

encore

Getting Started Guide

On the **StudioBalfour.com** home page, click Launch Encore, Encore will open.

My Email is _____

My Password is _____

Project Details

Project ID: _____

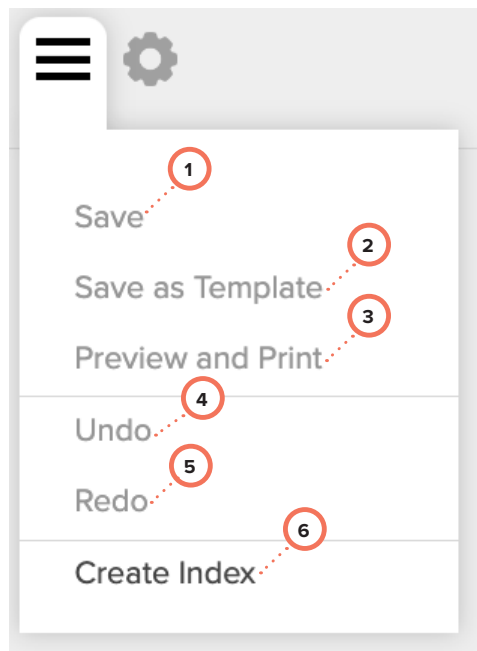
Fonts:

- _____
- _____
- _____
- _____

Colors:

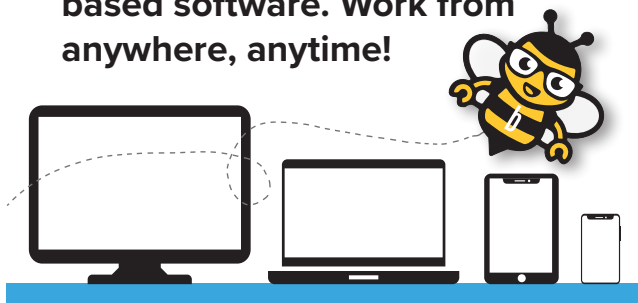
- _____
- _____
- _____
- _____
- _____

File Menu: The File menu controls options for an open spread.

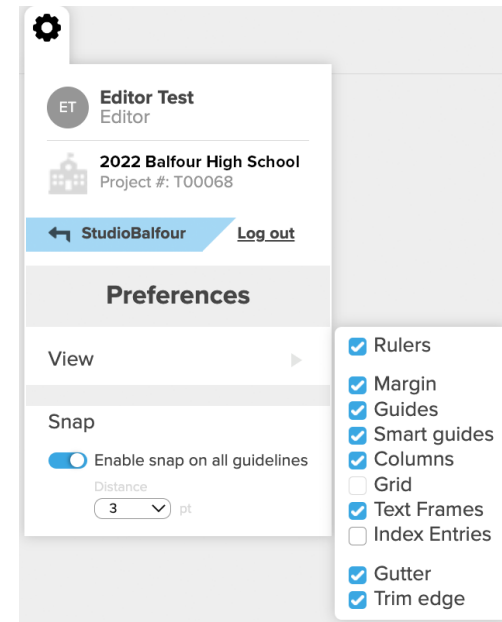


- 1. Save** – Save work on an open spread.
- 2. Save as Template** – Save all the objects on a page for use on another spread.
- 3. Preview and Print** – Create a PDF to view, save or print.
- 4. Undo** – Step back from the last action completed on the spread until the beginning of the current session.
- 5. Redo** – Step forward from the last action undone in the current session.
- 6. Create Index** – Launch the Index Wizard.

Encore is a Chrome browser-based software. Work from anywhere, anytime!



Settings Menu: The Settings Menu displays user and project information and provides logout. You can control viewing preferences for the current session. Hover over the View option under Preferences. Use the checkboxes to select to show/hide each option:



Rulers – Displays rulers top and side of Mainstage.

Margin – Displays the boundaries on each page.

Guides – Displays custom guides.

Smart Guides – Controls the distance an object will snap as it moves.

Columns – Displays columns on the page if enabled.

Grid – Displays grids on the page if enabled.

Text Frames – Hides non-printing frames around text boxes.

Index Entries – Displays non-printing highlights of names marked for index in text boxes.

Gutter – Displays the black line separating two facing pages of a full spread.

Trim Edge – Displays the physical edge of the page. Objects that cover this edge are cut off in the binding process.

- Toggle the Snap to enable or disable auto-alignment to guides. Choose the distance to control the snap-to distance from the object to the guides. A distance of 3 points is the default.

Creation Tools:



Pointer – Select objects on the spread with a click of the mouse.

Photos – Create an image box with a click and drag of the mouse.

Text – Create text boxes with a click and drag of the mouse.

Shape – Create lines, shapes and paths.
Copy & Paste – Cut, copy and paste objects.

Zoom – Adjust the spread to different view sizes.

