

Help and How-To Documentation

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ABOUT O DREAM BOARD

O Dream Board is a visualization tool to help you achieve your goals and ultimately live your best life. Create your own picture of what you want your life to be using photos and text as a daily reminder.

O DREAM BOARD FRAME

Your main work area is within the O Dream Board frame. The pictures and text you have chosen will be displayed in this space. You can arrange, stack, rotate, resize and remove images at any time. You can assign intentions to any image within O Dream Board.

O Dream Board allows you to add multiple text areas. You can apply different font styles, colors and sizes. Each text area can use only one font and one text color. You can move, enlarge, shrink or remove each text area.

GETTING STARTED

To create an O Dream Board, you will first need to provide the following information for your O Dream Board:

- Title
- Description
- Theme (optional)
- Board Size (8x10, 16x9, 4x3)

Once you have added this information, click the Begin button to get started.

CREATING A NEW BOARD

To create a new board, navigate to the My Dream Boards area at the bottom of the page. If this section is collapsed, click on the Show link so that you can see all the boards you have created.

You can add a new board by clicking on the Create New button. You will then be prompted to add a title and description and to select a theme and board size.

EDITING A BOARD

To edit a board, navigate to the My Dream Boards area at the bottom of the page. If this section is collapsed, click on the Show link so that you can see all the boards you have created.

You can edit the title, description, theme or board size at any time by clicking the Edit link below the O Dream Board you wish to edit.

You can also edit the title of your O Dream Board by clicking on the title plaque at the top of the frame. The title is limited to a maximum of 100 characters.

DELETING A BOARD

To delete a board, navigate to the My Dream Boards area at the bottom of the page. If this section is collapsed, click on the Show link so that you can see all the boards you have created.

You can delete a board at any time by clicking the Delete link below the O Dream Board you wish to delete. A confirmation box will pop up. Click Yes to delete the O Dream Board. Click Cancel if you change your mind.

If you want to add a new O Dream Board, click the Create button in the My Dream Boards area at the bottom of the page.

MAIN MENU

From the main menu, you can edit your O Dream Board, save your O Dream Board, share your O Dream Board, export your O Dream Board or get help.

EDIT

You may edit your O Dream Board at any time by selecting Edit in the main menu. When you click this, you will have the option to add or edit an image, add or edit a text field or change the theme of your O Dream Board. The Edit toolbar will automatically appear when you click on an image or text field within the O Dream Board canvas.

SAVE

Your O Dream Board automatically saves your changes as you make updates. You may save your changes at any time by selecting Save under the Options menu. When you click Save, you will receive a confirmation that your work was saved successfully.

EXPORT

You can save a copy of your O Dream Board at any time by clicking on the Export option in the menu to capture an image of your O Dream Board at that time. If intentions are set to show, then intentions will show as part of the snapshot. If intentions are hidden, intentions will not be a part of the snapshot.

PRINT

You may print your O Dream Board at any time by clicking on the Print menu and selecting Print.

Note: Everything inside the O Dream Board frame and including the frame will print. If intentions are set to show, then intentions will be printed.

HELP

The Help option displays information on how to use the different functions of O Dream Board.

You may view this document at any time by clicking on the Options menu and selecting Help. You may also access Help from the link in the footer in the lower right of the O Dream Board application. This will open up in your favorite Web browser as a PDF file.

CLOSE

You may close O Dream Board at any time by closing your browser window.

ADDING AN IMAGE

Images are the most important element of your O Dream Board. To add an image, select the Add Image tab located at the top of the frame.

You can choose to add an image from your computer or add an image from the O Dream Board library.

ADDING IMAGES FROM O DREAM BOARD MEDIA LIBRARY

Oprah.com and Getty Images have partnered to provide you with a wide variety of images to create your own personal vision. You can search for images by entering keywords and/or selecting a category. You may also browse all the images within the O Dream Board library.

To get started, enter a word in the search box and select a category or choose all categories. Then, click the Go button.

As a helpful reminder, your search terms will remain in the search box. You can click in the box and enter new words at any time to perform a different search.

Below the image thumbnails, you will see the number of images that have been returned based on your search keywords. You may navigate through different pages by clicking on a page number or the Next link in the lower right of the library page.

