



CLASS PHOTO COMPOSITE

Class composites for school photography

USER MANUAL

Design a finished **class composite** with students and teachers, then export a still image, a **Memory Mate** set, or a **Live Composite** website families can open in any browser. Clear steps, plain language — built for busy picture days.

macOS & Windows

Grid & Free layout

Composite & Memory Mate

Live Composite

6 languages

English edition

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Tip: Start with **Quick Start** if you need a usable file today. Use later chapters for Memory Mate, styling, and the full **Live Composite** guide (folders, hosting, and the link to share).

1. WELCOME

What this app is for

Class Photo Composite helps school photographers design a finished **class composite** (often called an *orla*): student and teacher photos arranged with names, background, and decoration.

From the same project you can:

- Export a high-quality **still image** of the class composite
- Create **Memory Mate** stills (each student featured once)
- Export a **Live Composite** — a small website families open in a browser, with animated photo slots and clickable videos

You do not need to be a designer or a web developer. Work step by step; the app keeps your photos and layouts in one project folder.

Who this manual is for

Photographers and studio staff who want clear, practical steps — including people who are new to composites or web publishing.

Two designs in one file

Mode	What you make	Typical use
Composite	The main class layout	Print, PDF/JPG export, Live Composite
Memory Mate	Same people, different layout with one featured student	Per-student keepsake prints

Both modes share the **same photos**. Layout, background, and decoration stay **separate** for each mode.

What you need

- **Computer:** macOS or Windows (desktop app)
 - **Photos:** student and teacher portraits (JPG/PNG)
 - **Optional for Live Composite:** short and long videos named like the photos, plus a place to host a website folder
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2. QUICK START

For a usable composite in the next few minutes.

Still composite (about 10 minutes)

1. Open **Class Photo Composite** → create a **New project**.
2. Name it, choose where to save it, and accept a sensible document size.
3. Open the **Students** panel → **Add photos** and select your portraits.
4. Do the same for **Teachers** if you have them.
5. Stay in **Grid** layout. Adjust rows or click **Redistribute** if needed.
6. Open **Background** and pick a colour or image. Add text or clip art if you like.
7. Select a photo and fine-tune framing (pan/zoom) so faces sit well.
8. **File** → **Export** → choose a folder → save the still image.

Studio tip: Name photo files *before* importing — the file name controls sort order and the caption under each photo. See [How to name photo files](#) in the Photos chapter. The same original names are reused later when matching Live Composite videos.

Memory Mate stills (about 10 minutes)

1. Finish a basic Composite layout (or start from an existing project).
2. Switch the top control to **Memory Mate**.
3. Use the **star** on the canvas to choose the featured student.
4. Adjust layout if needed. Optional: **Import composite design** to copy background and decoration from Composite without moving photos.
5. **File** → **Export Memory Mate** → choose an output folder.

Live Composite (overview)

1. Finish the **Composite** design and framing.
2. Prepare short/long videos named like each photo.
3. **File** → **Export Live Composite...** → set folders, title, optional music/link → **Export**.
4. Upload the whole output folder to your web host and share the `index.html` link.

Full detail: [Live Composite](#).

3. PROJECTS AND FILES

What a project is

Each job is a **project folder** ending in `.cpc` (for example `Year6–2026.cpc`). Inside it the app stores settings, layout, and copies of imported photos.

Treat the `.cpc` folder as one unit when you back up or copy a job.

Create, open, save

- **New project** from the home screen.
- **Open** an existing `.cpc` folder.
- **Save** often. Unsaved work is marked in the window title.
- **Save As** makes a full copy under a new name or location.

If you close with unsaved changes, the app asks whether to save or discard.

Language

Preferences let you choose English, Spanish, French, German, Italian, Dutch, or **System** (follow the computer language when supported).

4. PHOTOS

Students and teachers

Use the **Students** and **Teachers** panels. People lists are shared across Composite and Memory Mate; only the arrangement changes per mode.

How to name photo files

Rename your images **before** you import them. The app reads the file name (without the folder path) to decide:

- the **order** of people in the layout, and
- the **caption text** under each photo.

The image extension (`.jpg`, `.png`, `.Jpg`, ...) does not matter. Only the name before the extension is used for sorting and captions.

About surnames: Naming customs differ by country. In places such as Spain and much of Latin America, people often use **two family names**. In the United Kingdom, the United States, and many other countries, people usually have **one surname**. The rules below work either way — put whatever surname text you want before the comma (one word or several).

Examples in this English edition use names that are common in English-speaking schools. Other language editions of this manual use local examples.

a) Surname, given name (recommended for alphabetical order)

Put the **surname(s) first**, then a **comma**, then the **given name(s)**.

Examples:

- `Smith, James.jpg`
- `Johnson, Emily Rose.jpg`

Sort order: by surname (then given name).

Caption printed: given name + surname(s) (the comma form is reversed for display).

So `Johnson, Emily Rose` becomes the caption **Emily Rose Johnson**.

