



Focus in Pix Creator for Desktop Welcome

To learn how to use Focus in Pix:

Step-by-step guide

Visit www.focusinpix.com/quick-guide for a quick overview of Focus in Pix software. You will also find many tips and tutorials on our site.

Read tips within this project

Drag-and-drop 'Page Styles' near the bottom of your screen onto your page to read helpful tips.

Frequently Asked Questions

Visit our FAQ page for answers to common Focus in Pix questions at www.focusinpix.com/faq

Contact us

For additional help, please call 952-891-8707 (Monday through Friday, 8 am - 2 pm). If it is after 2 pm, you may leave a message or call Cornerstone Copy Center's main number at 952-891-8700.



Focus in Pix Creator for Desktop Selecting a Page Design

To get started, drag and drop designs from the 'Page Styles' tab onto your page.

-- The 'Page Styles' tab can be found below your page.



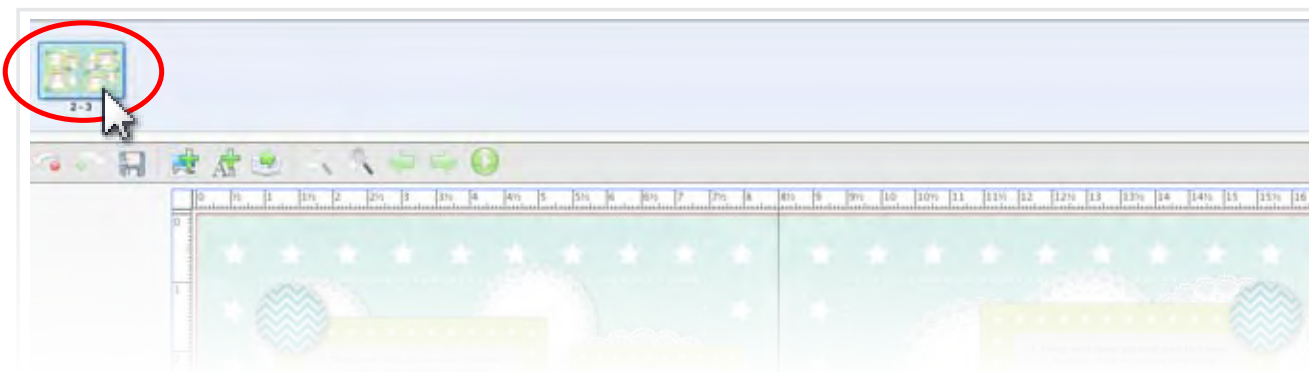
There are lots of page style designs for you to use in Focus in Pix, or you can design your own. To design your own page, select the 'Design Your Own' page style from the 'Page Styles' tab.



Focus in Pix Creator for Desktop

About Pages

Thumbnails of each **single page** or **2-page spread** in your project will show above your page. Click on a **single page** or a **2-page spread** above your page to start editing that page or pages.



You can add up to **60 pages** in your project.

To add a page:

Use top menu. Select **Page > Add**.

A page will be added after the selected page.

To delete a page:

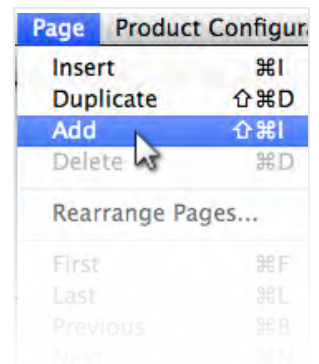
Use top menu. Select **Page > Delete**.

This will delete the current page selected.

Be careful when adding pages. Upon ordering, you will be charged for the **total number of pages (x) quantity** regardless of whether there are blank pages or not.

Upon ordering, your pages can be printed on **one side** or **both sides** of the paper. You will be able to select either of these options during order check out.

