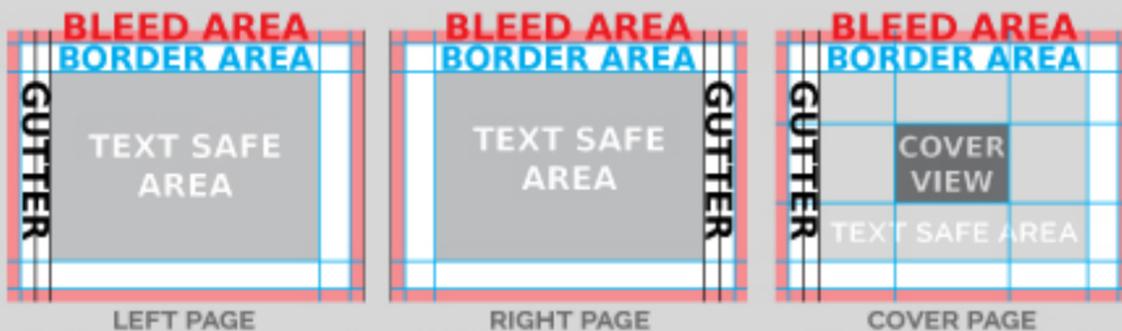


- 1 OPEN THE JPEG TEMPLATE FILE YOU WISH TO MAKE IN PHOTOSHOP.**  
The files are named based on size & orientation.
- 2 YOU WILL SEE A BLANK IMAGE WITH GUIDES ON THE CANVAS.**  
If you can't see the guides, go to "View>Show>Guides".
- 3 REFER TO THE GUIDE INFORMATION BELOW BEFORE DESIGNING.**
- 4 THEN DRAG AND DROP YOUR IMAGES TO THE CANVAS**  
or go to "File>Place Embedded or Place Linked" to begin designing.
- 5 WHEN FINISHED, GO TO "FILE>SAVE AS" & NAME THE FILE WITH AN ALPHANUMERIC METHOD**  
(001, 002 or A, B, etc). For more info, see Saving Files below.
- 6 GO TO OUR ONLINE ORDERING SYSTEM AND PLACE YOUR ORDER.**  
Each book has a full image template that you can use to drop the designs into.

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## GUIDE INFORMATION

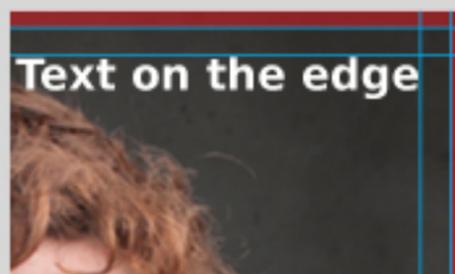
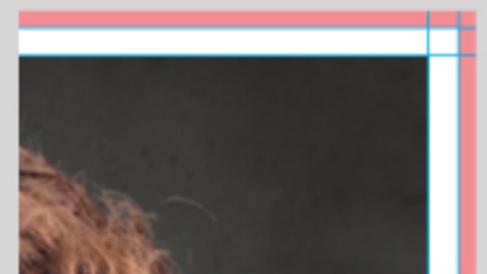


- GUTTER** - Where the left & right pages meet. Important content may be hard to see the further in the gutter it is.
- BORDER AREA** - The minimum thickness for borders.
- BLEED AREA** - This is the trimming area which will cut somewhere in this region. Content in this area and the border safe area must extend to the edge of the canvas so there is something to cut into.
- TEXT SAFE AREA** - Keep text & anything important in this area to ensure it doesn't get cut off.
- COVER VIEW** - What will be visible through the window of the front cover.

## SAVING FILES

Be sure to save the files as JPEG, Maximum Quality, Baseline ("Standard") and make sure not to change the color profiles from sRGB or the Image Mode from RGB Color and 8 bits/Channel. These settings are usually the default but if you have ever opened and saved a file that have different settings, it may have changed in your Photoshop.

## EXAMPLES

**IMAGE****TEXT****BORDERS**