Welcome to Program Designer PRO!

Thank you for choosing Program Designer PRO for your school’s next fundraising campaign! Sports and extra-curricular activities are such a vital part of the school experience. We’re thrilled to be able to help your boosters raise the money you need to power your kids.

In this guide we’re going to walk you through the process of using your free version of Program Designer PRO to create customized program books, trading cards, calendars and greeting cards for your teams, clubs and organizations. Remember, you can use Program Designer PRO for everything from your school sports booster clubs to the drama club to your class fundraisers, so don’t be afraid to think outside the box!


Your software will automatically check for product, background or template updates every time you open it. If you know that an update has been released and you’re not seeing it, you can manually check for updates by clicking on the “Help” icon in the software’s top toolbar and visiting “Check for Updates”.

Provided by

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CONTENTS
Installing Program Designer PRO ................................................................. 3
  PC Installation ......................................................................................... 3
  Mac Installation ..................................................................................... 4
Creating Your Program Book ........................................................................ 5
  Using the Photo Book Wizard ................................................................. 6
Creating Your Program Book from an Empty Book ..................................... 10
  Touring the Editing Window ................................................................. 10
  Uploading Your Pictures ..................................................................... 10
  Choosing Your Background ................................................................. 11
  Changing the Tone of Your Background ............................................... 11
  Choosing Your Page Layout ................................................................ 11
  Adding Ghost Images to Your Background .......................................... 11
  Inserting Your Pictures .................................................................... 11
  Adding Captions to Your Photos ......................................................... 12
  Picture Borders .................................................................................. 12
  Clipart ................................................................................................. 12
  Themes ................................................................................................. 12
  Book Templates .................................................................................... 12
Creating Greeting Cards, Posters, Banners and Trading Cards Using the Card Wizard ................................................. 13
  Creating Your Greeting Cards ......................................................... 13
  The Basics of Poster Creation ............................................................ 17
  Creating Trading Cards for Your Team .............................................. 19
  The 411 on Calendar Creation ............................................................. 22
Printing Your Program Designer PRO Products .......................................... 28
INSTALLING PROGRAM DESIGNER PRO

The first step to creating top-of-the-line fundraising materials for your school is to download your free copy of Program Designer PRO to your desktop computer. The software can be downloaded directly from the web by visiting www.SportsProgramPrinting.com.

PC INSTALLATION

If you are working on a PC (as opposed to a Mac), click the “PC” option on the download graphic on our Sports Program Printing homepage.

1) Click on the “PC” icon, a window will pop up asking for your name and email address. Once submitted, we will send an email to the address you supplied. In order to complete the download process, you will need to open the email and follow the directions which will lead you to the FREE Program Designer Pro download link. Click on the “PC” option on the download graphic, a window will pop up asking you to Run or Save your MyPhotoCreationInstaller.exe file. .exe means that this is an executable file, which is absolutely required to add the software to your PC.

2) Choose “Run”; the installation process will begin immediately.

3) If running the file is not an option (which may occur in some instances due to the settings on your Internet browser) go ahead and save the file to your computer’s hard drive.

4) At that point you’ll see the MyPhotoCreationInstaller into your Downloads folder. Double-click the file and installation will begin automatically.
MAC INSTALLATION

1) Click on the “Mac” icon, a window will pop up asking for your name and email address. Once submitted, we will send an email to the address you supplied. In order to complete the download process, you will need to open the email and follow the directions which will lead you to the FREE Program Designer Pro download link. Click on the “Mac” option on the download graphic. The link to download Program Designer PRO for the Mac Tiger or Leopard OS is located directly beneath the bottom edge of the graphic.

2) Save the .zip file to your Downloads file on your computer’s hard drive

3) Open the saved .zip file. Installation should begin automatically.
CREATING YOUR PROGRAM BOOK

Program Designer PRO is the only photo software specifically designed for the creation of your team’s sports program books, and we’ve done our best to make it as easy to use as possible. To create a new program book, double-click on the Program Designer PRO icon on your desktop. The following splash screen will appear during the automatic software update process:

Select “Photo Books” in the upper left hand corner of your software screen.

Choose “Create New”
At this point a window will pop up asking you to choose between “Start Empty Book” and the “Easy Photo Book Wizard”.

