



# My Photo Books User Guide

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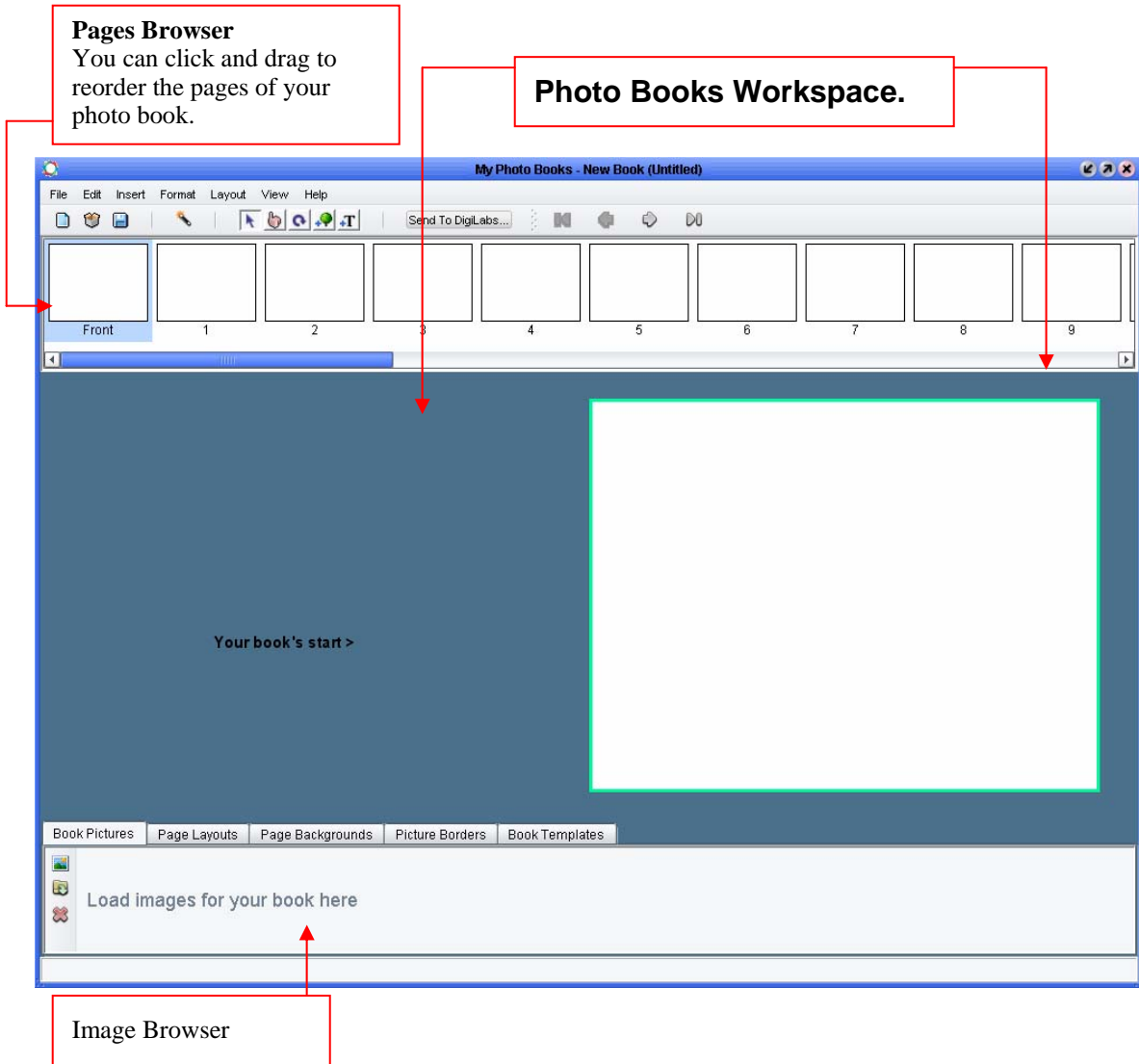
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### How to create a photo book

