



## USER MANUAL

## Print Xpress Manual CONTENTS

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# Print Xpress User Manual

## 1. Introduction

This software helps to use easy imposition of printing at affordable prices. The software is for economical prints, which make the assembling and printing of copies easy and fast. It includes ready to use packages with standard printing page sizes that are Single Page, Duplex & Even Multi Page printing (For Book / Catalogue). Every size contains different printing style layouts.

It also avoids paper and time wastage which results into maximizing prints and profits and minimizing wastage and wages. This software adds quantities to print.

It's very easy to use software which will help the printing labs and enterprises to work speedily on large orders that too in lesser time. It is fully configurable as per your requirements and needs. Even you can define your own package for page size supported by your printer. It is fully automated software.

## 1.2 System Requirements

### MAC Systems

- Mac Intel, min 1 GHz
- Mac OS X 10.6.X Leopard and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD-ROM drive
- USB Port \*

### Windows Systems

- Pentium 4, 2.8 GHz Processor and above
- 1 GB RAM
- 1 GB free disk space
- CD/DVD- ROM drive
- Microsoft Windows XP (service pack 2) / Microsoft Windows 7 / Microsoft Windows 8
- USB Port\*

Note: Topics marked with \* are of PRO users.

## 2.0 OPENING THE TOOL BOX- Getting Started

This section deals with online and offline registration process and other tools like shortcuts, preferences and help.

### 2.1 Registration

Once you have installed the Print Xpress software on your computer, you need to proceed to Registration. This ensures that all features of the software are made available to you. Registration is very easy and the user-friendliness of the software makes the process quick and simple.

#### The Process

On installation of Print Xpress, the Registration window appears as shown in Image 2.1.1.1. Relevant details such as the Owner Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile Number need to be entered; some fields are mandatory (marked by an asterisk \*). Fill in the details and proceed as per the instructions in this section.

The software enables you to complete the registration process while you are connected to the Internet and also while you are offline. It also allows you to register at a later date.

The screenshot shows a registration window titled "Registration" for "DgFlick Print Xpress PRO". The window contains the following fields and options:

- Name : XXXXXXXXXXXX \*
- Address : XXXXXXXXXXXXXXXXX
- City : XXXX \*
- Country : UNITED STATES \*
- State : Alabama \*
- Zip / Pin : XXXXX
- Email : XX@XXXX \*
- Phone / Mobile : XXXXXXXXXXXX \*
- Serial number : XXXXX-XXXXX-XXXXX-XXXXX \*

\* Mandatory fields for online registration.

Buttons: Register (green), Register Later, Register Offline, Buy Now (blue link).


**Image 2.1.1.1:** The Registration Window.

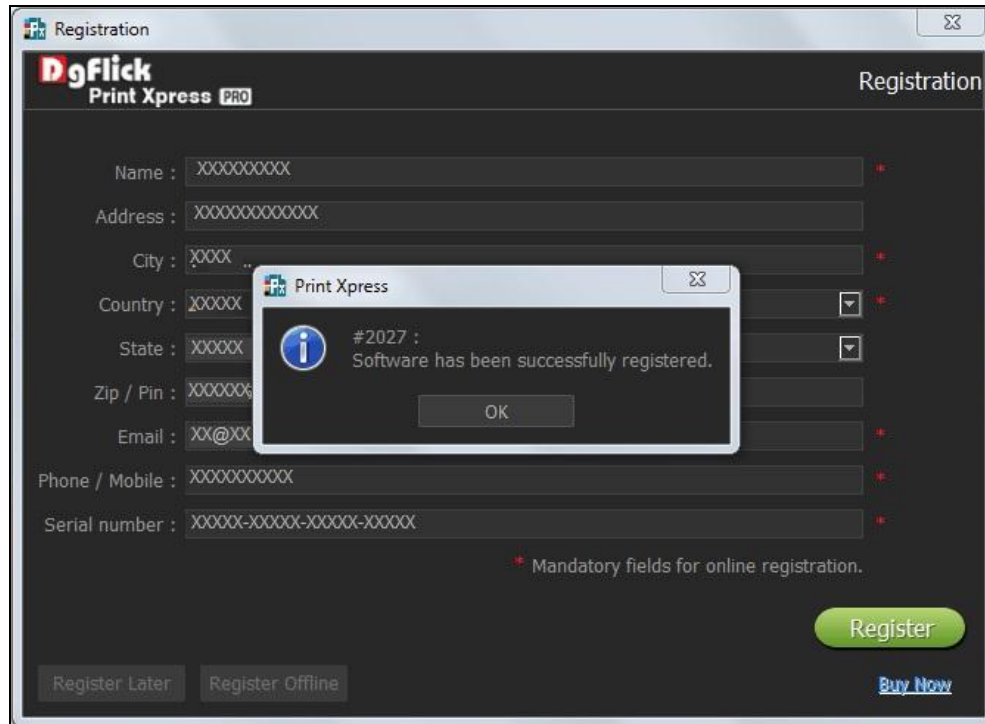
### 2.1.1 Online Registration

- The screen that you first see on starting the registration process (Image 2.1.1.1) needs to be completed as a first step. Here is how:
- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.
- Fields marked with an asterisk (\*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.

OR

If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack, enter this Serial Number in the serial number text box.

- After ensuring that all the fields are filled correctly, click on  in the lower right-hand corner.
- The message confirming completion of the registration process appears on the screen (Image 2.1.1.2).
- You are now registered and can use the software.



**Image 2.1.1.2:** Successful completion of online registration.

### 2.1.2 Offline Registration

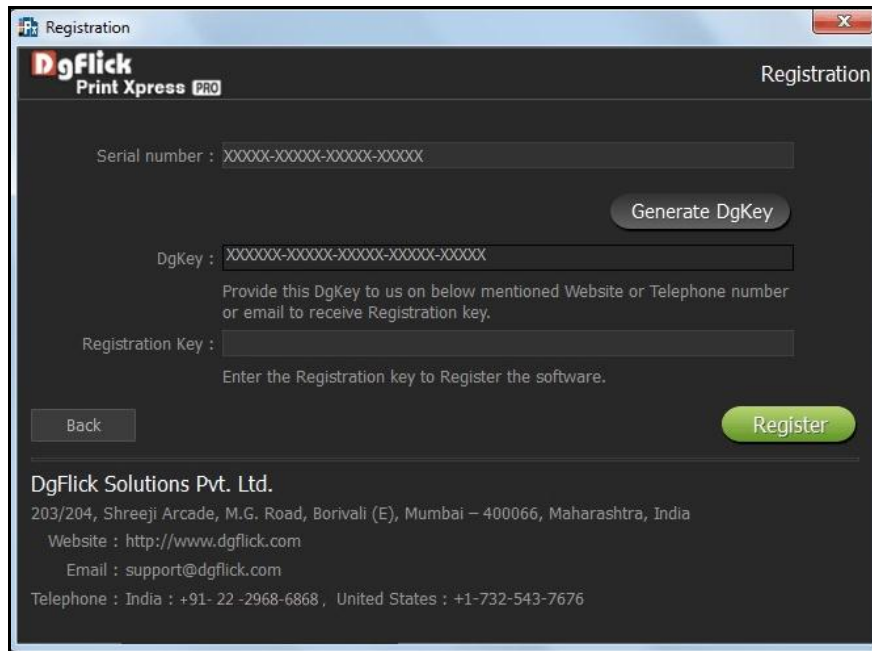
- If you do not have Internet access on your computer, you can proceed as follows:
- Enter your details in the relevant fields. These are Name, Address, City, Country, State, Zip/Pin, Email and Phone or Mobile number.
- Fields marked with an asterisk (\*) are mandatory and cannot be left incomplete.
- In the last field- Serial Number (XXXXX-XXXXX-XXXXX-XXXXX), if you are registering the Professional version (PRO) of the software then the Serial number will be automatically generated in the serial number text box. You will also find the serial number inside the software box pack.

OR

If you are registering the Standard version (STD) of the software, then you will get the Serial Number inside the box as well as behind the box pack, enter this Serial Number in the serial number text box.

- After ensuring that all the fields are filled correctly, click on 'Register Offline' at the lower left-hand corner of the page, after which you move on to the next page.
- The next page (Image 2.1.2.1) has boxes for 'Serial number', 'DgKey' and 'Registration Key'.

- If the serial number (XXXXX-XXXXX-XXXXX-XXXXX) is not already there in the serial number text box, then enter the number provided by the vendor on purchasing the pack or, alternatively, found on the software box pack.



**Image 2.1.2.1: Registering Offline.**

- Click on the **Generate DgKey** button below the serial number text box.
- The DgKey appears on the screen in the appropriate text box.
- Next, a registration key is required to complete the process. There are three ways of obtaining this key:
  - Telephone: Call +1-732-543-7676 and the support executive will provide you with the registration key corresponding to your DgKey.
  - Email: Email us at [support@dgflick.com](mailto:support@dgflick.com) to receive your registration key via Email.
  - Web: Log on to [www.dgflick.com](http://www.dgflick.com) to receive the key.
- Once you have your registration key, enter it in the corresponding text box.
- Click on **Register** to activate the software.

**Note:** To get a feel of Print Xpress, You can download the software from our website [www.dgflick.com](http://www.dgflick.com) and use as Trial.

**Some of the features may not be available in trial version.**



OR

Click on the 'Buy Now' button to buy the complete version of Print Xpress.

**Note:** If you are an existing user, fill in details such as your email id and password and the registration key is generated for your use.

## 2.2 Know Your Software

This section gives you a basic understanding of Print Xpress before you actually start working on the software. Running through this section will enhance your understanding of the options available and will help you to make optimal use of the software.

### 2.2.1 General Features

Print Xpress comes with several features, which are discussed in this section:

- **In-built Standard Packages:** Print Xpress has in-built packages predefined according to the standard industry printing and binding specifications.
- **Layout Creation and Alteration:** You can create new layouts or alter existing ones. You can also create packages as per your requirement.
- **Multilingual:** Print Xpress is already loaded with multiple languages. Print Xpress supports Unicode. DgFlick keeps adding to its list of languages that Print Xpress works on. You could download the latest dictionary, which may include the language you are looking for. Else, you could add the language of your choice to DgFlick's dictionary for your own use.
- **Available on Windows and Mac:** Print Xpress works on both Mac and Windows systems. The updates for both versions are released simultaneously by DgFlick.
- **Interactive User Interface:** Navigation through the software is simplified by user-friendly controls and virtually no training is required before use.

