

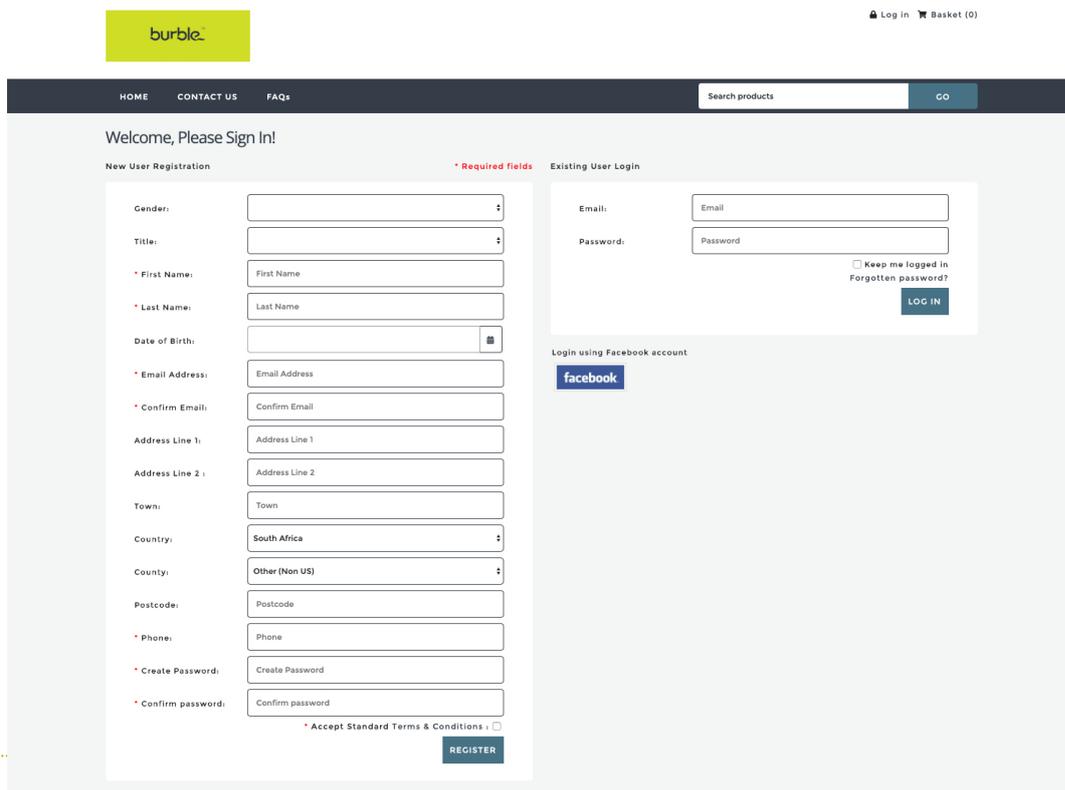
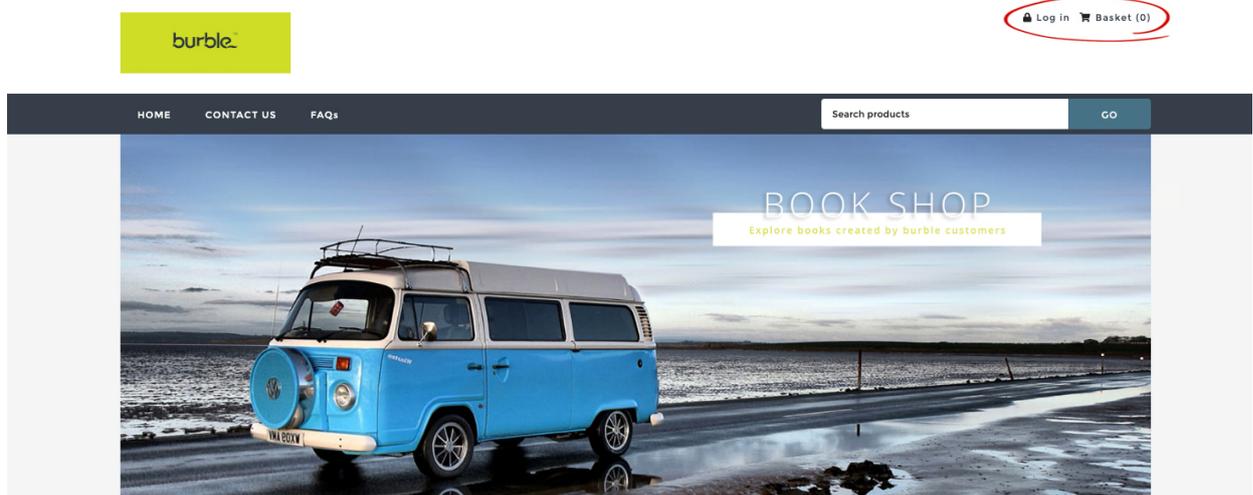
# BURBLE ONLINE USER GUIDE

burble™

User guide for our cloud based software [www.burbleonline.co.za](http://www.burbleonline.co.za)

## 1 CREATE AN ACCOUNT

On the home page click the login button on the top right corner. Complete your details and click register. The next time you visit the site you can simply login with your email and password. To avoid losing any work you should always login first before starting a project.



## 2 GETTING STARTED ON A PRODUCT

Most of our products are personalisable so once you have found one you like click 'start' and wait for the project to load.

