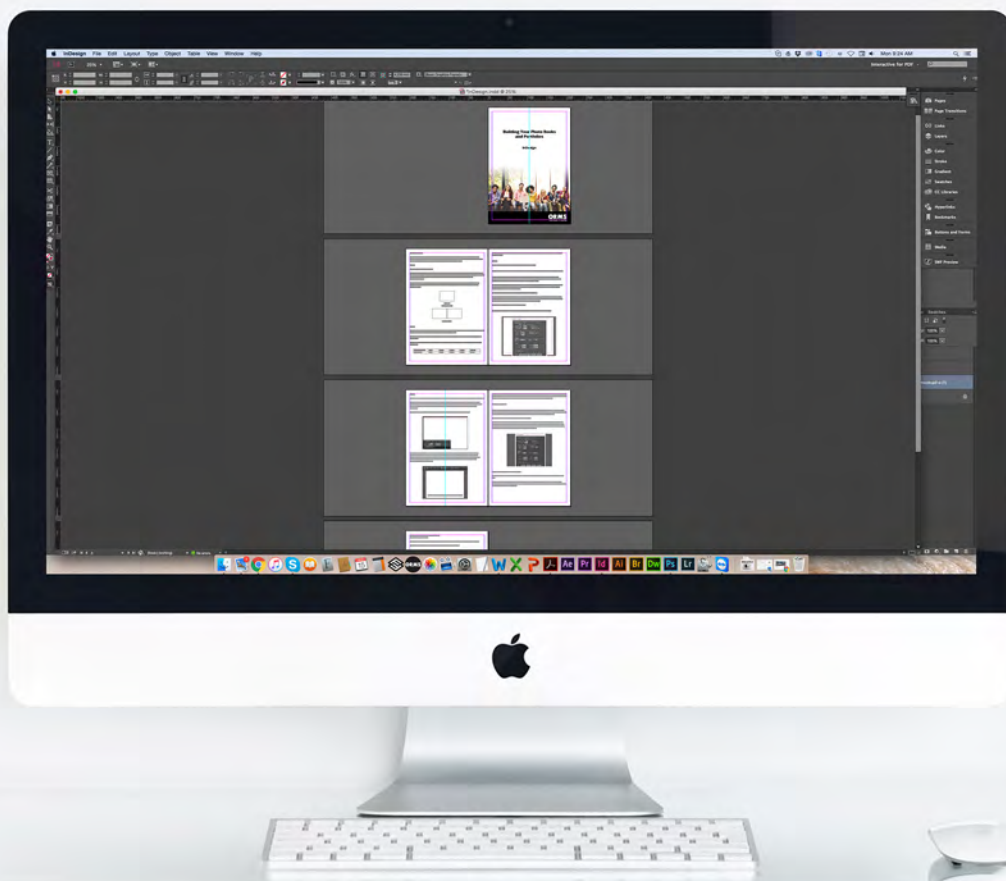# BUILDING YOUR PHOTO BOOKS AND PORTFOLIOS

PHOTOSHOP

OUTSIDE COVER

Save the outside cover of your photo book in a separate PDF file than the content pages. The covers are made separately and are printed using a different method. You also have to create the spine area for the cover which is not needed in the content pages.
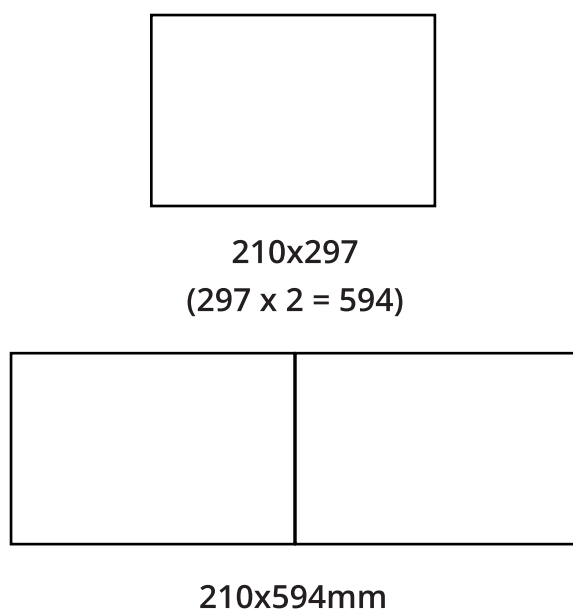
STEP 1

Determine what size you want.