ADDING IMAGES FROM YOUR COMPUTER

When you choose to add an image from your computer, you will be prompted to browse for an image to upload to your O Dream Board.

Select the file you wish to upload. You can upload the following types of images: JPG, GIF and PNG.

Once you have selected the image and uploaded it from your computer, the image will be placed on your O Dream Board for editing (see Modifying Images).

MODIFYING IMAGES

Once you select an image and place it on your O Dream Board, you can edit the image by clicking on it, and the editing toolbox will appear. You can adjust the opacity of the image, add a drop shadow, adjust the layer of the image or add an intention.

RESIZING IMAGES

To move your image, click anywhere on the image. While holding down the left mouse button, move your mouse to position your image to the desired location on your O Dream Board.



Move icon appears when you click on the middle anchor point (moves the image around)

To resize your image, click on it. Then, select one of the anchor points and drag your mouse to make the image bigger or smaller.



Anchor points appear when you click on the image



Scale icon appears over the corner anchor point (sizes image both vertically and horizontally)

To rotate your image, click on the outside of one of the corner anchor points until you see the rotate icon. While holding down the left mouse button, rotate your image to the desired angle.



Rotate icon appears near the corner anchor point (rotates the angle of the image)

LAYERING IMAGES

You can layer images on top of one another. If you want to send your image behind another image, select it and click on the Send Backward button. You may have to click on the Send Backward button multiple times if your image is several layers in front of the image you want it to be behind.

If you want to bring an image in front of another image, select the image and click the Bring Forward button. You may have to click on the Bring Forward button multiple times if your image is several layers underneath the image you want to bring forward.

REMOVING IMAGES

To delete an image, click on the image and select the Remove Image button. Your image will be deleted from the frame. A confirmation box will pop up. Click Yes to remove the image from O Dream Board. Click Cancel if you change your mind.

If you want to add the image again, you will have to select the image from your computer or from the O Dream Board library.

IMAGE INTENTIONS

Intentions are text captions that detail the goal represented by the image. Add an intention to your image by clicking on the image and typing the intention into the text box shown in the Edit toolbar.

You can display your intentions by clicking on the Edit tab at the top of your O Dream Board frame and clicking Show Intentions.

If you do not wish to create an intention, leave the text box blank.

You can always add an intention later—just click on your image and enter your caption in the text box provided.

ADDING TEXT

In addition to images, you can display written goals and/or motivational quotes on your O Dream Board.

To add a text, click on the Add Text tab located at the top right of your O Dream Board frame. Click within the box to enter your text.

MODIFYING TEXT

To edit the text, simply click on the text box. The editing toolbox will appear.

CHANGING TEXT BOX SIZE

To move your text box, click anywhere on the box. While holding down the left mouse button, move your mouse to move your text box to the desired location on your O Dream Board.



Move icon appears when you click on the middle anchor point (moves the text box around)

To resize a text box, click on the text box. Then, select one of the anchor points and drag your mouse to make the box bigger or smaller.



Anchor points appear when you click on the text box



Scale icon appears over the corner anchor point (sizes text box both vertically and horizontally)

To rotate your text box, click on the outside of one of the corner anchor points until you see the rotate icon. While holding down the left mouse button, rotate your text box to the desired angle.



Rotate icon appears near the corner anchor point (rotates the angle of the text box)

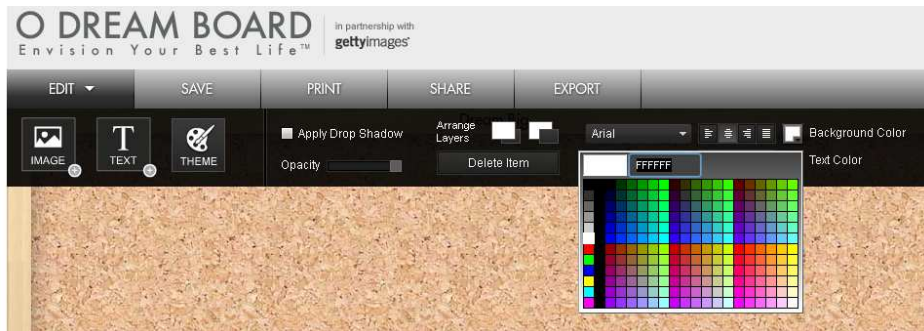
To stretch your text box, click on any of the inside anchor points and drag your mouse to stretch to your desired size.