**We DO NOT recommend using the Photo Book Wizard, because it automatically arranges your pictures, backgrounds and page layouts for you.**

**USING THE PHOTO BOOK WIZARD**

Even though we don’t recommend using the Photo Book Wizard to create your programs and program books, it never hurts to have directions on hand. And the easy editing steps you’ll use to create your final book are the same as the steps you’ll use to edit your calendars, posters, greeting and trading cards, so keep your software close and this guidebook closer!

After selecting “Easy Photo Book Wizard” from your Start Screen you’ll be taken to the Themes page. Select “Clean” or “Program Book”, depending on which version of Program Designer PRO your school is using.
Next, you’ll be prompted to select the photos you want included in your program book.

Upload your pictures directly from the hard drive of your computer using the Wizard’s photo selection tool. This also includes your pre-sized business ads and business cards. (See “How to Resize Your Ads”.) Selections will be saved when you move between folders.

If you’re unsure whether or not your picture is 300 DPI, go ahead and select your image. When you submit your order the software will flag all low-resolution images to guarantee maximum print quality.
Books are designed to contain a minimum of 16 pages and can hold anywhere from 17 images (minimum) to 254 images (maximum) at a minimum of 300 DPI.

After uploading your pictures you’ll see a quick summary of the number of photos you have and the number of pages your book is going to contain, then be redirected to a screen where you can preview your cover photo and change up the order of the images inside the book itself.

Remember, the Easy Photo Book Wizard completely designs your book for you, including photos and page layout. This IS the order they’ll appear in, so make sure these are right where you want them!

If you decide that the picture you see here isn’t the one you want to see on your cover, click on “Preview Pictures”, then click and drag to change the order of your images and ads.
In the next step of the Wizard you’ll be asked to choose a caption for your front cover and/or first page. This is not required to finish your book, and you will have the opportunity to edit these captions once you finish the Wizard and move on to the Program Book editing window.

Finally, view a summary of your program book.
Click “Finish” and you’ll be taken directly to your software’s editing window, where you can finish editing your book using the steps detailed in “Creating Your Program Book from an Empty Book”.

RESIZING YOUR ADS
Sooner or later you’re going to find that your ads need to be resized to fit in the ad pages of your program books. This can be done using Photoshop or any other graphic design program.

If you don’t have an image manipulation program on your computer capable of resizing your ads you can download one for free at http://www.gimp.org.

CREATING YOUR PROGRAM BOOK FROM AN EMPTY BOOK
Our favorite feature of Program Designer PRO is its ability to customize your program books 100%. That’s why we recommend you choose the “Start Empty Book” option on your screen rather than taking the trip through the photo book creation wizard and having to go back and change your pages after the fact.

TOURING THE EDITING WINDOW

UPLOADING YOUR PICTURES
The first thing you want to do when you begin working on your blank program book is to upload your pictures to your screen. Click on the + icon on the bottom of the screen to upload individual images or the ++ option to upload an entire folder of images.

**Choosing Your Background**
Program Designer PRO comes complete with an assortment of backgrounds that we update as often as possible to give you the most choices for your program books. When choosing the backgrounds for your pages you can select one background for your entire book or create a unique background for each page.

To place your backgrounds, simply left click the color/pattern background you want then drag it over to your page. If you decide you don’t like the background you chose, just drag another one over. Repeat until you find the one you want! To remove the background altogether right click on the background, then select “Remove background”.

**Changing the Tone of Your Background**
Not all shades of blue are created equal. Or green. Or brown. To change the saturation of the color on your background to achieve a different tone, click on Image Fading in the editing toolbar then adjust your settings.

**Choosing Your Page Layout**
In the right hand corner of your editing window is an option to choose your page layout. This gives you a selection of templates into which to click and drag your pictures, and will determine how your pages appear when you’re done. As you did with the background, simply choose the page layout you prefer for your photos and ads, then click and drag over to your page.

**Adding Ghost Images to Your Background**
To apply a ghost image to the background of your page add the image you want to your photo lineup, then drag and drop it onto your page OUTSIDE of the empty template squares. When the menu pops up, choose “Background Overlay” to create your ghosted image on top of your current background.

**Inserting Your Pictures**
Once you’ve chosen a page template it’s time to insert your pictures. Uploaded pictures will appear in the frame at the bottom of your program book editor. Click and drag your pictures and ad images into the frames in your templates.

No, there’s no catch. It really is that easy.

**Adding Captions to Your Photos**
To add a caption to your photo or image, position your mouse over the page and right click. A menu will appear giving you the option to “Insert”. Click Insert then go to “New Caption”. A caption box will appear in the middle of the page.