ORMS Create & Print offers a range of standard sizes ranging from A6 to A3 as well as 200x200mm to 300x300mm. Our A4 Landscape photo book is the most popular and for that reason we will base our template setup on that size. The basic principles can be applied across the range.
A4 = 210 x 297mm.

Once you know the book size you can determine the size you need for your Photoshop cover by doubling the width. This accommodates the front and back cover pages and is the size of the book unfolded.

<div align="center">

210x297
(297 x 2 = 594)

210x594mm

</div>

STEP 2

Next, you need to include the additional spine area in your cover design. You will need to know how many numbered pages you would like to include in your book.

*Our standard photo books are 28 numbered pages which equals 14 physical leaves – printed on both sides

Once you have the final page count, have a look at the table below to determine the thickness of your spine.

Numbered Pages	0 - 24	25 - 44	45 - 64	65 - 84	85 - 105
Spine Width	8mm	10mm	12mm	14mm	16mm

You now have all the information you need to lay out a design template for the cover of your book.

STEP 3

Open **Photoshop** and go to **File > New.**

*In this example, we'll create an A4 Landscape, Hardcover photo book with 28 numbered pages

At **Width** and **Height** change the unit of measurement from **inches** to **millimetres**.

Remember that we are doubling the book size to accommodate the front and back cover pages. Therefore, we arrive at a size of **210 x 594mm**.
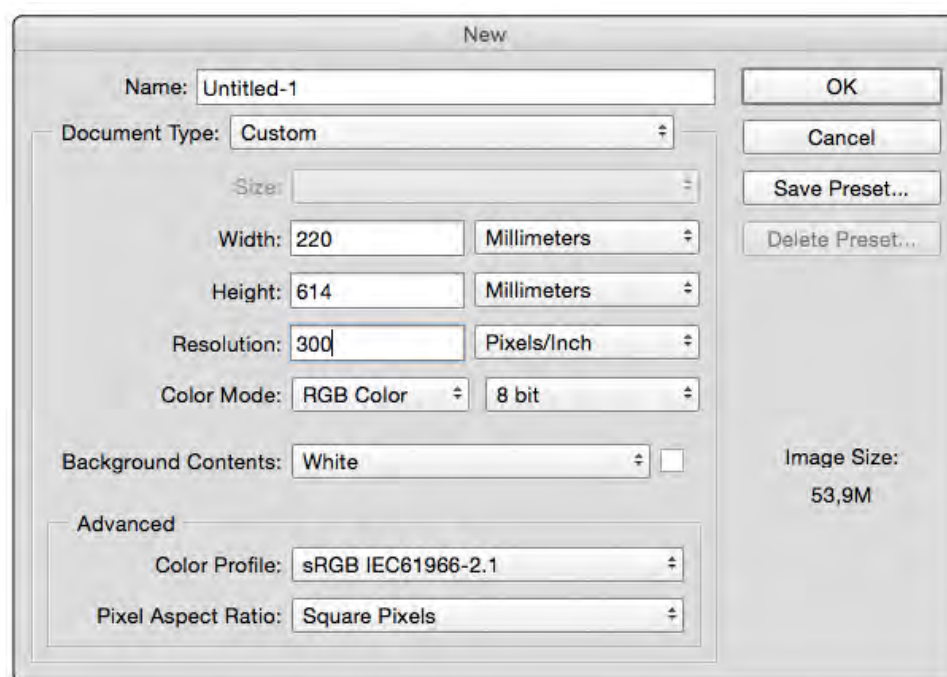
Now you need to include the spine width. In this instance, for our 28 pager, our width is 10mm as calculated in the "Spine Width" table in **Step 2**. Now add this amount to the width of your document. We now arrive at a size of **210 x 604mm**.

