

**Albuspad User guide**

**Version 1740**

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This document intended for Albuspad version 1740. Other versions of the program do not have all the features described. The images in this document may differ from the images on your screen. No rights can be derived from the content of this document. Typing errors reserved. All names and trademarks are the property of their respective owners.

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## 1. Introduction

Albuspad (Album Page Designer) is a computer program for Windows™ to design and create album pages for e.g. postage stamps in a quick and easy way. With Albuspad you draw the desired items (shapes) in a grid on your screen using the mouse. Then you can fill the items with text or pictures. You can simply modify, move or duplicate the items and change their colors and fonts.

Around the page, a frame or double frame can be made. The album page can be printed directly or stored on your computer for later use or modification. This user guide describes briefly how to work with Albuspad. Please check for additional information the Albuspad website ([www.albuspad.nl](http://www.albuspad.nl)). See the Dutch section for a comprehensive handbook, a cropping guide and an installation guide.

## 2. Start

Initially a blank page is shown with a frame and a grid. To create items on the page you simply click on the *New item button* (left side of the bottom panel). (other shapes can be found under Items in the top menu).



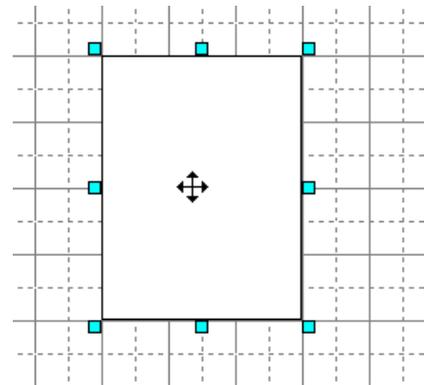
The new item will be displayed at the location on the page where you lastly clicked with the mouse.

## 3. Moving and sizing the item

When you click an item, that item becomes the active item and it will have green handles. With the handles you can size the item. You can move the item by clicking on the center of the item and then move it with your mouse. Release the mouse button when the item is at the desired position.

If you want to move multiple items at once, then hold the Shift or Ctrl button and click (select) all the items to be moved.

Then move the selected items .



With the other buttons to the right side of the New item button you change the item's border color, no color at all (for text), the fill color. Further to the right you can change the position of the text in the item horizontally and vertically.

On the panel on the right you can set the font, the text color and clear the text.

#### 4. Other item properties

More to the right on the bottom panel are controls to change other properties of the selected item(s).



*Line* defines the thickness of the border of the item in tenth of a millimeter. *Rounding* defines the rounding of the corner of the item.

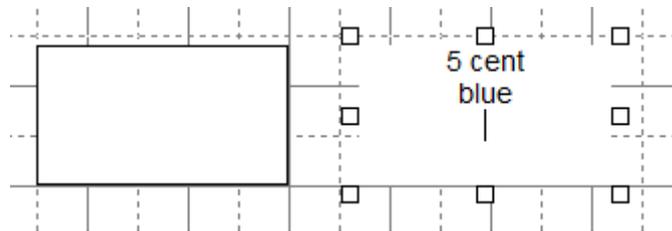
*X*, *Y*, *W*, *H* are the left, top, width and height of an item. If no item is selected, *X* and *Y* show the position of the mouse on the page. *Page* and *Frame* define whether these values are relative to the paper edges or to the paper margins.

The drop box shows the automatic name of the item. You can change that name by typing a new name and then press Enter on the keyboard. As this function is hardly used it is normally hidden and it can be activated with the *Item settings*.

#### 5. Adding text

Text is always placed in a separate item. You cannot write text directly on the page. Adding text to the item can be done in the following ways:

1. double-click the item;
2. click on the item with the right hand mouse button and then click 'open'.
3. click on the item and type (option)
4. click on the item and start typing (option)



After one of the above methods, the text module is shown, which is indicated by white handles. You can then type the text directly in the item.

After you have typed the text you can close the text module by double-clicking again or by clicking somewhere else on the page.

## 6. Adding pictures

Please note: Only the name and location of a picture file is stored in the Albuspad file. If you move the Albuspad file to another computer you must also move the individual pictures to that other computer separately. For this reason picture files are also not included in the back-up function of Albuspad.

An item can contain a picture from a separate picture file. Picture files can be regular types of jpg, png, bmp and gif. In order to select a picture there are different possible methods:

Method 1. drag and drop the picture to the item from the Windows™ explorer or desktop.

