

## How MyFlippix! works?



### Your beautiful and unique photobook starts here!

Follow these simple steps, gather all your digital photos and get started now!

#### 1. Create a New Project

Firstly, open the MyFlippix!. The welcome page will be shown as below.

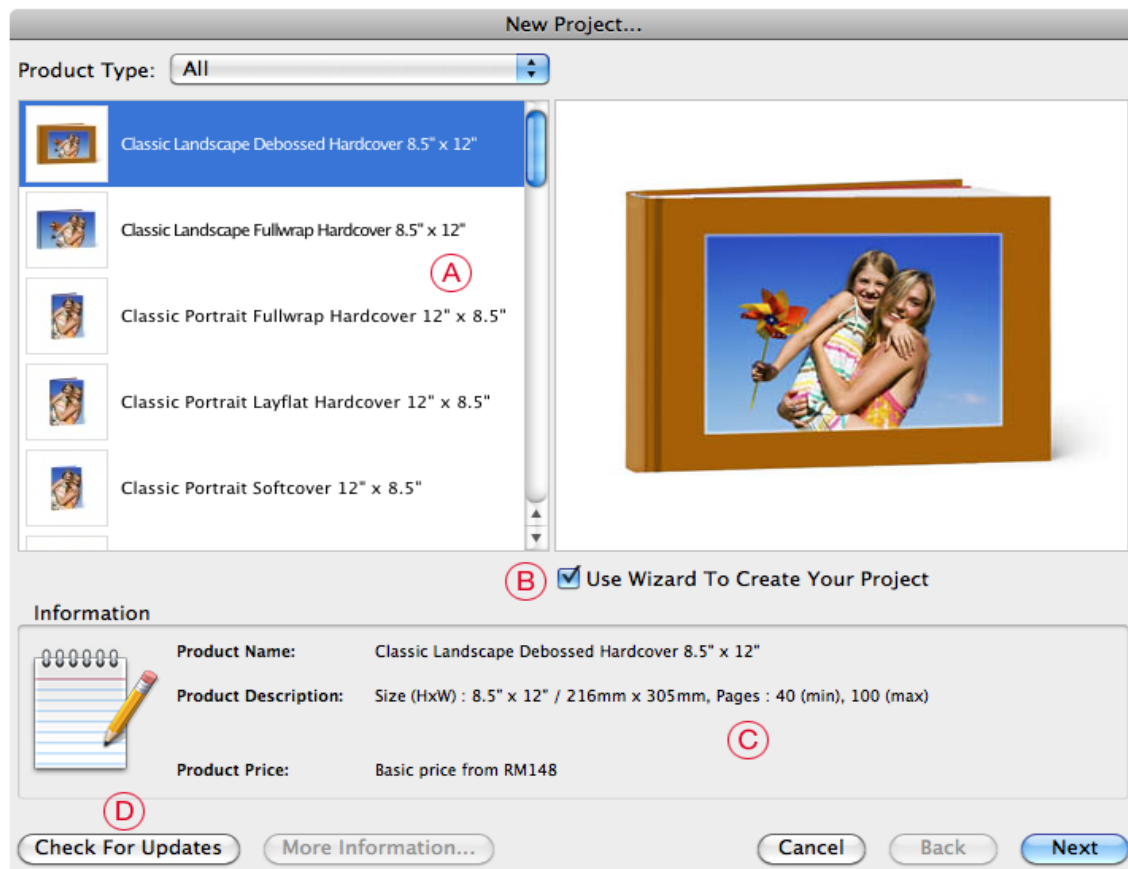


MyFlippix! maker can be downloaded from the [Download](#) link.

To create a new project, click on the **Create a New Project** icon. This will then launch a new window.

## 2. Select your product type (book size)

Select your preferred book size from the **Product Type** drop down list. Once product type was selected click *Next*.



**A:** A list of product type.

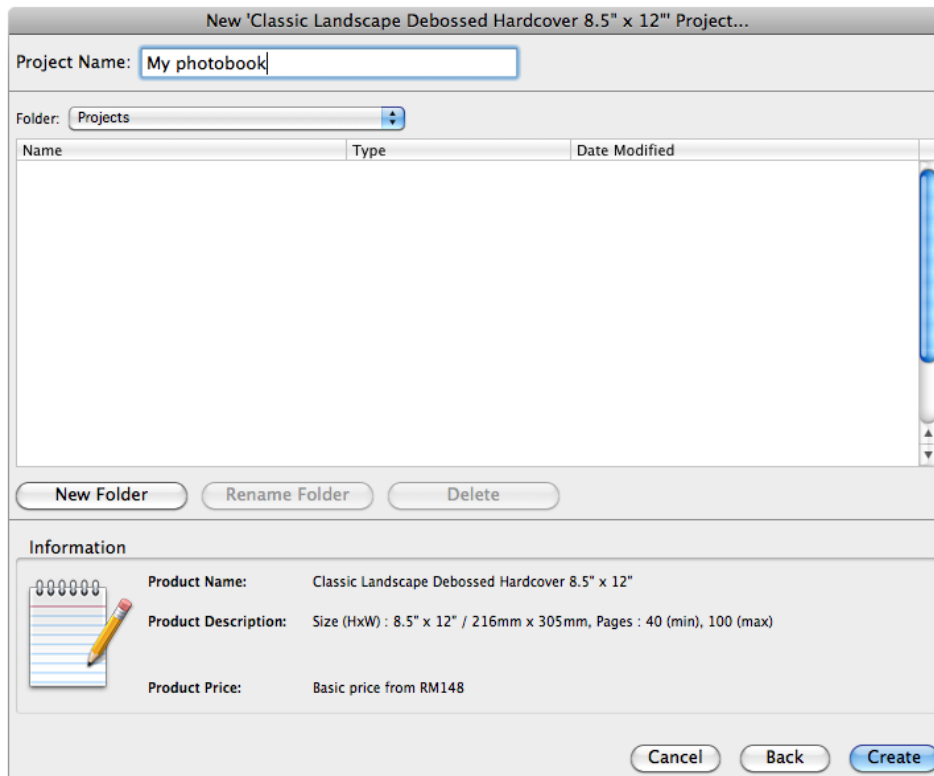
**B:** Use "Wizard To Create Your Project" will allow you to have an Auto Flow of the photobook, in which automatically arrange the photos. *Uncheck the option to build a photobook by your own design from scratch.*