## 2.2.2 Controls and Navigation



Preferences



Help



Go to the home page



Select path for browsing



Adjust thumbnail sizes



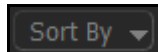
Photo is locked for editing



Photo is unlocked and can be modified



Change path and browse a different folder



Sort photos according to the required parameter



Indicates the quality of the photo being used



Photo is not of very good quality but can be used



Photo is of bad quality but can still be used



Photo is unfit for use



Arrange objects



Page-based alignment



Object-based alignment



Equal spacing between objects



Undo edit



Redo edit



Show/hide margins



Show/hide gridlines



Zoom in



Zoom out



Fit to screen



Actual size



Save the work



Save a copy of the changes



Load original image



Reset all



Helps you to move back to the previous page



Helps you go to the next page



Edit a layout



Delete a layout



Create a new layout



Rotate photo clockwise



Rotate photo counter clock wise



Edit photos



Swap photo

### 2.2.3 Shortcut Tools

Object Type	Actions	Windows	Mac
All	Move – Left	Left Arrow key	Left Arrow key
	Move – Right	Right Arrow key	Right Arrow key
	Move – Top	Top Arrow key	Top Arrow key
	Move – Bottom	Bottom Arrow key	Bottom Arrow key
	Move – Left + Snap	CTRL + Left Arrow key	COMMAND + Left Arrow key
	Move – Right + Snap	CTRL + Right Arrow key	COMMAND + Right Arrow key
	Move – Top + Snap	CTRL + Top Arrow key	COMMAND + Top Arrow key
	Move – Bottom + Snap	CTRL + Bottom Arrow key	COMMAND + Bottom Arrow key
All	Arrange Object – Bring To Front	SHIFT + Top Arrow Key	SHIFT + Top Arrow Key
	Arrange Object – Bring Forward	SHIFT + Right Arrow key	SHIFT + Right Arrow key
	Arrange Object – Send to Back	SHIFT + Bottom Arrow key	SHIFT + Bottom Arrow key
	Arrange Object – Send Backward	SHIFT + Left Arrow key	SHIFT + Left Arrow key
All	Align Page based – Top Left	CTRL + 7	COMMAND + 7
	Align Page based – Top Center	CTRL + 8	COMMAND + 8
	Align Page based – Top Right	CTRL + 9	COMMAND + 9
	Align Page based – Center Left	CTRL + 4	COMMAND + 4
	Align Page based – Center	CTRL + 5	COMMAND + 5
	Align Page based – Center Right	CTRL + 6	COMMAND + 6
	Align Page based – Bottom Left	CTRL + 1	COMMAND + 1
	Align Page based – Bottom Center	CTRL + 2	COMMAND + 2
	Align Page based – Bottom Right	CTRL + 3	COMMAND + 3
	Align Page based – Top	CTRL + T	COMMAND + T
	Align Page based – Bottom	CTRL + B	COMMAND + B
	Align Page based – Left	CTRL + L	COMMAND + L
	Align Page based – Right	CTRL + R	COMMAND + R
All	Align Object based – Top Left	CTRL + SHIFT + 7	COMMAND + SHIFT + 7
	Align Object based – Top Center	CTRL + SHIFT + 8	COMMAND + SHIFT + 8
	Align Object based – Top Right	CTRL + SHIFT + 9	COMMAND + SHIFT + 9
	Align Object based – Center Left	CTRL + SHIFT + 4	COMMAND + SHIFT + 4
	Align Object based – Center	CTRL + SHIFT + 5	COMMAND + SHIFT + 5

	Align Object based – Center Right	CTRL + SHIFT + 6	COMMAND + SHIFT + 6
	Align Object based – Bottom Left	CTRL + SHIFT + 1	COMMAND + SHIFT + 1
	Align Object based – Bottom Center	CTRL + SHIFT + 2	COMMAND + SHIFT + 2
	Align Object based – Bottom Right	CTRL + SHIFT + 3	COMMAND + SHIFT + 3
	Align Object based – Top	CTRL + SHIFT + T	COMMAND + SHIFT + T
	Align Object based – Bottom	CTRL + SHIFT + B	COMMAND + SHIFT + B
	Align Object based – Left	CTRL + SHIFT + L	COMMAND + SHIFT + L
	Align Object based – Right	CTRL + SHIFT + R	COMMAND + SHIFT + R
All	Equal Spacing Horizontally	CTRL + SHIFT + H	COMMAND + SHIFT + H
	Equal Spacing Vertically	CTRL + SHIFT + V	COMMAND + SHIFT + V
All	Move Selection to Next Object	TAB	TAB
	Move Selection to Previous Object	SHIFT + TAB	SHIFT + TAB
	Add Next Object to current Selection	CTRL + TAB	COMMAND + TAB
	Add Previous Object to current Selection	CTRL + SHIFT + TAB	COMMAND + SHIFT + TAB
All	Select All Objects on page	CTRL + A	COMMAND + A
	Cut Object(s)	CTRL + X	COMMAND + X
	Copy Object(s)	CTRL + C	COMMAND + C
	Paste Object(s)	CTRL + V	COMMAND + V
	Delete Object(s)	DEL	DEL
	Undo Object(s)	CTRL + Z	COMMAND + Z
	Redo Object(s)	CTRL + Y	COMMAND + Y
	Show Photo Information	CTRL + SHIFT + I	COMMAND + SHIFT + I
View	Fit to Screen	CTRL + F12	COMMAND + F12
	Actual Size (1:1)	CTRL + SHIFT + F12	COMMAND + SHIFT + F12
	Zoom In	+	+
	Zoom Out	-	-
Screen	Toggle Full Screen	CTRL + SHIFT + F11	COMMAND + SHIFT + F11

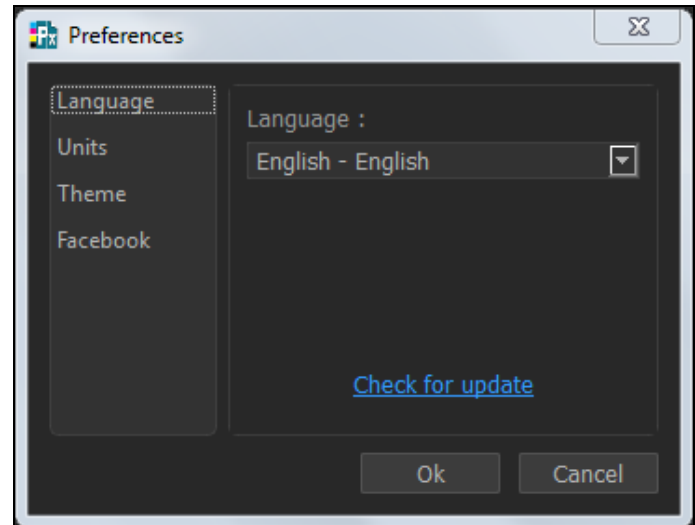
## 2.2.4 Preferences

Print Xpress allows you great flexibility in usages while working on it.


You could


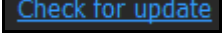
- Change to the language of your choice,
- Select the units you wish to work with,
- Select the desired themes,
- Dock and undock, expand and move the option panels to the desired location.

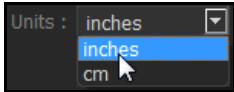
After installation, click on the Print Xpress shortcut icon in your specified path to start the software.



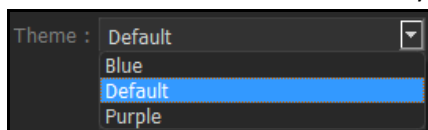
**Image 2.2.4.1:** The 'Preferences' window.

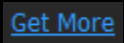
- Clicking on the  on the top right-hand corner, displays the 'Preferences' window (Image 2.2.4.1).

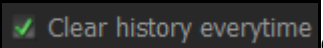
- Choose your preferred language from ; click on  to check for the updated list of languages.

- Select the units you want to work in, from 

- Select the different color in which you want your software to be displayed from



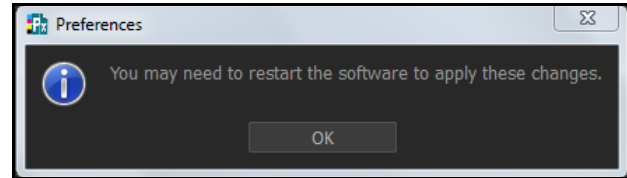
, click on  to get more designs from DgFlick website.

- The history which was generated at the time of importing photos from Facebook will be deleted by clicking on the  checkbox from Facebook option.

OR

- If you want to work offline and want to access the photos from Facebook in future which are already accessed then keep the  Clear history everytime checkbox unchecked.

- Clicking on 'OK' will accept your choices but you might need to restart your software for the changes to take effect. Click on 'OK' when the following dialog box appears:



- Click on  to get the help menu. This has a complete list of shortcut keys that you will find useful while using the software (Refer Section 2.2.3).
- All option panels can be docked, undocked, expanded or moved to create an interface that gives you maximum working comfort.

*Note: Some features are available only for the Print Xpress PRO users.*

### 3.0 GETTING INTO THE JOB – Using the Software

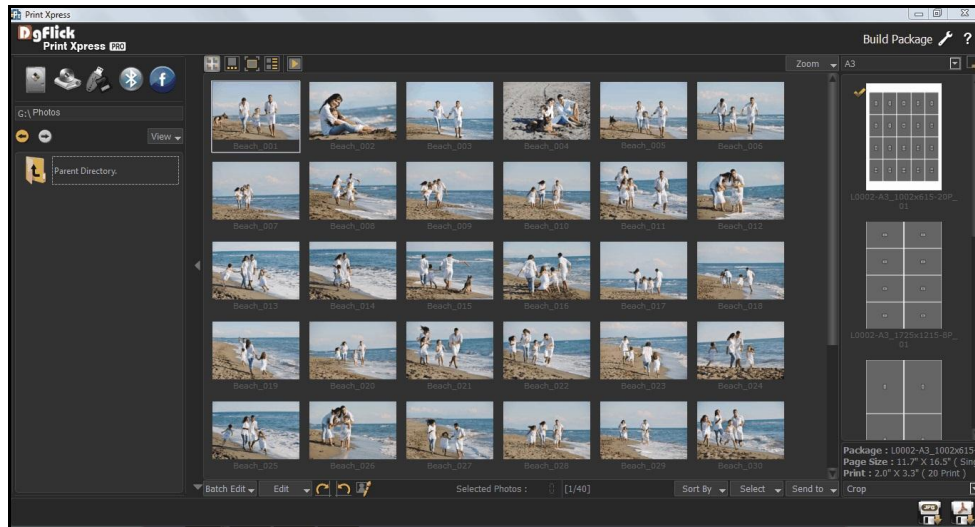
Once you have set your preferred language and unit, it is time to move on to the actual process of Print Xpress. Print Xpress is smartly design software to make your work easy and fast.

#### 3.1 Fast Job

This section will assist you to use print xpress smoothly to do faster work.

#### The Process

Here in Build Package window you will have to select the photos to be arranged into the package for easy printing. (Image.3.1.1)



**Image 3.1.1:** The 'Build Package' window

- You have the option of selecting the photos from the



, Hard Disk



, a USB



. Facebook





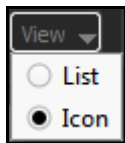
, a CD/DVD



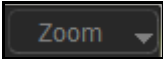
Bluetooth

- Select any of the media where your photos have been saved.

- Go forward or backward with  






- view your folders in list or icon style.

-  the button on the top right corner of the window to zoom in/out your photos.

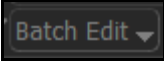
- The top option bar  helps you to view the photos in 5 different ways.

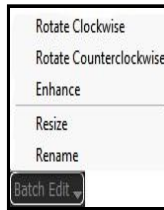
-  thumbnail style.


-  filmstrip view with Navigators to navigate photos to the left  and  right.

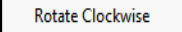
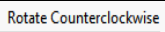


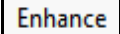
-  get a full view of the photo.
-  get the photos list wise.
-  starts the slide show.

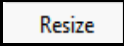
- Click on  at the lower option bar to edit multiple photos at a time.

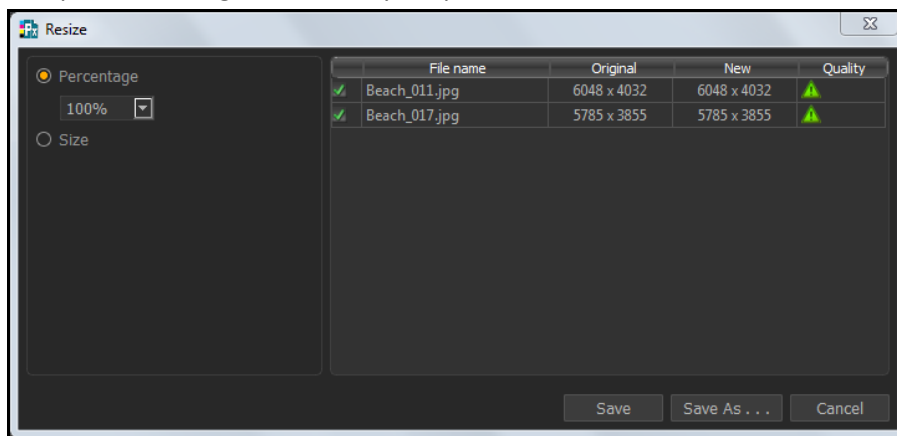


- Select the photos to be edited and click on 
- Here you can rotate, color correct, resize and rename all selected photos at a time.

- Select the photos and click on  or  to rotate your photos clockwise or anti-clock wise.

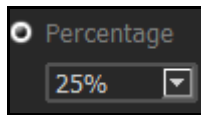
Select the photos to be edited and click on  option (For details Ref. Sec. 4.0 Photo Editing) to color correct your multiple photos.

- Select  option to change the size of your photos.