Lastly, you need to build in a **bleed area** for your covers of **5mm on all 4 sides**. The reason for the 5mm bleed is to create a wrap-around area for your cover. This wrap-around is used when pasting the cover on and around the edges of the binding board.

Now that this has been calculated we change the **height** setting to **220mm** and the **width** setting to **614mm** to include the additional bleed amount. All other settings may remain on default.
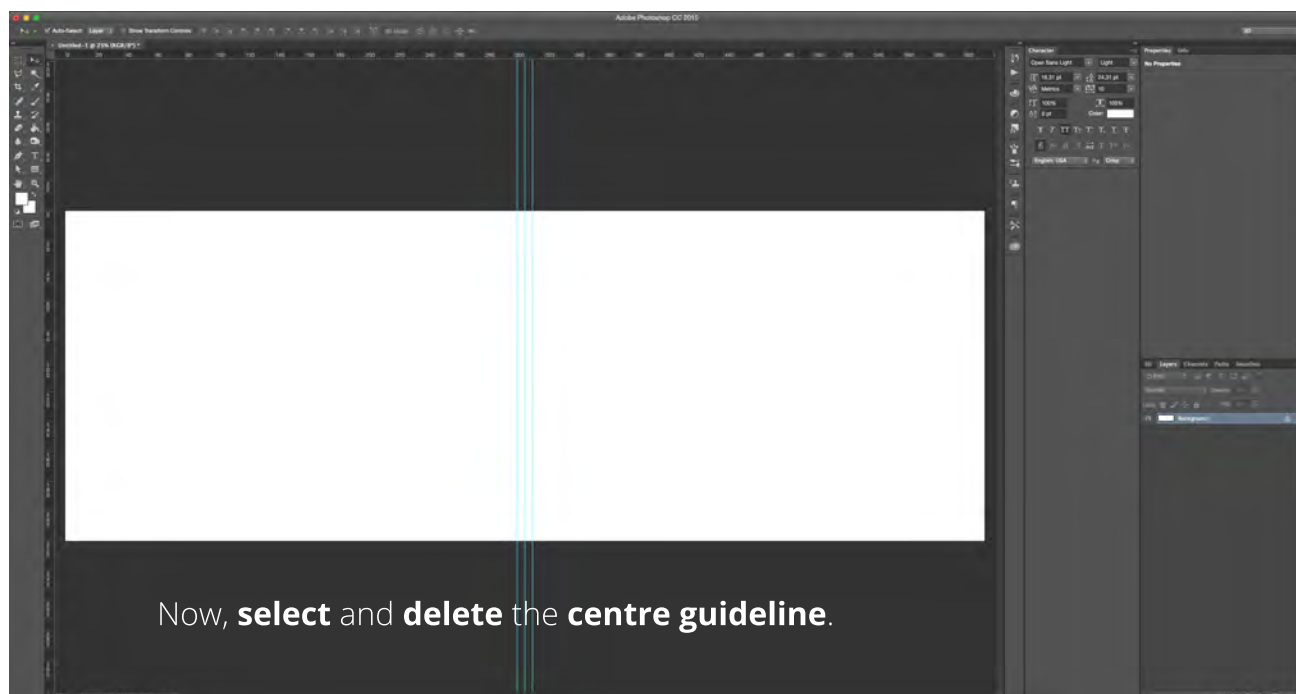
Click **OK** to create your new document.

*Need to know more about bleed? Please download our Bleed Explanation PDF

STEP 4

Now your blank canvas is almost ready. The next step is to draw out some guides for the spine area.

Select **View > New Guide**. Click and select **Horizontal**. Change the position value to **307mm**. Select **Ok**. This places a guide in the centre of your document. Follow the same process and place one guideline on **302mm** and one on **312mm**.

Now, **select** and **delete** the **centre guideline**.

The next step is to set up more guidelines to indicate where your pages will be cut. We will use the **5mm bleed on all 4 sides** rule to calculate where these guides need to be.

Select **View > New Guide**. Click and select **Horizontal**. Change the position value to **5mm**. Select **Ok**. Repeat this but change the next position value to **609mm**.