Editing Tools:



Properties – Customize stroke, fill, edges, rotation and other characteristics of objects on your spread.



myContent – Curate photos, graphics, templates and backgrounds for each spread.



Layers – Add multiple layers to your spread and edit backgrounds.



Page Properties – Error checking and adviser controls for single-page numbers.



History – Track the object changes that occur on a spread during a single session. Spread version previews by date and user.



Notes – Leave notes to communicate between advisers and staffers.

Page Tools:



Flow Page – Opens the Portrait Flowing Wizard.

Complete page – Mark the page complete.

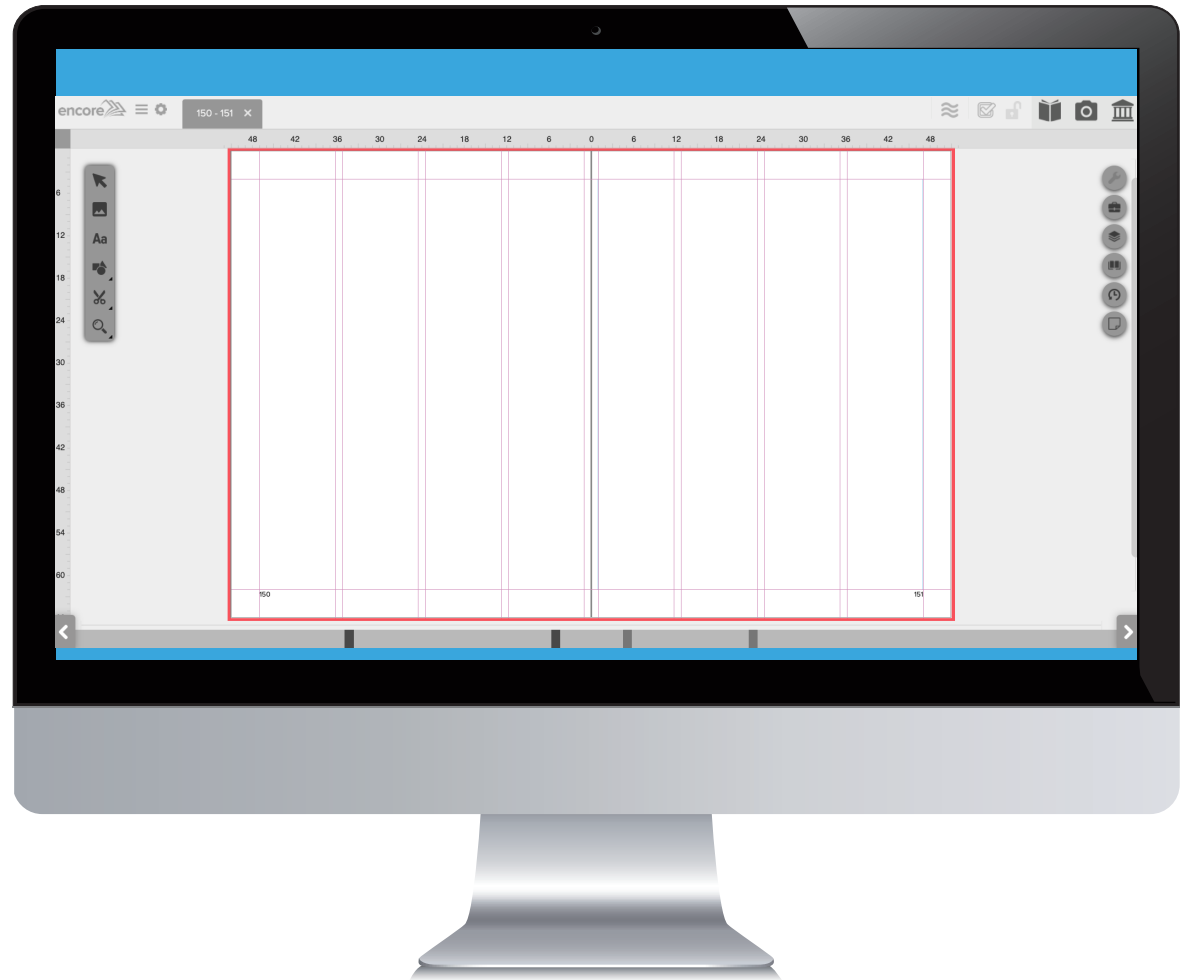
Lock icon – Indicates pages in use. Advisers and Editor in Chief can force unlock spreads.

Pages Manager – Show book spreads.

Photos Manager – Shows project photos.

Library – Show templates, backgrounds and graphics.

Editor:



Open a spread to start designing the layout with photos, text and graphics.

There are three ways to open a spread:

1. Double-click on any spread in the Pages Manager to open for editing on the Mainstage.
2. From the Mainstage, hover over the Timeline at the bottom to show a thumbnail of the spread. Click to open.
3. From an open spread, click the left or right arrow at either end of the Timeline to open to the next or previous spread.



Balfour support is here to help. Learn more at help.balfour.com

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