



Our Photo Creations Software is an off-line program, which means that you download it onto your computer, build your book, then connect to the Internet to send your final design to UBuildABook.

### **A few tips before getting started**

- Make sure your files are .jpg, .gif, .tif, .png, or .psd.
- Image Resolution should be between 200-300 dpi do insure best print quality.
- If your images need editing, we recommend using a separate photo-editing program before bringing your images into the software.
- We recommend putting all the images you wish to use in your book design, into a single folder that is easy to access. Once you bring the images into the software, **do not** move, re-name, or delete them from the original folder location or the software will not be able to link them properly to your project, and they will not load.
- Establish your books size, orientation (portrait or landscape), and cover type (Hard or Soft) before hand because you will be limited on which sizes you can change your book to once you start.
- Although with the new Export/Import Feature you can easily move your project from computer to computer, it is not designed for you to edit one book from multiple computers at the same time. If you would like to edit your book from multiple computers there will be a \$25 fee per computer used and each computer can only work on a specific section of the book (i.e. Computer 1: Pages 1-30, Computer 2: Pages 31-60, Computer 3: Pages 61-90, etc). If you split the pages up between computers (i.e. Computer 1: Pages 1-5 & 30-40, Computer 2: Pages 6-29 & 41-60, etc.) your book will not be accepted.

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## System Requirements

### Windows Operating System

Windows 98 and above, 1 GB RAM, 400 MB free disk space.

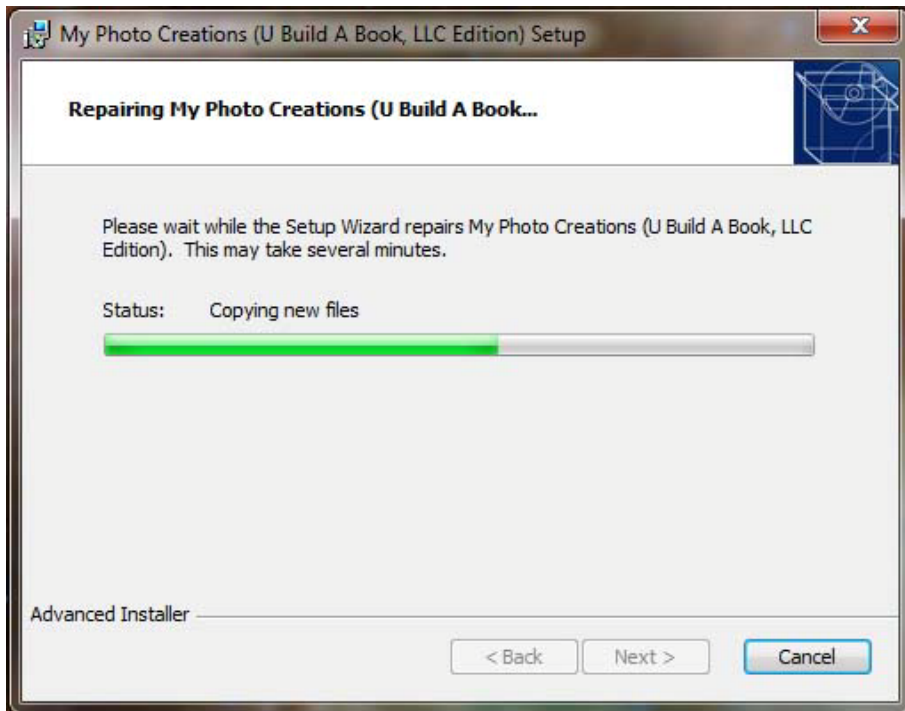
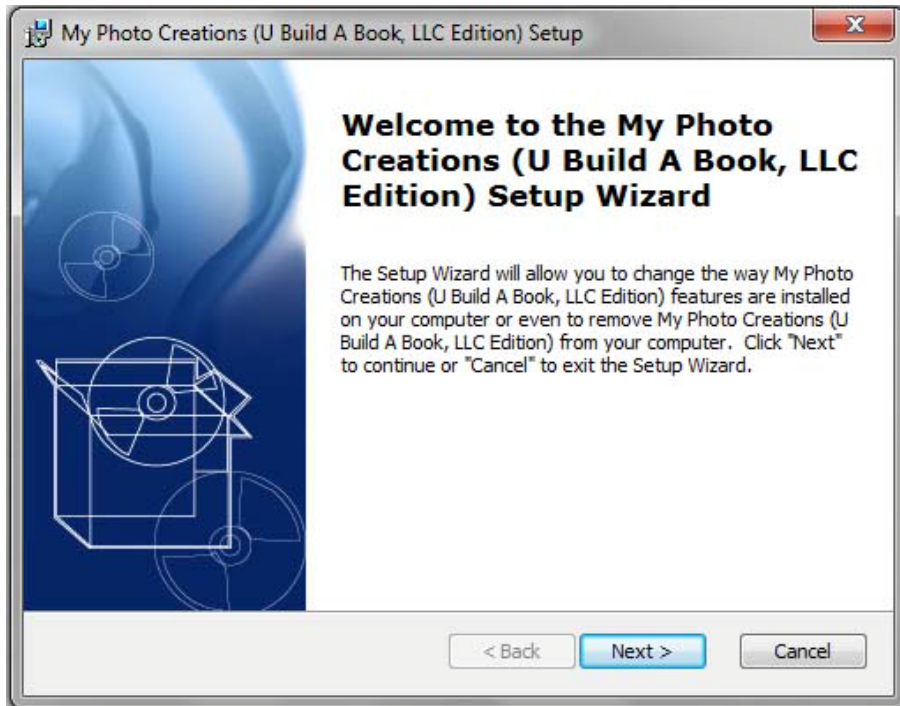
### Mac Operating System

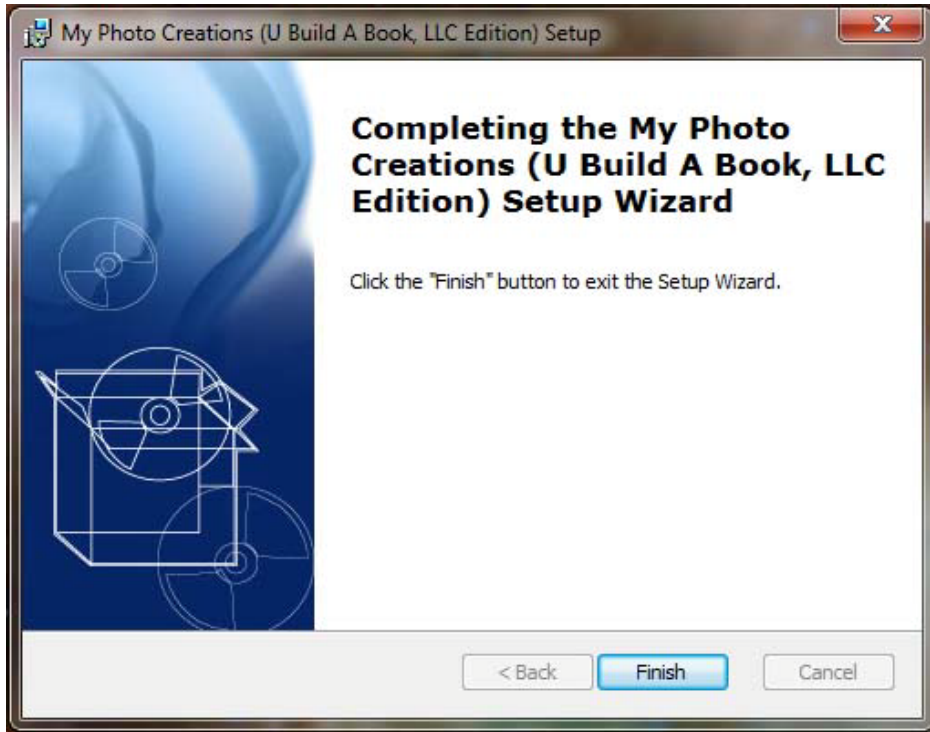
Mac OS X 10.4 and above, 1 GB RAM, 400 MB free disk space.

# Installation

## Windows

Double-click the file **MyPhotoCreationLInstaller.exe** and follow the prompts to install **My Photo Creations**.





After installation, My Photo Creations will be added to your "Programs" menu.

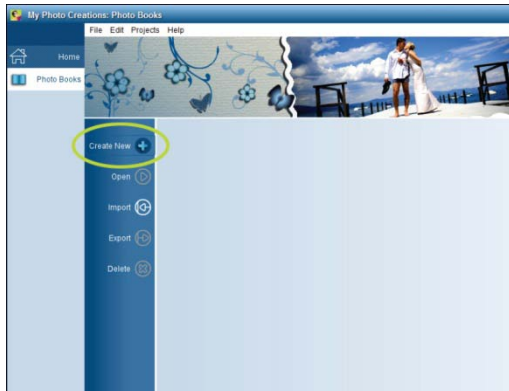
## Mac Users

Simply unstuff the **MyPhotoCreationsL.app.zip** (Tiger\_MyPhotoCreationsL.app.zip for Tiger Users[OSX 10.4]) archive and drag it to the Applications Folder. You can also drag it to the Dock for easy access.

