



QuiltAlbum Version 2.0

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This User Guide is intended for users of QuiltAlbum Version 2.0.  
It may be downloaded and used freely for such purposes.

For Updates of this User Guide Go To:

<http://www.quiltalbum.com/support>

## 1. What is QuiltAlbum?

QuiltAlbum is an easy-to-use way to store important information about your quilts – for example, when they were made, who designed them, what methods were used etc. – and to keep photographs you have taken of your quilts. So you will always have a stored memory of your quilts even if you give them away to family or friends.

QuiltAlbum also provides easy tools to print out those photos and information – as pages to be kept in an album (or a three-ring binder!); as greeting cards in a wide variety of formats; or even as images to use on personal business cards you can use with your friends! You have different ways of controlling what information is printed, the color of the text, and what text is used. You can even print a complete summary of everything stored in your QuiltAlbum, perhaps as an index to your printed album.

You have spent many hours creating your quilts. Now you owe it to yourself and your descendants to create a lasting and complete record. QuiltAlbum is a database that keeps all that important information in one place and makes it simple to print it out for different purposes.

You can also use QuiltAlbum to store information about quilts you admire that you have found in magazines or that have been made by your friends, that is, as a kind of reference book. You can input scanned pictures from magazines provided you use them for personal use.



## 2. How Do I Get Started?

Once purchased, you can download QuiltAlbum from the web as a file that is automatically installed on your computer, or you can purchase a CD with easy-to-follow installation instructions.

### What Do I Need?

You can install QuiltAlbum on either (a) a PC running Windows XP, Vista, or Windows 7; (b) a Mac running OSX 10. It will take about 150 - 250mb of disk space, the Mac version requiring less than the PC versions. Screen resolution of 1200 x 768 or higher is recommended.

You will need to be connected to the Internet for initial registration (required) and to take advantage of the various online support options.

### How Do I Install QA?

Whether downloaded from the website or installed from a CD, follow the installation instructions provided. (PC users should also read "14. Special Note for PC Users" on page 23).

### How Do I Launch QA?

As part of the installation, a shortcut to QuiltAlbum will be placed on your desktop. Just double-click on this shortcut to launch QuiltAlbum.

## How Do I Access QuiltAlbum Documentation?

Once QuiltAlbum has been launched, at the bottom left of the Personalize page is a button labelled Help Documents. Clicking on it takes you to a window for downloading the QuiltAlbum QuickStart Guide and the QuiltAlbum User Guide. This window can also be reached by clicking 'Documentation' on the About Menu.

## How Do I Navigate Around QuiltAlbum?

The main navigation buttons are on the right of every main window, except for the Summary window where the navigation buttons are at the top right. Clicking on any of these buttons takes you to the indicated window.

Instead of using these buttons, you can also use the menu commands from the Go To Menu (which also has a command if you wish to change your preferences). Other navigation commands can also be found in the other menus.

Or, as a third alternative, you can use shortcuts indicated in the Go To menu: Control-1 (PC) or Command-1 (Mac) for the Add/Update Quilts window etc.

## 3. What's In QuiltAlbum?

There are basically four pages (layouts) that you will use in QuiltAlbum, although they are displayed in different ways:

- a page for entering information about yourself (Go To Personalize);
- a page for entering information about each quilt including a photograph of that quilt (Go To Add/Update Quilts);
- a page for organizing everything you need for printing, whether it be for a greeting card or just for a page to add to your printed album (Go To Print Setup);
- a page for printing a Summary/Index of some or all of the Quilts you have stored in PrintAlbum (Go to Quilts Summary).

QuiltAlbum makes it easy for all these functions to work together to produce what you want.

## 4. Personalizing QuiltAlbum

The first time you launch QuiltAlbum, you will be taken to the Personalize page following Activation and Registration (see "11. Activation and De-Activation" on page 22 and "12. Registration" on page 23).

**YOUR NAME:** Your name and email address will already have been completed as part of the Registration process. There is also optional information to be entered, particularly if you want to produce business cards although you can return later to this page to complete this information.

**MAKE CHOICES:** You should also select whether you want to use inches or centimeters to dimension your Quilts; and whether you use US Letter or A4 as the basic paper size on your printer (US Letter is standard in the US and Canada, but not elsewhere). You can reset these later if you wish. The US Letter/A4 choice is available every time you print.

**READ IMPORTANT NOTICE:** Before proceeding please read the Important Notice on the Personalize page about saving information in QuiltAlbum. This is a must!

**LATER DETAILS:** Once you have entered your first name, the Personalize page will be bypassed each time you launch QuiltAlbum. The Optional details (used only for Business Cards) can be added now or later. You can always return to the Personalize page at any time to change or add to the information: just click the Personalize button in the 'Navigation Column' on the right of most page.v

## **5. How Do I Add or Modify Quilts in QuiltAlbum?**

**ADD/UPDATE QUILTS:** At the heart of QuiltAlbum are pictures of your quilts and information about them. This is all done in the Add/Update Quilts page. Just click on that button in the 'Navigation Column' to take you there.

The term 'Quilt' (with a capital letter) is used in QuiltAlbum as a shorthand for a photograph of a quilt and all the information in the database about that quilt.

**SAMPLE ENTRY:** A sample entry comes with QuiltAlbum to illustrate the idea. The sample can always be deleted later (see 'How do I delete a quilt from QuiltAlbum?'). But it should be left there for reference until you become familiar with QuiltAlbum.

View the following subtopics for information on how to import a Quilt photograph, add information about it, find specific Quilts that have already been added, sort them etc.

### **How Do I Add a New Quilt?**

Just click the Add New Quilt button at the bottom of the page. This will bring a panel for you to enter the name of your new Quilt.

Certain characters are not allowed; also the name must be less than 35 characters. See "Important Note on Naming Quilts!" on page 8 for details! Your entry will automatically be checked for conformance to these requirements and you will not be allowed to enter a forbidden character or to exceed the 35-character length.

