A GUIDE TO USING SOAPBOX

version 2.1

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New features in this version

- Dropbox integration (pg 15)

Fixes

- Emailing a stack
- Caption autosave
- General bug fixes
Welcome to the Soapbox Guidebook.
Here you will find step-by-step instructions for setting up and customising the look and feel of your Soapbox.

Genuine personality in your palm.

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The navigation bar has been designed with simplicity in mind. To activate it, simply tap the screen once. Tap the screen a second time to deactivate it, otherwise it will automatically disappear after five seconds.
The iPad is an extremely versatile portfolio or display device, and Soapbox makes full use of its intuitive interface.

By default, the app will enter a stack in full screen mode. Simply swipe either left or right to navigate through your work.

Double tap to zoom into a slide.
The Home Page

Soapbox features a home page for easy navigation between your different work. When you create a new Stack, a button will automatically be generated on the home page. This page can be further customised in the Appearance section (pg 25-27)
Using Stacks

What is a stack? A stack refers to the levels you create within Soapbox. You can create a maximum of 5 stacks, with up to 50 slides per stack. Stacks can be used to separate the type of work you do, presentations, process slides, or even documents.

Once clicked, the stack dropdown will allow you to navigate between your stacks. By tapping +, the Add a Stack function appears and you will need to type in a name. Once you hit Save, tap on the stack name you just created and you are ready to start adding content.
Quick View

Need to navigate through your slides quickly? Click the grid icon on the top left of the navigation bar to pop up your Quick View.

Any captions you have applied to your images will appear here.

You can control the background colour for this page under the Appearance section (pg 25)

By double tapping a thumbnail, it will automatically enter full screen mode.

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or follow on Twitter: @CreateSoapbox
Rearranging Slides

At this stage, you have seen only four icons in your navigation bar. Once you enter the Construct mode, all navigation bar icons will be displayed.

By default, Construct mode will start on the Manage page, allowing you to build your stack straight away.

Each slide is displayed in a grid of $4 \times 5$, and can span multiple pages. This is indicated by the dot down the bottom of the screen.

Slides can be rearranged by holding down on the thumbnail, after which it will expand for you to drag in any desired order.
Presentation mode locks access to the Construct section. To activate, switch the slider to On. A box will pop up requesting you enter and confirm a 4-digit PIN. You will also need to enter in your email address, which is used in case you forget your PIN. Your email will never be used for database or spam purposes.

If you ever need to change your PIN or email, tap the Reset button and restart the process.

You will be requested to enter your PIN to access the Construct section so make sure it’s a combination you remember!
Managing Content

The Manage section is the place to start building and promoting your stacks after they are created.

You have the ability to Import content, Create Pages, Email content, and Delete single or multiple slides.

Tap the stack button (pg 06) in the navigation bar to switch between different stacks.
**Importing from the Photo Library**

Soapbox supports a number of file types, including: .tif/.tiff, .jpg/.jpeg, PDF, .gif, .png, .bmp, .BMPf, .ico, .cur, and .xbm file formats. Video support is included for most .m4v, .mp4, .mov and some .avi files (with h.264 encoding).

To import from your Photo Library click the relevant option and select the required images. Using this process allows only one image to be added at a time.
Importing from iTunes

To upload media into Soapbox from iTunes, connect your iPad up to your computer using the standard Apple Dock Connector to USB Cable.

Click on your iPad under the Devices section in the left hand menu, and navigate to the Apps tab which is found at the top of the iTunes window. Scroll down to the Apps section, and select Soapbox from the available options.
13 Importing from iTunes

Once Soapbox is selected, the documents currently uploaded into the app will display under the Documents field.

Simply click the Add... button and navigate to your relevant files, otherwise you can drag them directly into the Documents field from your Finder or Windows Explorer.

You can manually delete any content off Soapbox directly from your iTunes.
Importing from iTunes

Once you have uploaded your content to Soapbox via iTunes, launch the app and select Import > From iTunes. From there you can select either Photos, Videos, or PDF’s to upload into your stack.