## 3 AT A GLANCE

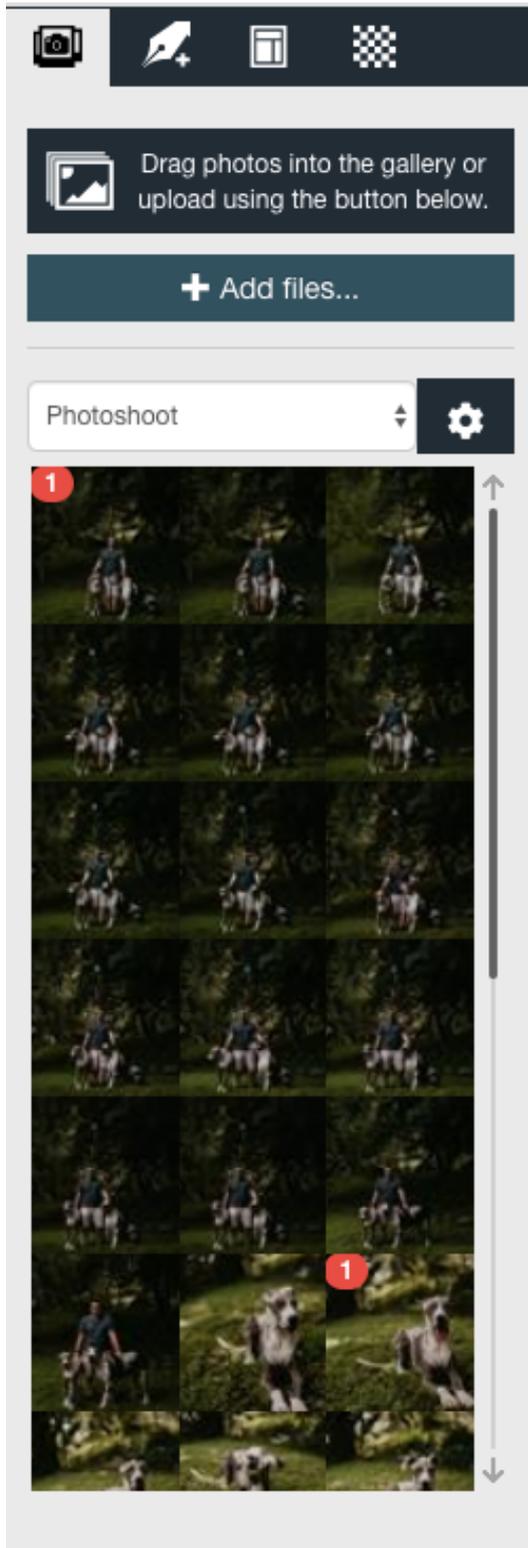
1. Editor Icons, Gallery, drawing, layouts, backgrounds (These are explained in more detail later on).
2. Gallery tab - this is where all your images will be displayed.
3. Project Preview - this is where you can see your entire project. The example below is a photo book with multiple pages.
4. Undo and redo buttons - helpful little tools.
5. This is your Project - Currently showing the photo book cover.
6. Empty placeholder, you can drag and drop images into this box to fill it.
7. Save your project - You can save your work and come back to it later.
8. Add to basket - Click this when your project is finished and ready to be ordered.
9. Price - This is the current price of your project including VAT.

The screenshot shows a web-based editor for a photo book. At the top, there's a navigation bar with 'Back', 'Editor Settings', 'Auto Fill', 'Add Image', and 'Add Text'. On the right, it says 'Photo Book - Large Landscape' and 'Canvas: 280mm x 205mm'. Below this is a toolbar with icons for undo, redo, clear page, reset, fullscreen, preview, and PDF preview. A red box labeled '4' highlights this toolbar. On the left, there's a gallery area with a 'Drag photos into the gallery or upload using the button below.' instruction and an 'Add files...' button. A red box labeled '2' highlights this area. Below the gallery is a 'Default' dropdown and a settings gear icon. A red box labeled '1' highlights the top-left corner of the editor. The main workspace shows a spread of three pages: 'Back Cover', 'Spine', and 'Front Cover'. The 'Front Cover' page has a large grey placeholder box with a 'Drag image here' prompt and a green plus sign. A red box labeled '5' highlights the top-right corner of this placeholder, and a red box labeled '6' highlights the bottom-right corner. Below the placeholder is the text 'Your Book Title'. On the right side of the workspace, there's a text box with instructions: 'The Red line represents the edge of the document: Your artwork should be stretched all the way to this line.' and 'The Black line represents the safe area: You need to ensure important elements of your artwork like text and faces are inside this area. This line is where the cover is wrapped over the cover board.' Below this is a 'Note: If you end your artwork at the black line and do not stretch it to the red line it can create an uneven white edge to your artwork which is not recommended.' At the bottom, there's a 'Page list' section with a 'New Page' button and a list of page ranges from 'Front & Back' to '16 + 17'. A red box labeled '3' highlights the 'New Page' button. On the right, there are buttons for 'Save as project' (labeled '7') and 'Add to basket' (labeled '8'). At the bottom right, the price is shown as '9 Current Price: R475,00 incl VAT'.

## 4 EDITORS ICONS



The first icon is your gallery tab, this is where you will upload images and find all your photos



Once you have selected the gallery tab you will see two options one where you can drag your images over gallery to upload and another to 'Add files'. Click 'Add files' to search your computer and upload them to your project.

*\*See important notes about uploading images in section 5.*

Here you can view all the different photo albums you have uploaded

These are all the photos in your selected photo album, the red number indicates how many times an images has been used in an album, this is helpful for showing duplicates



The second icon is a drawing tool, beware of this tool as you cannot erase your drawing



The third icon is the layout tab, this is a very helpful tab as it has some great pre-designed layouts for you to choose from, that will save you time. Simply find one you like and drag it onto the page



The last icon is the background tab, select this tab and choose any background colour. Once you have selected the colour you like simply drag and drop in onto your page.

5

## UPLOADING IMAGES

Once you have selected the gallery tab and clicked 'add files' a pop up will appear asking you to select an album. We highly recommend choosing 'Create a new album', then give it a name related to the project you are working on and click 'Start'. This will save you from having all your images from every project in the 'Default' album, this becomes difficult to identify and manage images.