1. Double-click the "My Photo Books" desktop shortcut.
2. A Welcome dialog will come up. Click *Create New Book*.
3. Now, choose a size for your photo book (4x4, 4x6 landscape, 5x5, 8x8, and 8x11 landscape). NOTE: All photo books have a minimum of 20 pages & a maximum of 40 pages.
4. You should now see the Photo Book workspace. Use the Image Browser at the bottom of the workspace to load pictures to use for your photo book. To do so:
  - Click the *Add Picture* or *Add Folder* (of pictures) icon at the left of the Image Browser. You can then drag & drop pictures directly from the Image Browser and onto your photo book pages.
  - If you are using layouts or templates, you can use the *Distribute Pictures* command (under the Layout menu) to automatically distribute your pictures amongst the pages.
5. Toggle between the various page display options seen as tabs on the Image Browser:
  - **Page Layouts** – preset arrangements of picture-ready picture frames. Once applied to a page, you can still rearrange the layout elements any way you choose.
  - **Page Backgrounds** – various colors, textures, and designs you can apply to your pages.
  - **Picture Borders** – borders of various color and thickness you can apply to pictures.
  - **Templates** – themes that can be applied to your entire photo book. Once applied to a page, you can still rearrange the template elements any way you choose.

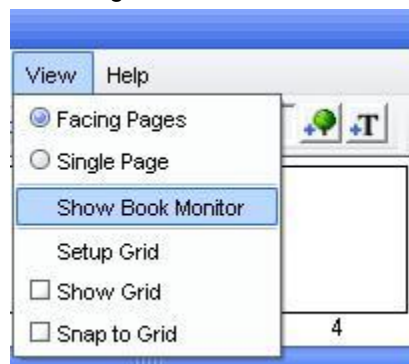
All of these items can be dragged & dropped directly onto a page (or frame, as the case may be).



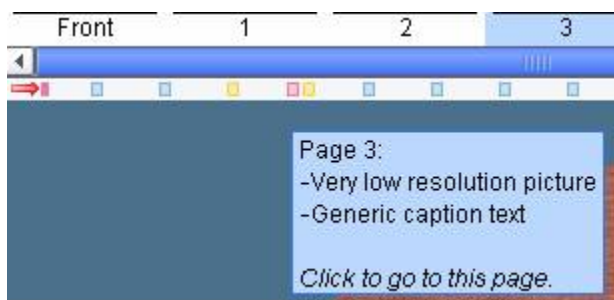
6. To navigate the pages of your photo book, click the desired page in the Pages Browser. You can also navigate using the navigation arrows located on the toolbar.
7. When you're done designing your photo book, click the *Send To PEphotobooks* button to upload your project to our production facilities.

### Book Monitor

Using the Book Monitor feature, you can see issues that arise in your photo book in real-time. By default, the Book Monitor is set to on. If the Book Monitor has been turned off, go to the View menu and click "Show Book Monitor."









A new bar will appear underneath the photo book pages scrollbar. If everything is 100% fine within your book, the bar will be blank. If however, there are issues with any page, color-coded boxes will appear for those pages with errors.



The color of the arrow at the left indicates the most serious of the problems within the book. Placing the cursor over a color-coded error box will display a page's problems, and allow you to go directly to the page to make changes.

