Select the photo and display options you want, then click on either the Import or Link to CD button to place the photo in your album.

Note: Ensure that you have a Photo CD in your CD-ROM drive before you click on the Photo CD button. If your CD-ROM drive is an external model, make sure it is switched on before you turn on your computer.

Album Save As Dialog

Use the Album Save As dialog to specify a new name or new location for an album you are editing or copying. This is useful, for example, when you are using an existing album as a template for a new one. To open the the Album Save As dialog, open the Desktop menu and choose the Save As command. Then choose Album. In the Save Album Dialog box, choose Your Computer.

New Albums Title
If the album you are copying is called "My Autobiography", Family Album Creator titles the new album "A Copy of My Autobiography". To change the title, click in the New album's title box, then type a new title.

Directories

The path of the directory where the packaged album will be stored is shown. To switch to another directory, double-click on its folder. To go back up the directory tree, double-click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes

Drives

The letter of the drive where the package will be stored is shown. To select another drive, click in the box below Drives to show the list of available drives on your computer, then click on the drive you want.

Album Save as Dialog - Packaging an Album

Use Album Save As dialog to package an album. This is useful when you want to share your album with a friend. To open the Album Save As dialog to package an album, open the Desktop menu and choose the Save As command. Then choose Album. In the Save Album Dialog box, choose Someone else.

Export For

To see a Family Album Creator Album, the recipient must have a computer running Windows and their own copy of Family Album Creator or the Family Album Creator Viewer.

Select Family Album Creator if the person you are sending your album to already has a copy of Family Album Creator.

Select Family Album Viewer if the person you are sending your album to does not have a copy of Family Album Creator. An Album Viewer will be added to the package so the recipient can look at your album.

Select the Chapters to Include

Family Album Creator selects all the chapters by default. To select individual chapters, click the All Chapters button. Then go through the scroll list and highlight the chapters you want to include.

Include Original Media

Select whether or not you want to include Pictures, Videos, and Sounds. Click OK.

Packaged Album Name

To change the name of the album package from ALBUMPKG to something more personal, such as your name or initials, highlight the text box, and type over your new name.

Directories

The path of the directory where the packaged album will be stored is shown. To switch to another directory, double-click on its folder. To go back up the directory tree, double-click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives

The letter of the drive where the package will be stored is shown. To select another drive, click in the box below Drives to show the list of available drives on your computer, then click on the drive you want.

Screen Saver Save as Dialog

Use Album Save As dialog to save your album as a screen saver. When your computer is idle, pages from your album will start dividing up the screen. You can also save your album as a screen saver for a friend.

To open the Album Save As dialog to save an album as a screen saver, open the Desktop menu and choose Save As. Then choose Screen Saver.

Who is this For?

Select Your Computer to save an album as a screen saver for yourself.

If you are creating a screen saver for someone else, be sure to indicate whether the destination computer has Windows 95. If it does not, indicate whether the destination computer has Video for Windows. When you are done, click the Next button.

Select the Chapters to Include

Select the chapters you want to include. By default, all chapters are included. To exclude one, click on it.

Include Original Media

Indicate whether you want all of the original media included. Click on the Next button.

Packaged Name

To change the name of the album package from ALBUMPKG to something more personal, such as you name or initials, highlight the text box, and type over your new name.

Directories

The path of the directory where the packaged album will be stored is shown. To switch to another directory, double-click on its folder. To go back up the directory tree, double-click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes

Drives

The letter of the drive where the package will be stored is shown. To select another drive, click in the box below Drives to show the list of available drives on your computer, then click on the drive you want.

Web Page Save As Dialog

Select the Chapters to Include

Select the chapters you want to include. By default, all chapters are included. To exclude one, click on it.

Include Original Media

Indicate whether you want all of the original media included. Click on the Next button.

Image Compression

Indicate the quality of compression you want.

New Directory

To change the name of the directory, highlight the text box, and type over your new name.

Directories

The path of the directory where the packaged album will be stored is shown. To switch to another directory, double-click on its folder. To go back up the directory tree, double-click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes

Drives

The letter of the drive where the album will be stored is shown. To select another drive, click in the box below Drives to show the list of available drives on your computer, then click on the drive you want.

Change Author Dialog

Use the Change Author dialog to switch authors without leaving and restarting Family Album Creator. The Change Author dialog appears when you choose Change Author from the Library view Menu.

The list of people who can create Family Album Creator albums appears on the left, with the current author highlighted. To switch to another author, click on the name, then click on the OK button.

To delete an author from the list, click on the name, then click on the Remove button. Family Album Creator asks you to confirm the deletion.

You cannot delete an author who has albums stored in the safe, because these albums are protected by a password. Deleting an author would make it impossible to retrieve the albums from the safe, since a password is required to open it and only the author who created the albums has the password.

To add an author, click on the New button, then type a name in the New Author Dialog. Click on the OK button to return to the Change Author dialog.

Record Message Dialog

Use the Record Message dialog to record a sound or voice message to include in your album. To do so, your computer must be equipped with a microphone or other recording device.

The Record Message dialog appears when you click on the Record button in the Open Sound dialog.

To record a message, click on the Record button. The word "Recording" flashes and the tape recorder wheels turn to indicate recording is in progress.

To end recording, click on the Stop button. Click on the Play button to hear your recording before you save it to your computer's hard disk. If you want to rerecord your sound, use the Record and Stop buttons again.

When you are satisfied with the recording, click on the OK button. The Save Sound dialog appears. Specify the drive, directory and file name you want to use for the recording, then click on the OK button.

Note: Family Album Creator sound files are compressed and cannot be played or edited in most .WAV editors, including Windows Sound Recorder.

_____

Import from Photo CD Dialog

Use the Import from Photo CD dialog to add a picture from a Photo CD disc. This dialog appears when you click on the Photo CD button in the Open Picture dialog.

CD Drive
This indicates the drive letter of your CD-ROM drive. Unless you have more than one CD-ROM drive attached to your computer, you shouldn't need to change this. If you do, click in the CD-Drive box to open the drop-down list of available drives, then click on the one you want.

Size
Photo size is measured in pixels. Size determines how big the photo appears on your screen when you "play" the picture (display it by itself on a black background). The larger the numbers, the larger the picture appears.

If you choose to import the picture instead of linking to the CD, size also determines how much disk space the file will take up. A larger picture requires more disk space.

Click in the Size box to open the drop-down list of available sizes, then click on the one you want.

Color
Choose one of three color options -- 16, 256, or 16 million colors -- or grey scale. More colors provide a clearer image but take longer to display on your screen.

If you choose to import the picture instead of linking to a CD, using more colors also results in a larger file on your hard disk.

Click in the Color box to open the drop-down list of available colors, then click on the one you want.

Note: Not all computer monitors can display 16 million colors.

Import
Click on Import to make a copy of the photograph and store it on your computer's hard disk. When you click on the Import button, the Save Photo CD Image dialog appears. Specify a file name and location for the file, then click on the OK button.

Link to CD
Click on Link to CD to establish a link between the photograph and the page in your album. If you want to change the size or location of the photo, or switch to a different photograph, Family Album Creator asks you to insert the disk containing the photograph.

Name This Photo CD Dialog

Use this dialog to identify a Photo CD by a particular name. This dialog appears the first time you use a new Photo CD.

Type the name you want, then click on the OK button. For example, you might want to name a CD "Grand Canyon Vacation 1995". Write this name on the CD case so you can find the CD quickly when you need it.

If you open an album that contains pictures from a Photo CD, you can page through the album without having the Photo CD in your CD-ROM drive. If you want to resize or move the picture, or view it on your full screen, Family Album Creator asks you to put the disc in the CD-ROM drive.

Select Directory Dialog

Use the Select Directory dialog to choose where you want to save your Family Album Creator album. The Select Directory dialog appears when you click on the Browse button on the <u>Album Save As</u> dialogDialogAlbumSaveAs.

Directories

The <u>path</u> of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives

The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

Print Setup Dialog

Use the Print Setup dialog to change options that affect how your album prints. The available options in this dialog vary depending on the type of printer you have. The Print Setup dialog appears when you click on the Setup button in the Print dialog.

Printer
Use these options only if you have more than one printer, or if you have a printer and fax software.

▪ **Default Printer** - This is the printer defined in your Windows Control Panel as the one you normally use. Its name and the port on your computer it's attached to are shown.
▪ **Specific Printer** - If you have more than one printer (or a printer and fax software) use this option to choose a printer other than your default one. Click in the box to open the drop-down list of available printers, then click on the one you want.
Orientation
▪ **Portrait** - Select this option to print on a page taller than it is wide.
▪ **Landscape** - Select this option to print on a page wider than it is tall.
Paper
▪ **Size** - Click in the box to open the drop-down list of available paper sizes for your printer. Click on the one you want. Before you print, ensure you've put this size of paper in your printer.
▪ **Source** - Most laser printers have both a manual paper feed and a paper tray. Some dot-matrix printers can use both tractor-feed paper and single sheets. The options available vary with the type of printer you have. Click in the box to open the drop-down list of paper sources, then click on the one you want. Before you print, ensure you put paper in your printer.

Select Chapter to Link Dialog

Use the Select Chapter to Link dialog to create a link between the chapter you are currently working on and another chapter. When you link to a chapter, you can jump to it by clicking on a button. This is useful, for example, when you refer to a chapter or incident described in another album.

You can also use this dialog to link a chapter to a Memory Starters worksheet. Once you've linked a chapter to an entry on a worksheet, you can view that chapter by clicking on the chapter icon.

The Select Chapter to Link dialog appears when you:

- click on the Link icon in the Media drawer.
- click in the Chapter column of a Memory Starters worksheet.

Select the album and chapter you want to link to, then click on the OK button.

Albums
Click in the Albums box to open the drop-down list of your albums. Albums are sorted alphabetically by title. Click the title of the album containing the chapter you want to link to.

Chapters
The chapters in the album you selected are listed. If there are more than will fit in the Chapters box, click on the arrows next to the box to scroll through the chapters.

Click on the chapter you want to link to.

New Chapter (Memory Starters only)
Click on this button to create a new chapter, using the year of the selected Memory Starters row as the chapter's date. Click on the Go Back button to return to Memory Starters once you've written the chapter.

Note: Albums hidden in the safe do not show up on the list of albums you can link to.

Need more information?
Link Albums and Chapters
Edit/Read Switch - Desktop View

Inspirator Dialog

Use the Inspirator dialog to get ideas for chapters. The Inspirator dialog appears when you click on the large red button below the light bulb in the Desktop view.

The Inspirator provides three types of prompts, which appear in random order when you click on the Next button. The prompt types are:

▪ **Real Life** - These prompts ask a variety of questions, such as "Is there a chapter surrounding your given names? How did your parents come to pick these names?" There are eight categories of Real Life prompts.
▪ **Blast From the Past** - Categorised by decade, these prompts recall fads and popular culture.
▪ **Historical** - These prompts provided historical events, in the form of newspaper headlines.

To search for ideas on a particular subject, in a particular category, or from a certain time period, click on the Search button. The Inspirator dialog expands to include two areas in which you can specify what you want to find.

Find
Type the information you want to find in this box. Some examples:

To find	Type ...
Events that occurred in a certain year	The year (for example, 1958)
Events that occurred in a certain decade	The decade (for example, 1960)
Information on a certain subject	A search word (cars, Kennedy, fads, TV)

Category
Select a category to further narrow the search. Click in the Category box and hold down the left mouse button to display the list of categories. While holding down the mouse button, move the pointer beneath the category list to scroll the list. Release the mouse button when there is a red box around the category you want.

Click on the Next button to scroll through items that match your search criteria. When Family Album Creator has shown you all the items, the message "Search text not found" appears.

When your search is complete, click on the Close Search button.

You can add any item you find in the Inspirator to a page in your album or, alternatively, store it in the ViewMatic for use later. To place it on a new page, drag the prompt out of the Inspirator and onto the page, or click on the page icon at the bottom of the dialog, next to the light bulb.

To place a prompt in the ViewMatic, drag it from the Inspirator and drop it over the ViewMatic, or click on the ViewMatic icon at the bottom of the dialog, next to the light bulb.

If you have the CD-ROM version of Family Album Creator, you will see video clips and pictures attached to the prompts as you browse through them for ideas.

Change Icon Dialog

Use the Change Icon dialog to specify the icon representing information that appears on a page in your album. When you use OLE to place information from another program in your Family Album Creator album, you can show the actual information or an icon representing that information that launches the program that created it.

The Change Icon dialog appears when you check the Display As Icon option on the Insert Object dialog, and then click on the Change Icon button.

Icon
Choose one of the following options:

- **Current** - Use the icon currently displayed.
- **Default** - Use the default icon associated with the program.
- **From File** - Icons for programs are contained within the program files themselves. The program file containing the currently displayed icon is shown. To select a different file, click on the Browse button to open the Browse dialog. Standalone icon files have the extension .ICO. Icons also appear in files with .DLL and .EXE extensions. Select one of these files, then click on the OK button to return to the Change Icon dialog and see the icons in the box beside this option. Click on the icon you want to use.

Label
This text appears below the icon in your Family Album Creator album. The default is the file name. To change the label, click in the Label box, then type a new label.

Links Dialog

Use this dialog to display and modify linked information on the page in your album you are currently viewing.

Links
This box shows all the links on the current page. For each linked file, it includes:

- the name of the linked file
- the type of information (either the name of the program, or the type of information it produces)
- how the link is updated -- automatically or manually

To modify one of the links, click on that link, then click on one of the buttons described below.

Source File
This area displays the name and location of the selected linked file.

Type
This area shows the program that created the selected linked file.

Update
Use these options to specify how often you want to update the information.

- **Automatic** - Select this option to have changes made to the information reflected in your Family Album Creator album.
- **Manual** - Select this option to control when the information in your Family Album Creator album is updated. To update a link, click on the link description, then click on the Update Now button.

Update Now
Click on this button to update the selected links for the current page.

Open Source
Click on this button to start the program that created the information associated with the selected link. The information appears in the program so you can edit it.

Change Source
Click on this button to select a new file to link to. When you click on the Change Source button, the Change Source dialog appears. The currently linked file is shown. Select a new file, then click on the OK button to return to the Links dialog.

Break Link
Click on this button to break the links between the selected linked files and your album page. The information will still appear on your page, but any further changes to the original information will not be reflected in your album.

Save Photo Diskette Image Dialog

Use the Save Photo Diskette Image dialog to specify a file name for a photograph you're transferring from a Photo Diskette to your hard disk. The Save Photo CD dialog appears when you select a file from a Photo Diskette.

File Name
Type the name you want to use to save the file. You can also select from the list of files below this box by double clicking on a file name, or by clicking on the name and then clicking on the OK button. If you choose an existing file name, you will overwrite that old file with your new file. Family Album Creator asks you to confirm this before proceeding.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this setting to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. Family Album Creator uses the extension .DIB to save files you import from a Photo Diskette.

Image Size
Select an option to determine the number of color and the file size of the saved file:

- **256 Color** - Creates a good quality image and relatively small file.
- **Millions** - Creates a superior quality image but a larger file size.

Save Sound Dialog

Use the Save Sound dialog to save a sound you've recorded to your computer's hard disk. Enter or select the file name and location, then click on the OK button.

File Name
Type the path and the name of the file you want to use to save the file. For example, C:\ALBUMS\ JANE.WAV. The file name should use the extension .WAV.

You can also select from the list of files below this area by double clicking on a file name, or by clicking on the name, then clicking on the OK button. If you choose an existing file name, you will overwrite that old file with your new file. Family Album Creator asks you to confirm this before proceeding.

Save File as Type
Use this to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. Family Album Creator recordings use the extension .WAV.

Directories
The path of the directory where the packaged album will be stored is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the drive where the package will be stored is shown. To select another drive, click in the box below Drives to show the list of available drives on your computer, then click on the drive you want.

Need more information?
Recording a Sound

Insert File Dialog

Use the Insert File dialog to select an existing text file and add the text to your album. The Insert File dialog appears when you choose the Insert File command from the right click Menu. Enter or select the file name and location, then click on the OK button.

File Name
Type the name of the file you want to add. You can also select from the list of files below this box by double click on a file name, or by click on the name and then click on the OK button.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this setting to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. You can use ASCII or RTF files.

Save Photo CD Image Dialog

Use the Save Photo CD Image dialog to specify a file name for a photograph you're transferring from a Photo CD to your hard disk. The Save Photo CD dialog appears when you click on the Import button on the Import From Photo CD dialog. Enter or select the file name and location, then click on the OK button.

File Name
Type the name you want to use to save the file. You can also select from the list of files below this box by double clicking on a file name, or by clicking on the name and then clicking on the OK button. If you choose an existing file name, you will overwrite that old file with your new file. Family Album Creator asks you to confirm this before proceeding.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the File Name box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this setting to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want. Family Album Creator uses the extension .DIB to save files you import from a Photo CD.

Change Source Dialog

Use the Change Source dialog to change the file name of a file currently linked to your album. Enter or select the file name and location, then click on the OK button.

Source
The path and file name of the currently linked file are shown. Type a new path and file, or use the Drives and Directories lists to select a new file.

Directories
The path of the current directory is shown. To switch to another directory, double click on its folder. To go back up the directory tree, double click on the folder above the one currently open. As you change directories, the list of files shown beneath the Source box changes.

Drives
The letter of the current drive is shown. To look for files on another drive, click in the Drives box to open the drop-down list of available drives. Click on the drive you want to access.

List Files of Types
Use this setting to restrict the files that appear in the box beneath the File Name box to files with a particular extension. Click in the box to open the drop-down list of file types, then click on the file type you want.

Searching Dialog

Use the Searching dialog to select an album that matches your search criteria. The Searching dialog appears when you do a search from the Library view, and there are one or more albums that match your search criteria.

If there are no albums which match your search criteria, the Searching dialog appears briefly, then   is replaced with a message that says "No match found."

Album
As Family Album Creator searches through your albums, the title of the album currently being searched appears here. When the search is complete, the word "Done" appears.

For
This box shows the search criteria you typed in the Text to Search for field of the Search dialog.

Albums Found
When the search is complete, albums that contain the text you searched for are listed in this box. To open an album, click on its title, then click on the OK button.

If you searched for an album with a word or phrase in the title, you'll see the album's cover. If you searched for a word or phrase in the text, Family Album Creator opens the album to the first occurrence of that text and highlights it for you.

ASCII
American Standard Code for Information Interchange. A plain text format for representing letters, numbers, punctuation and control instructions. ASCII text contains no formatting instructions, other than tabs and carriage returns, making it useful for transferring text between programs

Balloon Help
A description or brief instructions that appear at the tip of the mouse pointer when the pointer is over a part of the screen.

Click here to create
a new album
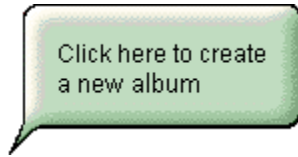
Album
The place in Family Album Creator where you record and store your memories. You can create albums for each member of your family as well as for your friends. An album consists of a number of stories, and can contain text, photos, video, sound and artwork. Albums are stored on the bookshelf in the Library View in Family Album Creator.

Library View
The initial view you see when you enter Family Album Creator. The Library view contains the bookshelf and the safe.

Clipboard
A temporary storage area in your computer's memory. The Clipboard stores the most recent information you put there using a Cut or Copy command. You can place a copy of the information on the Clipboard in your Family Album Creator album using the Paste command.

Command

An item on a menu that performs a specific task in Family Album Creator, such as printing or saving an album. When you choose a command, Family Album Creator performs that task.

Cursor
The flashing vertical bar that indicates where you can type text.

Desktop View
The Family Album Creator view in which you edit your albums. The Desktop view contains the Inspirator, the ViewMatic and the album pages.

Drag
The process of moving an item in Family Album Creator from one place to another using the mouse. To drag something, hold down the left mouse button over the item you want to drag, then move the item. When the item is where you want it, release the mouse button.

Embed
To add a copy of information created in another program to your Family Album Creator album. You can edit the embedded information by double clicking it and starting the program you used to create it.

Font

A particular combination of typeface, point size and style. For example, one font could be 14 point Arial bold, while another could 10 point Arial italic.

Link

Adding information from another program to your Family Album Creator album while maintaining a connection between the original information and your album.

When you change the information in the program that created it, those changes are reflected in your Family Album Creator album. You can update the information automatically or manually.

Lowercase
Uncapitalised letters. For example:

abcdefg

Compare with [Uppercase](#).

Icon
A small picture used to represent an item or activity. For example, to start Family Album Creator, you double click this icon:

Family Album
Creator

Menu
A list of options, or commands, from which you can choose to perform a desired task. In Family Album Creator, there are two permanent menus: one in the top left corner in the Library view and one in the top left corner in the Desktop view. A third is available when you click the right mouse button when you are writing or editing a chapter.

Object Linking and Embedding (OLE)
A way to share information between programs. A program that creates information is known as a server; a program such as Family Album Creator that uses that information is known as the client. When information is *linked* to Family Album Creator, the information stays in its original location but appears in your album, and any changes made to the original information are reflected in your album. When information is *embedded*, a copy is placed in your Family Album Creator album, and changes made to the original information are not necessarily reflected in your album.

Page
A single leaf in an Family Album Creator album, on which you can place photos, videos, sounds, text and other items. A new page is automatically added to an album when you fill the current page or when you start a new chapter. You can also add a new page by using the Pages drawer.

Path

The route used by a PC's Disk Operating System (DOS) to locate files. A path consists of a drive letter, followed by a colon, and directories, separate by backslashes. For example:

C:\ALBMMKR \PICTURES

Pixel
An abbreviation of picture element. A pixel is a single dot in a grid of dots that forms a picture.

Point

A unit of measurement used by typesetters and graphic designers to measure such things as character height, character spacing and line thickness. One point is equal to approximately 1/72". The default point size in Family Album Creator for text you type is 12.

Pointer
The indicator on the screen of the mouse's position. In Family Album Creator, the pointer usually appears as a hand. The shape of the pointer changes to indicate different actions.

Rich Text Format (RTF)
A text format developed by Microsoft for transferring formatted information between computer programs.

Chapters

A chapter or subsection of an Family Album Creator album, with its own title, that consists of one or more pages. You add chapters to an album by clicking the New Chapter button in the Desktop view.

Typeface
A particular design used to display or print letters, numbers and other characters. Arial is one example of a typeface, and Times Roman is another. A typeface in a particular style and point size is known as a font.

Type Style
The styles you can apply to emphasise a typeface (for example **bold**, *italic*, <u>underline</u>).

Uppercase
Capital letters. For example:

ABCDEFG

Compare with [lowercase](#).

Welcome to Family Album Creator

Family Album Creator is the multimedia family album that the whole family can use. Not only can you read stories   at Family Album Creator, but you can also see and hear them.

Each Family Album Creator album is filled with chapters. Each chapter has a title, date and category. Categories include family, friends, leisure, education, career, travel, home and personal.

You can see all chapter titles in your album using the Graphic View, the Category View, and the Date View by clicking on the Contents button at the bottom right corner of your album.

The chapters appear in chronological order on the pages of your album. Like a real album, you can move backwards and forwards through the pages.

Want Your Own Copy of Family Album Creator?

See your local dealer for your own copy of Family Album Creator, or call Creative Wonders at 1-800-KID-XPRT.

Opening an Album

When you start Family Album Creator, you'll see a list of albums you can open. Click on the one you want, then on OK.

If this is the first time you've used Family Album Creator, just click on OK.

The album's cover appears. Do one of the following:

- Click on the Contents button at the bottom right of the cover to go to the Table of Contents. Each marker represents a chapter. Place the pointer over a chapter to see its title. Click on the marker to open the chapter.
- Click on Open Album to go to the first page of the album.

Working With Table of Contents

You can see a list of the chapters in your album using three types of views:

- Graphic View
- Category View
- Date View.

Click the buttons at the bottom of the album to change the view.

Viewing the Graphic View

Graphic View gives you a visual representation of where your chapters are in an album and allows you to open chapters without having to page through the entire album. Chapters are represented by a colored marker. For example, in the Wedding album, red hearts represent chapters. Additionally, chapters that fall near the core of the Graphic View are your oldest chapters. Those that fall beyond the core are newer chapters.

Use the Graphic View to:

- View information about a chapter. Position the pointer over the chapter's marker. The chapter's title appears beside the marker.
- View your chapters in chronological order, according to their position on the Graphic View.
- Open a chapter. Click on a marker to go to the first page of that chapter.

Viewing Chapters Chronologically

To view chapters in an album in chronological order, do either of the following:

- In the Table of Contents, click on the Date View button.

▪ From a page in a chapter, click on the Contents button at the bottom right corner of the album's cover to return to the view you last used. Then click on the Category View button.
A chronological list of the album's chapters appear, displaying the date and title of each chapter.

Viewing Memory Starters

You can also view the Memory Starters worksheets that were used to plan a personal album and the chapters in it. Each category displays a different worksheet.

To view Memory Starters:

▪ In the Table of Contents, click on the Memory Starters button.
▪ From a page in a chapter, click on the Contents button at the bottom right corner of the album's cover to return to the view you last used. Then click on the Memory Starters button.
Click on a category icon to see the worksheet for that category.

Viewing a Specific Chapter

You can open a chapter in a variety of ways:

▪ In the Graphic View, click on the marker of the chapter you want to view.
▪ In the Category View, click on the chapter you want to view.
▪ In the Date View, click on the chapter you want view.
▪ From a page in a chapter, click on the Contents button at the bottom right corner of the album to return to the view you last used. Then click on the chapter you want to view.
The first page of the chapter appears.

