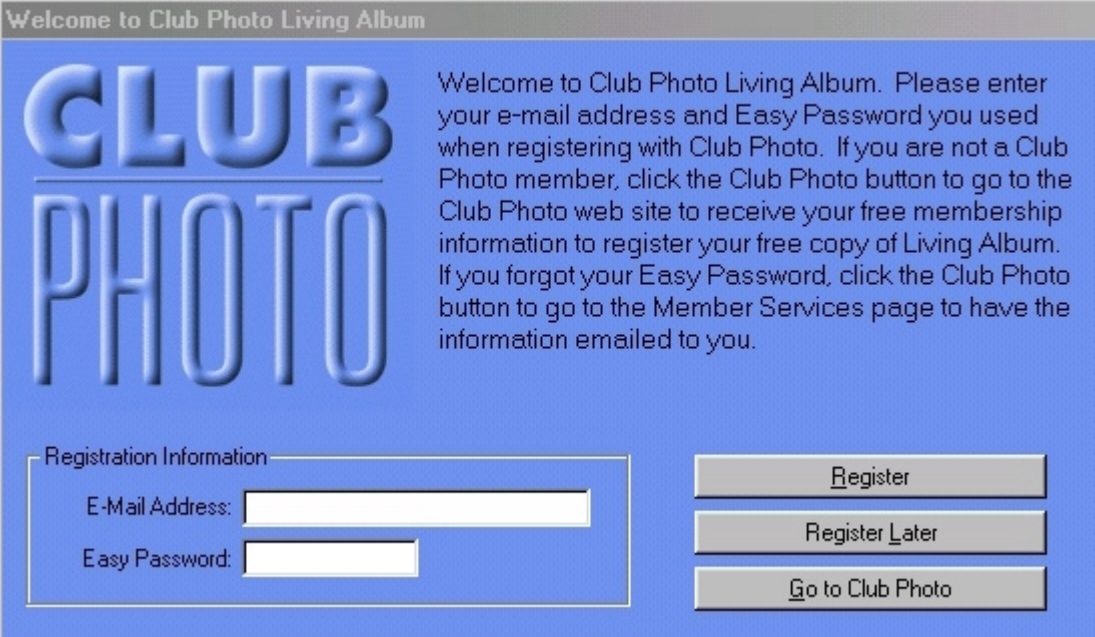# Getting Started with Living Album 2000 for PC

This quick start guide will walk you through the basic steps needed to create, archive and upload your images using Living Album 2000. For information on the more advanced features found in Living Album please see the full user's guide.

I.   Registering Living Album 2000

1. If you have upgraded to Living Album 2000 from a previous version, your existing user settings will be imported automatically for your convenience and you can skip directly to section II.

2. Make sure you are connected to the Internet before launching Living Album for the first time.

3. Launch Living Album 2000. Enter your E-mail address and Password in the spaces provided and click on the "Register" button.   If you do not register, Living Album will not be able to export your images to your Club Photo Web page.


4. If at any time you wish to use this copy of Living Album to upload images to a different account you can change the user settings by choosing on the "Internet Settings" option under the Internet Menu and clicking on the "Reset User Details" button.

## II.	Creating A New Album.

If this is your first time using Living Album, the new album wizard will open automatically. If not, click on "New Album" under the File Menu.