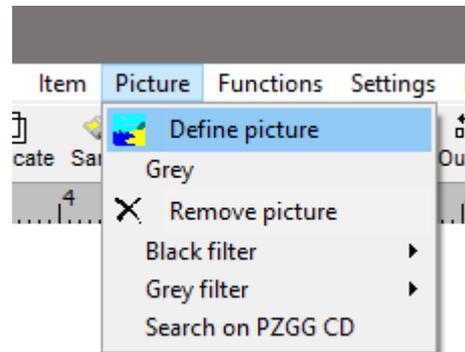
Method 2. drag and drop one or multiple files at the same time to the page. Albuspad will automatically make standard items for them.

method 3. Define filename.

Click in the menu on picture and click on *Define picture*. A standard Windows dialog box will appear where you can select the picture file.

method 4. search on an HCC CD-ROM.

In this case you have a CD-ROM from the PZGG HCC user group (postzegel.hcc.nl). Click on Search on PZGG CD. A small box will show where you type the number of the picture. If you want the picture of the stamp with number F0001 then you type F0001.



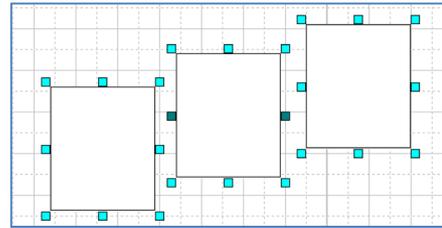
## 7. Greying the picture

The Grey function shows color pictures in grey colors. In some cases this more attractive and it saves ink.



## 8. Outline items

These functions enable you to position the items relative to each other. As an example there are three items that are not properly outlined. If you want these three items to be outlined you first select them all by clicking them all with the pressed Shift or Ctrl button. The reference item is the last item that you clicked.

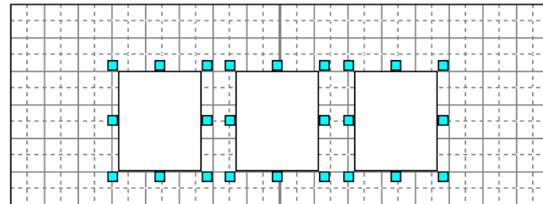
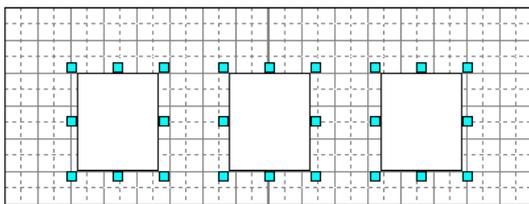


Now there are three possibilities for outlining: same bottom, same midpoint and same top.



## 9. Distribution of items

The distribution buttons distribute the items horizontally with the same distance to each other. There are two possibilities: fixed distance and calculated distance relative to the margins. You can define the fixed distance with the item settings. The pictures below show calculated distance on the left and fixed distance on the right.

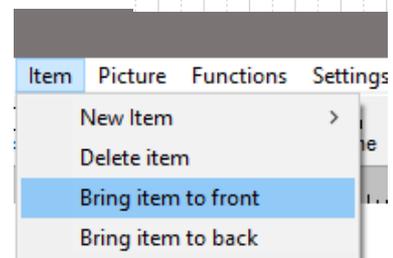
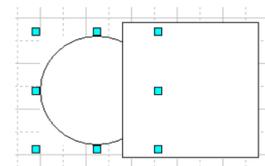


In order to do the distribution first select all involved items. Then click one of the two distribution buttons.

## 10. Position foreground or background

When items overlap each other they may not be in the right order. E.g. when you want to put an item in another item.

In order to bring the circle to the top, select it and bring it to the front with the item menu. After that the red stamp is on top and can be moved to the proper location.



In this way it is also possible to include a special border frame on the page. That frame should be in a picture file (jpg, gif, png, bmp). Drag the frame to the paper and adjust the size to the margins. Then add items to the page and bring them to the front. Or Bring the frame item to the back.

## 11. General example of making a page with text-only items

In this example we make a page for 13 stamps from 1941 who were designed by Chris Lebeau. You can use another stamp series if that suits you better. First the design of a page with only text will be explained. After that it is explained how to add pictures to an item.