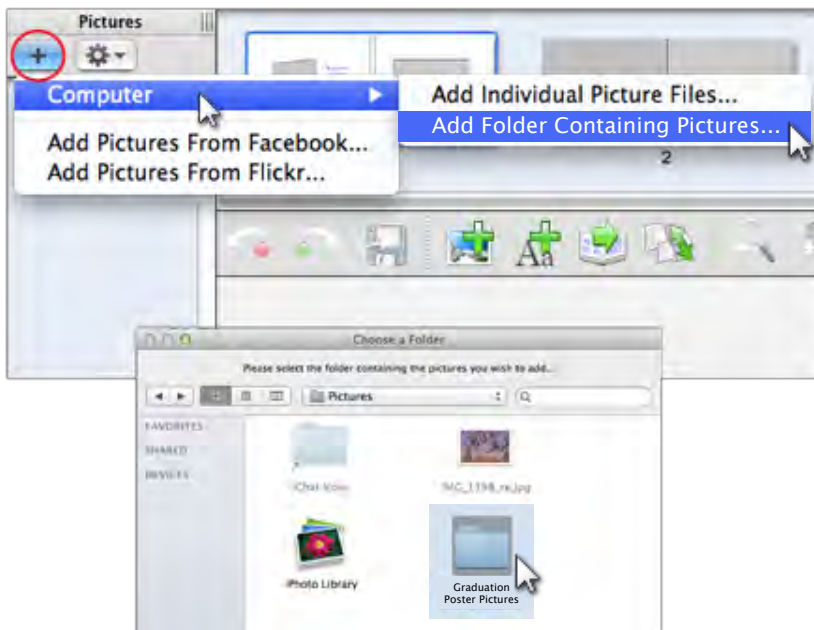
Due to a legal agreement with our developer, we can only print your project. We currently do not offer any services to provide or sell a PDF file of your project.





Focus in Pix Creator for Desktop Adding Your Pictures

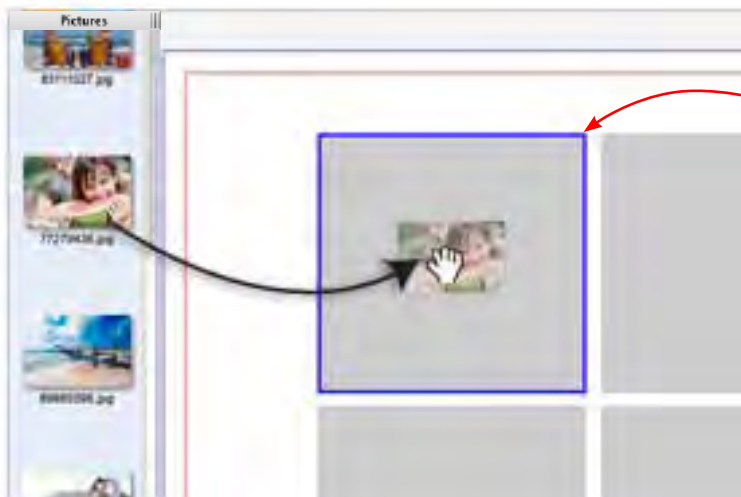
Import pictures into Focus in Pix by clicking on the '+' button in upper left corner of screen.



Important Tip!

Create **one folder** stored **on your computer** for the photos used in your project. Copy pictures from CDs, USB drives and other media into this folder on your computer. Then use the '+' button to add the entire folder to your pictures tray. **Do not move the pictures until after you have received your finished order.**

Add pictures to your page by dropping them from the 'Pictures' tray onto empty picture boxes or onto an empty space on the page.



Take note of *blue outline* that appears around picture box to show which box your picture will be dropped into!



Focus in Pix Creator for Desktop Cropping, Resizing & Rotating

Cropping



Adjust Cropping:

Double-click on a filled photo box to adjust cropping. The cropping tool dialog box will appear. To crop in on the picture, click and drag the “tab” located in the lower right of the picture. Use the hand tool to drag the cropping area to the desired area on the picture.

Important Tips!

Deleting Extra Picture Boxes:

To delete extra picture boxes (or any object) from the page, right-click on the object and select “Delete” from the menu.