1.	Enter an Album and Page name in the spaces provided. The page names will be used to name your albums when they are exported to the Web. (Each Living Album page will export as its own Club Photo album.) Click on the "Next" button when you are done.
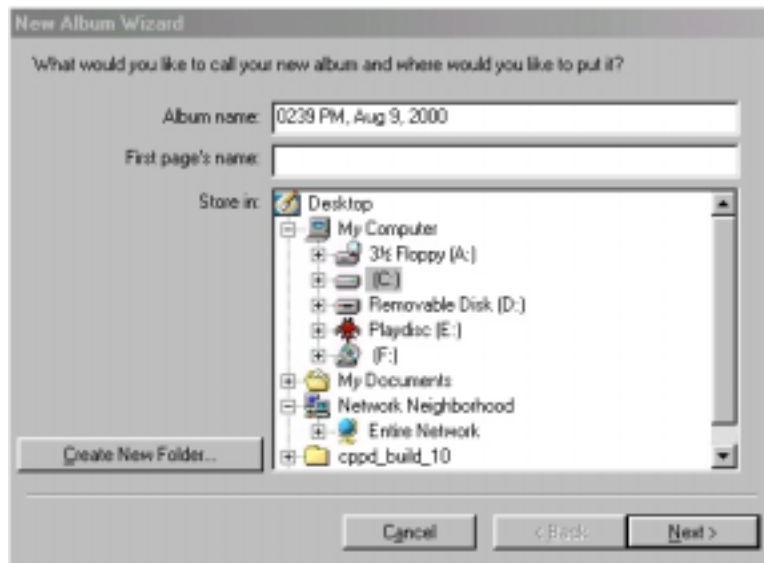

2.	Choose the album style for your new album. (Please note that this style is for Living Album only. Your Web page styles are chosen elsewhere.) Click on the "Next" button when you are done.
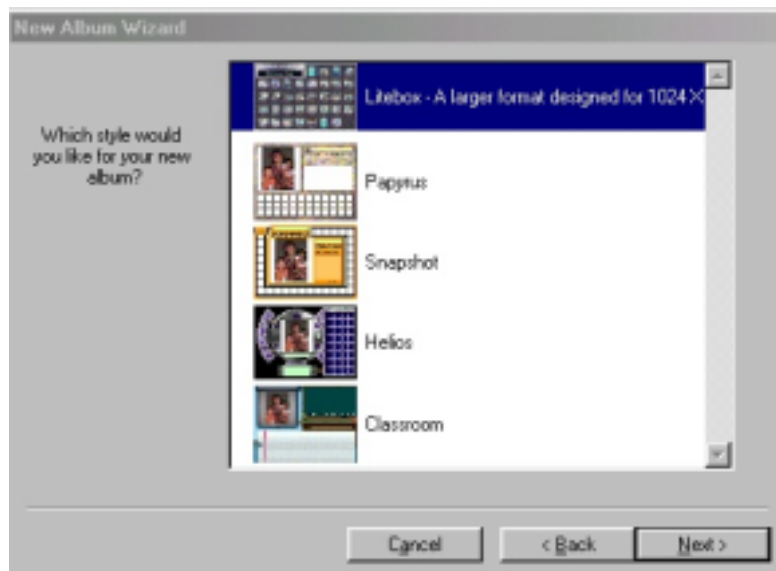
3. There are three ways to import your images into Living Album.

    A. **From a Scanner or Digital Camera**. If your scanner or digital camera uses a TWAIN compatible interface your scanning/camera software will be listed if you press this button. Select the correct TWAIN driver from the list then Press the "Next" button.

    B. **One or More Photo Files**. Click this button, then click on the "Select" button and browse for your image. Click on "Select" again to add more images. Click on the "Next" button when you are finished adding images.