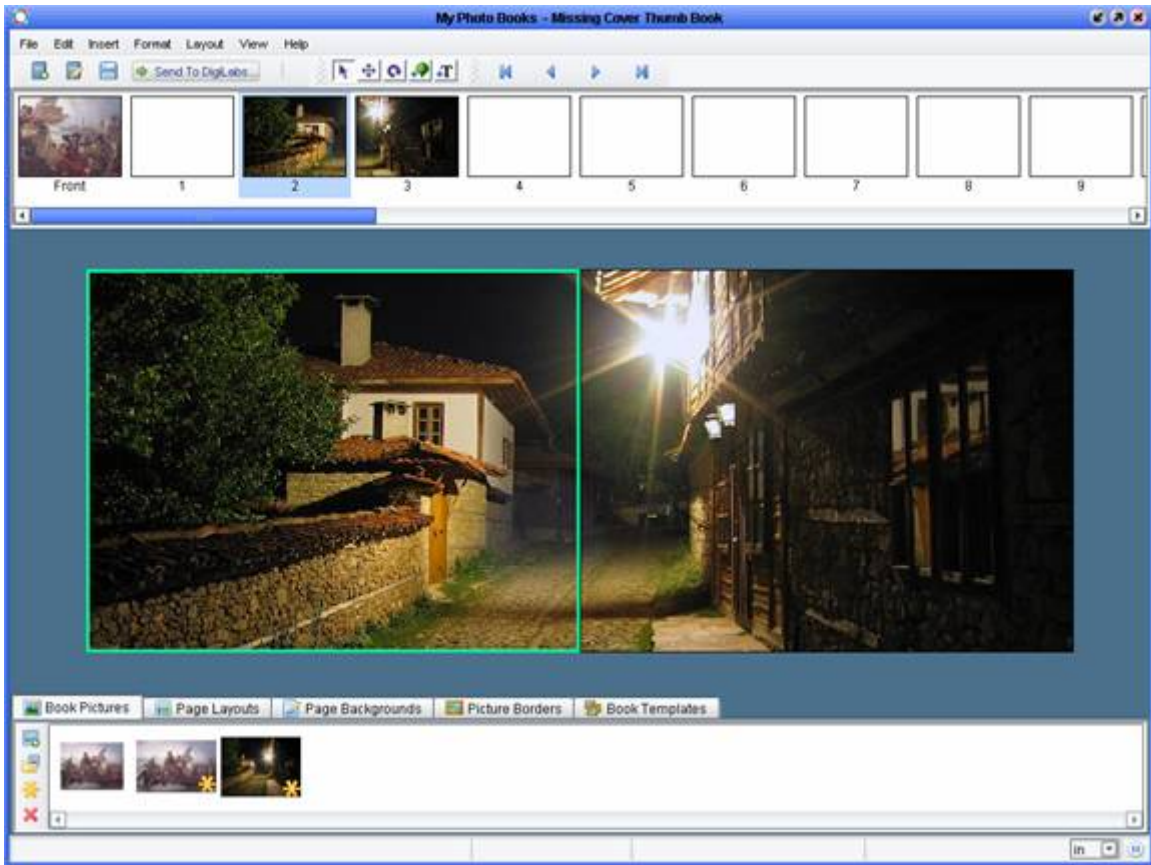
Multiple problems on a single page with the same color-code will be represented by a single box of the pertinent color.

Color Code	Problem
	Empty page
	Empty picture frame
	Caption/text box contains default text
	Low-resolution picture
	Very low-resolution picture
	Missing picture or background file

## Two-Page Spreads

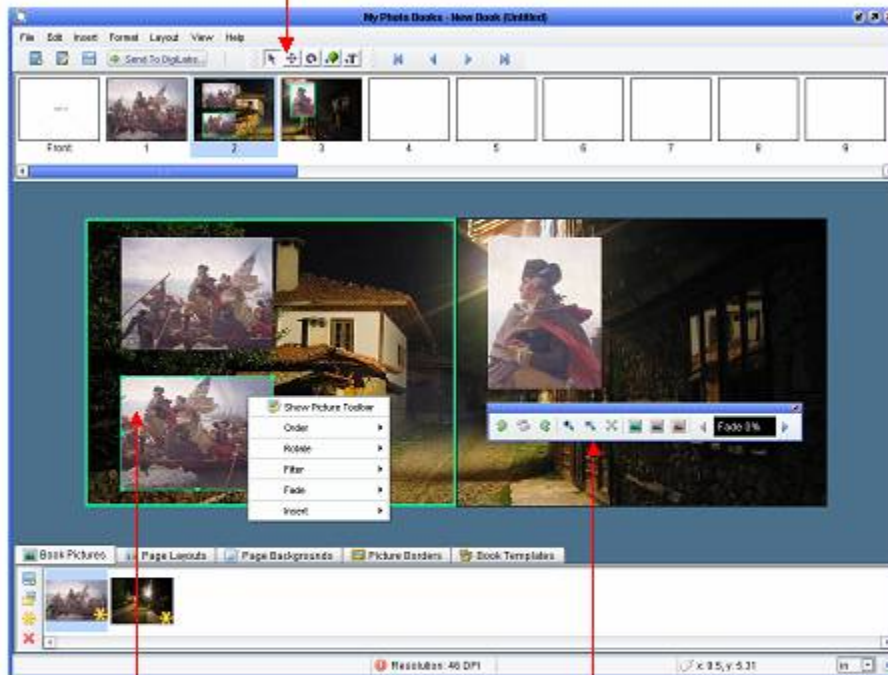
Any of your pictures can be used as a background for a two-page spread. Just drag a picture from the Image Browser to a page (but not onto a frame), and when asked "Would you like your picture to be used as a background for a single page, or across a two-page spread?" click the *Two-Page Spread* button.