With two surnames (where that is the local custom): `García López, Ana.jpg` → caption **Ana García López**.

b) Given name and surname(s) (no comma)

Write the name exactly as you want it to appear (and to sort alphabetically as a whole):

- `Emily Rose Johnson.jpg`

Sort order: alphabetical by that full name.

Caption: the same text (apart from `#` line breaks — see below).

c) Custom order with `_999_`

If you need an order that is **not** alphabetical, start the file name with `_NNN_` where **NNN** is a **three-digit** number (001–999):

- `_025_James Smith.jpg`

Sort order: by that number (lower numbers first).

Caption: the prefix is **removed** — the caption is **James Smith**, without `_025_`.

You can combine the prefix with either naming style, for example `_010_Smith, Emma.jpg`.

Line breaks with `#`

Use `#` in the file name to force a **new line** in the caption. The `#` itself is not printed. A second line is often used for a **class subject** or role (examples below use school subjects common in English).

File name	Caption under the photo
Smith, James#.jpg	James Smith
Smith#History, James#.jpg	James Smith History
Smith#History, James.jpg	James Smith History

Other subject examples: Biology , Mathematics , Music , Physical Education .

In the editor you can still edit captions later; # is also how line breaks are typed in the name fields.

Live Composite tip: short and long videos must match the **original photo file name** (same stem, .mp4 / .mov instead of the image extension), including any _025_ prefix if you used one.

Import

1. Open Students or Teachers.
2. Click **Add photos**.
3. Select image files.

The app copies them into the project and applies the naming rules above. Keep the original names consistent if you will export a Live Composite later.

Remove and Undo

You can remove one person or clear a group. **Undo** can restore removals. Files stay available for Undo until you save or discard in a way that cleans unused sources.

5. THE EDITOR

Canvas

The centre of the window is your composite preview. Zoom and pan as needed. Click a photo to select that person.

Panels

Above the detail panels, choose **Composite** or **Memory Mate**. Then use the tabs:

Tab	Purpose
Students	Photos, grid/free layout, frames, names
Teachers	Same for teachers
Background	Page background
Clip art	Decorative images
Text	Titles and free text boxes

While import or export is running, some controls pause until the job finishes.

6. GRID LAYOUT

Grid places photos in neat rows and columns inside margin guides.

When to use it

Choose **Grid** for a classic school look: even rows, aligned names, easy redistribute when the headcount changes.

Shape size and margins

- **Shape size** scales photo cells for the **current panel** (students or teachers).
- Coloured guides show the active area (students green, teachers blue). Drag guides to change margins.
- A short tip above the canvas appears in grid mode only.

Rows and Redistribute

Edit row columns when you need a custom arrangement. **Redistribute** rebuilds positions for the **current panel only**.

Optional: redistribute automatically when margins change (when positions are not locked).

Keep-out zone

On Students you can reserve an area where photos should not sit (for example under a logo). Follow the on-screen controls.

7. FREE LAYOUT

Free layout lets you place each photo by hand: move, resize, and rotate.

Switch to Free

On the **Students** panel choose **Free**. Teachers follow the same free/grid setting for the active design mode.

In free layout there are **no margin guides**, so the margin tip above the canvas is hidden.

Editing tips

- Drag to move; use handles to resize or rotate.
- Selection tools align, distribute, or match sizes.
- Optional **Snap** pulls boxes toward edges, centres, and even gaps.
- **Shape size** stays available and scales all boxes of the current panel around their centres.
- **Redistribute** asks for confirmation, then rebuilds only the current group.

Leaving free layout for grid puts everyone back into slots so no one disappears.

8. LOOK AND STYLE

Frames, shadows, masks

Per group you can set frame style, shadow, and mask shape (rectangle, rounded, ellipse), including soft edges. Teachers can match the student look.

Names and framing

Adjust typography for name labels. On a selected photo, pan/zoom so the face sits well in the shape — Live Composite short videos follow this framing.

Background, clip art, text

Use the Background, Clip art, and Text tabs. These belong to the **current mode** (Composite or Memory Mate).

9. COMPOSITE AND MEMORY MATE

Switching modes

Use **Composite** | **Memory Mate** above the panels. The app stores the design you leave and restores the other when you return.

New projects start in **Composite + Grid**. The first visit to Memory Mate starts in grid with a featured student.

Featured student

In Memory Mate, one student is featured. Use the **star** on the canvas to choose who — the star does not turn the mode on or off.

In **Memory Mate + free layout**, a size slider adjusts the featured photo. In Memory Mate grid, that stored size still feeds the featured column.

Import composite design

In Memory Mate, **Import composite design** copies decoration from Composite (background, clip art, frames/typography, text overlays) **without moving** Memory Mate photos.

Undo per mode

Undo history for Composite and Memory Mate is separate.

10. EXPORT STILL IMAGES

Export composite

File → Export writes a still of the **Composite** design, even if you are viewing Memory Mate.

