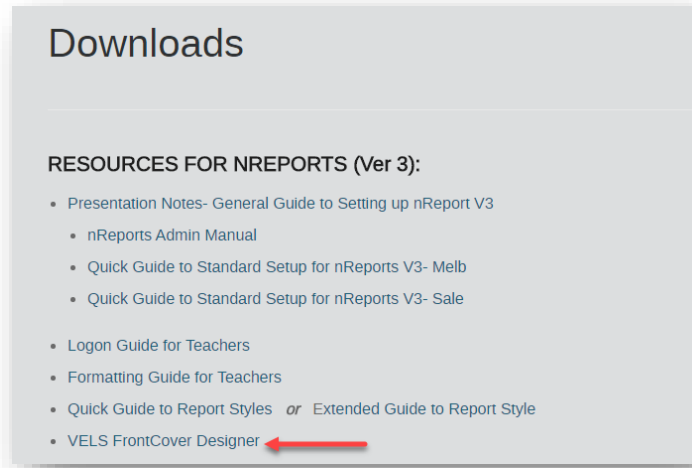




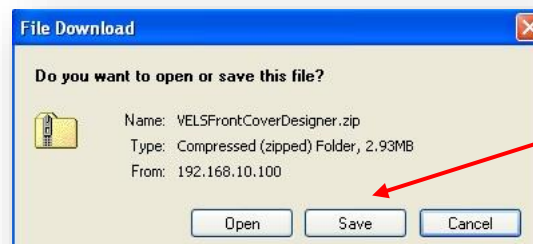
## Front Cover Designer

- 1 The VELS Front Cover Designer needs to be downloaded in order to edit/create the front cover of the report to suit your school.

**Download VELS Front Cover Designer from [www.cepl.com.au](http://www.cepl.com.au) DOWNLOADS Section.**



- 2 Save the file to a location of your choice.

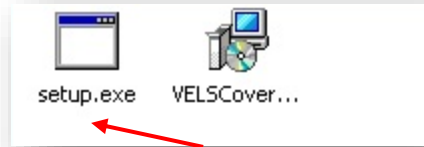


- 3 Locate the zip file where you saved it. Double click to open folder.

**Extract** the files before the next step.



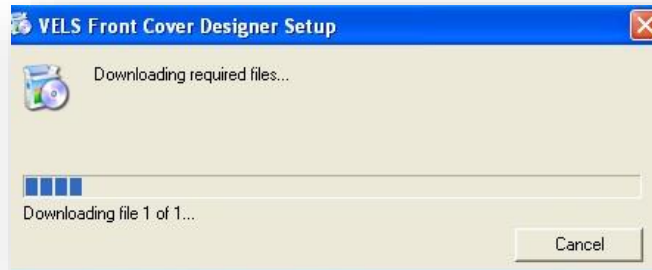
- 4 Double click on the **setup.exe** file.



- 5 If .NET 4.0 has not been installed on this machine, you will be prompted to install it.

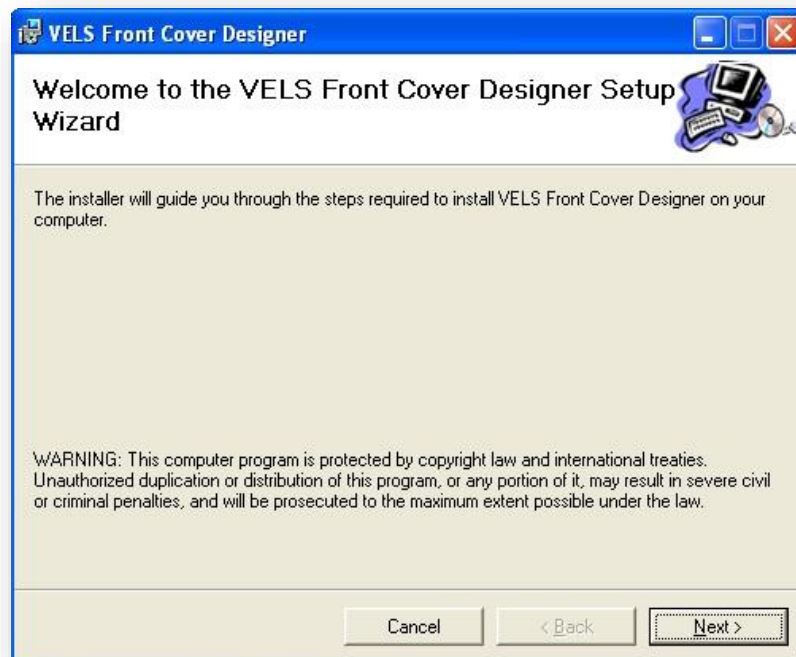
Click on **Accept** to start setup.

If .NET 4.0 has already been installed, you will not see this window. Go to Step 7.