Paging Through an Album

To	Press ...
Go to the next page	Press PGDN
Go to the previous page	Press PGUP

Playing Videos and Sounds and Viewing Pictures

To play a video, hear a sound or enlarge a picture included with the album, double click on it.

Closing an Album

There are two ways to close an Family Album Creator album:

▪ Click on the words "Close Album" on the album.
▪ Click on the Menu, then choose Exit. This also exits Family Album Creator.

Deleting an Album

You can delete an Family Album Creator album and all its associated files from your computer.

To delete an album:

1. Open an Family Album Creator album -- not the album you want to delete.

2. Click on the Menu, then choose Delete Album. The Delete Album dialog appears.

3. Select the album you want to delete and click on Delete.

Leaving Family Album Creator

To leave Family Album Creator, click on the Menu, then choose Exit.

How Do I ... ?

Click one of the categories below to display a list of related topics.

Get Started with Family Album Creator

Add Pages and Chapters to Albums

Type, Edit and Format Text

Work with Table of Contents

Add Pictures, Sounds and Videos

Add Special Effects to Chapters

Use the Inspirator to Give You Ideas

Store Ideas in the ViewMatic

Save and Store Albums

Manage Access to Albums

Link Albums and Chapters

Print Albums and Chapters

Share Albums with Others

Set Author Preferences

■

How Do I ... ?

Click on one of the categories below to display a list of related topics.

Get Started with Family Album Creator

Setting up Authors

Changing Authors

Deleting Authors

Creating a New Album

Setting Album Options

Opening an Album

Using Memory Starters to Plan Your Album

Closing an Album

Deleting an Album

Leaving Family Album Creator

Add Pages and Chapters to Albums

Type, Edit and Format Text

Work with Table of Contents

Add Pictures, Sounds and Videos

Add Special Effects to Chapters

Use the Inspirator to Give You Ideas

Store Ideas in the ViewMatic

Save and Store Albums

Manage Access to Albums

Link Albums and Chapters

Print Albums and Chapters

Share Albums with Others

Set Author Preferences

▪

How Do I ... ?

Click on one of the categories below to display a list of related topics.

▪
Get Started with Family Album Creator
Add Pages and Chapters to Albums
▪
Adding a New Page to a Chapter
▪
Adding Custom Pages to a Chapter
▪
Adding a New Chapter to an Album
▪
Setting the Date for a Chapter
▪
Removing a Page from a Chapter
▪
Removing a Chapter from an Album
▪
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▪
Storing a Chapter in the ViewMatic
▪
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▪
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▪
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▪
Manage Access to Albums
▪
Link Albums and Chapters
▪
Print Albums and Chapters
▪
Share Albums with Others
▪
Set Author Preferences

■

How Do I ... ?

Click on one of the categories below to display a list of related topics.

■
Get Started with Family Album Creator
■
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■
Type, Edit and Format Text
■
Typing Text on a Page
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Spell Checking Text
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■
Save and Store Albums
■
Manage Access to Albums
■
Link Albums and Chapters
■
Print Albums and Chapters
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■
Set Author Preferences

-

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-
Get Started with Family Album Creator
-
Add Pages and Chapters to Albums
-
Type, Edit and Format Text
-
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-
  Viewing the Graphic View
-
  Viewing a Specific Chapter
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  Using Memory Starters to Plan Your Album
-
  Viewing Chapters Chronologically
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-
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-
Store Ideas in the ViewMatic
-
Save and Store Albums
-
Manage Access to Albums
-
Link Albums and Chapters
-
Print Albums and Chapters
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-
Set Author Preferences

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Get Started with Family Album Creator
▪
Add Pages and Chapters to Albums
▪
Type, Edit and Format Text
▪
Work with Table of Contents
▪
Add Pictures, Videos and Sounds
▪
Adding a Graphic or Picture to a Page
▪
Adding a Picture from a Photo CD to a Page
▪
Adding a Picture from a Photo Diskette to a Page
▪
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▪
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▪
Adding a Video Clip to a Page
▪
Playing a Video Clip
▪
Moving a Picture or Video Clip
▪
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▪
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▪
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Removing a Picture, Video or Sound
▪
Add Special Effects to Chapters
▪
Use the Inspirator to Give You Ideas
▪
Store Ideas in the ViewMatic
▪
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▪
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▪
Work with Table of Contents
▪
Add Pictures, Videos and Sounds
▪
Add Special Effects to Chapters
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Adding a Note to a Page
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Use the Inspirator to Give You Ideas
▪
Store Ideas in the ViewMatic
▪
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-
Add Special Effects to Chapters
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Use the Inspirator to Give You Ideas
  -
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Add Pictures, Videos and Sounds
-
Add Special Effects to Chapters
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Use the Inspirator to Give You Ideas
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Store Ideas in the ViewMatic

-
  Storing a Chapter in the ViewMatic
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  Storing a Page in the ViewMatic
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  Storing a Media Item in the ViewMatic
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  Storing an Inspirator Prompt in the ViewMatic
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Save and Store Albums
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▪
  Saving an Album
▪
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▪
  Arranging Albums on the Bookshelf
▪
  Hiding an Album in Your Personal Safe
▪
  Retrieving an Album from Your Personal Safe
▪
  Deleting an Album
▪
Manage Access to Albums
▪
Link Albums and Chapters
▪
Print Albums and Chapters
▪
Share Albums with Others
▪
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-
Work with Table of Contents
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Add Pictures, Videos and Sounds
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Add Special Effects to Chapters
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Use the Inspirator to Give You Ideas
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Store Ideas in the ViewMatic
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Save and Store Albums
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Protecting an Album with a Password
-
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Hiding an Album in Your Personal Safe
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Retrieving an Album from Your Personal Safe
-
Changing Your Safe Password
-
Link Albums and Chapters
-
Print Albums and Chapters
-
Share Albums with Others
-
Set Author Preferences

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▪
   Linking One Chapter to Another
▪
   Viewing a Linked Chapter
▪
Print Albums and Chapters
▪
Share Albums with Others
▪
Set Author Preferences

-

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-
Add Pictures, Videos and Sounds
-
Add Special Effects to Chapters
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Use the Inspirator to Give You Ideas
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Store Ideas in the ViewMatic
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  -
    Printing an Entire Album
  -
    Printing a Chapter
  -
    Printing a Page
-
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▪
Print Albums and Chapters
▪
Share Albums with Others
▪
　　Packaging an Album to Share with Others
▪
　　Opening a Packaged Album
▪
Set Author Preferences

-

How Do I ... ?

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-
Get Started with Family Album Creator
-
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-
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-
Work with Table of Contents
-
Add Pictures, Videos and Sounds
-
Add Special Effects to Chapters
-
Use the Inspirator to Give You Ideas
-
Store Ideas in the ViewMatic
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Share Albums with Others
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Set Author Preferences
-
  Setting the Default Font for Text
-
  Turning Help Balloons On or Off
-
  Changing the Volume Level of Your Sounds

Setting Up Authors

An author is a person who can create a Family Album Creator album. One author can create many albums, or you can have many authors, each with his or her own albums and personal safe to hide them in.

The first time you start Family Album Creator:

- The New Author dialog appears. Type your name and click on the OK button.

Whenever you start Family Album Creator again, the Select Author dialog appears. Do one of the following:

- Click on your name on the list of authors, then click on the OK button.
- If your name is not in the list, click on the New button. In the New Author dialog type your name and click on the OK button.

Need more information? Set Author Preferences

Changing Authors

You can switch between authors without leaving and restarting Family Album Creator.

1.   Go to the Library view, if you are not currently there. To leave the Desktop view, click on the To Library Button to the right of the album.

2.   Choose the Change Author command from the Library view Menu.

3.   Click on the name of another author, then click on the OK button.

Need more information?
Set Author Preferences

Deleting an Author

If an author no longer needs to create Family Album Creator albums, you can delete his or her name from the list of authors.

1. Go to the Library view, if you are not currently there. To leave the Desktop view, click on the To Library button to the right of the album.

2. Choose the Change Author Command from the Library view Menu.

3. Click on the name of the author you want to delete, then click on the Remove button. Family Album Creator asks you to confirm the deletion.

4. Click on the Yes button to delete the author.

Note: You can't delete an author who has albums in the safe, since doing so would make it impossible to ever retrieve them. Have the author remove the albums from the safe, then try again.

Creating a New Album

An album is the place in Family Album Creator where you record and store your memories. You can create as many albums as you want.

1. Go to the Library view, if you are not currently there. To leave the Desktop view, click on the To Library button to the right of the album.

2. Do one of the following:

▪   Click on the words "New Album" at the left of the desk. If you're creating an album for the first time, these words flash to help you locate them.
▪   Click on the machine with the handle directly above the words "New Album".
    When you click, the handle on the New Album Machine turns briefly, then an album pops out onto the desk blotter. The view changes to the Desktop, and you see your album's cover and can specify album options.

Need more information?
Setting Album Options

Setting Album Options

You can set options for any album by filling in the Album Options panel located under the Desktop Menu. You can also change the options for an existing album.

1. If the album you want to change is not currently open, find it on the bookshelf in the Library view. Click on the album to open it.

2. To open Album Options, click Menu, then Options. From the pop-up menu that appears, choose Album.

3. If the Edit/Read switch is set to Read, switch it to Edit. Enter the album's password, if one is required.

4. The Album Options panel opens.

To	Do this ...
Set the album's birth date, wedding date, vacation start date, or start date	Use the red arrows to move between dates, or click and hold on the roller and select a date from the list that appears.
Set the album's end date (*This is only available for Personal and Vacation Albums.)	Click on the small box beside To (End Date). A roller appears. Use the red arrows to move between dates, or click and hold on the roller and select a date from the list that appears.
Add your place of birth, wedding location, or vacation destination	Click on the box below Place of Birth, wedding location, vacation destination, etc. and type the name of the appropriate location.
Select a spine style for the album. *This only works for Personal Album	Click on one of the spines below Album Style.
Set a password for the album	Click on the box beside Require Password to Edit This Album. Click on Edit Password. Type your password in the dialog and verify it. Click on OK.

Need more information?
Protecting an Album with a Password

Opening an Album

To read or edit an existing album, you must first open it. Albums are stored on the bookshelf in the Library view:

1. Do either of the following:

- Click on the album on the bookshelf.
- Drag the album from the bookshelf to the large green desk blotter.

   The album's cover appears in the Desktop view.

2. Do one of the following:

- Click on the Contents button at the bottom right of the cover to go to the Table of Contents. Click on Graphic View. Each red marker represents a chapter. Place the pointer over a chapter to see its title. Click on the marker to open the chapter.
- Click on Open Album to go to the first page of the album.

Using Memory Starters to Plan Your Personal Album

You can use the Memory Starters worksheets to plan your personal albums and record ideas you may have about chapters you'd like to write. You can add as many chapter ideas to a worksheet as you like, and once you've written chapters about your ideas, you can link your chapters to that worksheet.

When you create a new album, Family Album Creator creates a Memory Starters worksheet for every category (for example, education, travel, family, and so on), each beginning and ending with the album's start and end dates. For example, if your album begins in 1950 and ends with the current year, you would have worksheets for every category, each displaying a line for every year between 1950 and the current year.

1. In the Table of Contents, click the Memory Starters tab. A worksheet appears, and the worksheet category is highlighted at the top.

2. Click on the icon for the category you want to work on.

3. Fill in the information you want.

You can add as many lines as you require to accommodate chapter ideas. Once you write a chapter about an idea, you can link that chapter to the entry on the worksheet. Here are a few options you can try:

▪   To add another line for a year, click on the arrow beside the year.
▪   To link a chapter to a Memory Starter line, click in the Chapter column on the line that the idea is on. The Select Chapter to Link dialog appears. Choose the album and chapter you want, then click OK. A chapter icon appears on the corresponding line in the worksheet.
▪   To create a new chapter about an event, open the Select Chapter to Link dialog, then click on the New Chapter button. The new chapter appears, displaying a Go Back button you can use to return to the worksheet.

Need more information?
Setting Album Options
Adding a New Chapter to an Album
Setting the Date for a Chapter
Changing a Chapter's Category
Viewing Chapters by Category

Closing an Album

There are a number of ways to close an album in the Desktop view. Do one of the following:

- Click on the words "Close Album".
- Click on To Library button near the bottom right of the desk. This also returns you to the Library view.
- Click on the Menu, then choose Exit. This also exits Family Album Creator.

Deleting an Album

To delete an album completely from Family Album Creator and your computer:

1. Drag the album from the bookshelf to the Trash can in the Library view. Family Album Creator asks you to confirm the deletion.

2. Click on Yes to delete the album.

Need more information?
Undo Command - Library Menu

Leaving Family Album Creator

You can leave Family Album Creator from the Library view or the Desktop view.

From the Library view

- Click on the Menu, then choose Exit.
- Click on the jacket at the left of the screen.

From the Desktop view

- Click on the Menu, then choose Exit.

If you have been working on an album and have not yet saved it when you leave Family Album Creator, you will be asked to save the changes you've made or discard them.

Typing Text on a Page

When you create a new chapter in Family Album Creator, you can begin typing text immediately. The flashing cursor indicates where text will appear.

To	Do this ...
Start a new line	Press ENTER
Indent text	Press TAB
Force text after the cursor position to go to the next page	Click the right mouse button, then choose the Insert Page Break command
Move the cursor down one line	Press DOWN ARROW
Move the cursor up one line	Press UP ARROW
Move the cursor to the beginning of the line	Press HOME
Move the cursor to the end of the line	Press END
Move the cursor to the beginning of the next word	Hold down the CTRL key and press RIGHT ARROW
Move the cursor to the beginning of the previous word	Hold down the CTRL key and press LEFT ARROW

Need more information?
Selecting Text for Editing
Editing Text

Selecting Text for Editing

Before you can edit the text on a page, note or label, you must first select, or highlight it. Once selected, you can change its appearance, copy or delete it, and so on.

To	Do this ...
Select characters with the mouse	Click where you want to start the highlighting, then hold down the left mouse button as you drag the cursor. When the text is highlighted, release the mouse button.
Extend highlighting right one character at a time	Hold down the SHIFT key, then press the right arrow key.
Extend highlighting left one character at a time	Hold down the SHIFT key, then press the left arrow key.
Extend highlighting to the end of the line	Press SHIFT + END.
Extend highlighting to the beginning of the line	Press SHIFT + HOME.
Select a word	Double click on it.
Select all text on the page, note or label	Choose the Edit command from the Menu, then choose Select All.

Need more information?
Typing Text on a Page
Editing Text

Editing Text

You can delete text one character at a time using the DEL and BACKSPACE keys. To delete or copy blocks of text, select the text first.

To	Do this ...
Delete the character after the flashing cursor	Press the DEL key.
Delete the character before the flashing cursor	Press the BACKSPACE key.
Cut selected text and place it on the **Clipboard**	▪ Choose Cut from the Menu, or ▪ Hold down the CTRL key and press X.
Copy selected text and place it on the Clipboard	▪ Choose Copy from the Menu, or ▪ Hold down the CTRL key and press C.
Paste text from the Clipboard at the cursor position	▪ Choose Paste from the Menu, or ▪ Hold down the CTRL key and press V.
Replace selected text with new text	Type the new text or paste the text from the Clipboard.
Cancel the last text change you made	Choose Undo from the Menu.

Need more information?
Typing Text on a Page
Selecting Text for Editing

Adding Text from an Existing File

If you have existing information you've already typed using another program, you can easily add it to a chapter. You can use existing information in stored either ASCII or Rich Text Format.

1. Click on the page where you want the text to begin. If you are inserting new information in the middle of existing text in a chapter, use the ARROW keys to position the cursor.

2. Click the right mouse button to display the Menu.

3. Choose the Insert File command. The Open dialog appears.

4. Specify the name of the existing file you want to add.

5. Click on OK to load the text at the cursor position.

Note: The largest file you can load into Family Album Creator is 32K, or about 20 pages of text in the default point size. If you have a file larger than that, use the program you created it with to break it into several smaller files, then bring each file into Family Album Creator.

Changing Text Appearance and Size

You can change the text you type on a page, note or label to any size and style you want.

1. Select the text you want to change. If you want to change the default size or style for the current chapter, don't select any text.

2. Choose a typeface using the controls above the Media drawer. Do one of the following:

▪   Click on the arrow to the left or right of the current typeface until you find the typeface you want. The available typefaces vary depending on what you have installed on your computer
▪   Click on the current typeface name and hold down the left mouse button to see a list of available typefaces. While holding down the mouse button, move the pointer beneath the last typeface on the list to scroll down the list. When the list stops scrolling, you are at the last typeface. Move the pointer above the typeface list while holding down the mouse button to scroll back up the list. When the red box is around the typeface you want, release the mouse button.
3. Choose a point size. Do one of the following:

▪   Click on the arrow to the left or right of the current size until you find the size you want.
▪   Click on the current point size and hold down the left mouse button to see a list of sizes. While holding down the mouse button, move the pointer beneath the last size on the list to scroll the list. When the red box is around the size you want, release the mouse button.
        At the bottom of the list you will see (...). Release the mouse button on this option to display the Select Font Size dialog, which you can use to specify a size not on the list. You can use any size between 4 and 255 point.
4. Choose a type style, if desired. Click on the B, I and U buttons to make text **bold**, *italic,* or underlined. You can use combinations of these styles. When you select a style, the symbol on the button turns red.

The selected text changes to reflect your choice. If you didn't select any text, any text you add to this chapter will appear in the style and size you chose.
▪

Need more information?
Selecting Text for Editing
Sizing Text Visually
Setting the Default Font for Text

- Use a simple typeface, such as Arial to make your album easier to read on the computer screen. Use decorative typefaces sparingly.
- Family Album Creator uses the TrueType fonts installed on your computer to display text on the screen and print it on your printer. Some TrueType fonts are included with Microsoft Windows. Some programs provide additional fonts, and you can purchase packages of additional TrueType fonts. For more information about TrueType fonts, see your Microsoft Windows *User's Guide*.

Sizing Text Visually

You can change the size of any text in your album by specifying a specific point size. You can also size the text visually to fit in a particular space. For example, you might want to start a chapter with a headline that fills the entire width of the page.

1. Select the text you want to change.

2. Hold down the CTRL key, then press the UP ARROW to increase the size in 1-point increments.

   Hold down the CTRL key, then press the DOWN ARROW to decrease the size in 1-point increments. The minimum size is 4 point.

   The point size selector above the Media drawer changes to reflect the current.

3. When the text is the size you want it, click once anywhere on the page.

Need more information?
Selecting Text for Editing
Changing Text Size and Style

Changing Text Alignment

Alignment refers to how words are positioned on the page -- against the left margin, centered or against the right margin. You can align each paragraph in a chapter or note separately. For example, you might want to begin a chapter with a centered heading, then left-align the rest of the chapter.

1. Select the text you want to align.

2. Click one of the three alignment buttons above the Media drawer. When you select an alignment option, the symbol on the button turns red.

The selected text, or all text in the paragraph containing the selected text, moves on the page to reflect your choice.

Need more information?
Selecting Text for Editing
Setting the Default Font for Text

Changing Text Color

You can change the color of text on a page, note or label to any one of 55 colors. For example, you might want to make a headline at the beginning of chapter blue and the remainder of the chapter text black.

1. Select the text you want to change. If you want to change the default for the current chapter, don't select any text.

2. Position the pointer over the color bar just above the Media drawer. Click and hold down the mouse to display a palette of different colors. While holding down the mouse button, move the pointer over the color you want, then release the mouse button.

The selected text changes color to reflect your choice.

•

Need more information?
Selecting Text for Editing
Setting the Default Font for Text

Choose colors that contrast with the background to make your album easier to read on the computer screen. Black or dark grey is the best color to use for the text on a page.

Searching Text

You can search through any chapter in your album to find specific words or phrases -- names, places, and so on. You can use this feature to find information you want to copy and put in another chapter or album, or to go to a particular page quickly.

1. Open the chapter you want to search. You can be viewing any page in the chapter.

2. Choose the Search command from the Menu. The Search dialog appears.

3. In the Text to Search for box, type the word or phrase you want to find.

4. Choose Search Options, if required:

▪   **Ignore case** - Case refers to whether a character is uppercase or lowercase. Check this option if you want the search to ignore capitalisation. If you type "dog", the search will find "dog", "Dog" or "DOG". If you don't check this option, the search will look for exactly what you type.

▪   **Whole words only** - Check this option if you want to find a specific word by itself, not part of a larger word. For example, if you check this option and type "farm", the search will find only the word farm. If this option is not checked, the search will also find "farmer" and "farming" if they appear in your chapter.

5. Click on OK to start the search. If the words or phrase you searched for is in the chapter, Family Album Creator goes to that page and highlights the word or phrase.

6. To search for the next occurrence of the word or phrase, choose the Repeat Search command from the Menu.

    If Family Album Creator cannot find any more occurrences of the word or phrase in the chapter, it displays the message "No more matches found".

Spell Checking Text

To ensure you've spelled words correctly in your chapters, Family Album Creator includes a spell checker. The spell checker will notify you if it finds a misspelled or unknown word, and also enables you to add names, places and other special words to a custom spell checking dictionary.

1. Open the album you want to spell check and ensure the Edit/Read switch is set to Edit.

2. Choose the Check Spelling command from the Menu.

   The spell checker compares the words in the album with the entries in two dictionaries: the default dictionary and your custom dictionary.

- If the spell checker locates a word not in either dictionary, it highlights the word and displays the Check Spelling dialog.
       The highlighted word is shown in the Unknown Word box. A list of possible replacements appears on the Suggestions list

3. Click on a button to specify how you would like to handle the word:

- Click on Ignore to skip the word, or Ignore All to skip all occurrences of the word.
- Click on Change to replace the word with the highlighted word on the Suggestions list, or Change All to change all occurrences of the word.
- Click on Add to put the word in your custom dictionary.

4. Family Album Creator continues spell checking. It if finds another unknown word, it highlights. When your entire album has been spelled checked, the message "Spell check complete" appears.

Note: The spell checker does not check album or chapter titles. If you want it check a label or note, click on the label or note before you choose the Check Spelling command.

Viewing the Graphic View

Graphic View gives you a visual representation of where your chapters are in an album and allows you to open chapters without having to page through the entire album. Chapters are represented by a colored marker. For example, in the Wedding album, red hearts represent chapters. Additionally, chapters that fall near the core of the Graphic View are your oldest chapters. Those that fall beyond the core are newer chapters.

Use the Graphic View to:

- View information about a chapter. Positioning the pointer over the chapters marker. A title label appears beside the marker, and the chapter date appears in the calendar.
- View your chapters in chronological order, according to their position on the Graphic View.
- Change the category for a chapter by dragging the marker to the category you want.
- Open the chapter by clicking on it.
- Delete the chapter by dragging it to the Trash drawer.

Need more information?
Browsing Through the Pages in Your Album

Viewing a Specific Chapter

You can go to a chapter in a variety of ways:

- In the Graphic View, click on the chapter you want.
- In the Category View, click on the chapter you want.
- In the Date View, click on the chapter you want.
- In the Memory Starters, click on the Edit/Read switch to set your album to Read mode, then click on the chapter you want. The chapter appears and displays a Go Back button at the bottom of the page that you can use to return to your Memory Starters worksheet.

Note: If you set your album to Read mode, you can't edit the chapter when you go to it. When you return to your worksheet, be sure you set your the Edit/Read switch to Edit.

Viewing Chapters Chronologically

You can view the chapters in an album in chronological order.

1. In the Desktop view, click on the Contents button to go to the Table of Contents.
2. Click on the Date View button.

A chronological list of your chapters appears, displaying their date and title.

Viewing Chapters by Category

You can view the chapters in an album by the category you've assigned them (for example, family, friends, travel, and so on).

1. In the Desktop view, click on the Contents button to go to the Table of Contents.

2. Click on the Category View button.

    A list of chapters appears, and one of the category icons across the top of the page is highlighted, indicating the category that the chapters belong to.

3. To view chapters in other categories, click on the icon for that category.

Changing a Chapter's Category

You can change the category for a chapter at any time. This is useful, for example, if your chapter was originally about your education but ended up focusing more on your career.

There are two ways to change a chapter's category:

▪ In the Graphic View, click on the chapter and drag it to the category you want.
▪ Open the chapter, press and hold on the category icon in the top right corner of the page, then move the mouse up or down to highlight the option you want. Release the mouse on the option you want. Under the Desktop menu, click options. From the pop-up menu that appears, choose Chapter. The Chapter Options panel appears. From the Category drop-box, select the new category in which you want your chapter to appear.

Adding a Page to a Chapter

You can add as many pages to a chapter as you require. When you are typing text, a new page is automatically added when you fill the current page. You can also add a blank page anywhere else you need it.

1. Go to the specific chapter where you want to insert a blank page.

2. Click on New Page, located to the right of New Chapter.

The new, blank page appears after the page you had displayed.

Press PGUP to go to the previous page, or PGDN to go to the next page in the chapter.

Adding Custom Pages to a Chapter

You can add colorful stationary, or "custom pages", to your chapter to commemorate important events, such as births, graduations, new homes, weddings, and so on. Like the invitations and announcements you buy at the store, most custom pages have areas you can fill in.