The name of your Quilt also must be unique - that is, must not duplicate the name of a Quilt you have already entered. This will be checked after you have entered the name and click OK to proceed.

After you have clicked OK, a new blank Quilt (except for the Quilt name) will be ready for you to enter data about your Quilt (see next section). The current Date (according your computer clock!) is displayed in red at the bottom left - this cannot be changed!

If you change your mind and do not want to add this Quilt, use the Delete This Quilt option at the bottom left of your window!

## How Do I Enter Information About My Quilt?

ENTER INFORMATION: Fill in as much of the information boxes as you wish in the left panel (the date of entry will have been automatically entered and you cannot change that). The Quilt Name will already be filled in.

You do not have to add all the information at once: you can come back later to add more information or change what you have already entered.

If you click the 'Use My Name' button next to a field, your first and last names (from the Personalize page) will automatically be entered into that field. You can always delete or write over this if you change your mind.

See "Important Note on Naming Quilts!" on page 8 for important restrictions on Quilt Names!

*We understand quilters (our team is composed of quilters and quilt spouses): every quilt and every quilter is unique! So we have purposely left the fields 'free form' so you can enter what you want and use each field in the way that is best for you!*

*You can also be as free as you like with the use of the Notes field - it's your scratchpad!*

### Important Note on Naming Quilts!

The Quilt Name field

- must be filled in before you do anything else;
- cannot be blank;
- must be unique - you cannot use the same name twice;
- must be less than 35 characters (same for the Quilt Detail field);
- must not contain any of the special characters @, \*, #, ?, !, =, <, >, "

These special characters also cannot be used in any of the other fields.

A warning message will pop up preventing you from entering any of these special characters.

### Adding Notes

The Notes field is a place where you can enter whatever information you want about your quilt beyond whatever you entered in the individual fields above.

If you just have a short note, enter your information in the visible field. However, if you have a lot of information to enter you may find it more convenient to click the Show Longer Note button to the left of the Notes field. This brings up a window that displays more of the information in the Notes field.

The same information is in both displays, but one shows you much more of what you have entered without having to scroll down!

See "Printing Long Notes" on page 16 for guidance on how to print notes that are longer than just a few lines.



## Setting and Adding Categories

Version 2.0 enables you to add Categories to your quilts from a pre-defined list of up to 10 categories. For example, your categories might be Pieced, Appliquéd, Hand-Quilted, Miniatures; or they might be the names of grandchildren you have given them to; or the names of blocks you have used - it's entirely up to you!

To set your Categories, click on Set Categories from the Go To menu or on the Set categories button at the bottom left of every Add/Update Quilts page. A menu will open up where you can enter up to 10 Categories, except that the first Category is required to be 'None'. You preferably should do this before you start adding Quilts.

To assign a Category to a Quilt, click on the dropdown menu in the Category field. You can then select the appropriate Category from the list you have already defined. Note that if you try to select a Category before setting them as in the previous paragraph, a reminder message will appear for the Category choices - this message will disappear if you go to Set Categories!

*The primary uses are for when changing computers or upgrading operating systems on your computer.*

*Important Note: You can change your Categories at any time from the Go To>Set Categories menu or the Set Categories button; however, this will automatically change all the Categories of Quilts that you have previously assigned to the new definition. Also, FIND will only select Quilts from your current set of Categories.*

## How Do I Import a New Quilt Photograph?

**IMPORTANT NOTE:** To keep QuiltAlbum of a reasonable size and to ensure good performance, all entered images are scaled to ensure that the longest dimension is less than 1,500 pixels; and are converted to high-quality JPEG images.

**IMPORTING PHOTOS:** Let's assume you already have a digital photo of your quilt stored somewhere on your computer. To bring the photo into the space in the right hand panel:

- (a) either click on the IMPORT button, navigate to the file containing your photograph, and click OK; or
- (b) DRAG AND DROP the file or the open photograph into the space provided.

*To 'Drag and Drop' just hold your mouse cursor over the file you wish to import - or over the image itself that you have opened in another application - then click and hold down your left mouse button, and d..r..a..g the file or image into the space provided in QuiltAlbum. Then let go of your mouse button.*

In either case you can Import or Drag right over an existing picture that might already be there!

Occasionally, photos that come right out of a digital camera may rotate 90 degrees because of peculiarities in the digital formatting. You can use the Rotate button at the bottom right of each image to

'straighten' the picture right way up. Or you may want to rotate you quilt pictures for other reasons!

Photographing Quilts can be as easy or complicated as you wish it to be. For some suggestions see "10 Photographing Quilts" on page 22.

### **How Do I Add Detail Photos of my Quilts?**

DETAILS, DETAILS: There are times when you want to include more than one picture of a quilt - for example, you may have enlargements of certain details that you want to include.

QuiltAlbum provides you with a convenient way to do this. First enter the information about and the picture of the entire quilt.

Then click the Duplicate This Quilt button at the bottom left. This creates a new record with all the same information already filled in. Note, however, that '-1' has been added to the name of the Quilt (remember: every Quilt must have a unique name!).

Now use the Detail field to enter information about the detail itself to replace the reminder text. If the quilt itself is called 'Flying Birds', the detail might be about a single bird in the quilt and the Detail field might say 'Bird - Blue Jay', for example. And drag or import in the photo of the Detail.

You can repeat this as many times as you need, producing Flying Birds-1, Flying Birds-2 etc.

Of course, you can use your own names in the Quilt Name field - Flying Birds-A or Flying Birds-Blue Jay. But be sure the names are unique or QuiltAlbum will not let you go any further!

### **How Do I Find A Particular Set of Quilts?**

Now suppose you have a whole bunch of Quilts entered into the database. You want to find one particular Quilt or a set of Quilts that have something in common – such as the year in which they were completed.