**C:** At the bottom of the window you will see the information about product name, description and price that you have selected.

**D:** The "**Check For Updates**" button allows you to check for any updates that are available from the server, the process is the same as the Auto Update procedure.

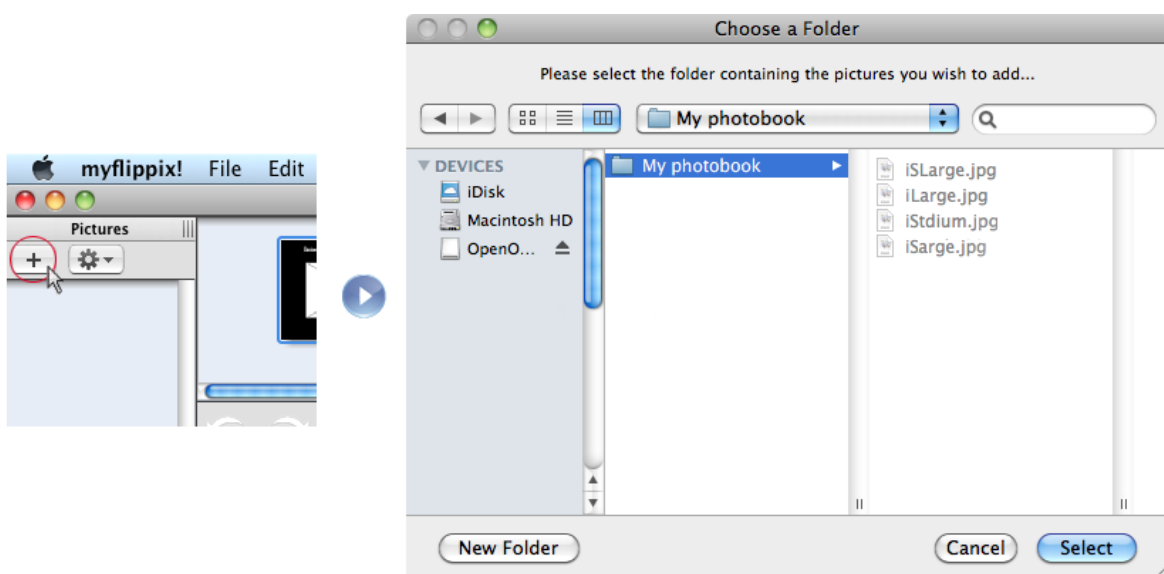
### 3. Enter Project Name.

Enter a name for the project. You are also able to create a folder structure for storing the projects. Once a name is entered and *create* is clicked, then the main application window opens.