1. Go to the place in the chapter where you want to insert the special page.

2. Click on the Pages drawer.

3. Scroll through the list of custom pages and click on the page you want to add. The custom page appears after the page you had displayed, and the cursor appears in the first area you can fill in.

4. Move the pointer over the different areas of the special page to find the areas you can fill in. When the hand changes to a pointed finger, click on the page to move the cursor to that area of the page. Fill in the areas you want to personalize.

Press PGUP to go to the previous page, or PGDN to go to the next page in the chapter.

Adding a New Chapter to an Album

You can add a new Chapter to an album at any time. Chapters appear in your album in chronological order, according to the date you set for them.

1. Go to the Table of Contents or to the place in your album where you want to add the chapter.

2. Click on the New Chapter button. The new chapter appears as a blank page.

3. Type the chapter title into the title area in the header.

4. Press the category icon and choose the category for the chapter.

5. Click on the check boxes beside the header and footer items if you want the corresponding information to appear when you print your chapter.

Need more information?
Setting the Date for a Chapter

Setting the Date for a Chapter

Use the calendar to set the date for your chapter. Chapters appear in albums in chronological order, according to the date you set for them.

The calendar enables you to set the date in three ways:

- Click on the red arrows between the dates to scroll, one by one, through the month, date, and year options. For example, if the month shows MAY, clicking the right arrow next to the month changes it to JUN, then JUL, then AUG, and so on.
- Drag the slider to move quickly through the range of available years. The beginning of the slider is set to the year that your album starts and the end to the current year. Adjust the month and day if you want.
- Press and hold on the month, day, and year and choose the options you want from the lists that appear.

You can use "fuzzy dates" if you don't know an exact date. For example, you can select Spring, Summer, Fall or Winter instead of a month. You can also select a decade instead of a specific year.

The date appears in the header above the chapter. Click on the checkbox beside the date if you want the date to appear when you print your chapter.

You can also set the chapter date using the Chapter Options in the Desktop Menu.

Removing a Page from a Chapter

You can remove any page you no longer want and throw it in the Trash.

1. Position the pointer over the perforation on the left side of the page. The pointer changes to a torn page.

2. Hold down the left mouse button and drag the torn page to the Trash drawer.

3. When the Trash drawer opens, release the mouse button to discard the page.

If you change your mind and don't want to remove the page, you can release the mouse before you reach the Trash drawer. The page will not be removed from your chapter. If you change your mind after dragging the torn page to the Trash drawer, choose the Undo Remove Page command from the menu.

Need more information?
Storing a Page in the ViewMatic

Removing a Chapter from an Album

You can remove an entire chapter from an album at any time and throw it in the Trash. You don't need to tear out each page individually.

There are three ways you can do this:

- In the Graphic View, drag the chapter's icon to the Trash drawer.
- In Category View, select the chapter, and then drag it to the Trash drawer.
- In Date View, select the chapter, and then drag it to the Trash drawer.

If you change your mind and don't want to remove the chapter, you can release the mouse before you reach the Trash drawer. The chapter will not be removed from your album. If you change your mind after dragging the chapter to the Trash drawer, choose the Undo Remove Chapter command from the menu.

Need more information?
Storing a Chapter in the ViewMatic

Storing a Page in the ViewMatic

You can remove a page from a chapter and store it in the [ViewMatic](#) for later use.

1. Position the pointer over the perforation on the left side of the page. The pointer changes to a torn page.

2. Hold down the left mouse button and drag the torn page to the ViewMatic.

   If you want to put a copy of the page in the ViewMatic, hold down the CTRL key as you drag. A plus sign (+) appears above the pointer to indicate you are copying.

3. When the pointer is over the ViewMatic window, release the mouse button to discard the page.

 The page is removed from the chapter and stored in the ViewMatic.

If you change you mind and don't want to remove the page, you can release the mouse before you reach the ViewMatic. The page will not be removed from your chapter or stored in the ViewMatic. If you change your mind after dragging the torn page to the ViewMatic, choose the Undo Remove Page command from the menu.

Need more information?
[Removing an Item from the ViewMatic](#)

Storing a Chapter in the ViewMatic

You can remove a chapter from an album and store it in the <u>ViewMatic</u> for later use.

There are three ways you can do this:

- In the Graphic View, drag the chapter's red marker to the ViewMatic.
- In the Category View, select the chapter, and then drag it to the ViewMatic.
- In the Date View, select the chapter, and then drag it to the ViewMatic.

If you want to put a copy of the page in the ViewMatic, hold down the CTRL key as you drag. A plus sign (+) appears above the pointer to indicate you are copying.

If you change you mind and don't want to remove the chapter, you can release the mouse before you reach the ViewMatic. The chapter will not be removed from your album or stored in the ViewMatic. If you change your mind after dragging the chapter to the ViewMatic, choose the Undo Remove Chapter command from the menu.

Need more information?
<u>Removing an Item from the ViewMatic</u>

Storing a Media Item in the ViewMatic

You can add any item you place on a page--a picture, video, sound or other item--to the ViewMatic for later use. You remove an item from a page and store it in the ViewMatic or make a copy to store and leave the original on the page.

1. Position the pointer over the item you want to store in the ViewMatic.

2. Hold down the left mouse button and drag the item toward the ViewMatic. The pointer changes to a fist.

   To make a copy of the item, hold down the CTRL key. A plus sign (+) appears above the pointer to indicate you are copying.

3. When the item is over the ViewMatic, release the mouse button.

Need more information?
Removing an Item from the ViewMatic

Storing an Inspirator Prompt in the ViewMatic

You can store an Inspirator prompt in the ViewMatic for later use.

1. Start the Inspirator by clicking on the large red button below the light bulb in the Desktop view.

2. Click on the Next button or the Prev button until find the prompt you want.

3. Do either of the following:

▪   Position the pointer over the prompt and hold down the left mouse button. Drag the prompt to the ViewMatic and release the mouse button.
▪   Click on the ViewMatic icon at the bottom of the dialog, next to the light bulb.

Need more information?
Adding an Inspirator Prompt to Your Page

Adding an Item from the ViewMatic to a Page

The ViewMatic stores all kinds of items you can use in your albums -- pictures, videos, sounds and other items. You can drag out any item stored in the ViewMatic and place it on a page.

1. Go to the page where you want to add the item.

2. Click on the buttons below the ViewMatic window until you've located the item you want.

3. Hold down the left mouse button over the ViewMatic window. The pointer changes to indicate you're removing an item.

4. To make a copy of the item, hold down the CTRL key. A plus sign (+) appears above the pointer to indicate you are copying.

5. Move the pointer to where you want the item, then release the mouse button to place the item on your page.

Removing an Item from the ViewMatic

If you have items in the ViewMatic that you no longer need, it's easy to remove them.

1. Click on the buttons below the ViewMatic window until you've located the item you want.

   To help you identify a picture or video, double click the item in the ViewMatic window to play it. Videos play right in the windows. Pictures appear enlarged against a black background.

2. Hold down the left mouse button over the ViewMatic window. The pointer changes to indicate you're removing an item.

3. Drag the item to the Trash drawer. When the Trash drawer opens, release the mouse button to discard the item.

Browsing Through the Pages in Your Album

Like any album, you can page backwards and forwards in your Family Album Creator albums.

1. Position the pointer over the right or left edge of the page. The pointer changes to a forward or backward turning page, respectively.

2. Click to turn the page.

3. Without moving the pointer, continue clicking to turn successive pages.

The table of contents are located at the end of every album. If you are starting from the table of contents, page backwards to browse through your album.

▪

Shortcuts for paging through an album:

- Press PGDN to go to the next page.
- Press PGUP to go to the previous page.

Adding a Graphic or Picture to a Page

You can add a graphic or picture to enhance any chapter in your album. You can use computer clip-art, scanned images or pictures you draw yourself using graphics software.

1. Go to the page where you want to add the picture.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Picture icon. The pointer changes to indicate youre adding a picture.

4. Drag the picture where you want it to appear on the page, then release the mouse button. The Media Browser opens to display the Open Picture dialog. The browser displays thumbnails for every file in the directory. Use the back and forth arrows to move through the files.

5. Select the graphic or picture you want to add.

    To look for pictures on another drive on your computer, click in the Drives box. To switch to another directory, double click on its folder. As you change directories, the list of files shown beneath the File Name box changes. Click on the name of the file you want, then click on OK.

    The graphic or picture appears on the page, with a flyout banner of options to the right of it.

6. To add a frame around the picture, click on one of the frame styles on the bottom of the flyout banner.

Need more information?
Adding a Picture from a Photo CD to a Page
Adding a Picture from a Photo Diskette
Viewing a Graphic or Picture
Cropping a Graphic or Picture

Adding a Picture from a Photo CD to a Page

If you have a CD-ROM drive attached to your computer, you can have photographs you've taken put on a Photo CD disk and use them in your Family Album Creator albums.

1. Insert the Photo CD in your CD-ROM drive.

2. Go to the page in your album where you want to add a photograph.

3. Click on the Media drawer to open it.

4. Hold down the left mouse button over the Picture icon. The pointer changes to indicate you're adding a picture.

5. Drag the picture where you want it to appear on the page, then release the mouse button. The Media Browser opens to display the Open Picture dialog. The browser displays thumbnails for every file in the directory. Use the back and forth arrows to move through the files.

6. Click on the Photo CD button. The Import from Photo CD dialog appears.

7. Click on the arrows below the picture window to find the picture you want.

8. Click in the Size box to open the drop-down list of available sizes, then click on the one you want. Sizes are in pixels. The larger the numbers, the larger the picture appears when you view it on your full screen.

9. Click in the Color box to open the drop-down list of available colors, then click on the one you want. Choose one of three color options -- 16, 256, or 16 million colors -- or grey scale. More colors provide a clearer image but take longer to display on your screen.

10. Select one of these two options:

- Click on Link to CD to establish a link between the photograph and the page in your album. If you want to change the size or location of the photo, or switch to a different photograph, Family Album Creator asks you to insert the disk containing the photograph.
      If this is the first photograph you've used this Photo CD with a Family Album Creator album, Family Album Creator asks you to give the Photo CD a name. Type the name, then click on OK.
- Click on Import to make a copy of the photograph and store it on your computer's hard disk. When you click on Import, the Save Photo CD Image dialog appears. Choose a file name and location for the file, then click on OK..
      The photo appears on your page.

11. To add a frame around the picture, click on one of the frame styles on the bottom of the flyout banner.

Need more information?
Adding a Graphic or Picture to a Page
Adding a Picture from a Photo Diskette
Viewing a Graphic or Picture
Cropping a Graphic or Picture

Adding a Picture from a Photo Diskette to a Page

A number of photo developers can put your photographs on photo diskette, so you can view them on your computer and use them in Family Album Creator. If you're using a photo diskette for the first time, you'll need to run the installation program included with your pictures on the diskette. See the note at the end of this procedure.

1. Insert the photo diskette in your floppy disk drive.

2. Go to the page in your album where you want to add a photograph.

3. Click on the Media drawer to open it.

4. Hold down the left mouse button over the Picture icon. The pointer changes to indicate you're adding a picture.

5. Drag the picture where you want it to appear on the page, then release the mouse button. The Media Browser opens to display the Open Picture dialog. The browser displays thumbnails for every file in the directory. Use the back and forth arrows to move through the files.

6. Click in the Drives box to open the drop-down list of available drives, then click on the letter of your floppy disk drive (usually a:). In the File Name box, a file with the extension .CAT appears.

7. Click on this file name, then click on the OK button. A picture viewer with the title Photo Diskette - Select an Image appears at the top of the screen.

8. Click on the arrows below the pictures to scroll through the pictures. When you find the picture you want, click on it.

9. Click on the Select button to import the picture. The Save Photo Diskette Image dialog appears.

10. Select an image size option:

▪   256 colors gives you a good quality image and requires less hard disk space.
▪   Millions of colors provides the best image quality, but requires more hard disk space to store the file.

11. Specify a path and file name to store the picture. To change to another drive on your computer, click in the Drives box. To change to another directory, double click on its folder. When you've got the correct drive and directory, type a file name in the File Name box, then click on OK.

    The picture appears on the page, with a flyout banner of options to the right of it.

12. To add a frame around the picture, click on one of the frame styles on the bottom of the flyout banner.

Note: Photo diskettes include a viewer program Family Album Creator requires to use pictures on the diskette. When you get your first photo diskette, look for installation instructions on the diskette label. You need only install the viewer once. When you've got it installed, start Family Album Creator and follow the instructions above to load a picture from the diskette into your album.

Need more information?
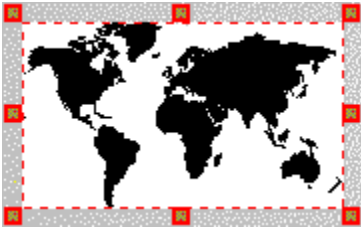Adding a Graphic or Picture to a Page
Adding a Picture from a Photo CD to a Page
Viewing a Graphic or Picture
Cropping a Graphic or Picture

Cropping a Graphic or Picture

You can crop any graphic or picture you put in your Family Album Creator album. Cropping displays only a portion of the picture on the page.

1. Click on the graphic or picture you want to crop. A flyout banner of options appears to the right of the picture.

2. Click on the cropping button, the rightmost button on the second row of options. A rectangle with eight red boxes appears around the picture.

3. Drag the red boxes so that the rectangle encloses the part of the picture you want to see in your album.
4. When you've finished adjusted the cropped area, click anywhere on the page to see only the cropped part of the picture.

To restore the picture to its uncropped version, click on the picture, then click on the normal view button, the leftmost button on the second row of options.

Note: Cropping does not affect the original graphic or picture file. When you view the picture in full screen, you see the uncropped version.

Need more information?
Adding a Graphic or Picture to a Page
Adding a Picture from a Photo CD to a Page
Adding a Picture from a Photo Diskette to a Page
Viewing a Graphic or Picture

Viewing a Graphic or Picture

When you place a graphic or picture on the page, you can make it any size you like. To see a picture more clearly, you can blow it up and see it alone on the screen.

1. Click on the picture you want to view. A flyout banner of options appears to the right of the picture.

2. Click on the Play button, the topmost button on the flyout.

   The picture appears on the screen in its true size and colors, against a black background.

3. Click anywhere to return to your album page.

Need more information?
Adding a Graphic or Picture to a Page
Adding a Picture from a Photo CD to a Page
Adding a Picture from a Photo Diskette to a Page
Cropping a Graphic or Picture

Adding a Video Clip to a Page

If you have videos or home movies of important events, you can add clips from them to your albums. You'll need a video capture board to transfer video from a video camera to your computer, or you can take your videos to a film processor and have them transferred for you. Video files must be Video for Windows format to use them in Family Album Creator.

1. Go to the page where you want to add the picture.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Video icon. The pointer changes to indicate you're adding a video.

4. Drag the video where you want it to appear on the page, then release the mouse button. The Media Browser opens to display the Open Video dialog. The browser displays thumbnails for every file in the directory. Use the back and forth arrows to move through the files.

5. Select the video you want to add.

   To look for videos on another drive on your computer, click in the Drives box. To switch to another directory, double click on its folder. As you change directories, the list of files shown beneath the File Name box changes. Click on the name of the file you want, then click on OK.

   The video appears on the page, with a flyout banner of options to the right of it.

6. To change how the video is played, choose an option from the first three buttons on the middle row of the flyout. You can play the video on the page, by itself on a black background in actual size, or by itself enlarged.

7. To add a frame around the video, click on one of the frame styles on the bottom of the flyout banner.

Need more information?
Playing a Video Clip
Moving a Picture or Video Clip
Sizing a Picture or Video Clip

Playing a Video Clip

When you place a video clip in your album, you see the initial frame of the video. You can play the video clip at any time by clicking a button.

1. Click on the video you want to view. A flyout banner of options appears to the right of the picture.

2. Click on the Play button, the topmost button on the flyout.

   The video begins playing. Depending on the play options you've chosen, you'll see it on the page, or by itself against a black background.

3. To interrupt the video before it finishes, click anywhere on the video.

Need more information?
Moving a Picture or Video Clip
Sizing a Picture or Video Clip

Moving a Picture or Video Clip

You can position a picture or video clip anywhere on your page by dragging it. You can also drag a picture or video clip to the ViewMatic if you want to store it for later use.

1. Position the pointer over picture or video you want to move.

2. Hold down the left mouse button. The pointer changes to a fist.

3.   To make a copy of the item, hold down the CTRL key. A plus sign (+) appears above the pointer to indicate you are copying.

4.   Drag the item to its new location. When the item is where you want it, release the mouse button. If you made a copy, the item appears in both its old location and its new one.

Need more information?
Playing a Video Clip
Sizing a Picture or Video Clip

Sizing a Picture or Video Clip

When you drag a picture or video clip from the Media drawer to your page, then it appears on your page in a default size. You can make the item bigger or smaller as required.

1. Click on the item you want to size. A small square appears in the bottom right corner of the note.

2. Position the pointer over the small square.

3. Hold down the left mouse button. The pointer changes to a pair of arrows.

4.   Drag the square to make the item larger or smaller.
        The item retains its original proportions as you size it. If you want to distort the picture or video, hold down the CTRL key as you drag.

5.   When the item is the size you want it, release the mouse button.

Need more information?
Playing a Video Clip
Moving a Picture or Video Clip

Adding a Sound to a Page

You can add a sounds to enhance your Family Album Creator albums. If you have a sound card and microphone attached to your computer, you can record your own sounds and messages. Prerecorded sounds can also be purchased on disk from your software store.

1. Go to the page where you want to add the sound.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Sound icon. The pointer changes to indicate you're adding a sound.

4. Drag the sound where you want it to appear on the page, then release the mouse button. The Media Browser opens to display the <u>Open Sound dialog</u>. The browser displays thumbnails for every file in the directory. Use the back and forth arrows to move through the files.

5. Select the sound you want to add. Family Album Creator uses sounds that have .AVI or .MID extensions.

   To look for sounds on another drive on your computer, click in the Drives box. To switch to another directory, double click on its folder. As you change directories, the list of files shown beneath the File Name box changes. Click on the name of the file you want, then click on OK.

   The sound icon appears on the page, with a flyout banner of options to the right of it.

6. To change the icon representing the sound, click on one of the icon styles on the bottom of the flyout banner.

Need more information?
Recording a Sound
Playing a Sound

Recording a Sound

If you have a sound card and microphone attached to your computer, you can record your own sounds and messages to use in your Family Album Creator albums.

1. Go to the page where you want to add the sound.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Sound icon. The pointer changes to indicate you're adding a sound.

4. Drag the sound where you want it to appear on the page, then release the mouse button. The Open Sound dialog appears.

5. Click on the Record button. The Record Message dialog appears.

6. Click on the Record button to begin recording. The word "Recording" flashes and the tape recorder wheels turn to indicate recording is in progress.

7. To end recording, click on the Stop button. Click on the Play button to hear your recording before you save it to your computer's hard disk. If you want to rerecord your sound, use the Record and Stop buttons again.

8. When you are satisfied with the recording, click on OK. The Save Sound dialog appears. Specify the path and file name you want to use for the recording, then click on OK.

   The sound icon appears on the page, with a flyout banner of options to the right of it.

9. To change the icon representing the sound, click on one of the icon styles on the bottom of the flyout banner.

Note: Family Album Creator sound files are compressed and cannot be played or edited in most .WAV editors, including Windows Sound Recorder.

Need more information?
Playing a Sound

Playing a Sound

You can play a sound you've added to your album at any time by simply clicking a button.

1. Click on the sound you want to hear. A flyout banner of options appears to the right of the sound icon.

2. Click on the Play button, the topmost button on the flyout.

    The sound begins playing.

3. To interrupt the sound before it finishes, click on the Play button again.

Need more information?
Recording a Sound

Removing a Picture, Video or Sound

You can remove a picture, video or sound from your page by dragging it to the Trash drawer.

1. Position the pointer over the picture, video or sound you want to remove.

2. Hold down the left mouse button. The pointer changes to a fist.

3. Drag the item to the Trash drawer. The Trash drawer opens and the pointer changes to indicate you're removing the selected item.

4. When the item is positioned over the Trash drawer, release the mouse button to remove the item.

Need more information?
Undo Command - Desktop View

Adding a Note to a Page

You can add a note in a variety of styles to any page in your album. Notes are useful for adding supplementary information to your chapter.

1. Go to the page where you want to add the note.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Note icon. The pointer changes to indicate you're adding a note.

4. Drag the note where you want it to appear on the page, then release the mouse button. A note appears on your page. A flyout banner of note options appears to the right of the note.

5. To change the style of the note, click on one of the six styles on the flyout banner.

6. Type your text. If you type more than two lines, the note expands horizontally to accommodate the additional text.

Need more information?
Moving a Label or Note
Sizing a Note
Changing Text Appearance and Size

Adding a Label to a Page

You can add a single-line label in a variety of styles to any page in your album. Labels are useful for announcing special events, labeling pictures, graphics, video clips, and so on.

1. Go to the page where you want to add the label.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Label icon. The pointer changes to indicate you're adding a label.

4. Drag the label where you want it to appear on the page, then release the mouse button. A label appears on your page. A flyout banner of label options appears to the right of the label.

5. To change the style of the label, click on one of the six styles on the flyout banner.

6. Type your text. The label expands horizontally to accommodate your text.

Need more information?
Moving a Label or Note
Changing Text Appearance and Size

Adding a Line to a Page

You can add vertical or horizontal lines in a variety of styles and colors to any page in your album. Lines are useful to separate items, give emphasis to headings, and so on.

1. Go to the page you where you want to add the line.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Line icon. The pointer changes to indicate you're adding a line.

4. Drag the line where you want it to appear on the page, then release the mouse button. A black, horizontal line appears on your page. A flyout banner of line options appears to the right of the line.

5. Change the line's appearance if required:

   ▪ To make the line vertical, click on the vertical arrow on the flyout banner.

   ▪ To change the color of the line, move the pointer over the box at the right of the flyout banner. Hold down the left mouse button to display the color choices. Move the pointer over the color you want, then release the mouse button.

   ▪ To change the style of the line, click on one of the five styles at the bottom of the flyout banner.

6. To change the length of the line, hold down the left mouse button over one end of the line. The pointer changes to a pair of arrows. Drag the line left or right. Repeat with the other end of the line if required.

Need more information?
Moving a Line
Sizing a Line

Moving a Label or Note

You can position a label or note anywhere on your page by dragging it. You can also drag a label or note to the ViewMatic if you want to store it for later use.

1. Position the pointer over the top edge or a corner of the label or note you want to move.

2. Hold down the left mouse button. The pointer changes to a fist.

       If you get a text cursor instead of a fist, click outside the label or note and try again.

3.   To make a copy of the item, hold down the CTRL key. A plus sign (+) appears above the pointer to indicate you are copying.

4.   Drag the item to its new location. When the item is where you want it, release the mouse button. If you made a copy, the item appears in both its old location and its new one.

Sizing a Note

When you drag a note from the Media drawer to your page, the note is large enough for two lines of text. You can change the note to any size you like.

1. Click on the note you want to size. A small square appears in the bottom right corner of the note.

2. Position the pointer over the small square.

3. Hold down the left mouse button. The pointer changes to a pair of arrows.

4. Drag the square to make the note larger or smaller.
5. When the note is the size you want it, release the mouse button.

Need more information?
Adding a Note
Moving a Label or Note

Moving a Line

You can position a line anywhere on your page by dragging it. You can also drag a line to the ViewMatic if you want to store it for later use.

1. Position the pointer over the line you want to move.

2. Hold down the left mouse button. The pointer changes to a fist.

    If you get a text cursor instead of a fist, click outside the line and try again.

3. To make a copy of the item, hold down the CTRL key. A plus sign (+) appears above the pointer to indicate you are copying.

4. Drag the item to its new location. When the item is where you want it, release the mouse button.

    If you made a copy, the item appears in both its old location and its new one.

Need more information?
Adding a Line
Sizing a Line

Sizing a Line

When you drag a line from the Media drawer to your page, the line is approximately the width of the page. You can change the line to any size you like.

1. Click on the line you want to size. Small squares appear at each end of the line.

2. Position the pointer over the end of the line you want to move.

3. Hold down the left mouse button. The pointer changes to a pair of arrows.

4.   Drag the square to make the line longer or shorter.
5.   When the line is the length you want it, release the mouse button.

Need more information?
Adding a Line
Moving a Line

Removing a Note, Label or Line

You can remove a note, label or line from your page by dragging it to the Trash drawer.

1. Position the pointer over the note, label or line you want to remove.

2. Hold down the left mouse button. The pointer changes to a fist.

   If you get a text cursor instead of a fist, click outside the item and try again.

3. Drag the item to the Trash drawer. The Trash drawer opens and the pointer changes to indicate you're removing the selected item.

4. When the item is positioned over the Trash drawer, release the mouse button to remove the item.

Need more information?
Undo Command - Desktop View

Browsing Through Inspirator Prompts

You can use the Inspirator to get ideas for your chapters. The Inspirator provides thousands of prompts, including interview questions, historical events, and trivia from popular culture.

To start the Inspirator, click on the large red button below the light bulb in the Desktop view.

To browse through Inspirator prompts:

- Click on the Next button to see the next prompt.
- Click on the Prev button to see the previous prompt.

For more information on using the Inspirator dialog, see the Inspirator Dialog.

