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Download the software using the following link:

http://www.lumapix.com?repid=EntourageYearbooks

To activate FotoFusion:

- Launch FotoFusion while connected to the internet
- Click on HELP on the menu bar
- Select ACTIVATE FOTOFUSION
- Type in your User ID- this will come by email from support@lumapix.com
- **The first time you activate it will ask you to create a password. We recommend choosing something very generic. Everyone needs to activate using the same information.**

***Be sure to activate ONCE on each computer

- Re-launch to re-activate.

Ask your account manager about Fotofusion's remote storage feature! This is a great tool for collaboration on files! Create your page and save it to remote storage and you can open it on any other PC computer that has activated Fotofusion with your codes!

To Save Files on Remote Storage:

- Go to "File" > "Save As"
- Choose the "Remote Storage" option from the window
- Name your file and click "Save"

The first time you save your file it will take several minutes. This is because it is uploading all the content as well. It will save much more quickly the next time you save the file.

To Open from Remote Storage:

- Go to "File" > "Open"
- Choose the "Remote Storage" option from the window
- Browse for your file and click "Open."

We have compiled a list of frequently asked questions for Fotofusion along with their solutions! If you are having on of the following issues please try the solutions below. They are listed as Solution A, B, and C. If this does not correct the problem please call us right away on the tech support line: **888-926-6571 ext 2**

1. **When I try to install the software I get a run time error.**
   See Solution A

2. **Fotofusion will not let me save my file.**
   See Solution B

3. **I do not see any of the Entourage Templates or the built in backgrounds and clip art.**
   See Solution B and C

4. **The remote Storage Option does not show up.**
   See Solution B and C. If you are on a school computer and B and C do not help please see Solution A

5. **I open the software and it is asking me for a 'rep ID.'**
   Fill in: entourageyearbooks

Your school network Firewall does not allow all the components for the software to install. Please forward the following information to you IT person:

   * IT Administrators:
   • FotoFusion communicates with *.lumapix.com and *.amazonaws.com
   • Communication happens on:
         + Port 80 :: For Marketplace Content
         + Port 21 :: For FTP upload to Publishers
         + Port 443 :: For Remote Storage
   • Binary transfer should be enabled
   • Soap headers should not be filtered

SOLUTION A

Download and install the following link. Be sure to save any work before installing. You do not need to uninstall the older version, just run the one from the link below right on top:

http://www.lumapix.com?repid=EntourageYearbooks

SOLUTION B

To activate the software:

   • Launch FotoFusion while connected to the Internet
   • Click on HELP on the menu bar
   • Select ACTIVATE FOTOFUSION
   • Type in your User ID
   (User ID is sent in an email from support@lumapix.com, please call if you do not have this)
   • The first time you activate it will ask you to create a password- we recommend choosing something very generic.
   • Relaunch to reactivate.

SOLUTION C

Using Bleeds Properly
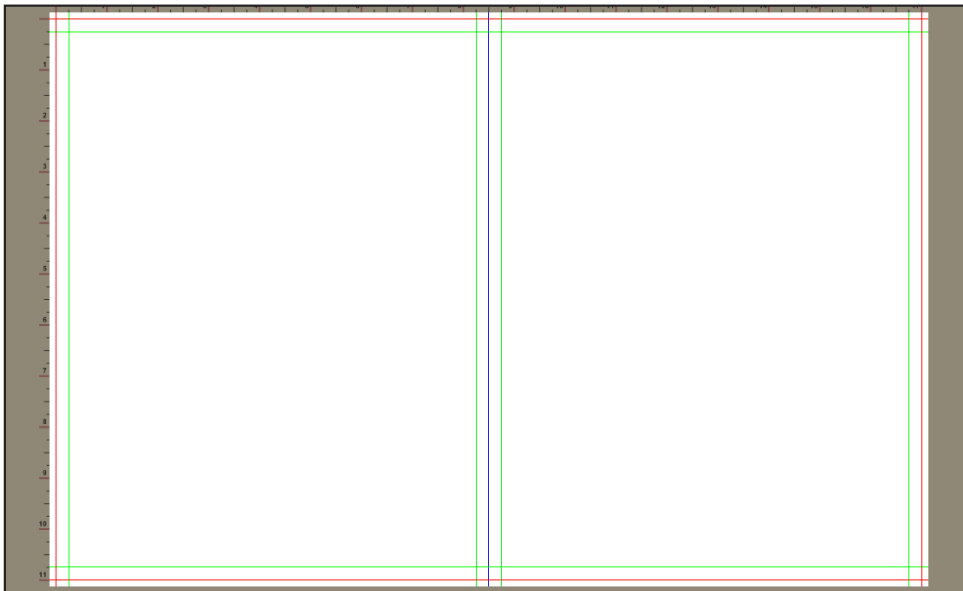
Red Line - Bleed line. The portion of the page gets cut then whe book goes into production. DO NOT PUT ANY PICTURES OR TEXT NEAR THIS LINE!

Green Line - Margins. Keep all pictures and text between the greens to ensure the book will not have any information cut off.