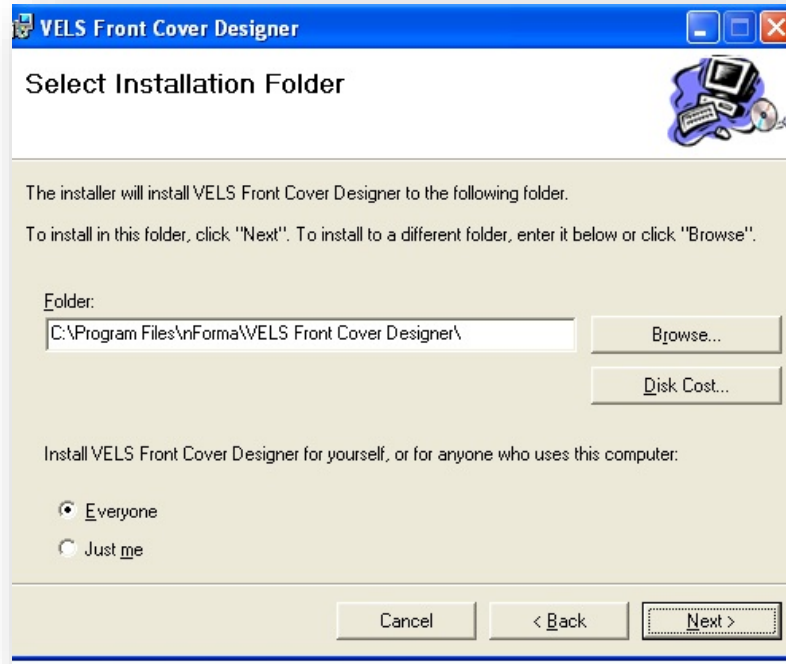


- 6 Files required to install .NET 4.0 will now be downloaded. This should only take a few minutes.

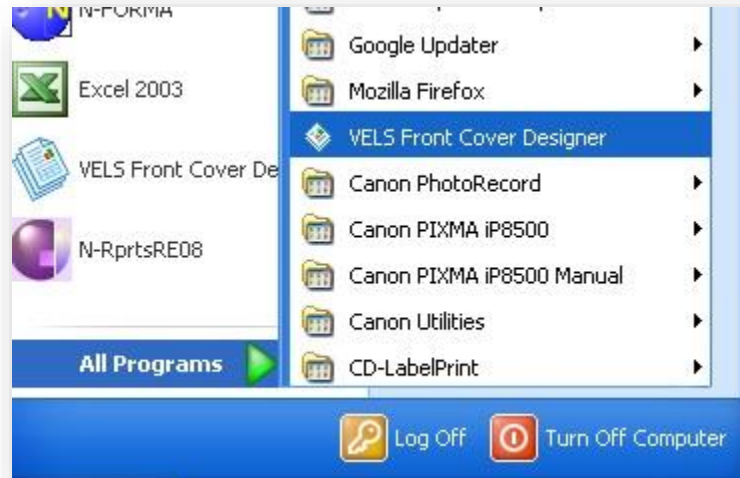
- 7 Click on **Next** and follow the Installer Wizard setup guide to install VELS Front Cover Designer on your computer.



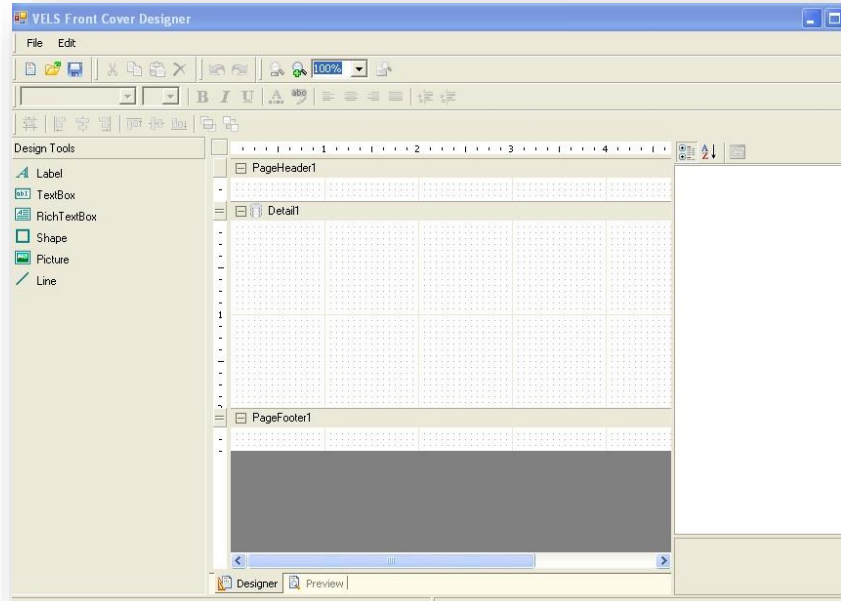
- 8 Click on **Next** to continue the install process.