**Image 3.1.2:** The Resize window with 'percentage' option

1. Click on the checkbox of the photos to be resized and select the desired percentage from

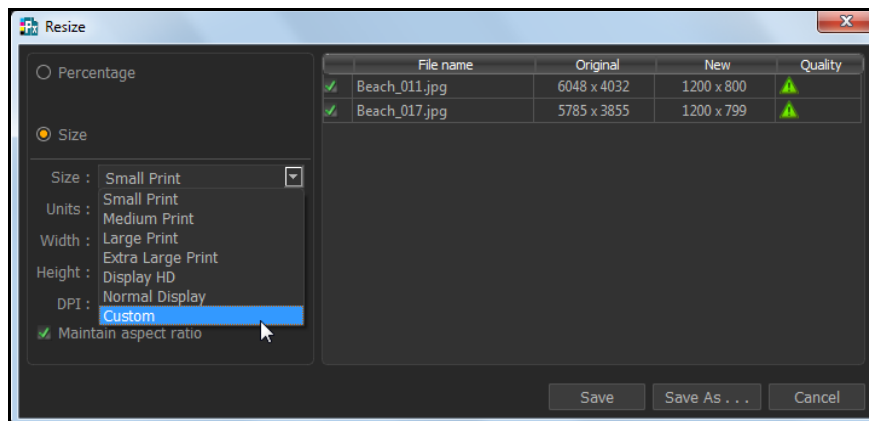


tab if you want to resize your photos percentage wise.

2. From the **Original** and **New** tab you can see the changes applied. The **Quality** tab indicates the quality of the photo. The quality of photos used here must be good to ensure clarity in the final product. Print Xpress has an in-built 'quality indicator', which warns you whenever the photo quality goes below the required standards.(Image 3.1.2)

3. If you want to resize the photos size wise then use **Size** (Image 3.1.2)

4. Select the desired size from



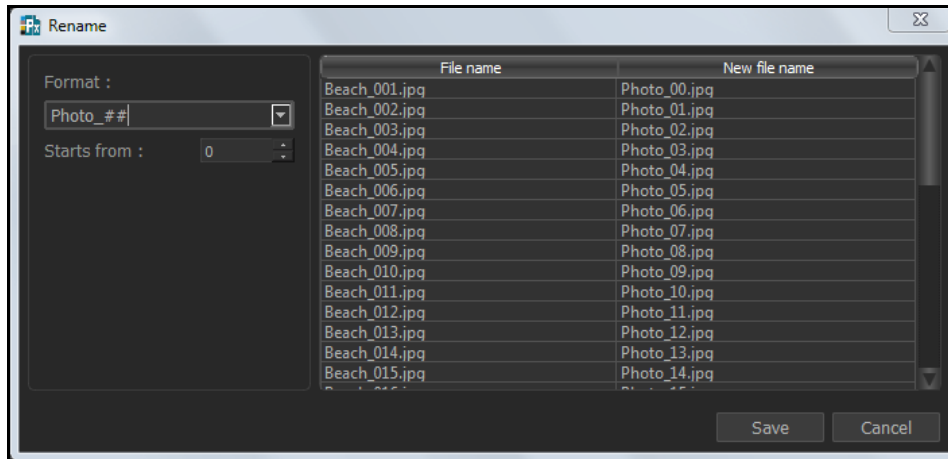
**Image 3.1.3:** The Resize window with 'Size tab'

5. Select the custom option from size tab if you want to give your customized size to the photo.(Image 3.1.3)

6. After resizing the photo click on **Save** to overwrite the changes over the existing photos.

7. Clicking on **Save As . . .** will save the changes done on the photo with a different name.

8. Select the **Rename** option from Batch edit tab to rename your photos.



**Image 3.1.4 : The Rename Window**

9. Manually change the photo name from

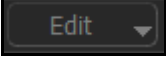


OR


10. Starts from : 1

From here you can change the count of the photos.

11. Click on  to save the changes made.

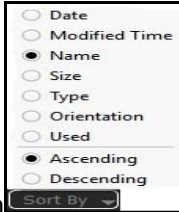
- This  button will help you to edit your photos individually. (Image 3.1.1)

- As that of batch editor you can rotate, resize, rename and enhance your individual photos.

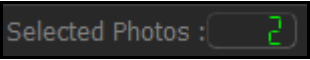

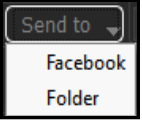
-  rotate photos clockwise.

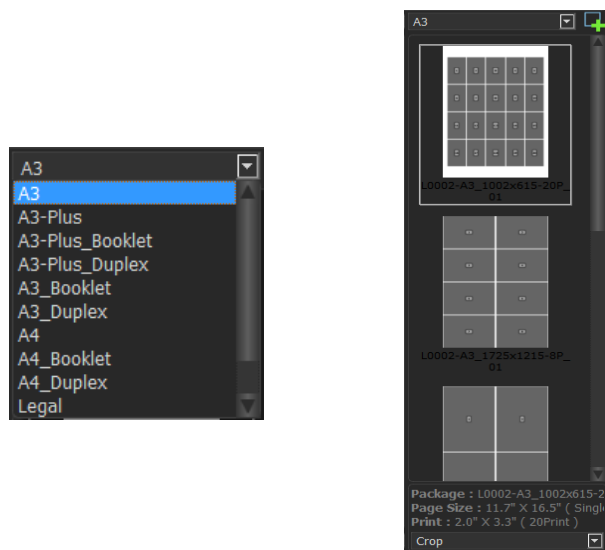
-  rotate photos counter clockwise.

-  edit photos.

- Sort the photos by clicking on .
  - Date
  - Modified Time
  - Name
  - Size
  - Type
  - Orientation
  - Used
  - Ascending
  - Descending

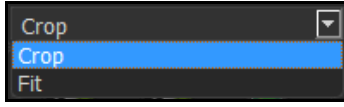
- Click on  to select multiple photos, all photos or individual photos.
  - None
  - All
  - Multiple Ctrl+M
  - Individual Ctrl+E

-  shows the numbers of photos selected.
-  indicates the photo highlighted.
-  lets you to send the photos to your Facebook account or send it to your hard drive in a Folder. Select the photos which are to be set into the package for printing. From the Package options you can select the package according to your requirement. You can select the layout from the various inbuilt sizes provided.



**Image.3.1.5:** Layout and packages

- 

- Set the photos into the package via two ways 
- Crop: This will automatically crop the photos and adjust into the layout.
- Fit: This will fit the photos in the layout automatically.
- After selecting the photos and the required layout, you can either export it as JPG or PDF.

- Double click on the photo and you can see a small window, where you will be asked to enter no. of prints of that particular photo. The same photo will get placed in the selected package for the no. of times you have entered.

This is the fastest way of assembling your multiple photos for printing.

### 3.2. Smart options

Here software gives you different printing layouts to make your print assembling easy and fast .The following are the standard layouts professionally created for user.

Available layouts:

<b>A3</b> Size 16.5X11.7 inches	<b>A3-Plus</b> Size 19X13 inches	<b>A4</b> Size 11.7X8.3 inches	<b>Legal</b> Size 14X8.5 inches
It's a single page for printing where the printing sizes are arranged on a single page.	It's a single page for printing where the printing sizes are arranged on a single page.	It's a single page for printing where the printing sizes are arranged on a single page.	It's a single page for printing where the printing sizes are arranged on a single page.
<b>A3-Duplex</b> Size 16.5X11.7 inches	<b>A3-Plus Duplex</b> Size 19X13 inches	<b>A4-Duplex</b> Size 11.7X8.3 inches	<b>Legal Duplex</b> Size 14X8.5 inches
It's a front and back printing style layout used in offset printing of copies like ID or visiting cards	It's a front and back printing style layout used in offset printing of copies like ID or visiting cards	It's a front and back printing style layout used in offset printing of copies like ID or visiting cards	It's a front and back printing style layout used in offset printing of copies like ID or visiting cards
<b>A3-Booklet</b> Size 16.5X11.7 inches	<b>A3-Plus Booklet</b> Size 19X13 inches	<b>A4-Booklet</b> Size 11.7X8.3 inches	<b>Legal Booklet</b> Size 14X8.5inches
Use to print book style copies.	Use to print book style copies.	Use to print book style copies.	Use to print book style copies.

Above mentioned every Layout contains different printing packages you have many options to choose from. Selection of right package will save the time as well as printing cost.









### 3.3. Easy Creation






This section will guide you to create layouts and packages in easy way according to your printing requirements.

#### 3.3.1. Print Packages

##### The Tool Bar

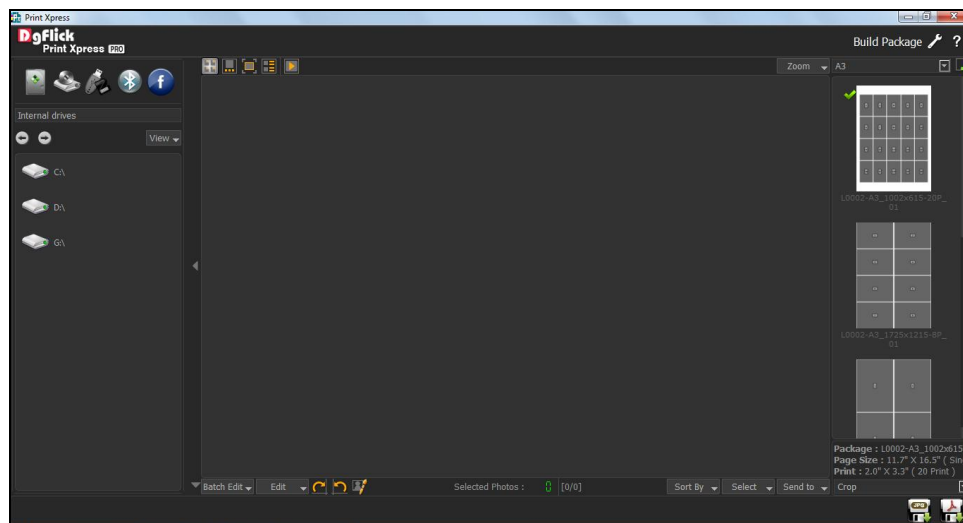
The tool bar at the top of the screen has a variety of options that makes Print Xpress user friendly and easy to work with. These options are explained below.

Icon	Use
<Lock> 	Can be used to lock or unlock the size as per the requirement.
<Arrange objects> 	The four options in this tool – Send to Back, Send Backward, Bring to Front, Bring Forward – help in moving objects forward and backward depending on the page layout. Click on the object and then choose the option required to move the size accordingly.
<Page based alignment> 	This option can be used to move the object around with respect to the page. Click on the object and then select the option on the bar to apply the changes.
<Object based alignment> 	This option can be used to move the object around with respect to the other objects on the page. Click on the object and then select the option on the bar to apply the changes.
<Equal spacing> 	Helps to equalize the horizontal and vertical spacing between objects. Select the object for which you wish to equalize spacing. Click on the tool and select either 'Vertical' or 'Horizontal' as per your choice.
<Undo> 	To reset the change you made to the page.
<Redo> 	To redo a change you made to the page.
<Show/hide margins> 	Shows/hides the margins on the page.