Blue Line - The spine. This is where the book get folded. Be mindful when putting pictures and text across the cetner as it may look distorted when the book goes into production. This only occurs on double page spreads.

Adding Pages
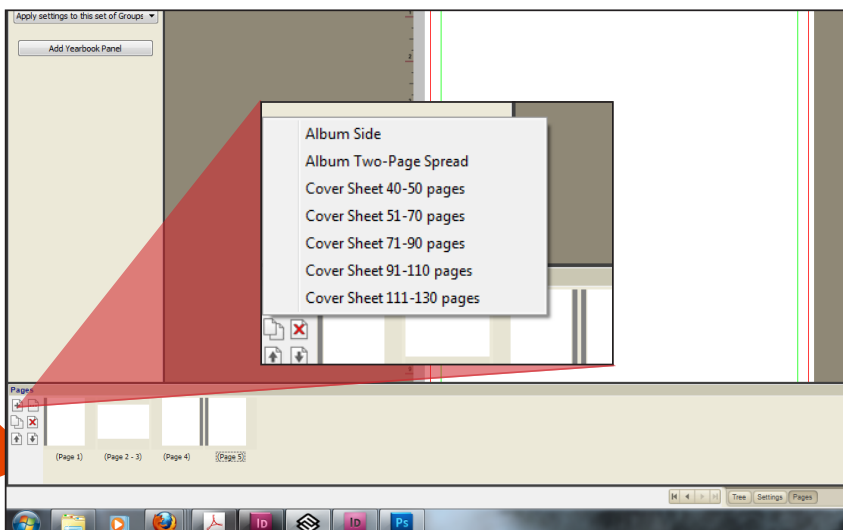
To add pages...

1. Press the "Pages" button on the bottom of the screen.

2. Press the plus sign "+" on the right side of the pages menu to bring up the add pages options.

- An album page is single page
- An album two page spread is 2 pages. This allows for elements to bleed over the spine and show up on two pages

How Pagination Works
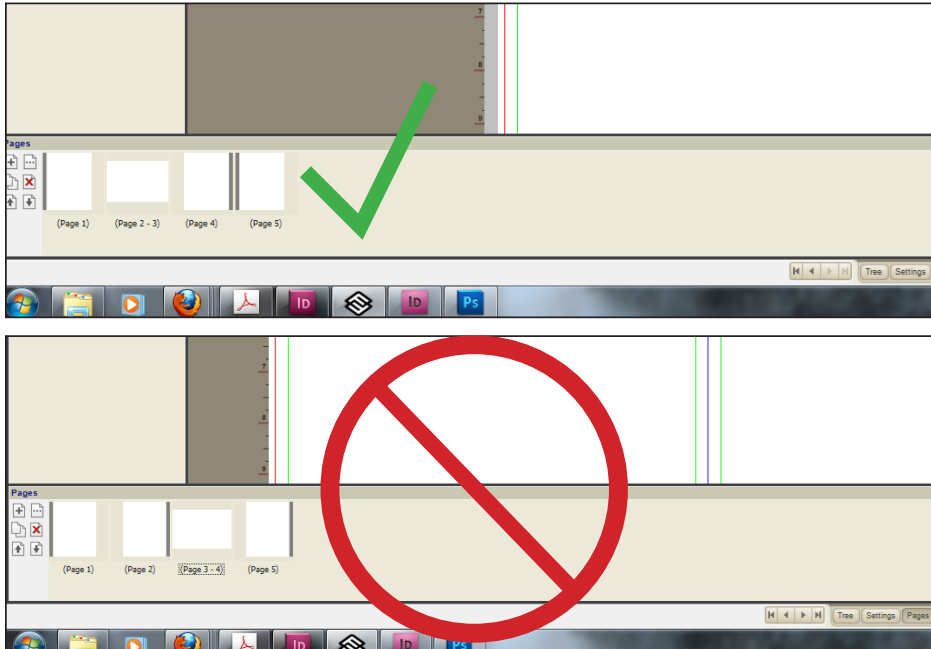
Page one of the book is always a single page. After the single page, you have the option of designing in single pages or two page spreads.

If you use single pages, make sure that you have two single pages next to each other. The gray bar going down the side of the single pages indicate where the spine of the book will be. Two single pages next to each other will have the gray bars lining ug and touching. If a spread is put next to single page in the wrong order, the spread will not work properly.