    C. **A Folder of Photo Files**.   Clicking this button will bring up a file tree. Select the folder containing your images then click on the "Next" button.
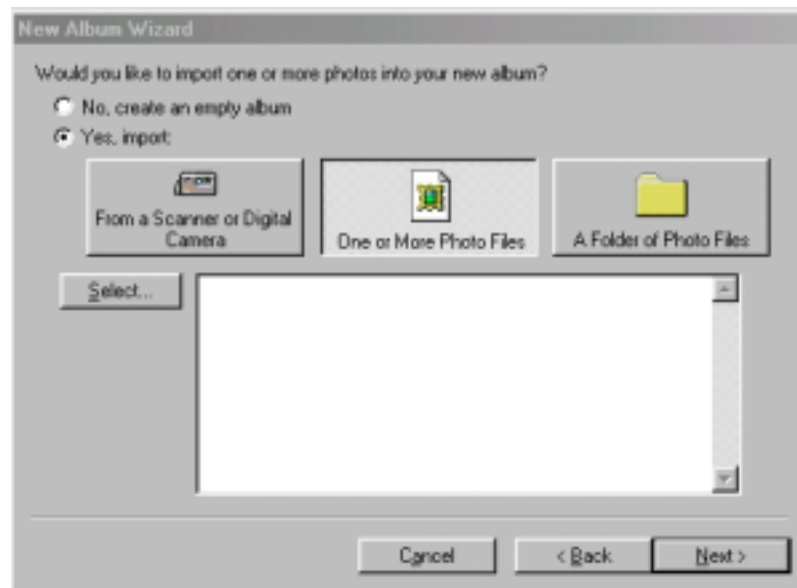
4. Click on the "Create Album Now" Button. If you are importing from a digital camera or scanner, your camera/scanner driver will launch and you can begin image acquisition. The image will be saved directly into Living Album.
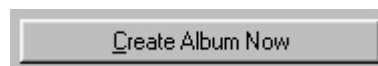
III.   Annotating and Organizing Your Album

1. **Moving images**. To move an image to a different location on the page, simply drag and drop the thumbnail to the correct location.   (Click on the image and hold down the mouse button. Drag the image to the desired location and release the mouse button.) Please note that empty spaces are not allowed in the middle of the album.

2. **Adding notes to an image**. Click on the desired image and type your notes in the text field. In the case of the "Litebox" style album, shown below, the text field is the white area in the upper left corner. These notes will be transferred along with the images when you export to a Web page.


3. **Changing an image's name**. To change the caption (name) under the image in the "LiteBox" style album shown above, simply click on the name and type in the new text. For other album styles, click on the image you want to rename then click on "Photo Info." Under the Photo Menu. Change the text in the "Caption" field to rename the image.

IV.   How to Archive (Save) your album

1. Living Album will automatically save your album as a .lva file and a media folder. The .lva file will store the album data and the media folder will store the images themselves. If you want to save a backup copy to a different location such as a Zip drive click on Archive and Share under the File menu.

2. If you wish to archive the albums to a CD using a CD burner remember to copy both the .lva file and the media folder to the CD.

V.   How to post your images to a Club Photo Web page.

1. Make sure you are connected to the Internet before attempting to upload images.

2. First time users are automatically defaulted to our new, easy One Click Upload method. Prior users are defaulted to the wizard-based method used in previous versions of Living Album. To change the method used select "Internet Settings" under the Internet Menu then choose the preferred method under the "Web Creation Tool" section.
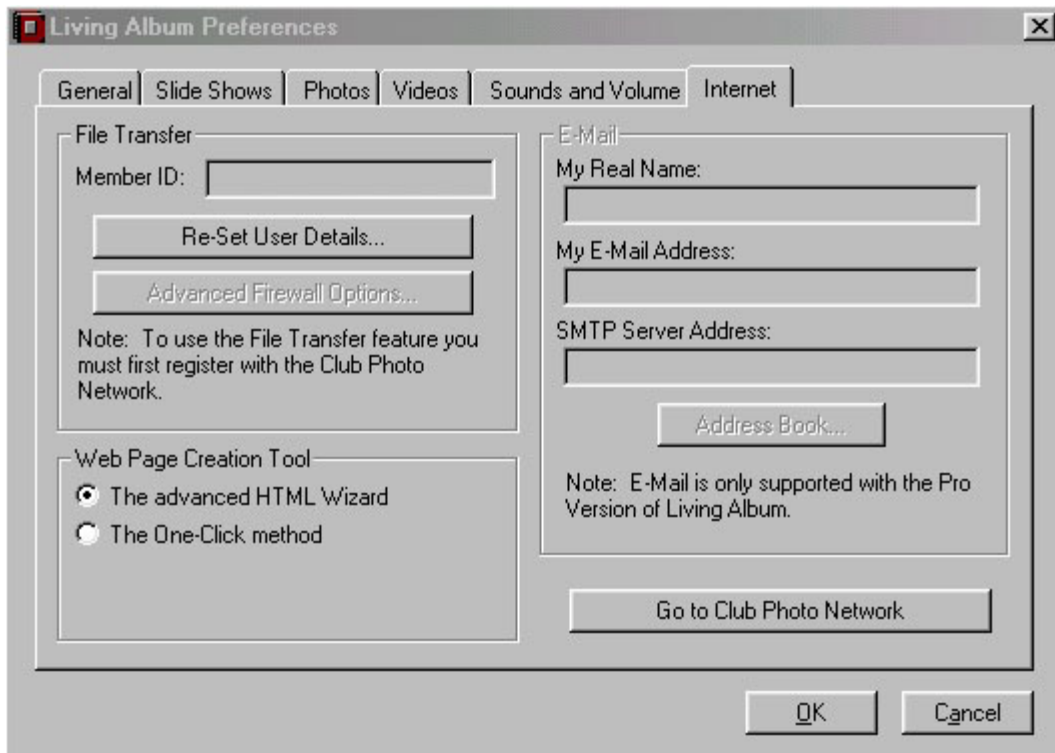
"The One Click Method." Select "Export As Web Page" from under the Internet Menu. The upload will start immediately. A progress bar will show you the upload status. When uploading of all images is complete, you will be given an option to view your newly created Web page.