Need more information?
Searching for Prompts on Specific Subjects
Searching for Prompts About a Specific Time Period

Searching for Prompts on Specific Subjects

You can search for ideas on specific subjects in the Inspirator using its search feature.

1. Start the Inspirator by clicking on the large red button below the light bulb in the Desktop view.

2. Click on the Search button. The Inspirator dialog expands to include two search areas.

3. Click on the box below Find and type the subject you want to find. For example, to find items about space exploration, type "space".

4. To further narrow your search, click and hold on the box below Category to see the list of categories. Scroll through the list and release the mouse button when there is a red box around the category you want.

5. Click on the Next button to see the first matched item. Click on the Prev button to see the previous item.

    When Family Album Creator has shown you all the matched items, the message "Search text not found" appears.

6. When your search is complete, click on the Close Search button.

Need more information?
Browsing Through Inspirator Prompts
Searching for Prompts About a Specific Time Period

Searching for Prompts About a Specific Time Period

You can search for ideas from a specific time period in the Inspirator using its search feature.

1. Start the Inspirator by clicking on the large red button below the light bulb in the Desktop view.

2. Click on the Search button. The Inspirator dialog expands to include two search areas.

3. Click on the box below Find and type the time period you want to find. For example, to find items from 1968, type "1968".

4. To further narrow your search, click and hold on the box below Category to see the list of categories. Scroll through the list and release the mouse button when there is a red box around the category you want.

5. Click on the Next button to see the first matched item. Click on the Prev button to see the previous item.

    When Family Album Creator has shown you all the matched items, the message "Search text not found" appears.

6. When your search is complete, click on the Close Search button.

Need more information?
Browsing Through Inspirator Prompts
Searching for Prompts on Specific Subjects

Adding an Inspirator Prompt to Your Page

You can add an Inspirator prompt directly to a page in your album.

1. Start the Inspirator by clicking on the large red button below the light bulb in the Desktop view.

    The Inspirator dialog appears and shows you the first prompt.

2. Click on the Next or Prev button until you find a prompt you want to add to a chapter.

3. Do either of the following:

▪   Position the pointer over the prompt and hold down the left mouse button. Drag the prompt onto your page and release the mouse button.
▪   Click on the page icon at the bottom of the dialog, next to the light bulb.

Need more information?
Storing an Inspirator Prompt in the ViewMatic

Saving an Album

You can save an album at any time, whether you are looking at the cover, an overview or a chapter. Saving records the changes you've made to your computer's hard disk.

▪   Choose the Save command from the Menu.
Family Album Creator saves your albums using the name you give them on the album cover.
▪

Need more information?
Saving an Album with a New Name
Setting Album Options

Shortcut for the Save command: hold down the CTRL key and press S.

Saving an Album with a New Name

You can save an album with a new name at any time, whether you are looking at the cover, an overview or a chapter. You can also store it in another location on your computer. Saving an album with a new name is useful if you want to create one album from another and reuse some of the information you've already added.

1. In the album you want to save, choose the Save As command from the menu and select Album. The Album Save As dialog appears. Select Your computer. Click Next.

2. Type the new name you want in the New Album's Title box.

3. Choose the drive and directory you want to store your album in, click on OK, then click on OK again in the Album Save As dialog.

Saving an Album as a Web Page

You can save your album in web page format and put it out on the Internet.

1. From the Desktop menu, click on Save As. Choose Web Page. The Save Album dialog appears.

2. Select the chapters and the original media you want to include. Select the image compression quality. Click Next.

3. Select a directory or enter a new one on which you want to save your album in web page format. Click OK.

4. To actually get your album onto the Internet, you must upload your files from the directory in which it was saved and into an internet account.

5. While in your account, upload the files into your internet website directory. This is the directory in which all files with the html or htm extension are located

6. To view your album on the net, use an internet viewer such as Netscape or Webcrawler. Call up your album by typing in the address exclusive to your account with the hypertext extension FRONT.HTM (for example: http://www.youraccountnamehere.com/~yourlogin/FRONT.HTM).

7. NOTE: FRONT.HTM will ALWAYS be the cover for an album. DO NOT change the names of any html files created by Family Album Creator. If you change the names, the internet viewer will not be able to find them.

Saving an Album as a   Screensaver

You can save your album as a screen saver. When your computer is idle, pages from your album will start dividing up the screen. You can also save your album as a screen saver for a friend.

1. From the Desktop menu, click on Save As. Choose Screen Saver. The Save Album dialog appears.

2. Under Who is This For?, choose whether you want to install it on Your computer or for Someone else.

3. If you are creating a screen saver for someone else, be sure to indicate whether the destination computer has Windows 95. If it does not, indicate whether the destination computer had Video for Windows. When you are done, click the Next button.

4. Select the chapters you want to include. By default, all chapters are included. To exclude one, click on it. Indicate whether you want all of the original media included. Click on the Next button.

5. Select the appropriate drive and directory on which you want to save your album as a screen saver. Click OK.

6. To complete the process, you must now go outside of Family Album Creator and into your desktop.

7. Go into the drive and directory on which you saved your album. Open up the packaged album executable. By default it is ALBUMPKG.EXE.

8. Select which directory in which you want the album.

9. When the installation is complete, the program will ask you if you want the Viewer installed as a screen saver. Click Yes.

10. At this point, you must now set the Family Album viewer as your screen saver.

     If you have Windows 3.1

     j)   Click on the Main directory.

     k)   Click on the Control Panel icon. The Control Panel directory opens up.

     l)   Click on the Desktop icon. The Desktop Options opens up.

     m)   Under Screensaver, select the name Family Album Viewer.

     n)   Under Setup, select which album you want to use as a screen saver.

     o)   Click OK.

     If you have Windows 95

     a)   Click on the Start menu

     b)   Go to the Settings and click on the Control Panel.

c)   Click on the Display icon.
d)   Click on the Screensaver section at the top.
e)   Choose Family Album Viewer.
f)   Click on Settings and choose which album you want to use as the screen saver.
g)   Click OK.

Arranging Albums on the Bookshelf

You can move albums around on the bookshelf in the Library. You can have as many bookshelves as you need.

1. Drag the album you want to move to its new location on the same or another bookshelf.

2. To move the bookshelves up or down, click on the arrow buttons on the right side of the bookshelf.

Note: Family Album Creator stops creating new bookshelves when two consecutive bookshelves are empty.

Hiding an Album in Your Personal Safe

You can hide any album in your Personal wall safe. If an album has a password assigned to it, you will need to know that password.

1. In Library view, click on the picture on the wall. The picture opens and the Enter Password dialog appears. (If this is the first time you've used your safe, the Enter New Password dialog appears, which you can use to set your password.)

2. Type your password into the box, then click on OK. The safe door opens.

3. Drag the album you want to hide into the safe.

    You can drag as many albums as you like into the safe. If an album has a password assigned to it. Family Album Creator will ask you for that password. To scroll, one by one, through the albums you've put into the safe, click on the green arrow buttons below the safe. To view the album titles, position the pointer over the album.

4. Click on the safe door to close the safe and the picture.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your personal safe, you will not be able to open the safe and get out albums you have stored there. Creative Wonders Technical Support CANNOT open your safe for you if you forget the password.

Need more information?
Retrieving an Album from Your Personal Safe
Changing Your Safe Password

Retrieving an Album from Your Personal Safe

You can retrieve albums you've previously stored in your personal wall safe by specifying the password and dragging the album out.

1. In Library view, click on the picture on the wall. The picture opens and the Enter Password dialog appears.

2. Type your password into the box, then click on OK. The safe opens.

3. If you've stored more than one album in the safe, click on the green arrow buttons to scroll through the albums you've put there. To view the album titles, position the pointer over the album.

4. Drag the album you want to onto the bookshelf.

5. When you've finished retrieving albums, click on the safe door to close the safe and the picture.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your personal safe, you will not be able to open the safe and get out albums you have stored there. Creative Wonders Technical Support CANNOT open your safe for you if you forget the password.

Need more information?
Hiding an Album in Your Personal Safe
Changing Your Safe Password

Changing Your Safe Password

The first time you open your wall safe, Family Album Creator will ask you to set its password. After that, you can change the password for your safe at any time.

To set the password for your safe

1. In the Library view, click on the picture on the wall. The picture opens and the Enter New Password dialog appears.

2. Type your password into the corresponding box, then click on OK. The safe door opens.

To change the password for your safe

1. In the Library view, click on the picture on the wall. The Enter Password dialog box appears.

2. Click on Change. The Change Password dialog appears.

3. Type your old and new passwords into the corresponding boxes, then click on OK.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your personal safe, you will not be able to open the safe and get out albums you have stored there. Creative Wonders Technical Support CANNOT open your safe for you if you forget the password.

Need more information?
Hiding an Album in Your Personal Safe
Retrieving an Album from Your Personal Safe

Protecting an Album with a Password

You can lock any album you create with a password so that others can read the album but can't change it.

1. In the Library view, click on the album you want to password protect.

2.   From the Library view Menu, select Options, and then Album.
3.   Click on the checkbox beside Password Required To Edit.
4.   Click on the Password Required to Edit button to display the Enter New Password dialog.
5.   In the New Password box, type a password. You can use up to 25 characters, including letters or numbers. Your password appears in the dialog as a series of asterisks (* * * *) so that it cannot be seen by someone looking over your shoulder.
6.   Click in the Verify New Password box, then retype your password to verify it.
7.   Click on OK to close the dialog and set the password.
Anyone who opens this album and switches the Edit/Read switch to Edit will be prompted to enter the password.

Note: Write down your album password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your album, you will not be able to edit it again. Creative Wonders Technical Support CANNOT unlock a password-protected album if you forget the password.

Need more information?
Editing a Password-Protected Album
Changing an Album's Password

Editing a Password-Protected Album

You can edit a password-protected album if you know the password.

1. Open the album you want to edit, then click on the Edit switch. The Enter Password dialog appears.

2. Type the password into the box, then click on OK. The Album Options panel appears, and the album is in Edit mode.

   When you close the album, it will automatically switch back to Read mode.

Note: Write down your album password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your album, you will not be able to edit it again. Creative Wonders Technical Support CANNOT unlock a password-protected album if you forget the password.

Need more information?
Protecting an Album with a Password
Changing an Album's Password

Changing an Album's Password

You can change an album's password at any time.

1.   Open the album you want, then click on the Edit switch. The Enter Password dialog appears.

2.   Type your existing password into the box, then click on OK.

3.   Click on Close Album at the right edge of the page to close the album and go to the album's cover.

4.   Click on the Album Options panel to open it.

5.   Click on Edit Password. The Change Password dialog appears.

6.   Type your old and new passwords into the corresponding boxes, then click on OK.

Note: Write down your album password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your album, you will not be able to edit it again. Creative Wonders Technical Support CANNOT unlock a password-protected album if you forget the password.

Need more information?
Protecting an Album with a Password
Editing a Password-Protected Album

Linking One Chapter to Another

You can link one chapter with another chapter in the same album or within albums on the bookshelf.

1. Go to the page where you want to add the link to another chapter.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Link icon. The pointer changes to indicate you're adding a link.

4. Drag the link where you want it to appear on the page, then release the mouse button. The Select Chapter dialog appears.

5. Select the album you want to link to by highlighting it in the Album drop-down list box. Select the chapter you want to link to by highlighting it in the Chapters list box, and click on OK.

6. A link appears on your page. A flyout banner of link options appears to the right of the link.

7. To change the style of the link, click on one of the five styles on the flyout banner.

Need more information?
Viewing a Linked Chapter

Viewing a Linked Chapter

Once you've created links to other chapters, either in the album you have open or other albums, you can view those linked chapters by simply clicking a button.

1. Go to the page where you've added a link to another chapter.
2. Position the pointer over the link. The title of the linked chapter appears above the link.
3. Click on the link. A flyout banner of link options appears to the right of the link.
4. Click on the arrow button above the link styles. Family Album Creator takes you to the first page of the linked chapter.

To go back from the linked chapter to the page where you started:

1. Position the pointer over the Go Back button. The title of the album (if it's different than the linked chapter's) and the chapter where you started appears above the button.
2. Click on the Go Back button. Family Album Creator takes you back to the page where you started.

Need more information?
Linking One Chapter to Another

Linking a Chapter to a Document Outside of Family Album Creator

You can link a chapter to a document outside of Family Album Creator. Any changes made to the document, can be updated in Family Album Creator. For example, if you link a Microsoft Word document to a Family Album Creator chapter, any changes that you make to your Word document will be changed in your Family Album Creator chapter.

1. Go to the page where you want to add the link to another chapter.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Link icon. The pointer changes to indicate you're adding a link.

4. Drag the link where you want it to appear on the page, then release the mouse button. The Link to Chapter or Document dialog appears.

5. Select Document. Click OK. The Link to Document dialog appears.

6. From the appropriate drive and directory, select the document you want to link.

7. A link appears on your page. A flyout banner of link options appears to the right of the link.

8. To change the style of the link, click on one of the five styles on the flyout banner.

Setting the Properties of a Linked Document

You can update, make changes, or replace a linked document. You can also break the link between the chapter and the outside document.

To update a linked document that has changed:

1. Click on the right mouse button anywhere outside of a media object.

2. Select OLE Links. The Links dialog appears.
3. From the list of links, highlight the name of the document that you want to update.
4. If you would like your chapter to be automatically updated, select Automatic. If not, select Manual.
5. Click on Update Now.

To make direct changes to the linked document or source file you will need to open up its original software. There are two ways to do this:

1. Click on the document. A flyout banner appears to the right of the document.

2. Select Edit.

3. The linked document, or source file, opens up. When you are finished with your changes, close the document to return to Family Album Creator. Your changes will be immediately updated.
Or:

1. Click on the right mouse button anywhere outside the media object.

2. Select OLE Links. The Links dialog appears.

3. From the list of links, highlight the name of the document that you want to change.

4. Click in Open Source.

5. The linked document, or source file, opens up. When you are finished with your changes, close the document to return to Family Album Creator. Your changes will be immediately updated.

To replace the linked document with   another document:

1. Click on the right mouse button anywhere outside the media object.

2. Select OLE links. The Links dialog appears.

3. From the list of links, highlight the name of the document that you want to replace.
4. Select Change Source. The Change Source dialog appears.
5. From the appropriate drive and directory, select the name of the new document.
6. Click OK.
To break the link between the chapter and the outside document:

1. Click on the right mouse button anywhere outside of the media object.

2. Select OLE links. The Links dialog appears.

3. Click on Break Link.

Creating Objects from Outside of Family Album Creator

You can create objects from other applications within Family Album Creator using the Create feature in the Media Drawer. The benefit of creating an object in this way is that you can utilize the features of another application and display the results inside of your album.

1. Go to the page where you want to create an object.

2. Click on the Media drawer to open it.

3. Hold down the left mouse button over the Create icon. The pointer changes to indicate you're creating an object.

4. Drag the object to where you want it to appear on the page, then release the mouse button. The Create and Insert Document dialog appears.

5. Select the Document Type you want to add. Click OK.

6. The object and its application appears on your page. A flyout banner of link options appears to the right of the link.

7. To change the border surrounding the object, click on one of the five styles on the flyout banner.

To make direct changes to the created object you will need to open up its original software.

1. Click on the . A flyout banner appears to the right of the document.

2. Select Edit.

3. The application from which the object was created opens up. When you are finished with your changes, exit the application to return to Family Album Creator.

Printing an Entire Album

If you want to share your albums with friends who don't have a computer, or you just want to see what your album looks like when it's printed, you can print the entire album.

1. Open the album you want to print.

2. Choose the Print command from the Desktop view Menu. The <u>Print dialog</u> appears.

3. Select Entire Album as the Print Range option.

- To include Memory Starters pages with your album, check the box beside Memory Starters.
- To include Category View pages with your album, check the box beside Overview by Categories.
- To include Date View pages with your album, check the box beside Overview by Date.

4. To print a box around each page of your album, check the box beside Print Page Border.

5. Select the number of copies you want to print by clicking on the box beside Copies, then typing a number between 1 and 9999.

6. Click on OK to start printing your album.

Need more information?
<u>Printing a Chapter</u>
<u>Printing a Page</u>

Printing a Chapter

You can print the chapter you are currently looking at in Family Album Creator.

1. Open the album and the chapter you want to print.

2. Choose the Print command from the Desktop view Menu. The Print dialog appears.

3. Select Current Chapter as the Print Range option.

4. To print a box around each page of your chapter, check the box beside Print Page Border.

5. Select the number of copies you want to print by clicking on the box beside Copies, then typing a number between 1 and 9999.

6. Click on OK to start printing your chapter.

Need more information?
Printing an Album
Printing a Page

Printing a Page

You can print a specific page or a page range of your album in Family Album Creator.

1. Open the album you want to print. If you want to print a specific page, go to that page in your album.

2. Choose the Print command from the Desktop view Menu. The <u>Print dialog</u> appears.

3. To print the current page, select Current Page as the Print Range option.

    To print a page range, select the Page Range option. Click on the box beside From and type the start page number. Click on the box beside To and type the end page number.

4. To print a box around each page, check the box beside Print Page Border.

5. Select the number of copies you want to print by clicking on the box beside Copies, then typing a number between 1 and 9999.

6. Click on OK to start printing your page or page range.

Need more information?
Printing an Album
Printing a Chapter

Packaging an Album to Share with Others

Once you've created some Family Album Creator albums, you'll probably want to share them with your family and friends. You can create a "package" containing an album and give it to anyone who has a computer running Microsoft Windows. If you're going to be putting your album on floppy disk, have some floppy disks near your computer before you begin.

1. Insert a blank, formatted disk in your floppy disk drive, if you are creating the album package to give to someone on floppy disk.

2. From the Desktop view, click on Save As, and select Album. The Save Album dialog appears.

3. Under the Who is This For? section, select Someone Else.

4. If you are packaging this album for someone who has Family Album Creator, then select Family Album Creator. If they do not own Family Album Creator, select Family Album Viewer.

5. Be sure to indicate whether the destination computer has the Family Album Viewer and Windows 95. If it does not, indicate whether the destination computer had Video for Windows. When you are done, click the Next button.

6. Select the chapters you want to include. By default, all chapters are included. To exclude one, click on it. Indicate whether you want the original media, including photos, videos, and sounds, packaged. Click on the Next button.

7. You can select a new disk drive or file name if:

-   ▪   your floppy disk drive uses a letter other than a: (b: is the most likely other drive name).

-   ▪   you want to change the name of the album package from ALBUMPKG to something more personal, such as your name or initials.

-   ▪   you want to save the album package to your computer's hard disk and use another method of giving it to the recipient, such as sending it by modem.

8.   Click on the Package button to create the album package.
9.   Family Album Creator begins packaging the album. If you are creating the package on floppy disk, Family Album Creator displays a message telling you how many disks you'll require. Click on OK to continue. Family Album Creator prompts you to insert another disk in your floppy disk drive when appropriate.
10.   Label each disk as it's made. The recipient must insert the disks in the order they were created, so it's important he or she can identify each disk. Your Family Album Creator box contains disk labels you can use.
11.   When Family Album Creator has created the package, you'll see the message "Package complete."

Note: An album must be on the shelf before you can package it. To package an album in your safe, remove it and place it on the shelf.

Need more information?
Printing an Album
Opening a Packaged Album

Opening a Packaged Album

When you receive a packaged Family Album Creator album, you need to unpackage it before you can view it.

1. Turn your computer on and start Windows.

2. Insert the first Family Album Creator album disk in your floppy disk drive. Or, if you received the packaged album by email, the album is saved on a directory in your computer. Go to that directory.

3. From the Windows Program Manager File menu, choose the Run command. The Run dialog appears.

4. Click on Browse to open the Browse dialog. Click in the Drives box to display the list of drives on your computer, then choose your floppy disk drive (usually, this is a:).

5. In the File name box, double click on the file with the .EXE extension. By default, this name is ALBUMPKG.EXE, but the person who created the package may have changed it to something else. The Select Destination Directory dialog appears.

6. Type the path where you would like to install the Family Album Creator album (and viewer, if included), then click on OK.

   Family Album Creator begins copying files to your computer's hard disk. When asked to do so, remove the current disk in the floppy disk drive and replace it with the one requested, then click on OK to continue.

7. When the album package has been copied to your computer, a Family Album Creator Runtime program group and Family Album Creator icon appear. Double click the Family Album Creator icon to view the album.

8. Click on the title of the album you want to view, then click on OK.

   If this is the first album you have received, just click on OK.

9. The album cover appears. Do one of the following:

▪   Click on the Contents button at the bottom right of the cover to go to the Table of Contents. Click on the Graphic View button. Each marker represents a chapter. Place the pointer over a chapter to see its title. Click on the marker to open the chapter.
▪   Click on Open Album to go to the first page of the album.
Click on Open Album to go to the first page of the album.

Press PGUP to go to the previous page in the album, or PGDN to go to the next page in the album.
▪

Need more information?
Packaging an Album to Share with Others

If you are planning to give a Family Album Creator album to someone, print these instructions and include them with the disks.

Setting the Default Font for Text

Each Family Album Creator author can set a default typeface, point size and color for text they type in their albums.

1. From the Library or Desktop view, choose Options from the menu. Then choose User. The User Options dialog appears.

2. Click on the arrows beside the Font spin box to scroll, one by one, through the list of available options until you see the one you want. Alternatively, you can press and hold on the Font spin box and move the pointer above the first item and below the last item in the list. In this manner, scroll through the list until the option you want is highlighted. When you find the option you want, release the mouse.

3. Set the default font size and color by following the method outlined above.

4. Click on the style buttons to set the font style (for example, bold or italic) and font alignment.

Need more information?
Type, Edit and Format Text

Turning Help Balloons On or Off

Help balloons appear when you hold the pointer over an item on your screen (for example, an album or an item on the desk). These balloons tell you how to use an item. You may find this information helpful when you are learning to use Family Album Creator. You can turn the balloons on or off at any time.

1. From the Library or Desktop view, choose Options from the menu. The Options dialog appears.

2. Click on Show Help Balloons to turn the balloons on or off.

Changing the Volume Level of Your Sounds

You can change the volume of Family Album Creator sounds at any time or turn all the sounds off.

1. From the Library or Desktop view, choose Options from the menu. Then choose User. The User Options dialog appears.

2. Click on Sound Effects to turn the sounds on or off. If you don't see this option, your computer isn't equipped to make sounds.

3. If you turned sound on, click on the ear icons to turn the volume up or down.

Creative Wonders Technical Support

If you have questions about the program our Technical Support Department can help.   If your question is not urgent, please write to us at:

Creative Wonders
P.O. Box 9017
Redwood City, CA   94063-9017
OR send E-mail to:
CWSUPPORT@CWONDERS.COM

- Please be sure to include the following information in your letter:
- Product name
-     Model and configuration of your computer
-     Any additional system information (like type and make of monitor,

     video card, printer, modem, etc…)
- Operating system version number
- The description of the problem you are having.

If you need to talk to someone immediately, call us at (415) 482-2400 Monday through Friday between 8:30am and 4:30pm, Pacific Time.   Please have the above information ready when you call.   This will help us answer your question in the shortest possible time.

Answers for Blast from the Past Questions

Click on a decade to get a list of trivia questions and answers associated with that decade.

- [1900s](#)
- [1910s](#)
- [1920s](#)
- [1930s](#)
- [1940s](#)
- [1950s](#)
- [1960s](#)
- [1970s](#)
- [1980s](#)

Blast from the Past Answers - 1900s

Click a question to display the answer.

Who unearthed the ancient palace of Knossos?

The king does it. Gentlemen and some ladies do it, but doctors think too many children do it. What?

Did you get a sneak preview of Mrs Warren's Profession?

"Wish you were here" say thousands of travelling Edwardians.

Who was the Gibson Girl?

More trivia
Next decade - 1910s

English archaeologist Arthur John Evans unearthed the palace of Knossos on the Greek island of Crete.

Smoking. In August, 1907, concerns began growing over children smoking.

A controversial play by Shaw about prostitution entitled *Mrs Warren's Professional* was banned a week after opening for indecency.

As more and more Edwardians travel further in search of sunshine and sandy beaches, postcards are selling in the thousands.

The Gibson Girl was the "ideal girl" as depicted by Charles Dana Gibson. Based on his wife and her sisters, the Gibson Girl was portrayed in various poses and occupations, her individuality accentuated by her sweeping skirts and large hats.

Blast from the Past Answers - 1910s

Click a question to display the answer.

Your Country Needs YOU!

Which 1915 David Wark Griffith film was based on Thomas Dixon Jnr's novel *The Klansman*?

Sugar ... the first luxury to be hit by what?

Which great horticultural event started just south of the Kings Road in 1913?

Who was dubbed the world's sweetheart?

Which popular book did V. Blasco Ibáñez write?

More trivia
Next decade - 1920s
Previous decade - 1900s

Your Country Needs YOU, said Lord Kitchener of Khartoum.

The Birth of a Nation.

World War I.

The Chelsea Flower Show.

Mary Pickford.

He wrote *The Four Horsemen of the Apocalypse*. This book was a bestseller in 1919.

Blast from the Past Answers - 1920s

Click a question to display the answer.