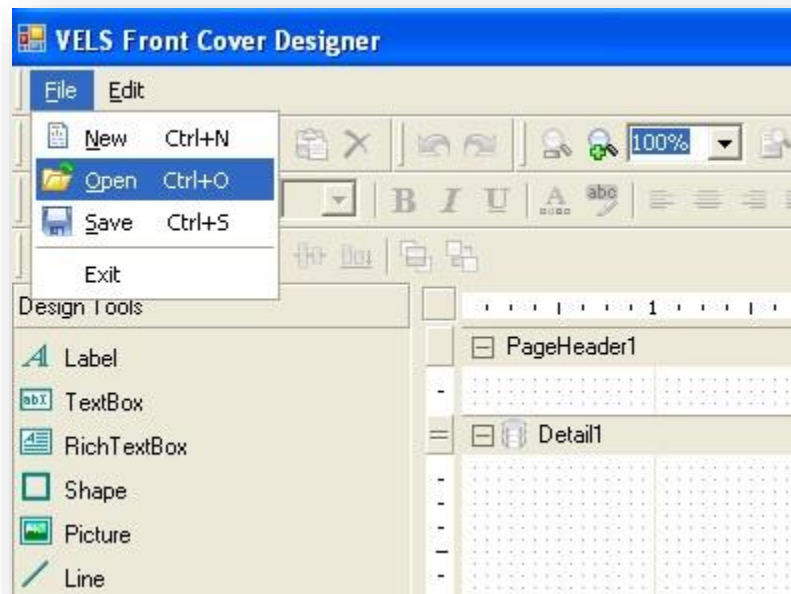
- 9 Once installed, open the **VELS Front Cover Designer** program.



- 10 When the program is first opened a blank page appears.



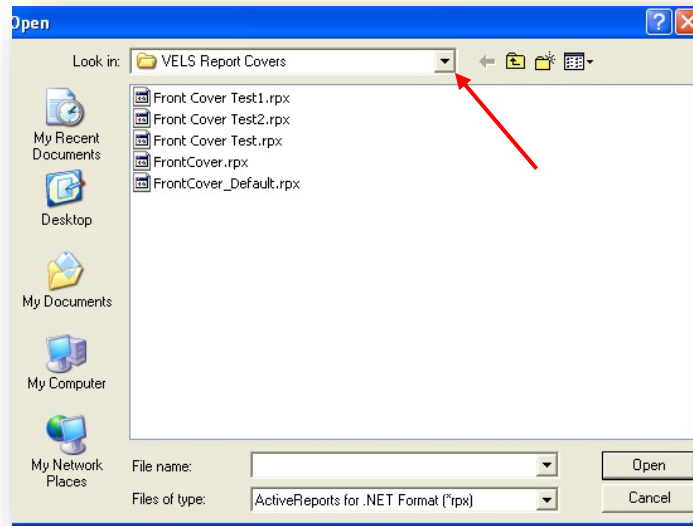
- 11 Go to **File** and select **Open**.



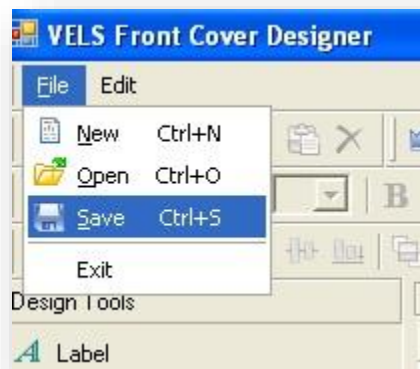
**12** Locate the **VELS Report Covers** folder. This will be located on your local c:\ drive in My Documents.

Find the file named **FrontCover\_Default.rpx** and click **Open**.

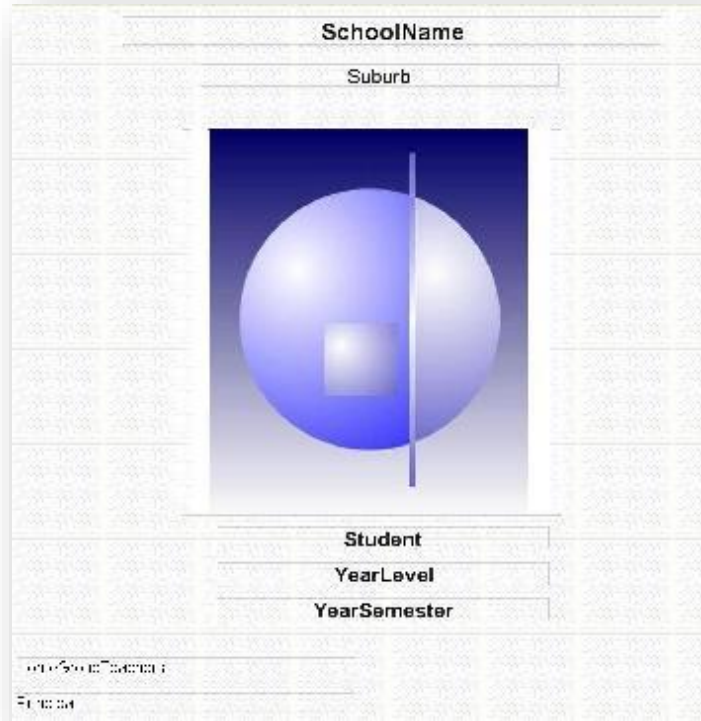
This is the default front cover. It is advisable to save this cover under a new name, keeping the original as a backup.



