


Cauliflower Cards' Online Book Creator Guide and Help



Cauliflower Cards Ltd.

Hi. Registered users login, or hit 'Test Drive' if you just want to look around ...

User Name

Password

[Login](#)

[Test Drive Demo ...](#)

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Section One: Administrator – Setting Up and Managing your Project

1 Password and Login

Register for your login and password – this will be emailed to you.

You can then access the login either by:

- Button on our Home page on our website
- Button from our Yearbook page on our website
- Direct URL <http://www.cauliflowercards.co.uk/create>

Login to access our Year Book Creator.

2 Creating a New Project

2.a General Information

When you are logging in for the first time you will automatically be taken to the **New Project Tab** in the **Admin Panel**. Here you will be asked to complete 5 easy steps to set up your project:

- Select the type of project you wish to do
- Give your project a name
- Choose the style theme for your project
- Choose the colour scheme for your project
- Create your project

The name and colour of your project can be changed at a later stage before you sign off your project and this will not affect the data that has been saved. These can be changed from the **Project Properties Tab**.

You can create more than one project by revisiting the **New Project Tab** at any time and setting up a new project.

2.b New Project Tab

PROJECT: JLB Close Admin

Project Properties | Project Pupils | Project Pages | **New Project** | All Pupils | My Details

Create a New Project in 5 Easy Steps

Step 1: Select the type of project you want to create

Step 2: Give your project a meaningful name.

Step 3: Select the background theme for your project

Step 4: Select the colour scheme for your project

Step 5: Create it!

Notes

STEP 1
Select the type of project you want to create. Please note this CAN NOT be changed later.

STEP 2
Give your project a meaningful name. Don't worry you can always change this later from the Project Properties tab

STEP 3
Select the project theme. Again this can be changed later in the Project Properties tab

STEP 4
Select the colour scheme to use with your project. Yes this too can be changed later in the Project Properties tab

STEP 5
Click the Create Project button to create your project!

Once you have created your project if its the first project you have created you will need to go to the All Pupils tab to add pupils these can then be added to the project from the Project Pupils tab.

ready

2.c Choosing a Book

First you will be asked to choose from the drop down menu which type of book you would like to set up. From the drop down menu click on your choice to select the book you would like to do.

2.d Project Name

Enter in a suitable name for your project eg **5S Year Book**

2.e Choosing a Colour

The next drop down menu allows you to select a Colour Scheme for your project. You can go to the **Project Properties Tab** and try out different colours at a later date if you wish.

2.f Theme

The next drop down menu allows you to select a Style Theme for your book.

2.g Click on Create Project to create your project.

3.d Access Time

From the drop down menu choose when you would like children to be able to access their pages. Security Considerations - if the children are given out of school hours as an option to complete pages this could allow members of the family to be involved with the content on the child's allocated pages.

3.e Deleting or Editing Pupils

Names can be edited by selecting and clicking on the name from the class list on the right. It will then appear in the information boxes on the left and from here you can edit the child's spelling of their name and/or access time. Click **Up Date Pupil** after you have made the changes.

To delete a pupil select them from the list on the left and then press the **Delete Pupil** on the bottom of the page.