- Who was Aircraftsman Shaw otherwise known as?
- Did you own a Crystal set?
- What did Britain spring forward into for the first time in 1915?
- Do you agree with Anita Loos that gentlemen preferred blondes?
- What was the `Gyratory' traffic control?
- His death broke the hearts of thousands. Who was he?
- Rich 'Little Tich' the dwarf comedian died penniless. Why?
- He performed amazing feats of escape, but what finally killed the Great Houdini?
- Why were pictures in the Tate Gallery ruined?

More trivia

Lawrence of Arabia.

The Crystal set was an early wireless that could be made for as little as one shilling.

British Summertime.

Anita Loos wrote the international bestseller *Gentlemen Prefer Blondes*.

One of the first `one-way systems.

Rudolph Valentino.

He gave his money to poor relatives.

A punch in the stomach before he had time to tense his muscles.

The great floods of the Thames.

Blast from the Past Answers - 1930s

Click a question to display the answer.

- What was the first feature length talking film featuring jazz music?
- Which new organisation was formed to meet the demand for cheap accommodation?
- Why did exuberant Americans experience hangovers in 1933?
- Which famous south London landmark was burned to the ground in 1936?
- What were the names of the seven dwarfs?
- Where did the Coronation of George VI take place?
- Who started the bleached platinum blonde trend?
- What famous companion to "The Dandy" made its debut this year?
- It was knee-knocking time for Gracie Fields when she met the King. Why?
- Which fashion do you principally associate with the late 1930's?
- Which famous march spent 26 days on the road before reaching London?
- Which American associated with the Royal family became the most famous woman in the world in 1936?
- "I am not married and I am not planning to marry. I never had an impulse towards the altar."

More trivia
Next decade - 1940s
Previous decade - 1920s

The Jazz Singer.

The Youth Hostel Association (YHA).

Prohibition ended in 1933.

Crystal Palace.

Sneezy, Dopey, Sleepy, Happy, Grumpy, Dock and Bashful.

Westminster Abbey. He was the 37th king to be crowned here.

Jean Harlow.

The Beano.

She was awarded a C.B.E.

Well cut suits with broad shoulders and shaped waists.

The Jarrow march.

Mrs. Simpson.

Greta Garbo.

Blast from the Past Answers - 1940s

Click a question to display the answer.

- Your vote for the all-time best pin-up girl?
- Who wrote the *Common Sense Book of Baby and Child Care*?
- ITMA -- It's that man again, but what was his name?
- What did digging for victory mean?
- "I'm dreaming of a white Christmas" sang who?
- How did Lord Hawhaw introduce his radio propaganda?
- Fay Ray starred opposite the tallest ever leading man. Who was he?
- Who had a hit with "Straighten Up and Fly Right"?
- Did you own a Morrison or an Anderson?
- What color was petrol during World War II?
- *The Road to Morocco* starred Bob Hope, Bing Crosby and Dorothy who?
- "People Will Say We're in Love" came from which musical?
- "Younger than Springtime" and "Happy Talk" were hits from which famous Broadway musical?

More trivia

Betty Grable was the Forces favourite pin-up girl during World War II.

Dr. Benjamin Spock wrote this book in 1946. The book has sold about a million copies per year since its publication.

ITMA was devised by Tommy Handley, who performed in this hilarious weekly skit on English life until his death in 1949.

Digging for victory was a campaign organised by the Ministry of Agriculture in an attempt to encourage garden and allotment owners to grow food to help the war effort.

"I'm dreaming of a white Christmas," sang Bing Crosby.

"Germany calling...."

King Kong.

Nat King Cole.

The Morrison was an indoor air-raid shelter for use during the Blitz. The Anderson was an outdoor air-raid shelter which was buried 4 feet deep and the roof covered in soil.

Petrol was colored red to ensure that rations weren't exceeded.

The Road to Morocco starred Bob Hope, Bing Crosby and Dorothy Lamour.

Oklahoma.

South Pacific.

Blast from the Past Answers - 1950s

Click a question to display the answer.

- What's the difference between a bouffant and a beehive?

- Which well known jockey rode the winner of the derby in 1951?

- What stopped running on July 6th, 1952 when motorbuses replaced streetcars?

- Who sang "Goodbye Sweetheart"?

- Who starred in *The Army Game*?

- Who were the Goons?

- Agatha Christie presented a new mystery to baffle her admirers with which play?

- What did Lita Roza want to know about the dog with the waggily tail?

- Did you make your fortune with ERNIE?

- What became simpler and shorter by 1957?

- Who did Tommy Hicks become in 1957?

- In 1955 a star was reborn. Who was she, and what was the comeback movie called?

- "Iceberg marries Prince of Monaco."

- Who were Busby's babes?

- This everyday chapter of country folk started on BBC Radio Four on January 1st, 1951?

- Who was Tony Curtis chained to in *The Defiant Ones*?

- What did Edmund Hillary conquer the day before the coronation?

- Who dialled M for murder at the rear window to catch a thief?

More trivia
Next decade - 1960s
Previous decade - 1940s

The Beehive was a dome shaped hairstyle piled high on top of the head heavily backcombed and lacquered. The Bouffant was any shape of hair that had been backcombed to increase its volume.

Lester Piggott.

Trams.

Vera Lynne.

Charles Hawtrey.

Spike Milligan, Michael Bentine, Harry Secombe, Peter Sellers.

Mousetrap.

"How Much Is That Doggie In The Window?"

ERNIE was the Electronic Random Number Indicating Equipment used to establish the winning numbers on the Premium Bonds. It was first introduced during this decade.

Dresses.

Entertainer Tommy Steel.

Judy Garland was the star in the 1954 movie *A Star is Born*. Her co-star in this remake of the 1937 classic was James Mason.

The Iceberg was Grace Kelly.

Manchester United football team were Matt Busby's babes.

The Archers.

Tony Curtis was chained to Sidney Poitier in the 1958 movie *The Defiant Ones*. They played two escaped convicts on the run who were shackled together. This movie was remade in 1986 with Robert Urich and Carl Weathers in the title roles.

Mount Everest.

Alfred Hitchcock.

Blast from the Past Answers - 1960s

Click a question to display the answer.

- "You've never had it so good." -- whose famous quote?
- Who was Number One on *The Prisoner*?
- Which year did *Star Trek* start its five-year mission?
- What was the lioness' name in *Born Free*?
- Name the two men from *U.N.C.L.E.*
- What kind of boots did Nancy Sinatra wear?
- Technically speaking, what's the difference between bell-bottoms and flares?
- How much money did Elizabeth Taylor make for her part in the film *Cleopatra*?
- How many characters did Peter Sellers play in *Dr. Strangelove*?
- What was the name of Herb Alpert's band?
- What ever happened to Cassius Clay?
- Take the "Travelator" all the way to the Bank.
- What was Helen Shapiro walking back to in 1961?
- The Tannochbrae trio was completed by Janet but who was the famous doctor?
- Which Liz Taylor film cost $44 million to produce?
- Who fought the battle of fashions in Brighton?
- What did Terence Stamp, "The Shrimp" and Twiggy have in common?
- What was Gerry & The Pacemakers famous hit in 1963?
- Which Eastend boy dominated the hairdressing scene during this decade?
- Who resigned in 1963 because of his relationship with call girl Christine Keeler?
- Which '60s car was only ten feet long bumper to bumper?
- If you're driving an old banger, you'll need to buy one of these every year from now on.
- Who was the bare-footed performer who won the Eurovision Song Contest in 1967?
- It's Friday, it's five-to-five and it's...?
- "Pick up a can of beans and say..."
-

"No woman in my time will be Prime Minister, Chancellor or Foreign Secretary."

- Who won the British Open in 1969?

More trivia
Next decade - 1970s
Previous decade - 1950s

Harold McMillan.

The final episode revealed this mystery -- Number One was the Prisoner himself.

Star Trek premiered on September 8, 1966.

Elsa was the lioness in the 1966 movie *Born Free*, based on Joy Adamsons book. The title song "Born Free", by John Barry and Don Black, won an Oscar.

The two top agents for U.N.C.L.E. were Napoleon Solo and Illya Kuryakin. Together they fought the evil T.H.R.U.S.H. organization. This TV show premiered in 1964.

Nancy Sinatra wore boots that were "made for walkin'". Her hit song, "These Boots Are Made For Walkin'", sold almost 4 million copies in 1966. Nancy Sinatra also popularised white vinyl go-go boots with this song.

Flares were loosely fitted around the hips and thighs and then flared from the knee, Bell-bottoms were tightly fitted down to just below the knee and then flared disproportionately to the hem.

Elizabeth Taylor was paid one million dollars for starring in *Cleopatra*. She co-starred with Richard Burton in this four-hour long 1963 movie. *Cleopatra* grossed the most money a movie had ever made up to that time.

Peter Sellers played three roles -- the President, a British captain and a mad scientist in the 1964 movie *Dr. Strangelove or: How I Learned to Stop Worrying and Love the Bomb*.

Herb Alpert formed the band called the Tijuana Brass in 1962. They performed hit songs like "This Guy's in Love With You", "A Taste of Honey" and "Tijuana Taxi".

Cassius Clay converted to Islam and changed his name to Muhammad Ali.

The Travelator was the first moving staircase, known today as an escalator.

Happiness.

Doctor Finlay.

Cleopatra.

The Mods and the Rockers.

They were all models of the Sixties.

"You'll Never Walk Alone".

Vidal Sassoon.

John Profumo.

The Mini.

The MOT.

Sandy Shaw with "Puppet On A String".

Crackerjack.

"Beanz Meanz Heinz".

The words of Margaret Thatcher, former Prime Minister.

Tony Jacklin.

Blast from the Past Answers - 1970s

Click a question to display the answer.

- Who was the guy with the "short fat hairy legs"?
- Quick! Name all six Brady kids.
- In which year did Jim Morrison die? Where were you?
- "This parrot is no more, 'e is deceased" -- discuss.
- What does ABBA stand for?
- Which actor posed nude for *Cosmopolitan* in 1972?
- Which famous market moved to Nine Elms in 1974?
- One for sorrow, two for joy... which famous children's programme?
- Who advertised Brentford Nylons?
- "Norman Stanley Fletcher...." Name that comedy.
- Which 70's comedy featured Prunella Scales, Connie Booth and John Cleese?
- How did Hotlips Hoolahan get her name?
- Who said he wrote the songs, but actually didn't?
- Who was the Galloping Gourmet?
- Do you remember when Capital Radio started?
- Who gave us the £59 flight to New York?
- Who was the King of Glam Rock?
- Which TV programme featured Mrs Bridges, Hudson and Rose?

More trivia
Next decade - 1980s
Previous decade - 1960s

Ernie Wise.

The Brady kids were Greg, Peter, Bobby, Marcia, Jan and Cindy. The TV show *The Brady Bunch* premiered in 1969.

Doors singer Jim Morrison died in 1971.

The parrot in this famous Monty Python skit was dead (and it was stapled to its perch).

The pop group ABBA included Frida Lyngstad, Agnetha Faltskog, Bjorn Ulvaeus and Benny Andersson. The group name was formed from the initials of their first names.

In 1972, Burt Reynolds posed nude for *Cosmopolitan* magazine. He was the magazine's first nude male centerfold.

Covent Garden.

Magpie.

Fluff Freeman.

Porridge.

Fawlty Towers.

In the original movie of *MASH*, Radar held a mic at the entrance of Margaret's quarters while she was having a passionate evening with Frank and everyone listened in. During the romantic interlude, Frank was heard to say, Your lips are so hot, and from that moment on, Major Hoolahan was known as Hotlips Hoolahan.

Barry Manilow didn't write "I Write the Songs." This song was written by Bruce Johnston (of the Beach Boys) in 1975.

Graham Kerr.

Capital Radio started in 1973.

Freddie Laker.

Gary Glitter.

Upstairs Downstairs.

Blast from the Past Answers - 1980s

Click a question to display the answer.

- Who had loadsamoney?

- Who did Sara Keays disgrace?

- Which four walked from prison after 14 years?

- Who shot J.R.?

- Q: This board game was the social event of the 1980s. A: ?

- There are four Teenage Mutant Ninja Turtles. Name them.

- What does "YUPPIE" stand for?

- "Can I have a P please Bob?"

- Who presented BBC's Breakfast Time?

- Which ice-dancing duo won the Olympic gold in 1984?

- Where was Michael J Fox travelling to?

- What did Dustin Hoffman have to do to get a job in Tootsie?

- What was Sir Clive Sinclair's hot new invention?

- How was £40 million raised for the hungry of Ethiopia?

- SERPS -- can you remember what it stood for?

- Who slammed modern architecture?

- Who went to the Temple of Doom?

- Which profession went on strike and put lives at risk?

- Who was mad about purple?

- Who claimed to be like a virgin?

- Who sang about the greatest love of all?

- Revel's Bolero gets another airing, but why?

- Who sported a particularly evil pair of tights and went by the name of Edmund?

- "Who you gonna call..."?

- What killed the radio star?

More trivia

Comedian Harry Enfield.

Cecil Parkinson.

The Guildford four.

The character Kristin, played by Mary Crosby, shot J.R. on "Dallas". This TV show premiered on April 2, 1978. J.R. was played by Larry Hagman. The episode revealing "who shot J.R." aired on November 21, 1980.

Trivial Pursuit was the board game and social event of the 1980s.

The Ninja turtles were Michelangelo, Raphael, Leonardo and Donatello. They were originally created for comic books by Kevin Eastman and Peter Laird.

Yuppie stands for Young Urban Professional, a young college-education adult who is employed as a well-paid professional in the city. This expression was coined in 1983.

Infamous words frequently uttered on the quiz show *Blockbusters*.

Selina Scott and Frank Bough.

Jayne Torvill and Christopher Dean.

Back To The Future.

Dustin had to pretend to be a woman.

The C5 "Mobile".

The Live Aid concert.

State Earnings Related Pension Scheme became topical in the '80s when employees were given the option of contracting out their contributions provided they subscribed to a personal pension scheme.

Prince Charles.

Indiana Jones (Harrison Ford).

Ambulance services.

The musician formerly known as Prince.

Madonna.

Whitney Houston.

Torvill and Dean's winning ice dance.

Rowan Atkinson in Black Adder.

Ghostbusters.

"Video Killed the Radio Star" was a hit for The Buggles in early 1980.

Frequently Asked Questions

Here's a list of frequently asked questions about Family Album Creator. The answers to these questions will help you get started and get the most out of Family Album Creator.

To see the answer to a question, click on the question.

- I'm receiving the error message "Family Album Creator requires 256 colors to run." What does this mean?
- How do I change to 256 colors in Windows?
- I've got Family Album Creator installed on my computer and I've started it. Now what do I do?
- I have a drawer full of old photographs. How do I get them into my Family Album Creator albums?
- Can I put videos I've made into my Family Album Creator albums?
- Can I record my children and put the recordings in a Family Album Creator album?
- What's the difference between an album password and a safe password?
- What if I forget my password?
- How do I switch to another application that I'm running concurrently with Family Album Creator?
- I'm receiving out of memory errors. What do these mean?

I'm receiving the error message ... "Family Album Creator requires 256 colors to run." What does this mean?

This message means that the video card and driver you are currently using do not support 256 colors or higher. Make sure your video card and driver support 256 colors.

Contact the manufacturer of your video card if you are unsure.

How do I change to 256 colors in Windows?

This is determined by the display option you selected when Windows was installed.

To change this setting in Windows 3.1:

1. Double click on the Windows Setup icon in the Main program group in the Program Manager.

2. From the Options menu in the Windows Setup dialog, choose Change System Settings.

3. Change the display option to one that is suited for your video card and supports 256 colors. Contact the manufacturer of your video card if you are unsure.

To change this setting in Windows 95:

1. Select Control Panel under Settings in the Start Menu.

2. Double-click on the Display icon.

3. Click on the Settings tab and then select 256 colors under Color Palette.

The next time you start Family Album Creator, the program might test your video driver performance and compatibility so that Family Album Creator will look its best on your system.

I've got Family Album Creator installed on my computer and I've started it. Now what do I do?

See the Family Album Creator *Tour Map and User's Guide.* It will introduce you to the Family Album Creator environment as well as Family Album Creator's various features.

For online help on a specific feature:

1. Position the pointer over the blue Help Book on the desk.

2. Click and hold on the book. You'll notice that the pointer changes to a question mark (?).

3. Drag the question mark to the item you want information on (for example, the Tea Cup), then release the mouse. Online help for that item appears.

Need more information?
How Do I...?

I have a drawer full of old photographs. How do I get them into my Family Album Creator albums?

The first step in using your photographs in Family Album Creator albums is having them saved in a standard, digital format that Family Album Creator can use. Usually, this is done by a retail outlet. Once you have had your photographs saved in a compatible format, you can then put them into your computer. You can use any of the following methods to convert your photographs to a compatible format:

- **Scanner**

You can scan photographs into your computer using a scanner. For more information, see your local computer dealer about image scanners and the computer hardware required to use them.

- **Photo CD**

You can have your negatives and slides saved to a Photo CD by a retail outlet. Depending on the technology the outlet uses, the methods used to do this may vary. For information on the outlet nearest you, call:

    Kodak (USA)   1-800-235-6325

- **Digital Camera**

You can take photographs using a digital camera, which captures images to a computer file instead of on film. For more information, see your local camera or computer dealer.

Need more information?

Add Pictures, Sounds and Video

Can I put videos I've made into my Family Album Creator albums?

You can add motion and still video clips to your Family Album Creator albums. To do this, you will need a video capture board installed into your computer. A video capture board allows you to attach a video camera directly to your computer and transfer images from videotape to the computer's hard disk. See your local computer hardware dealer for more information.

Some camera stores and photo finishers can transfer videotape clips to computer-readable images. Check with your local retailers to see if they provide this service.

Need more information?

Adding a Video Clip to a Page

I have a drawer full of old photographs. How Do I get them into my Family Album Creator albums?

Can I record my children and put the recordings in my Family Album Creator albums?

You can record any sound and add it to a Family Album Creator album. To do this, you will need a Microsoft Windows-compatible sound card installed into your computer, as well as a microphone or other input device to record with your computer. To play back sounds and review them, you will need speakers for your computer system.

Need more information?
Recording a Sound
Adding a Sound to a Page

What's the difference between an album password and a safe password?

An album password allows you to control who edits your albums. If someone wants to edit a password-protected album, they must know the password for that album.

A safe password allows you to hide albums in your own personal safe, so that nobody can read or edit them without your knowledge. In fact, nobody will know about albums you have stored in your safe because they don't appear on the bookshelf. If someone wants to see the albums that are stored in your safe, they must know your safe password.

Need more information?
Protecting an Album With a Password
Changing an Album's Password
Hiding an Album in Your Personal Safe
Changing Your Safe Password
What if I forget my password?

What if I forget my password?

Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to an album, you will not be able to edit that album again. If you forget the password to your personal safe, you will not be able to open the safe and get out any albums you have stored there. Creative Wonders Technical Support CANNOT open your safe or unlock your album for you if you forget the password.

How do I switch to another application that I'm running concurrently with Family Album Creator?

When you run Family Album Creator, the Family Album Creator window fills your entire screen.

▪   To switch to another application while you're running Family Album Creator, press ALT + TAB.
▪   To switch between applications you're running in Windows, including Family Album Creator, hold down the ALT key and continue to press TAB to move between applications.
To minimize Family Album Creator (reduce it to an <u>icon</u>), do the following:

1. Hold down the ALT key and press the SPACEBAR to open the Family Album Creator control menu.

2. Choose the Minimize command.

To maximize Family Album Creator (restore it to full-screen view), do one of the following:

▪   Double click on the Family Album Creator icon.
▪   Click on the Family Album Creator icon, then choose Maximize from the Family Album Creator control menu.

I'm receiving out of memory errors. What do these mean?

These errors mean you dont have enough memory to run Family Album Creator. Try quitting other Windows applications to free up memory.

Coffee Cup - Library View

Click the coffee cup to sit back and enjoy the scenery and wildlife.

When you click the coffee cup, you'll see another view from the Library. When you've had a break and you're ready to continue working on your album, click anywhere to return to the Library view.

New Album Machine - Library View

To create a new album, click on the words "New Album" at the left of the desk or the machine with the handle directly above the words. If you are creating an album for the first time, the words "New Album" flash to help you locate them.

When you click, the handle on the New Album Machine turns briefly, then an album pops out onto the desk blotter. The view changes to the Desktop, and you see your album's cover and can specify album options.

Need more information?
Creating a New Album
Setting Album Options

Menu - Library View

The Menu provides commands you can use to perform activities while in the Library view. To choose a command, click on the Menu, then click on the command you want.

For more information on a particular command, click on any command on the menu shown below:

Undo
Redo
Search...
Package...
Change Author...
Options...
Help...
About Family...
Minimize
Exit

Undo Command - Library Menu

Use the Undo command to reverse your most recent action. For example, you can recover an album you deleted or put an album back where it was if you moved it.

The wording of this command changes with the action you can undo. If you deleted an album, the command says Undo Delete Album. If you moved an album, the command says Undo Move Album.

Menus and Commands

There are three menus in Family Album Creator: one for the Library view, one for the Desktop view, and another in the Desktop view when you click the right mouse button. When you click on the Menu, Family Album Creator displays a list of commands you can choose to perform certain actions.

For information on the Menus, click on one of the following:

Menu - Library View
Menu - Desktop View
Menu - Right Click

Redo Command - Library Menu

Use the Redo command to restore an action you reversed using the <u>Undo command</u>. For example, if you threw an album into the Trash can, then used the Undo command to get it back, use Redo to discard the album if you don't want it after all.

The wording of this command changes with the action you can redo. If you threw an album into the Trash can and then retrieved it using the Undo command, this command says Redo Delete Album. If you moved an album, then moved it back using Undo, this command says Redo Move Album.

Undo Command - Library Menu

Use the Undo command to reverse your most recent action. For example, you can recover an album you threw into the Trash can.

The wording of this command changes with the action you can undo. If you threw an album into the Trash Can, the command says Undo Delete Album.

Search Command - Library Menu

Use the Search command to locate an album with a particular word in the album title, or to find certain words in the text of a chapter. If Family Album Creator finds the words you requested, it asks if you want to open that album.

When you choose the Search command, the Search dialog appears. Enter the words you want to find, then click on the OK button to start the search.

Change Author Command - Library Menu

Use the Change Author command to switch authors while working in Family Album Creator, without restarting the program.

When you choose the Change Author command, the Change Author dialog appears. Click on a different author's name, then click on the OK button.

Options Command - Library Menu

Use the Options command to customize Family Album Creator to suit your preferences. Each author can set his or her own options. You can change:

- the spelling of the name as it appears on the cover of any new albums you create
- the font you want to use as the default when you type text in a chapter
- the sound volume, if you choose to turn sound on.
- the wall picture from five choices.
- whether or not you see balloon help
- whether or not you hear sounds in Family Album Creator
- whether or not you see dragging outlined.

{bmc bullet.shg)whether or not you view nonprinting characters.

When you choose the Options command, the Options dialog appears. Change the options you want, then click on the OK button.

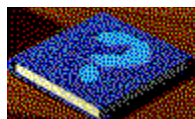**Help Command - Library Menu**

Use the Help command to open the Family Album Creator Help Book to the table of contents. From there, you can click on a category of information, or click the Search button to look for specific information using keywords.

Choosing the Help command is equivalent to clicking on the Help Book, or pressing the F1 key.

Need more information?
How To Use Help Contents

Search

About Family Album Creator Command - Library Menu

Use the About Family Album Creator command to view information about the version number of the Family Album Creator program you are using.

If you filled in your name and product serial number when you installed Family Album Creator, this information also appears here.

If you call Creative Wonders Technical Support, you may be asked for the version number that appears on this screen.

Minimize Command - Library Menu

Use the Minimize command to change Family Album Creator from the full screen view to an icon. Minimizing Family Album Creator allows you to see your Windows desktop or other programs you may have running.

To maximize Family Album Creator (restore it to full-screen size), do one of the following:

▪   press CTRL + ESC to display the Windows Task List, click Family Album Creator, then click Switch To
▪   double click the minimized Family Album Creator icon (you may have to minimize Windows Program Manager to find the Family Album Creator icon).

Exit Command - Library Menu

Use the Exit command to leave the Family Album Creator program and return to your Windows desktop.

You can also leave Family Album Creator by clicking on the jacket in the Library view.

To return to Family Album Creator later, double click on the Family Album Creator icon on your Windows desktop.
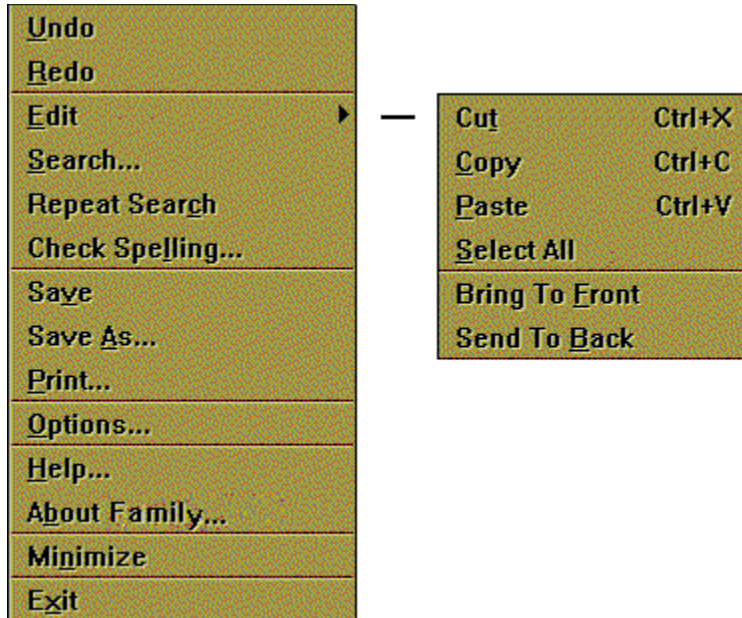
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To Library Button - Library View

Click on this To Library button to go back to the Library view.