Stretch icons over the middle anchor points (stretches the text box vertically or horizontally)

TEXT BOX BACKGROUND COLOR

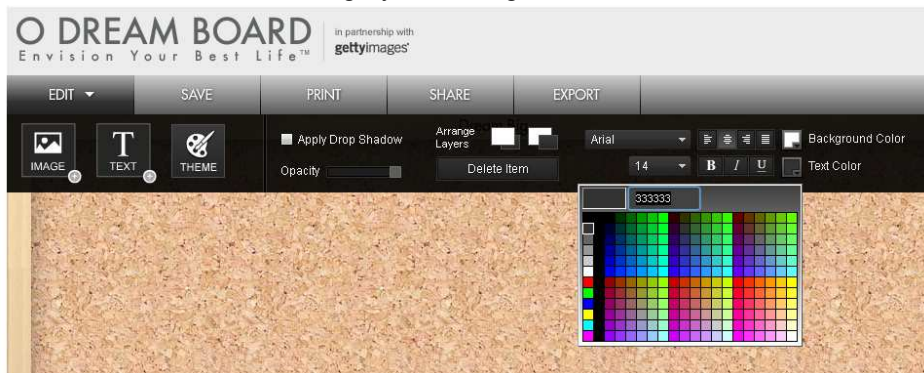
The text box default color is white. To change the color, select a new one from the background color palette.



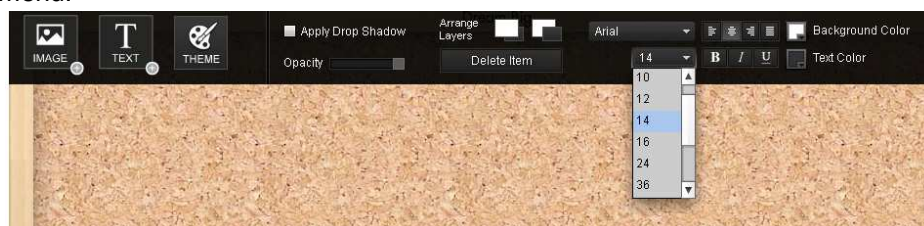
You can also set a background color but leave your text box blank to create a color block on your O Dream Board.

TEXT BOX FONT OPTIONS

The default font color is dark grey. To change the color, select a new one from the Font Color palette.



You can adjust the size of the font by selecting a smaller or larger font size from the Font dropdown menu.



You can change the alignment of your text to be left-aligned, centered, right-aligned or right-justified.



You can change the style of your font to make it bold, italics or underlined.



Note: If you increase your font size and can't read all your text, simply resize the text box or decrease your font size.

LAYERING TEXT BOXES

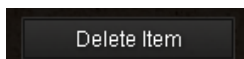
You can layer text boxes on top of one another or over images. To send your text box behind another text box or image, select it and click on the Send Backward button in the Arrange Layers section of the Edit toolbar. You may have to click on the Send Backward button multiple times if your text box is several layers in front of the object you want it to be behind.

To bring a text box in front of another text box or image, select the text box and click the Bring Forward button in the in the Arrange Layers section of the Edit toolbar. You may have to click on the Bring Forward button multiple times if your text box is several layers underneath the object you want to bring forward.



REMOVING TEXT

To delete a text box, click on the box and select Delete Item in the Edit toolbar.



A confirmation box will pop up. Click Yes to remove the text box from O Dream Board. Click Cancel if you change your mind. Your text box will be deleted from the frame.

Note: If you remove a text box, it will be permanently deleted.

SHARE

We encourage you to share your O Dream Board with friends and family. You can choose to share your O Dream Board via email, Facebook, Twitter or MySpace.

Share your O Dream Board by clicking on the Share button in the main menu. A pop-up window will display where you can choose how you'd like to share your O Dream Board. If you are choosing to share your O Dream Board via a social media site, you will need to have an account set up on those sites.

EXPORT

Save a copy of your O Dream Board to your computer by clicking on the Export button in the main menu. A pop-up window will display where you can choose where you'd like to save your O Dream Board.