QuiltAlbum provides a complete set of tools for helping you navigate and select.

#### **FIND A SINGLE QUILT:**

For a start, click the button at the bottom of the page: Show All Quilts, just to make sure they are all there. Now use the Next and Previous buttons to 'scroll' back and forth through all your Quilts until you find the one you are looking for (the First and Last buttons take you to – guess what! – the first Quilt and the last Quilt in the set).

#### **FIND A SET OF QUILTS:**

But now suppose you want to find all quilts completed in 2008. Be sure to click Show All Quilts first. Then click the Find button. A window will pop open with several blank fields (if they are not blank, click the Clear All button). You can search on any of these fields.

For example, suppose you wish to find all your Quilts that were completed in 2008. Just type 2008 into the Quilt Year field and then click the Find Selection button.

Presto! All those Quilts have been selected. Now if you use the Previous and Next buttons, you will only see those Quilts finished in 2008.

**REFINING YOUR SEARCH:** Now suppose you only want those quilts completed in 2008 that were designed by your sister. Click again on the Find button, but this time do not use the Clear All button – so 2008 still appears in the Quilt Year field. Now type your sister's name (or any part of it) into the Quilt Designer field and click Find Selection.

You have what you wish for!

### **How Do I Sort My Selected Quilts?**

Suppose you want to sort your selected quilts (or all the quilts if you have clicked Show All Quilts) into a particular order. Just click the Sort button at the bottom. A window will pop up giving you the opportunity to sort your selection in order in one of three ways:

- by the NAME of the quilt.
- by the YEAR in which it was completed.
- by the DATE it was entered into the database (you can't change this date!).
- by the CATEGORY of the Quilt.

Make your selection and click Sort (or click Cancel if you get cold feet!).

### **How Do I Delete A Quilt from QuiltAlbum?**

OK, so you made a mistake and entered someone else's quilt into Quilt Album. You want to delete it.

**FIND AND DELETE:** So find the Quilt you want to delete (you now know how to do this - see previous QAHelp menus) and click the pink Delete This Quilt Button.

**TWO CHANCES:** Since this is a serious business – you don't want to delete the wrong Quilt – you are given a couple of chances to change your mind.

## **6. Introduction To Printing in QuiltAlbum: Easy or Advanced?**

**LOTS OF CHOICES, LOTS OF TOOLS:** QuiltAlbum provides a powerful set of tools for customizing how to print your Quilts: you can select which Quilts to print; in what format - from simple pages for your album to a wide variety of greeting cards; and what text to include and exclude. You can also choose the font, font size, and font color of your text. You can print in US Letter format (standard in US and Canada but not elsewhere) or A4. All these choices are made within the Print Setup pages.

**TAKE IT 'EASY':** The tools for making all these choices can be a little intimidating at first. To assist the new user, these tools are initially presented in the Print Setup pages as a series of four steps (or pages) with detailed information about each step: (1) select format (2) select quilts (3) select text, and (4) print. These steps are organized under the Easy (Step-By-Step) layout that is the default option, that is, the choice made by the QuiltAlbum unless you tell it differently.

**MOVE TO 'ADVANCED':** The more experienced user, however, will soon tire of working through each of these steps one at a time. For this user, the Advanced (All-In-One) layout is available that compresses all the steps onto a single page but without all the explanatory information. At the top of most

Print Setup pages, there are two tabs, one for Easy Step-By-Step and the other for Advanced All-In-One. Just click on the tab you want to use.

*However, you can set a preference so that you will always automatically be taken to the Advanced All-In-One layout as the default option. At the top right of every Print Setup page is a dialog that allows you to decide whether to always use Easy (selected initially) or Advanced.*

*If you click the Advanced 'radio button' you will always be taken to the Advanced Layout. You can switch back and forth at any time. Or, for a particular use, you can choose the appropriate tab format at the top of each Print Setup page.*

*Or you can choose Select Preferences in the Go To menu and when the window opens click the button for Advanced (it is initially set for Easy).*

Easy Mode is not available for more advanced formats such as Business Cards or for printing a Summary page.

## **What Are Formats?**

Formats are the different ways available for printing your Quilts.

ALBUM PAGES, GREETING CARDS, AND MORE: Formats are available for printing your Quilts as pages to keep in a physical album - either as full page size, or as half that size for smaller albums; for using your quilt photos (or other photos) as the foundation for different kinds of greeting cards; for printing a summary of some or all for the Quilts in your QuiltAlbum - that can be used as an index for your physical album; for printing a customized front page for your physical album; for printing customized business cards or return address labels with pictures of your quilts; and for printing Quilt Labels either with or without a picture of your Quilt (or any other picture).

In Version 2.0, we have also added the ability for you to print Notes only pages in case the notes you added to your Quilt information are longer than just a few lines.

PULLDOWN SELECTION MENU: You choose among different format by using the pulldown menus at the top left of every Print Setup page (the same pulldown menu can also be found in Step 1 of either the Easy or Advanced layout pages).

## **How To Select A Format**

GO TO PRINT SETUP: When you are ready to print, use the Go To Print Setup button, which is at the right of any page in QuiltAlbum (except for the Summary page where it is at the top). This will take you to the Print Setup page for printing a standard Album page format.

USE FORMAT SELECTION PULLDOWN MENU: To select another Format, use the Format Selection pulldown menu at the top left of every Print Setup page (for convenience, this menu can also be reached in Step 1 of either the Easy or Advanced displays on the right of each Print Setup page).

Each Format has its own particular Print Setup display according to what information is required.

**CLICK HOW IT LOOKS:** What does each Format look like? Click on the How It Looks button towards the bottom center of each page to launch a photo of a finished product using the particular Format.