# Creating A New Book

1. Creating your book
2. Selecting book type
3. Selecting a theme
4. Choosing your images
5. Picking which images to use
6. Previewing your images
7. Changing image order
8. Adding a caption
9. Finishing the Photo Book Wizard

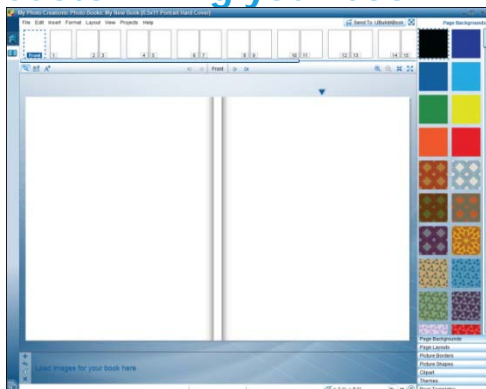
1. To create a new book start by clicking the Photo Books Tab and select Create New



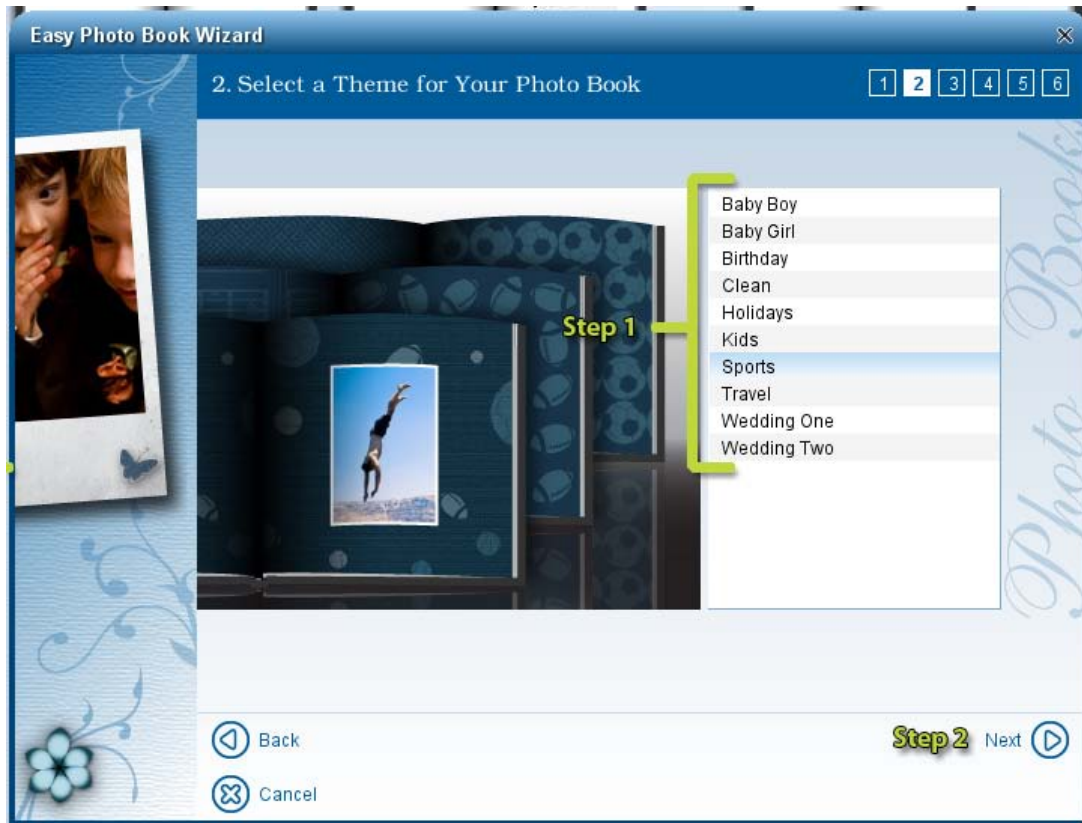
2. Next select the type of book picking the Size, Orientation, and Cover Type (the Default is 8.5x11 Portrait Hard Cover). Then select if you want to use the Wizard(Beginners) or an Empty Book(Advanced).



If you chose to start an empty book you will be brought to your book to begin designing it. All books start with 20 pages (the minimum). If you choose the wizard continue to **step 3**, otherwise skip ahead to **Customizing your book**.



3. Now select a theme for your book. The theme you choose will automatically add a background for each page based on the theme you pick.



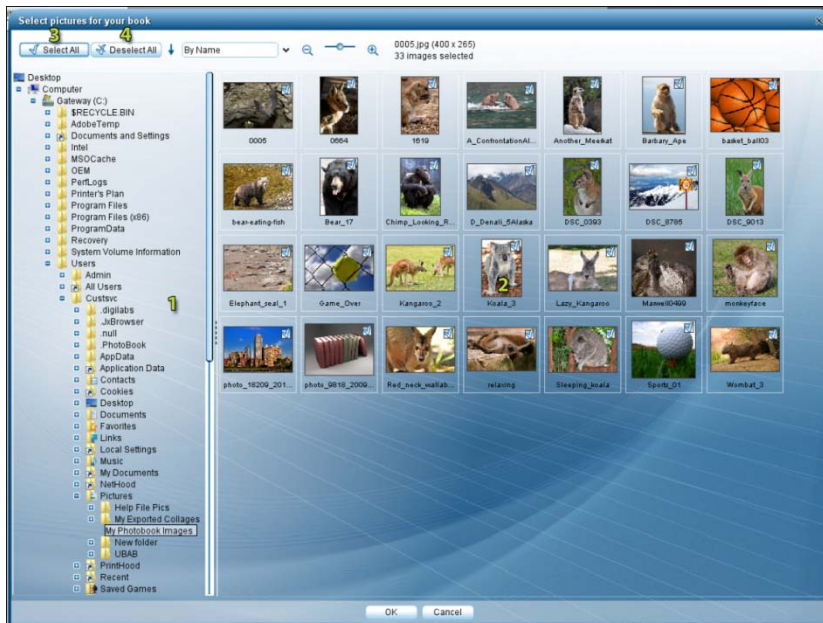
4. Next you will choose the pictures you would like to use for your book.





5. Start by selecting the location of your photos(1). It's best if you put all of your photos in one folder prior to starting your book, but this is not required.

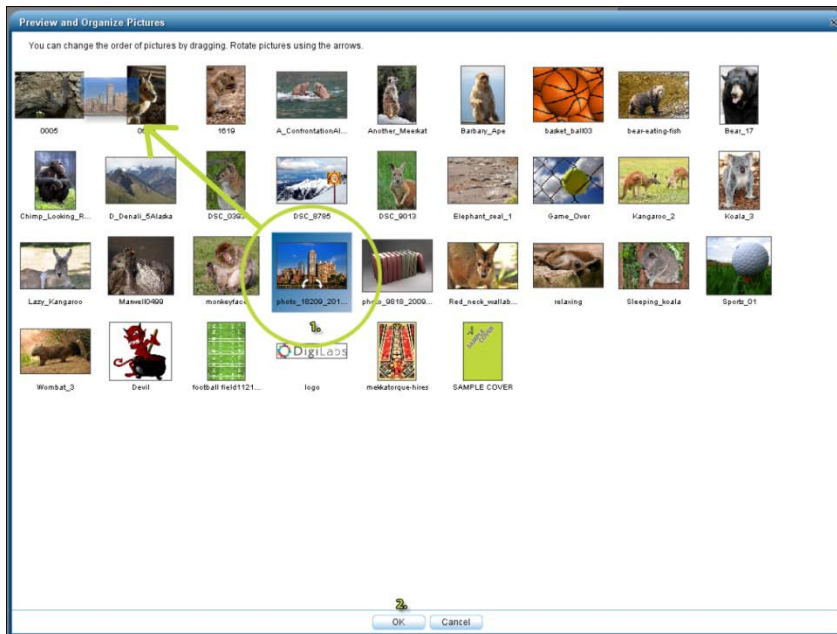
Now select the photos in that folder that you want to use (2). If you want all the photos in the folder you can use the Select All Button (3) and to deselect all the photos you can use the Deselect All Button (4).



6. Now you can preview all the photos you selected.



7. From here you can choose the order of your pictures. To move a picture grab it, and drag it to the spot you want it. These photos will be placed automatically throughout your book in the order they are in this list. The first image will be the cover. If you have more than 20 photos then it will place more than one per page, if you have less than 20 photos you will be warned that the remaining pages will have a blank spot to add more photos.