Using this process allows only one image or video to be added at a time. If you are uploading a PDF, Soapbox will upload the entire PDF as split pages within the app.
Importing from Dropbox

To link Soapbox with Dropbox, tap the Import > Dropbox option and follow the prompts to log into your account. You will need to create an account beforehand via the dropbox.com website if you haven’t already done so.

This will automatically create a Soapbox folder in the home directory of your Dropbox account. Drag and drop media into this folder from your computer, and Soapbox will sync the folder each time you launch the app and import using the Dropbox option.
Importing All

For quick processing, *Add All* to import all the media currently uploaded to your iPad. This will read the content you have uploaded to your Photo Library or via your iTunes.

Using this process allows you to upload all your content at once.
Creating a Page

Soapbox allows you to create pages within the app itself. This feature can be used for a variety of purposes such as creating title blocks, headers, hard-captions, or information pages.

To create a text element, tap the screen anywhere, and double tap to edit the newly formed element. You can drag the corners to resize the box as needed, and delete it by tapping the cross in the top right corner of the element.
Creating a Page

After creating text elements, you have the ability to scale, colour (within the greyscale spectrum), and align them to the left, centre or right. If you need to position with more accuracy, turn the grid on using the available switch.

In order to see the full design of the screen, you can tap the edge of the column to slide it on or off screen.
Creating a Page

You can also set a different background colour, or background image based on the photos you’ve already uploaded via iTunes. Simply use the buttons to select your preferred option. The slider will have the functionality for either colour or scale.

Don’t forget to hit Save once you’ve finished your design!
Emailing a Stack

To email a stack, make sure you are within the stack that you wish to email. Please note that you need to be logged into your Dropbox account to email a stack. Once you click Email Stack a display will be shown with a progress bar and page count for processing into a single PDF. This PDF will be uploaded to your Public folder within your Dropbox account, and will be named after the stack. The more slides in your stack, the larger the PDF size will be. Once the process has finished, a pop up email box will display with a link to the uploaded file.
Emailing an Image

To email an image, simply tap the relevant thumbnail(s) and tap Email Image.

It is recommended to send no more than 5 images, as the email size will be too large.
Deleting Content

To delete a slide, tap the relevant thumbnail(s) to select them (tap again to deselect) and tap Delete. You can quickly select all your images by tapping the Select All button. To delete a Stack, tap the Stack button (pg 06), and tap the Edit button.
Adding Captions

To add a caption tap the thumbnail you wish to caption, then the *Edit Content* box, type in your caption and hit the *Save* button. You are able to caption multiple images at the same time.

Captioning appears in the bottom right corner of the screen in Full Screen mode, as well as under the thumbnail in the *Quick view* section.
**Editing an Image**

To edit an image, double tap the thumbnail when you’re in the *Edit content* section. Sometimes you’ll need to perform minor edits on the fly, Soapbox has you covered!

Editing is available for scale and brightness using the sliders available.

To position an image, simply drag it around the screen.

In order to see the full design of the screen, you can tap the edge of the column to slide it on or off screen.
Setting the Background Colour

The background colour can be changed within the greyscale spectrum.

This slider activates the background across the Quick view page, the Home page, the background colour behind the slides in Full screen mode (this is important to note when resizing your slides, or if your slides aren’t set to the scale of the screen), as well as the gaps in between slides when the slideshow is set to On.
Styling the Home Page

Customise the look of your home page to compliment your work. To toggle a header on or off, use the switch provided and type your title into the text block. Style the colour using the appropriate slider.

In order to see the full design of the screen, you can tap the edge of the column to slide it on or off screen.
Styling the Home Page

To set a background image, tap the *Image* button and follow the prompts. Resize your image by pinching and dragging around the screen. Tap *Reset* to strip out your changes and start again.

In order to see the full design of the screen, you can tap the edge of the column to slide it on or off screen.
Configuring your Slideshow

Use the available switch to flick the Slideshow on or off, Soapbox will register the action and automatically save your choice.

You can use the slider to control the length that each slide holds on screen for. Manual pause can be achieved by tapping the screen on each slide (though when the navigation bar disappears after 5 seconds you will have to tap again if you wish to pause.)

Transitions vary between fade, cut, and slide depending on your preference.
If you have any further questions, or a suggestion for improvement please get in touch.