Photo Collage Maker Guide

Your way to communicate to and retain your families through a variety of Photo Collage Templates
We all know how much our parents enjoy and appreciate good communication. We have all seen the great e-blasts that many of our schools have been sending out to their families. Everyone of us are well aware that “Word of Mouth” is our highest source of enrollment and how “retaining” our families is our number 1 goal after we get them signed up at our schools.

This method of communication is something that will support all of the above. Your IT, Operations and Marketing departments have worked together to provide you with all the necessary tools to get started on this important and fun adventure for both you and your families.

In this guide you will find step-by-step instructions on how you can easily send out e-blasts, just like you see here, to your families each week. This guide includes:

1. How to use a program called Photo Collage Maker to create your e-blasts.
2. How to identify missing email addresses.
3. How to export the e-mail addresses of your families from OnCare into Microsoft Outlook.
4. How to send your creations to your families.
Let’s Get Started!

Step 1. – Using Photo Collage Maker

- **Screen Layout**
  - Main Menu at top allows you to open, save, print, add layers to your project.
  - Toolbar allows you a quicker way to do the some of the same tasks.
  - Layer Bar allows you to easily edit a layer. A layer is an object like a photo, text box, or clip art.
  - Navigation Pane is the left side of the screen where you will select your editing tools.
  - Working Area is the main area of the screen where you see your project.
  - Status Bar is the bottom of the screen where your project name is displayed.

- **Creating a New Project**
  - Double click the Photo Collage Maker program on your desktop.
  - Click create a new project.
  - Select page layout or collage templates. Page layout will give you some simple yet colorful choices for your collage. Collage templates will provide colorful templates with various themes.
  - Click on the layout or template you like and click next and finish. You will see the new project on the screen waiting for you to add photos.
• **Adding Photos and Effects**

  o **Photos Pane** – Click the photos bar and browse to the folder where you save your photos. Once you do that, you will see thumbnails of your photographs. Click and drag the one you want to the spot on your project where it says drop photo here. It is that simple!

  o You can add additional formatting to make your collage really eye catching. You can change the background, add borders, frames and effects, and text and clipart.

  o **Background Pane** - Click on the background bar. You can change the background that came with the layout or template you originally selected. Click on the texture radio button and click the select texture button. Scroll through and double click the one you like and watch your background change. To select another click the select texture button again and repeat the process. If you don’t like that one you can click the undo button until you are back to the original background.

    ▪ Click the border and frame button and click add frame. Click a frame and your collage now has a framed border. Click add border and the select color button. Double click a color and it is added on the inside of the border. Click OK to exit this feature.

  o **Frame and Effects** - Click the frames and effects bar.

    ▪ If you double click a frame it will be inserted into your project. You can go back to the photos pane and insert a photo. If you click on one of the existing photos in your project, it will insert the frame around the selected photo.

    ▪ Click on mask to see effects you can add to your photos. The same applies, add a mask and then add a new photo or select your photo first and double click the mask to add to it. The mask will surround your photo with a starburst or oval for example, yet it stays inside the frame.
Click on filters to add colorization to your photo. You can lighten, darken or change the color of your photo. You must select your photo first to apply the filter.

- **Text and Clipart** – Click the text and clipart bar.
  - Type your text in the text pane. Erase the words New Text or you will see those words in your project. You will see your text appear in the center of your project. You can modify the font by clicking on the down arrow and browsing to the one you like. You can add bold, italics and change the justification by clicking the buttons below your font selection.
  
  - Click on the clipart tab and click the down arrow to select the category you need. Double click a clip to insert it in the center of the collage or click and drag to where you want to place it.
  
  - Click the shapes tab and click the down arrow to select the type of shape. Double click a shape to insert it in the center of the collage or click and drag it to where you want it placed.

- **Moving and sizing layers**
  - Click on a photo in your project. You will see it surrounded by lines, boxes and a circle.
    - The grey boxes are called resize markers. Point to one and the cursor turns to a double headed arrow. Click and drag to size your layer larger or smaller.
    
    - The green circle is a rotation marker. Point to it and the cursor turns to a hand. Click it and move it clockwise or counter clockwise. It will change the angle of your text.
    
    - The dotted lines are guide lines. They let you know the boundaries of your layer. If you point inside the grid lines of your layer the cursor turns to a four headed arrow. Click and drag to move your layer to another location.
    