Caption boxes appear by default in the middle of the page. When you’re done editing your text, simply click on the outside edge of the caption and drag it to its final location. To rotate, position your mouse over the caption under rotating arrows appear and spin your caption accordingly.

Captions can be placed on top of pictures for personalization; however, be aware that these captions can be very difficult to read. Font, sizing and color should be chosen accordingly. To change any choices from the default (i.e. make text larger, change text color, choose a different font), highlight the text, then use the editing toolbar to change your font, font size or font color, rotate your text, align the spacing of your text or bring the text forward/back.

**Picture Borders**
Program Designer PRO does give you the option to add borders to your pictures on all inside pages. This option is not available on the front or back cover. To add a border, click and drag the border/frame of your choice to the photo. It will be automatically sized and added to your page.

**Clipart**
To add clipart to your pages, choose the “Clipart” option on the right-hand side of the screen to access our collection of images. Click and drag your image onto the page.

**Themes**
To restore the default Program Book theme, choose “Themes”, then click and drag “Program Book” onto your page.

**BOOK TEMPLATES**

Program Designer PRO was primarily designed for use as a photo book developer. Your version of Program Designer PRO has been custom-designed for use with your school’s fundraising endeavors; however, some aspects of its photo book capabilities remain.

That’s what you’ll find when you click on “Book Templates” in the right hand side of your screen. While not normally used for Program Book design, these templates are available for individuals who choose to use the multi-purpose functionality of Program Designer PRO for photo book design.

**Creating Greeting Cards, Posters, Banners and Trading Cards Using the Card Wizard**

Cards, posters, banners and trading cards can all be created using Program Designer PRO’s Card Wizard feature to give you additional fun and exciting fundraising tools for your team.

**CREATING YOUR GREETING CARDS**

Program Designer PRO uses the same click-and-drag functionality you saw when creating your program books to design greeting cards for your players’ friends and family. To edit your cards, refer to the section on creating program books for all editing procedures, including adding text, changing your background and customizing your clipart.
To begin, choose the Greeting Cards tab in the left hand panel and go to “Create New”.

In the first and second panels of the Card Wizard you will have the opportunity to select the layout and size of your greeting card. Remember, portrait cards will open like a book, landscape cards open from the top like your average wall calendar, and a postcard is…well, it’s your average, every day postcard!

If you’re unsure whether or not your picture is 300 DPI, go ahead and select your image. When you submit your order the software will flag all low-resolution images to guarantee maximum print quality.
In the third step of the Card Wizard you’ll be asked to select a frame for your greeting card. If you don’t want a frame around the outside edge of your image, leave the selection at “No Frame” and click “Next”. To view your frame options choose “Click to Add Frame”.

Exit the Card Wizard at any time by choosing “Skip to Design” at the bottom of your window.
A window will pop open with your available frame options, categorized for easy selection. Choose your frame, click “OK”, then click “Next”. To remove your frame after selection, choose “Remove Frame”, then click “Next”.

The fourth step of the Card Wizard will ask you to choose an image for your card from your computer. Go to “Browse to Image”, locate the file containing the image you want to see on the front of your card, then click “Next”. This image should be at least 300 DPI resolution to guarantee maximum print quality.
Now you’ll be asked to enter text (which you will be able to edit later), click “Next”, then click “Finish”.

The card will appear in the editing window, at which point you’ll be able to make any other changes you had in mind.

**THE BASICS OF POSTER CREATION**

Posters make a fun and personalized addition to your fundraising campaign, and since they use the same Card Wizard that you used to create your greeting cards creating yours should be a piece of cake. Choose “Posters” from the left panel, then go to “Create New”.

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![Sports Program Printing](http://www.sportsprogramprinting.com)
You’ll be taken to a screen that asks you to select a size for your printed cards and displays your poster options underneath. Make your selection, then choose “Next”.

Here you’ll be asked to upload an image from your computer’s hard drive. Again, this image must be at least 300 DPI at the designated size for maximum print quality. (You’ll also see an
option at each stage to skip straight to the editing window if you don’t want to continue through the Wizard.)

If you’re unsure whether or not your picture is 300 DPI, go ahead and select your image. When you submit your order the software will flag all low-resolution images to guarantee maximum print quality.

At this stage you can edit your poster using the same editing techniques discussed in Program Book creation. The key difference is that text cannot be added to the front of a poster; however, text can be added to the back of a two sided poster the same way you would in the Program Book.