**Choose a default album**

In order to upload images, you have to select an album as your default. You can either select an existing album or create a new one:

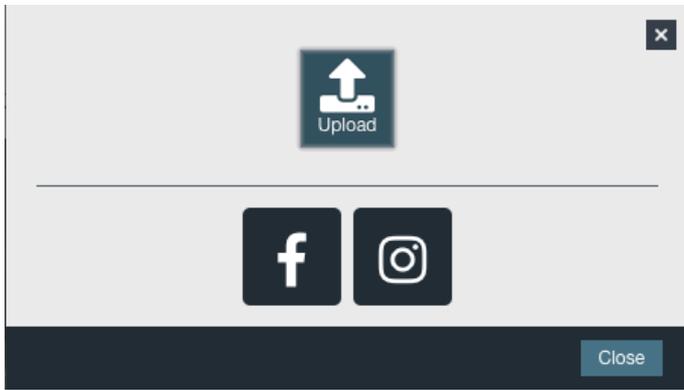
Select Album:

Default

Create a new album:

Photoshoot

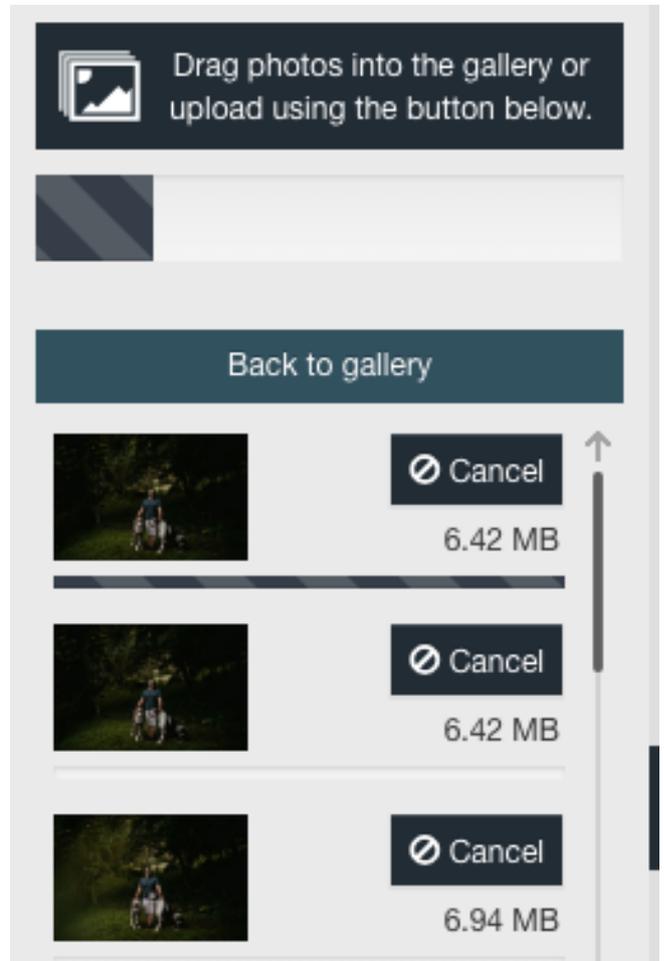
Start Cancel



Next click on 'Upload' and navigate to the pictures on your computer that you wish to upload for this project.

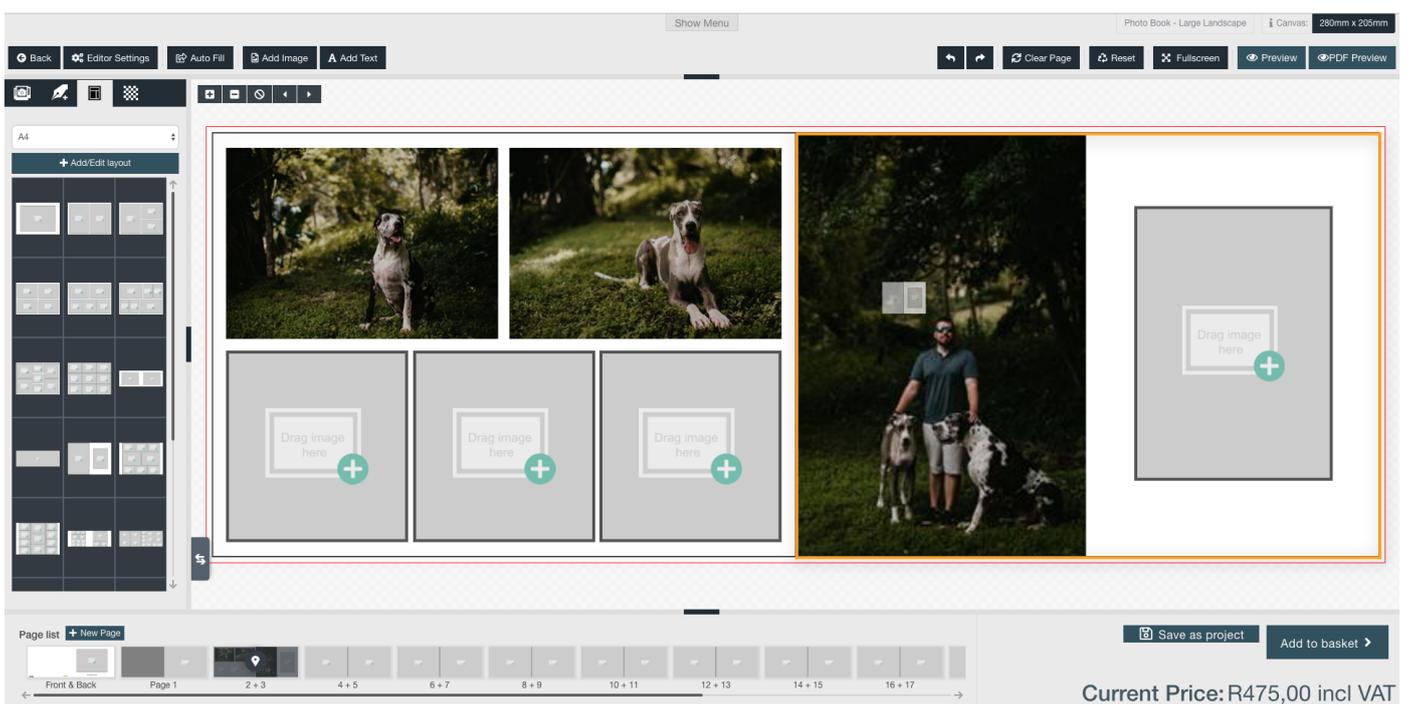
Your images will start uploading into your gallery, an upload progress bar will appear at the top of your gallery. Each photo will also have its own progress bar as well as displaying the images size. The progress bar will disappear once all images are loaded.