Adding More Picture Boxes:

1. Click a picture box on your page to select it.
2. From the top menu, choose **Edit > Copy**.
3. From the top menu, choose **Edit > Paste**. (A duplicate picture box will appear in upper left corner of the page.)
4. Use mouse to position and size the duplicate picture box on the page.
5. Drag and drop a new picture into duplicate picture box.

Resizing Photo Box



Adjust Size: Select a filled picture box on the page. Drag any of the blue handles that appear around the edge of a picture box to adjust the size of the box.

Rotating Photo Box



Rotate: Select a filled picture box on the page. With your mouse pointer, click on the **green** handle that appears near the upper left corner. Drag the **green** handle to the left or right to rotate the picture box.



Focus in Pix Creator for Desktop

Adding Text & Changing Fonts

With Focus in Pix, you can use any font installed on your computer.

You may need to restart Focus in Pix if fonts were installed while Focus in Pix is open.

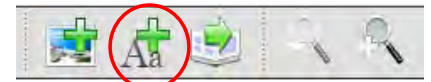
Most designs will already have a text box on them.

1. Double-click on the text box. You will see a blinking cursor.
2. With mouse, click-hold and drag over existing text to select and highlight it.
3. Use your keyboard to type new text into the text box.



Adding new text boxes to page

1. To add a new, blank text box to your page, click the **Add Text Box** button located above your page.
2. The new text box will be placed in the middle of your page with default purple text, **Double-click to edit**. Double-click on text box and start typing.
3. Once you start typing, the default text will be very small. The text size will need to be changed to a larger size (and possibly a different color) so it will appear on your page.

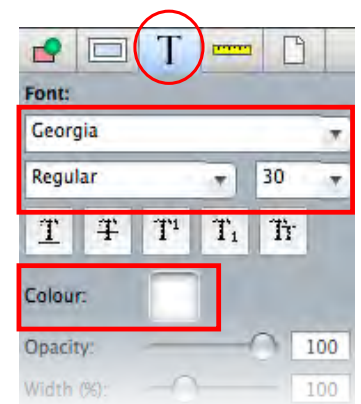


Changing font style, size, and other text properties

The **Text Properties** tray is found on the right side of your screen. You may need to click on the **'T'** icon to access this tray (found in the upper right corner of screen).

Font style, size and color

Click on the pull-down menus under 'Font' to change **font style** and **size**. Click on the **Colour** square to change text color.



Text Overflows Box Alert

If you see this alert icon on your text box, there may be too too many characters inside the text box. It may also mean that the font size is too large, causing the text to overflow.

To fix this problem, adjust the text box size to be larger so all the text inside the box can be seen. Then, if necessary, double-click, select and adjust the font size so the text will fit inside the box.

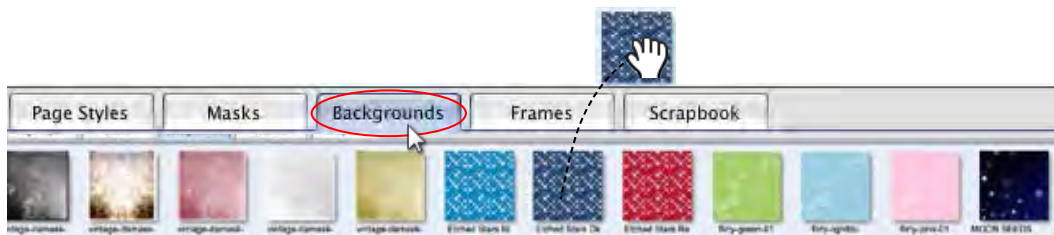


Focus in Pix Creator for Desktop

Adding Background Images & Scrapbook Items to Page

To add a Background image to page:

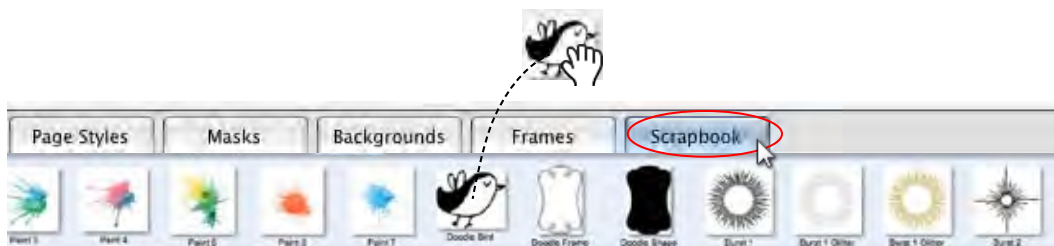
1. Click on the 'Backgrounds' tab to view the Backgrounds tray.
2. Scroll through the Backgrounds tray to find a background image to add to your page.
3. Drag-and-drop the background onto the page.



Background images will always cover solid page background colors. If you prefer a solid page background color, first delete the background image from the page. Select the background image, then use 'Delete' key on keyboard to remove the background image. To change solid page background color, click the 'Page' icon in the upper right corner of your screen (this icon looks like a blank page). Click on 'Colour' swatch to change background page color.

To add a Scrapbook image to page:

1. Click on the 'Scrapbook' tab to view Scrapbook tray.
2. Scroll through the Scrapbook tray to find a scrapbook image to add to your page.
3. Drag-and-drop the scrapbook item onto the page.



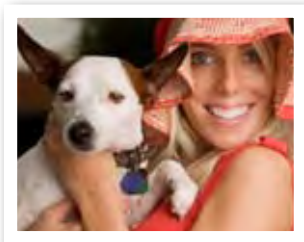
Tip!

More Scrapbook and Backgrounds Available!

To get more library items, update your software!

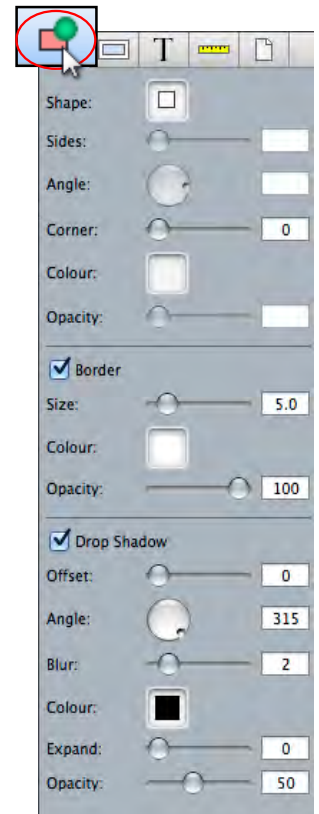
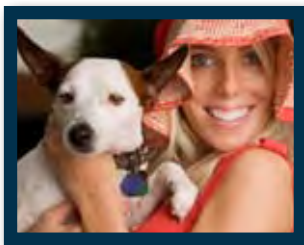
1. **Save** and **close** your project. Then, click **Create a New Project** button.
2. Click **Check for Updates** button. A list of items will appear.
3. Click checkbox next to as many or few items as you wish. Click 'Install'

Note: Attempting to add too many items at one time can take a while and time out with an error. If this happens, try adding less items each time you update with new products, backgrounds and scrapbook items.



To add a solid color border to a picture:

1. Click to select a picture on your page.
2. Click on the Objects icon to view the **Objects Properties** tray.
3. In the **Border** section, click the check box next to 'Border'.
4. Adjust border **Size**, **Colour** and **Opacity** settings.
5. Add a **Drop Shadow** by clicking the check box next to 'Drop Shadow'. Adjust drop shadow properties such as **Offset**, **Angle** and **Blur** to achieve desired effect.