**NOTE:** When using a landscape picture for a two-page spread background, it's often best to use a portrait orientation book. Also, faces should be kept out of the gutter, as some of their fine details may be lost or distorted within the spine.



## Adjusting & cropping your pictures

To adjust the placement of a picture within its frame: Click the *Adjust picture placement within frames* icon and use the cursor to drag the picture around within its frame.



This picture has been adjusted.

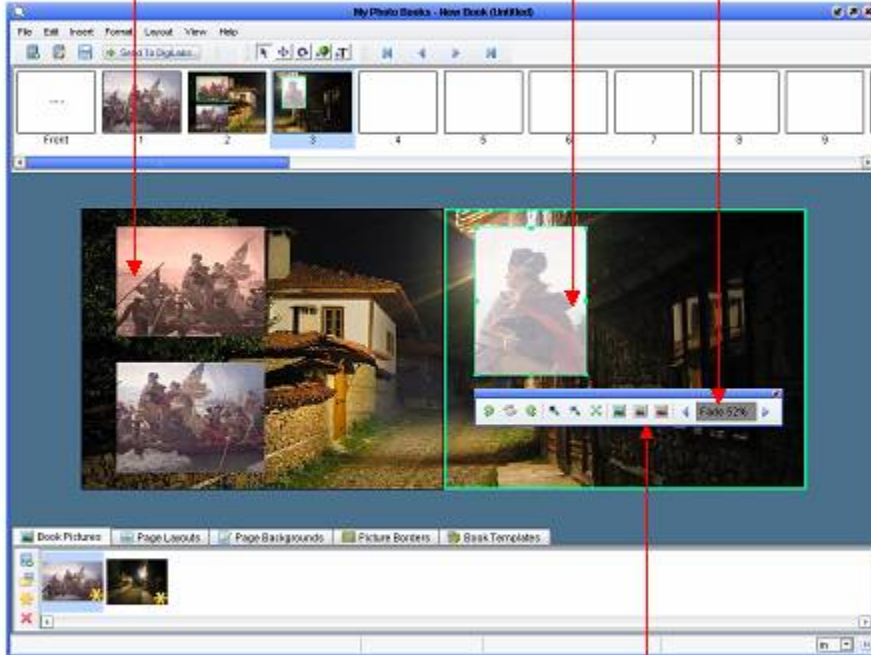
Pictures can also be cropped within frames. To do so: Double-click a picture to bring up the *Image Toolbar* (or right mouse button click and select the *Image Tools* menu item from the pop-up list), and click the *Zoom In/Zoom Out* buttons to crop your picture. Once cropped, you can adjust the picture placement within its frame, as explained above. You can also have the picture frame conform to the actual outcropped, unadjusted image using the *Fit Frame to Image* button.



## Black & white and sepia filters, fading

The sepia filter has been applied to this picture.