<p>&lt;Show/hide gridlines&gt;</p> 	<p>Shows/hides the gridlines on the page.</p>
<p>&lt;Zoom in&gt;</p> 	<p>For zooming the page in.</p>
<p>&lt;Zoom out&gt;</p> 	<p>For zooming the page out.</p>
<p>&lt;Fit to screen&gt;</p> 	<p>Adjusts the page size such that the page fits the screen.</p>
<p>&lt;Actual Size&gt;</p> 	<p>Shows the actual size of the page.</p>


### The Process

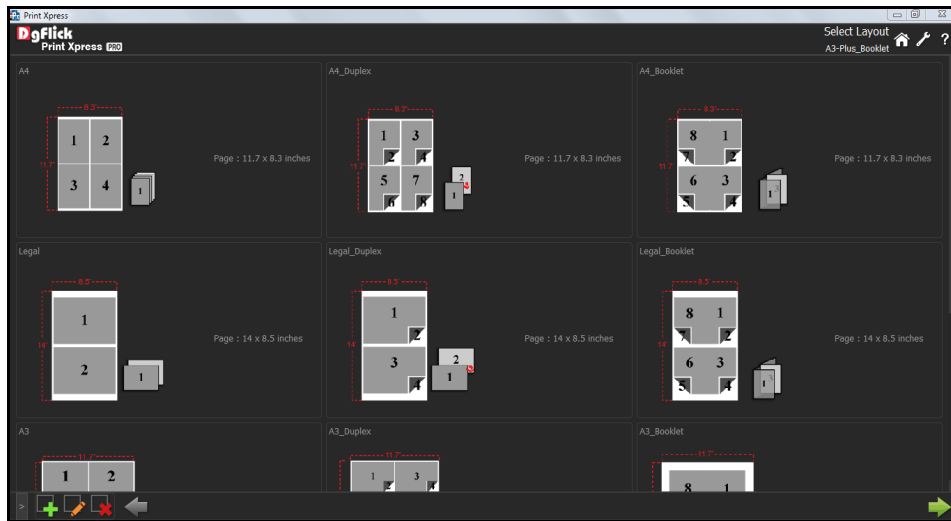
Here in Build Package window you will have to select the photos to be printed into the package. (Image.3.3.1.1)





**Image 3.3.1.1:** The 'Build Package' Window

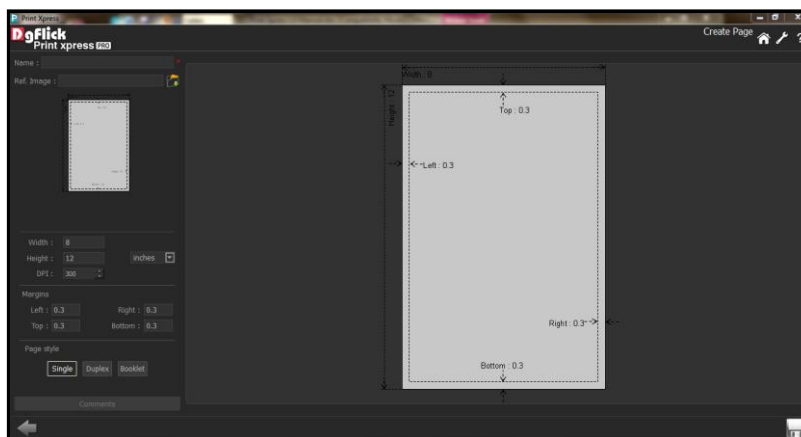
### Create Package

- You can create your own layout as per your printer requirement for that you have to hit  button on the top right hand corner. (Image.3.3.1.1)




**Image .3.3.1.2:** The 'Select Layout' window

- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit', and 'Delete' options in 'Select Layout' Window.
- Click on  to 'Add' a new layout (Image 3.3.1.2) on the 'Select Layout' window.



**Image 3.3.1.3 :** The Create Page window

- On the 'Create Page' window – (Image.3.3.1.3) – fill in the fields corresponding to:
  - (a) 'Name' – the name you want for your new layout.
  - (b) 'Ref. Image' – the image you want for your layout. Clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.



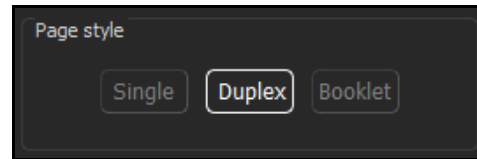
- Fill in the parameters: Width, Height, DPI and Units

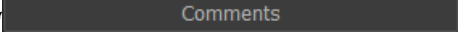



- Fill in the parameter for margins (Left, Right, Top and Bottom).



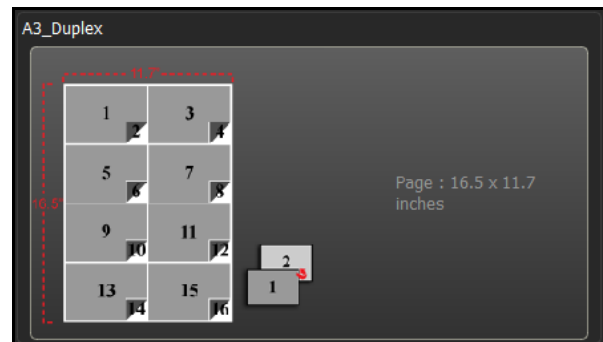
- Select the page style from.




- You could add your comments by clicking on the  button.


- Click  on the lower left-hand corner to save the layout you created.

! Leaving either the 'Name' or the 'Ref. Image' field blank will not allow you to save the category.




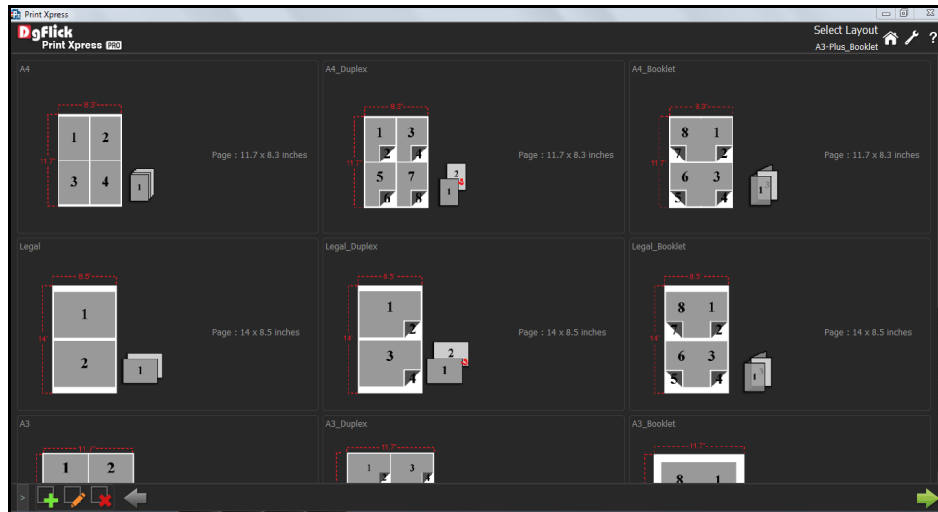
- The new layout is created and can be viewed in 'Select Layout' window.

At any point during the process, you could click on the back button  to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the



'Back' command. You could also click on  to go back to the home page.

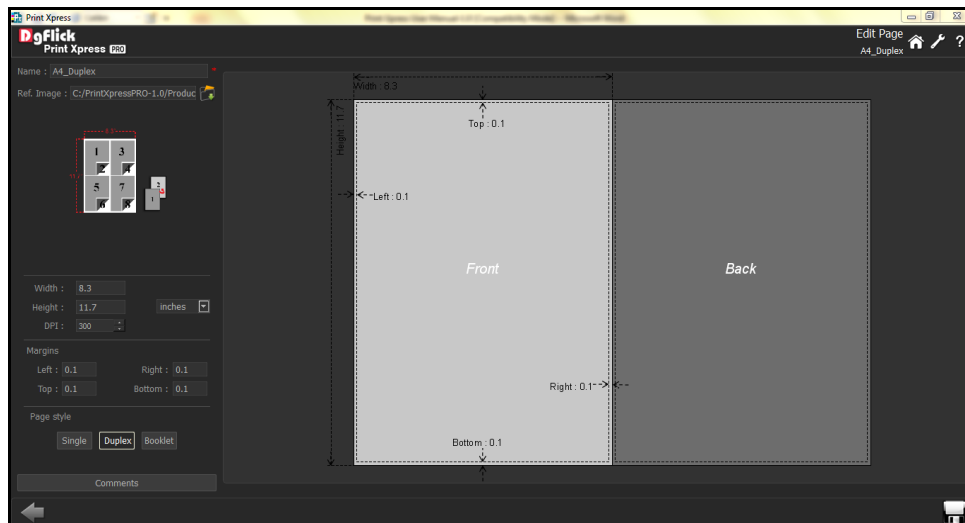
### Edit Package

- You can edit layout as per your printer requirement. For that you have to hit  button on the top right hand corner. (Image.3.3.1.1)




**Image .3.3.1.4: The 'Select Layout' window**

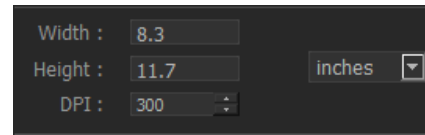
- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit', and 'Delete' options.
- Click on  to 'Edit' a layout (Image 3.3.1.4) on the 'Select Layout' window.



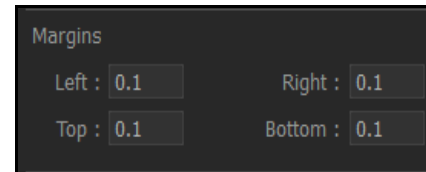
**Image 3.3.1.5 : The Edit Page Window**

- On the 'Edit Page' window – (Image.3.3.1.5) – Edit the fields corresponding to:
  - (a) 'Name' – Edit the name as per your requirement.
  - (b) 'Ref. Image' – the image you want for layout. Clicking on the icon  to the right of this field lets you choose the reference image from the path in which you saved it.

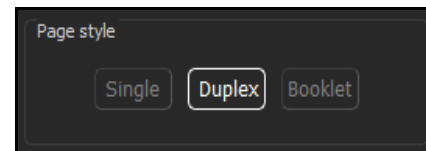
- Edit the parameters: Width, Height, DPI and Units

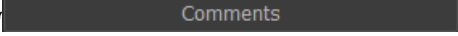



- Edit the parameter for margins (Left, Right, Top and Bottom).



- Change the page style from.




- You could add your comments by clicking on the  button.

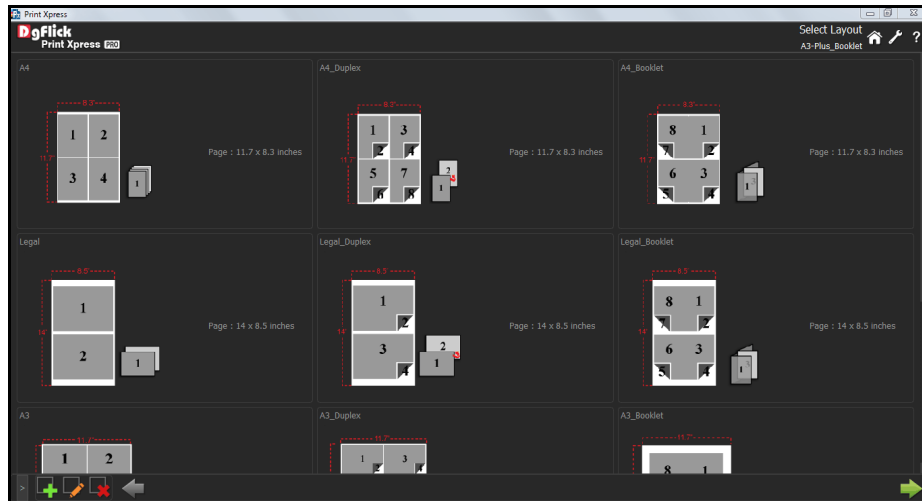
- Click  on the lower left-hand corner to save the changes.  
! Leaving either the 'Name' or the 'Ref. Image' field blank will not allow you to save the category.





- The layout is edited.

### Delete Package

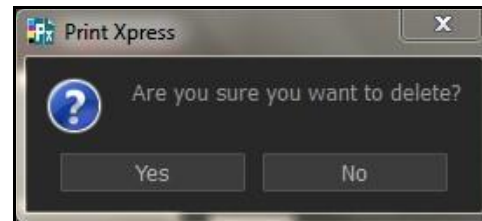
- You can delete layout if you want. For that you have to hit  button on the top right hand corner.  
(Image.3.3.1.1)






**Image .3.3.1.5:** The 'Select Layout' window

- Click on  at the lower left-hand corner of the screen to view the 'Add', 'Edit', and 'Delete' options.
- Click on  to 'Delete' a layout (Image 3.3.1.5) on the 'Select Layout' window.

- A dialog box asking if you are sure you want to delete it appears on the screen.
- Clicking on 'Yes' deletes the layout; clicking on 'No' aborts the operation.

