



# BOOKS!

## QUICK START GUIDE

### Recommended System Requirements

- |                         |                     |
|-------------------------|---------------------|
| Windows:                | Macintosh:          |
| - 2.0 Ghz Dual Core CPU | - OS 10.5 or higher |
| - 2 GB RAM              |                     |
| - Broadband Internet    |                     |
| - Adobe Reader          |                     |

### SECTION ONE: Installing the software

#### WINDOWS INSTALLATION (XP, Vista, Windows 7)

[1] The program is typically distributed electronically, usually downloaded from the internet. Once you have received the installer, double-click the setup file. If you receive a security warning, please click 'RUN' to continue with the installation.



[2] Within a few seconds, the setup window will appear. Follow the prompts to complete the installation.

#### MACINTOSH INSTALLATION (10.5 or higher)

[1] The program is typically distributed electronically, usually downloaded from the internet. Once you have downloaded the ZIP file, it should automatically extract into a folder. If it does not, double-click the zip file to extract it.

2] Drag the extracted folder into your applications folder to complete the installation.

### SECTION TWO: Start in demonstration mode

To launch the program in windows, double-click the desktop icon titled "Start Books" or use the icon that was created in your Windows Start Menu.



To launch the program in Mac OSX, open Finder and browse to the folder that the program was extracted to, then locate and double-click "Books.app".

Once you have launched the program for the first time the software will be in a limited Demonstration mode, with many sample pages already created. These were included to quickly show off the many features that the program has to offer. We recommend taking a look at all of them to get a preview of what's available.

Demonstration Mode is limited in that you will not be able to finalize or create a high-resolution output file, until you decide to purchase and register the software. If you have already purchased the program, you should proceed to Section Three.

To acquire a registration code, or to purchase a copy of the program, please contact Marathon Press:

via Telephone: 1-800-228-0629 (toll-free)



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### SECTION THREE: Registration

Once you have launched the program, you will be prompted to register the software.

Using the registration information provided to you by your publisher, fill in the 'registered to' and 'registration number' fields. These must be entered EXACTLY as they appear on your registration card. If there are any errors, such as the spelling of your album name, please contact your publisher to update the registration information.

Annual Name required  
 Registered To Demonstration  
 Registration Number  
 Register

The registration code is made up of a series of letters, followed by a dash, followed by a series of numbers.

Please note that the software will attempt to use your available internet connection to check for software updates. Should you receive a firewall warning, it is recommended that you allow the program to access the Internet. You will be alerted if there are any updates available to download. We strongly recommend running the latest version of the software at all times.

When you have successfully registered your copy of the program, you will receive a success message on your screen. Next, you will be asked if you wish to clear your book and start a new one, or keep the existing book. If you choose to clear, then all of the demonstration pages and content will be deleted. You may then proceed to add new blank pages. If you have started working on your pages, you may wish to keep the existing book. In either event, the program will make a backup of the pages in their current form, should you need to get back to them for any reason.

For procedures on restoring a backup, please consult the User Guide or the Help Videos which can be accessed through the software.

### SECTION FOUR: Import your photo CD

In order to properly organize your images and data, it is best to start with a properly formatted index file.

For instructions on how to set up the index file, please refer to the help manual, or contact your publisher for direct assistance.

[1] Begin by clicking the People button. Next, click the button labelled 'Import Wizard' located on the right side of the screen.



[2] Click 'Browse To' to locate your INDEX.TXT file; it is usually found at the root of your Image CD. Click 'Next' to continue.

[3] Click 'Finish' and your student data will be imported. Your images will be copied into a local folder, and your family information will be imported from the index file.

[4] The program will inform you when the process has completed, and provide you with a tally of the total image and people count. Click 'OK' to exit the wizard. The program will now review your data to ensure that there are no errors. When the review is complete, click 'OK' and return to the list screen.

If errors were detected, such as people missing names, just those problem records will be displayed. If no errors are detected, you will be presented with all of the imported records.



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### SECTION FIVE: Building your pages