3.f Pupil Passwords

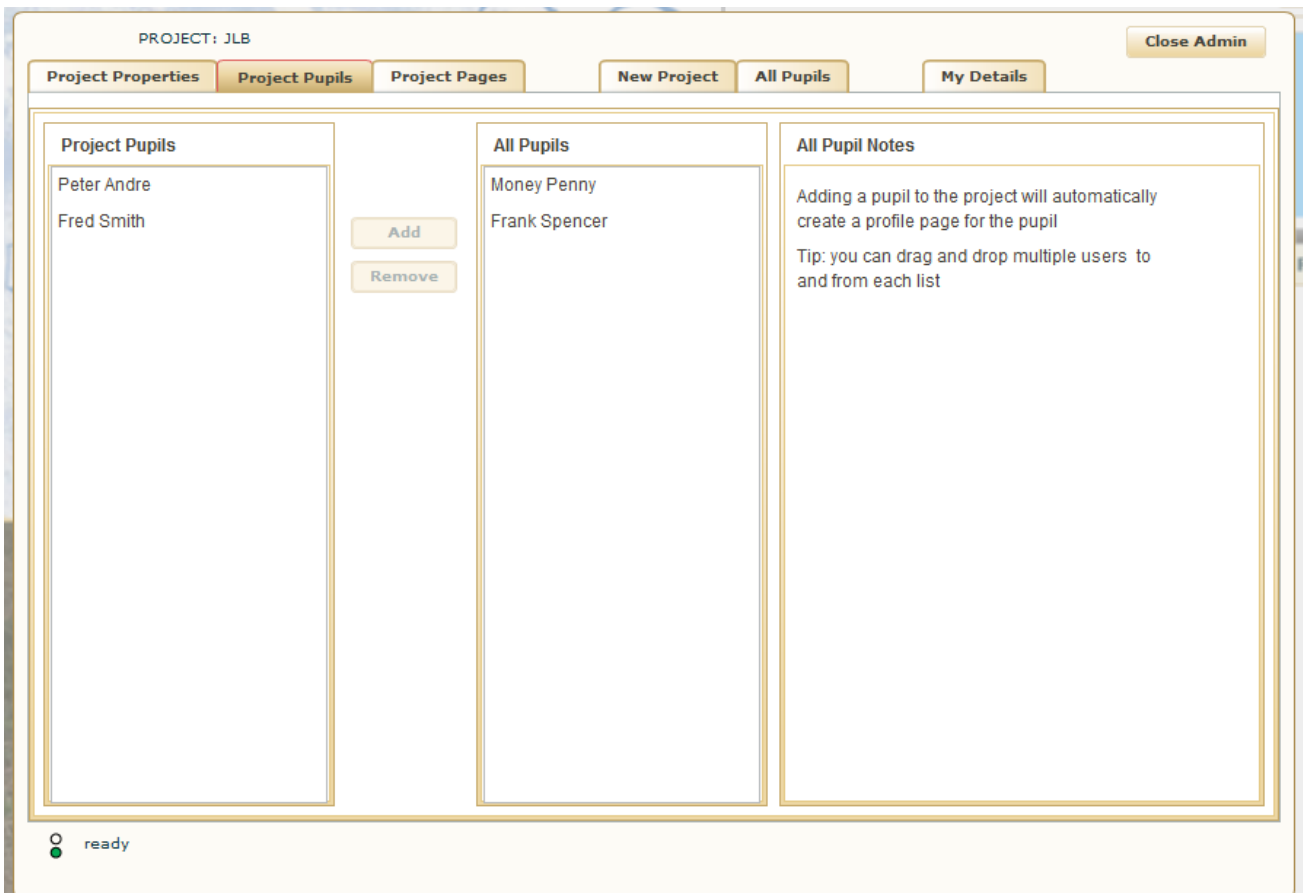
Pupil passwords are automatically generated here and these need to be given to the pupils so that they can access and edit their pages. A good place for children to record their passwords would be in their ICT Books.

If the computer generated password is not appropriate then as the project organiser you can edit this from the Admin/All Pupils tab. Click on the pupil from the list on the right and their details will appear in the boxes in the left frame. Edit the pupils password and then click on the update button.

A list of pupils and their passwords can be emailed to you by pressing **Email Pupil List** button from the **Managing Pupils Tab**.

3.g Project Pupils Tab

In this interface you can assign pupils (that you have already set up on the system) to your project.



3.h Allocating pupils to a project

To select pupils for a project click on a pupil to highlight or hold down shift and select a group of pupils from the list on the right. Move the selected pupils by clicking on **Add** button they will then appear in the project list on the left.

In a similar way pupils can be deleted from the project list by highlighting and clicking the **Remove** button.

(Any default pages in a book project that are assigned to all pupils automatically are generated at this stage and can be viewed in the **project pages tab.**)

4 Adding and Organising the Pages of Your Book

4.a General Information

Once your pupils have been entered in and you have assigned them to your project you will need to go to the **Project Page Tab**. Here you will be able to view the default pages for your book or calendar.

Books – Each type of book has Default Pages and Pupil Profile Pages are automatically set up for each pupil allocated to a project.

You can also add **optional pages** to make your book more exciting or to make up pages to create a 36 page book or more if required.