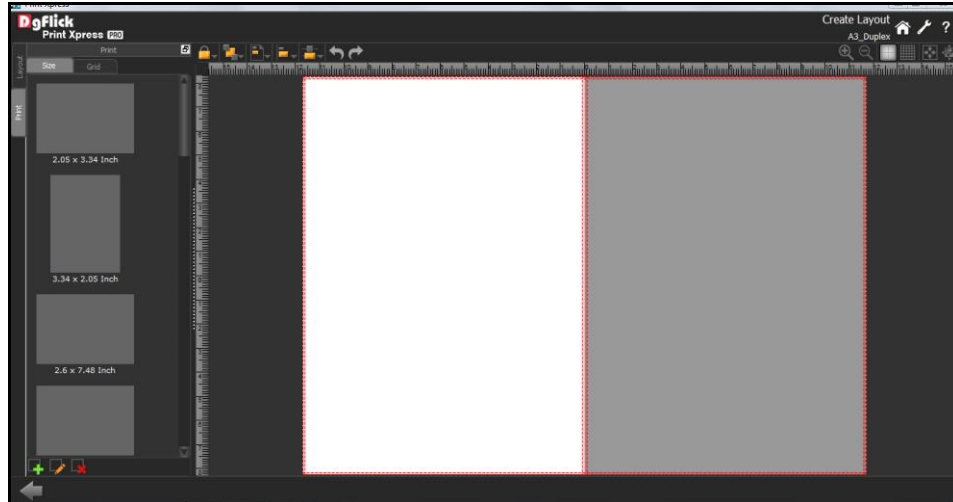


At any point during the process, you could click on the back button  to go back to the previous window. On clicking this button, you are offered the chance to save/not save your changes or cancel the 'Back' command. You could also click on  to go back to the home page.

- Now to create your own Layout. Double click on the desired package select the package and click on  to create your own Layout.


### 3.3.2. Layout

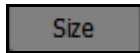
Here you can create your own Print size and package. (Image.3.3.2.1)

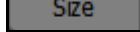



**Image .3.3.2.1: The Create Layout window**



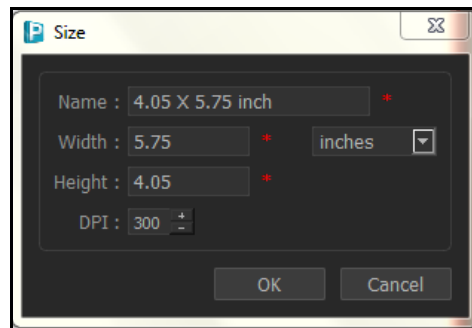
- Click on the  tab on the left option bar, to create a size and Package as per your requirement.



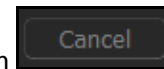
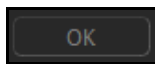
- Click on the  tab to create your own size. Here you can add, edit or delete the size by selecting  these options at left side bottom of the same tab.

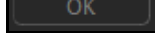
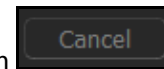


- Click on  to add a new size.






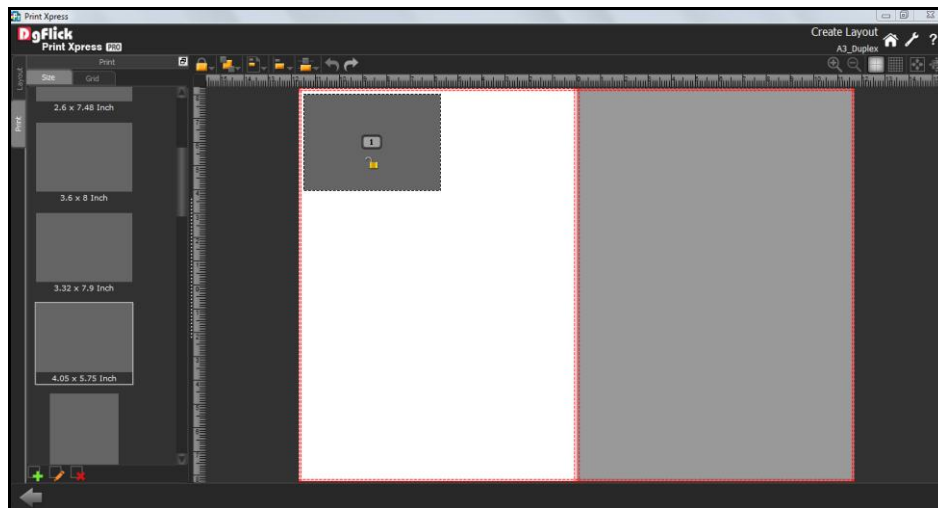
- Give name to your size, insert the width and height, select the desired units and DPI.



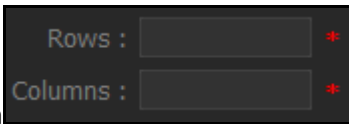
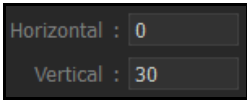
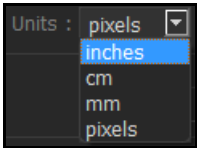
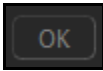
- After filling in all the details click on  to save the created size, clicking on  will abort the saving process.

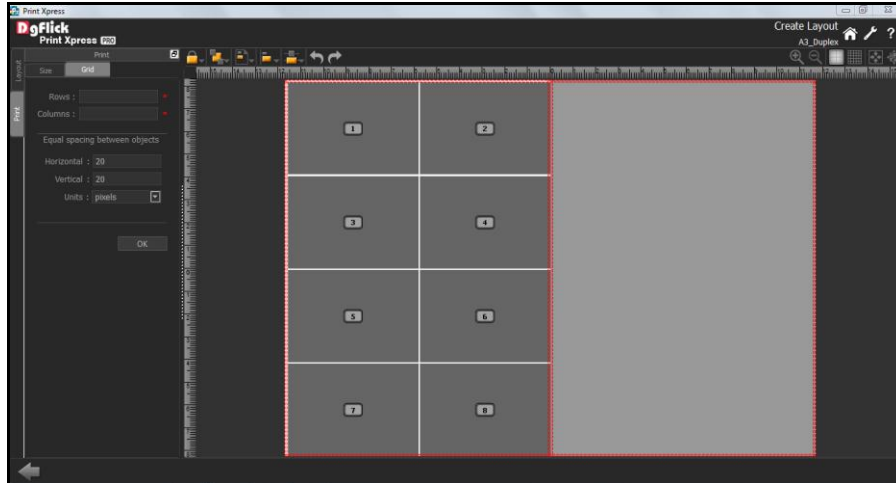
- You can see your created size along with the inbuilt sizes in the same print tab.

- You can edit the existing size by clicking on . (Image 3.3.2.1)
- Click on  if you want to delete an unwanted size.
- Now double click on the created size or you can use the one from the given sizes and click on the  tab to create a package of your created size.



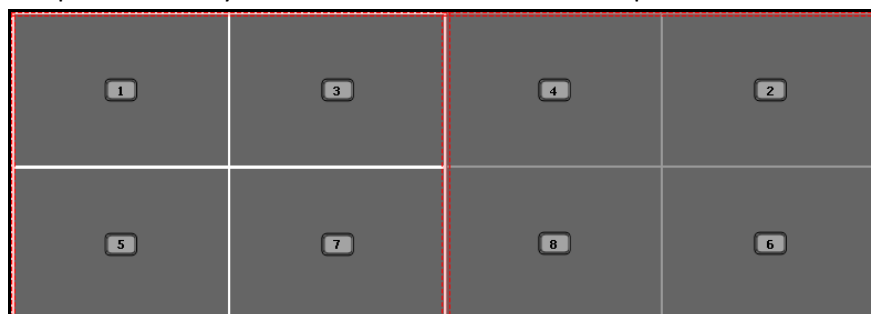
**Image.3.3.2.2:** The 'Create layout window' size inserted

- Define the rows and columns from . The rows and columns field are mandatory and cannot be left blank.
- Define the horizontal and vertical spacing between objects from .
- Define the units from the units list box .
- After filling in all the details click on  your package gets created.



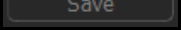

**Image.3.3.2.3:** The 'Create layout Window'....Copies of the same size arranged

- Here the white page is considered as the front side of the page and the grey page is considered as the back side of the page. Select the entire package by pressing 'Ctrl+A' and copy, paste it on the grey page with 'Ctrl+C' and 'Ctrl+V' and align it by clicking on it and dragging it wherever required. (Image.3.3.2.3)
- Now you need to number each print size according to the way it is going to be printed.
- To change the number of each print size select the print size, keep the Shift key pressed and with the help of Up/Down/Front/Back keys change the number accordingly.
- Now let's start with the numbering of the individual print sizes.
- Since this is a Duplex design, the packages will be printed on both the sides i.e. offset printing so have to number the sizes such that the back side gets printed exactly behind the front side of the page.
- If we consider the left print size of the front page as '1' then we will have to number the right print size of the back page as '2' since it will be printed exactly behind the print size number '1'. Now, we will number the right print size of the front page i.e. the print size next to '1' as '3' and for the print size on the back page to be printed exactly behind '3' let us number the left print size of the back page as '4'.

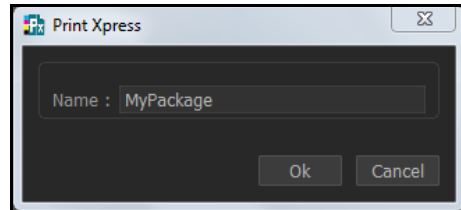


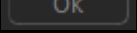
**Image 3.3.2.4 :** The Duplex numbering

Similarly you can number the remaining print sizes.

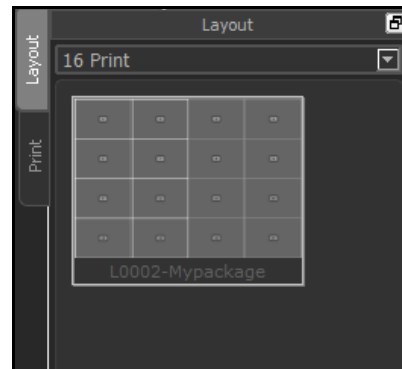
- After you package is ready with the numbering, click on  from the  tab to save your created package.



- A message box asking to give name to your package appears



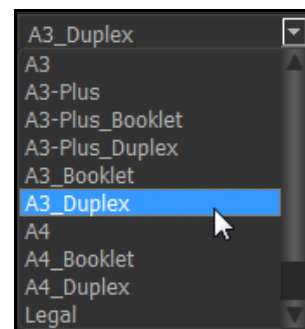
- Insert the name for your package and click on  your package gets saved. Clicking on cancel aborts the saving process.

- Your created package will get sorted in layouts according to print counts in it. You can see the created package in layouts option.



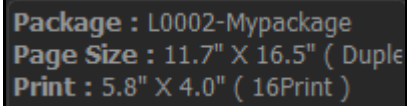
- After you create your package click on  button to back to the 'Select Layout' window. Again click on  button to go to 'Build Package' window to select the created package for printing.

- Now in 'Build Package' window select the created package from the categories provided



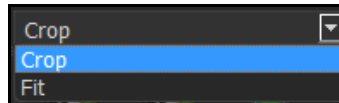


- Select the category in which your package is saved, now select your created package. The selected package has a green tick symbol on the top left-hand corner.



Package : L0002-Mypackage  
Page Size : 11.7" X 16.5" ( Duple  
Print : 5.8" X 4.0" ( 16Print )

- displays the Package, Package size and Prints along with the print size of the selected package.



- Set the photos into the package via two ways
- Crop: This will automatically crop the photos and adjust into the layout.
- Fit: This will fit the photos in the layout automatically.
- After selecting the photos and the required layout, you can either export it as JPG or PDF.

## 4.0 FINE TUNING – Photo Editing


You can do basic photo editing before you go for final printing of your photos. This section will help you to know the tools.

### 4.1 Normal Editing

Print Xpress has Basic Filters and Artistic Filters that help in the editing of photos to be used. Each of these filters includes several options that help you modify the photos to suit your requirements and they add value to the pages without much effort. This sections deals with the additional features in Basic Filters and all the features included under Artistic Filters.

#### 4.1.1. Basic Filters

Features such as BCG correction, RGB color modification, Curve, Level, Crop, and Rotation and so on will

be explained in detail in this section. You could access these options by clicking on  tab on the options bar. This section deals with the filters one by one.