Changing Page Order
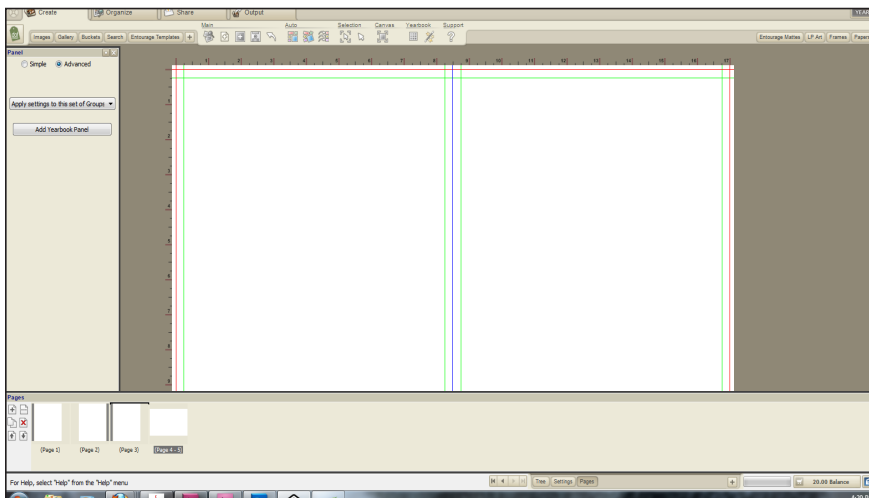
The order of the pages can be changed in Fotofusion. Use either the up and down arrows to change page order or click and drag the pages to change position. The black bar that appears above the page will dictate where the page will be dropped.

Be sure to keep pagination in mind when moving pages around.
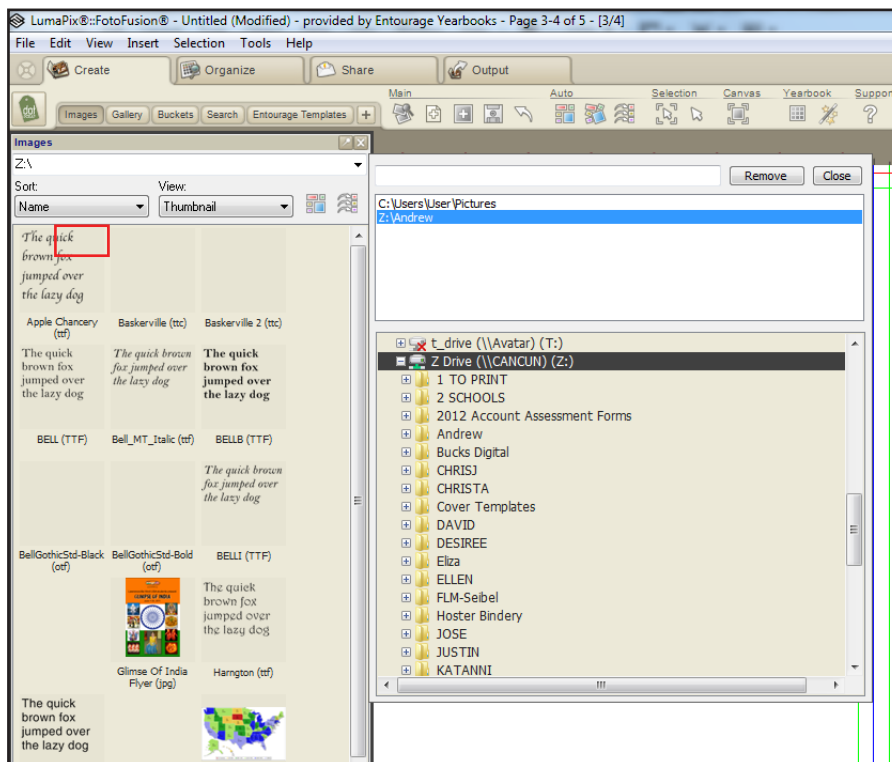
To work with pictures in Fotofusion, THE PICTURES MUST BE SAVED ON YOUR HARD DRIVE. Not having the pictures on the hard drive WILL result in missing links and each picture will have to be replaced.

DO NOT move pictures or re-name pictures on your hard drive if you are using them in the yearbook.

Click on the "Images" button to search for the pictures on your computer.

Once the images are found, click the picture or pictures you want to work with and drag them on to your page or into a photo box.

Photo Editing Handles
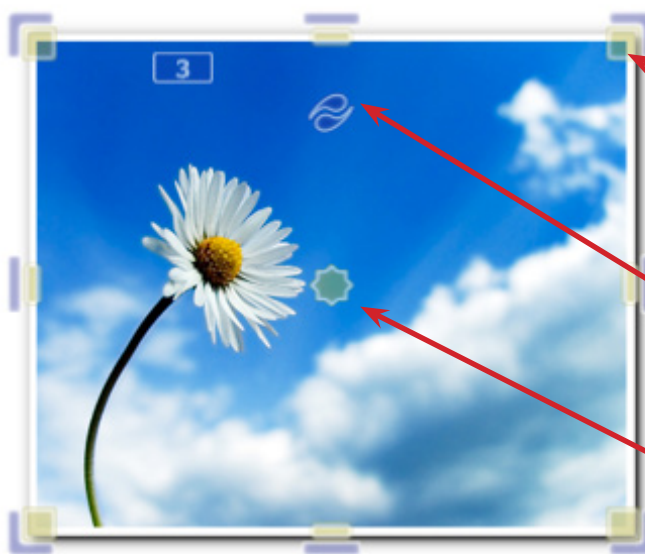
By clicking and dragging the blue handles on the outside of the frame, the picture and the frame will be scaled.

By clicking the yellow handles on the inside portion of the frame, the photo inside of the frame will be scaled, but the frame will remain the same size.