Export Memory Mate

File → Export Memory Mate writes the Memory Mate batch (typically one still per student). It uses the saved Memory Mate design even if the editor shows Composite.

Choose an output folder when asked. Confirm overwrite if files already exist. Trial plans may add a watermark according to your subscription.

11. LIVE COMPOSITE

Turn your finished composite into an interactive website for families.

What is a Live Composite?

A **self-contained website folder** you upload to ordinary web hosting. Families open it in a browser. It usually includes:

- An animated preview (**composite.mp4**) — short videos can loop inside each photo slot
- **Clickable areas** on people — click opens a longer presentation video
- Optional **background music** (MP3)
- Optional **“Find us online”** button for your studio page

Important: Live Composite always uses the **Composite** (orla) design, not Memory Mate.

Before you start

Finish the composite

1. Arrange all students and teachers.
2. Set framing for each person.
3. Add background, text, and overlays.

Prepare videos

Type	Purpose	Notes
Short video	Loop inside the animation	MP4 or MOV; ~7+ seconds is a good target
Long video	Full clip when someone clicks	MP4 or MOV; any length

Name videos like the **original photo file** (without extension). Photo naming rules are explained in [How to name photo files](#).

Examples:

- `Smith, James.jpg` → `Smith, James.mp4`
- `_025_James Smith.jpg` → `_025_James Smith.mp4`

Only **.mp4** and **.mov**. Use one folder for both lengths, or separate folders.

If a video is missing:

- No short video → static photo in the animation
- No long video → that person is not clickable

Teachers are processed first, then students.

Subscription note

- **Trial / Standard:** may watermark the MP4; contact link may point to the product site.
- **Live plan:** watermark-free exports and your own contact link.

Open the export window

File → Export Live Composite...

Settings are remembered in the project for next time.

Fields

- **Short videos folder** (required)
- **Use same folder for long videos** (or set a long-videos folder)
- **Encoding method** — fast encoding is usually best; turn off for very large classes if memory is limited
- **Output folder** (required) — prefer an empty folder
- **Website title** (required)
- **Contact link** — optional; leave `https://` if unused
- **Background music** — optional MP3

Click **Export**. You can cancel while it runs. On macOS, confirm folder access if the system asks.

What you get (files and folders)

Keep this structure when you upload:

```
output-folder/
|-- index.html           Main page – share this link
|-- lccscripts.js
|-- lcc.css
|-- images/             UI icons
`-- assets/
    |-- videodata.js     Hotspots, titles, links
    |-- spreads/
    |   |-- composite.mp4 Animated composite
    |   |-- composite.jpg Static fallback
    |-- videos/
    |   |-- 0000000000.mp4 Long videos (in person order)
    |   |-- ...
    |-- your-music.mp3   If you added music
```

You do not need to edit these files by hand.

How the viewer works

1. Desktop plays `composite.mp4` with short clips in slots.
2. Click a person → long video (if present).
3. Mobile may show `composite.jpg` if video preview is limited; taps can still open long videos.
4. Optional contact button and mute for music.

Hosting and the link to share

1. Upload the **entire** output folder (do not flatten it).
2. Share the public URL of `index.html` .

Example: `https://yourstudio.com/composites/Class2024/index.html`

Test on computer and phone: click several people, check music and the contact button. You can open `index.html` locally first; some browsers limit local video — a real host is the reliable test.

Live Composite troubleshooting

Problem	What to check
Export disabled	Short folder, output folder, and title required
No animation on a person	Short video name must match the photo name exactly
Click does nothing	Missing long video
Wrong crop in short video	Fix pan/zoom in the editor, export again
Watermark	Live plan for clean exports
macOS access denied	Confirm folders and select them again
Only a still image	Normal fallback on some devices (<code>composite.jpg</code>)

Quick checklist

1. Design Composite and frame each photo.
 2. Record short and long videos; match photo names.
 3. **File → Export Live Composite...**
 4. Set folders and title → **Export**.
 5. Upload the folder → share the `index.html` link.
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12. TIPS AND TROUBLESHOOTING

Topic	Tip
Backup	Copy the whole <code>.cpc</code> folder
Large Live exports	Close other heavy apps
Wrong featured student	In Memory Mate, use the star
“My Memory Mate change vanished”	Modes are separate by design
Export looks like the wrong mode	Still/Live use Composite; Memory Mate export uses Memory Mate

If something odd happens, save a copy of the project and note your app version and operating system before contacting support.

13. GLOSSARY

Composite / orla — Main class layout with everyone together.

Memory Mate — Second design with one featured student.

Photo box — Frame on the canvas for one photo and name.

Grid / Free layout — Automatic rows vs hand placement.

Live Composite — Exported interactive website.

Short / long video — Loop in the animation vs click-to-play presentation.

Hotspot — Clickable region on a person in the web viewer.

Hosting — Place on the internet that serves your Live Composite folder.

.cpc project — Project folder with your composite and photos.

End of the Class Photo Composite user manual (English).

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