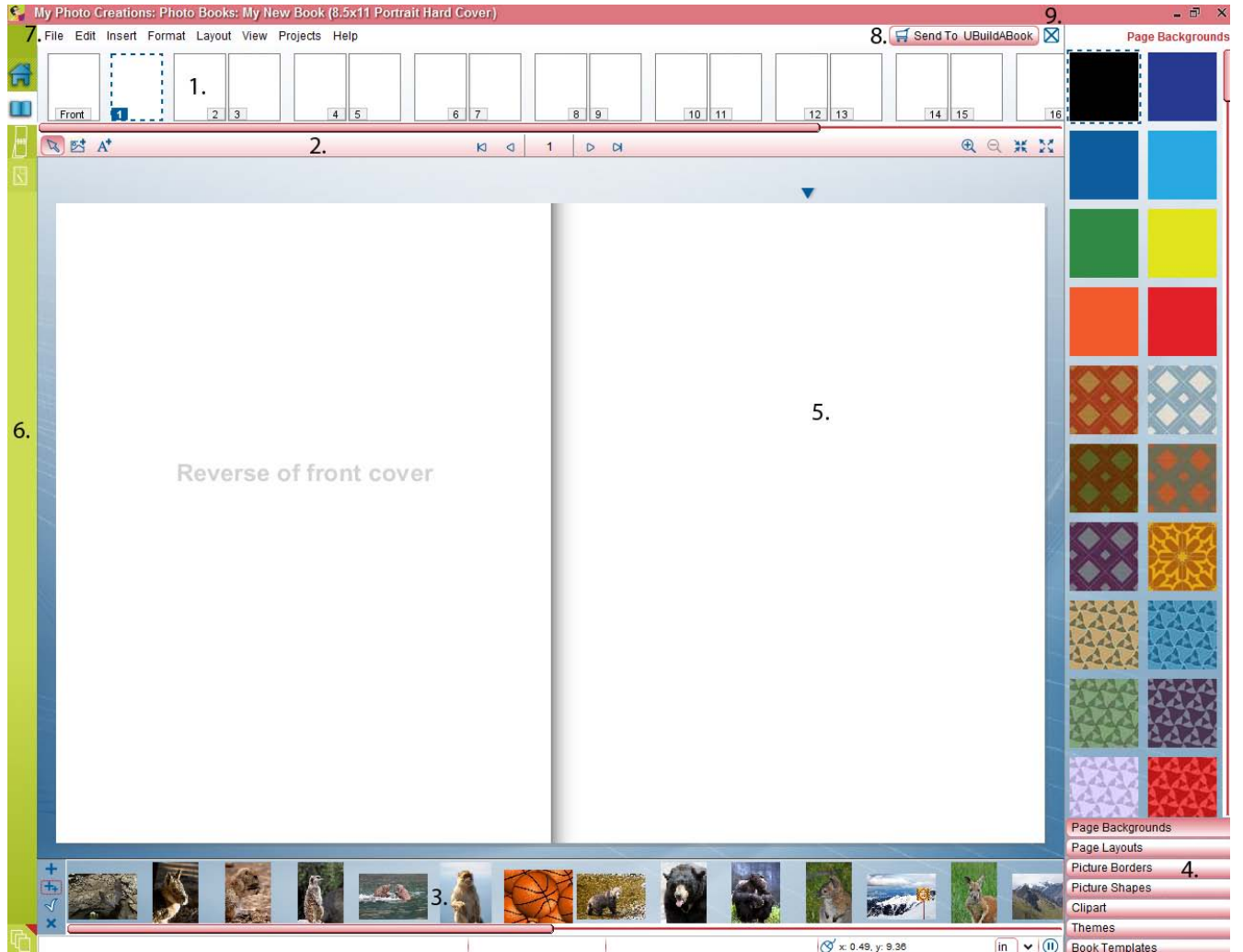
8. The next step will ask you to add a caption for the Cover or First page of your book



9. Click finish and your book will be created. You will then be able to make further changes like adding additional photos or text.



# Customizing Your Book



## **1. Page Thumbnails**

## **2. Main Toolbar**

- Adding Picture Frames
- Adding Text Boxes
- Adjusting Text

## **3. Image Viewer**

- Adding Images
- Adding Image Folders
- Inserting Images onto a page
- Inserting Images into an empty frame
- Adjusting Images
  - Cropping Images

## **4. Template Browser**

- Page Backgrounds
- Page Layouts
- Picture Borders
- Picture Shapes
- Clipart
- Themes
- Book Templates

## **5. Page Layout**

- Creating Your Cover
- Inserting Pages

## **6. Guide Menu**

- Home
- Photo Books
- Calendars
- Trading Cards
- Open Projects

## **7. Main Menu**

- File
- Edit
- Insert
- Format
- Layout
- View
- Projects
- Help

## **8. File Submit**

- Reviewing Your Book
- Placing Your Order

## **9. Close Project**

## 1. Page Thumbnails - Allows you to view a thumbnail of the covers and each page, and to easily select the page you wish to edit.



Indicates the selected page.



Indicates the Front Cover.



Indicates the Back Cover.

## 2. Main Toolbar

### Description:



**Select Objects** - Allow the selection of images and text boxes so they can be adjusted.



**Add Picture Frame** - Allows the creating of an empty picture frame that you can later add an image to.



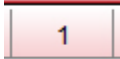
**Add/Edit Caption** - Allows the creating/editing of a text box.



**Go to Front Cover** - Allows you to go to the front cover quickly.



**Go to Previous Page** - Allows you to go to the previous page quickly.



**Current Page** - Displays the page number of the page you're currently editing.



**Go to Next Page** - Allows you to go to the next page quickly.



**Go to Back Cover** - Allows you to go to the back cover quickly.



**Zoom In** - Allows you to zoom in on the current page.



**Zoom Out** - Allows you to zoom out on the current page.




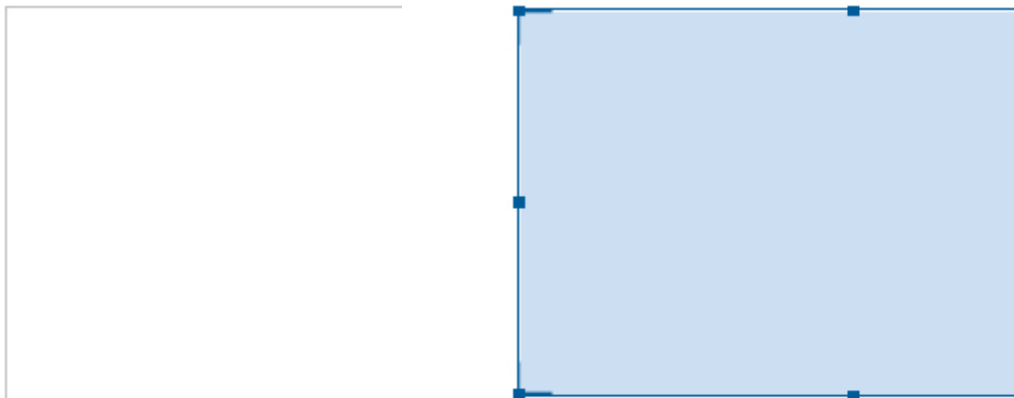
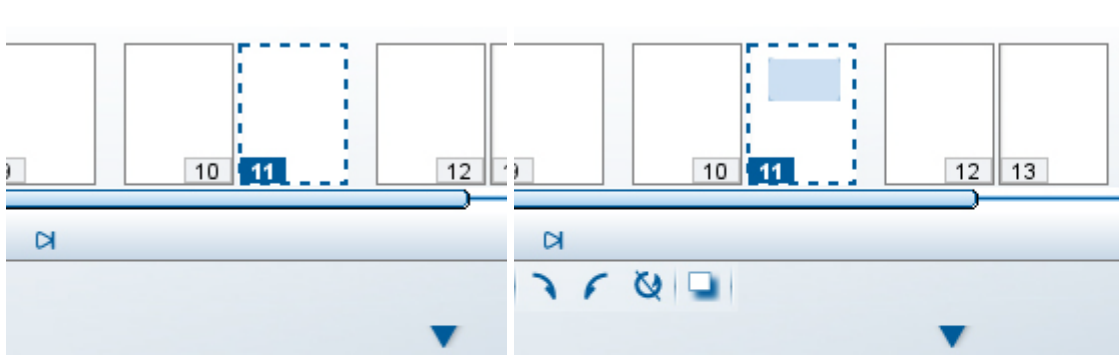
**Fit Page** - Fits the page to your window so you can see the entire page.




**Actual Size** - Zooms in to the actual size of your book.

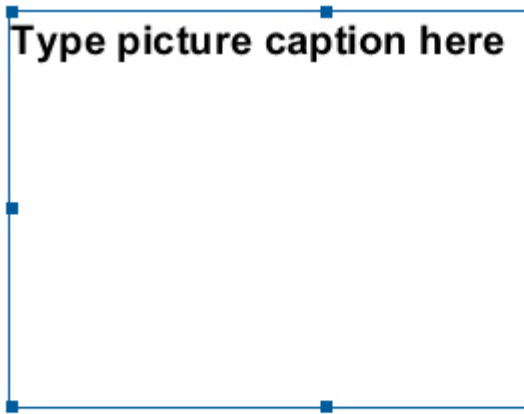
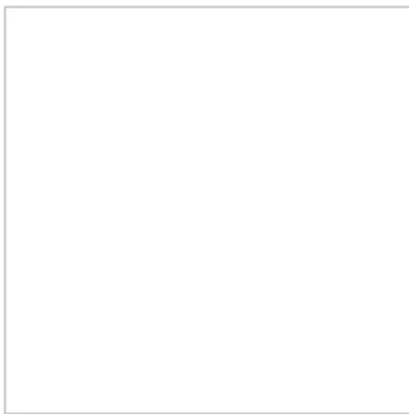
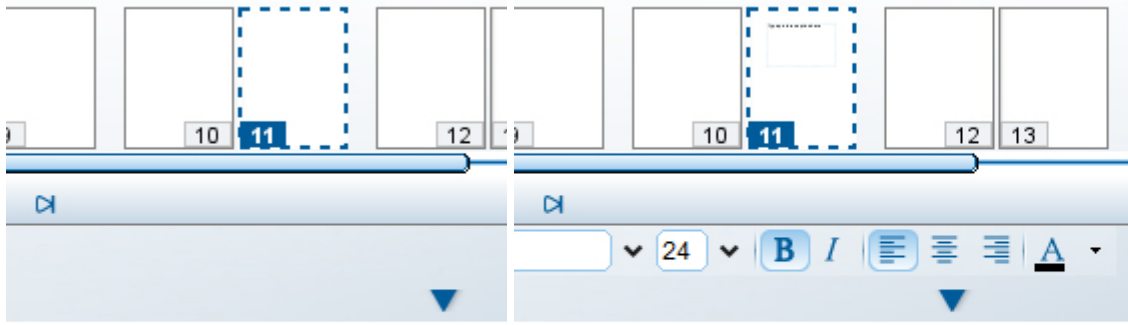
- **Adding Picture Frames -**