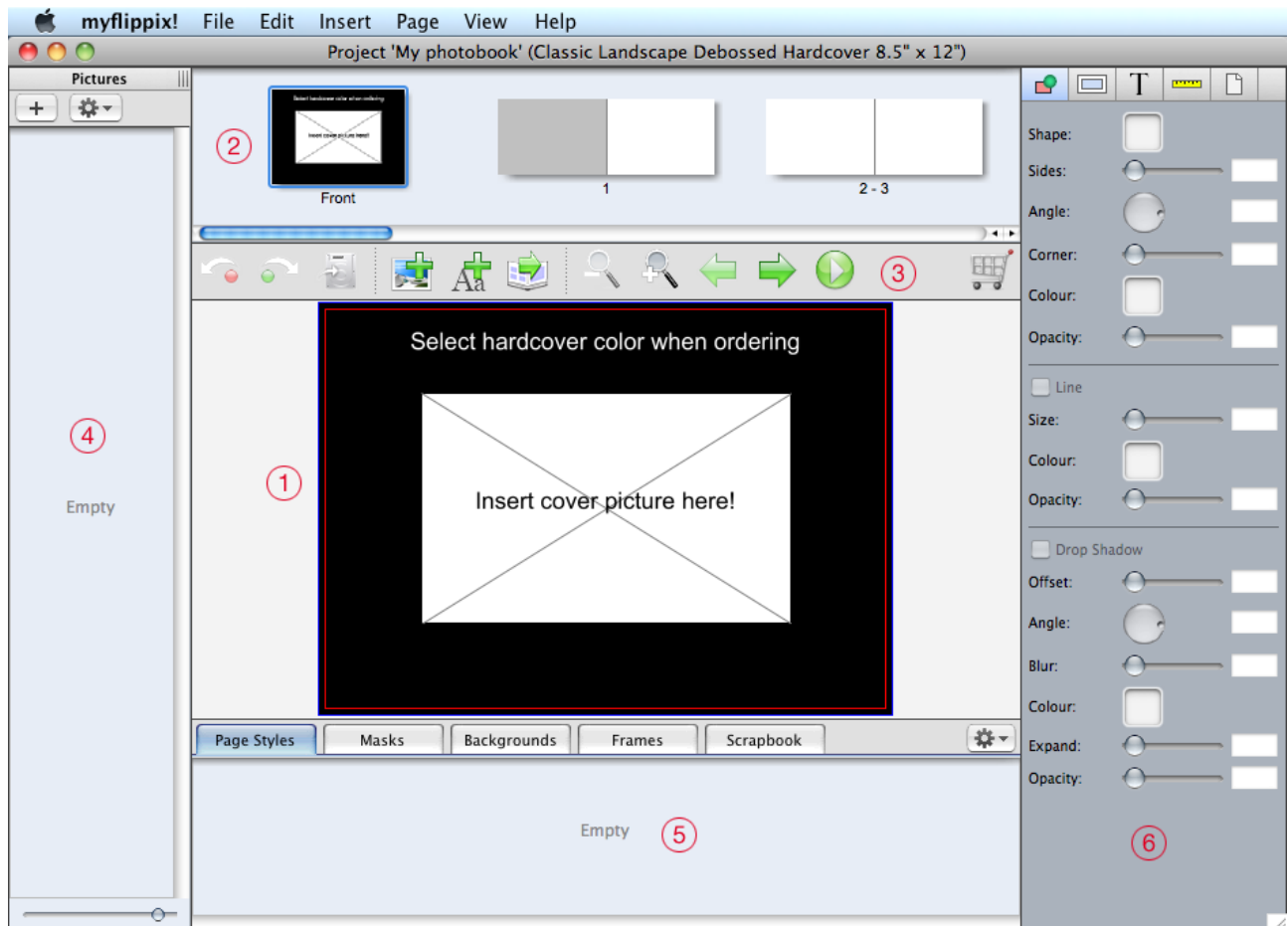


### 4. Load the pictures

Click on "+" icon from the top left corner to add pictures to your project. Select the entire folder or picture you desire to put into your photobook. The pictures will be loaded into the "Pictures" tray, and now ready to use.



Below is the main Myflippix!™ window where you build your projects.



The window is split into several key areas that all have their own use.

#### 1. Page Design Area

The Page Design Area is the area of the window that allows you to build your product.

#### 2. Page Previews

The Page Preview pane sits at the top of the window and shows a preview thumbnail for every page.

#### 3. Toolbar

The Toolbar allows easy access to some of the common functions within the application.

#### 4. Pictures List

The Pictures List sits at the left-hand side of the window and shows the pictures that are currently loaded within the application.

#### 5. Library

The Library pane sits at the bottom of the window and contains the Page Styles, Masks, Background and Scrapbook items that are available for both this product and all products.