You must choose the two-sided option when selecting your product. If you choose one sided then realize you want to personalize the back of your poster you will have to go back and create a new product.

**CREATING TRADING CARDS FOR YOUR TEAM**

Trading cards make a fun and memorable piece for your players’ friends and family-and a great fundraiser for your school. To create a trading card for your players, select “Trader Cards” from the left panel, then go to “Create New”. The Cards Wizard will appear to walk you through the process.
In the second panel you’ll be asked to choose a frame for your picture. If you don’t wish to add a frame, select “No Frame” (the default option) and move on to the next screen. To add a frame, choose “Click to Add a Frame” and select your frame, then click “Next”.

If you’re unsure whether or not your picture is 300 DPI, go ahead and select your image. When you submit your order the software will flag all lo-resolution images to guarantee maximum print quality.

Here you’ll be asked to select an image for the front of your trading card. Please be sure your image is at least 300 DPI.
At the next step of the Wizard you’ll be asked to select the text for the back of your card.

This text can be edited in the editing window before your cards will be proofed, so while you should choose the text you want to see if something isn’t quite the way you like it you will be able to change it later. Entering that information into the Wizard doesn’t commit you to anything. (Actually, nothing immediately comes to mind that can’t be changed after being entered into the Wizard in any of these products.)
Top and bottom text will appear on the front of the card, statistics will appear on the back. Once you’ve submitted that information you’ll be given the option to “Finish” and go to the editing window, where your cards can be edited using the same techniques outlined in Creating Your Program Books.

THE 411 ON CALENDAR CREATION

Program Designer PRO’s calendar creation wizard is one of its most intricate (and therefore most cool) features.

Choose “Calendars” from the left side panel, then go to “Create New”.
You’ll be asked to choose the size of your calendar and to choose a calendar template around which you’ll build your custom calendar.
The next step will be choosing what month you want your calendar to begin in. All of our calendars are 12 month calendars; however, because the school year begins in September we wanted to make sure your school calendar was able to run from September to September. Or if it’s for your school’s baseball team, one that can start in the spring and run through to next spring. Why limit your options to a traditional January-December calendar design?
Then you’ll be asked to choose which countries’ holidays you’d like pre-printed on your calendar.

Now, select 13 images for your cover and each month of the year. These images must be at least 300 DPI and can be changed once you get to the editing window.

In Step 7 of the Calendar Wizard you’ll be able to rearrange your photos to correspond with the desired months of the year…
Add captions beneath your pictures in Step 8 and elect whether or not you want thumbnails of the previous and following months to appear on each month’s page in Step 9.
In Step 10 you’ll be able to insert important events (such as game or performance dates) to be pre-printed onto your calendar before you’ll be taken to the final stage of the Wizard, which will allow you to choose “Finish” and send you to the editing window.

Once you’ve been returned to the editing window you’ll be able to preview your finished product, make any necessary changes and send your calendar to print.
PRINTING YOUR PROGRAM DESIGNER PRO PRODUCTS

Once you’ve finished creating your product it’s time to send it to print. To place your order, select the “Send to Sports Program Printing” button in the upper right corner of your screen. If there are any problems with the resolution on any of your images, or if you’ve forgotten to add an image, you’ll be taken to a screen titled “Document and Image Resolution Information.” Change any pictures of insufficient resolution to guarantee maximum print quality of your product.

From this point you’ll be asked to confirm that you wish to continue creating your order. Select “Yes”. You’ll have the opportunity to view and confirm the accuracy of your proof in PDF format at this point.

Please review your proof carefully for fonts, typing, dates, picture quality, picture format and layout, etc. Sports Program Printing will print your file as-is and is not responsible for any errors present in the file you send us.

You should see a confirmation that your file has been uploaded to our servers, at which point you will be directed to click “Yes” to open your browser and complete your order using our online shopping cart feature. Your order MUST be completed using this online shopping cart for us to receive notification that your product is ready to print.

If a technical error occurs and you are unable to connect to the online shopping cart tool, send an email to info@sportsprogramprinting.com with your name, the name of your school and the name of your product (poster for Irondequoit High Hockey, for example). One of our Sports Program Book specialists will review your file and contact you within 24 hours with a custom quote for your project.
If you have a question about Program Designer PRO you didn’t see addressed here, let us know! We’re here to help. You can reach our staff at 866.377.5277 or by emailing us at info@sportsprogramprinting.com.

Thanks, and welcome to Program Designer PRO!