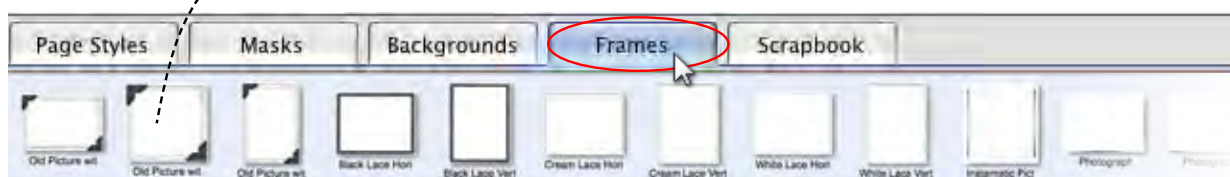
To add a Frame (image-based border) to a picture:

1. Click to select a picture on your page.
2. Click on the **Frames** tab to view frames (below your page).
3. Drag-and-drop a selected frame onto a picture to change frame.



Note: Sometimes there will be **Square**, **Horizontal** and **Vertical** versions of a frame available. We strongly recommend using the version that matches the proportion of your picture the best. For example, if the picture on your page is a Square shape, we recommend using the Square version of the frame so that the frame will not become distorted.

Note: Applying a frame to a picture will override solid border settings for that picture.





Focus in Pix Creator for Desktop

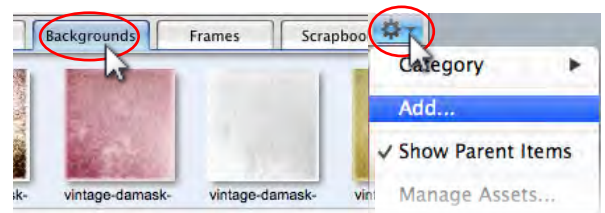
Adding 3rd Party Scrapbook & Background Items

If you like to download or buy digital scrapbook backgrounds and images from other sources, you can add them into your own personal Focus in Pix library!

Background and **Scrapbook** image files can be imported into your Background and Scrapbook tabs for use on all your projects. They should be saved as **JPG, PNG, BMP** or **TIF** files. Each file should be sized large enough so it will print clearly, therefore we recommend they be sized at **100% the size it will appear on the page** with a resolution between **150-300 DPI**.

To add your own background image to your Backgrounds library:

1. Click once on the 'Backgrounds' tab to view the Backgrounds tray.
2. Find the gear icon on the far right side of this tray.
3. Browse your computer for your background image file. Select it and then click 'Open' button.
4. Name your background image and categorize it if you wish (optional).



To add your own scrapbook image to your Scrapbook library:

1. Click once on the 'Scrapbook' tab to view the Scrapbook tray.
2. Find the gear icon on the far right side of this tray.
3. Browse your computer to find your scrapbook image file. Select and then click 'Open' button.
4. Name your scrapbook image and categorize it if you wish (optional).



Tip! Save your scrapbook images as clipped, **transparent PNG** files so they are profiled and background is 'clipped'. Otherwise, if the image is saved as a JPG or a PNG that is not transparent, your scrapbook image will show a white or colored background when put onto a colored page.

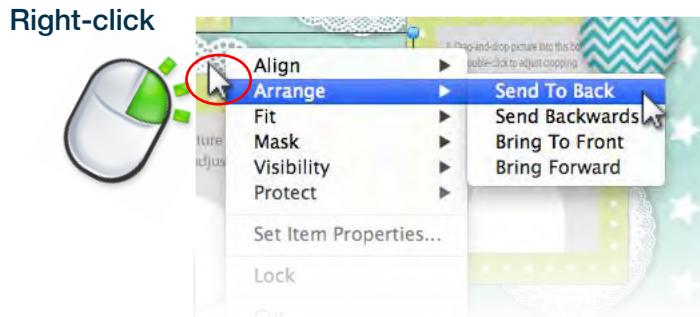


Focus in Pix Creator for Desktop Arranging and Aligning Items

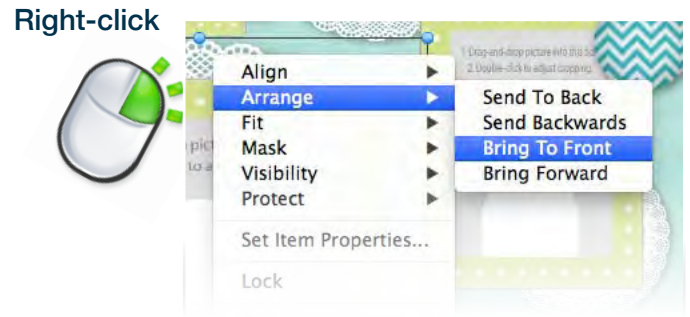
When working with Scrapbook Pages, often items will become hidden or behind other elements on the page. Use the 'Arrange' menu to send items in front and behind other elements on the page.