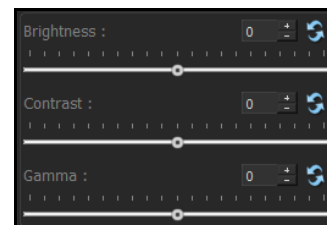
### BCG (Brightness, Contrast, Gamma) Color Correction


1. To adjust the brightness, contrast and gamma of your photo, click on the **BCG** button refer the 'Edit Photo' window (Image 4.1.1.1)



**Image 4.1.1.1:** The 'BCG' option on the 'Edit Photo' window.

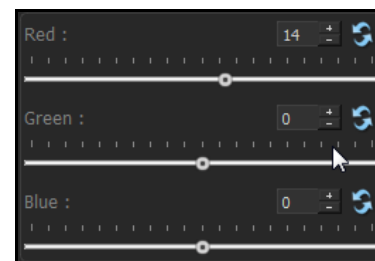
2. Move the sliders for the three parameters up and down to achieve the desired effect.




3. Alternatively, you could enter the values for the parameters in the value boxes above the respective sliders.
4. Clicking on the 'Auto Contrast' button at the top will adjust the contrasts automatically.
5. The changes can be reset by clicking on .


### RGB (Red, Green, Blue) Color Correction

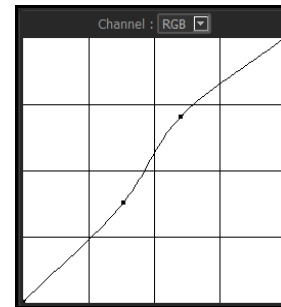
1. To adjust the colour tones of your photos, you could use the **RGB** colour correction option.
2. Modify the colour tone by altering the degree of 'Red', 'Green', and 'Blue' on the colour sliders.




3. Alternatively, you could enter the values manually in the value boxes above the respective sliders.
4. Clicking on the 'Auto Colour' button at the top will adjust the colour automatically.
5. The changes can be reset by clicking on  .

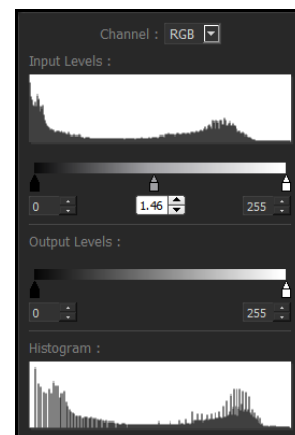
### Curve

1. Colour intensities can be adjusted by clicking on  button on the options bar of the 'Edit Photo' window.(Image 4.1.1.1)
2. Select the colour to be adjusted (RGB i.e. red, green, or blue) from the drop list under the 'Channel' button.
3. Adjust the intensity by clicking on the curve and moving it as per your requirement.




### Level

1. To adjust the input and output levels of the photo, click on  button on the options bar of the 'Edit Photo' window (Image 4.1.1.1).
2. Select the colour for which the input and output levels need to be modified (RGB i.e. red, green or blue) from the drop list under the 'Channel' button.
3. Modify the 'Input' and 'Output' level values in the value boxes as required.



### Blur


1. To give the photo a blurred effect, click on  button on the options bar of the 'Edit Photo' window (Image 4.1.1.2).



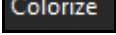
**Image 4.1.1.2:** The 'Edit Photo' Window....Blur option


2. Move the slider button up and down to achieve the desired degree of blurring.

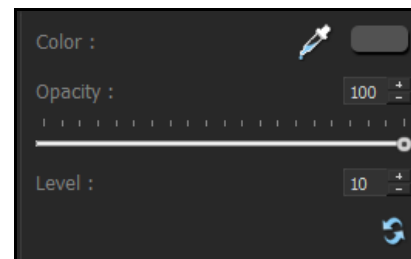


3. To reset the changes, click on .

### Colorize

1. To give a coloured-film effect on the photo, click on  button on the option bar under 'Basic Filters' (Image: 4.1.1.2).

2. Click on  to select a colour from anywhere on the screen to be used as a film on the entire photo.




3. You could also select a colour by clicking on the colour bar next to the dropper icon.
4. Select the colour from the colour palette and click on 'OK' to apply the colour tone to the photo.

5. To adjust the opacity, move the slider on .


6. To reset the changes, click on .

## Feather

1. Click on **Feather** button to give the feather effect to a photo.
2. Adjust the feather effect by moving the slider up and down or by inserting the value in the value box.
3. To reset the changes, click on .



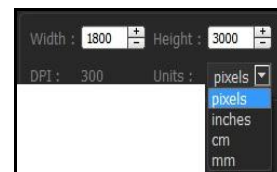
## Opacity

1. Click on **Opacity** to adjust the opacity of the photo.
2. Adjust the opacity by moving the slider up and down or by inserting the value in the value box.
3. To reset the changes, click on .



## Crop

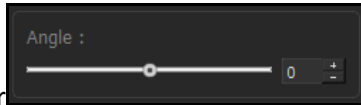
1. To crop the photo to the desired dimensions and orientation, click on **Crop** button on the 'Edit Photo' window. (Image 4.1.1.2)
2. Change the aspect ratio by clicking on the 'Aspect Ratio' box and select the required value.
3. Select the orientation you desire by selecting either 'Landscape' or 'Portrait'.
4. You can enter the values for the width and height after selecting the unit you want to work with



5. Uncheck the **Maintain aspect ratio** option if you would like to proceed with free-hand cropping of the photo.

## Rotate



1. Select the **Rotate** option on the options bar and then rotate the photo to the desired angle using the



slider

2. You also have the option of using grid lines on the photo to help align it better while rotating. You could activate the grids lines by clicking on the **Show grid** box next to 'Show Grid' below the rotation slider.

3. Uncheck the **Show grid** box to remove the grid lines.

4. You could undo the changes by clicking on  or load the original image by clicking on  at any point in the process.

### 4.1.2. Artistic Filters

Artistic filters provide more options for editing your photo and adding more effects to get an eye-catching end result. Some of these options include Mosaic, Ripple, Shift, and so on. You could access

these options by clicking on **Artistic Filters** tab on the options bar. This section deals with the filters one by one. (Image 4.1.2.1)



**Image 4.1.2.1:** The Edit Photo window... Artistic filters

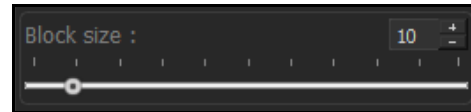
## Mosaic

1. Click on **Mosaic** to add a mosaic effect to your photo.

2. You could apply the effect seen in any one of the 10 pre-sets on the options bar to your photo by double clicking on the pre-set (Image 4.1.2.1)

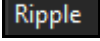
3. To customize the size of the mosaic blocks, click  on below the pre-sets.

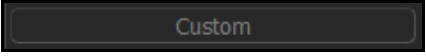
4. Modify the block size by moving the slider or manually entering the value in the value box.



5. Click on  to reset the settings.

### Ripple


1. To add a 'ripple' effect to your photos, click on  button on the options bar.
2. Select the pre-set of your choice from the 20 available presets and double click on it to apply the effect to your photo.

3. You could customize your ripple by clicking on  and either adjusting the sliders for the amplitude and wavelength or entering values manually.



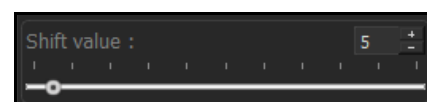
4. Click on  to reset the settings.

### Shift

1. Click on  to apply the shift effect to your photo.
2. Select and apply the effect you desire by double clicking on one of the 10 pre-sets available on the options bar (Image 4.1.2.1)


3. Click on  if you wish to customize your shift value.

4. Move the slider or manually insert the value in the shift value box.



5. Click on  to reset the settings.

### Splash

1. Click on  button on the options bar to apply the splash effect to your photo.
2. Of the five pre-sets that appear on the options bar, you could choose any one for your photo and apply the effect by double clicking on it.

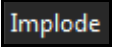
3. Click on  to customize the density of the splash effect.

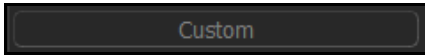
4. Use the slider to change the value of the density, or manually enter the value in the value box.



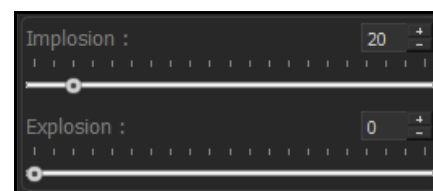
5. Click on  to reset the settings.

### Implode

1. Click on  button on the options bar to apply the effects under implode to your photo.
2. Of the ten presets available on the option bar, double click on the desired presets to apply the effect on your photo.

3. Click on  to alter the values for 'Implosion' and 'Explosion' based on your requirements.


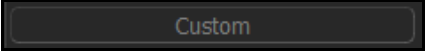
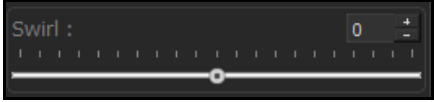

4. Use the sliders to alter the values, else manually enter the values in the value box.




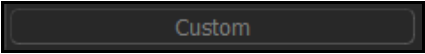
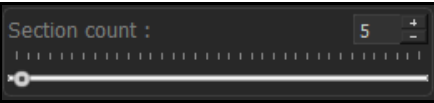

5. Click on  to reset the settings.




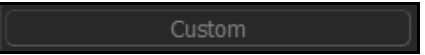
### Swirl

1. Click on  button on the options bar to apply the 'swirl' effect on the photo.
2. Of the 18 presets available under this category, you could choose any one for your photo by double clicking on it.
3. Click on  to alter the degree of swirl.
4. Use the slider to alter the swirl value, else manually enter the value in the value box as per your requirement. 
5. Click on  to reset the settings.

### Illusion

1. Click on  button on the options bar to apply different illusion effects on the photo.
2. Of the 10 presets available under this category, you could choose any one for your photo by double clicking on it.
3. Click on  to alter the section count of the illusion effect.
4. You could increase or decrease the section count by using the slider or entering the value manually in the value box. 
5. Click on  to reset the settings.

### 3dGrid

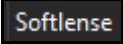
1. Click on  to apply the 3d grid effect on your photos.
2. Of the 10 presets available under this category, you could choose any one for your photo by double clicking on it.
3. To customize the cell size and line depth, click on  .

4. Use the sliders to adjust the cell size and line depth as per your requirements, else insert the values in the value boxes.



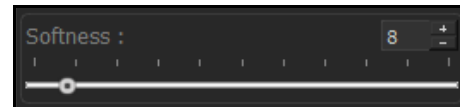
5. Click on  to reset the settings.

### Softlense

1. Click on  button on the options bar to apply the effects under the 'Softlense' category.
2. From the 13 presets available, you could choose and apply the preset of your choice to the photo by double clicking on the preset.


3. Click on  to modify the 'softness' of the effect.

4. Use the slider to make the required change, else enter the value manually in the value box.



5. Click on  to reset the settings.

### Oil Painting

1. To lend an oil-painting effect to your photo, use the Oil pent preset from the artistic filters tab.
2. Select the effect you require by double clicking on the preset of your choice from the 10 made available on the options bar.
3. To customize your brush size, by clicking on 'Custom'.
4. Change the brush size by moving the slider or by manually entering the value in the value box.
5. Click on  to reset the settings.

## Sepia

1. To apply a sepia tone to your photo, click on **Sepia** in the options bar.
2. Check the box corresponding to **Sepia**, to apply the effect to your photo.
3. Uncheck the **Sepia** box to reset the setting.

## Charcoal Drawing

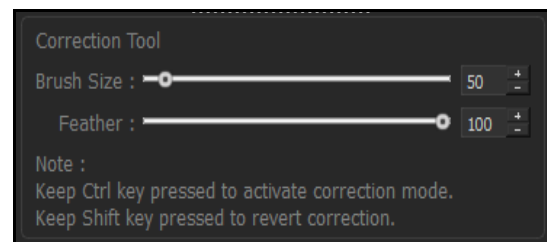
1. To add a charcoal drawing effect to your photo, click on **Charco...** button on the options bar.
2. Check the box corresponding to **Charcoal Drawing**, to apply the effect to your photo.
3. Uncheck the **Charcoal Drawing** box to reset the setting.