If you have made changes to your album, Family Album Creator asks you if you want to save those changes. Click on the Yes button to save changes or click on No to discard the changes. If you decide you don't want to go to the Library view, click on Cancel.

Menu - Desktop View

The Menu provides commands you can use to perform activities while in the Desktop

For more information on a particular command, click on any command on the menu shown below:

| Undo |
| Redo |
| Edit ▶ |
| Search... |
| Repeat Search |
| Check Spelling... |
| Save |
| Save As... |
| Print... |
| Options... |
| Help... |
| About Family... |
| Minimize |
| Exit |

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	
Bring To Front	
Send To Back	

Undo Command - Desktop Menu

Use the Undo command to reverse your most recent action. For example, you can recover a picture you removed, or restore text you edited or formatted.

The wording of this command changes with the action you can undo. If you deleted a page, the command says Undo Delete Page. If you changed the date of a chapter, the command says Undo Chapter Date.

Redo Command - Desktop Menu

Use the Redo command to restore an action you reversed using the Undo command. For example, if you threw a picture into the Trash drawer, then used the Undo command to get it back, use Redo to discard the picture if you don't want it after all.

The wording of this command changes with the action you can redo. If you changed the font of some words, then changed it back to the original font using the Undo command, this command says Redo Text. If you changed the date of a chapter, then changed it back to the original date, this command says Redo Chapter Date.

Edit Command - Desktop Menu

Use the Edit command to display a submenu containing additional editing commands.

For more information on a particular command, click on any command on the menu shown below:

Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Select All	
Bring To Front	
Send To Back	

Cut Command - Desktop Menu

Use the Cut command to remove a selected item or text from your Family Album Creator album and store it on the Clipboard.

When you cut something, it disappears from its current location. To retrieve a cut item from the Clipboard, choose the Paste command from the Menu. To retrieve text from the Clipboard, click the cursor where you want the text to appear, then choose the Paste command from the Menu.

Note: The Clipboard retains only the most recently cut or copied item or text. If you cut or copy a picture and then some text, the picture is replaced on the Clipboard by the text and the picture is no longer available.

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Shortcuts for the Cut command:

- Click the right mouse button, then choose the Cut command.
- Hold down the CTRL key, then press X.

Copy Command - Desktop Menu

Use the Copy command to duplicate a selected item or text from your Family Album Creator album and store it on the Clipboard.

When you copy something, it remains in its current location. To paste a media item, such as a picture or sound, choose the Paste command from the Menu to place the item on your page. To retrieve text from the Clipboard, click where you want the text to appear, then choose Paste.

Note: The Clipboard retains only the most recently cut or copied item or text. If you cut or copy a picture and then some text, the picture is replaced on the Clipboard by the text and the picture is no longer available.

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Shortcuts for the Copy command:

- Click the right mouse button, then choose the Copy command.
- Hold down the CTRL key, then press C.

Paste Command - Desktop Menu

Use the Paste command to insert an item or text from the Clipboard into your chapter. You can paste information you cut or copied from a Family Album Creator album or from another program.

To paste a media item, such as a picture or sound, simply choose the Paste command from the Menu to place the item onto your page. To paste text, click where you want the text to appear, then choose Paste.

Note: You can paste an item as many times as you want. Pasting it does not remove it from the Clipboard.

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Shortcuts for the Paste command:

- Click the right mouse button, then choose the Paste command.
- Hold down the CTRL key, then press V.

Select All Command - Desktop Menu

Use the Select All Command to highlight all text in a chapter, label or note, or all text on a line on a certificate from the Pages drawer. When text is highlighted, you can delete or copy it, or change its font.

To select all the text in a chapter, click anywhere on a page, then choose Select All from the Menu. To select text in other items, click on the item, then choose Select All.

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You can also highlight all text by clicking the right mouse button, then choosing the Select All command.

Bring To Front Command - Desktop Menu

Use the Bring To Front command to change how overlapping items appear on a page.

For example, if you place a photo on a page, you could then add a text label as a caption that partially obscures the photo. The label is on top, the photo underneath. To place the photo on top of the label, select the photo by clicking on it, then choose the Bring To Front from the Menu.

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You can bring an item to the front by clicking the right mouse button, then choosing the Bring To Front command.

Send To Back Command - Desktop Menu

Use the Send To Back command to change how overlapping items appear on a page.

For example, if you place a photo on a page, you could then add a text label as a caption that partially obscures the photo. The label is on top, the photo underneath. To place the photo on top of the label, select the label by clicking on it, then choose the Send To Back command from the Menu.

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You can send an item to the back by clicking the right mouse button, then choosing the Send To Back command.

Search Command - Desktop Menu

Use the Search command to locate a chapter with a particular title in the album you are currently viewing, or to find certain words in the text of a chapter.

If you search for a chapter title and Family Album Creator finds a chapter that contains what you requested, Family Album Creator asks you if you want to view that chapter. If you search for words in the text of a chapter, Family Album Creator opens that chapter and highlights the text.

When you choose the Search command, the Search dialog appears. Enter the words you want to find in this dialog, then click on the OK button to start the search.

Note: If albums are hidden in the safe, the search will not find them, even if they contain the information you are looking for.

Repeat Search Command - Desktop Menu

Use the Repeat Search command to find another occurrence of information you found using the [Search command](#)

For example, if you searched for a chapter with the name "Martha" in the chapter title, but the first chapter that contained "Martha" wasn't the chapter you were looking for, you could use Repeat Search to continue looking.

Check Spelling Command - Desktop Menu

Use the Check Spelling command to check the spelling of your chapters, notes and labels. To begin spell checking, click on a page, note or label, then choose the Check Spelling command.

Family Album Creator compares words in your chapter with the words in its spell checking dictionary. If it finds a misspelled word or a word that's not in the dictionary, the Check Spelling dialog appears.

Click on a button in this dialog to specify what to do with the highlighted word. Spell checking continues until all pages have been checked. When Family Album Creator has finished checking the album, the message "Spell checking is complete" appears.

Note: The spell checker does not check album or chapter titles. If you want it check a label or note, click on the label or note before you choose the Check Spelling command.

Save Command - Desktop Menu

Use the Save command to save the album you are currently working onto your computer's hard disk.

When you choose the Save command, the pointer may change briefly to an hourglass, indicating Family Album Creator is busy. When the pointer returns to its previous shape, you can continue working on your album.

Save As Command - Desktop Menu

Use the Save As command to make a copy of an album and give it a new name or to a save it in a new location. Use this command to back up your albums on diskette for safekeeping.

When you choose the Save As command, the Album Save As dialog appears. Change the album's title if you wish, then click on the Browse button to choose a new location for the album. Click on the OK button to close the Browse dialog, then on OK to save the copy of the album.

Print Command - Desktop Menu

Use the Print command to print a Family Album Creator album. You can print the entire album, the chapter you are currently viewing, a range of pares or a specific page in the album.

When you choose the Print command, the Print dialog appears. Specify the printing options you want, then click on the OK button to begin printing.

Options Command - Desktop Menu

Use the Options command to customize Family Album Creator to suit your preferences. Each author can set his or her own options. You can change:

- the spelling of the name as it appears on the cover of any new albums you create
- the font you want to use as the default when you type text in a chapter
- the sound volume, if you choose to turn sound on.
- the wall picture from five choices.
- whether or not you see balloon help
- whether or not you hear sounds in Family Album Creator
- whether or not you see dragging outlined.

{bmc bullet.shg)whether or not you view nonprinting characters.

When you choose the Options command, the Options dialog appears. Change the options you want, then click on the OK button.

Help Command - Desktop Menu

Use the Help command to open the Family Album Creator Help Book to the table of contents. From there, you can click on a category of information or click the Search button to look for specific information using keywords.

Choosing the Help command is equivalent to clicking on the Help Book or pressing the F1 key.

Need more information?

Using Help

About Family Album Creator Command - Desktop Menu

Use the About Family Album Creator command to see information about the version number of the Family Album Creator program you are using, and other copyright information.

If you filled in your name and product serial number when you installed Family Album Creator, this information also appears here.

If you call Creative Wonders Technical Support, you may be asked for the version number that appears on this screen.

Minimize Command - Desktop Menu

Use the Minimize command to change Family Album Creator from the full screen view to an icon. Minimizing Family Album Creator allows you to see your Windows desktop or other programs you may have running.

To maximize Family Album Creator (restore it to full-screen size), do one of the following:

▪ press CTRL + ESC to display the Windows Task List, click Family Album Creator, then click Switch To

▪ double click the minimized Family Album Creator icon (you may have to minimize Windows Program Manager to find the Family Album Creator icon).

Exit Command - Desktop Menu

Use the Exit command to leave the Family Album Creator program and return to your Windows desktop.

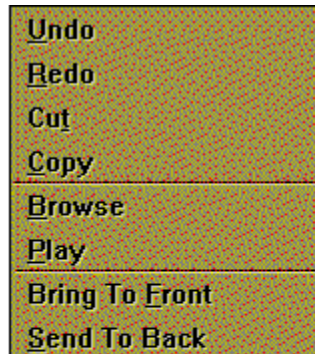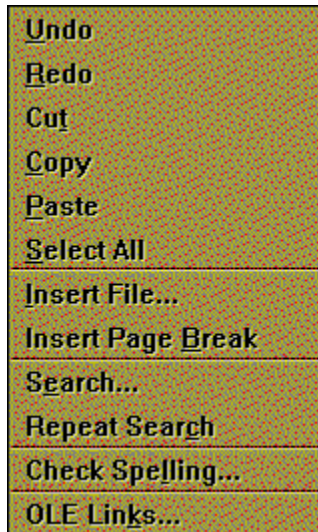You can also leave Family Album Creator by clicking on the jacket in the Library view.

To return later to Family Album Creator, double click the Family Album Creator icon on your Windows desktop.

Menu - Right Click

The right click Menus are displayed by clicking the right mouse button on a page or item in a chapter (this is called a "right click"). These context-sensitive menus provide commands you can use on the various elements in a chapter. The menu on the left appears when you right click anywhere on a page. The menu on the right appears when you right click an item (for example, a line, picture, video or link). The wording of these commands may change, depending on what you are doing at the time. For example, the Undo command may appear as Undo Remove Object, Undo Text or Undo Move/Size.

To open and use the commands on these menus, right click anywhere on a page or item, then choose the command you want.

For more information on a particular command, click that command on the menus shown below:

Undo
Redo
Cut
Copy
Paste
Select All
Insert File...
Insert Page Break
Search...
Repeat Search
Check Spelling...
OLE Links...

Undo
Redo
Cut
Copy
Browse
Play
Bring To Front
Send To Back

Undo Command - Right-Click Menu

Use the Undo command to reverse your most recent action. For example, you can recover a page you deleted, or put a picture back where it was if you moved it.

The wording of this command changes with the action you can undo. The wording of this command changes with the action you can undo. If you deleted a page, the command says Undo Delete Page. If you changed the date of a chapter, the command says Undo Chapter Date.

Redo Command - Right-Click Menu

Use the Redo command to restore an action you reversed using the Undo command. For example, if you threw a picture into the Trash drawer, then used the Undo command to get it back, use Redo to discard the picture if you don't want it after all.

The wording of this command changes with the action you can redo. If you changed the font of some words, then changed it back to the original font using the Undo command, this command says Redo Text. If you changed the date of a chapter, then changed it back to the original date, this command says Redo Chapter Date.

Search Command - Right-Click Menu

Use the Search command to locate a chapter with a particular title in the album you are currently viewing, or to find certain words in the text of a chapter.

To use the Search command, right click on the page to display the Menu, then choose the Search command. The Search dialog appears. Enter the words you want to find in this dialog, then click OK to start the search.

If you search for a chapter title and Family Album Creator finds a chapter that contains what you requested, Family Album Creator asks you if you want to view that chapter. If you search for words in the text of a chapter, Family Album Creator opens that chapter and highlights the text.

When you choose the Search command, the Search dialog appears. Enter the words you want to find in this dialog, then click on the OK button to start the search.

Note: If albums are hidden in the safe, the search will not find them, even if they contain the information you are looking for.

Repeat Search Command - Right-Click Menu

Use the Repeat Search command to find another occurrence of information you found using the Search command

For example, if you searched for a chapter with the name "Martha" in the chapter title, but the first chapter that contained "Martha" wasn't the chapter you were looking for, you could use Repeat Search to continue looking.

Cut Command - Right-Click Menu

Use the Cut command to remove a selected item or text from your Family Album Creator album and store it on the Clipboard.

When you cut something, it disappears from its current location. To retrieve a cut item from the Clipboard, choose the Paste Command from the Menu. To retrieve text from the Clipboard, click the cursor where you want the text to appear, right click to display the Menu, then choose the Paste command.

Note: The Clipboard retains only the most recently cut or copied item or text. If you cut or copy a picture and then some text, the picture is replaced on the Clipboard by the text and the picture is no longer available.

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Copy Command - Right-Click Menu

Use the Copy command to duplicate a selected item or text from your Family Album Creator album and store it on the Clipboard.

When you copy something, it remains in its current location. To paste a media item, such as a picture or sound, right click to display the Menu, then choose the Paste command To retrieve text from the Clipboard, click where you want the text to appear, right click, then choose Paste.

Note: The Clipboard retains only the most recently cut or copied item or text. If you cut or copy a picture and then some text, the picture is replaced on the Clipboard by the text and the picture is no longer available.

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Paste Command - Right-Click Menu

Use the Paste command to insert an item or text from the Clipboard into your chapter. You can paste information you cut or copied from a Family Album Creator album, or from another program.

To paste a media item, such as a picture or sound, right click to display the Menu, then choose the Paste command. To paste text, click where you want the text to appear, right click, then choose the Paste command.

Note: You can paste an item as many times as you want. Pasting it does not remove it from the Clipboard.

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Select All Command - Right-Click Menu

Use the Select All Command to highlight all text in a chapter, label or note, or all text on a line on a certificate from the Pages drawer. When text is highlighted, you can delete or copy it, or change its font.

To select all the text in a chapter, click anywhere on a page, right click to open the Menu, then choose the Select All command. To select text in other items, click on the item, right click, then choose the Select All command.

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Bring To Front Command - Right-Click Menu

Use the Bring To Front command to change how overlapping items appear on a page.

For example, if you place a photo on a page, you could then add a text label as a caption that partially obscures the photo. The label is on top, the photo underneath. To place the photo on top of the label, select the photo by clicking it, right click to display the Menu, then choose the Bring To Front command.

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Send To Back Command - Right-Click Menu

Use the Send To Back command to change how overlapping items appear on a page.

For example, if you place a photo on a page, you could then add a text label as a caption that partially obscures the photo. The label is on top, the photo underneath. To place the photo on top of the label, select the label by clicking on it, right click to display the Menu, then choose the Send To Back command.

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Check Spelling Command - Right-Click Menu

Use the Check Spelling command to check the spelling of your chapters, notes and labels. To begin spell checking, click on a page, note or label, right click to display the Menu, then choose the Check Spelling command.

Family Album Creator compares words in your chapter with the words in its spell checking dictionary. If it finds a misspelled word or a word that's not in the dictionary, the Check Spelling dialog appears.

Click on a button in this dialog to specify what to do with the highlighted word. Spell checking continues until all pages have been checked. When Family Album Creator has finished checking the album, the message "Spell checking is complete" appears.

Note: The spell checker does not check album or chapter titles. If you want it check a label or note, click on the label or note before you choose the Check Spelling command.

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Browse Command - Right-Click Menu

Use the Browse command to change a sound, picture or video to another choice or to change a link you've created with another chapter.

To browse for another choice, right click on the item you want to change, then choose the Browse command from the Menu. In the dialog box that appears, choose the sound, picture, video or chapter link you want.

Play Command - Right-Click Menu

Use the Play command to play a video or sound, to draw--or "play"--a picture, or to go to a linked chapter.

To play an item, right click the item to display the Menu, then choose the Play command.

Insert File Command - Right-Click Menu

Use the Insert File command to insert an existing text file to your album.

To insert a file on a page, right click the page to display the Menu, then choose the Insert File command. The Insert dialog appears, which you can use to browse and find the file you want.

Note: If you want to insert an item that is updated automatically with the original, insert your file using the Create feature in the Media drawer.

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Insert Page Break Command - Right-Click Menu

The Insert Page Break Command inserts a page break at the cursor and moves text in front of the cursor to the next page. Using page breaks is useful, for example, when you don't want text to wrap around your pictures or videos.

To insert a page break, position the cursor where you want to break the text, right click the page to display the Menu, then choose the Insert Page Break command.

Note: Page breaks don't move items such as pictures, videos or sounds to the next page. These items will stay where they are.

OLE Links Command - Right-Click Menu

Use the OLE Links command to open the Links dialog, which enables you to:

- view information about a link
- control how an OLE object is updated against the source file (manually or automatically)
- update an OLE object
- open a source file
- change a source file
- break the link with a source file.

To set the options for your OLE links, locate the page that contains an OLE Link, right click the page to display the Menu, then choose OLE Links from the menu that appears. The Links dialog appears, which you can use to carry out the above activities.

Contents Button - Desktop View

Click the Contents button to return to the last View you looked at. For example, if you were looking at the Graphic View, you would return to that view. If you were viewing Date View, you would return there.

Need more information?
Viewing the Graphic View

ViewMatic Machine - Desktop View

Use the ViewMatic machine to store items for later use. You can store pictures, videos, sounds, notes, labels or lines from your pages, whole pages or entire chapters. If you see an Inspirator prompt you may want to write about in the future, you can put it in the ViewMatic.

Each author has his or her own collection of items in the ViewMatic.

To put an item in the ViewMatic, drag it from the page or an overview to the ViewMatic window, then release it. To add a copy of an item, hold down the CTRL key as you drag.

To browse through the items in the ViewMatic, click the buttons below the ViewMatic window. These buttons become active when you've added two or more items.

To add an item from the ViewMatic to your chapter, click the buttons until the item you want appears in the ViewMatic window, then drag the item onto your page.

Need more information?
Storing a Chapter in the ViewMatic
Storing a Page in the ViewMatic
Storing a Media Item in the ViewMatic
Storing an Inspirator Prompt in the ViewMatic
Adding an Item from the ViewMatic to a Page
Removing an Item from the ViewMatic

Trash Can - Library View

Use the Trash can to delete an album you don't want. To delete an album, drag it from the shelf to the Trash can. When the pointer is over the Trash can, release the mouse button.

To ensure you don't delete an album by accident, Family Album Creator asks you to confirm the deletion. Click on the Yes button to delete the album or click No to cancel the deletion.

Note: If you do delete an album accidentally and want to get it back, click on the Menu and choose the Undo Delete Album command.

Need more information?
Deleting an Album

Snoglobe - Library View

Click on the Snoglobe in the Library view to make it "snow". Click again or press any key on the keyboard to make it stop. You can use this feature as a screen saver if you're going to leave Family Album Creator on your screen for a while.

In the Desktop view, the Snoglobe shows your place of birth, if you filled in this information when you created the album. In the Memory Starters view, if you've filled in each city you've lived in, the city shown on the Snoglobe changes as you change the date on the calendar.

Need more information?
Snoglobe - Desktop View

Bookshelf - Library View

The bookshelf stores all of your Family Album Creator albums. The first album you create appears on the top shelf. Each album you create thereafter appears to the right of the previous album. When the top bookshelf is full, albums appear on the second shelf.

To see an album's title displayed on the plate above the bookshelf, place the pointer over the album.

To move an album to a new location on the current shelf, drag it left or right. To move it to a different shelf, drag the album up or down. As you drag, you'll see the pointer change to an album shape:

Although you can see only two shelves at one time, you can create as many shelves as you like. This is handy, for example, when you have several authors using Family Album Creator and each author wants his or her own shelf.

Click on the arrow buttons on the right side of the bookshelf to see higher or lower shelves. If the button has no arrow and does not depress when you click it, there are no more shelves with albums on them. Family Album Creator stops creating new bookshelves when two consecutive bookshelves are empty.

To open an album, click on it, or drag it to the desk blotter.

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Need more information?
Arranging Albums on the Bookshelf
Opening an Album

Just for fun, click on one of the other items on the bookshelf.

Bookshelf Scroller - Library View

The bookshelf in the Library view shows two shelves, but you can create as many shelves as you like. Click on the arrow buttons on the right side of the bookshelf to see higher or lower shelves.

If the button has no arrow and does not depress when you click it, there are no more shelves with albums on them. Family Album Creator stops creating new bookshelves when two consecutive bookshelves are empty.

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Need more information?
Arranging Albums on the Bookshelf
Opening an Album

Wall Picture - Library View

Click on the wall picture to open it and reveal your personal safe. Use the safe to store albums you don't want others to read. This is useful if your album contains personal information, or if you're creating an album as a surprise for another family member and you don't want them to see it until it's finished.

When you click on the picture the first time, you'll see the <u>Enter New Password dialog</u>. Use this dialog to create a password for your safe so only you can open it. Type a password in the New Password field, then click in the Verify New Password field and retype the password to confirm. Click on the OK button to set the password and open the safe.

The next time you click on the picture, you'll see the <u>Enter Password</u> type your password, then click on the OK button to open the safe.

Need more information?
<u>Hiding an Album in Your Personal Safe</u>
<u>Retrieving an Album From Your Personal Safe</u>
<u>Changing Your Safe Password</u>

Close Safe - Library View

Click on the safe door to close it after you've placed an album in the safe or taken one out.

Safe - Library View

Click on the wall picture to open it and reveal your secret safe. Use the safe to store albums you don't want others to read. This is useful if your album contains personal information, or if you're creating an album as a surprise for another family member and you don't want them to see it until it's finished.

When an album is hidden in the safe, neither you nor other authors can read it, print it, delete it, search for it, package it, or create a link to it from another album. An album stored in the safe is secure until you take it out.

To hide an album in the safe, drag it from the bookshelf. You can hide as many albums as you want in the safe. If you have more than one album, click on the green arrows below the safe to find a particular album. If all your albums have the same spine, place the pointer over the album in the safe to see the album's title above the bookshelf.

To read or edit an album stored in the safe, click on it.

To close the safe, click on the safe door.

Note: Write down your password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your personal safe, you will not be able to open the safe and get out albums you have stored there. Creative Wonders Technical Support CANNOT open your safe for you if you forget the password.

Need more information?
Hiding an Album in Your Personal Safe
Retrieving an Album From Your Personal Safe
Changing Your Safe Password

Previous Album in Safe - Library View

Click on the green buttons below the safe to find an album you've stored in the safe. When you click on a button, the button lights up and another album appears in the safe.

If all your albums have the same spine, place the pointer over the album in the safe to see the album's title above the bookshelf.

Need more information?
Hiding an Album in Your Personal Safe
Retrieving an Album From Your Personal Safe
Changing Your Safe Password

Next Album in Safe - Library View

Click on the green buttons below the safe to find an album you've stored in the safe. When you click on a button, the button lights up and another album appears.

Place the pointer over the album in the safe to see the album's title above the bookshelf. This is useful if your albums have the same spine design.

Need more information?
Hiding an Album in Your Personal Safe
Retrieving an Album From Your Personal Safe
Changing Your Safe Password

Album Title - Desktop View

Every album you create has a title to identify it, just as real albums do. When an author creates a new album, that author's name and "Untitled Album" is the default title. You can change it to anything you want.

The title appears in the following locations:

▪ In the Library, when you place the pointer on an album, the album's title appears above the bookshelf, so you can identify the album you want to open, move or delete.
▪ When the album is open, the title appears at the bottom left of the page, so you always know which album you're working on.
When you create a new album or close the cover of an existing album, the title is highlighted. To change the title, just type your new title. You can use up to 32 characters.

Album Author - Desktop View

Every album has an author, just as real albums do. When an author creates a new album, that author's name appears on the cover. You can change it to anything you want.

To change the existing author, click in the AUTHOR box, then erase the existing author's name and type the new name. You can use up to 24 characters.

Album Options - Desktop View

You can change any of the following options for an album:

- the album's start and end dates, wedding date, birth date, or vacation dates
- the personal album's spine style
- the place of birth, wedding location, vacation destination
- the album's password.

Album Options Panel - Desktop View

Click the Album Options panel to open or close the panel. Panels have been customized to the different albums. Open the panel to change:

- the albums title
- the author's name
- the author's place of birth, vacation destination, or wedding location
- the albums time span, or dates.
- the personal album's spine style
- the album's password.

If an album's Edit/Read switch has been set to Read, the Album Options panel disappears. To make the Album Options panel appear so you can change options, switch the album to Edit.

If the album has been password-protected, the <u>Enter Password dialog</u> appears. Enter the album's password, then click on the OK button to open the Album Options panel.

Place of Birth - Desktop View

Type the city or town where the subject of this album was born. The place you type here appears below the Snoglobe in the Desktop view and on the Memory Starters page.

Edit Password Button - Desktop View

Click this button to create a password for this <u>album</u> or to change the album's existing password. When an album has a password, only the person who knows the password can edit the album. Others can read the album, but they can't change it.