Repeat for each page in your album.

"The Advanced HTML Wizard." (Recommended for advanced users only)

A.   Select "Export As Web Page" from under the Internet menu. Select which entries you would like to export. To customize the look of your album click on the "More Options" button. Options include fonts, background colors, image size limits and other ways to individualize your page. When you have made your selections click on the "Publish Now" button.
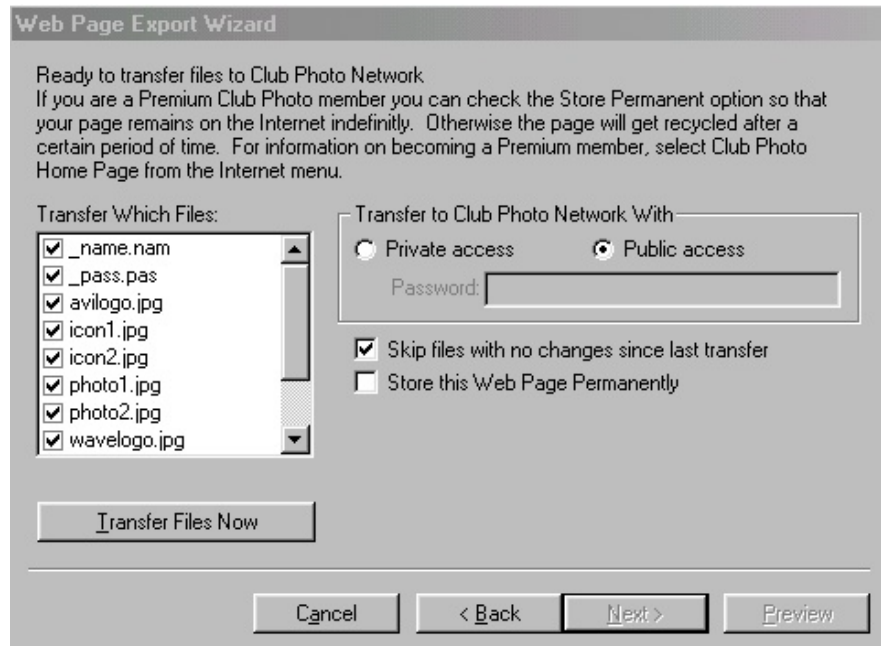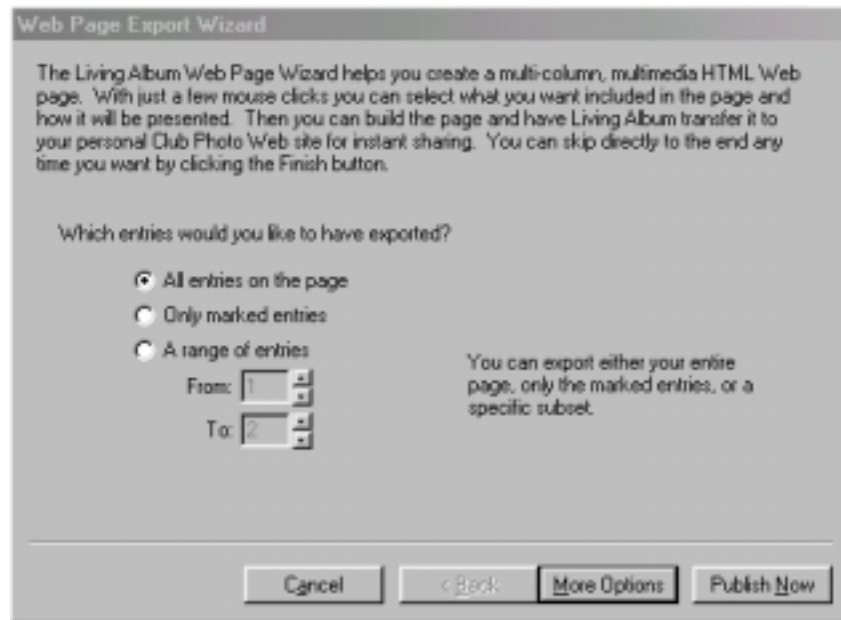

