


## BPRocs Books Feature

1. Launch **BPRocs**.
2. Click on **the Albexus Bookery** catalog.
3. Choose the tab for your desired book style and size.
4. Click on the desired **book cover**.

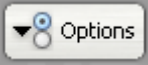
**Note:** to create your own cover insert, choose the Design Your Own cover from above and drag it down onto the main window.

5. Drag your favorite **image** into the book cover opening.
6. Type your **text** to personalize your book.

**Note:** you can double click to zoom in on text or images; double click again to zoom out.



7. Below main window, click on the **Right Arrow**  to open your book.
8. Above the main window, scroll left to right, choose your page layout and drag it down onto the main window.

**Note:** a default page layout will show automatically.



9. Be sure your **Options** palette  is open and choose your background style.
10. Drag your favorite image(s) into the layout.


**Note:** you can also crop, zoom or rotate your images using the buttons below the main image window.

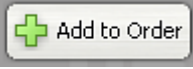
11. Below main window, click on the **Plus** button  to add your next page.

**Note:** you can go back and forth through your pages at any time using the Right or Left Arrow buttons  

12. Repeat steps 8 - 10 to design additional pages.

**Note:** you can use the buttons   above the main window to switch between page layout or book layout view at any time.

13. Once you've completed your desired number of pages, click on the **Right Arrow** button  to close your book.

14. If you've finished your entire book, click **Add to Order** 

15. Click **Review Order** button 

16. Click **Complete Order** button  to send your order.