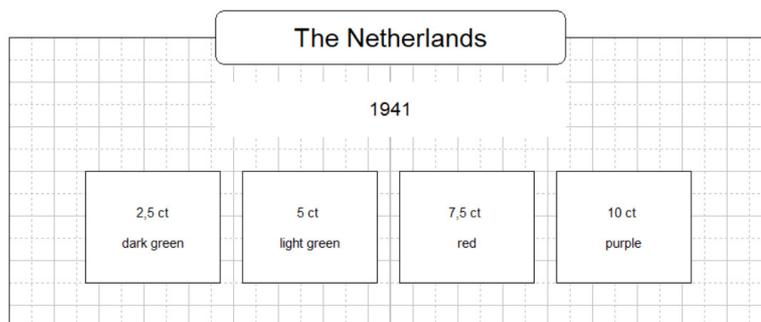
1. Click *New Item*. Drag the item up, over the top frame line. Double click on the item and enter the text “The Netherlands”. Adjust the dimensions with the handles and if necessary create rounded corners with *Rounding*. Click anywhere on the page next to the item to close this item. With the buttons on the right panel the properties of the text can be set. With the buttons on the panel at the bottom, the properties of the item can be further set.
 


2. Click on *New Item* again. Drag this item a little below the previous item. This new item will have the same properties as the previous item. This happens automatically and consciously. Because there is a good chance that this is the intention, although not in this case. Click *Reset* (right panel) to give the item the basic properties. Click *Distribute* to center this item. Enter the year (1941) in the new item. Click on “*No Border*” (at the bottom panel). Typically text items will not need a no border.
 


3. Click on *New item* again. Put the border back on. The stamps for this page are 25 mm wide and 20 mm high. The item box will therefore have to be somewhat larger. For example 30 x 25. Use the handles of the item to make the item 30 x 25 mm. Because there are 13 stamps in this series, we will make 3 rows of four stamps and a last row of 1 stamp. Put the text “2.5 ct dark green” in the item. (If you use different stamps then use the sizes of those stamps). Drag the item to somewhere at the top left, but below the 1941 item.

4. To make the top row of four stamps: select the 2.5 ct item and click *Duplicate* three times. Select one of the items in the row and click *Row*. This selects the entire row. Move the row to the horizontal center, or click any *Distribute* button. (note the difference).
 

**Interim result** (here we also filled in the texts of the other items).

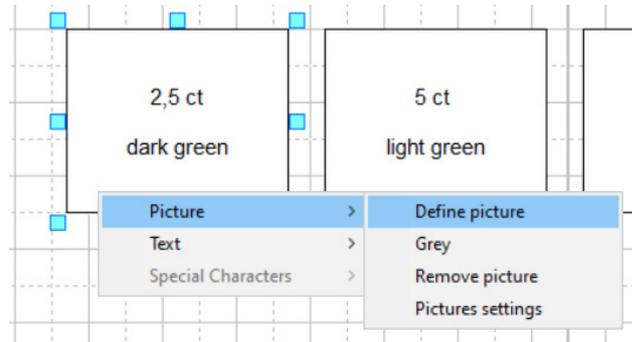


5. Select one of the items in the row and click *Row* again. Click *Duplicate*. The entire row is now duplicated. Drag the duplicated row down to their final location. Click on duplicate again for the third row. Click anywhere on the page to deselect all items. Select one item and duplicate that to create the item in the fourth row. Now you can adjust the texts of the other items.
6. The result can now be viewed with the *Preview* button. Then the page will be shown exactly as it will be printed, although reduced in size. Close the preview window and adjust the page if necessary.

## 12. Add pictures to the items

A picture file (jpg, png, bmp) can be dragged onto the item using the Windows Explorer. A picture can also be defined by right clicking on the item and then selecting the image. Click *Picture* and then *Define Picture*.

In this example, both the text and the image in the item are now shown. This is because the item now has both a text and a picture. The text can be removed via *Text* after clicking with the right mouse. *Gray* can make the image gray. *Remove picture* removes the



picture from the item. The picture is not removed from the computer, but only from the item.

The item has dimensions of 30 x 25 mm, the stamp of 25 x 20 mm. The picture in the item will therefore have to be smaller than the stamp. This is achieved by specifying the margins of the image in the *Item settings*. Because there is already a 5 mm margin in the item, each side of the stamp will be 2.5 mm from the edge. A margin of 3 mm for the image should be sufficient. This margin within the item for the image is set at the *Item settings*.

The margin is entered in tenths of millimeters, therefore 30 is entered (then press Enter) or set with the arrows. This margin applies directly to all images on the page.