4.b Project Pages Tab

The screenshot shows the 'Project Pages' tab for a project titled 'PROJECT: Sample Leavers Book'. The interface includes a navigation bar with tabs for 'Project Properties', 'Project Pupils', 'Project Pages', 'New Project', 'All Pupils', and 'My Details'. A 'Close Admin' button is in the top right. The main area is divided into two panels: 'Project Pages' on the left and 'Optional Project Pages' on the right. The 'Project Pages' panel contains a table with 17 rows, each representing a page with a number, name, and assigned user. The 'Optional Project Pages' panel contains a table with 10 rows, each representing a page type and its quantity. Below the 'Optional Project Pages' table are 'Add Page' and 'Delete Page' buttons. At the bottom, there is a 'Rename Page' button and an 'Assign page to:' dropdown menu currently set to 'No User Assigned'. A status indicator 'ready' is visible in the bottom left corner.

Number	Page Name	Assigned To
0	Front Page	
1	Belongs To Page (1)	
2	About Our School Page	
3	Head Teachers Page	
4	All Our Junior Teachers Page	
5	Emily Speirs	
6	Isobel Speirs	
7	James Bond	
8	John Smith	
9	Molly Speirs	
10	Money Penny	Money Penny
11	Awards Page	
12	Awards Page (2)	
13	1.Events Report Style Page	
14	2.Events Photo Style Page	
15	3.Events Report Style Page	
16	4.Events Photo Style Page	

Page Type	Qty Avail.
Head & Deputy Head Page	1
Scottish P1 to P3 Teachers Page	1
All Our Infant Teachers Page	1
Scottish P4 to P7 Teachers Page	1
Events Photo Style Page	unlimited
Events Report Style Page	unlimited
Teachers Message Page	1
Contacts Page	1
Sponsor Page	2

4.c Adding & Deleting Optional Pages

Optional pages can be selected from the list on the right (click on required page) press the **Add Page** button to add to your book pages.

4.d Assigning Pages to pupils

When you assign pages to pupils these are the pages they will be able to work on when they log on using their user name and password. The pupils will only be able to view and edit pages assigned to them. To allocate a page click on the project page you wish to allocate and it will appear in the panel located on the bottom right, select a pupil from the drop down menu.

Books - Pupil profile pages are automatically assigned to all pupils you have allocated to the project. All other editable pages can be allocated to pupils to complete. You may wish some of the editable pages to be completed by yourself in which case these do not need to be allocated.

Some of the optional pages cannot be allocated as they have no editable areas i.e. Autograph Page or This Book Belongs to Page for example.

5 Adding and Organising Photographs for Your Pupils

5.a General Information

Pupils can add their own images from their interface one at a time and the details of how this is done can be found in **Section Two –Creating and Editing Your Pages**.

As a teacher however you can add multiple images to a project, sort them into folders to aid your viewing and allocate them to pupils so that when they log on they already have some images to play with.

5.b Uploading Multiple Images

Click on Add image located in the left hand control panel. This will allow you to locate image on your system. Select the first image you want and click **open**. This will transfer the image to our multi picker box. Continue selecting more photos in the same way. When you have completed your selection click on **Start Upload** in the multi picker box and your images will be loaded into the right hand control panel.

5.c Organising Your Photographs

To organise your photographs into folders use the left hand side control panel. Click **'Organise'** and a set of boxes will appear next to your images. Check the ones you would like to have put into a folder together. Then click **'Move'** at this point you can either **'create a new folder'** or choose one you have already created earlier. Your folder with your images in will appear in your menu options in the left hand control panel.

5.d Assigning Photographs to Your Pupils

When your image folder is open click on **Organise**. Check boxes will appear along side your images tick the ones you would like to assign then click **Assign**. Select a user from the drop down menu and click on who you would like the images assigned to. A copy of the image will still remain in your folder as an image can be assigned to more than one child.

6 Viewing and Editing the Pages of Your Project

6.a General Information

Close the Admin Panel to view your book.

Once the project is under way you will want to view the pupils' work regularly to make correction and do any final editing before a sample proof is ordered. To view your pages of your book as an administrator close the Admin Interface and your book pages are ready to load in the Page Picker on the right of the Creator interface. If you have created more than one project then you can change which project you view from the Project Picker (drop down menu above the Page Picker.)