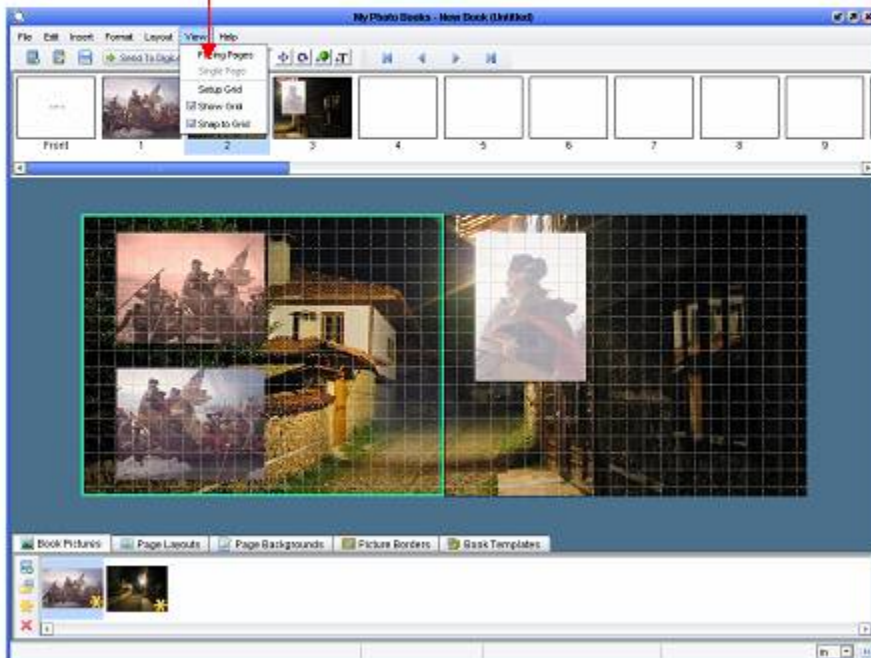
This picture has been faded to 52% of the original at left.



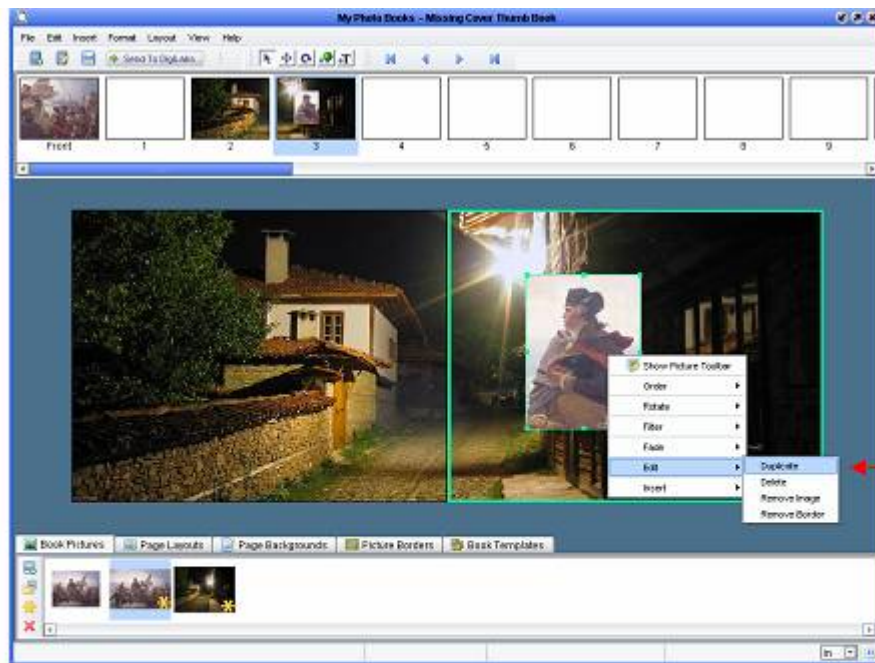
To apply a filter to a picture: select a picture and choose one of the three filter buttons (color, B&W, or sepia) from the *Image Toolbar*. At the far right side of the *Image Toolbar*, you will find the image fading control. To fade a picture by percentage: select a picture and click the up/down arrows on the image fading control

## Aligning pictures

You can assure that your pictures will be properly aligned with each other, as well as relative to the page, by using the *Show Grid & Snap to Grid* controls located under the *View* menu. To adjust grid spacing, use the *Setup Grid* control.