Albuspad Settings								
Program	Buttons	Page	Items	Pictures	Print	Tech info	Colors	Adva
							Horizontal distribution fixed distance (mm)	5
							Distance first row to top margin (mm)	20
							Vertical distribution fixed distance (mm)	15
							Distance second row to top row (mm)	10
							Margins inside items for picture (mm/10)	30
							Margins inside items for text (mm/10)	5
							Handle size	11
							Tab character width	4

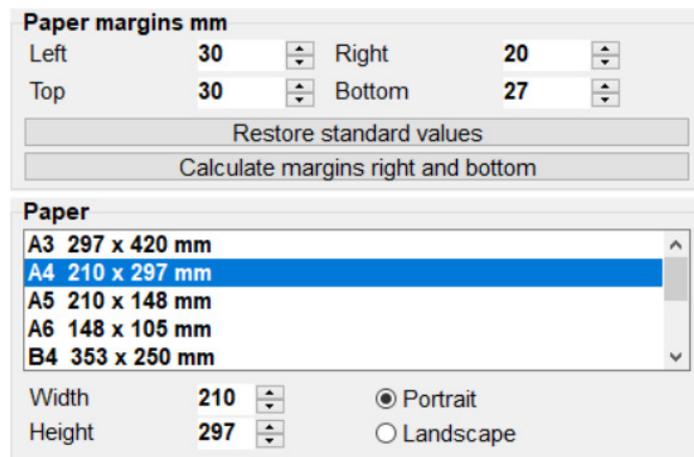
In this way a picture can be defined for each item. With the example type of stamp it is probably not necessary to add an extra text. For series with different images, this can be done by creating extra text items for each item. The half cent sign can be inserted by *right clicking* > *Text* > *Special Characters*.



### 13. Page settings

The program works standard with portrait A4 paper. You can change the paper dimensions and properties such as frame margins with *Settings* > *Page* in the menu.

If you want to use a here not listed paper size, scroll down the list and select Special. Then set the desired width and height.



### 14. Print the page

When the page design is complete, you can save it for later use or print it right away. With *Preview* you can already get an idea of what the page will look like. It is important that the printer has the same settings, such as paper size, as the program. This happens automatically when 'automatic printer settings' is checked on the printer settings tab. With some printers this does not work correctly and in that case uncheck that setting and set the printer manually in the Print window.

As an alternative, you can print to a virtual printer such as CutePDF or Microsoft Print to PDF. This creates a PDF file of the page that you can print with a PDF reader program.

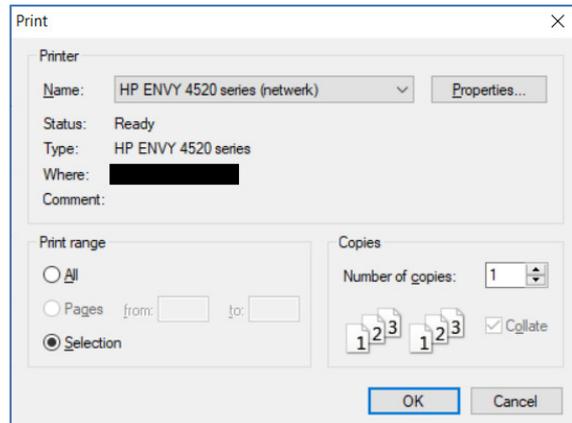
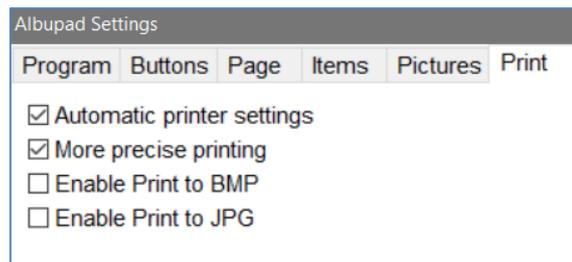
## Automatic printer settings

Normally this option is on. Automatic sets the printer's page size to the page size set in Albuspad, for example A4 or the custom paper size.

If for some reason the program makes a wrong setting, you can uncheck this option. In this case, the printer will not be set automatically by the program. You can do that yourself after clicking on the *Print* button with *properties* in the then appearing window.

## More precise printing

Because some printers give problems when printing margins, the program is set in a safe way by default, which is not precise. The precision is slightly less in that case. With the precise printing option on, printing is done with greater precision. You can try which option works best for you. The difference lies, among other things, in the accuracy of the position of the margins and the frame lines.



## 15. More information

More information can be found on the [albuspad.nl](http://albuspad.nl) site. There you can download additional information such as the comprehensive manual which is in the Dutch language (handboek).

Some manuals can also be read via the Help menu function. You can also ask any questions via the contact form or send an email directly to [info@albuspad.nl](mailto:info@albuspad.nl).