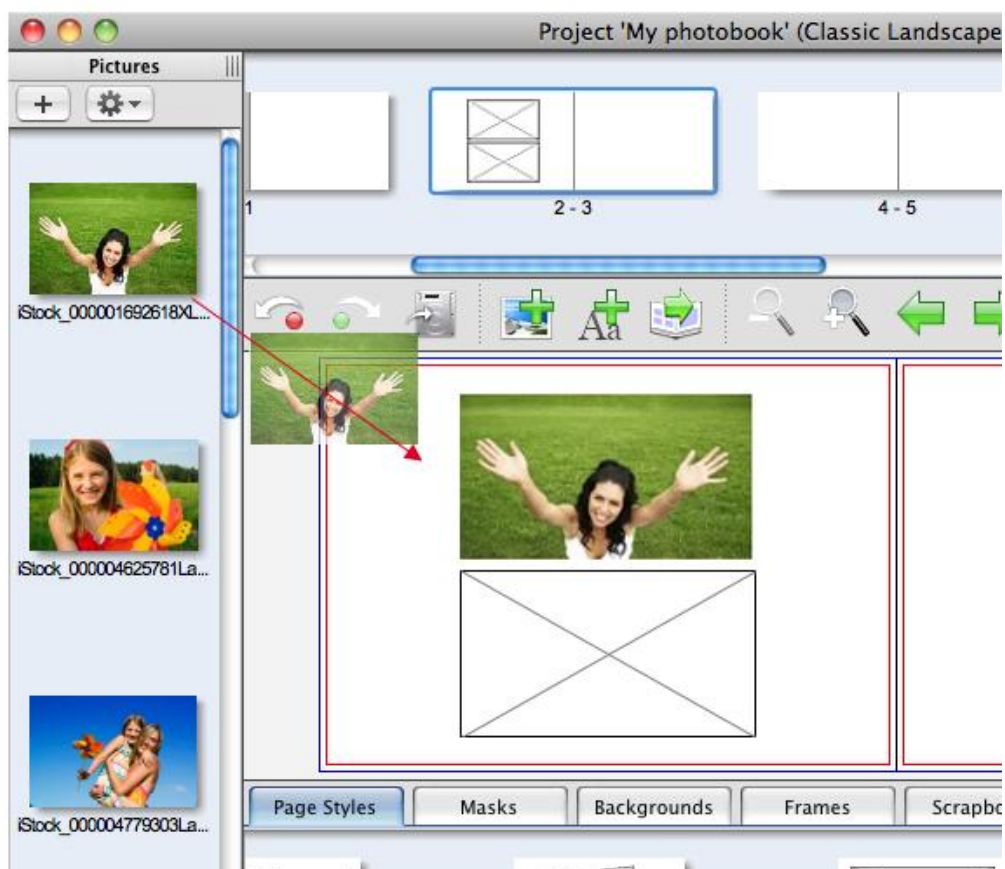
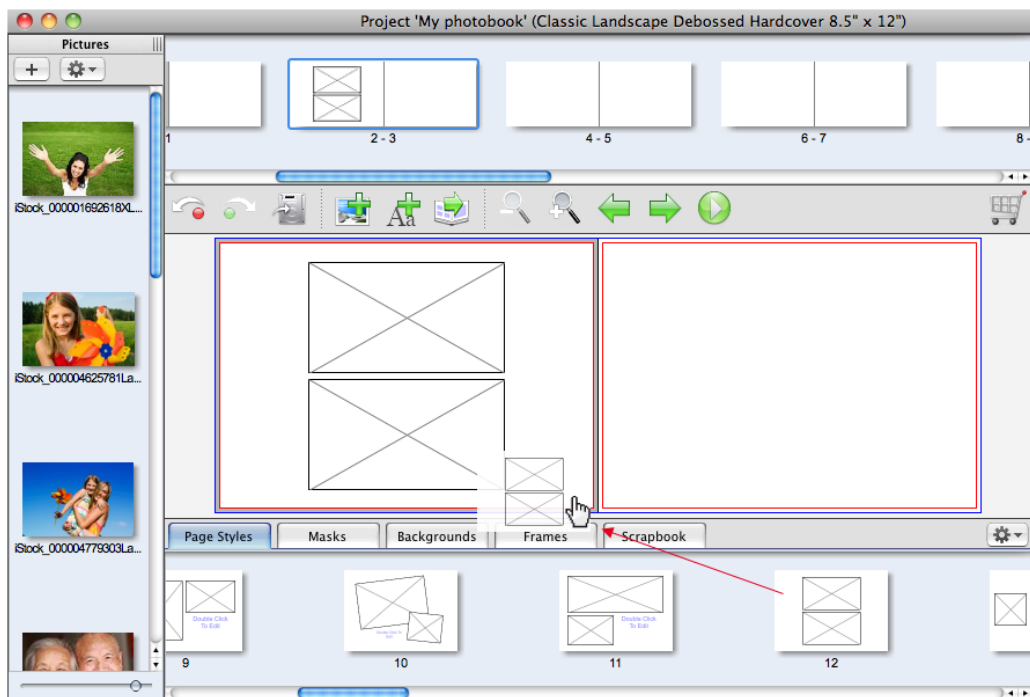
#### 6. Inspector

The Inspector pane sits at the right-hand side of the window and contains the controls that allow objects to be manipulated. The Inspector is split into several tabs that appear above the controls. Each individual control will be covered later in this manual.

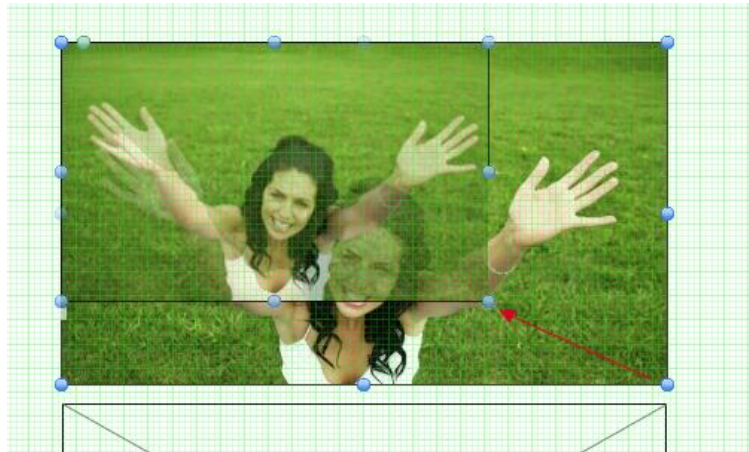
## 5. Fill in pictures

Before filling in any picture, select the page style from the library section.

Next, drag-and-drop your picture into the page style's box .