Once your images have started uploading you can click 'back to gallery' and start using your images in your project.



## 6 USING LAYOUTS

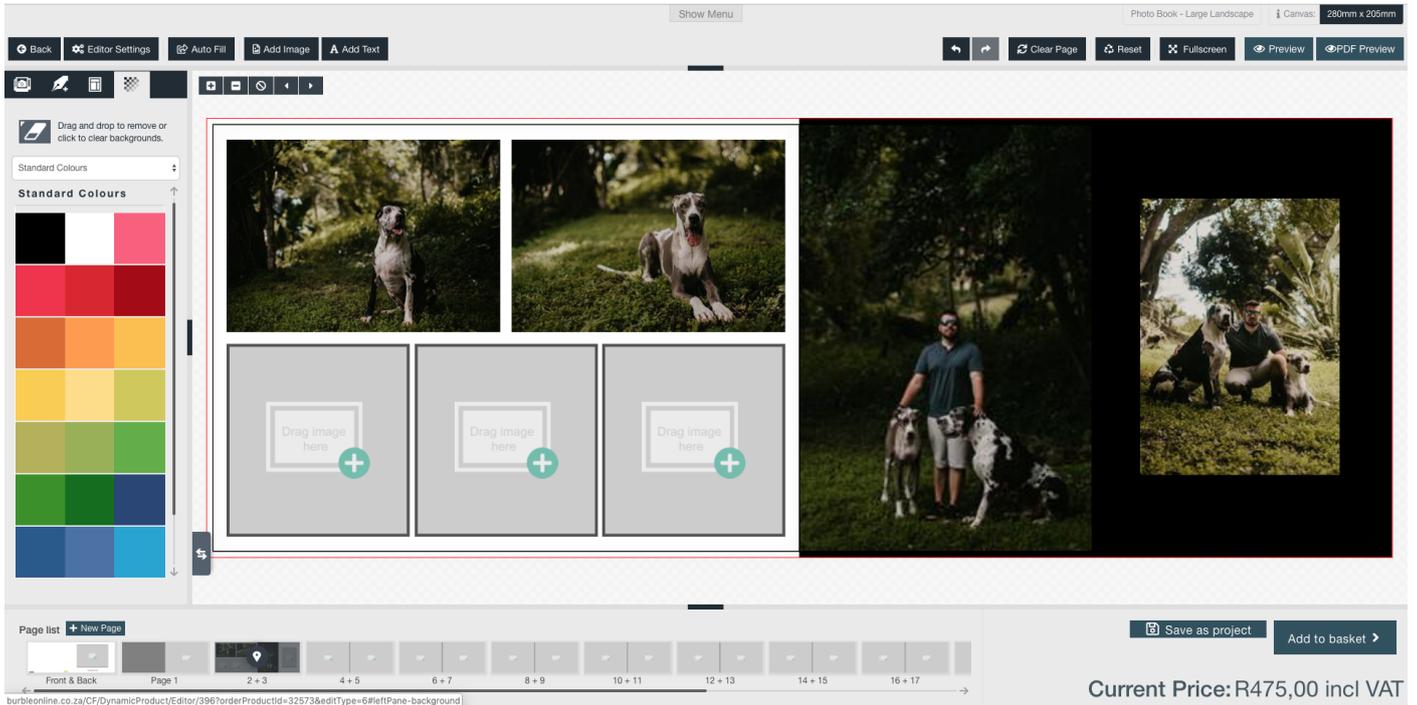
We have a variety of layouts that will save you lots of time. Navigate to the Layouts tab and select a layout you like, once you have found it simply click and drag it onto your page.



