


# 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 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.

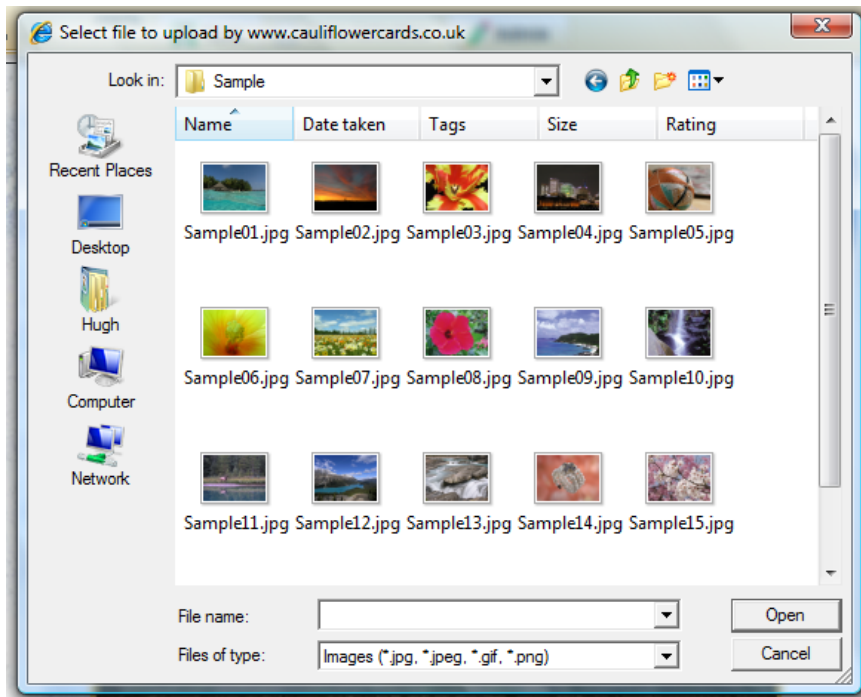
As a pupil you may only upload one image at a time.

#### **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.