1. Go to the page you want to add the picture frame to
2. Click the Add Picture Frame button 
3. Move the mouse to where you want the top left corner of the Frame to be.
4. Click and hold the left mouse button down while you drag the mouse to where you want the bottom right corner to be



- **Adding Text Boxes**

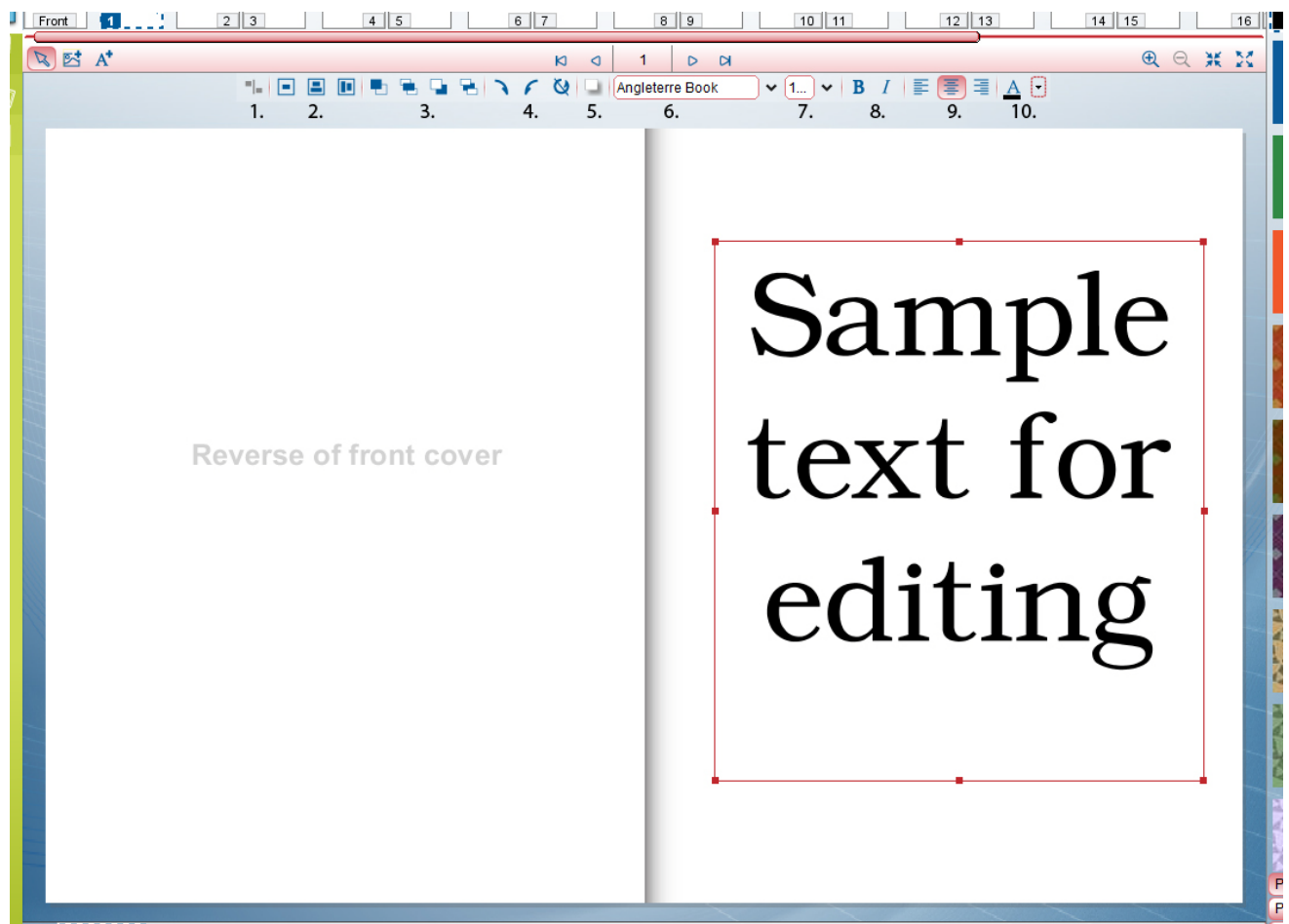
1. Go to the page you want to add the text box to
2. Click the Add/Edit Caption button 
3. Move the mouse to where you want the top left corner of the text box to be.
4. Click and hold the left mouse button down while you drag the mouse to where you want the bottom right corner to be





# Adjusting Text

1. Alignment
2. Center
3. Layering
4. Rotation
5. Drop Shadow
6. Font Type
7. Font Size
8. Font Style
9. Align Text
10. Font Color



## 1. Alignment - Aligns the text box in the back to the text box in the front



- Align Left
- Align Right
- Align Horizontal Center
- Align Top
- Align Bottom
- Align Vertical Center

### Description:

**Align Left** - Back text box is aligned to the Left side of the front text box.

**Align Right** - Back text box is aligned to the Right side of the front text box.

**Align Horizontal Center** - Back text box is aligned to the Horizontal Center of the front text box.

**Align Top** - Back text box is aligned to the Top of the front text box.

**Align Bottom** - Back text box is aligned to the Bottom side of the front text box.

**Align Vertical Center** - Back text box is aligned to the Vertical Center of the front text box.

## 2. Center - Centers text box

### Description:



**Center on Page**

Centers text box vertically and horizontally to the page.



**Center Horizontally on Page**

Centers text box horizontally to the page.



**Center Vertically on Page**

Centers text box vertically to the page.

## 3. Layering - Changes text box layering

### Description:



**Bring Forward**

Moves text box forward by one layer.



**Bring to Front**

Moves text box to the top layer.



**Bring Backward**

Moves text box backward by one layer.



**Bring to Back**

Moves text box to the bottom layer.

## 4. Rotation - Rotates text box

### Description:



**Rotate Clockwise**

Rotates text box clockwise by 90 degrees.



**Rotate Counterclockwise**

Rotates text box counterclockwise by 90 degrees.



**Cancel Rotation**

Cancels text box rotation.

5.  **Drop Shadow** - Not available for text

6.  **Font Type** - Allows you to pick the font type (only one type can be selected per text box)

7.  **Font Size** - Allows you to pick the font size (only one size can be selected per text box)

8. **Font Styles** - Allows you to change the style of your font (adjusts all text in the text box)

Example:

 **B** Bold

Sample Text

 *I* Italics

*Sample Text*

9. **Align Text** - Aligns the text within the text box (adjusts all text in the text box)

Description:

 **Align Left**


Aligns the text to the left side of the text box.

 **Align Center**

Aligns the text to the center side of the text box.

 **Align Right**





Aligns the text to the right side of the text box.

10.  **Font Color** - Allows you to pick the font color (only one color can be selected per text box)




### 3. Image Viewer - Displays the images you've chosen for adding to your project

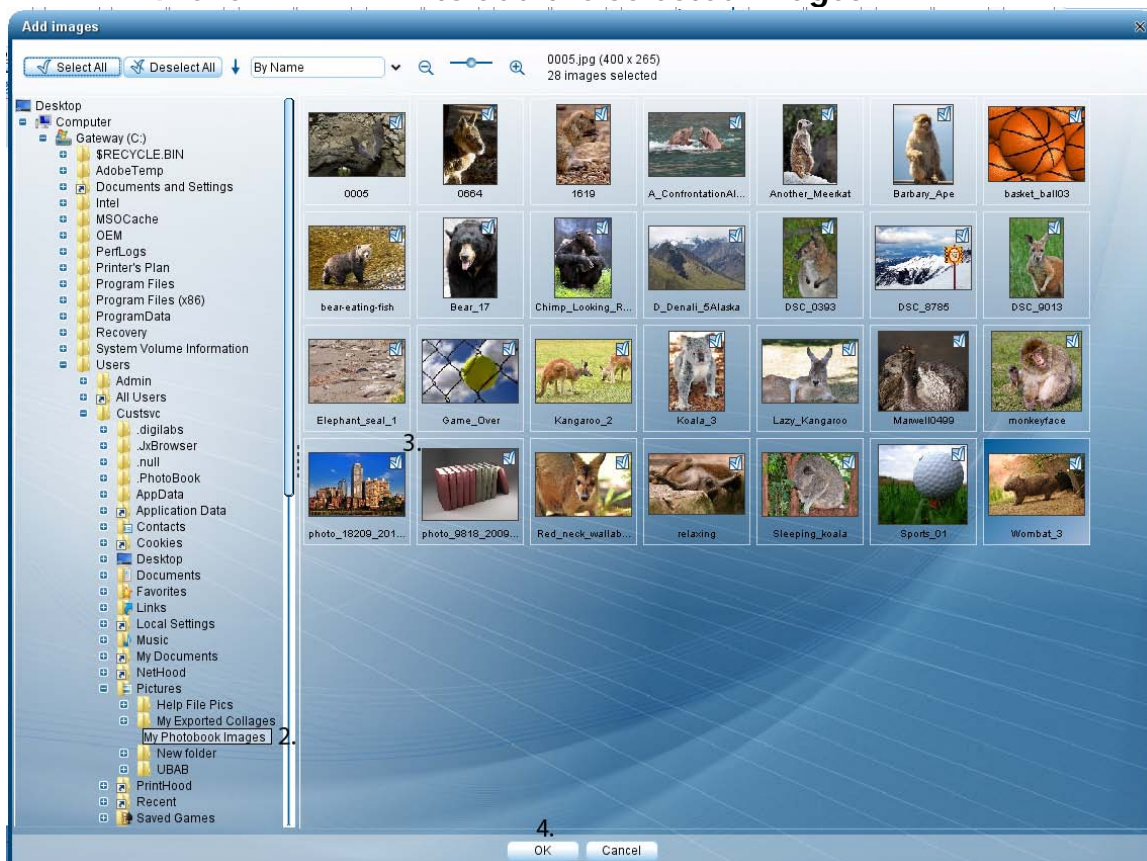


#### Description:

-  **Add Image** Adds a single image to the Image Viewer.
-  **Add Folder With Images** Adds a folder with multiple images to the Image Viewer. (recommended)
-  **Hide Used Images** Toggles whether the images you've used are visible in the Image Viewer.
-  **Clear Images** Clears all images in the Image Viewer. (Does not remove image from your project, just the viewer.)