## 7

## USING BACKGROUNDS

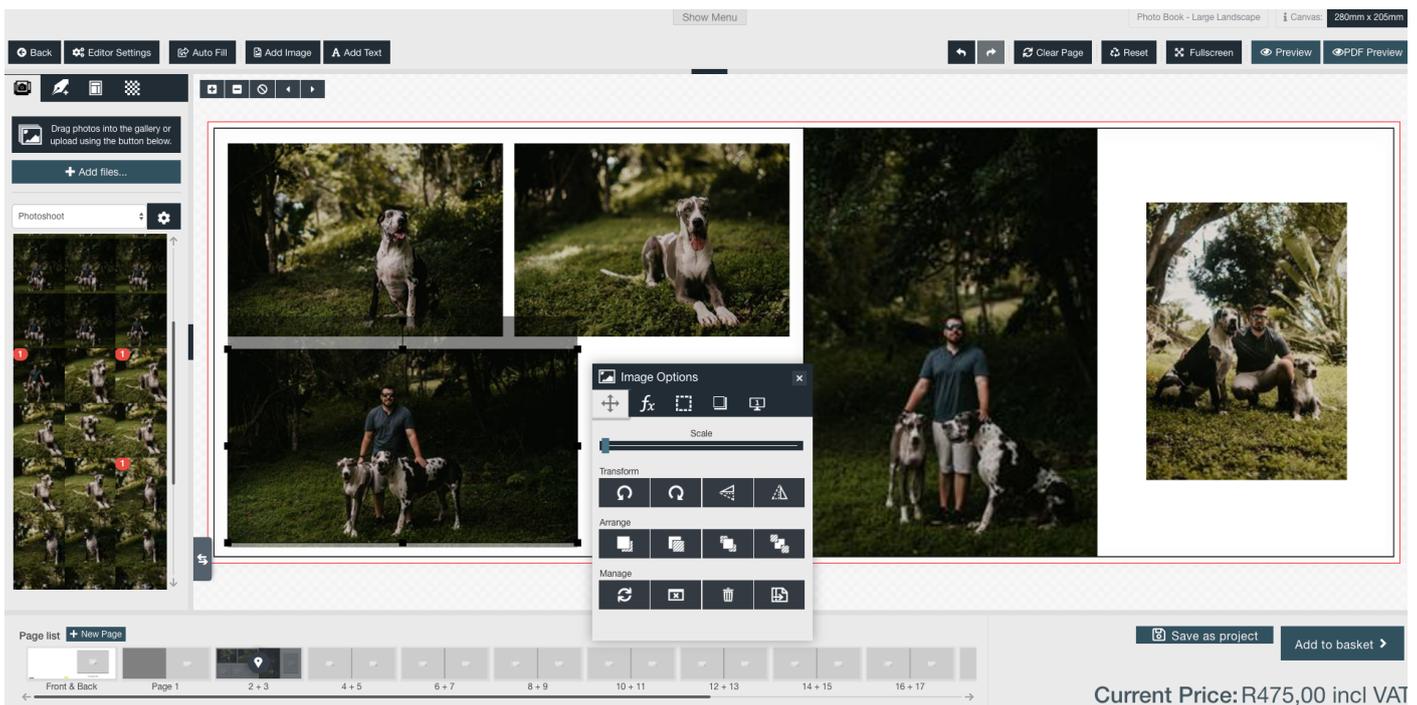
Navigate to the Backgrounds tab and select a colour you like, drag and drop it onto your page to change your background page colour.



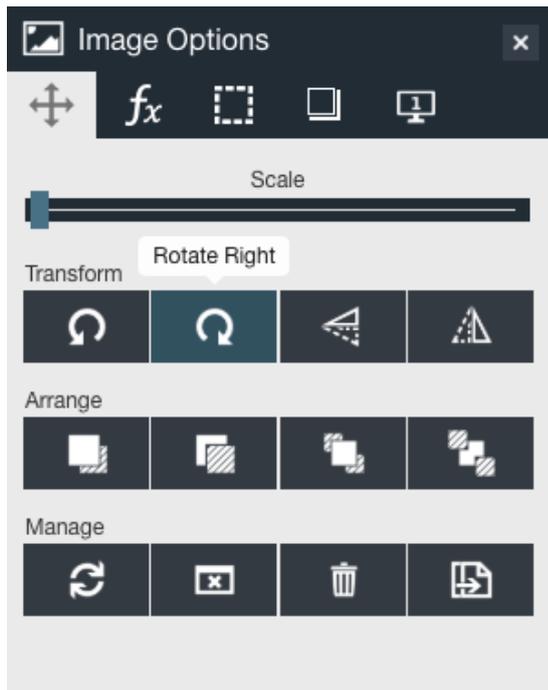
## 8

## EDITING IMAGES IN YOUR PROJECT

Your photographs are what makes your project personal, so you want them to shine! Make sure they are cropped correctly and show off the best parts of your images!



Double click any image to open the Image options pop up box. While this box is open you can use the 'Scale' slider to zoom. Click and hold down on the image, then move it to the desired crop position.

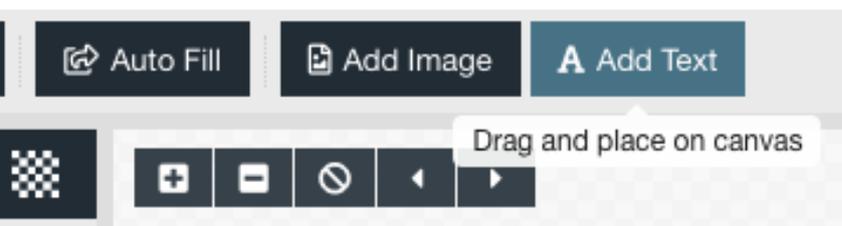


The Image options pop up has many other options for you to use. If you hover your mouse over any of the buttons, a popup will open with a description of what the button does.