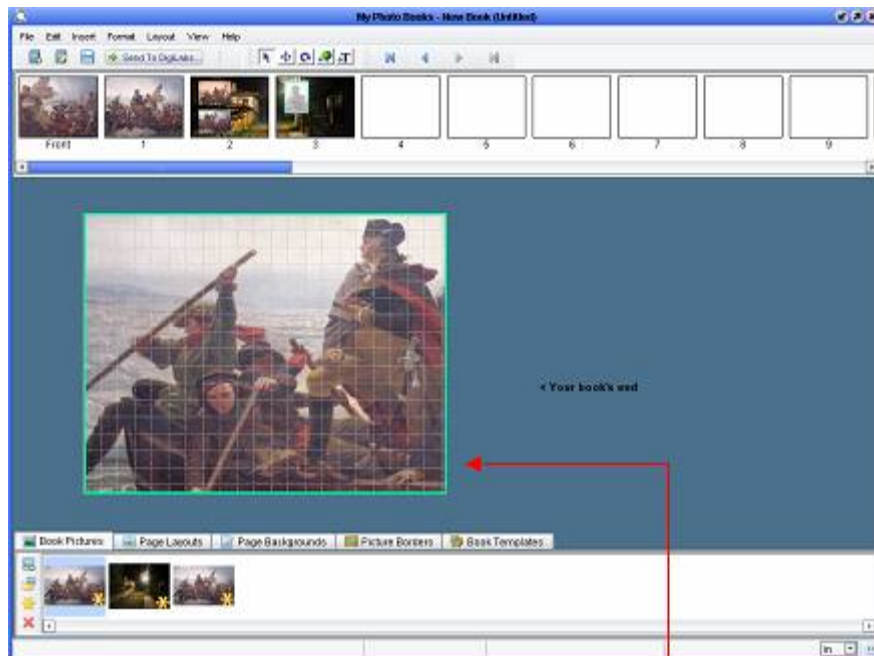
## Removing & duplicating frames/pictures



To remove a frame - or just the picture within a frame - right-mouse button click on the frame and select the appropriate *Edit* menu item from the pop-up menu. You can also remove picture borders from here. The *Duplicate* menu item allows you to create multiple frames (alone or with pictures) of like size.

## Photo book cover

The design process for the cover of your photo book is the same as for the interior pages, except that you cannot use separate backgrounds for the front & back covers, nor can you see the front & back covers at the same time. Otherwise, frames captions, grids, and so on behave exactly as they do within the book.



Note that the picture, *George Washington Crossing the Delaware*, wraps around the photo book, front to back.

## Designing pages in Adobe Photoshop®

If you plan to design some or all of your pages in Adobe Photoshop®, there are a few more things you need to know:

**Bleed** – when one or more sides of a printed image touch the edge of the paper. The use of bleed guarantees that the finished (cropped) page will look neat & precise. The page bleed allowance should be 1/8 inch at all four sides of the page. The bleed area (i.e. beyond the crop marks) will be trimmed off. If you use a background color or image, it should fill the entire page including the bleed area. For example, if your printed page size is 8.3 inch wide, your page design should be 8.55 inch wide with the bleed ( $1/8" + 8.3" + 1/8"$ ).



**2 Page Spread** – this is a page design that spans both right & left-hand pages. The pages are centered at the gutter where they are bound into the spine. Approximately 1/4" of the spread will be bound into (and thus hidden within) the spine. This, in of itself, is not a problem, but it does require a bit of special attention when using an external tool, such as Adobe Photoshop to create your page designs:

Be sure to leave bleed on all 4 sides. The *My Photo Books* software will automatically adjust any background used as if it has a bleed designed into it.

Keep important design details at least 1/4" from all sides of the page so that unwelcome trimming does not occur.

Keep important design details an extra 1/4" away from the center binding (this is in addition to the bleed you leave on all 4 sides of the page). This is an issue specifically for single page designs.

The software will adjust the spread pages for the 1/4" lost within the spine. To this end, the spread should be designed to be 1/4" smaller than the size that it would be if you were to include the gutter. Also, keep in mind that although page spreads are well suited for panoramic picture backgrounds, fine details may be partially obscured within the binding.

The following table is a guide to page and spread size design:

Book Size & Type	Page Type	Safe area (inches)	Size (inches) - with bleed		Size (Pixels), (300 dpi, with 38 pixels bleed)	
			Width	Height	Width	Height
8 x 8 Square	Page	7.8 x 7.8	8.25	8.25	2475	2475
8 x 8 Square	Spread	15.5 x 7.8	16.25	8.25	4875	2475
11 x 8 Landscape	Page	10.8 x 7.8	11.25	8.25	3375	2475
11 x 8 Landscape	Spread	21.8 x 7.8	22.25	8.25	6675	2475