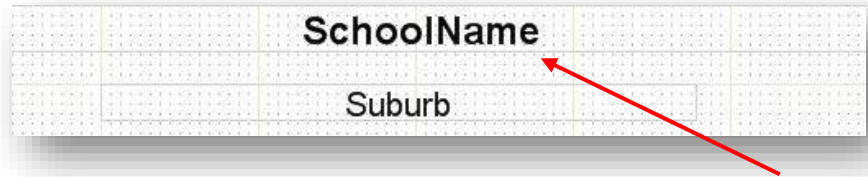
**13** Go to **File** → **Save** and give the file a new name.



- 14 You can now start editing this front cover to suit your school.



- 15 Until you become familiar with this program, keep editing requirements to a minimum. The following instructions cover the main areas that you will need to edit.



To edit any of the areas on the page click on a box so that it is highlighted.

## 16 Edit Text

The simplest way to do this is by using the toolbar where font, size, colour, justification and format can be selected.

Edit all text boxes as required.



- 17 **NOTE:** As changes are made to the text areas you will see the changes also recorded on the right hand side. You can also edit the changes from here if desired.

**IMPORTANT** – Do not delete any of the information that appears in the Data Field boxes as this contains special code for displaying student names, year and semester, etc.

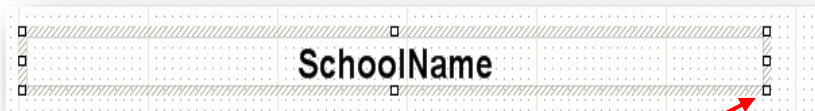
<b>Appearance</b>	
Alignment	Center
BackColor	<input type="checkbox"/> Transparent
CharacterSpacing	0
<b>Font</b>	<b>Arial, 18pt, style=Bold</b> ...
ForeColor	<input checked="" type="checkbox"/> Black
LineSpacing	0
OutputFormat	
Style	<b>ddo-char-set: 1; text-align:</b>
VerticalAlignment	Top
<b>Behavior</b>	
CanGrow	True
CanShrink	False
MultiLine	True

- 18 To **move** text boxes click on text box to highlight and then drag to desired location.

To **delete** a text box highlight and press Delete.

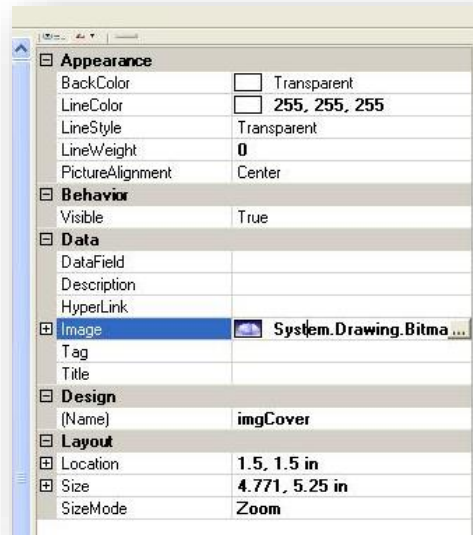
To **resize** a text box place cursor over one of the small boxes and drag to desired size.

To **add** a text box, click on the TextBox button on the left and draw a box where you want it. Change the text as required. Format the text as above.



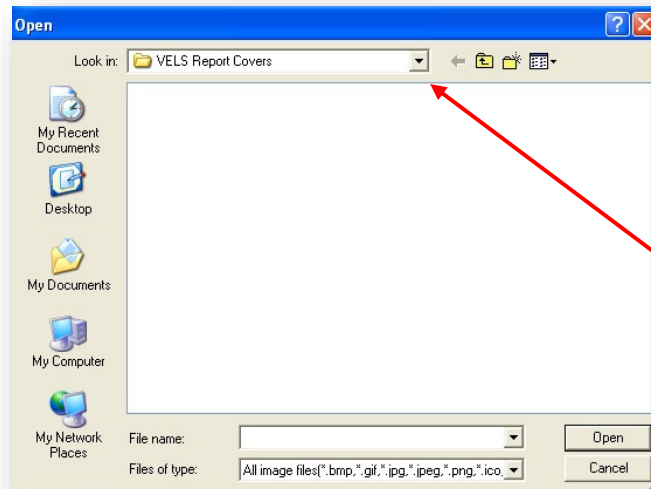
## 19 Adding an Image

Select the image box. At the end of the description of the Image there is a small grey box with three dots in it. Click on this box.



20 Locate the image you wish to use for the Front Cover by clicking on the down arrow. Once the image is located, double clicking on it will add new image to front cover. (Alternatively highlight the image file and click Open.)

Resize image to desired size.