#### o Adding Images

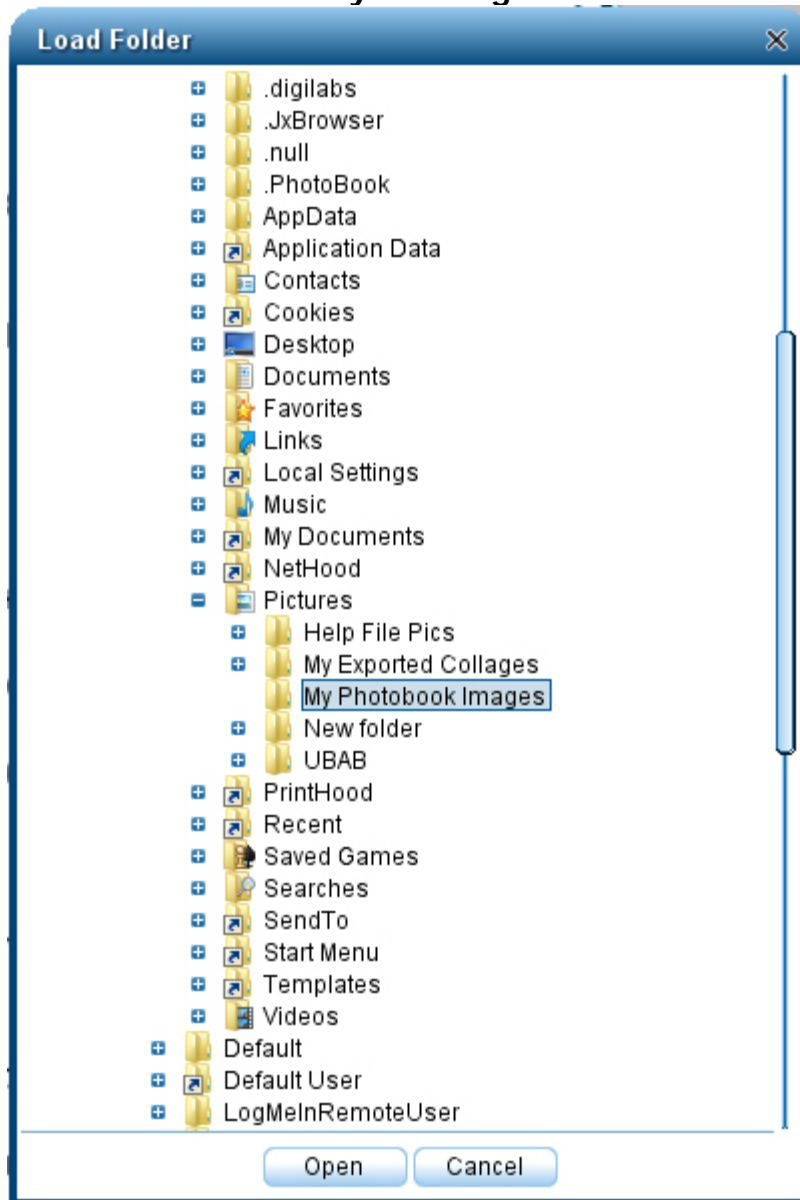
1. Click on the **Add Image Button** 
2. Select the folder containing the images you want to add to the Image Viewer
3. Click on the check box for each image you want to add, if you want to add all the images in the folder click 
4. Click  to add the selected images.



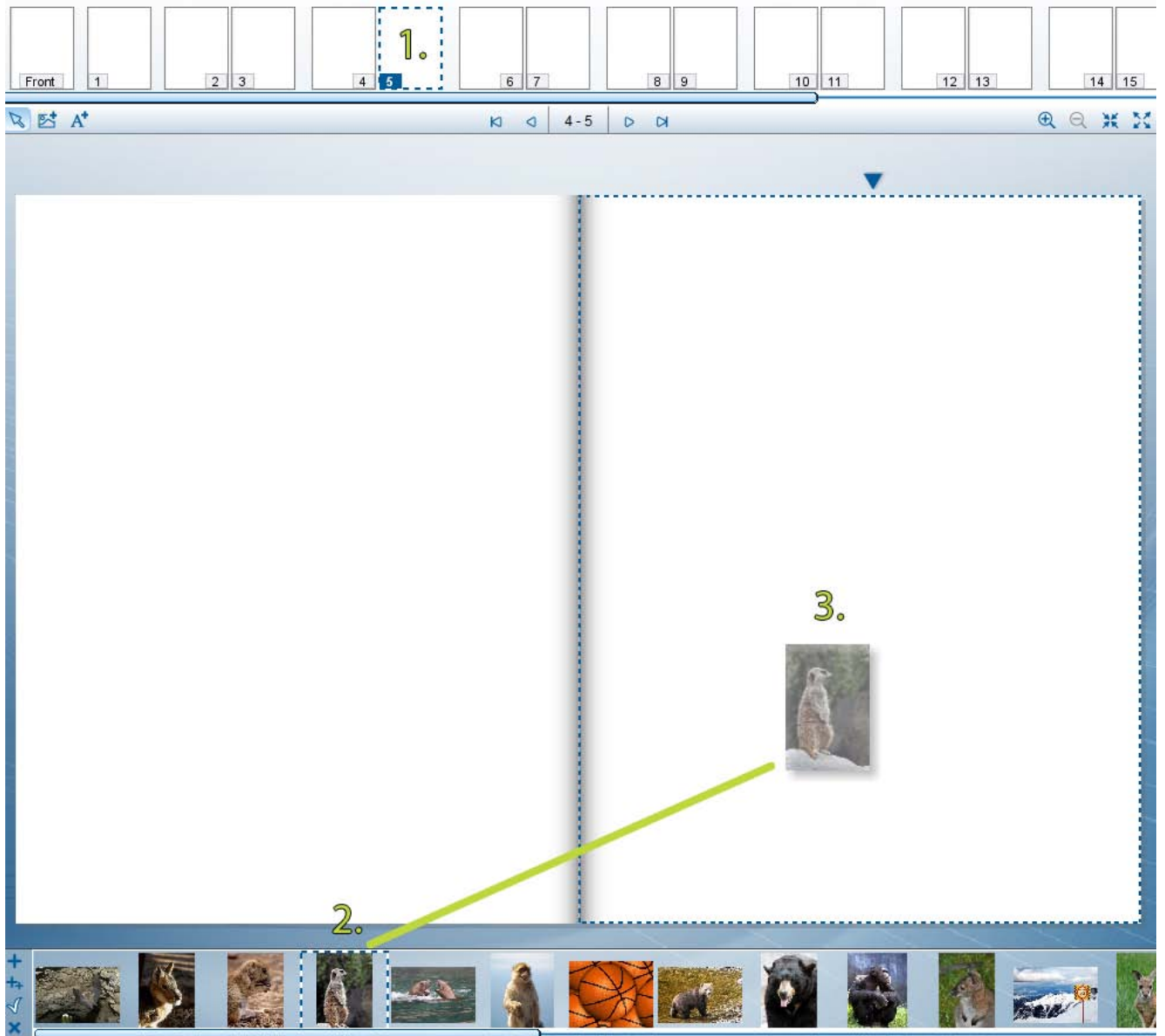
- **Adding Image Folders** (Because it is recommended you save your images in one folder, this is the best method to load your images)

1. Click the **Add Folder with Images** button 

2. Select the folder with your images in it and click 



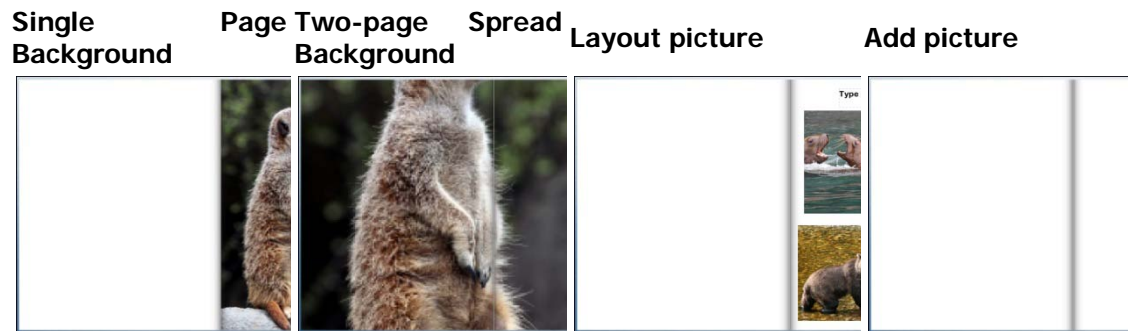
## ○ Inserting Images onto a page



1. Select the page you want to add the image to.
2. Select the image you want to add.
3. Hold down the left mouse button and drag the image to where you want it on the page.
4. Choose how you want to add the image.