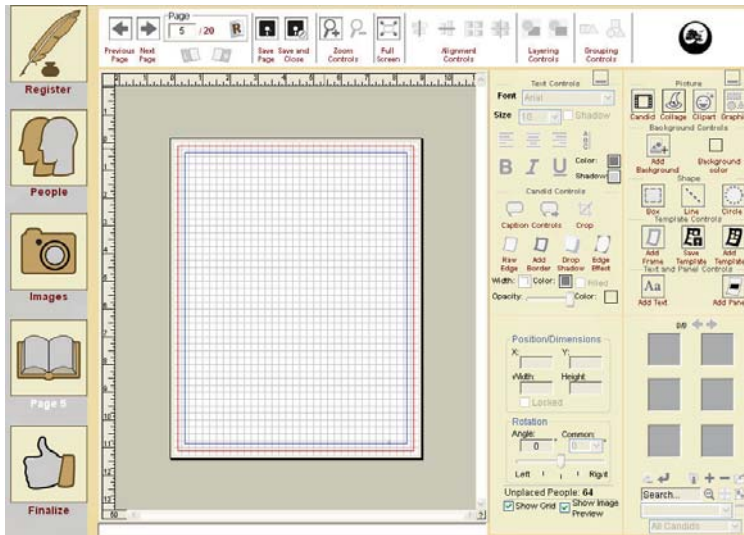
Clicking the 'Pages' button will take you to the Page Ladder, which is a simple representation of the pages in your book, designed to help you organize everything.

#### Add New Pages

Click the 'Add Pages' button to open the Add Page Wizard. Follow the instructions on your screen carefully to add as many new pages as you like. It is recommended that you consult your publisher to determine the number of pages you are allowed to create.

#### Creating Pages

[1] Scroll through the page ladder and select a blank page in which to create your activity page. Doubleclick the page to open the page editor.



[2] To add text to your page, click the 'Add Text' button and type your text into the 'Edit Text' window that appears. You can also set the font, size, and color of the text as well as attributes like bold, italic and underline. When you are ready, click 'OK' to add the text to your page. The new text is automatically added to the top left corner of your page. If you wish to edit the text or change the formatting, double-click the text box to re-open the text editor.

[3] Borders and Backgrounds can be added to your page by clicking the Backgrounds button. The Image Browser on the bottom right of the screen will populate with all of the available background images. Drag and drop the desired image from the Image Browser directly onto your page. You'll see the background change to the chosen background image.

[4] Add clipart to your page by clicking the 'Clipart' button. The Image Browser will change to display all of the included clipart content. Select the clipart image you wish to use by dragging it from the Images Browser onto your page.

[5] To add Candid pictures to your pages, click the 'Candid' button. To import a Candid image, click the '+' button on the image browser. In the browse window, navigate to the candid you wish to import and click 'Ok'. The image will appear in the Image Browser. To add the Candid to your page, drag the image from the Image Browser onto your page.

#### Adding portrait panels to your page

[1] Click the 'Panel' button to open the Panel Wizard. Select the group you wish to place from the list. When a group is selected, a tally is displayed telling you three items: how many portraits there are in total, how many have already been placed on other pages, and how many portraits still remain to be placed. Click 'Next' to continue.

[2] Scroll through the available list to choose a panel. Click once to select it. Also on this screen, you may choose your edge style. The available choices are 'Raw Edge' (no effect), and 'Border' (solid color frames of varying thickness). Click 'Next' to continue (or click 'Auto Flow' to finish).

[3] If you have chosen to add a border, the next screen will allow you to customize your selection. You can change the border width by clicking on the box to the right, and select your desired thickness. You may optionally choose to change the color of the border, and the opacity level of the border.



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[4] When you are satisfied with your panel formatting, click 'Auto Flow' to have the program flow the portraits to your page.



### SECTION SIX: Finalizing and Printing

When you have finished building your book, proceed to the finalize screen, by clicking the finalize button on the left. Here you can use the 'Final Checks Wizard', which scans your book for several common errors, such as duplicate or unplaced images, missing images and missing family information.

[1] When running the Final Checks Wizard, it is highly recommended that you leave all options selected, as it will help ensure your book is error free. Click the 'Run Final Checks' button to begin the wizard.

[2] Your results will be grouped into two categories, warnings and errors. Warnings are marked with yellow 'X's, and are non-critical problems such as families with similar or identical last names. Errors are marked with red 'X's and must be addressed prior to your book's completion. Errors may include things like unplaced families, or invalid or missing Candid image files. Click the 'Error Report' button to continue, and you may choose to print a copy by clicking the 'Review Problems' button.

[3] Once you're satisfied that your book is error-free, click 'Continue' to proceed and create a Proof version for your review. Clicking the 'PDF Files for Printing' button will bring up the Print to PDF Wizard. Be sure to click 'Print Cover' if you have created a custom cover. Click 'Ok' to generate the PDF, and then click 'Next' to proceed. If you have trouble viewing the PDF, please check to ensure that Adobe Reader is correctly installed on your computer. For further information please see section one of the Help Guide.

[4] The 'Submit to Publisher' button will gather all of the files required for the publication of your yearbook, and send them to your publisher electronically. You will see a progress bar until this is complete.

### Congratulations!

Your book is now complete. We recommend that you keep the program installed on your computer until you have received your printed books. In some cases, your publisher may ask you to make some final adjustments to your pages, so it's always a good idea to keep that option available.