**CLICK WHAT YOU NEED:** What kind of paper do I need to print the Format? Click on the What You Need button at the bottom left of every Print Setup page. This will launch a small display that provides you with information about what commercial paper stock might be available for that Format and how to use it; or how to use plain or photographic paper for the purpose.

**BROWSE THROUGH FORMAT OPTIONS:** Just browse through the different Print Setup pages and use these two buttons to gain an understanding of what the different Formats can accomplish!

## **Selecting Print Stock**

Print stock is the kind of paper you use for printing.

**REGULAR PAPER:** For many Formats - such as printing pages for your physical quilt album - you will probably want to use your regular paper (you may have to cut it in half after printing if you are printing half-size pages). However, the photographs will likely show up better if printed on photo paper that you can obtain from an office supply store.

**SPECIALTY PAPER:** But for others - such as greeting cards or business cards - you may want to use special paper stock that is available from office supply stores/stationers that is specially designed for the purpose. Such paper may have nicer finishes, be stiffer - such as card stock for business cards - or come pre-scored for easy folding such as for greeting cards.

**CLICK WHAT YOU NEED:** The What You Need button at the bottom left of every Print Setup page contains useful information on recommended paper stock for each format and how to use it.

**US 'STANDARDS':** One of the de facto standards used for referencing paper stock particularly in the United States is the set of numbers that the Avery Dennison Corporation gives to their products. These are the numbers used in the Print Formats page when US Letter size paper has been selected. But many corporations manufacture equivalent products - often using the Avery numbers for comparative reference - that you may wish to use.

**INTERNATIONAL CHOICES:** Internationally, there are a variety of products for use with A4 size printing. Local options vary. Users are advised to check with their local office supply stores or stationers.

## **How Do I QuickPrint?**

QuickPrint bypasses many of the printing options available via the Print Setup pages. It is for printing full-size Album Pages directly from the Add/Update Quilts page (the QuickPrint button is at the bottom right to the left of the Exit button).

**PRINT NOW OR CUSTOMIZE:** When you click QuickPrint, you are presented with two choices:

1. **Print Now:** Clicking this button allows you to print right away a full page for your quilt paper records (that is, your physical quilt album). The text beneath the picture is restricted to the default set of choices that are in effect at the time (see "9. How Do I Set Preferences?" on page 19 for how to change these default choices).

- 2, Customize: Clicking this button will take you to a page where you can customize the text that will print beneath the picture - using some or all the items that you entered for the particular Quilt in the Add/Update Quilts page. You can also customize the font and its size and color; and you can choose whether to print a full page or just use the top half of a full page that, when printed, you can cut in half and use for a half size quilt album.

### **Step 1: How Do I Select Other Formats?**

To select another Format, use the Format Selection pulldown menu at the top left of every Print Setup page (for convenience, this menu can also be reached in Step 1 of either the Easy or Advanced displays on the right of each Print Setup page).

### **Step 2: How Do I Select Which Quilts to Print?**

You may wish to print several Quilts at a time, particularly if you are printing Album Pages. But you also may wish to print an assortment of Greeting Cards using a variety of Quilts.

**3 WAYS TO SELECT:** Whether from Easy or Advanced there are three basic ways to select which Quilts you want to print:

**A SINGLE QUILT:** . Select a single Quilt from the list of all your Quilts displayed in the pulldown menu (if you just want to print one Quilt).

**B. SELECTION OF QUILTS:** Click the button that takes you to the Select Quilts page and use the tools on that page to select which Quilts you want to print. See “How Do I Use The Print Summary Page?” on page 16 for how to use the Index/Summary page to make selections. When your selection is complete, click Return to revert to the originating Print Setup page. *NOTE: if you wish to then use another Format, you will need to start over with the selection process.*

**C. ALL QUILTS:** Click the Show All Quilts button (and the Sort button if you wish to sort them into a particular order).

**SCROLL WITH NEXT AND PREVIOUS:** The Previous/Next buttons allow you to scroll backwards and forwards through your selections in B and C. You can refine your selection using the Yes/No selector.

### **Step 3: How Do I Customize What Will Print?**

QuiltAlbum gives you great flexibility as to what you include and exclude on your printed output from among the information you already included about a particular Quilt or about yourself.

**CHOOSE WHAT TO INCLUDE:** The choices vary from Format to Format but the principles are similar. You choose which ‘fields’ of information or Topics to include in the print caption and what text to include to precede that line of printout.

**SEE YOUR CHOICES:** On the left of each Print Setup page you can see what happens as you make your choices!

**ALL INCLUDED INITIALLY:** When you first go to a Format and select one or more Quilts, in Step 3 all the Yes/No buttons are set to Yes. This means that any information you have included on these quilts in Add/Update Quilts will be printed out.

**TURN SOME OFF:** Just set to No ('turn off') any topics that you do not want to print: you will see them 'disappear' (temporarily!) before your eyes. You can turn any topic back on - just set it to 'Yes'.

**EXAMPLE:** For example, suppose you are in the Album Pages format and you want the Made By topic to appear in the caption below the picture of your quilt. Just make sure the Made For selector is set to Yes. Now suppose you want the words 'Created By: ' to precede the maker's name. Just enter those words in the relevant space in the 'Lead-In' text column, overwriting what is already there.

**ADDED TEXT:** Some Print Formats (Cover Page and two of the Greeting Card formats) allow for some extra text to be entered as you wish. And the Business Cards format relies on information you have entered into the Personalize page - if you have not entered this information, you will need to go back and do so before using the Business Cards format.

**SYSTEM CHOICES:** System Choices have been set for each of the topics as to what Lead-In text is used. In these System Choices all topics are included - with the expectation that you will turn off one by one those you wish to exclude. You can change and type over any of these Choices.

**PERSONAL CHOICES:** You can also store your own Personal Choices by clicking on the Store Personal Choices button. At any time you can restore either your own Personal Choices or the System Choices by clicking the appropriate Restore button. See "Set Choice of Print Setup Text Preference" on page 21 for more information on how to manage these Choices.