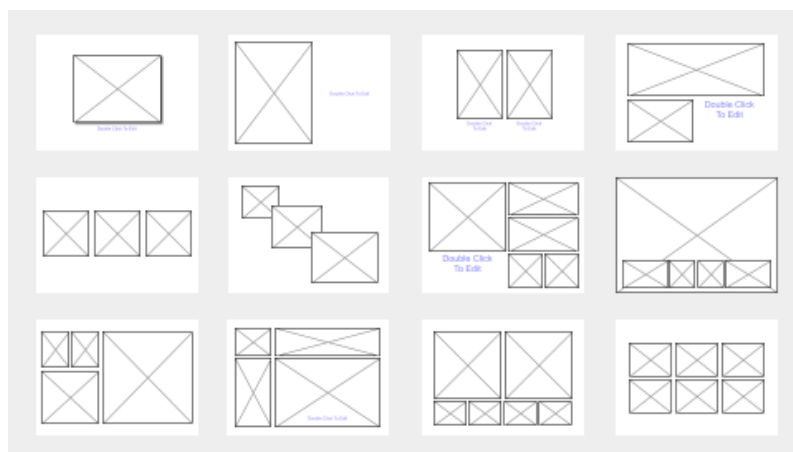
## 6. Resize, crop & rotate pictures



- i. **Resizing**  
Drag the resize handles at the four corners of the object to resize your picture.
- ii. **Cropping**  
Drag the side handle inward to crop your picture.
- iii. **Rotating**  
Click on the green bullet at the slightly top left corner and drag your mouse to toggle the picture. Pictures can be flipped vertically and horizontally as well. This features can be found at the Inspector side bar at the right. Do explore the features and enjoy them!

### Predefined layouts

A lot predefined layouts to be chosen by you, some are shown below.

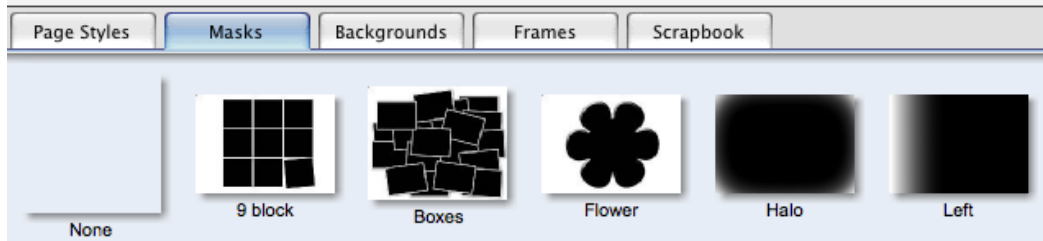


Besides, you can do some special effect to your pictures by adding *Black & White* or *Sepia* mode, these effects can be found in the **Inspectors side**. Other enhancement features such as *Brightness* (if your picture is too dark instead), *Contrast*, *Vignette*, *Border*, *Drop Shadow* can make a new look for your pictures.

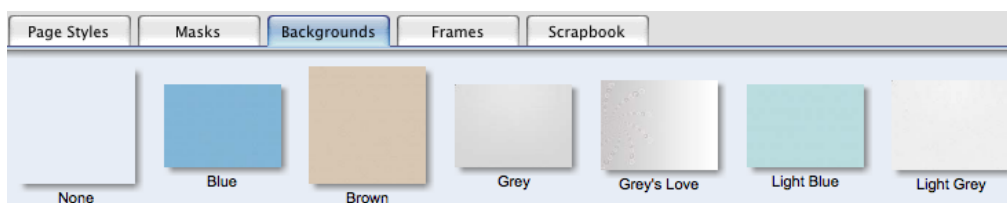
## 7. Change page styles, masks, backgrounds

Drag and drop your preferred layout to the page. You can *customize, adjust and modify* the page layout according to your preferred picture sizes.

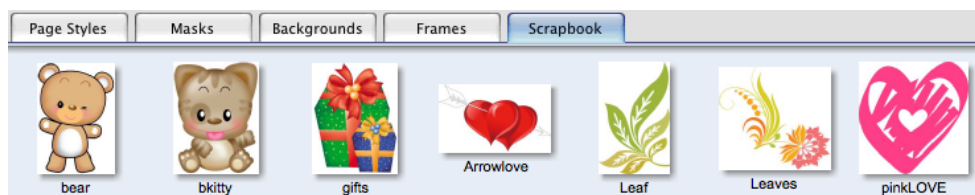
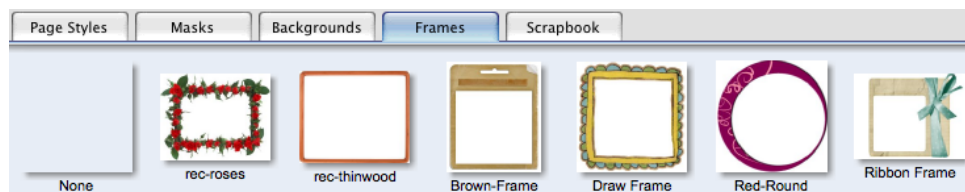
You can add a **mask** to a picture box or shape simply by dragging it from the library onto the picture.



You can also use either your pictures as backgrounds, or the various pre-loaded background designs from the "**Backgrounds**" tray in the library.