For the vertical guidelines select **View > New Guide**. Click and select **Vertical**. Change the position value to **5mm**. Select **Ok**. Repeat this but change the next position value to **215mm**.

Your cover template is now ready! Remember to save it as a template for future use. You can now continue with your cover design. Remember to **extend** the **images that bleed** over the **5mm bleed guide lines** towards the **outer edge of the page**.

THE INSIDE PAGES

STEP 1

Open **Photoshop** and go to **File > New**.

In this example we will create an A4 Landscape, Hardcover photo book with 28 numbered pages*
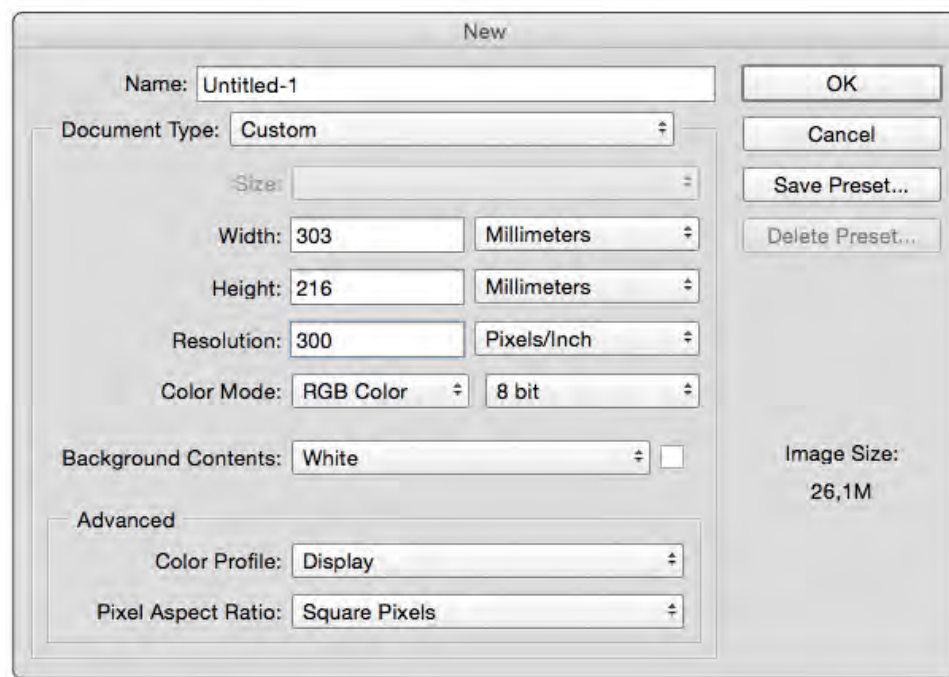
At **Width** and **Height** change the unit of measurement from **inches** to **millimetres**.

For the inside pages you need to set the **bleed** for your inside pages to **3mm on all 4 sides**.
Bleed on the inside pages is used when we cut the book to its final size. It ensures that there are
no white slivers or edges on images/elements that you want to extend to the edge of the page.

Therefore, page size (210 x 297mm) + 3mm bleed on all 4 sides = **216 x 303mm**

Change the **height** setting to **216mm** and the **width** setting to **303mm**.
All other settings may remain on default.

*Need to know more about bleed? Please download our Bleed Explanation PDF

Click **OK** to create your new document.

STEP 2

The next step is to set up guidelines to indicate where your pages will be cut. We will use the **3mm bleed on all 4 sides** rule to calculate where these guides need to be.

Select **View > New Guide**. Click and select **Horizontal**. Change the position value to **3mm**. Select **Ok**. Repeat this but change the next position value to **213mm**.

For the vertical guide lines select **View > New Guide**. Click and select **Vertical**. Change the position value to **3mm**. Select **Ok**. Repeat this but change the next position value to **300mm**.

Your content template is now ready! Remember to save it as a template for future use. Remember to **extend** the **images that bleed** over the **3mm bleed guide lines** towards the **outer edge of the page.**

*Try to keep your text a further 5mm away from the cutting edge **(bleed area guidelines)** – this ensures that none of your important text or images will be chopped off or cut into when the book is cut down to size.