### 4.1.3. Helping hand

Apart from the options that are available under Basic and Artistic filters, there are few other 'aids' on the page that help you as you proceed. These are discussed below.

#### Correction Tool

The correction tool appears with all options and can be used to 'correct' any error that might happen while using the filters, or add to the effects already created.



The brush size and feather effect can be altered by using the respective slider or by entering the value of your choice in the value box.

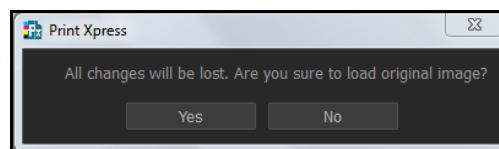
! Remember to keep the Ctrl key pressed to activate the correction mode and to keep the Shift key pressed to undo the change.

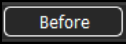

#### Original and Before and After Images

Original Image: In the course of working on your photos, you might decide to retain an original image or make a fresh set of changes. In such cases, you could load the original image once again by clicking

on .

Once the icon is clicked the software asks for confirmation by displaying a text box. This text box warns that all changes made on the photo so far will be lost. You could click on 'Yes' to proceed. Clicking on 'No' will take you back to your photo with changes.



Before and After Images: After making a change, you could view how the photo looked just before the change was made by clicking on  and how the photo looks after the change by clicking on . This aids in better decision-making.

### Saving the Changes

There are two 'Save' icons on the lower right-hand corner of the page.



: Clicking on this icon will allow you to save a copy of your work. A text box allowing you to name the copy appears, and clicking on 'OK' after entering the name creates a new copy of your work.

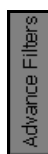
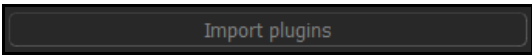


: Clicking on this icon causes the old file to be rewritten and the new copy now exists for your reference.

## 4.2 Advanced Editing

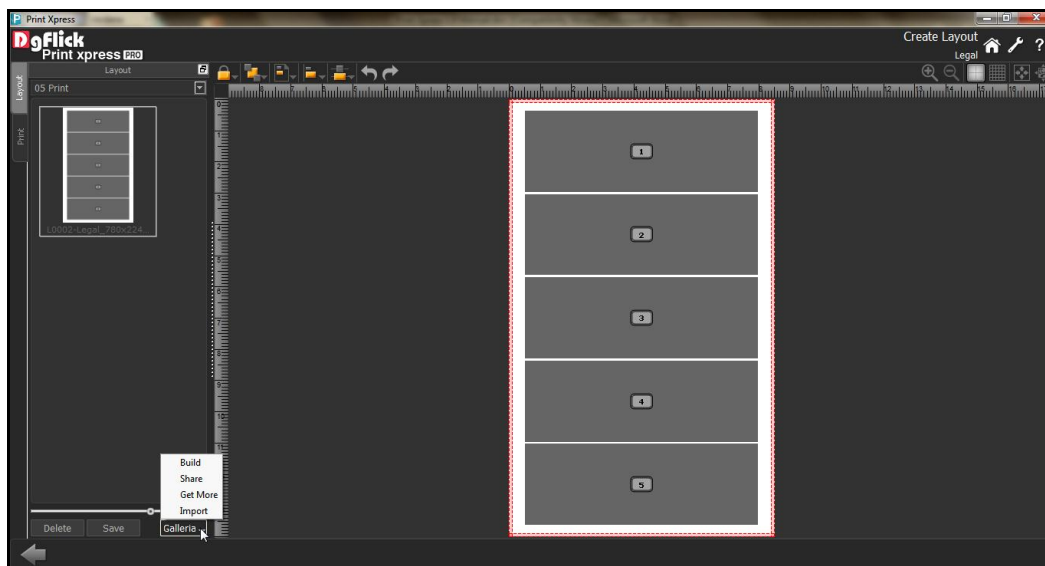
Print Xpress has several types of 'filters' that help in adding special effects to your photos to make for an eye-catching end product. Basic Filters and Artistic Filters have been dealt with in detail in sections 4.1. We now take a look at the advanced editing option in Print Xpress – the Advance Filters.



1. On the 'Edit Photo' window, click on  to access the advance filters.
2. Click on  button on the page to import third-party plug-ins from the location in which you have saved it.
3. You could even download plug-ins from the Internet. Most of the Photoshop plug-ins is supported by Print Xpress.

## 5.0 CUSTOMIZE YOUR PACKAGE

The versatility of Print Xpress lies in the fact that it gives you a wide range of ready-to-use packages to choose from besides letting you create your own packages according to your choice. Moreover, packages can be imported from other locations and built and shared with other Print Xpress users worldwide. This section explains how packages can be saved, imported, built, deleted or shared in Print Xpress.




**Image 5.0.1:** The Create layout window .... Galleria....Build, Share, Get More, Import


*! Save, Build, Delete and Share options are available in the PRO version.*

### 5.1 Get More & Import

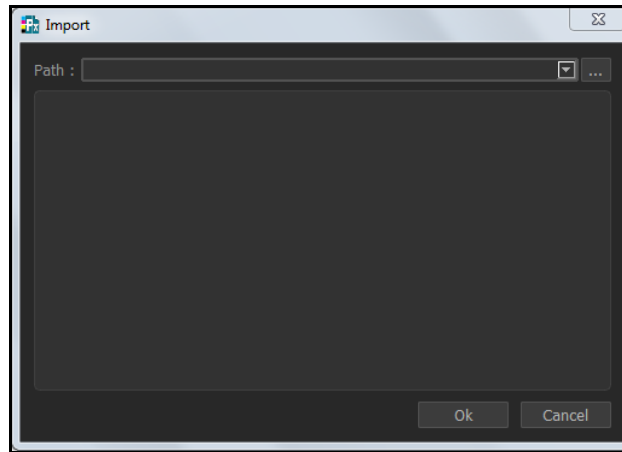
#### Get More

- On the 'Create Layout' window, click on the 'Layout' tab to access the package page. (Ref. Image 5.0.1 and Image 5.1.2)
- Click on  to access more packages from the DgFlick website.
- You are now routed to [www.dgflick.com](http://www.dgflick.com), from where you can download the package of your choice and proceed to creating your packages.

#### Import

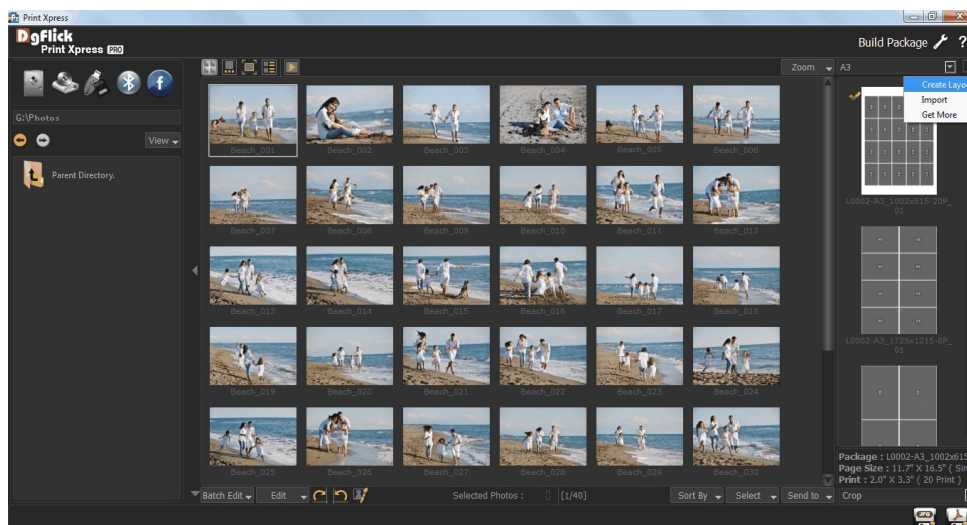
- To import packages, click  on the options bar. (Ref. Image 5.0.1 and Image 5.1.2)

- Access the folder containing your packages by clicking on the browse button and selecting the path.(Image 5.1.1)




**Image 5.1.1:** Import Window

- The 15 paths accessed immediately before this instance are saved in the path list box and can be accessed by clicking on the path.
- Now select the packages from the location and apply them to your pages.



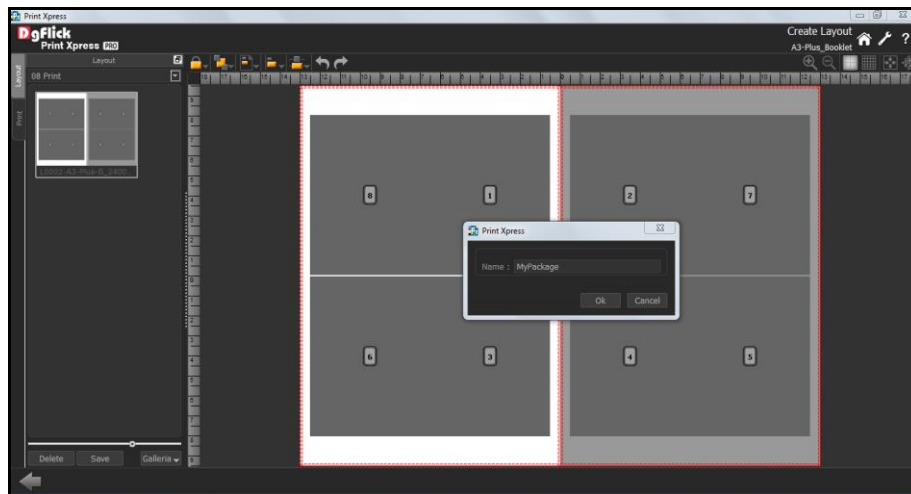
**Image 5.1.2:-** Get more and Import

- You may also import and gat more option for packages by clicking on  build package window.(image 5.1.2)

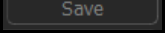
## 5.2. Save and Build

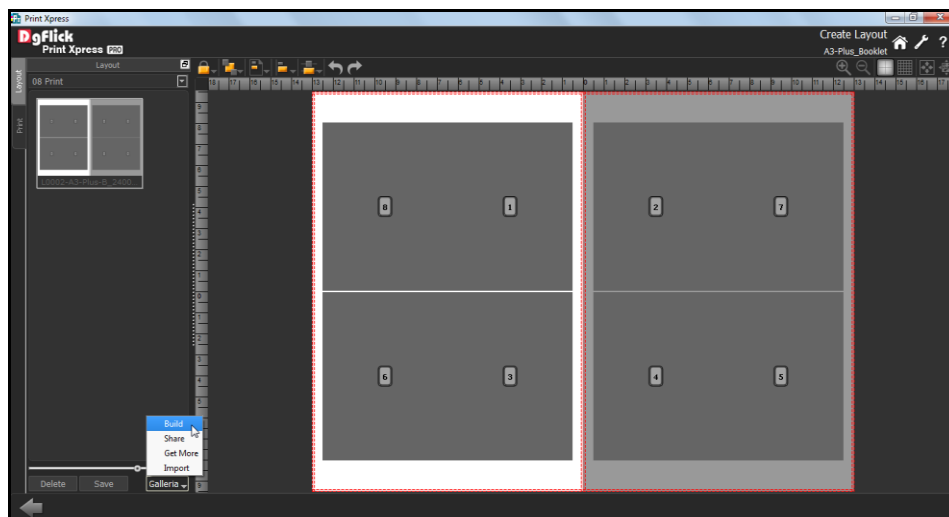
Print Xpress gives you the option of building packages of your own and also sharing them. This option is available only to the users of the Print Xpress PRO version.