By clicking the water droplets on the top of the frame, the picture can be rotated.

By clicking the yellow circle in the middle of the frame, the picture can be moved around inside of the frame.

Editing Pictures

With the picture(s) selected, using the menu features on the "Frame" menu will give access to editing the image, the image frame, and the image drop shadow.
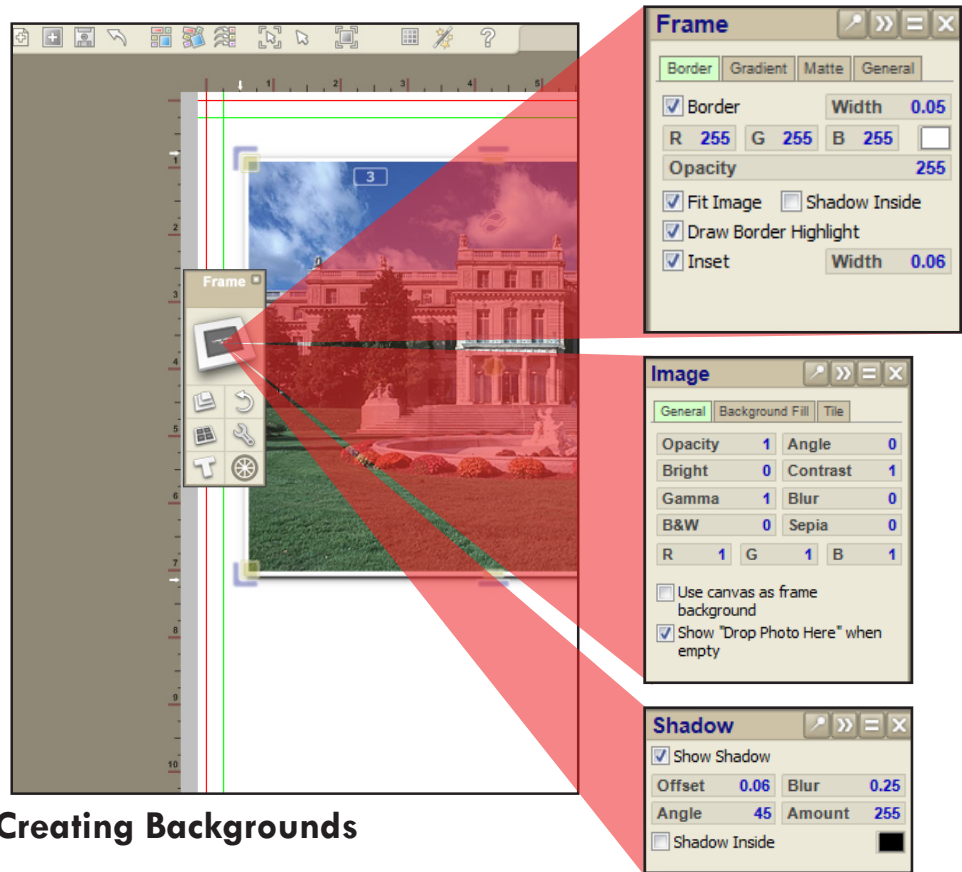
## Working with Pictures - Creating Backgrounds
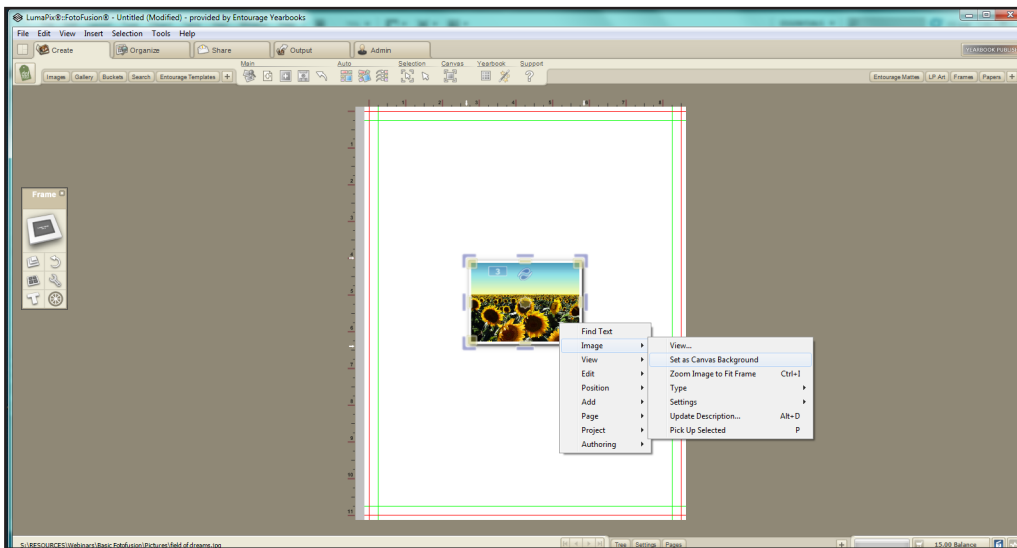
Entourage has provided resources to be used as backgrounds, but any images will work as well.