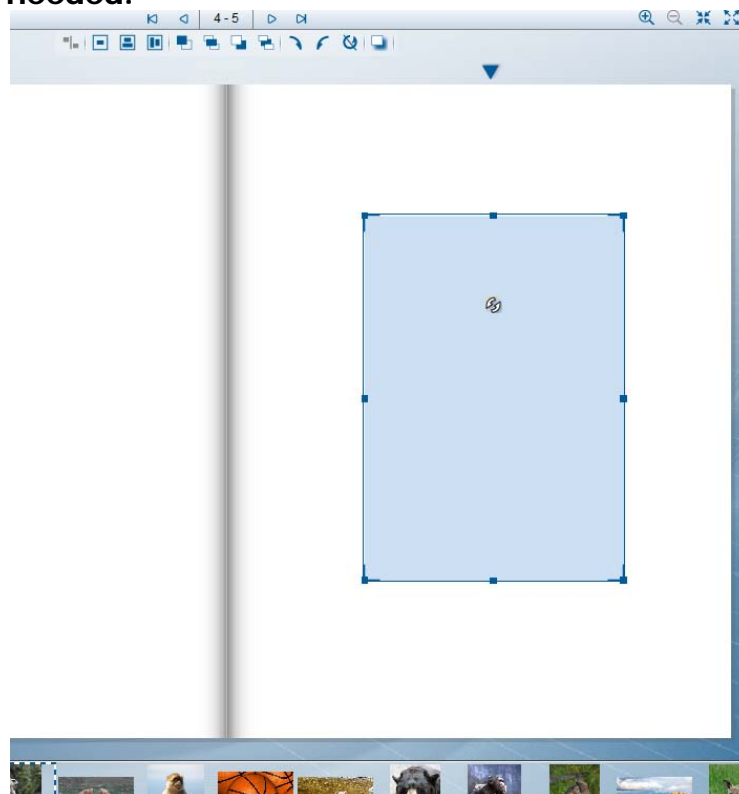
How to drop?	Description
Single Page Background	<b>Single Page Background</b> - Places the image as the selected page's background.
Two-page Spread Background	<b>Two-page Spread Background</b> - Places the image as the background across both visible pages
Layout picture	<b>Layout picture</b> - Automatically adds images based on the size and shape of the other images on the page. (may also add captions)
Add picture	<b>Add picture</b> - Adds image exactly where you place it on the page.
Cancel	

### Examples



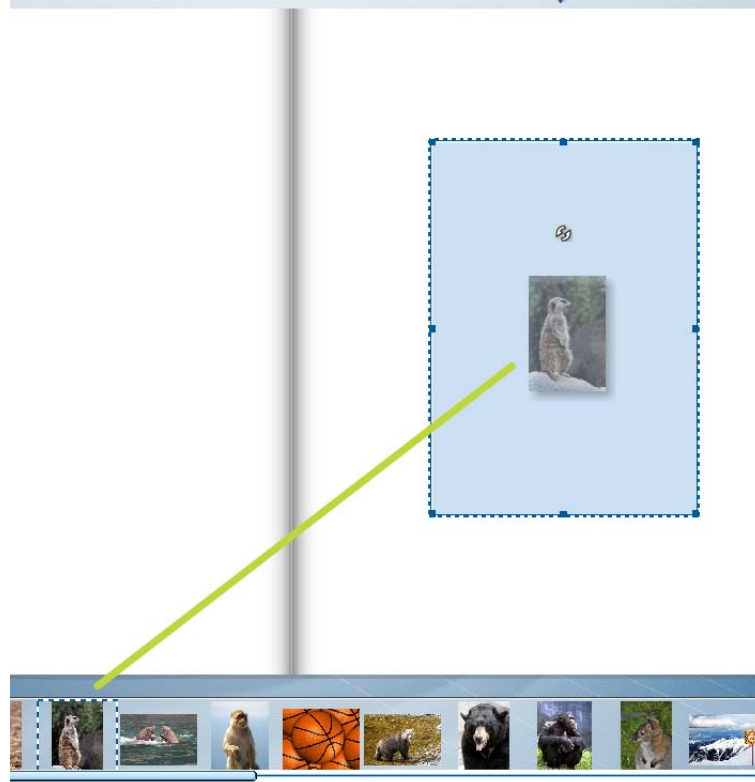
- **Inserting Images into an empty frame**

1. Place an empty Picture Frame on the page and adjust it as needed.

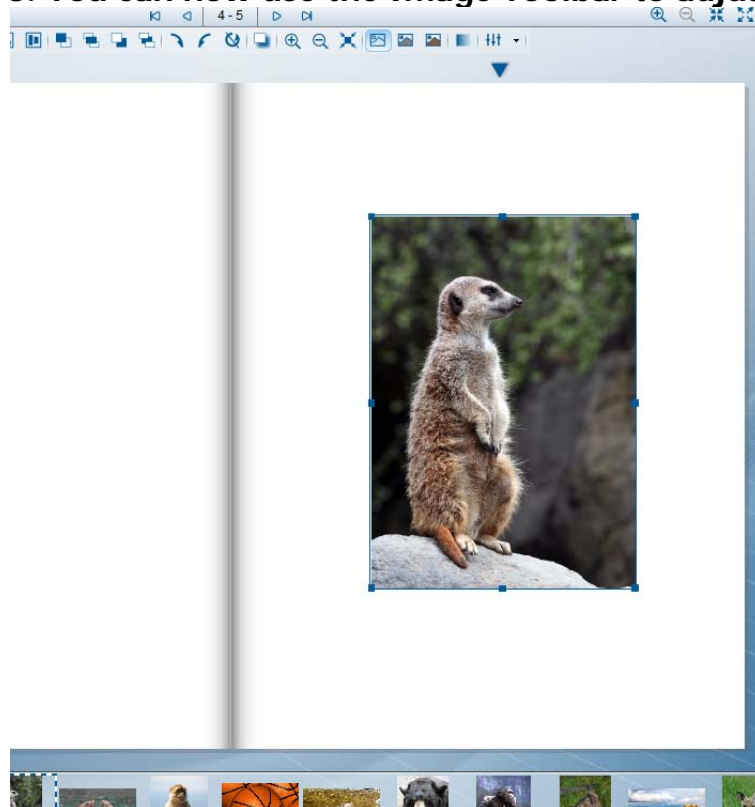




2. Drag your image into the empty frame



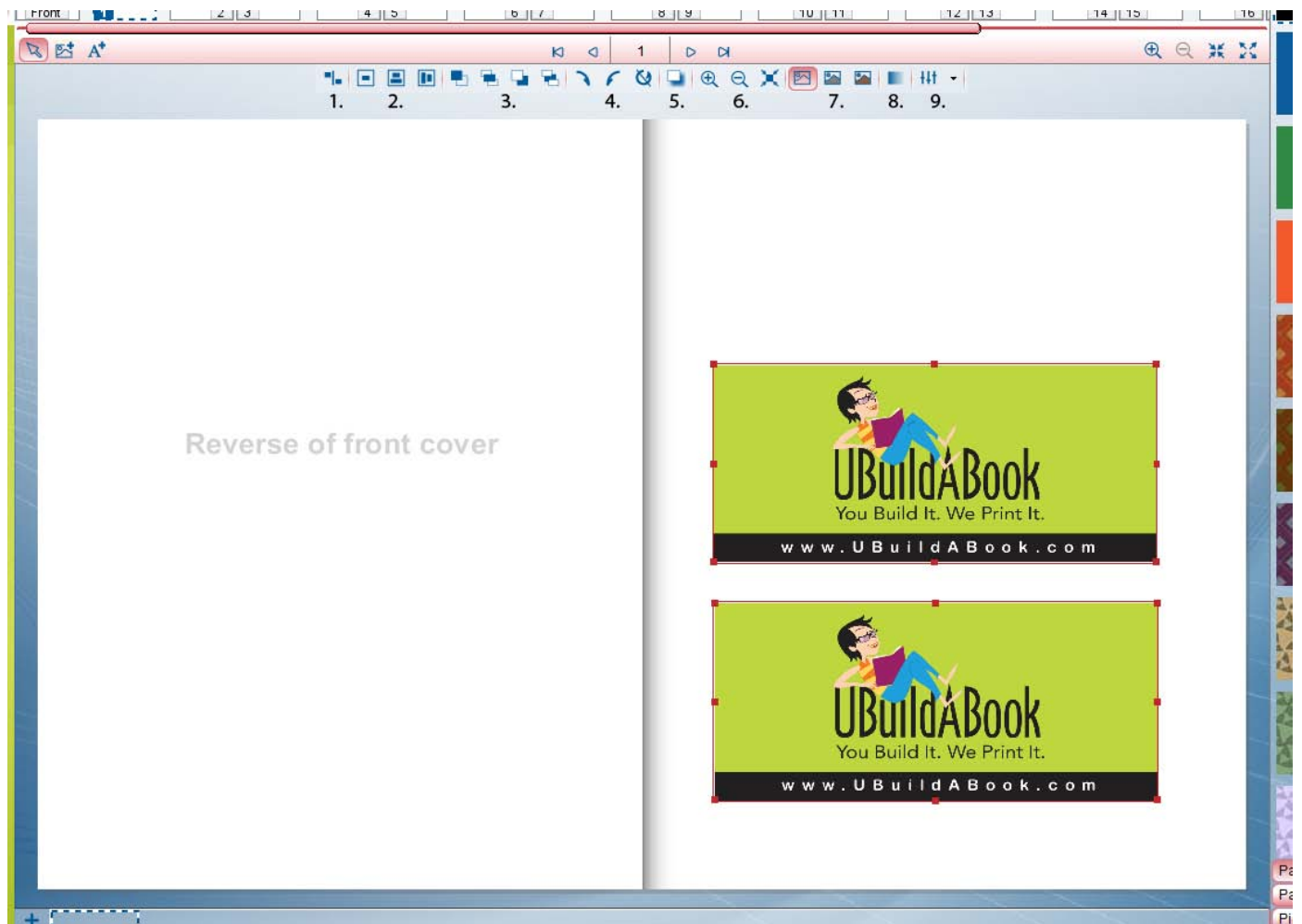
3. You can now use the Image Toolbar to adjust your image