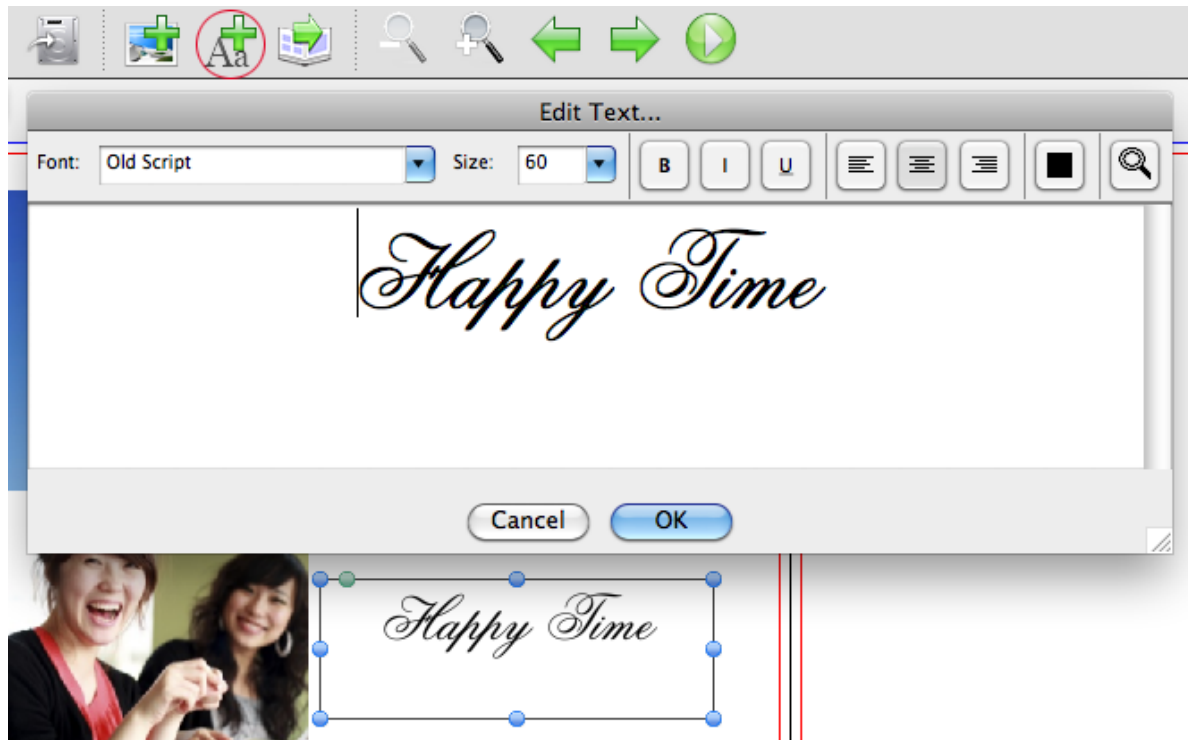
The library consists of **Frame** and **Scrapbook** too.



## 8. Insert text or captions

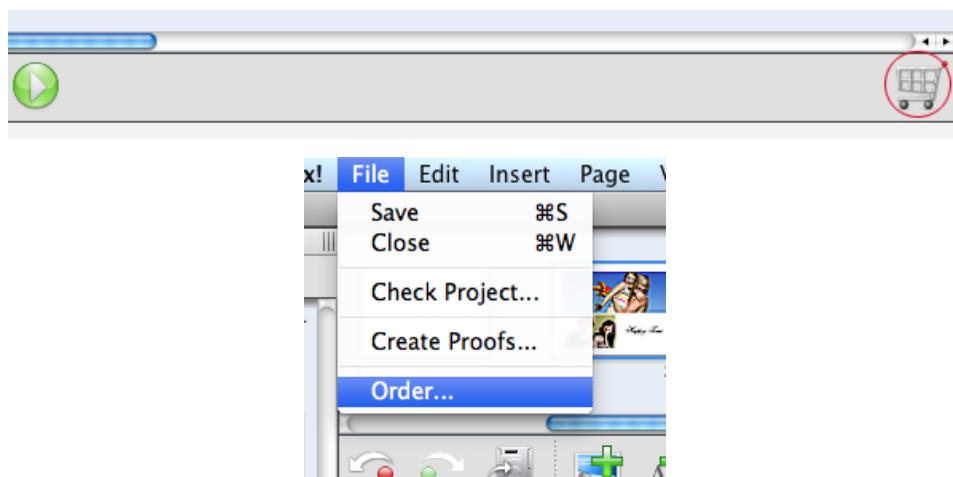
Adding text or captions to your book is easy. You can choose from various font styles, sizes and colours. If the page style template is ready with text caption, **"Double Click To Edit"**.

You can choose additional text insert by clicking on the add text button, shown in the picture that had been highlighted.