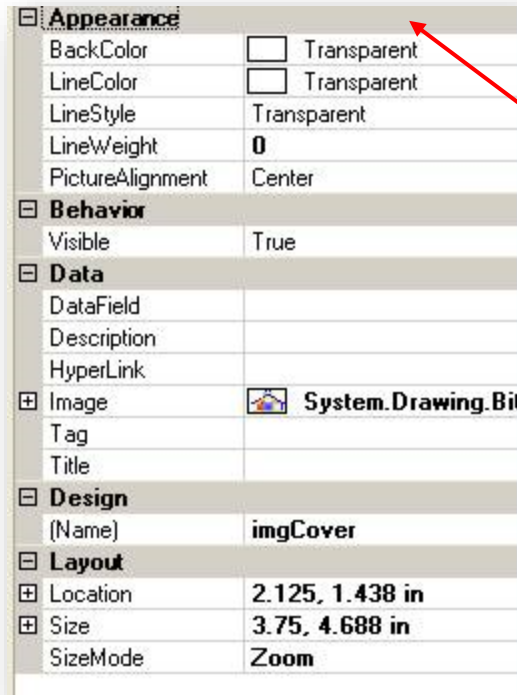
## 21 Editing an Image

Click on the image so it is highlighted.

(Note: The toolbar only provides limited editing options.)

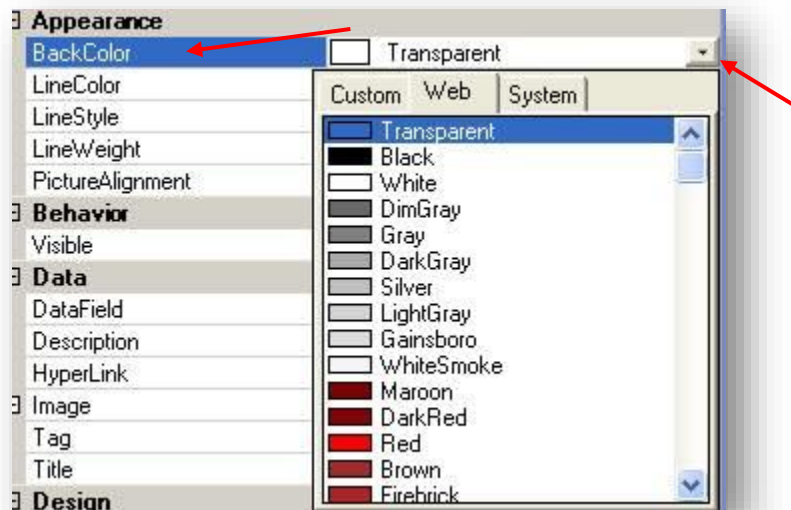
Adding a background colour and a border are best achieved by selecting the different options under **Appearance**.

Click on the area you want to edit. Once it is highlighted, go to the right hand side and click on the down arrow. This will bring up a selection of different options.



## 22 Back Colour

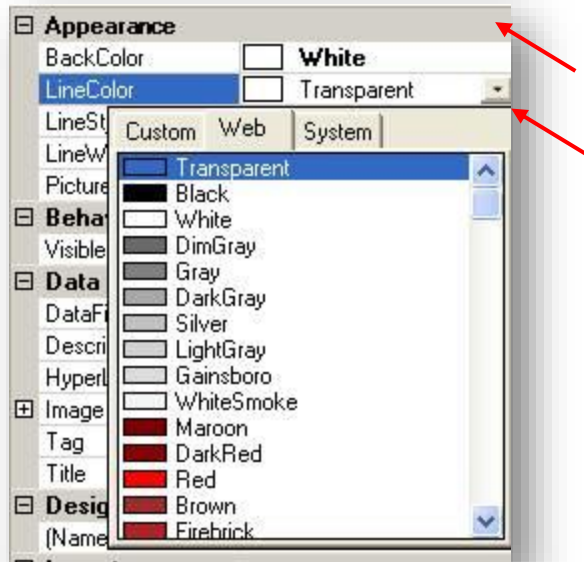
allows a colour to be placed behind the image if there is a gap left in the box around the image



### 23 Image Borders

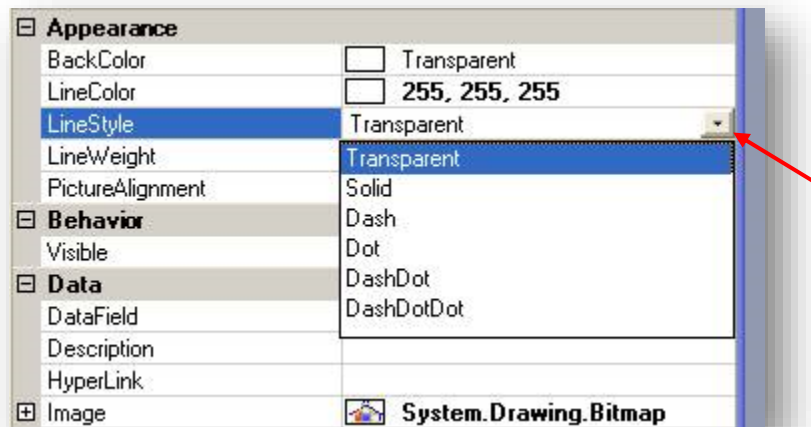
#### Line Colour

From the drop down arrow select a colour.