#### **Step 4: How Do I Print My Quilts?**

Assume you have completed Steps 1, 2 and 3 and you are now ready to print. Use the 4. Print tab in Easy or the 4. Print section of Advanced for this purpose.

**MODIFY TEXT:** You can click the Modify print button to change the font or its size and color. Note that these changes affect all the text on this printed page. The font sizes are also relative to pre-determined size for each format - you use the "+" and "-" buttons to increase or decrease the font size. Click the "0" button in the middle to reset the size to the pre-determined standard.

*NOTE: When you switch to another format, these text choices are reset to their original default values.*

**HALF-SIZE:** For some Formats, you can choose to print Full Size or Half Size. The latter still prints on US Letter or A4 size paper (as selected) - you can cut the paper in half after printing using a paper cutter.

**SELECT US LETTER OR A4:** Your default preference will be automatically selected, but you can over-ride this for each particular printing. Make the selection at the bottom of the left page. The default is what you set when you first entered QuiltAlbum or what you changed this to using Go To>Select Preferences.

**PRINT ALL OR JUST ONE:** You can then choose to print all the Quilts you have selected in Step 2 or just the single visible Quilt (you can use the Previous and Next buttons in Step 2 to make a different Quilt visible). Either of these buttons brings up a dialog box that displays the notes about the selected format and warns you to make sure that you have the correct paper stock loaded in your printer prior to proceeding.

## How Do I Use The Print Summary Page?

The Summary/Index page is a special page used for printing a summary of a selection of your Quilts. It can be used as a record of your selection or it can be used as an index page for a physical quilts album of your printed Album pages. It is accessed in the normal way from the dropdown Format Selection menu on any of the Print Setup pages.

**DISPLAYS ALL QUILTS:** When selected, it initially displays all your Quilts, with one line per Quilt containing summary information (including the Quilt Name and Detail, if any) and a 'thumbnail' image of each Quilt. The selector buttons on the right are initially all set to Yes assuming you want to include all Quilts in your Summary printout. You can exclude any Quilt by changing its selector to No.

**EXCLUDE ALL QUILTS THEN PICK:** Or you can exclude all Quilts by changing the button at the top to None, and then clicking Yes for each Quilt you want to include. This is useful if you just want to include a few Quilts.

**FIND AND SORT:** You can use the Find button to select just those Quilts that meet specific search criteria; and the Sort button to sort any set of selected Quilts into one of the standard sort orders. Finally you can just display the Quilts you have selected by clicking the Choose Selected button.

**PAGE NUMBERS, SIZE:** Prior to printing, there are two other decisions to be made. Do you want to include page numbers in the Index (they will print 1, 2, 3 etc in the order you have sorted your selection). Choose Yes or No from the pulldown menu beneath the question. Do you want to print Full Size (US Letter) or Half Size (cut US letter after printing): Choose Full or Half from the pulldown menu beneath the question.

**FIXED FONT:** *You cannot modify the font on this page.*

## Printing Long Notes

Version 2.0 now allows you to add long notes to your Quilt details (see Adding Notes). A new printing format has been added that enables you to print these long notes separate from the normal Quilt Album Page. This format can be invoked by selecting Print Notes Only from the dropdown menu for selecting print formats.

Up to 5 pages of notes can be printed.

## Printing A Book

Want to print an entire book of a selection of your Quilts for reference - or to pass on to your family and friends? Just follow these steps:

### 1. PRINT A COVER PAGE

Go to the Print Setup page and select Cover Page from the Select Format dropdown menu. Using the tools provided decide what text to include; what text format, size etc.; and whether to include a photograph. Then print the Cover Page as the cover to your book.



## 2. PRINT A SUMMARY OR INDEX

Go to the Quilts Summary page. Using the tools provided, select the Quilts you want to include in your printed album. Sort the selected Quilts in the order you prefer using the Sort button (see “How Do I Sort My Selected Quilts?” on page 11). Decide whether you want to include page numbers in this Summary (Index) page and on the pages of the printed Quilts. Then use the Print This Page button to print your Summary (Index) page.

## 3. PRINT THE ALBUM PAGES

While still in the Summary/Index page, click the “Print Setup” button at the top right. This will open the Print Setup page for Album pages with your chosen Quilts already selected in your preferred sort order. If you had opted for page numbers, this option will already have been pre-selected. **DO NOT CHANGE ANY OF THESE SETTINGS!** However, you can change the other text options as to which text to include and exclude, and to modify text size etc. Then use the Print Selection button to print out your Album pages.

Note: In each of the above steps you could choose the option to print half-size for a smaller album. Then you will need to trim the pages with a paper trimmer after printing.

## 4. BIND YOUR ALBUM

Take the completed pages to an office supply store/stationers to bind them into, say, a spiral binder with a plastic cover! Or hole-punch each page and include in a three-ring binder (or include in already hole-punched plastic protectors).

## 7. Exiting and Backing Up QuiltAlbum

### How do I Exit QuiltAlbum?

Just click on the Exit button that appears on almost every screen and follow the instructions.

### How Do I Create A Backup Copy Of QuiltAlbum?

Actually, you do not have to do anything. It is done automatically for you!

When you exit QuiltAlbum, a Backup copy of QuiltAlbum’s data and settings will be saved automatically. This may take a few seconds, so please be patient!

Please see the next section for instructions on how to restore data from this Backup.

*IMPORTANT NOTE: The Backup File automatically created by QuiltAlbum is tucked away in a safe place and is not readily accessible by the user except via the Restore from Backup function. See section below on File Export and Import for how to create an accessible copy of your QuiltAlbum file.*

You do not have to wait to exit QuiltAlbum to create a Backup. You can do this at any time by using Create Backup from the File menu.