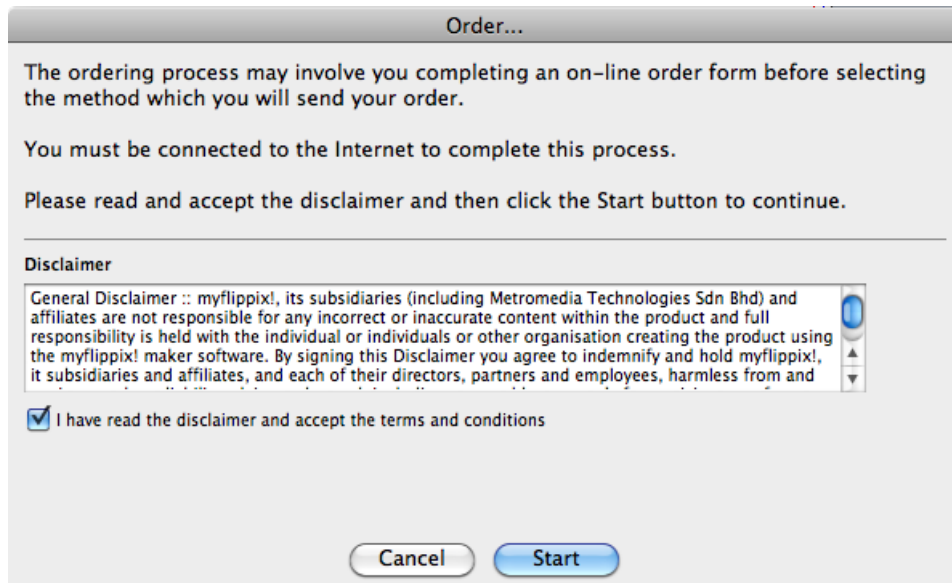
## 9. Order

Once you have finished, click on the **"Shopping Cart"** icon to submit your photo book, or you can click on the menu bar shown below as well.

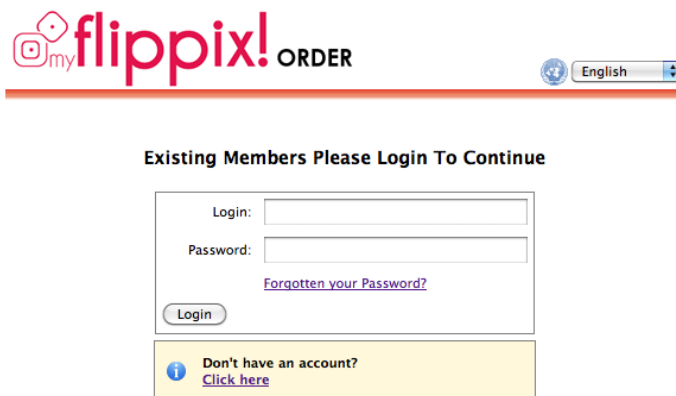


There is another option for order placing. You can choose to place your order either via Internet or any portable storage media, (e.g. CD, thumb drive). Just follow the screen instructions to complete your order placing.

Once you clicked on the Order button, a flight check will be triggered to make sure all the pictures are in a good resolution for printing. As long as the warning symbol is not “red”, they will be good. Click Ok to proceed. Another window will be prompted to Save the project. Save it for future use.




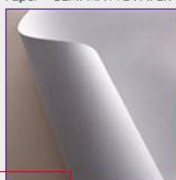
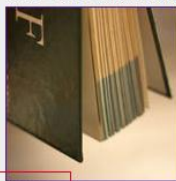
Next, a new browser window will launch and you will be directed to MyFlippix!’s online order page.



For new member, you should **create** a new account in order for MyFlippix! to ship the photobook to you. Registration is easy, fill in all the necessary information and click **Create**.

The next thing is you will be directed to the order confirmation; *select your type of finishing and quantity of order.*

**Order Details**

Qty	Item	Item Total (MYR)
1	 Classic Landscape Fullwrap Hardcover 8.5" x 12" Options for lamination, UV coating & textured paper available during order process!  Paper – SEMI MATTE PAPER 200GSM  <a href="#">Change</a>  Cover – FULLY PRINTED HARDCOVER  <a href="#">Change</a>	

Item Total: 188.00







[Cancel](#) [Continue](#)

Please contact customer services if you have any queries on the ordering process.

## 10. Change order details

To change different type of paper and cover finishing, simply click on the “**Change**” link, as highlighted in the above screen. You will be directed to another page with other types of option, as below. Both paper and cover option are similar.

**Select Paper**

<input checked="" type="radio"/> SEMI MATTE PAPER 200GSM  Price Difference: RM0.00	<input type="radio"/> TEXTURED PAPER 250GSM  Price Difference: RM10.00	<input type="radio"/> SEMI MATTE PAPER 200GSM WITH GLOSS LAMINATION  <b>Gloss Lamination</b> Price Difference: RM15.00
<input type="radio"/> SEMI MATTE PAPER 200GSM WITH MATT LAMINATION  <b>Matt Lamination</b> Price Difference: RM15.00	<input type="radio"/> SEMI MATTE PAPER WITH UV COAT  <b>UV Coating</b> Price Difference: RM15.00	<input type="radio"/> TEXTURED PAPER 250GSM WITH UV COAT  <b>TEXTURED &amp; UV</b> Price Difference: RM20.00

## 11. Make payment

Orders will be processed upon receipt of payment. A *confirmation e-mail* will be sent to you informing you that your order has been received by MyFlippix!. We provide different type of payments, as shown.