1. **Right-click on an item** on your page to bring up a special menu.
(If you are on a Mac with one button mouse, use keyboard Control with mouse-click.)
2. Select **Arrange >** menu to find **Send to Back** or **Bring to Front** commands.
(You can also select 'Send Backwards' or 'Bring Forward' to move items in front or in back one layer at a time.)

Arrange > Send To Back

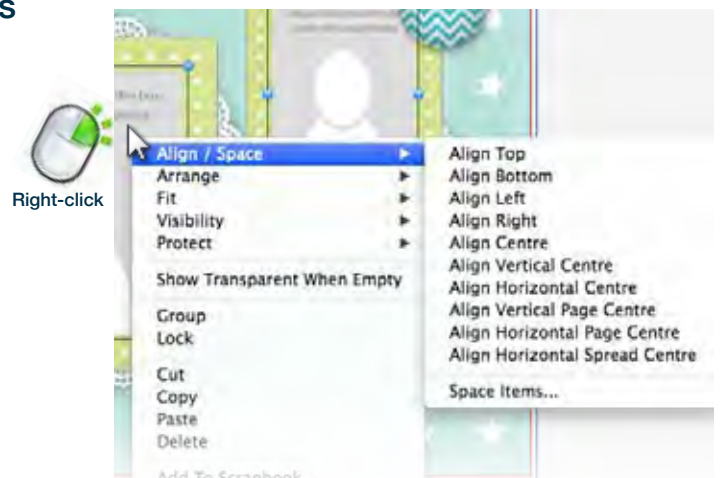


Arrange > Bring To Front



You can also align or space 1 or multiple items so they line up properly.

1. Select **one** or **multiple items** on your page.
(Shift+Click on multiple items to select more than one item at the same time.)
2. **Right-click on one of the selected items** to bring up a special menu.
3. From special menu, select **Align >** to view multiple commands related to aligning and spacing items on your page.

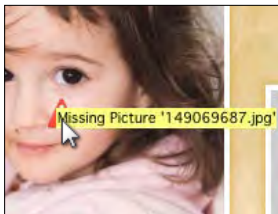




Focus in Pix Creator for Desktop Troubleshooting Alerts

Alert Icon

If there is a problem, an 'alert icon' may show on top of pictures to indicate a problem. Position your mouse cursor over the icon to see a brief message about the problem.



Missing Picture

This problem must be fixed before submitting your project or the missing picture will not appear on your final print.

The 'Missing Pictures' message will appear on pictures whose files have been moved from their original location on your computer. The original location is where the pictures were stored before they were imported into Focus in Pix.

How to fix this problem

Move the pictures back into their original location on your computer, or relink the pictures from a different/new location by clicking on the '+' button in upper left corner of your screen.



Low Quality Picture

It is optional (but recommended) to fix this problem before submitting your project.

The 'Low Quality Picture' message will appear on pictures saved at a lower resolution than what is recommended. This might include pictures that were emailed or copied off webpages, cell phone pictures, or pictures that were not scanned in at a high enough resolution. This message may also appear when over-enlarging pictures and scrapbook images on the page.

How to fix this problem

- Resize the picture box smaller on the page to see if the alert disappears.
- Replace the picture with the original version (if available).
- If the picture was scanned, rescan the image in at a higher resolution or larger dimension. (It should be scanned in at 100% size at 200-300 dpi).

If you leave the picture as-is, the quality will be similar to what the picture looks like when it is magnified on your screen.