There are two different ways to make background images in Fotofusion.

1. Click and drag the image, relese the mouse button in the grey area of the page until the a red box appears around the border of the page. This will create the background to be "full bleed."

2. Click, drag, and drop the image onto the page. Right click the image and select the "Image Menu" then click "Set as canvas background."

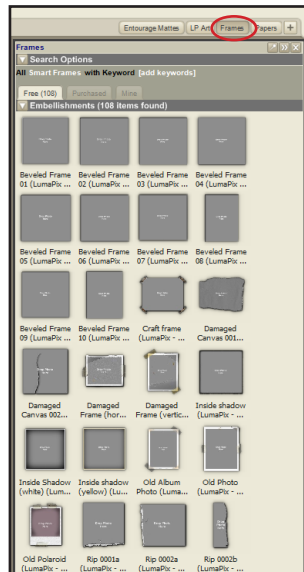Entourage Templates   Clip Art (LP Art)   Frames   Papers (Backgrounds)
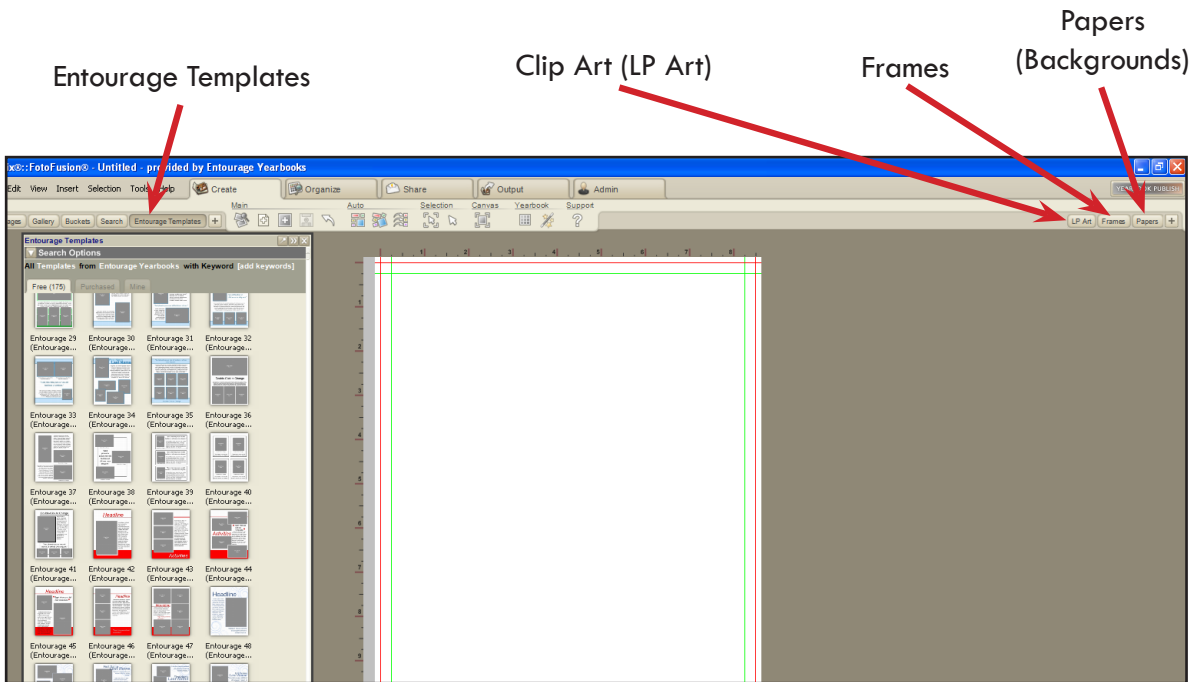
There are many built-in resources right in Fotofusion including templates, clip art, frames and backgrounds.