The Edit Password button appears when you check <u>Require Password To Edit This Album</u>, directly above it.

When you click the Edit Password button, the <u>Change Password dialog</u> appears. If you are creating a password for this album for the first time, leave the Old Password box blank and type the same word in the New Password and Verify New Password boxes, then click on the OK button.

If you are changing an existing password, type your old password first, then type your new password in the new Password and Verify New Password boxes.

Note: Write down your album password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your album, you will not be able to edit it again. Creative Wonders Technical Support CANNOT unlock a password-protected album if you forget the password.

Password Check Box- Desktop View

Check this box by clicking on it if you want to create a password to protect your album. When an album has a password, only the person who knows the password can edit the album. Others can read the album, but they can't change it.

When you check this box, the Edit Password button appears. Click this button to create or change the album's password.

If you create a password, then uncheck this box, the Edit Password button disappears and anyone can edit the album. If you check it again, Family Album Creator remembers your previous password.

Note: Write down your album password and keep it in a safe place, or use a password you can remember easily. If you forget the password to your album, you will not be able to edit it again. Creative Wonders Technical Support CANNOT unlock a password-protected album if you forget the password.

To (End Date) Check Box - Desktop View

Click on this checkbox on the Album Options panel to specify an end date for the album. This might be the date the album's subject died, or just the end date for the album. When you check this box, the end date calendar appears so you can specify a date.

Desk Blotter - Library View

To open an album, drag it from the bookshelf to the desk blotter. Family Album Creator switches to the Desktop view, and the album you chose appears on the desktop.

▪   Click on the Contents Button to go to the albums Table of Contents. Each red marker represents a chapter. Place the pointer over a chapter to see its title. Click on the marker to open the chapter.
▪   Click on Open Album to go to the first page of the album.

Need more information?
Opening an Album
Bookshelf - Library View

Jacket - Library View

When you move the pointer over the jacket, the pointer changes to the word Exit. Click the jacket to exit Family Album Creator and return to your Windows desktop. Family Album Creator asks you to confirm that you want to exit before it closes.

You can also exit Family Album Creator by choosing the Exit command from the Menu in either the Library view or the Desktop view.

Need more information?
Leaving Family Album Creator

EXIT

Close Album - Desktop View

Click on Close Album at the right edge of the page to close the album and view the album's cover. You can also close the album by going to the first page, then pressing the PGUP key.

If you want to close the album and return it to the bookshelf in the Library view, click the To Library button to the right of the album.

Open Album - Desktop View

Click Open Album when you're viewing the album's cover and want to open the album. You can also open the album by pressing the PGDN key.

If you're just created the album and are opening it for the first time, the Graphic View appears. Click the [New Chapter](#) button to create your first chapter and get started.

If you're opening an existing album, the first page of the album appears.

New Chapter Button - Desktop View

Click the New Chapter button to add a new chapter to your album. If you are creating a chapter for the first time, the New Chapter button flashes to help you locate it.

If you don't see the New Chapter button above the Pages drawer, it's because the Edit/Read switch is set to Read. Switch it to Edit to reveal the New Chapter button and font controls.

Use the calendar to set the date of the chapter. You can set the date of a chapter before or after you add it to your album.

Change the chapter's title by clicking on the default title, "Untitled Chapter", erasing it and typing a new title.

Need more information?
Setting the Date for a Chapter

There are several other ways you can create a new chapter:

-      From the Graphic View, double click on a category to create a chapter in that category, using the current date on the calendar
-      From Memory Starters, click in the Chapter column, then click on the New Chapter button in the Select Chapter To Link dialog

Pages Drawer - Desktop View

Use the Pages drawer to add a blank page to your chapter, or to add special pages -- birth certificates, wedding announcements, graduation diplomas, and so on. Each of these special pages has an area you can fill in.

To open the Pages drawer, click on the Pages or drawer knob.

If the Pages drawer doesn't open when you click on it, it's because you're looking at a overview, or the album's Edit/Read switch is set to Read.

To add a new, blank page to a chapter, click New Page. To add a special page, click the arrows to the right of the drawer until you find the page you want, then click the page you want.

Need more information?
Adding a New Page to a Chapter
Adding Special Pages to a Chapter

Trash Drawer - Desktop View

Use the Trash drawer to remove any portion of an album you don't want--a picture, video, sound, label, note, line, page or chapter. To remove an item, drag it from its current location to the Trash drawer. When the pointer is over the Trash drawer, the drawer opens. Release the mouse button to drop the item in the Trash.

Note: If you do delete a something accidentally and want to get it back, click on the Menu and choose the Undo Delete command.

Need more information?
Removing a Page from a Chapter
Removing a Chapter from an Album
Removing a Picture, Video or Sound
Removing a Note, Label or Line

Snoglobe - Desktop View

Click on the Snoglobe in the Library view to make it "snow". Click again or press any key on the keyboard to make it stop. You can use this feature as a screen saver, if you're going to leave Family Album Creator on your screen for a while.

The Snoglobe also shows your place of birth, if you entered it when you specified the album options.

On the Memory Starters page, if you change the city you were living in during a given year, the Snoglobe shows that city name as you change the date on the calendar. For example, if you were born in New York in 1950 and moved to Chicago in 1960, the Snoglobe would show "Chicago" when you were viewing any chapter dated 1960 or later.

The Snoglobe also shows the name of the city corresponding to the year of your chapter when you're viewing a chapter or when the pointer is over a chapter marker in the Tree Rings overview.

Inspirator - Desktop View

Use the Inspirator to get ideas for chapters. To start the Inspirator, click the large red button below the light bulb. The Inspirator lights up, and the Inspirator dialog appears.

The Inspirator provides three types of prompts, which appear in random order when you click on the Next button. The prompt types are:

- **Real Life** - These prompts ask a variety of questions, such as "Is there a chapter surrounding your given names? How did your parents come to pick these names?" There are eight categories of Real Life prompts.
- **Blast From the Past** - Categorised by decade, these prompts recall fads and popular culture.
- **Historical** - These prompts provided historical events, in the form of newspaper headlines.
If you filled your date of birth on the album's cover, the prompts you see are custom-tailored for your age group.
-

To search for ideas on a particular subject, in a particular category, or from a certain time period, click on the Search button. The Inspirator dialog expands to include two areas in which you can specify what you want to find.

Need more information?
Browsing Through Inspirator Prompts
Searching for Prompts on Specific Subjects
Searching for Prompts About a Specific Time Period
Adding an Inspirator Prompt to a Page
Storing an Inspirator Prompt in the ViewMatic

Contents Button - Desktop View

Click on this button to switch to open an albums Table of Contents.

Need more information?
[Viewing the Table of Contents](#)
[Using Memory Starters to Plan Your Album](#)
[Viewing Chapters Chronologically](#)
[Viewing Chapters by Category](#)

Date View Button - Desktop View

When you are viewing another view Graphic View or Category View -- or looking at your Memory Starters, click on this button to switch to the Date view.

Need more information?
Viewing the Table of Contents
Using Memory Starters to Plan Your Album
Viewing Chapters Chronologically
Viewing Chapters by Category

Category View - Desktop View

When you are viewing another viewGraphic View or Date View -- or looking at your Memory Starters, click on this button to switch to the Category View view.

Need more information?
Viewing the Table of Contents
Using Memory Starters to Plan Your Album
Viewing Chapters Chronologically
Viewing Chapters by Category

Memory Starters Button - Desktop View

When you are viewing a view Graphic View, Date View, or Category View--click on this button to switch to the Memory Starters view.

Need more information?
Viewing the Table of Contents
Using Memory Starters to Plan Your Album
Viewing Chapters Chronologically
Viewing Chapters by Category

Graphic View - Desktop View

Graphic View gives you a visual overview of all the chapters in your album and allows you to open chapters without having to page through the entire album. Chapters are represented by a colored marker. For example, in the Wedding album, red hearts represent chapters. Additionally, chapters that fall near the core of the Graphic View are your oldest chapters. Those that fall beyond the core are the newer chapters.

To see the Graphic View, click the Graphic View button from any other view.

Use the Graphic View to:

- View information about a chapter. Positioning the pointer over the chapter's marker. A title label appears beside the marker, and the chapter date appears in the calendar.
- View your chapters in chronological order, according to their position on the Graphic View.
- Change the category for a chapter by dragging the marker to the category you want.
- Open the chapter by clicking on it.
- Delete the chapter by dragging it to the Trash drawer.

Category View - Desktop View

The Category view lists chapters by category.-- Family, Friends, Leisure, Education, Career, Travel, Home or Personal. In each category, chapters are listed chronologically.

Click the Category view button from any other view to see the Category view.

In the Category view, click on the appropriate icon at the top of the view to see chapters in another category.

To open a chapter, double click on it.

To change a chapter's category, do one of the following:

- go to a page in chapter, click and hold down the left mouse button on the current category icon, then move the pointer over the new category and release the mouse button
- on the Graphic view, drag the marker representing the chapter to a new category.

Date View - Desktop View

The Date view lists all chapters in the album in chronological order. If there are more chapters than will fit on one page, click the arrows to the right of the list to scroll the list up and down.

Click the Date view button from any other view to see the Date view.

To open a chapter, double click on it.

Memory Starters - Desktop View

The Memory Starters sheets are designed to help you get your chapters started.

You can use the Memory Starters worksheets to plan your albums and record ideas you may have about chapters you'd like to write. You can add as many chapter ideas to a worksheet as you like, and once you've written chapters about your ideas, you can link your chapters to that worksheet.

When you create a new album, Family Album Creator creates a Memory Starters worksheet for every category (for example, education, travel, family, and so on), each beginning and ending with the album's start and end dates. For example, if your album begins in 1950 and ends with the current year, you would have worksheets for every category, each displaying a line for every year between 1950 and the current year.

1. In the Table of Contents, click the Memory Starters button. A worksheet appears, and the worksheet category is highlighted at the top.

2. Click the icon for the category you want to work on.

3. Fill in the information you want.

You can add as many lines as you require to accommodate chapter ideas. Once you write a chapter about an idea, you can link that chapter to the entry on the worksheet. Here are a few options you can try:

▪   To add another line for a year, click the arrow beside the year. When you do so, the calendar becomes active and you can select a specific day and month for each line in the Memory Starters you add for that year. For example, if you clicked the arrow beside the year 1988, you could add additional rows and label them Spring, Summer, Fall, Winter, or create specific dates for specific chapters.

▪   To link a chapter to a Memory Starter line, click in the Chapter column on the line that the idea is on. The Select Chapter to Link dialog appears. Choose the album and chapter you want, then click OK. A chapter icon appears on the corresponding line in the worksheet.

   If the album's Edit/Read switch is set to Read, you can click on this icon to go to the associated chapter.

▪   To create a new chapter about an event, open the Select Chapter to Link dialog, then click New Chapter. The new chapter appears, displaying a Go Back button you can use to return to the worksheet.

Edit/Read Switch - Desktop View

The Edit/Read switch determines if someone can make changes to an album or just look at it. You can edit the album when the switch is set to Edit, but you can only view the album when the switch is set to Read.

While you're working on an album, switch it to Read to see how the album will look when it's completed, and someone is reading it,

Click on the switch to toggle it between Edit and Read. When you switch it to Read, you'll notice that:

- a cover appears over the New Page button and the font controls
- the slider disappears from the calendar, and you can't change the date
- the page perforation disappears
- the album title, chapter title, chapter date, chapter category and page number may disappear, if the checkboxes beside them are not checked
- the ViewMatic becomes inactive.

If you're viewing the album's cover when you switch to Read, the Album Options panel disappears.

If an album has been password-protected, the Enter Password dialogappears when you switch the album from Read to Edit. Enter the album's password, then click OK.

Need more information?
Protecting an Album with a Password

Picture Banner - Desktop View

When you click on a picture you've added to a page, the picture banner pops out, so you can view the picture or change picture options.

For information on each option, click on a part of the banner shown below.

Click here to view the picture in its true size and colors on a black background. Click anywhere to return to your album once you've looked at the picture.

Click an option to change how much of the picture is displayed on the page. Click the first option to see the entire picture. Click the second option to display only a portion of the picture. When you select the second option, a rectangle appears around the picture that you can use to frame the part of the picture you want on the page.

Click here to choose one of six frame styles.

OLE Banner - Desktop View

When you click on an OLE object you've added to a page, the Create banner pops out, so you can play or edit the OLE object. The buttons you see and the options available depend on the type of information you've added to your album.

For information on each option, click on a part of the banner shown below.
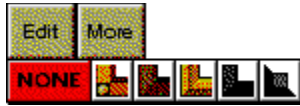
Click here to play or edit the OLE object. If this is a sound or video clip, you'll see a Play button. Clicking the button plays the item. If it's another type of information, such as a picture or document, you'll see an Edit button. Clicking the Edit button starts the program that created the information and opens the file for editing

Click here to see a menu of Create editing commands. The commands available depend on the type of information you've placed on the page.

Click here to choose one of six frame styles.

Video Banner - Desktop View

When you click on a video you've added to a page, the video banner pops out, so you can play the video or change video options.

For information on each option, click on a part of the banner shown below.

Click here to play the video. Click the button again to interrupt the video before it finishes playing.

Click here to change how the video is displayed when it's playing. Click the first icon to play the video on the page. Click the second to play the video by itself, against a black background. Click the third icon to see the video enlarged, against a black background.

Click here to choose VCR-style buttons. Click the second icon if you want buttons beneath the video, the first icon if you don't want buttons.

Click here to choose one of six frame styles.

Sound Banner - Desktop View

When you click on a sound you've added to a page, the sound banner pops out, so you can play the sound or choose sound options.

For information on each option, click on a part of the banner shown below.

Click here to play the sound. Click the button again to interrupt the sound before it finishes playing.

Click here to change the icon representing the sound.

Note Banner - Desktop View

A note is a multi-line text item, similar to something you might tack on your refrigerator.

When you click on a note you've added to a page, the note banner pops out, so you choose a different note style. The current note style is highlighted in red. Click a different option to change the note's appearance.

Label Banner - Desktop View

A label is a single-line text item you can add to a page. Think of a label as you would a caption for a picture in a photo album, or a piece of tape you'd stick on a jar to identify its contents.

When you click on a label you've added to a page, the label banner pops out, so you can choose a different label style. The current label style is highlighted in red. Click a different option to change the label's appearance.

Line Banner - Desktop View

When you click on a line you've drawn on the page, the line banner pops out, so you can choose line options.

For information on each option, click on a part of the banner shown below.
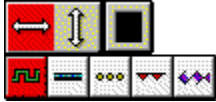
Click here to make the line horizontal.

Click here to make the line vertical.

Click here to display a color palette and change the line's color. Hold down the left mouse button, move the pointer over the color you want, then release the mouse button.

Click here to choose one of five line styles.

Link Banner - Desktop View

When you click on a link to another chapter you've added to a page, the link banner pops out, so you can choose link options.

For information on each option, click on a part of the banner shown below.

Click here to see the linked chapter.

Click here to change the icon representing the link.

Chapter Category - Desktop View

Each chapter you create goes in a category -- Family, Friends, Leisure, Education, Career, Travel, Home or Personal. An icon representing the category of the chapter you are viewing appears in the top right corner of the page.

To change a chapter's category, do one of the following:

▪ on the page, click and hold down the left mouse button on the current category icon, then move the pointer over the new category and release the mouse button
▪ on the Graphic View, drag the marker representing the chapter to a new category.
Click in the box to the left of the category icon if the you want the icon to appear when you:

▪ print the album
▪ package the album
▪ view the album, when the Edit/Read switch is set to Read.

Album Title - Desktop View

The title of your album is shown on the bottom left corner of each page. To change the title, click on Close Album to view the album's cover. Type a new title on the cover, then click on Open Album to open the album again.

Click in the box to the left of the album title if the you want the title to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Chapter Title - Desktop View

The title of the chapter you are viewing is shown on the top left corner of each page. To change the title, click on it, delete the existing title, then type a new title. You can use up to 32 characters.

Click in the box to the left of the chapter title if the you want the title to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Page Number - Desktop View

The page number of the page you are viewing and the total number of pages in your album is shown on the bottom right corner of each page.

Click in the box to the left of the page number if the you want the numbers to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Chapter Date - Desktop View

The date of the chapter you are viewing is shown on the top right corner of each page. Use the calendar to change the date.

Click in the box to the left of the chapter date if the you want the numbers to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Album Title Check Box - Desktop View

Click in this box if you want the album title to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Chapter Title Check Box - Desktop View

Click in this box if you want the chapter title to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Chapter Date Check Box - Desktop View

Click in this box if you want the chapter to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Chapter Category Check Box - Desktop View

Click in this box if you want the chapter category icon to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Page Number Check Box - Desktop View

Click in this box if you want the page number to appear when you:

- print the album
- package the album
- view the album, when the Edit/Read switch is set to Read.

Typeface - Desktop View

Click on the arrows to the left or right of the typeface shown above the Media drawer to change the typeface of selected text. Scroll through the typefaces installed on your computer until you find the one you want.

You can also click on the typeface name and hold down the left mouse button to see a list of available typefaces. While holding down the mouse button, move the pointer beneath the last typeface on the list to scroll down the list. When the list stops scrolling, you are at the last typeface. Move the pointer above the typeface list while holding down the mouse button to scroll back up the list. Move the pointer over the typeface you want, then release the mouse button.

If you haven't selected any text when you choose a typeface, the typeface applies to any text you type in the chapter in the future.

Need more information?
Setting the Default Font for Text

Text Size - Desktop View

Click on the arrows to the left or right of the point size shown above the Media drawer to change the size of selected text.

You can also click on the current point size and hold down the left mouse button to see a list of sizes. While holding down the mouse button, move the pointer beneath the last size on the list to scroll the list. Move the pointer over the size you want, then release the mouse button.

At the bottom of the list you will see (...). Release the mouse button on this option to display the Select Font Size dialog, which you can use to specify a size not on the list.

You can also open the Select Font Size dialog by right clicking on the current point size.

If you haven't selected any text when you choose a size, the size applies to any text you type in the chapter in the future.

Need more information?
Setting the Default Font for Text

Text Color - Desktop View

Click on the black bar above the Media drawer to make selected text a different color. While holding down the mouse button, move the pointer over the color you want, then release the mouse button.

If you haven't selected any text when you choose a color, the color applies to any text you type in the chapter in the future.

Need more information?
Setting the Default Font for Text

Text Style - Desktop View

Click on the text style controls above the Media drawer to make selected text **bold**, *italic* or underlined. When you choose an option, the symbol on the button changes from black to red. You can use text styles in combination. For example, text can be both bold and italic

If you haven't selected any text when you choose an option, the style applies to any text you type in the chapter in the future.

Need more information?
Setting the Default Font for Text

Text Alignment - Desktop View

Click on the text alignment controls above the Media drawer to change how selected text is aligned on the page. The three icons represent left, centre and right alignment. When you choose an option, the symbol on the button changes from black to red.

You can align each paragraph in a chapter separately. To change the alignment of all text in a chapter, right click, choose the Select All command from the Menu, then choose an alignment option.

If you haven't selected any text when you choose an option, the alignment applies to any text you type in the chapter in the future.

Need more information?
Setting the Default Font for Text

Media Drawer - Desktop View

Click on the Media drawer or drawer knob to open the Media drawer and add multimedia items to your page. Each icon in the Media drawer represents a separate type of media item you can add.

For more information about each item in the Media drawer, click an option below:

[Picture](#)
[Video](#)
[Sound](#)
[Label](#)
[Note](#)
[Line](#)
[Link](#)
[Create (Information from other programs)](#)

Last Page - Desktop View

The overviews appear at the end of your album. If you're looking at an overview and want to go quickly to the album's pages, move the pointer to the left edge of the page. When the pointer shape changes to ...

... click to go to the last page in the album.

You can also press the PGUP key.

Page Perforation - Desktop View

The page perforation is the dashed line up the left side of the page. Use the page perforation to rip out and discard pages you no longer want.

To remove a page, place your pointer over the perforation. Hold down the left mouse button, then drag the perforation up to the Trash drawer.

When you change the Edit/Read switch to Read, the page perforation disappears.

Need more information?
Removing a Page from a Chapter

Next Page - Desktop View

To go to the next page in your album, move the pointer to the right edge of the page. When the pointer shape changes to ...

... click to turn the page.

You can also press the PGDN key.

Previous Page - Desktop View

To go to the previous page in your album, move the pointer to the left edge of the page. When the pointer shape changes to ...

▪

... click to turn the page.

You can also press the PGUP key.

Start Date Calendar - Desktop View

Use the starting date calendar on the Album Options panel to specify the date of birth of the album's subject, or just the start date for the album. The date is used in a number of places in Family Album Creator:

- In the Graphic View, this date is the center of the view.
- In the Memory Starters view, this is the starting date of the worksheet.
- When you use the Inspirator, this date determines the prompts you see. Inspirator prompts are custom-tailored for your age group.

There are two ways to change the month, day and year:

- Click the red arrows to move forward or backward in time one unit at a time. For example, if the month shows MAY, clicking the right arrow next to the month changes it to JUN, then JUL, then AUG, and so on.
- Position the pointer over the current month, day or year, then hold down the left mouse button to drop down a list of dates. Move the pointer up or down until the red box is around the date you want. To see more dates, position the pointer just above or below the list to scroll the list. When you have the date you want, release the mouse button.

   You can use "fuzzy dates" if you don't know an exact date. For example, you can select Spring, Summer, Fall or Winter instead of a month. You can also select a decade instead of a specific year.

End Date Calendar - Desktop View

Use the end date calendar on the Album Options panel to specify the date the album's subject died, or just the end date for the album. This calendar appears when you click the To (End Date) checkbox on the Album Options panel.

This date is used in a number of places in Family Album Creator:

- In the Tree Rings overview, this date is the outside edge of the ring.
- In the Memory Starters view, this is the last date of the worksheet.

There are two ways to change the month, day and year:

- Click the red arrows to move forward or backward in time one unit at a time. For example, if the month shows MAY, clicking the right arrow next to the month changes it to JUN, then JUL, then AUG, and so on.
- Position the pointer over the current month, day or year, then hold down the left mouse button to drop down a list of dates. Move the pointer up or down until the red box is around the date you want. To see more dates, position the pointer just above or below the list to scroll the list. When you have the date you want, release the mouse button.
  You can use "fuzzy dates" if you don't know an exact date. For example, you can select Spring, Summer, Fall or Winter instead of a month. You can also a decade instead of a specific year.

Calendar - Desktop View

Use the Desktop view calendar to set the date of a <u>chapter</u>. To change a chapter's date, you must be viewing the chapter, and the album's Edit/Read switch must be set to Edit.

If you are looking at an overview or the Edit/Read switch is set to Read, the slider below the calendar disappears and the calendar is inactive.

The chapter date determines the order in which the chapters appear in your album. In the Tree Rings overview, a chapter's date determines how close to the centre of the tree ring -- the starting date of your album -- the chapter appears. Chapter dates also appear on the chapter pages and in the Overview by Category and Overview by Date overviews.

You can change the date in one of three ways:

- Click the red arrows between the dates to scroll, one by one, through the month, date, and year options. For example, if the month shows MAY, clicking the right arrow next to the month changes it to JUN, then JUL, then AUG, and so on.
- <u>Drag</u> the slider to move quickly through the range of available years. The beginning of the slider is set to the year that your album starts and the end to the current year. Adjust the month and day if you want.
- Position the pointer over the current month, day or year, then hold down the left mouse button to drop down a list of dates. Move the pointer up or down until the red box is around the date you want. To see more dates, position the pointer just above or below the list to scroll the list. When you have the date you want, release the mouse button.
      You can use "fuzzy dates" if you don't know an exact date. For example, you can select Spring, Summer, Fall or Winter instead of a month. You can also select a decade instead of a specific year.

Need more information?
<u>Setting the Date for a Chapter</u>

Picture - Media Drawer

Open the Media drawer and click on the Picture icon to add a photograph, picture or clip art to your page.

There are two ways to add the picture:

- Click on the Picture icon to display the Open Picture dialog. Once you've chosen the picture file, the picture appears in the middle of the page.
- Drag the Picture icon to the part of the page where you want the picture to appear. Select the picture file from the Open Picture dialog to add that picture to the location you chose.

Need more information?
Adding a Graphic or Picture to a Page
Adding a Picture from a Photo CD to a Page
Adding a Picture from a Prostar Photo Diskette
Viewing a Graphic or Picture
Cropping a Graphic or Picture

Video - Media Drawer

Open the Media drawer and click on the Video icon to add a video clip to your page.

There are two ways to add the video:

- Click on the Video icon to display the Open Video dialog. Once you've chosen the video file, the video appears in the middle of the page.
- Drag the video icon to the part of the page where you want the picture to appear. Select the video file from the Open AVI dialog to add that picture to the location you chose.

Need more information?
Adding a Video Clip
Playing a Video Clip
Sizing a Picture or Video Clip
Moving a Picture or Video Clip

Sound - Media Drawer

Open the Media drawer and click on the Sound icon to add a sound to your page. If you have a sound card and microphone attached to your computer, you can record your own sounds and messages.

There are two ways to add the sound:

▪ Click on the Sound icon to display the Open Sound dialog. Once you've chosen the sound file, the sound icon appears in the middle of the page.