**BUT BE CAREFUL!** Every new Backup you create writes over the old one - whether you create this Backup when you exit or at any other time.

Backing Up is a routine task performed automatically by QuiltAlbum. You can also save an entire copy of QuiltAlbum's data files elsewhere on your computer or on external media (such as a thumb drive). You will need to do this when changing computers or, possibly, upgrading to a new operating system. See File Export and Import File.

### **How Do I Restore From Backup?**

At any future date, you may restore all your data from your current Backup by using the Restore From Backup item in the File menu. You will be presented with choices regarding which data you wish to restore.

**OVERWRITE WARNING:** You will be warned that restoring data will overwrite any changes you have made to your existing Quilt, Personal, or Preference data since you created the Backup. Any additional new Quilts and quilt data you have added, however, will be unaffected.

If during your next QuiltAlbum session you accidentally make a mistake in changing some of the data - or, for example, if you accidentally delete a Quilt photograph - you can recover from this Backup. Just use this Restore from Backup feature from the File menu!

However, you must do this before you exit QuiltAlbum, otherwise a new Backup will be made that contains your mistakes! So please be careful!

**IMPORTANT NOTE:** *Before executing a Restore from Backup, make sure your cursor is not located in any field. Just click anywhere outside of a field.*

### **File Export and Import**

File Export - reachable from the File Menu - enables you to create an entire copy of you Quilt data in a form that can be re-imported later. Unlike the automatic backup capability (see above), this Export function has to be initiated by the user and allows the user to store the exported file at a chosen location.

*The primary uses are for when changing computers or upgrading operating systems on your computer.* Using the Import File function, the saved file can be used to re-import all the Quilt data into another copy of QuiltAlbum even on another computer.

**WARNING:** the exported file cannot be used as a substitute for the QuiltAlbum application. It can only be used for reimporting the quilt images and data into the same or another copy of QuiltAlbum. If used to import into another copy of QuiltAlbum, it will not duplicate any quilt that has the same title as one in the exported file.!

### **Exporting Quilt Data And Images**

You can also Export your Quilt data and images for use outside of QuiltAlbum. The functions are accessible from the File menu.

**EXPORT DATA** creates a tab-delimited text file, that is, a text file readable by any text processing programs including Microsoft Word and Excel. Each topic in your Quilt record is separated by a tab. There is a new line for each Quilt record. You will be asked to select a location where you want to store the file, and to give a name to the file (note: do not change the .tab extension!).

**EXPORT IMAGES:** Exporting images works similarly. It asks you to select or create a folder on your desktop to which you wish to export the images. Be sure to name the folder if it is a new folder!

NOTE FOR PC (WINDOWS) USERS: Export Images will not work if Quicktime is not installed! See “14. Special Note for PC Users” on page 23.

## **Other File Menu Functions**

There are two other functions on the File Menu:

### *Import Form Version 1:*

This will rarely - if ever - be used, since QuiltAlbum Version 2 automatically upon installation imports everything from Version 1. This function is a ‘just in case’ capability in case the automatic import fails for some reason.

### *Purge Old Files:*

QuiltAlbum automatically creates backup files that are identified with each particular version of QuiltAlbum used. These take up disk space. After having installed or re-installed QuiltAlbum, a message pops up after several launches inviting the user to purge these old files. In case the user foregoes this opportunity but changes her/his mind later, the manual Purge Old Files under the File Menu is available to accomplish this task at a later date.

## **8. OnLine Info**

The light bulb icon visible at the top right of most pages is your way to access helpful information about QuiltAlbum. But, as the name suggests, you must be online to take advantage of these offerings!

QUILTALBUM SUPPORT PAGE: Online Info takes you to the Support page of the QuiltAlbum website. There you will be offered several choices: access to expanded Help information; access to Frequently Asked Questions (FAQs); Online Videos demonstrating QuiltAlbum in action (not yet implemented); and Tips - ideas for you on ways in which you might want to use QuiltAlbum that might not initially occur to you.

If you are online, just click on the Light Bulb wherever you see it!

## **9. How Do I Set Preferences?**

Preferences are choices you can make to simplify your workflow. QuiltAlbum makes an initial set of choices for you (the Defaults), but you will want to make your own choices as you gain more experience with QuiltAlbum!

SET PREFERENCES: You can change your Preferences by choosing Set Preferences from the Go To menu. The System Defaults (the ones that are selected for you when you first use QuiltAlbum) can be restored at any time by clicking the Restore Defaults button.

Please view the following topics for details of each of the various Preferences that can be changed by users.

## **Set Quilt Dimensions Units Preference**

You can choose to record the dimensions of your Quilts entered in either Inches or Centimeters. This choice is reflected wherever the Quilt dimensions are displayed

The System Default is “Inches”. To change this Default, click “Centimeters”. You are actually asked to make this choice when you initially set up the Personalize page. **WARNING: *Restore System Defaults will set this to Inches no matter what choice you made on the Personalize page!***

## **Set Paper Size Preference**

QuiltAlbum support printing on two different size papers: US Letter (standard in the United States and Canada) and A4 (standard elsewhere).

The default is US Letter.

## **Set Quotes Preference**

Titles of Quilts printed on Greeting Cards can be surrounded by no quotation marks, single quotation marks, or double quotation marks. The default is double quotation marks.

### **Set Print Setup Dialog Preference**

The full power of QuiltAlbum for printing different kinds of Formats is exercised by using the Print Setup dialogs. There are many choices available to Users.

**EASY:** These choices, however, may be a little overwhelming at first. To assist the new User, the Setup dialogs have been broken down into an Easy approach. In this approach, you can proceed Step-by-Step through a series of four pages (tabs) that explain each step in some detail.

**ADVANCED:** More experienced Users, however, may find this approach slows them down. Accordingly, a more compact and streamlined, single page Advanced dialog is provided for use once you become more familiar with the various printing options. All the choices are combined onto a single page with minimal explanation.