# Adjusting Images

1. Alignment
2. Center
3. Layering
4. Rotation
5. Drop Shadow
6. Image Zoom
7. Image Filters
8. Fade
9. Image Enhancement
10. Cropping Images



## 1. Alignment - Aligns the image in the back to the image in the front



Align Left



Align Right



Align Horizontal Center



Align Top



Align Bottom



Align Vertical Center

### Description:

**Align Left** - Back image is aligned to the Left side of the front image.

**Align Right** - Back image is aligned to the Right side of the front image.

**Align Horizontal Center** - Back image is aligned to the Horizontal Center of the front image.

**Align Top** - Back image is aligned to the Top of the front image.

**Align Bottom** - Back image is aligned to the Bottom side of the front image.

**Align Vertical Center** - Back image is aligned to the Vertical Center of the front image.

## 2. Center - Centers image

### Description:



Center on Page

Centers image vertically and horizontally to the page.



Center Horizontally on Page

Centers image horizontally to the page.



Center Vertically on Page

Centers image vertically to the page.

## 3. Layering - Changes image layering

### Description:



Bring Forward

Moves image forward by one layer.



Bring to Front

Moves image to the top layer.



Bring Backward

Moves image backward by one layer.



Bring to Back

Moves image to the bottom layer.

## 4. Rotation - Rotates image

### Description:



Rotate Clockwise

Rotates image clockwise by 90 degrees.



Rotate Counterclockwise

Rotates image counterclockwise by 90 degrees.

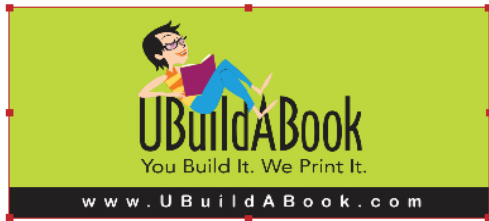


Cancel Rotation

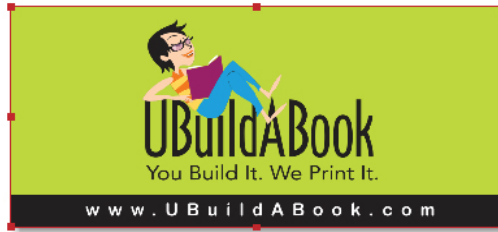
Cancel image rotation.

## 5. Drop Shadow - Adds Drop Shadow to image

### Without Drop Shadow



### With Drop Shadow



## 6. Image Zoom - Changes image size within image frame

### Description:



**Zoom In**

Increase the image's size within it's frame.



**Zoom Out**

Decreases the image's size within it's frame.



**Fit Frame to Image**

Fits the image's frame to it's actual size.

## 7. Image Filters - Adds/Removes images filters

### Description:

### Example



**Remove Filter**

Removes filter from image.



**Black and White Filter**

Adds black and white filter to image.



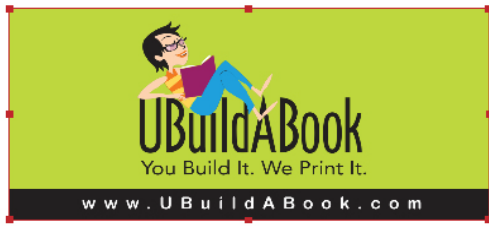
**Sepia Tone Filter**

Adds sepia tone filter to image.

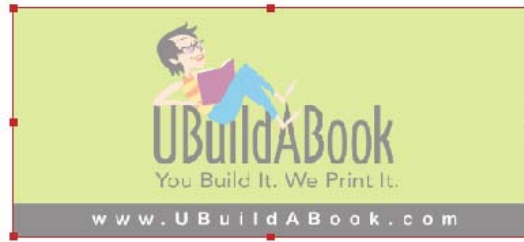


## 8. Fade - Fades image

Without Fade



With 50% Fade



## 9. Image Enhancement - Enhances image



Image Enhancement

- Sharpen
- Skin Tone
- Color Vibrancy

Restore System Defaults



### Description:

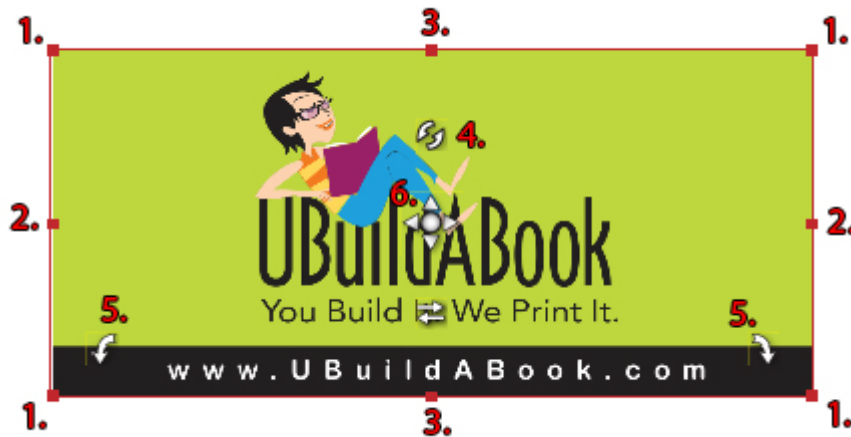
**Sharpen** - Automatically makes the image sharper.

**Skin Tone** - Automatically adjusts skin tone of the image.

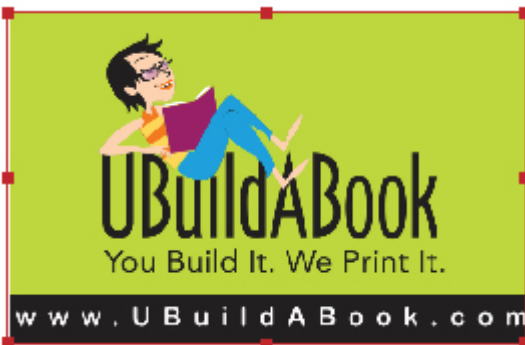
**Color Vibrancy** - Automatically adjusts the vibrancy of the image.

# Cropping Images

1. Scales both the image and it's frame.
2. Resizes the image frame horizontally without resizing the image.
3. Resizes the image frame vertically without resizing the image.
4. Rotates both the image and it's frame.
5. Rotates the image within it's frame by 90 degrees.
6. Moves the image with it's frame.



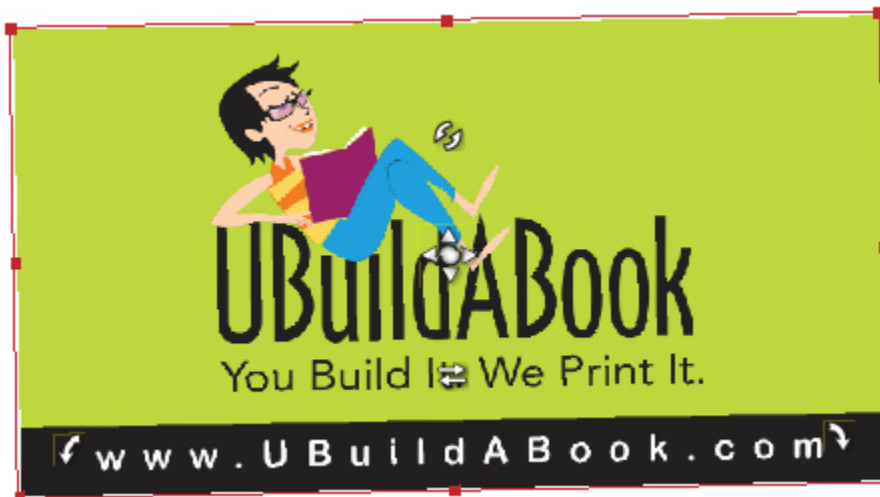
1. Scales both the image and it's frame.
2. Resizes the image frame horizontally without resizing the image.