Once our system received your order, MyFlippix! will send a confirmation email to you as well as once we ship your order. Please keep the confirmation e-mail for future reference.

### Shipping / Billing Details

Shipping Address	Billing Address
Alice 12, Dua Residency, Kuala Lumpur, Malaysia	Alice 12, Dua Residency, Kuala Lumpur, Malaysia
<a href="#">Change</a>	

Shipping Method	Shipping Cost (MYR)
<input checked="" type="radio"/> SELF COLLECT AT MYFLIPPIX (ARA DAMANSARA)	0.00
<input type="radio"/> SKYNET - MALAYSIA ONLY	8.00

[Back](#) [Cancel](#) [Continue](#)

Please contact customer services if you have any queries on the ordering process.

Item Total:	188.00
Shipping (SELF COLLECT AT MYFLIPPIX (ARA DAMANSARA)):	0.00
<b>Sub Total:</b>	<b>188.00</b>
Zero Rated (0.00%):	0.00
<b>Order Total:</b>	<b>188.00</b>

### Payment Method

- Credit Card
- Maybank2U
- Alliance Online Transfer
- RHB
- Hong Leong Bank Transfer
- FPX
- Mobile Money
- CIMB Click
- Web Cash
- Meps Cash
- Cheque
- PayPal

If you have been provided with a voucher code please enter it now and click the 'Set' button.

Voucher Code:  [Set](#)

[Back](#) [Cancel](#) [Confirm Order](#)

Please contact customer services if you have any queries on the ordering process.

If you have a **promotion voucher code**, please enter the code into the text box and click "Set". Once you are done, Click "**Confirm Order**".

A message will be appeared on the browser, and we should proceed back to the MyFlippix software.



Your order has been accepted and has been given the order number WEB0000572.  
Please close this window and return to the application to complete the ordering process.  
An order confirmation email will be sent to you shortly.

## 12. Upload order

The order is not complete until your book has been uploaded. Once you have completed the online order form, upload your book by choosing "**Upload Finished pages**" and then click "**Continue**".

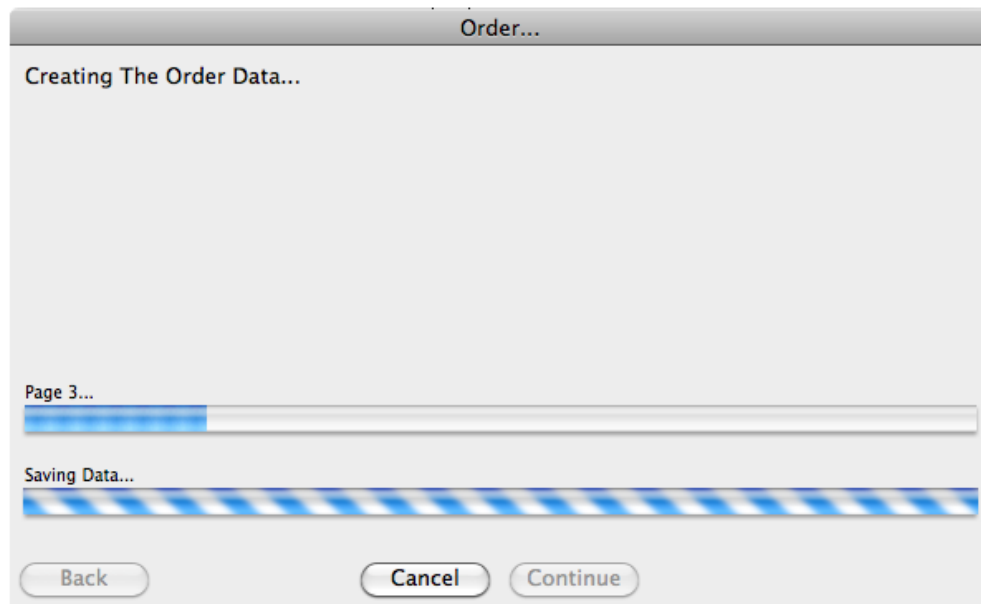
We do NOT accept any amendments or changes to be made to the file ONCE the file (book) is uploaded. Therefore, it is the customer's responsibility to check the proofs thoroughly before uploading their books for processing.

A screenshot of a dialog box titled "Order...". The dialog box has a light gray background and a dark gray title bar. The text inside reads: "Thank you for completing the order form." followed by "Please select how you wish to send your order and then click the Continue button." Below this, there are two radio button options: "Upload Finished Pages" (which is selected) and "Save Finished Pages". At the bottom of the dialog, there is a "Test" button, a "Cancel" button, and a "Continue" button. The "Continue" button is highlighted in blue.

### 13. Save Order

If you do not wish to upload the photobook, you can choose to “**Save Finished Pages**” and burn it into a CD for us.

Once you click on the “Save Finished Pages”, a new window will be prompted to save the file. Select the directory that you wish to save and send us the CD.



### 14. Finish

You will receive a confirmation email once we received your order, and MyFlippix! will need 3 to 4 working days to process your photobook. Enjoying photobooking!