B.   Click on the "Build Web Page Now" button to create your Web files. Once the process is completed, click on the "Finish" button.
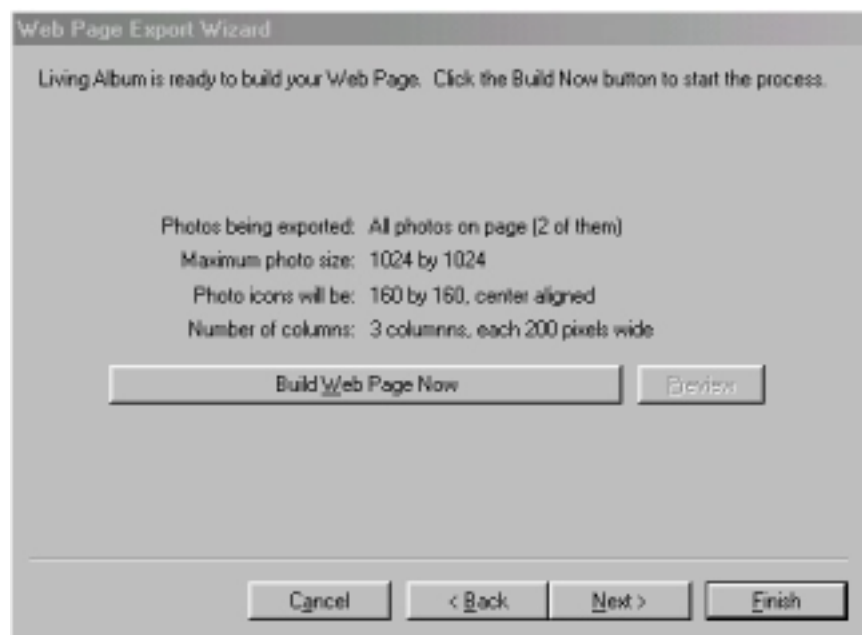
C. Choose Private Access and enter an album password if you want to lock your album. Password protected albums will not display for guests on your home page until the password has been entered by the visitor. Public Access albums will be listed on your home page. (Guests will still need to either know your e-mail address or have a direct link to the page before they can view your home page.) Click on "Transfer Files Now" to start uploading. When the upload is complete you will be given an option to view your new Web page.

Repeat steps A-C for each page in your album.