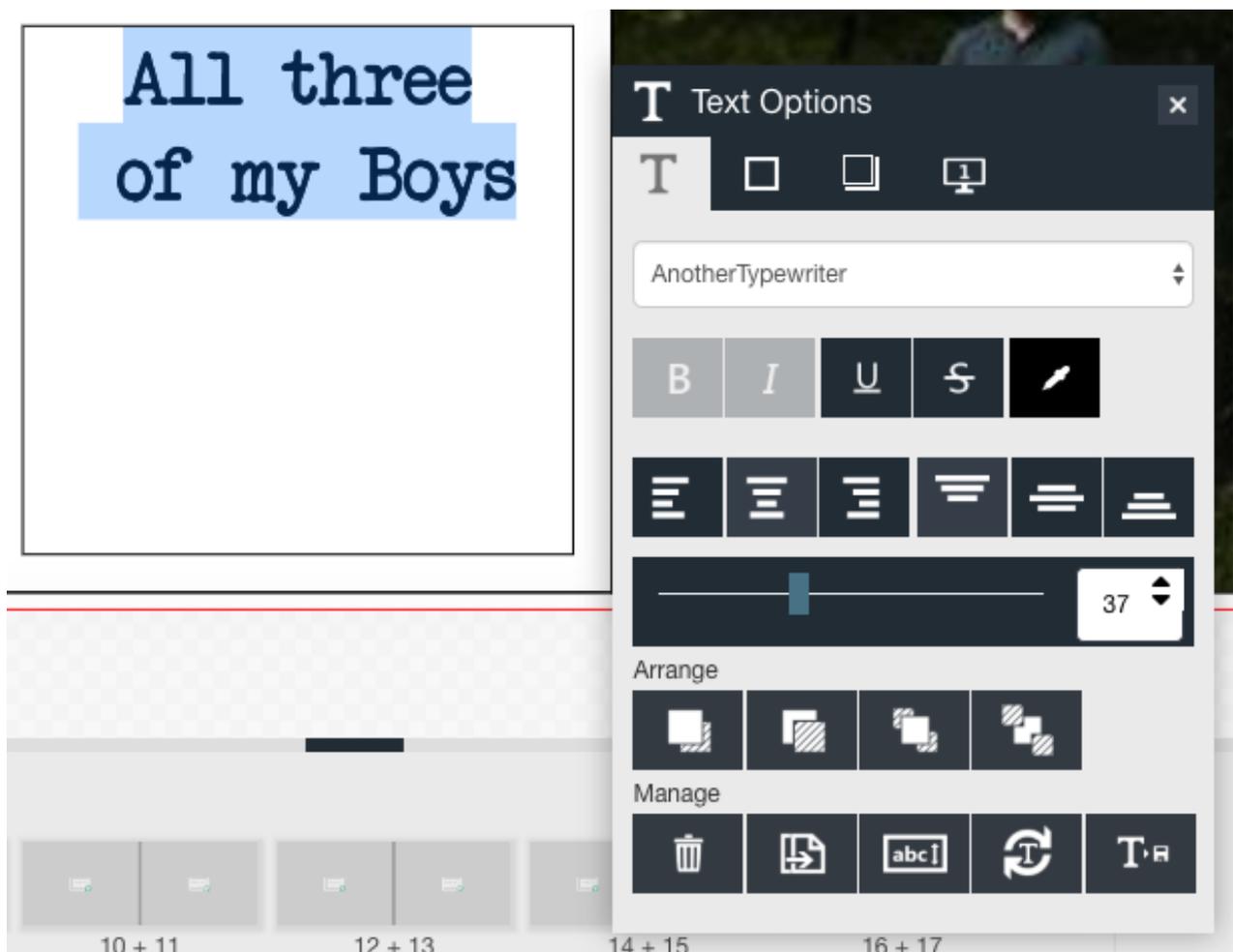
Under transform we have Rotate Left, Rotate Right, Flip Image Vertically and Flip Image Horizontally

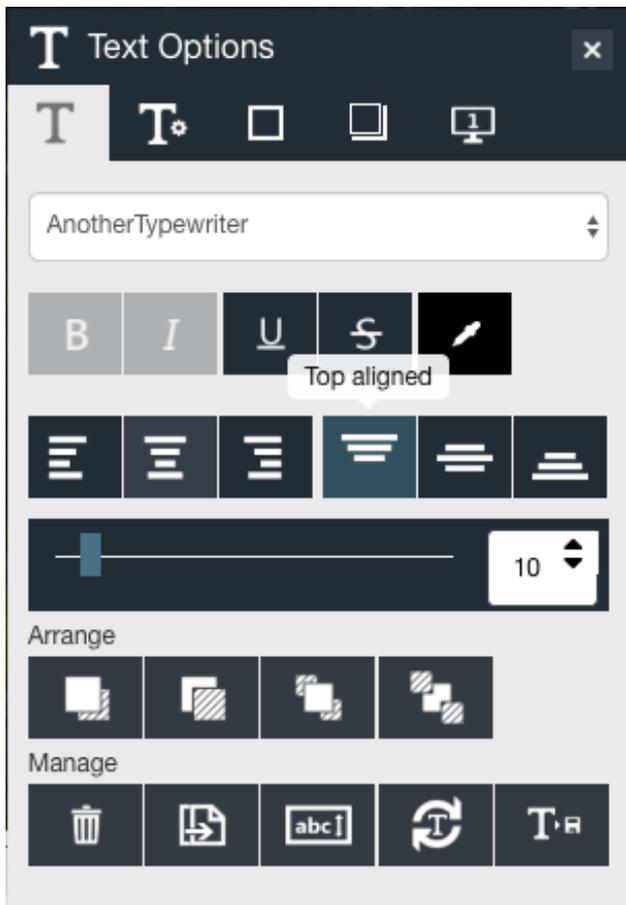
Under Arrange we have Move image forward, Move image backwards, Move image to the front (on top of all other images) And Move image to the back (behind all other images)

Under Manage we have Reset, Clear Image Placeholder, Delete Image and Duplicate



If you want to add or edit text in your project, click the 'Add Text' button. A text box will appear on your page. Double click the text box and begin typing, once you have finished entering your text select it all so that your text is highlighted in blue, you can now choose the size, colour, justification and font of your text.





The Text Options pop up has many different possibilities to customise your text. The first option is the font choice drop down menu.

There are also the bold, Italics, underline, strike through and font colour buttons.

The next row of buttons is the text justification buttons. You can have Left justified, Centre aligned, Right justified you can also have your text aligned to the top, centre or bottom of your text box.

The font size has a slider to increase or decrease the font size or a numerical value that can be changed for the desired font size.