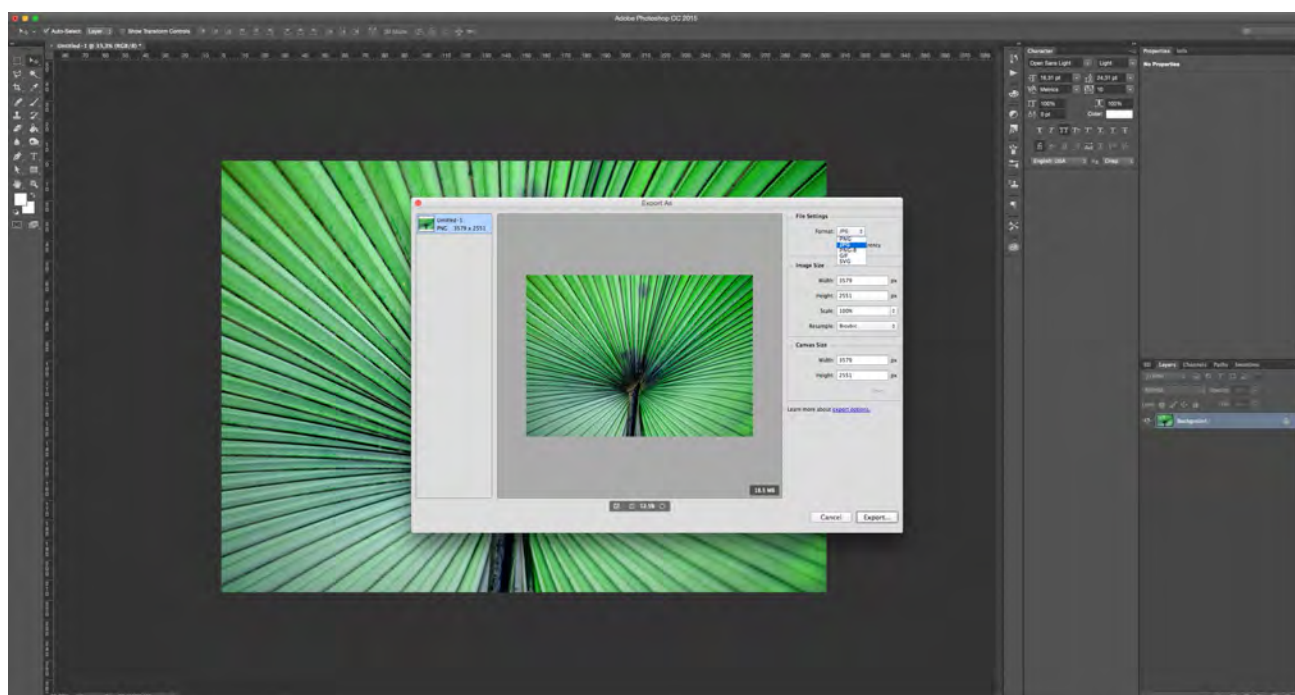Now you are ready to start designing your book!

EXPORT YOUR PHOTOBOOK TO PDF
(For Print & Distribution)

Your design is complete and now you want to export your file to PDF for print or distribution.

Option 1 (Windows only)

Go to **File >Export >** and select **Export as**...

Select **JPG** format in the dropdown under **File Settings**. All other settings can stay on default values. Now select **Export All**... This will bring up a document browser window – select where you want your files to be saved. Repeat this process for all of your individually designed pages.

Once the files have all been **exported**. Open a document browser/finder window, select all the exported jpg files, Right click and Select > **Combine supported files in PDF**. (You will require Adobe or similar PDF creating software.)

Once the files are in PDF format, **check that the PDF document size includes the bleed amount and that your pages are in the correct order.**

*For our template **cover** it should be: 220 x 614mm
(210 x 594 +10mm spine+ 5mm on all 4 sides)
*For our template **inside pages** it should be: 216 x 303mm
(210 x 297 + 3mm on all 4 sides)

Refer to our sizing guide which references the most common sizes and their bleed amounts.