    - To deselect your layer, click outside the border of your collage in the surrounding grey area.
• **Saving, Printing, and Compressing Your Project**

  o Click file and save project. Browse to the folder where you save your files. Type a file name and click save. You will notice your project is named at the top of the screen on the title bar and the bottom status bar. You should do this when you start your project. Frequently save by clicking the save button. You don’t want to lose your hard work!

  o Click file and print collage. Select your printer and click print.

  o **Project files with photos are very large and too large to email. You always want to compress and save as a JPEG before you email to your families!** When your project is complete and you are getting ready to email it, do the following. Click file, save as JPEG, check “optimal compression algorithm” and click save. Browse to your save folder, type the same file name as you did above and click save. Click to open your file and it will open in the default photo viewer for your computer. You will see that it looks almost exactly the same and the file size is as much as 90% smaller. At this point if you need a PDF, create the PDF from your photo viewer.

• Click X to close your photo viewer, and Photo Collage Maker.
Step 2. – How to Identify Families with No Email Address

- Log in to OnCare.
- Go to family accounting, functions, #5 send tuition pay direct invitation email.
- Click all families, and make sure unsent and sent are both checked and click submit.
- All active families are listed alphabetically by account key. You can quickly see which ones are missing.
- To print the list, click file, print, select your printer and click print.
- Click main menu to exit this screen.
- Each line with “email not available” in the email column should be obtained and input on the parent information card.

<table>
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<tr>
<th>No.</th>
<th>Sel.</th>
<th>Family Acct Key</th>
<th>Ledger</th>
<th>First Name</th>
<th>Last Name</th>
<th>Child(ren)</th>
<th>Email</th>
<th>Invitation Status</th>
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<tr>
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<td></td>
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<td>Sponsor</td>
<td>Sharon</td>
<td>Abbott</td>
<td>Carly, Raina</td>
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<td>Sent</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>ABCCITT</td>
<td>Co-Sponsor</td>
<td>Tina</td>
<td>Cryer</td>
<td>Carly, Raina</td>
<td>Email not available</td>
<td>Unscent</td>
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<td>Unscent</td>
</tr>
<tr>
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<td></td>
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<td>Maza</td>
<td></td>
<td>Email not available</td>
<td>Unscent</td>
</tr>
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<td>Unscent</td>
</tr>
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<td>Sent</td>
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<td></td>
<td>ANDERSON</td>
<td>Sponsor</td>
<td>Michael</td>
<td>Anderson</td>
<td>Elijah, Isaiah, Olivia</td>
<td>Email not available</td>
<td>Unscent</td>
</tr>
</tbody>
</table>
Step 3. - Exporting your E-mail Addresses from On Care to Microsoft Outlook

These steps you only complete once. You need to install a program to your computer desktop that will extract parent email addresses from OnCare.

- Go to the intranet IT shared documents page, Photo Collage link or go to http://sharepoint.mini-skool.com/it/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fit%2fShared%20Documents%2fPhoto%20Collage&FolderCTID=&View=%7bA895A29C%2d25BD%2d4BA8%2d8E90%2d91C536916B0E%7d

- Click on OnCareEmail.

- Click open.

- Click OnCareEmail.exe on the right side of the screen and click extract all files.

- Browse to your computer desktop and click OK.

- Click extract.

- Close the window you were working in and close the intranet.

The following steps you will complete each time you want to download your updated OnCare email addresses to use in Outlook.

- Double click the OnCareEmail.exe icon on your desktop.

- If you get a message from your virus scanner (Avast, McAfee, Symantec) that the file may be a virus, click ignore. It is safe.

- Click run.

- Login with your school number and password of skool (same as the CRM) and click login.

- Click get OnCare email addresses.

The window will close and you will have a new file on your desktop named OnCare-Email-Report-04122011.txt. The numbers indicate the current date. Double click to open it. All of your OnCare family email addresses are available to copy and paste in to the BCC of an Outlook email message. Keep this file open and go to step 4.
Step 4. – Email Your Collage

- Launch Microsoft Outlook from your desktop (not the Web Access version).
- From your inbox, click new to create a new email message.
- Address the email to yourself.
- Make sure you have a button for BCC. You want to blind carbon copy your parents so they don’t see each other’s email addresses. They will only see that it was addressed to you. If you don’t see BCC, click on options, show BCC for Office 2007. If you have Office 2003, click on the down arrow to the right of options and BCC.
- Go to the OnCare Email Report you created in step 2 and press Ctrl A to select all addresses. You will see they are highlighted. Press Ctrl C to copy them. Go back to your email message and click in the BCC box. Press Ctrl V to paste them.
- Type your subject and email message.
- Click insert, picture (or insert, picture, from file) and browse to where you saved your JPEG collage. Double click it and it will be inserted in the body of your message so you can see it. It will not attach as an attachment. This is the preferred method of sending to parents. Make sure you select the JPEG version. You may want to save your projects and JPEGs in separate folders so it is easy to differentiate between the two.
- Click send. You addressed the email to yourself so you will see exactly what your parents are receiving. You may want to send it to yourself only the first time to make sure it turns out as you expect.