Under Arrange we have Move text forward, Move text backwards, Move text to the front (on top of all other images)

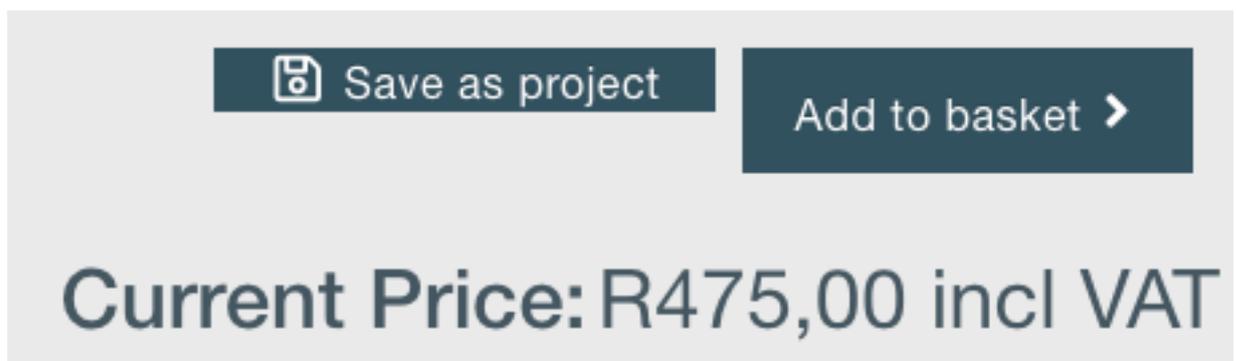
And Move text to the back (behind all other images)

Under Manage we have Delete, Duplicate, Fit text to box, clear formatting and save text formatting as default.

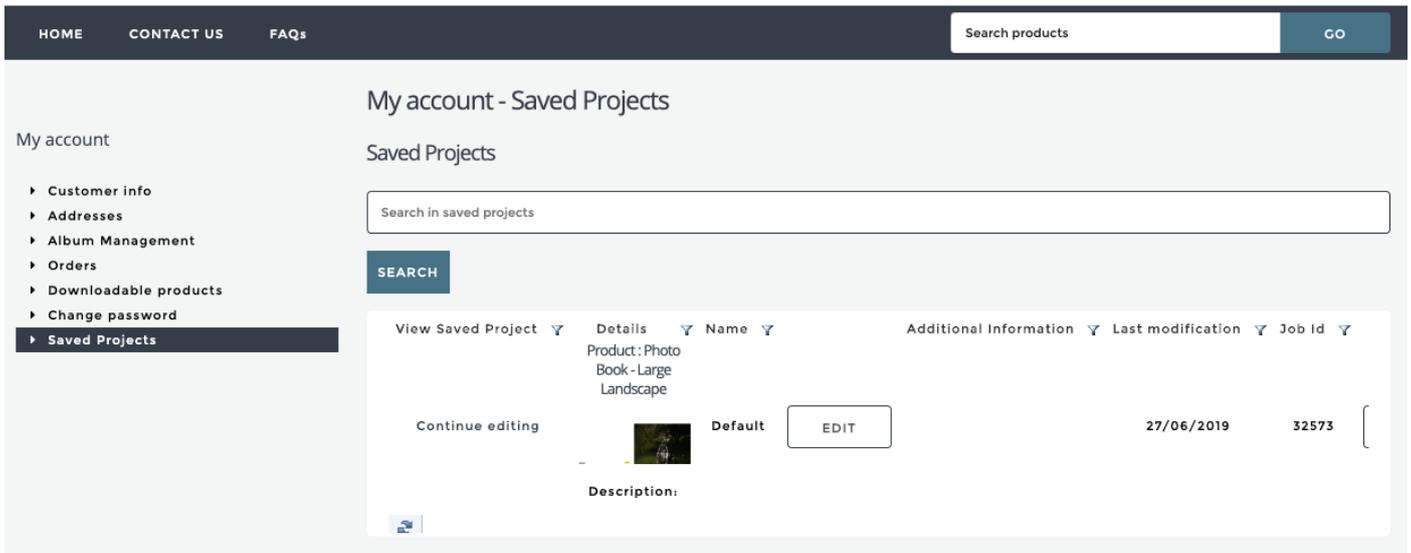
9

## SAVING YOUR PROJECT AND FINDING SAVED PROJECTS

When you want to stop designing you can simply save it and come back to it later. To do this click 'Save as project', at the bottom right of the screen.



To find your project again, login to your account and then click your email address in the upper right corner next to log out. You will be redirected to 'customer info' under your account - select 'Saved Projects' from the menu on the left and click 'Continue Editing' on your project, You will then be redirected to your project.



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Search products GO

### My account - Saved Projects

My account

- ▶ Customer info
- ▶ Addresses
- ▶ Album Management
- ▶ Orders
- ▶ Downloadable products
- ▶ Change password
- ▶ **Saved Projects**

Saved Projects

Search in saved projects

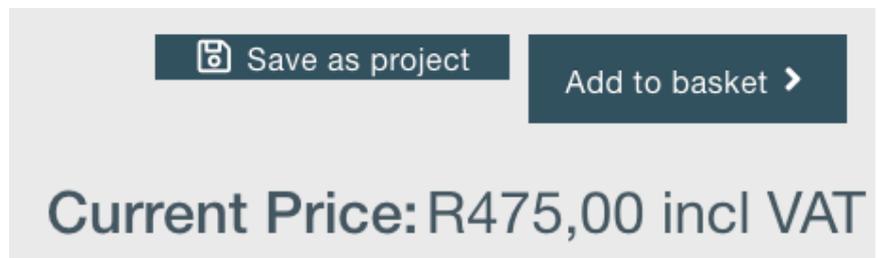
SEARCH

View Saved Project	Details	Name	Additional Information	Last modification	Job Id
Continue editing	Product: Photo Book - Large Landscape	Default		27/06/2019	32573

Description:

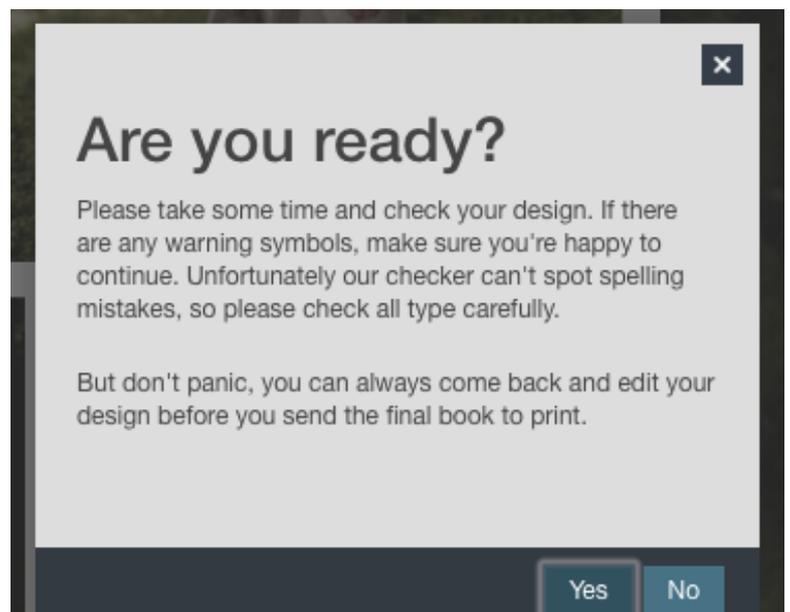
## 10 ORDER YOUR PROJECT

When you are ready to order your project click the 'Add to basket' button. A pop up will open and ask if you are ready to complete the order, read the message then click 'yes' if you are happy and you will be redirected to the checkout process.



Save as project Add to basket >

**Current Price: R475,00 incl VAT**



Are you ready?

Please take some time and check your design. If there are any warning symbols, make sure you're happy to continue. Unfortunately our checker can't spot spelling mistakes, so please check all type carefully.

But don't panic, you can always come back and edit your design before you send the final book to print.

Yes No

Some products have the option to 'Add some finishing touches' with drop down choices on paper, cover types and even if you would like to add a box

## Add some finishing touches?

### Paper Type

Standard Photo Book Paper (no additional charge)

### Cover Finishing

Personalised Printed Cover (no additional charge)

### End Sheet Paper (leaf of paper attaching book's pages to its cover)

White End Sheets (no additional charge)

### Presentation Box

No Box Required



Cover Lamination: Gloss

R475,00 incl VAT

ADD TO BASKET

After you have chosen your finishing touches click 'Add to Basket' you can now either go back by selecting 'Continue shopping' to add more products to your basket or you can carry on with the checkout process. If you are going to check out this is where you can add your voucher code if you have one. Choose a collection method and change the quantity of your order. Complete the remaining steps in the process to complete your order and you will get a message that states "Your order has been successfully processed."

Actions	Product(s)	Price	Qty.	Total
<p>EDIT DESIGN</p> <p>EDIT OPTIONS</p> <p>DELETE</p> <p>SAVE FOR LATER</p>	<p>Photo Book - Large Landscape 205 x 280mm Hard Cover Photo Book</p> <p>Cover Lamination: Gloss Paper Type: Standard Photo Book Paper (no additional charge) Cover Finishing: Personalised Printed Cover (no additional charge) End Sheet Paper (leaf of paper attaching book's pages to its cover): White End Sheets (no additional charge) Presentation Box: No Box Required Size: 280 x 205mm Landscape Edit Options</p>	R475,00 incl VAT	1	R475,00 incl VAT

\* Applicable Only If Using Collection Point

- SELECT FROM THIS DROP DOWN
- Burplepix Offices (16 Ivy Road, Pinetown)
- Jooma Coffee (Kloof)
- Photo Freedom (Durban North)
- Photo Freedom (Ballito)
- 3@1 (Liberty Mall, PMB, Shop 33)
- 3@1 (PMB, Cascades Lifestyle Centre)
- Kodak Express (Kimberly, Diamond Pavilion)
- Kodak Express (Mossel Bay Mall)

Discount Code  
Enter your coupon here

APPLY COUPON

Sub-Total: R475,00  
Delivery: Calculated during checkout  
VAT: R61,96 incl VAT  
Total: Calculated during checkout

CONTINUE SHOPPING

CHECKOUT

## Checkout

### Billing address

Select a billing address from your address book or enter a new address.

Bianca Wilde, 26 bellevue road kloof, durban, durban, 3610, South Africa

Use same address for delivery

CONTINUE

## Checkout

### Delivery method



Collection Point (R0,00)



Courier Door To Door (R80,00)



Courier - Free Service  
(OneDayOnly voucher code  
required) (R0,00)

[- Back](#)

CONTINUE

## Checkout

### Payment method

- EFT (Electronic Funds Transfer)  
 PayGate (Secure Credit Card Payment)

Product(s)	Price	Qty.	Total
Photo Book - Large Landscape 205 x 280mm Hard Cover Photo Book  Cover Lamination: Gloss Paper Type: Standard Photo Book Paper (no additional charge) Cover Finishing: Personalised Printed Cover (no additional charge) End Sheet Paper (leaf of paper attaching book's pages to its cover): White End Sheets (no additional charge) Presentation Box: No Box Required Size: 280 x 205mm Landscape Edit Options	R475,00 incl VAT	1	R475,00 incl VAT

Applicable Only if Using Collection Point: Burblepix Offices (16 Ivy Road, Pinetown) [+]

Sub-Total:	R475,00 incl VAT
Delivery(Courier Door To Door):	R80,00
VAT:	R61,96 incl VAT
Total:	R555,00 incl VAT

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GO

Your order has been successfully processed.

The order reference number is: 110537  
[Click here for your order details.](#)

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