**DEFAULT IS ‘EASY’:** The System Default for this Preference is set to “Easy” to activate the Step-by-Step process. Changing this to Advanced activates the All-in-One dialog automatically.

**CHANGING YOUR MIND!** You can also switch back and forth one-time by choosing the appropriate tab at the right of each Print Setup page. Or you can set and reset the Preference for repeated use by using the selector at the top right of each Print Setup page, that is, without using the Set Preferences route.

## **Set ByPass Opening Splash Preference.**

Launching QuiltAlbum activates a ‘Splash’ screen that briefly displays the QuiltAlbum logo before entering the application proper.

**DON’T SPLASH!** The Preference asks whether the User wishes to bypass this opening Splash in the future., saving a little time on launching QuiltAlbum. The System Default is “No” meaning that the Splash will appear on launch. Changing it to “Yes” inhibits the Splash.

## **Set Choice of Print Setup Text Preference**

In most of the various Print Setup pages, you can make personal choices as to whether an item should appear in the Quilt caption text or not, and what lead-in text to use. Normally, the system has made a set of choices for you - which you can override in individual cases. However, whenever you switch formats, it always reverts back to the System Choices.

**STORE AND RETRIEVE PERSONAL CHOICES** By using the Store Personal Choices button on these pages, you can also store your personal choices - and retrieve them at any time by using the Restore Personal Choices button.

**ALWAYS WANT TO USE PERSONAL CHOICES?** But suppose you always want to use your stored Personal Choices as the default instead of the System Choices? Just change this Preference to Personal instead of System. Then your stored Personal Choices will always be used as the default!

## **Set Full/Half Size Printing Preference**

Certain print format options in QuiltAlbum (Album Page, Front Page, Summary) allow Users to choose whether they wish to print the format as a full-size US Letter page or to print the format at half-size rotating the information horizontally. This facilitates building Quilt Albums in half-size notebooks.

**CHANGE TO HALF-SIZE:** This Preference sets the default for this choice to either Full or Half. The System Default is Full, so that the Full Size option is what is automatically selected in the Print Setup dialogs (it can always be changed on the spot for any given print out). Change this Preference to Half if you know that most of the time you will be printing at half-size.

## **Set Standard Print Size Preference**

The system default Standard Font Size is 10 points. This can be changed at any time in the Select Preferences choice of the Go To menu.

All basic font sizes used in the Print Setup pages are fixed multiples of this Standard Font Size.

You can modify the font sizes used on a case-by-case basis by using the Modify Font button of Section 4 of the Print Setup pages.

## **Set Default Font Preference**

The system default Standard Font is Ariel. This can be changed at any time to one of seven fonts in the Select Preferences choice of the Go To menu.

You can modify the font used - as well as its color - on a case-by-case basis by using the Modify Font button of Section 4 of the Print Setup pages.

## **Turn Rotation/Downsizing On or Off**

If Rotation/Downsizing is set to Yes, Quiltalbum will automatically downsize imported large images to a 'reasonable' size to avoid QuiltAlbum growing too large in size. A Rotate button is also provided on

the Add/Update Quilts page to allows users to rotate images for whatever reason (sometimes images are turned 90 degrees on import because of artefacts in their formation in digital cameras - and the Rotate button gives the opportunity to straighten them out!).

The Rotation/Downsizing preference gives the user the opportunity to turn these functions on or off (Yes or No). It will automatically be set to No on a PC when QuickTime is not installed since Rotation and Downsizing depend on QuickTime (the user will be led through a dialog allowing for other choices in this case).

Users running under Mac OSX 10.6 and higher may also wish to turn these functions off because they may cause occasional degradation to appear in imported images using these functions.

Changing this Preference from No to Yes will require for QuiltAlbum to be restarted to determine whether QuickTime is installed. **WARNING:** serious problems could result if Rotation/Downsizing is set to Yes and QuickTime is not installed!

NOTE: File>Export Images will also be disabled when Rotation/Downsizing is set to No.

## **10 Photographing Quilts**

Photographs of quilts that you store in QuiltAlbum are your personal photographs taken as best you can. Photographs of quilts can range from simple snapshots of your quilt hung on a wall to professionally produced photographs like many of those you see in magazines.

Most quilters are quilters and not photographers. What is important is that you create a record that works for you and for future generations. So just haul out your camera and snap that shutter! Just do it!

If you are using a digital camera, you probably already know how to import your photos into your computer. If not, you probably know someone who can show you how. You may know enough to do a little image editing inside the computer!

If you know more about photography, you will know about using your tripod, keeping your camera pointed at the center of your quilt, and using good even light sources such as diffused daylight or diffused flash. But that's another story!

One comment though: white backgrounds often works best for photos to be imported into QuiltAlbum - so that nothing shows around the quilt when you print on white paper!

Quilting magazines have good articles from time to time on how to photograph quilts. Keep your eye out for them. And there is always Google on the Web (try Googling 'photographing quilts') - but that may bring up more information than you want to know!

## **11. Activation and De-Activation**

Before you can use QuiltAlbum you must Activate it. This requires a valid License Key that was provided when you first purchased QuiltAlbum online or was provided with your CD.

*Your License Key entitles you to run QuiltAlbum on at most two computers.* Normally, you will just activate it on one computer to keep all your information in one place. But occasionally you may need

a second activation, such as if you buy a new computer or if there is a 'fatal' crash on one computer.

When you first launch QuiltAlbum on a new computer, you will be asked to enter the License Key (please keep it in a safe place in case you need it in the future!). At this point, activation requires that you be on-line. Once you have activated QuiltAlbum, however, you do not have to be online (unless some major crash requires re-activation) to use QuiltAlbum.