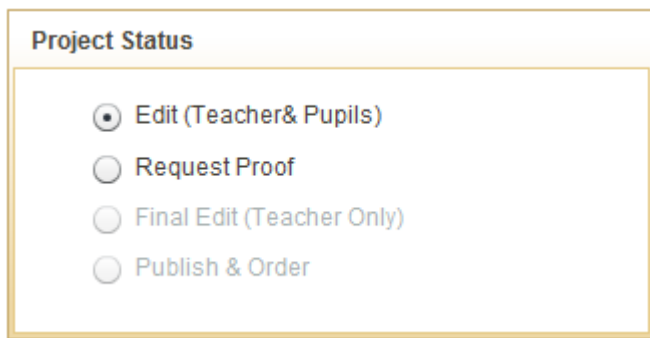


You can go back to the **Admin Panel** to make changes or to create more projects by clicking the **Admin** button located on the top tool bar.

To find out about editing the pages please see section 2 the **User's Guide**.....this section can also be used as a guide for pupils.

7 Signing off your project and requesting a proof

7.a General Information



The image shows a screenshot of a 'Project Status' menu. The menu is titled 'Project Status' and contains four radio button options. The first option, 'Edit (Teacher & Pupils)', is selected with a filled radio button. The other three options, 'Request Proof', 'Final Edit (Teacher Only)', and 'Publish & Order', have empty radio buttons.

7.b Edit Status

When you have created a project it will automatically be at the **Edit Status**. Edit Status allows a teacher and pupils to work on the pages.

Remember that this is a self editing project so check through the pupils work carefully!

7c Request Proof

When you think the book is finished and you have checked it for mistakes and are happy with the images....then you can request a proof. Click the **Request Proof** check box and we will prepare your saved book for printing. At this point your book will disappear from your projects list. When we have printed your book we will add the book back to your list so that you can make any final edits before you order.

7d Final Edit

When your sample proof has been printed and has been sent to you. You see that your project is now able to make small final adjustments and will automatically be at the **Final Edit** stage.

7e Publish & Order

Once you are happy with your book please click on **Publish & Order** to receive an order form for your books.

Section Two: Pupils/Users Creating & Editing Pages (Users Guide)

1. Passwords and Login

1.a General Information

Pass words and Login will be given to you by your teacher.

Enter these into the Login box and you will access the Creator Interface.

2. Your Pages

2.a General Information

The pages that have been allocated will show in the **Page Picker** on the top right-hand side of the screen.



To edit your page click on the required page in your page picker and it will load into the Creator Interface. To **Enlarge the Page** use the zoom bar in your right hand control panel.

3. Uploading Images

3. a General Information

Images that you have stored in folders on your computer can be uploaded and used to create your pages. Do not use low resolution photos but standard or high will print nicely for all small photos and high would be best for the large photos. Super high quality photos will take a long time to load but once uploaded the system will automatically reduce the quality for online use in the future.

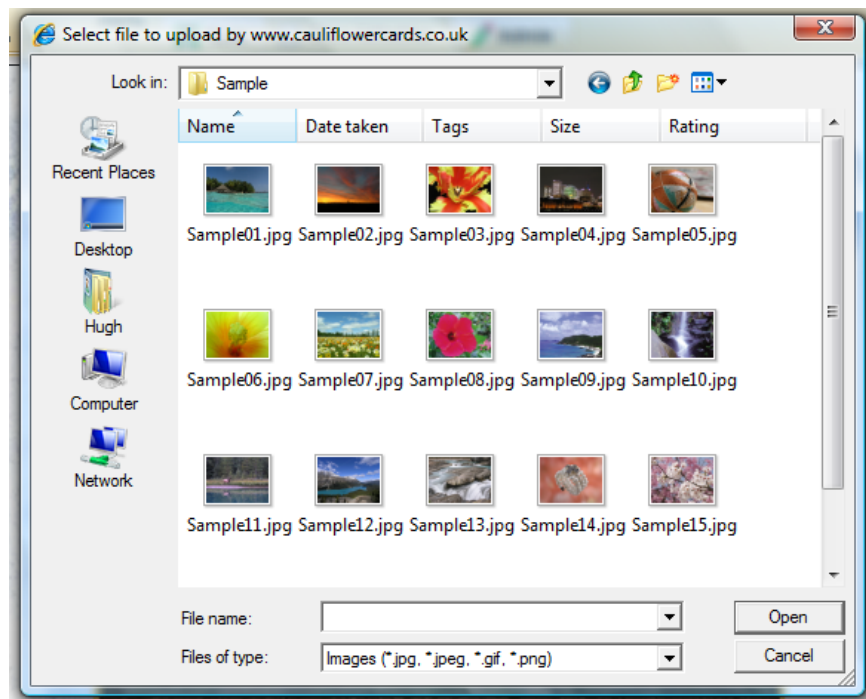
As a pupil you may only upload one image at a time.