To place an element on your page, choose the element you want and drag and drop it just like a photo.
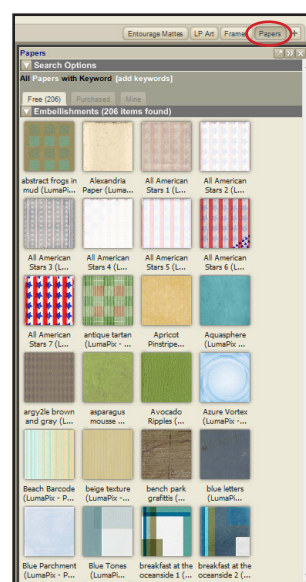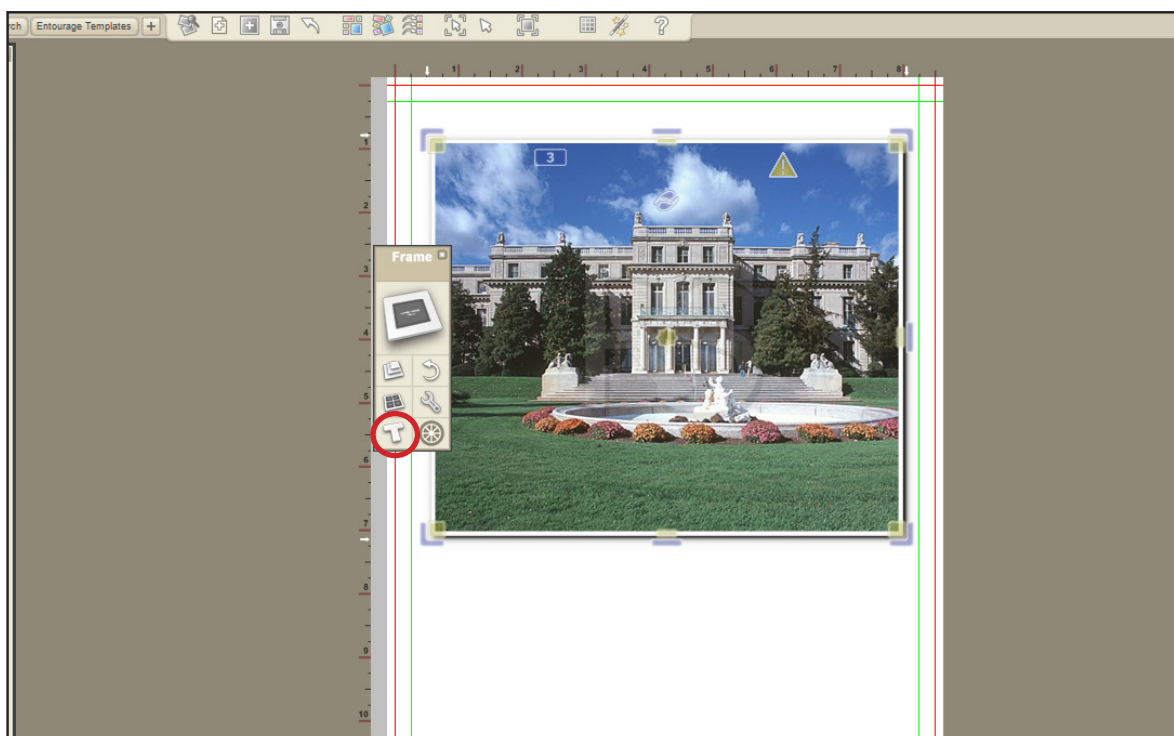
Clip Art (LP Art)   Frames   Papers (Backgrounds)

Clicking the "T" on the frame menu will create a text box and allow for editing of the text.

Highlight your text and click the "font" dropdown menu to change the font used. The fill and edge (also known as the stroke) can be changed by clicking the colored boxed underneath the words "Fill" and "Edge". Lastly, the font size can be changed by clicking the number in "Font Size" and dragging the slider.
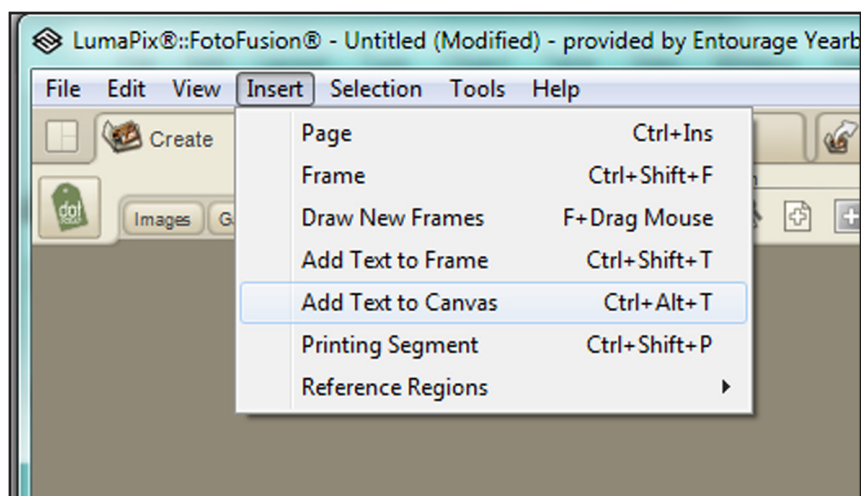
You can also add new text boxes by going to "Insert" and choosing "Add Text to Canvas."
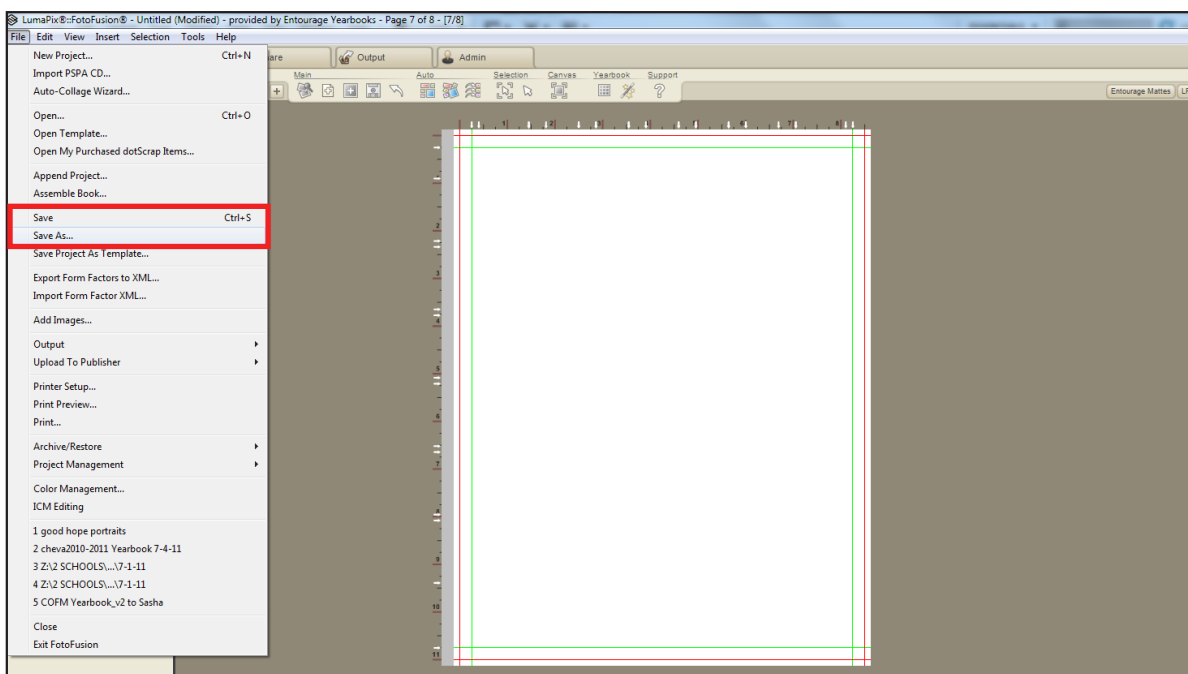
There are two different saving options in Fotofusion. There is "Save" and "Save As".