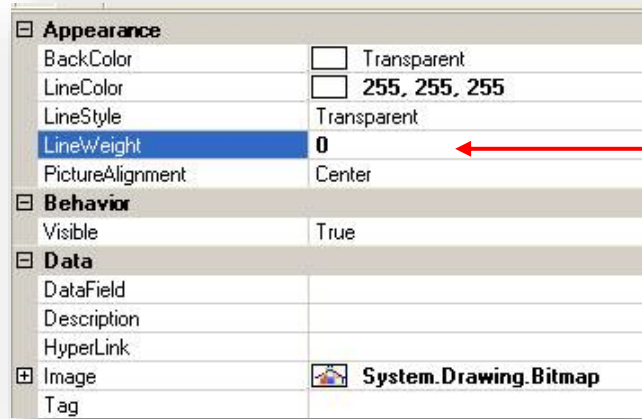
### 24 Line Style

From drop down arrow select preferred style. Do not leave as transparent as the border will not display.



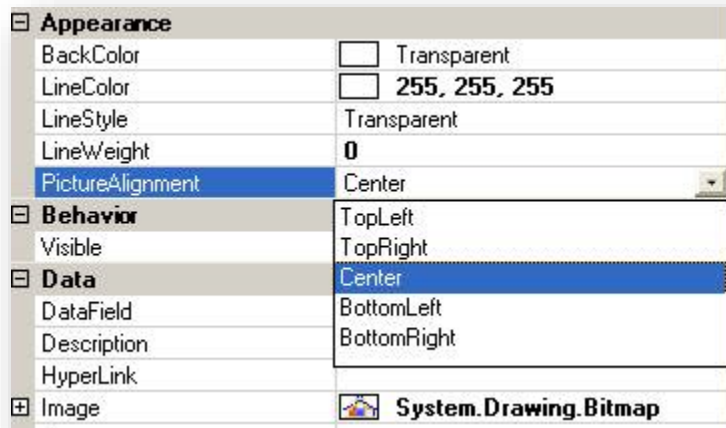
## 25 Line Weight

In order for line to be visible around the image the zero needs to be deleted and a number (e.g. 6) needs to be added. The higher the number the thicker the line.

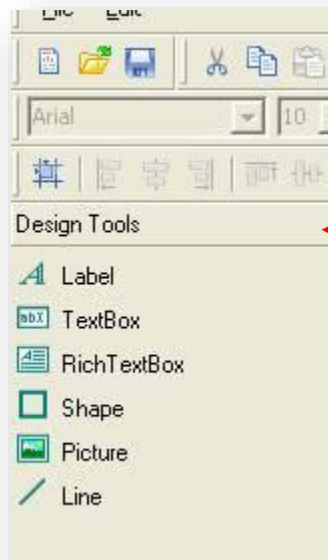


## 26 Picture Alignment.

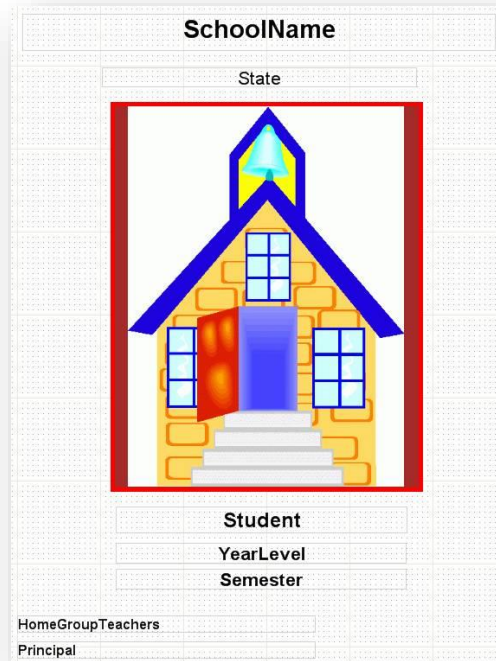
Choose alignment of image from drop down arrows.



## 27 Design Tools allow you to add further Text Boxes, Pictures, etc., if required.

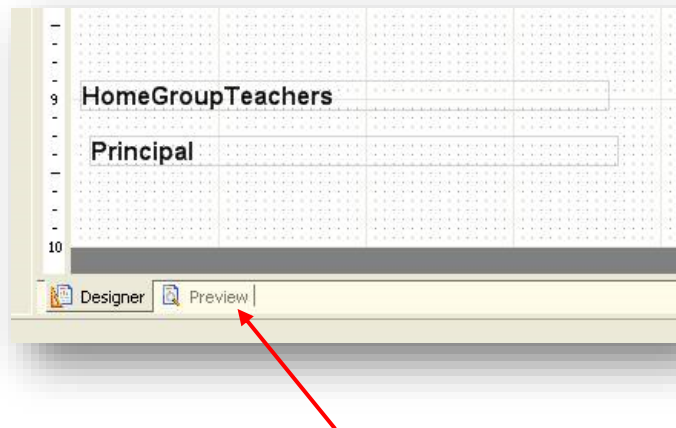


- 28 When finished **Save** the front cover.
- 29 If further changes are required click on the area to be edited so that it is highlighted. Then use the toolbar or the area on the right hand side to edit.