▪ Drag the Sound icon to the part of the page where you want the picture to appear. Select the sound file from the Open Sound dialog to add that sound to the location you chose.

Need more information?
Linking One Chapter to Another
Viewing a Linked Chapter

Link - Media Drawer

Open the Media drawer and click on the Link icon. to link your chapter to another chapter. You can also link a chapter to a document outside of Family Album Creator. You can switch between the two chapters or the chapter and the document by simply clicking a button.

There are two ways to add the link:

- Click on the Link icon to display the Link to Chapter or DocumentOnce you've chosen the chapter or the document you want to link to, the link icon appears in the middle of the page.
- Drag the Link icon to the part of the page where you want the link icon to appear. Select the chapter or document from the Select Chapter to Link dialog or the Link to Document dialog to add the link at the location you chose.

Need more information?
Linking One Chapter to Another
Viewing a Linked Chapter

Line - Media Drawer

Open the Media drawer and click on the Line icon. to add a line to your page.

There are two ways to add the line:

- Click on the Line icon to place the line in the middle of the page. You can move or size it as necessary.
- Drag the Line icon to the part of the page where you want the line to appear. The line appears where you dragged it.

Need more information?
Moving a Line
Sizing a Line
Removing a Note, Label or Line

Label - Media Drawer

Open the Media drawer and click on the Label icon. to add a label to your page. Think of a label as you would a caption for a picture in a photo album, or a piece of tape you'd stick on a jar to identify its contents.

There are two ways to add the label:

- Click on the Label icon to place the label in the middle of the page. You can move it as necessary.
- Drag the Label icon to the part of the page where you want the label to appear. The label appears where you dragged it.

Click on the label and begin typing the text. The note expands horizontally to accommodate what you type.

Need more information?
Adding a Label to a Page
Moving a Label or Note
Removing a Note, Label or Line

Information from Other Programs - Media Drawer

Open the Media drawer and click on the Create icon. to add an OLE object to your page. Use OLE to add information to your album from other programs that you can't bring in using the other media items such a pictures and videos.

- Click on the Create icon to display the Insert Object dialog. Choose an existing file or start a program and create one. The item appears in the middle of the page.
- Drag the Create icon to the part of the page where you want the item to appear. When you select or create an item using the Insert Object dialog, the item appears where you dragged.

Note - Media Drawer

Open the Media drawer and click on the Note icon. to add a note to your page. A note is a multi-line text item, similar to something you might tack on your refrigerator.

There are two ways to add the note:

- Click on the Note icon to place the note in the middle of the page. You can move it as necessary.
- Drag the Note icon to the part of the page where you want the note to appear. The note appears where you dragged it.

Click on the note and begin typing the text. The note expands to accommodate what you type.

Need more information?
Adding a Note to a Page
Moving a Label or Note
Removing a Note, Label or Line

Go Back Button - Desktop View

The Go Back button indicates that the chapter you are viewing is linked to another chapter, or to the Memory Starters view.

You can create a link by:

▪ dragging the Link icon from the Media drawer and choosing a chapter to link to
▪ clicking in the Chapter column on the Memory Starters and selecting a chapter to link to.

Place your pointer over the Go Back button to get information about the link. If the link is to another chapter, the information shows the album title and chapter title of the linked chapter. If the link is to the Memory Starters view, the information shows the album title and Memory Starters category.

Click on the Go Back button to return to the linked chapter or overview.

Font Controls - Desktop View

Use the font controls above the Media drawer to change the typeface, point size, color and alignment of selected text.

For more information about each font control, click on an item below:

[Typeface](#)
[Text Size](#)
[Text Color](#)
[Text Style](#)
[Text Alignment](#)

About LogCo.

All the machines you use in Family Album Creator, such as the Inspirator and ViewMatic were first launched in 1932 by the LogCo company of San Jose, California. LogCo is a little-known company that didn't last long: they were far too early for the market. We were lucky to come across all this cool stuff at a Saturday morning garage sale. No one could figure out what it was. Most of it didn't work - the scrolling bookshelves were rusted shut - but we dragged it all home, carefully renovated and rewired it for the latest in multimedia, and hauled it up to the Library for you to create your own multimedia albums.

Using Help

The Family Album Creator online help system provides a quick way to find information about using Family Album Creator. Online help is provided for all Family Album Creator menus, commands, procedures and screen components.

You can move, resize, minimize or maximize the help window. Use the scroll bar to view information not visible in the help window.

In this section of help, you can learn about how to use the Family Album Creator help system. For more information on one of the topics shown below, click on the appropriate icon.

- **How to Use Family Album Creator Help Provides step-by-step instructions for Family Album Creator help tasks. Includes an overview of help basics.**
Help Menus and Commands Describes each menu and command in Family Album Creator help.

-

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

-
About Family Album Creator Help
-
Choosing Topics, Jumps and Pop-ups
-
Moving Around in Help
-
Defining and Using Bookmarks
-
Printing Topics
-
Copying and Annotating Help Topics
-
Displaying Help and Family Album Creator Together

■

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

■
[About Family Album Creator Help](#)
■
[How to Use Family Album Creator Help](#)
■
    [Displaying Help From Family Album Creator](#)
■
    [Getting Help on Frequently Asked Questions](#)
■
    [Getting Help on Procedures](#)
■
    [Getting Help on Menus and Commands](#)
■
    [Looking for Tips](#)
■
[Choosing Topics, Jumps and Pop-ups](#)
■
[Moving Around in Help](#)
■
[Defining and Using Bookmarks](#)
■
[Printing Topics](#)
■
[Copying and Annotating Help Topics](#)
■
[Displaying Help and Family Album Creator Together](#)

■

 How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

■
About Family Album Creator Help
■
Choosing Topics, Jumps and Pop-ups
■
Choosing a Topic
■
Choosing a Jump
■
Choosing a Pop-up
■
Moving Around in Help
■
Defining and Using Bookmarks
■
Printing Topics
■
Copying and Annotating Help Topics
■
Displaying Help and Family Album Creator Together

■

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

■
About Family Album Creator Help
■
Choosing Topics, Jumps and Pop-ups
■
Moving Around in Help
■
Displaying Help Contents
■
Scrolling Through a Help Topic
■
Searching for a Help Topic
■
Backtracking Through Help Topics
■
Returning to a Help Topic You Have Viewed
■
Defining and Using Bookmarks
■
Printing Topics
■
Copying and Annotating Help Topics
■
Displaying Help and Family Album Creator Together

-

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

-
About Family Album Creator Help
-
Choosing Topics, Jumps and Pop-ups
-
Moving Around in Help
-
Defining and Using Bookmarks
  - Placing a Bookmark in a Topic
  - Displaying a Topic With a Bookmark
  - Removing a Bookmark From a Topic
-
Printing Topics
-
Copying and Annotating Help Topics
-
Displaying Help and Family Album Creator Together

▪

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

▪
About Family Album Creator Help
▪
Choosing Topics, Jumps and Pop-ups
▪
Moving Around in Help
▪
Defining and Using Bookmarks
▪
Printing Help Topics
▪
Printing a Help Topic
▪
Copying and Annotating Help Topics
▪
Displaying Help and Family Album Creator Together

■

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

■
About Family Album Creator Help
■
Choosing Topics, Jumps and Pop-ups
■
Moving Around in Help
■
Defining and Using Bookmarks
■
Printing Topics
■
Copying and Annotating Help Topics
■
    Copying Help Text to the Clipboard
■
    Adding an Annotation to a Help Topic
■
    Viewing an Annotation
■
    Copying Annotation Text to the Clipboard
■
    Removing an Annotation
■
Displaying Help and Family Album Creator Together

■

How to Use Family Album Creator Help

Click one of the categories below to display a list of related topics.

■
About Family Album Creator Help
■
Choosing Topics, Jumps and Pop-ups

Moving Around in Help
■
Defining and Using Bookmarks
■
Printing Topics
■
Copying and Annotating Help Topics
■
Displaying Help and Family Album Creator Together
■
Resizing and Repositioning the Help Window
■
Keeping Help on Top of Other Windows

Looking for Tips

-

In addition to pop-ups, some Family Album Creator topics contain a Tip icon. Click on this icon for additional tips, hints and information about a topic.

Displaying Help From Family Album Creator

You can access help in different ways, depending on where you are in Family Album Creator and what kind of help you require. If you are not sure how to find the help you are looking for, start by checking the blue Help Book in Family Album Creator.

To display the main help contents

- Click on the Help Book in the Library or Desktop view.
- Press F1.
- Choose the Help command from the Menu in the Library or Desktop view.

To get help from any dialog

- Click on the dialog's Help button.
- Press F1.

To get help on any item in the Library or Desktop view

1. Click and hold the mouse button over the Help Book in the Library or Desktop view. A <u>question mark</u> appears on the pointer.

2. Move the pointer over an item and release the mouse button.

Need more information?
<u>Help Command - Library Menu</u>
<u>Help Command - Desktop Menu</u>

Getting Help on Frequently Asked Questions

When you want to know answers for frequently asked questions about Family Album Creator:

1. From the main Family Album Creator Help Contents, click on the Frequently Asked Questions icon to display a list of questions you can choose from.

2. Click on any of the questions to display its answer.

Getting Help on Procedures

When you want to know how to do something in Family Album Creator:

1. From the main Family Album Creator Help Contents, click on the How Do I? icon to display a list of categories you can choose from.

2. Click any of the categories to display a list of related procedures.

3. Click on a procedure to display instructions for that procedure.

Getting Help on Menus and Commands

Getting help on Family Album Creator menus and commands is like using the commands themselves.

To get help from within Family Album Creator help

1. From the main Family Album Creator Help Contents window, click on the Menus and Commands icon to display the menu bars.
2. Click on the menu you want help on.
3. If desired, click on the menu illustration on the specific command you want help on.

To get help while using Family Album Creator

1. Click and hold the mouse button over the Help Book in the Library View or Desktop view. The pointer changes to a question mark.
2. Move the pointer over the Menu panel and release the mouse button.
3. If desired, click on the menu illustration on the specific command you want help on.

Choosing a Topic

Information in the Family Album Creator help system is divided into *topics*. Help topics usually begin with a title and contain information about a particular task, command, dialog box or screen component. Help topics can include graphics, text, jumps and pop-ups. When you point to a topic, the pointer changes to a hand shape.

- Position the pointer over the topic you want and click on it.
- Press TAB to select the jump, then press ENTER. You can press SHIFT + TAB to move backward and select a topic.

The topic you chose appears on the screen.

Note: To highlight all jumps and pop-ups in a topic, press CTRL + TAB.

Choosing a Jump

Help topics can include text and graphics that link to other help topics or to more information about the current topic. These links are called *jumps*. Jumps are usually identified by a colour and a solid underline (unless the jump is a graphic). When you point to a jump, the pointer changes to a hand shape.

- Position the pointer over the jump you want and click on it.
- Press TAB to select the jump, then press ENTER. You can press SHIFT + TAB to move backward and select a jump.

If the jump you choose is linked to another topic, that topic appears in the help window.

Note: To highlight all jumps and pop-ups in a topic, press CTRL + TAB.

Choosing a Pop-up

Help topics can include text and graphics that link to tips, hints, definitions and background information about the current topic. These are called pop-ups. Pop-ups are identified by a colour and a dashed underline (unless the pop-up is a graphic). When you point to a pop-up, the pointer changes to a hand shape.

To choose a pop-up

▪ Position the pointer over the pop-up and click on it.
▪ Press TAB to select the pop-up, then press ENTER. You can press SHIFT + TAB to move backward and select a pop-up.

To close a pop-up

▪ Click anywhere on the screen or press any key.
▪

Note: To highlight all jumps and pop-ups in a topic, press CTRL + TAB.

Printing a Help Topic

You can print any help topic. Do one of the following:

- Choose the Print Topic command from the help File menu.
- Click the Print button.

Note: Text or graphics in pop-ups will not appear when you print a topic.

Displaying Help Contents

The main Family Album Creator Help Contents lists the top-level help topics. It provides a starting point from which to browse through or search for help topics.

- If you are viewing a help topic, click on the Contents button on the help button bar, or type **C**.
- If you are working in Family Album Creator, click on the blue Help Book, choose the Help command from the Menu in the Library or Desktop view, or press F1.

Scrolling Through a Help Topic

If the information in a help topic does not fit in the window, use the scroll bar.

To scroll one line at a time

- Click on the up or down scroll arrow.
- Press the up or down arrow key.
- Drag the scroll box to scroll quickly through a topic.

To scroll one window at a time

- Click above or below the scroll box in the scroll bar.
- Press the PAGE UP or PAGE DOWN key.

Searching for a Help Topic

You can find information quickly by using the Search button in the help window. The Search button opens the Search dialog, where you select a word that you want to search for. All help topics associated with that word are listed, and you can select one to view. For example, to find out how to save a file, you could select "save" from the list or type "save" into the box. Topics that have the word "save" associated with them would then be listed in the Search dialog.

1. Click on the Search button on the help button bar, or type S. The Search dialog appears.

2. Select the word or phrase you want to search for, or type the word into the box. When you start typing, the words that most closely match the text you type are displayed.

3. Click on the Show Topics button.

4. Select the topic you want to view. If necessary, use the scroll bar to see more topics.

5. Click on the Go To button to display the topic you selected.

Backtracking Through Help Topics

Use the Back button to go back through the help topics you have viewed, in the order in which you viewed them. If there is no previous topic to view, the Back button is dimmed. The record of topics you have viewed is removed each time you quit help.

- Click on the Back button on the help button bar.
- Type **B**.

The topic appears as you left it, unless you resized the window before backtracking.

Returning to a Help Topic You Have Viewed

You can use the History button to see a list of the previous 40 help topics you have viewed. To return to a topic, choose it from this list.

1. Click on the History button on the <u>help button bar</u>, or type **T**. The Help History window appears and lists the topics you have viewed in this session.

2. Double click on the topic you want to return to, or select it and press ENTER.

    If necessary, use the <u>scroll bar</u> to see more topics. The History window stays open until you close it or quit help.

3. To close the History window, double click on its <u>Control-menu box</u>, or press ALT + F4.

Copying Help Text to the Clipboard

If you want to use text from a Family Album Creator help topic in a help annotation, you can copy the appropriate text to the Clipboard. From the Clipboard, you can then paste the text to its new location.

1. Choose the Copy command from the Edit menu in help.

2. If appropriate, select a portion of text to copy. Otherwise, all text in the topic is copied to the Clipboard.

3. Click on the Copy button to copy the text.

▪

Note: You cannot copy the graphics in a help topic to the Clipboard.

Need more information?
Adding an Annotation to a Help Topic

Adding an Annotation to a Help Topic

You can annotate (mark up) a help topic with your own comments and notes about the topic. Whenever required, you can view the annotation and the information it contains.

1. Choose the Annotate command from the Edit menu in help. The Annotate dialog appears.

2. Type the text you want to add.

    If you make a mistake, press BACKSPACE to remove any unwanted characters, then continue typing. Text wraps automatically, but you can end a line before it wraps by pressing ENTER.

3. Click on the Save button to add the annotation.

A paper-clip icon appears on the first line of the topic to remind you that you have added an annotation.

Need more information?
Viewing an Annotation
Copying Annotation Text to the Clipboard
Removing an Annotation

Viewing an Annotation

If you have added an annotation to a help topic, you can view the text of the annotation at any time.

1. Click on the <u>paper-clip icon</u>, or press TAB to select the paper-clip icon and press ENTER.

2. When you finish viewing the annotation, click on the Cancel button.

Need more information?
Adding an Annotation to a Help Topic
Copying Annotation Text to the Clipboard
Removing an Annotation

Removing an Annotation

If you no longer need your comments about a help topic, you can remove the annotation.

1. Click on the paper-clip icon, or press TAB to select the paper-clip icon and press ENTER.

2. To remove the annotation, click on the Delete button.

Need more information?
Adding an Annotation to a Help Topic
Viewing an Annotation
Copying Annotation Text to the Clipboard

Copying Annotation Text to the Clipboard

You can copy text from an annotation to the Clipboard in order to paste it into another annotation in help or into another document.

1. Click on the <u>paper-clip icon</u>, or press TAB to select the paper-clip icon and press ENTER.

2. If desired, select the text you want to copy from the annotation. Drag the mouse pointer to select text, or press and hold down SHIFT while you use the arrow keys to select text. If you do not select a portion of the text, all text in the annotation is copied to the Clipboard.

3. Click on the Copy button to copy the annotation text to the <u>Clipboard</u>.

4. Click on the Save button.

Need more information?
<u>Adding an Annotation to a Help Topic</u>
<u>Viewing an Annotation</u>
<u>Removing an Annotation</u>

Placing a Bookmark in a Topic

Just as you can place bookmarks in an album to mark specific references, you can place bookmarks in help topics you use frequently. After you have placed a bookmark in a topic, you can access that topic quickly from the Bookmark menu.

1. Choose the Define command from the Bookmark menu in help.

2. In the Bookmark Name box, the topic title appears. If you want to use a different name to identify the bookmark, type that name in this box.

3. Click on the OK button.

The bookmark name now appears on the Bookmark menu.

Need more information?
Displaying a Topic With a Bookmark
Removing a Bookmark From a Topic

Displaying a Topic With a Bookmark

To quickly display a topic that you have previously marked with a bookmark:

▪ From the Bookmark menu in help, choose the bookmark you want to view. Click on the bookmark title or type the underlined number that precedes the title.

▪ If you have defined more than nine bookmarks, choose the More command from the Bookmark menu. Select a bookmark in the Go To Bookmark dialog, and then click on the OK button.

Need more information?
Placing a Bookmark in a Topic
Removing a Bookmark From a Topic

Removing a Bookmark From a Topic

To remove a bookmark that you have previously placed in a topic:

1. Choose the Define command from the Bookmark menu in help.

2. Select the bookmark you want to remove.

3. Click on the Delete button.

The bookmark name is removed from the Bookmark menu.

Need more information?
Placing a Bookmark in a Topic
Displaying a Topic With a Bookmark

Resizing and Repositioning the Help Window

When you use help, you may want to change the size and position of the help window so you can see it and the Family Album Creator window at the same time. To make sure you can see both help and Family Album Creator while you work, you must also keep the help window on top of the Family Album Creator window by using the Always on Top command.

By making both windows visible, you can follow step-by-step procedures without having to switch between windows.

Note: See Keeping Help on Top of Other Windows for more information.

To change the size of the help window

- ▪   Drag the corner or border of the window until it is the size you want.
- ▪   Click on the Control-menu box or press ALT + SPACEBAR to open the Control menu. Use the Size command to resize the window.

To move the help window

- ▪   Drag the title bar of the window to the new location.
- ▪   Click on the Control-menu box or press ALT + SPACEBAR to open the Control menu. Use the Move command to reposition the window.

After you finish working with the help window, you can restore or maximize it.

Note: For more information on moving and sizing windows, see your Windows documentation.

Keeping Help on Top of Other Windows

When you first open Family Album Creator help, the main help window appears on top of your Windows desktop. If you select another window, it might cover up the main help window.

You can choose to keep the main help window on top of other windows even when you switch to other programs. This can be useful if you are using help to follow a step-by-step procedure in Family Album Creator.

▪ Choose the Always On Top command from the menu in the main help window. A check mark appears next to the command, and a shadow appears around the window border to indicate that the Family Album Creator help window is on top.

▪ If you do not want the help window to be on top, choose the Always On Top command again.

Note: If you minimize a help window that is on top, its icon also appears on top of other windows.

Need more information?
Resizing and Repositioning the Help Window

Help Buttons

Help buttons are located along the top of the main help window in the help button bar. These buttons enable you to move around easily in help. If a feature is not available, its button name is dimmed.

For more information on using these help buttons, click on the appropriate button below.

| Contents | Search | Back | History | Print | Exit |

- Click on the appropriate button on the button bar.
- Type the letter that is underlined in the button.

Contents Button
Displays the main Family Album Creator Help Contents in the main help window.

Search Button

Lists all the words you can use to search for help topics. By typing or selecting one of these words, you can search for and go to a specific topic.

Back Button
Displays the last topic you viewed. Click on this button to move back one topic at a time in the order you viewed the topics.

History Button

Displays the last 40 topics you have viewed in the Windows session. The most recent topic viewed is listed first. To return to a topic, double click on it.

Print Button
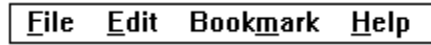Immediately prints the current topic in the help window.

Exit Button
Closes the Family Album Creator help system.

 Menus and Commands in Help

For more information on menus and commands, click on a menu on the menu bar shown below.

Need more information?
Help Buttons

File Menu

For more information, click on a command on the menu shown here.

Open Command
Allows you to open a different help file in this help window.

Print Topic Command
Prints the current topic in the help window. You can print only entire topics with this command.

Print Setup Command
Sets printer options before printing a topic. You can select a printer and set or change options for the printer. The options available depend on the type of printer selected.

Exit Command
Quits help and saves any annotations or bookmarks you created.

Edit Menu

For more information, click on a command on the menu shown here.

Copy Command

Copies the text of the current help topic to the Clipboard. From the Clipboard, you can paste the text into another program.

Annotate Command
Adds text to the current help topic. Annotations are marked with a paper-clip icon, which appears in front of the topic heading.

Bookmark Menu

For more information, click on a command on the menu shown here.

Bookmark

Define...

1 Adding a Label

2 Protecting a Book With a Password

3 Search Dialog

Define Command

Places a bookmark in the current topic or removes a bookmark from any topic. The name you specify for the topic appears on the Bookmark menu.

List of Bookmark Names

Appears after you have defined a bookmark. From this list, you can choose the bookmark for the topic you want to display in the help window.

Help Menu

For more information, click on a command on the menu shown here.

Help
Using Help
Always on Top
About Help...

Using Help Command
Displays the main screen for Using Help, a series of topics describing how to use the Family Album Creator help system.

Always on Top Command
Causes all Family Album Creator help windows to appear on top of other windows. After you choose this command, a shadow appears around the window border to indicate that the help windows are on top.

About Help Command
Displays version, mode and copyright information about Windows.

Annotation

A note or comment that you add to a help topic. You can add comments to a help topic by using the Annotate command on the Edit menu.

Back Button
Goes back to the help topic you have just viewed. Use this button to backtrack through the topics you have viewed so far. The Back button is on the help button bar near the top of the help window.

Contents Button
Displays the main Family Album Creator Help Contents, where you can choose the help topic you want. This button is on the help button bar near the top of the help window.

Control-Menu Box
The icon at the left of the title bar. This icon opens the Control menu for a window.

Default Printer
The printer that is used if you choose the Print command without first specifying which printer you want to use with a program. You can specify only one default printer, which should be the printer you use most often.

Dialog

A window that appears temporarily to request or supply information. Many dialogs have options you must select before Windows can carry out a command.

Document
Whatever you create with an application, including information you type, edit, view or save. For example, a document may be a business report, a spreadsheet, or a picture.

File

A collection of information that has been given a name and is stored on a disk. This information can be a document or a program.

Help Button Bar
Contains the help buttons you can use to move to topics. It is located near the top of the help window.

History Button
Displays a list of help topics you have viewed. Use this button to return to any of the last 40 help topics you have viewed. The most recent topic appears first. The History button is on the help button bar near the top of the help window.

Jump

Text, graphics, or parts of graphics that provide links to other help topics or to more information about the current topic. If you choose a jump that is linked to another topic, that topic will appear in the help window. Jumps are usually identified by a colour and a solid underline (unless the jump is a graphic). When you point to a jump, the pointer changes to a hand shape.

Maximize

To enlarge a window to its maximum size by using the maximize button (at the right of the title bar) or the Maximize command on the Control menu.

Minimize

To reduce a window to an icon by using the minimize button (at the right of the title bar) or the Minimize command on the Control menu.

Pop-up
Pop-ups are text and graphics that link to tips, hints, definitions and background information about the current topic. Pop-ups are identified by a colour and a dashed underline (unless the pop-up is a graphic). When you point to a pop-up, the pointer changes to a hand shape.

Restore

To return a window or icon to its previous state by using the restore button (at the right of the title bar) or the Restore command on the Control menu.

Scroll Bar
A bar that appears at the right and/or bottom edge of a window or list box whose contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the contents of the window or list box.

Search Button

Displays the words you can use to search for related topics. Use this button to look for topics related to a particular word. It is located on the help button bar near the top of the help window.

Topic
Information in the help window. A help topic usually begins with a title and contains information about a particular task, command or dialog. When you point to a topic, the pointer changes to a hand shape.

Wrap
To continue to the next line rather than stopping when the cursor reaches the end of the current line.

To quickly copy the entire topic to the Clipboard without opening the help menu, hold down the CTRL key and press INS.

When information is displayed in a pop-up window, the size of the pop-up window is proportional to the size of the main help window. If you want the pop-up window to be larger, you must resize or maximize the main help window.

TWAIN

TWAIN is the ability to import media, sounds, video, etc., into an application without having to minimize or switch out of the current application.   Many peripherals have TWAIN drivers which sometimes offer enhanced features.   Since TWAIN drivers are specific for every peripheral, we strongly recommend referring to your vendor provided manual for instructions specific to your peripheral.

Lock/Unlock

All of the templates are editable books for you to customize and experiment with.   If you find that you want to remove some of our text simply click your right mouse button on the line that you do not want and choose Un-Lock Media.   This feature works on all non moveable objects.   You can also Lock items (make them unmoveable) in you own album by repeating the same steps.