Pressing File > Save As will ask you to re-name your file. The initial save for all projects will be "Save As". This will prompt you to name your file and choose the location that you would like to save it.
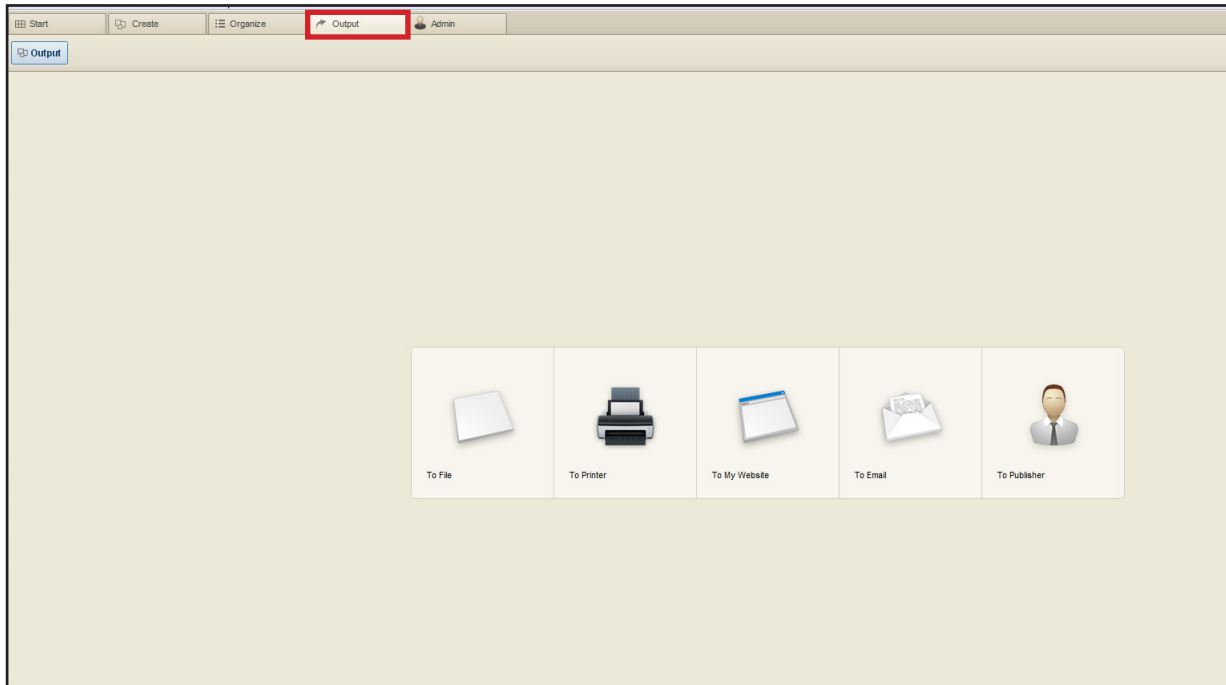
When working on the project, Entourage suggests to save often.
To save the project, go to File > Save. This will not prompt you to re-name the file and it will OVER WRITE the work that has be done.
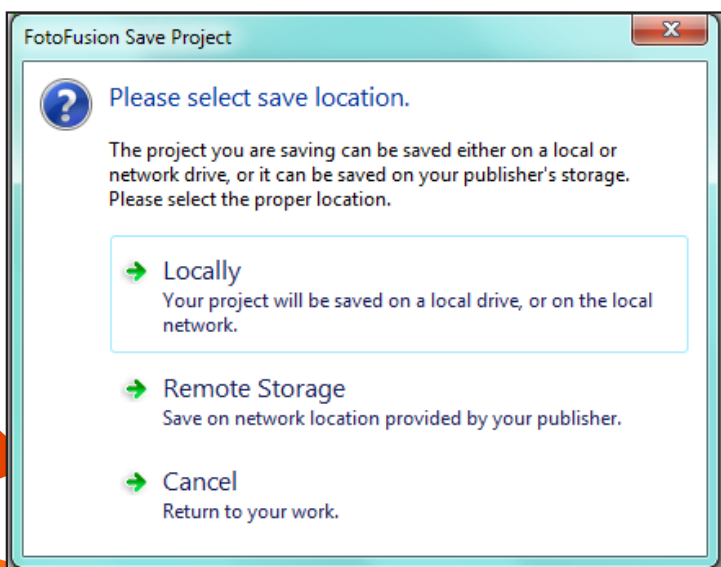
If you are signed up for remote storage you can choose from "Locally" (your local hard drive) or "Remote Storage" (saving to the online server).
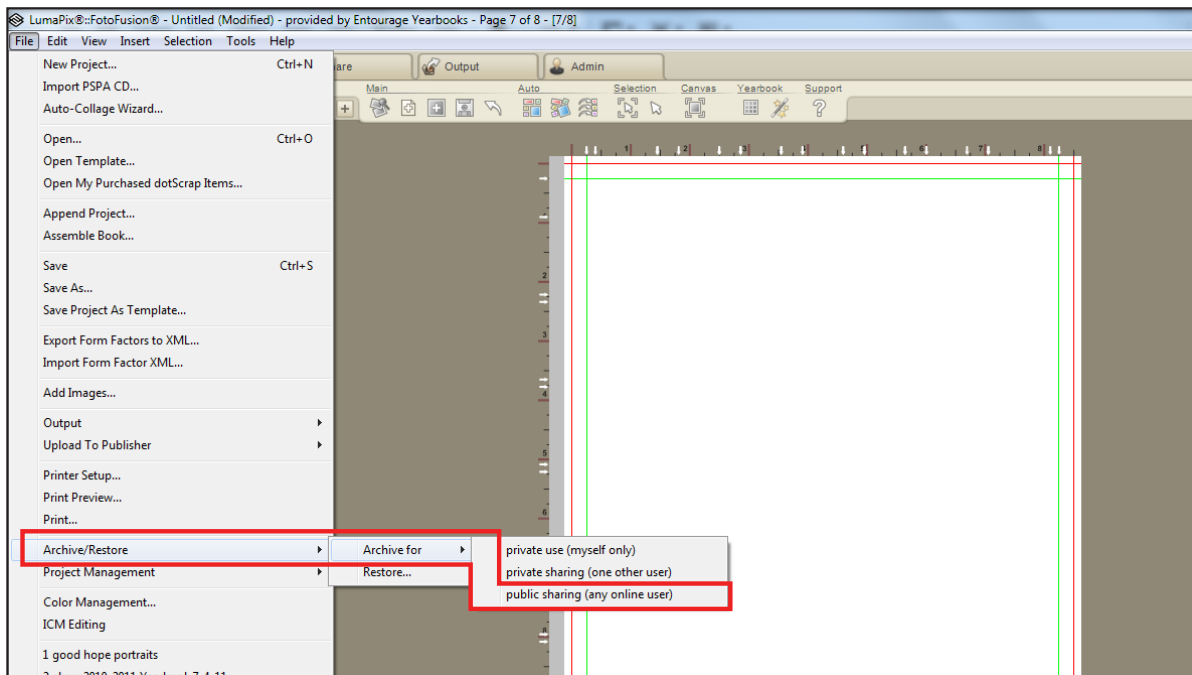
Once the project's pages are complete, upload them to our website.

To upload a file, go to the "OUTPUT" Tab > "To Publisher" > "Flattened".
This will send the project to Entourage and allow you to place it into the online ladder.

Depending on page size and internet conntection speed, the uploading times can vary. Single pages will upload faster than a full yearbook file.

In some cases, an archived file will be needed to help with the submission process. The archived file will allow for Entourage to receive a file with all of the pictures and information packaged together so that no missing links will appear.

To archive a file go to "File" > "Archive/Restore" > "Archive for" > "Public sharing."
Be sure to note where the file is being saved to recall for later.

Then open an internet browser and in the address bar, type in:
DROPBOX.YOUSENDIT.COM/ENTOURAGEYEARBOOKS. Attach the archived file: it will looks like a cardboard box. Be sure to put ATTENTION: "Account Manager". This will help us locate the file.

Instruction Videos

Fotofusion has built in videos for convenience. If you would like instructions on a particular topic, just click the blue directors box in the bottom right corner of Fotofusion.