- To start with the building process, you need to first save the package that you want to build. (Image 5.2.1)


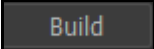


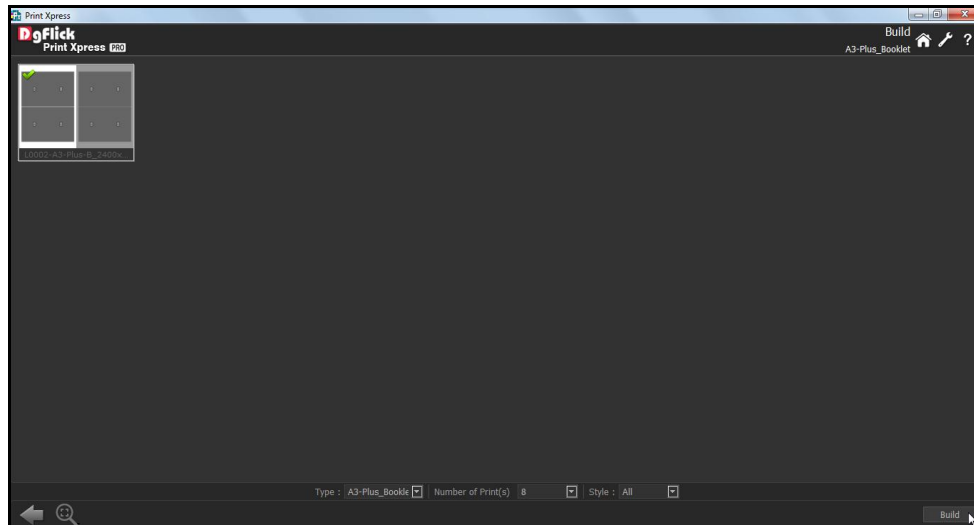
**Image 5.2.1:** The Create Layout Window ... Save option

- Select the package and click on  at the bottom of the option bar to save the package. (Image 5.2.1)
- Click on 'OK' to proceed and on 'Cancel' to quit the process.




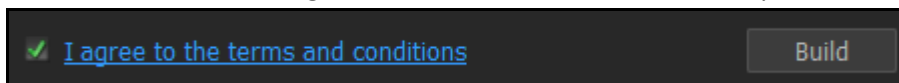
**Image 5.2.2:** The Create Layout Window ... Build option


- To proceed with the building of your packages, click on  (Image 5.2.2)
- In the 'Build' window, sort and select the package and then click on . (Image 5.2.3)



**Image 5.2.3: Build Layout**


- In the text box that appears next, specify the name of the folder in which you wish to save it , and the path where you want to place it.
- If the path is not specified, the built volume is saved in the following path by default: My Documents\My Galleries\Print Xpress.
- Check the box next to 'I agree to the terms and conditions' and proceed to click on



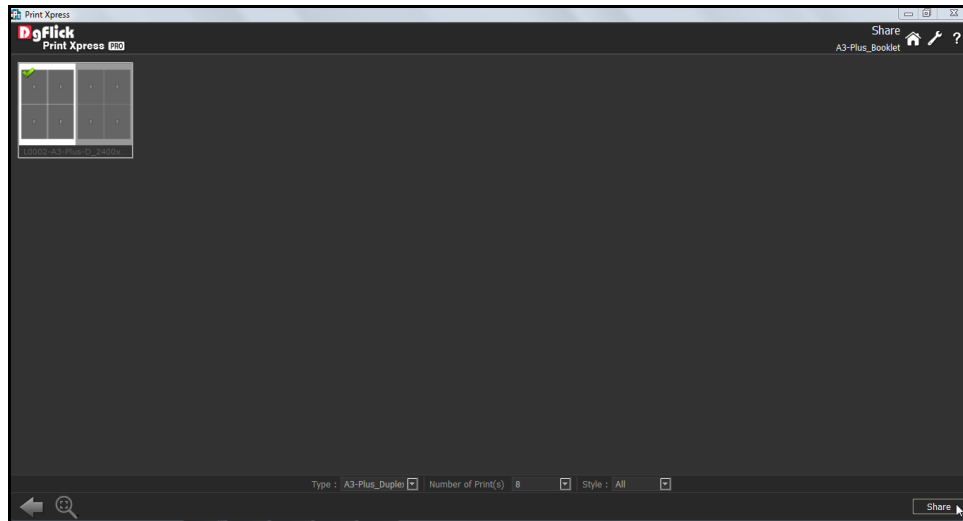
! If you do not agree to the terms and conditions, close the textbox and quit the building process. At any point during the process, you could click on the  button to go back to the previous page.

### 5.3 Share

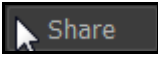
Packages that have been created can be shared with other users by means of the 'Share' option available with Print Xpress. This option is available only to the users of the Print Xpress PRO version.

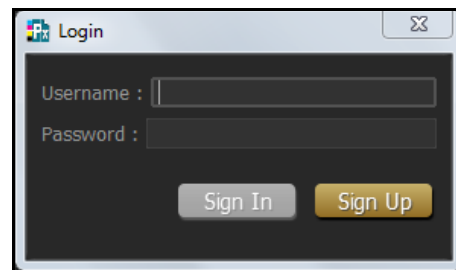
- Click on  to share the package that you have created.



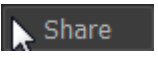



**Image 5.3.1:** The Share Window

- Sort and Select the package you wish to share and then click  on the 'Share' page.



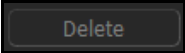
**Image 5.3.2:** The Login Window

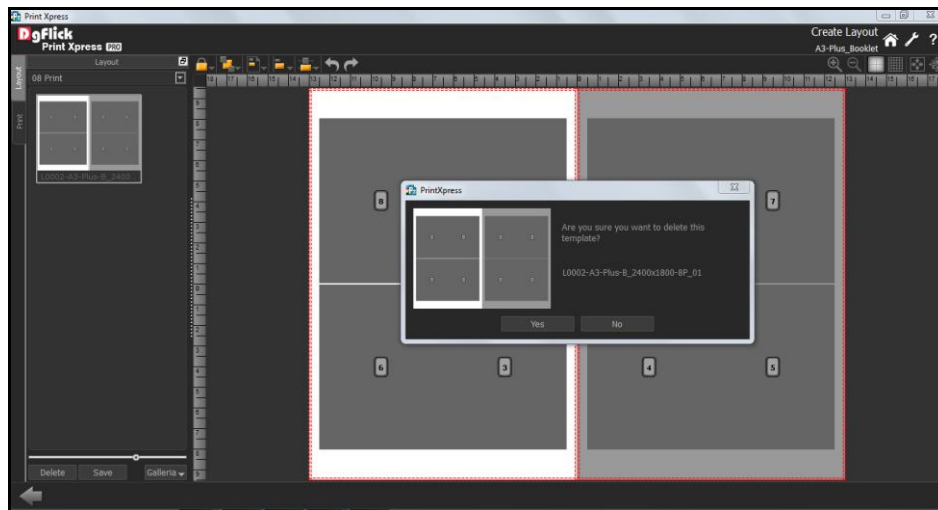
- The packages are shared on DgFlick's website.
- You need to log into your account using your username and password (Image 5.3.2) to be able to share packages.
- After entering your details, click on the 'Sign In' button to access your account.
- If you do not have a username and password, 'Sign Up' will help you to start an account with DgFlick.
- On completion of the login process, a textbox asking if you agree to the terms and conditions of package sharing appears.
- If yes, accept the terms and conditions and then click on  to share the packages you have created and selected for sharing.
- If you do not agree to the terms and conditions, close the textbox and quit the sharing process.

! At any point during the process, you could click on the  button to go back to the previous page.

## 5.4 Delete

Besides building and sharing, Print Xpress also gives you the option of deleting any package that you no longer wish to retain in your packages bank. To delete a package:

- Select the package that you wish to delete.
- Click on  at the bottom of the options bar.



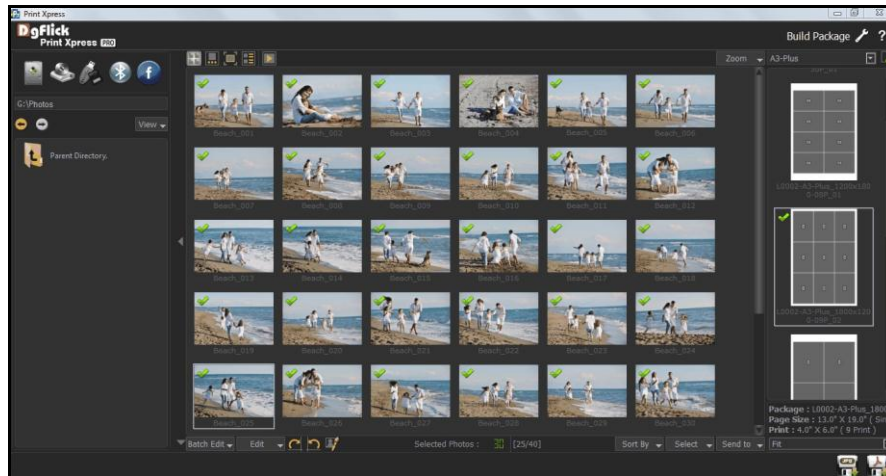
**Image 5.4.1:** The Create Layout Window ... Delete option

- A textbox asking for confirmation for deletion appears.
- Click on 'Yes' to proceed with the deletion, else click on 'No' to abort the process.

**Note:** Some features are available only for the Print Xpress PRO users.

## 6.0 Exporting

This section talks about before printing that is to save your prints in JPG format or PDF.

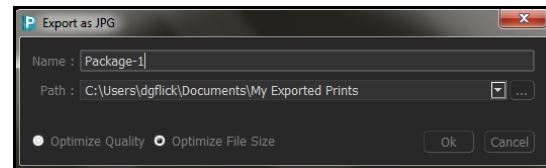


**Image 6.0.1: Build Package Window**

### 6.1 Exporting in JPG



- To save the project in a jpg format, click on the lower right-hand corner. The default path for saving the .jpg file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Prints'. However, you could change the path and save it in any location of your choice. (Image 6.0.1)



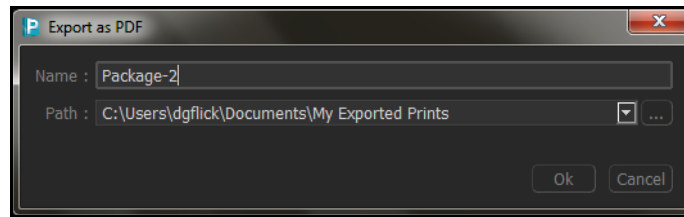
- You could optimize the quality or the file size by checking  Optimize Quality or  Optimize File Size, as per your requirement.
- Click on 'OK' to proceed with the exporting or on 'Cancel' to abort the process.
- Once the project has been exported you get the confirmation in a text box.

### 6.2 Exporting in PDF



- To save the project in a PDF format, click on the lower right-hand corner. (Image 6.0.1)
- The default path for saving the PDF file appears in the textbox that is now visible on screen. The path is 'My Documents\My Exported Prints'.

However, you could change the path and save it in any location of your choice.



- Clicking on 'OK' will create a PDF file. Clicking on 'Cancel' will abort the process.
- Once the project has been exported you get the confirmation in a text box.

## 7. Troubleshoot

### 1. How many times I can install the software on the same machine?

Ans. You can install the software on the same machine for as many times as you needed but subject no change in components such as Hard disk drive, Motherboard etc.

If components changes then you would face an issue in registration, the software will consider you as a new user.

### 2. Can I install the software from the same DVD on MAC as well as on Windows?

Ans. The installation DVD comes with dual installation setup exe files of both MAC & Windows so you can easily install on both operating systems with the same DVD.

### 3. What if I misplaced the dongle?

Ans. In that case you have to inform us about the same by sending an E-mail to [support@dgflick.com](mailto:support@dgflick.com) and we will provide you the new dongle for that new dongle you have to bare some cost which include dongle cost+ shipment +courier charges if any.

### 4. How would I come to know about the software upgrades?

Ans. The upgrades are periodic and the updates are available via our website, in case the customer is facing any error while doing so, please call customer service and our executive would be happy to assist you.

### 5. Do I have to pay for the software upgrades?

Ans. You can download directly from our website the software upgrades free for the lifetime.

## 8.0 SUPPORT

For additional technical support or clarification, please contact DgFlick offices/support via:

**DgFlick Solutions Pvt. Ltd.,**  
203/204,  
Shreeji Arcade,  
MG Road,  
Borivali (E),  
Mumbai – 400066  
Email: [support@dgflick.com](mailto:support@dgflick.com)  
Telephone: India +91 22 2968 68 68,  
US +1-732-543-7676.