3.b How to

Click on the '**Image**' button located on the left hand control panel. Then click on '**Add Image**' Button.



The dialogue box that opens will allow you to navigate the school network or your computer to locate photo folders. Open the file you require and click on the image you have chosen so that it is highlighted. Now click on '**Open**' which is on the bottom right of the dialogue box .Your image will now load and you will see it appear in the left hand control panel.



4. Placing Images on the Page

4.a General Information

Use the appropriately orientated image for the frame set out on the page. If you put a landscape picture into a portrait box it will squash to size but will distort the image!

4.b How to

Move your mouse so that the cursor is over the image you wish to use from the control panel on the left. Click on the image and keep the mouse button depressed. Drag the mouse so that the cursor moves across the page. When the cursor is over the photo frame you require let go of your mouse button. Your image will now fit to the size of this frame.

4.c Choosing the best view

You may drop a portrait photo into a landscape frame or vice versa. If you do then you have the option of moving the image around the frame to choose the best position for your image. Once you have dropped your image into the frame move the cursor over the image and a hand will appear. Drag the hand around until the picture is where you would like it.

5. Selecting Section Headings

5.a General Information

Many of the headings on the page are editable and you can simply write your own text where it prompts you to. Also on many of the book pages there are fixed set of headings for sections on the page. Clicking onto Paragraph headings /Questions /Award titles etc... will reveal a drop down menu with a set of predetermined headings from which you can choose which heading you prefer.

5. b How to

Use the **Show Editables Button** to reveal in grey which titles/headings have a drop down menu. Click on the existing heading to reveal the selection bar and then use the arrow to view the drop down menu. Some of the drop down menus are large and can be scrolled through using the slider bar.

Click on the one you want and it will appear in the heading .

6. Entering Text

6. a General Information

The text style and size is fixed so that the finish of the project has a constant look throughout. There are prompts on each page to show you where to enter text, you can also locate text areas by clicking on the button which will then turn the editable areas grey on your page. Please make sure you delete any text prompts before you begin to write.

6.b How to type in your text:

Place cursor in editable are and drag to hi light the prompt and begin to type – the prompt text will then disappear and will be replaced with your text.

7. Editing Text

7.a General Information

You can enter, delete and retype text in the same way as you do in any word document.

7.b Spell Checker

Incorrect words will be underlined. To see a suggested spelling list right click on the mouse.

8. Saving Work

The system will save your page automatically when you move to another page or when you logout. However we recommend so as to to avoid losing any work click on the **save** button regularly.

Section Three: Additional Features (still under construction for other books)

1.a Clip Art (Launch Summer 2010)

Our new 2010 book designs – Retro, Comic and Star Bright will include a clip art feature for the Pupil Profile Pages.

This will involve selecting clip art from the right hand side control panel and dropping the images on to hot spots on the profile page. Colour, size, location and quantity are controlled so that pupils have the opportunity to personalise their page without spoiling it.

2.a Free photo areas(Under Construction)

Some books will have free areas where you can place photo where you like.

Placing /sizing /rotation of images

Images can be dragged on to the page in the usual way but will locate themselves wherever you drop them and then can be dragged from here to another position if required. From here you can resize them and rotate them using the controls on the photo frame. Click off of the photo to complete the drop. Click back on to the photo to reposition, rotate. And resize as required.

3.a Free Text Boxes(Under Construction)

A text box can be selected from the control panel on the left and dragged and dropped onto the page next to a photo so that a caption can be added.

Placing/sizing/rotating text boxes

As with the photos the text box can be dragged, rotated and resized as required.

Editing text boxes

Click in the text box to place curser and then type to add text.