- 30 Front Cover can be previewed by selecting the **Preview** tab at the bottom.

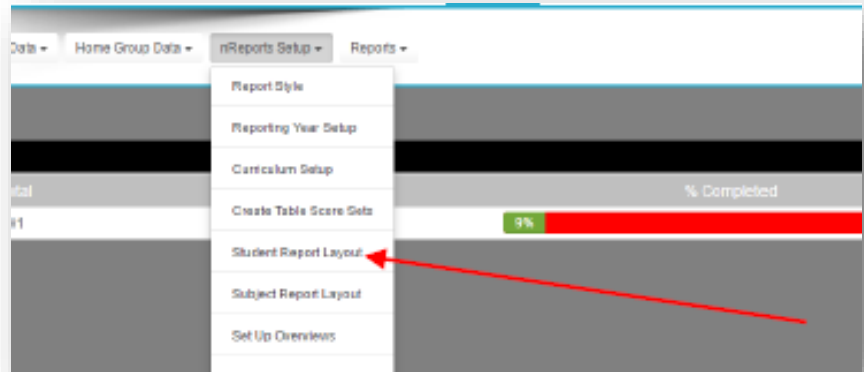
**NOTE:** In Preview screen the school name, student, year level and semester will be in code. It is possible some data may even appear on a second page. It should be fine when it is uploaded providing you haven't stretched the length of the page.



### 31 Uploading the front cover

To upload the file for your front cover, go to nReports – Student Report Layout.

In order to preview the cover you will need to go into a student's report and preview.

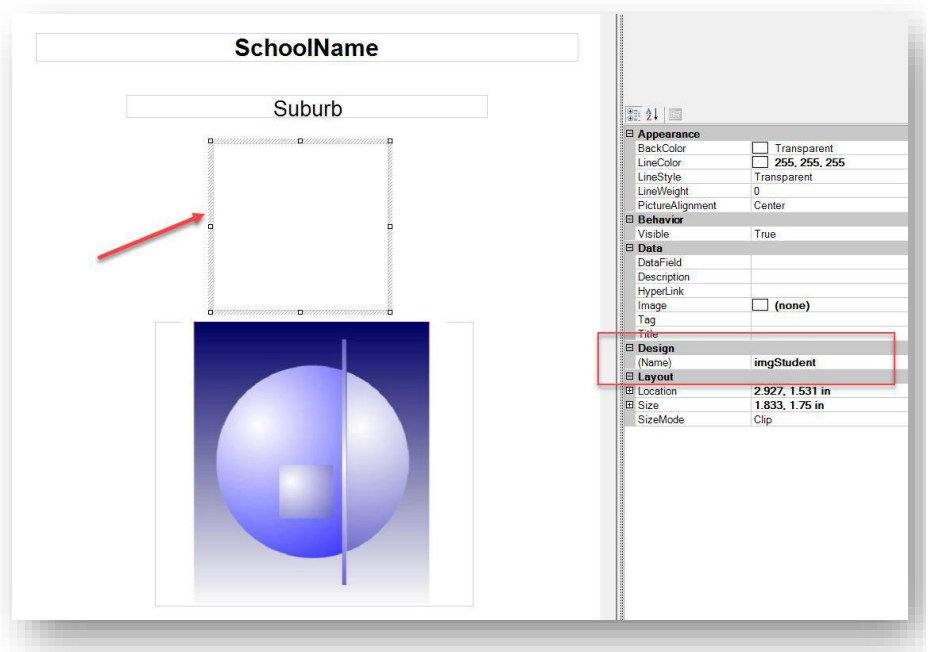


### 32 Next to the TITLE page tile, click on the edit icon and follow the prompts.



## Displaying Student Photos on the Front Cover

By default there is a picture placeholder on the cover page referencing the student photos. It is referred to as **imgStudent**. (Refer to example)  
If you want to change the size, use the **SizeMode** to choose Stretch, Zoom or Clip.



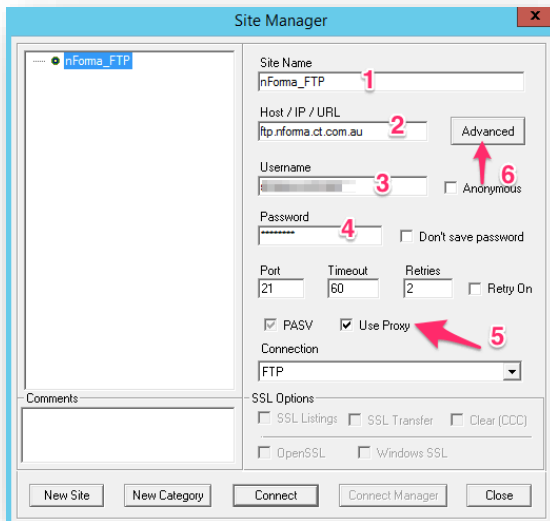
**Student photos need to be uploaded before they will display.**

Points to note:

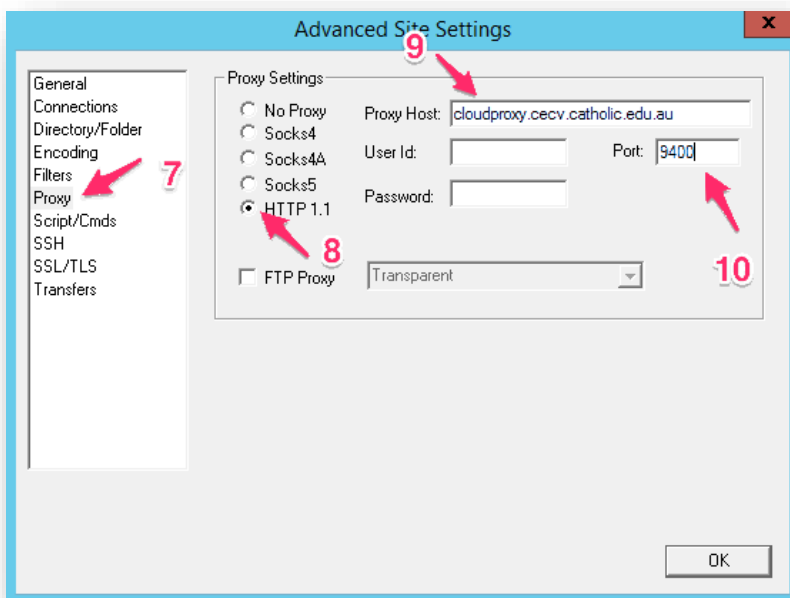
- Student images must have each student's STKey as the file name.
- The recommended width & height for these photos is 90 x 100 and no more than 100kb in size. If they are too large, pages may take too long to load.
- Student images must be uploaded to the server by FTP. See next page for details.
- The Front Cover must have a special placeholder for the photos. See above.

## Uploading Photos by FTP using Core FTP

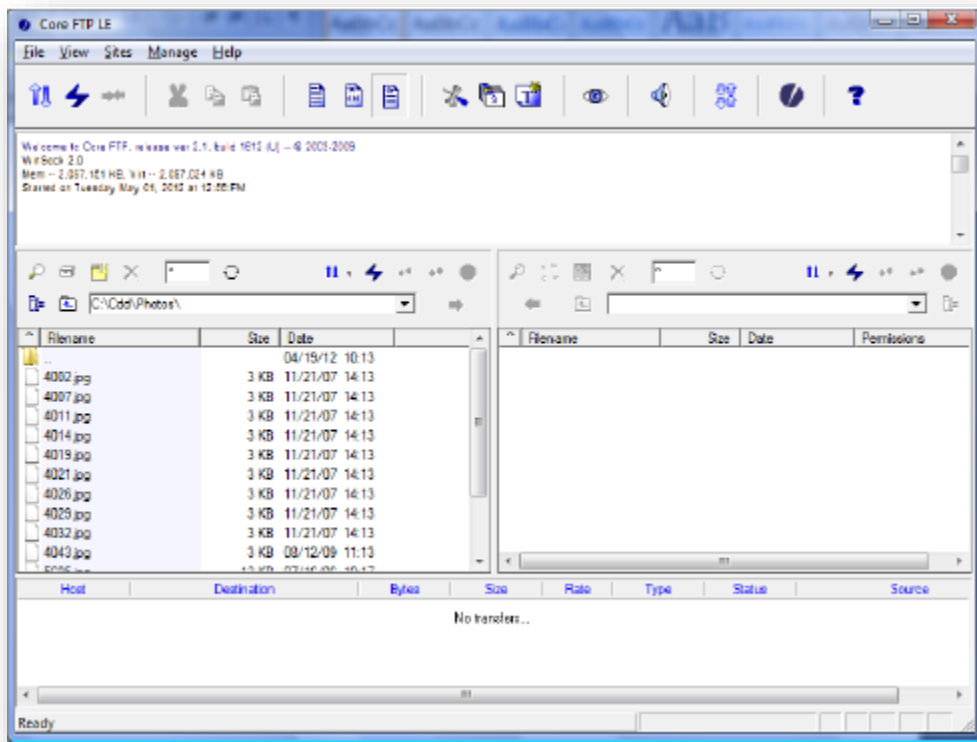
1. First you have to download an ftp program to transfer the files. There is a free one we often use called Core FTP. If you search for that on Google it should be the first result. Download and install it.
2. Once it's installed, open it up (the desktop icon is a small navy circle)
3. Create a new site (Number 1) called whatever you like (the name doesn't matter) and put in the details as shown below for your school.
4. Enter the Host name as shown below (Number 2).
5. Enter your User Name and Password. (Numbers 3 & 4). Contact the HelpDesk or email us if you don't have these details.
6. Click on Connect.



**NOTE:** Some schools may have to put in advanced settings as shown above and below. (Numbers 5 – 10)



7. A new window will open with your PC on the left hand side and the Hosting server on the right.



8. Navigate to find your photos on your PC.

9. Select them all.

10. Click the small arrow to transfer the files over to the server. Or simply drag and drop them to the right hand side.

11. You should see all your photos appear on the right hand side.

12. Close the ftp program when finished.