If for some reason, you need to use QuiltAlbum on yet a third computer, you must first De-Activate it on one of the two computers on which it was already registered. To do this on one of your copies, select Deactivation from the File menu and follow the instructions.

Once a copy is De-Activated on a computer, it cannot be used again on that computer without re-registering it. Before finally de-activating it, however, a backup copy is made of your data that can be used on your new computer. Please contact QuiltAlbum using the online Contact Form above for instructions how to do this.

## 12. Registration

Once activated - and on the same page - you will be asked to enter your name and email address. This is for reasons of identification and related customer service issues - for example, so that we can identify you should you lose your license key. We do not have access to your credit card information for this purpose.

You will also be asked whether you wish to receive occasional emails from Coachella Software, the makers of QuiltAlbum. The reasons we urge you to do this are so we can notify you of:

- (1) Updates to QuiltAlbum that contain error corrections upgrades that contain new capabilities. If you have not agreed to receive email, we cannot notify you and you will have to browse the [www.quiltalbum.com](http://www.quiltalbum.com) website periodically to determine if new updates and upgrades are available.
- (2) New Coachella Software products of interest to quilters, artists, and crafters.

You can Re-Register later at any time should you change your name or email address; or if you wish to change your decision to receive email to not receive, or vice-versa. Select Re-Register from the File menu and follow the instructions.

## 13. Privacy Policy

**As part of the Activation process (and of Registration should you decide to share information with us) certain information about you or your computer will be downloaded to us. Please be sure to read and understand our Privacy Policy at <http://www.quiltalbum.com/privacy.htm> to understand the strict limitations we place on how we make use of that data.**

## 14. Special Note for PC Users

For best performance of QuiltAlbum, Apple QuickTime should be installed for all users of Windows on PC computers. This has been a standard installation on most new PC's for some time now since it is required for the use of Apple iTunes.

QuiltAlbum will let you know if QuickTime is not installed on your PC. If it is installed, you will sail right into QuiltAlbum with no problems. If it is not installed, you will receive a warning when you first launch QuiltAlbum (after Activation and Registration). You will then be given the option to quit and link to where you can download and install QuickTime; or to proceed without it.

If you proceed without Quicktime installed, two QuiltAlbum functions will be disabled:

- (1) Automatic downsizing of large images imported to QuiltAlbum to avoid 'bloat' of the QuiltAlbum files - unless you downsize your images before importing them. But why not let QuiltAlbum properly size them for you?
- (2) The ability to Rotate images. Why is this important (apart from your own cosmetic reasons)? Some cameras malform jpeg images so that they rotate 90 degrees when directly imported into QuiltAlbum. The Rotate button allows you to correct this problem easily. You can also usually correct the problem by first opening the image in another application (before importing it into QuiltAlbum) that handles images and saving it under a different name.
- (3) You will not be able to Export Images (under the File menu). See QA Help: Exiting QA: Exporting Images.

It's your choice, of course. But we recommend installing QuickTime if you can!

## **15. Special Note for Users of Mac OSX10.6 (Snow Leopard)**

Users of Mac OSX10.6 (Snow Leopard) and higher may experience some occasional image problems with QuiltAlbum 1.0, in particular with Downsizing and Rotating images. Occasional artefacts (malformed portions of the image) occur when these functions are employed.

If this occurs, the Downsizing and Rotating functions can be turned off by going Go To>Set Preferences and setting the Downsizing/Rotating button to "No". What functions will be lost? When Downsizing and Rotating are operating:

- (1) Images imported into QuiltAlbum are normally automatically Downsized to avoid 'bloat' of the QuiltAlbum files in case users do not downsize their own images prior to import.
- (2) Rotating imported images is occasionally important apart from your own cosmetic reasons. Some cameras malform jpeg images so that they rotate 90 degrees when directly imported into QuiltAlbum. The Rotate button allows you to correct this problem easily. You can also usually correct the problem by first opening the image in another application (before importing it into QuiltAlbum) that handles images and saving it under a different name.
- (3) You cannot export images using File>Export Images.

## **16. What's New In Version 2?**

Several convenient features have been added in Version 2.0:

- When adding a new Quilt, a panel pops up requesting that the Quilt Name be entered. This avoids the errors that occur in Version 1 if the user tries to enter other information or drag in a photo first



before adding the Quilt Title.

- A new facility has been added in Add/Update Quilts to make it easier to include Notes of more than a few lines. Also, a new Notes Only Print Format has been added to allow printing of long Notes (up to 5 pages) separate from the Album Page itself.
- A new Print Format has been added to provide for printing of labels that include a picture of the Quilt (or any other picture). Labels can now also be printed half-size. Adding additional text is now easier.
- A new Categories field has been added to Add/Update Quilts that provides for adding a category to the Quilt from a list that has been pre-defined by the user (see QA Help: Setting and Adding Categories).
- Several search fields have been added to FIND Quilts, including Categories. The user can now also SORT by Category.
- A new website address field has been added to the Personalize Page that can be used when creating and printing Business Cards.
- Drag and Drop now works properly when zooming in or out.
- Various bugs have been fixed (see [www.quiltalbum.com](http://www.quiltalbum.com) for details).

## **17. Upgrading From Version 1.**

Upgrading from Version 1 is straightforward. Please follow these steps carefully!

First, open your QuiltAlbum Version 1. Then exit making sure you use the EXIT button at the bottom right corner of the window. You may have to scroll down and across to make the button visible. **DO NOT JUST CLOSE THE WINDOW OR QUIT!** Using the EXIT button make sure that a proper backup copy is made of your Version 1 data.

Then install and activate Version 2 using your new QuiltAlbum License Key\*. As part of the installation process, QuiltAlbum Version 2 will automatically import all your data (quilts, personal data etc) from Version 1.

If you experience any problems, please contact QuiltAlbum.

\*This is the same as your Version 1 License Key except that it starts with QA2 instead of QA0.