3. Resizes the image frame vertically without resizing the image.



4. Rotates both the image and it's frame.



5. Rotates the image within it's frame by 90 degrees.

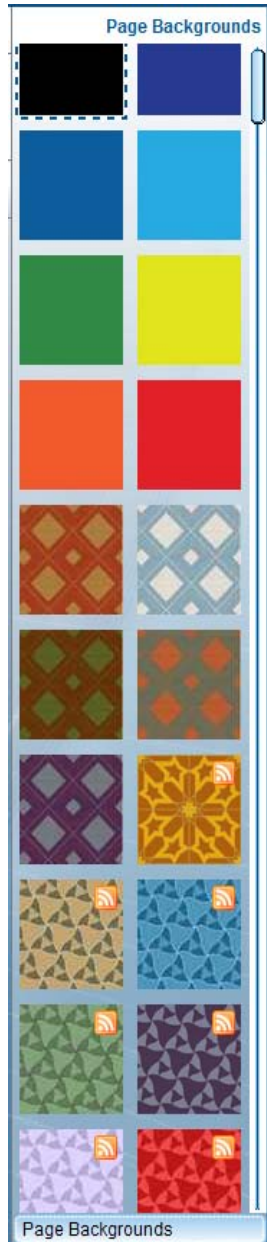


6. Moves the image with it's frame.

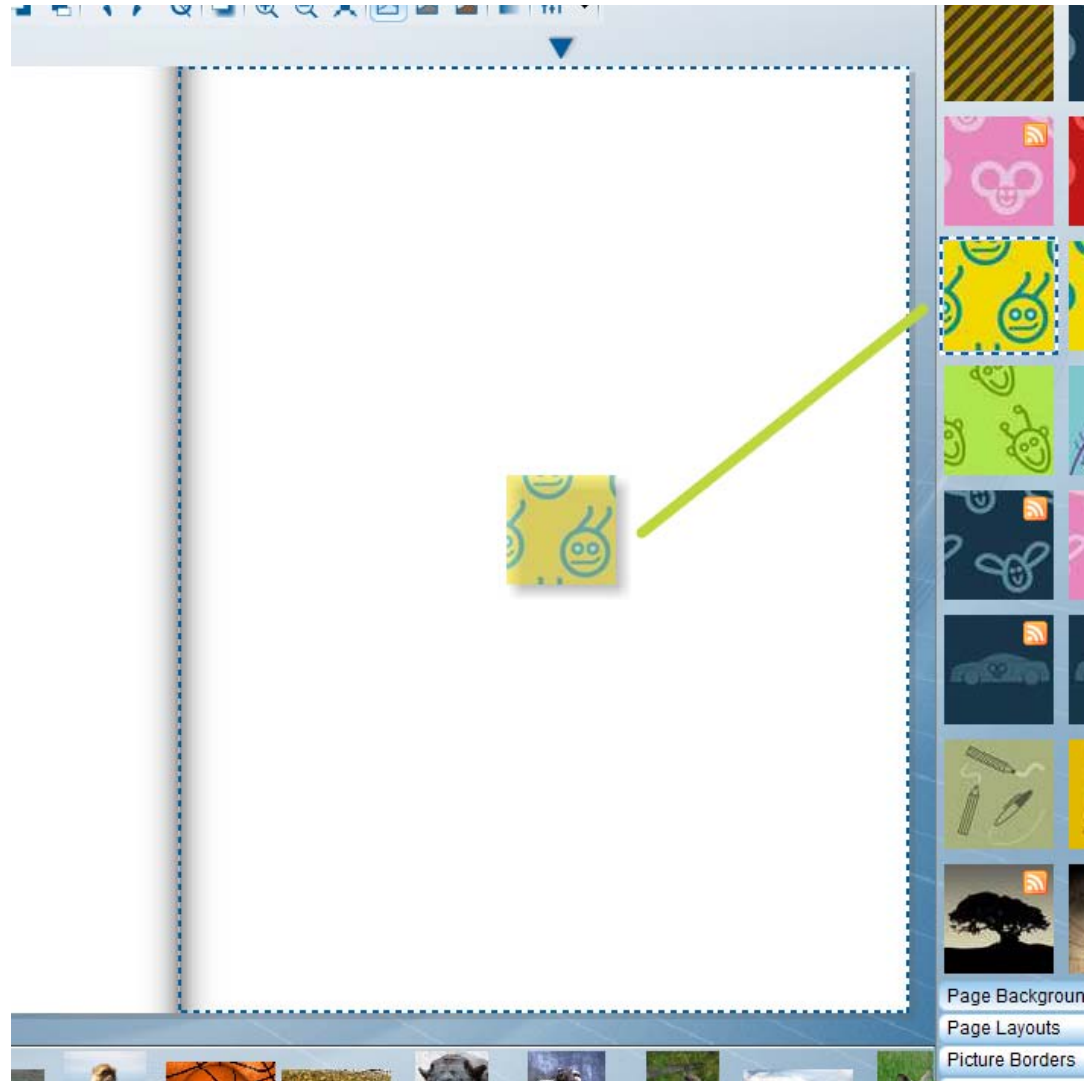


## 4. Template Browser

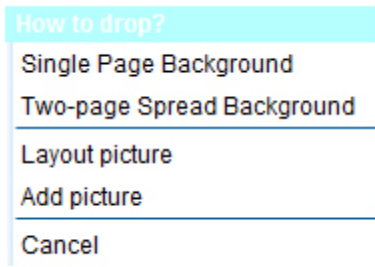
- **Page Backgrounds** - Contains standard backgrounds included with the software



1. To apply a background to a page select the background you wish to use.
2. Hold down the left mouse button and drag the background to the page you want to apply it to.



**3. Choose if you want to apply it to one page only, or spread it across both visible pages.**

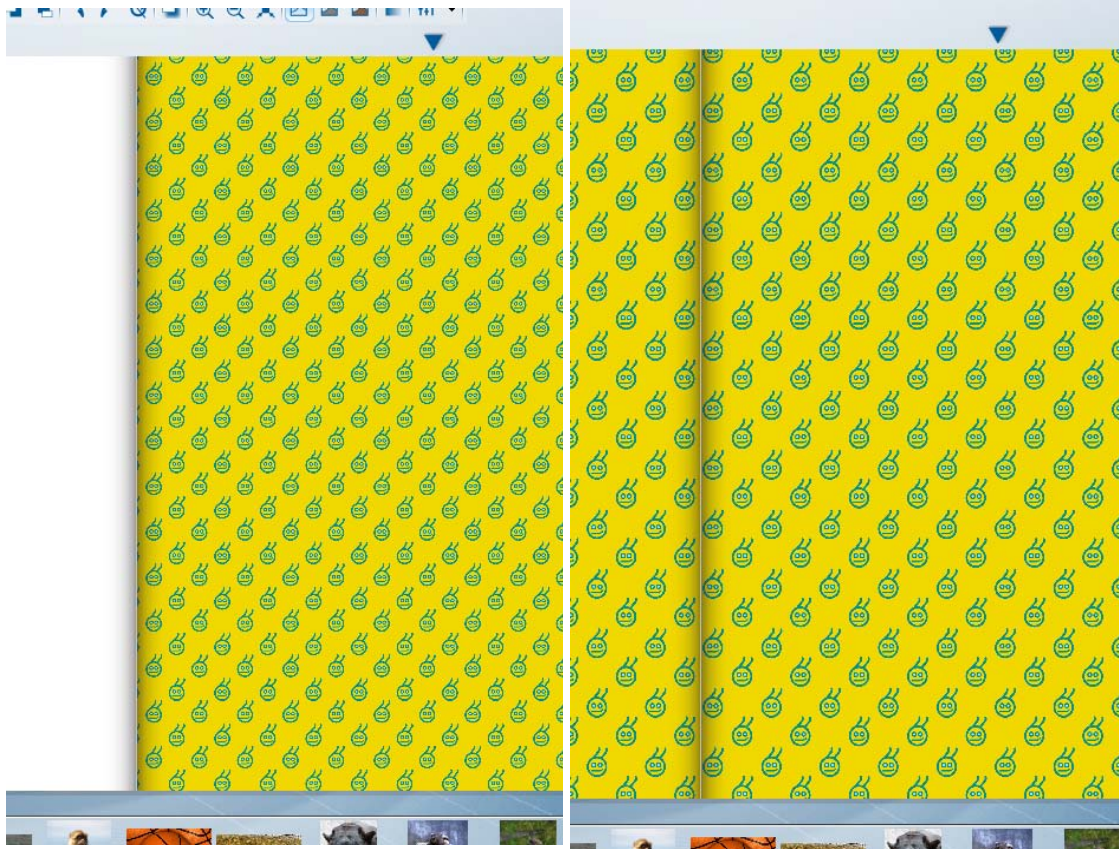


**Examples**

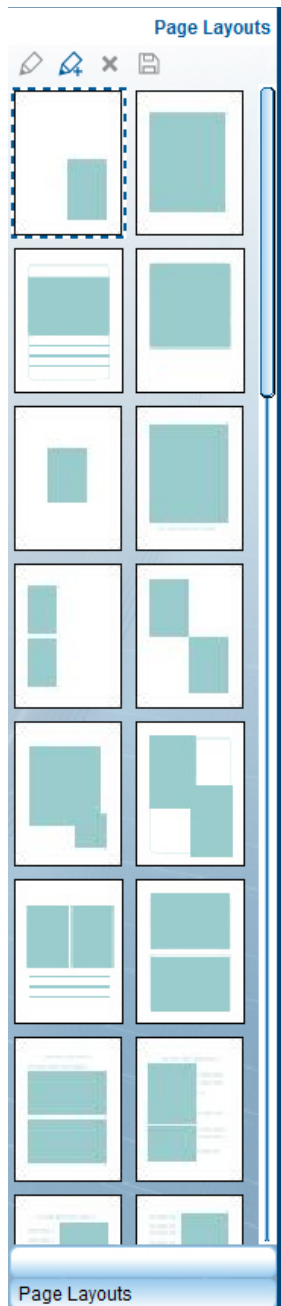
**Single Page Background**

**Two-page Spread Background**





- **Page Layouts** - Contains standard layouts included with the software, and allows you to edit and make your own layouts



### **Description**



**Edit Layout** - Allows you to edit layouts you've created



**Edit Copy of Layout** - Allows you to copy a pre-made layout for editing



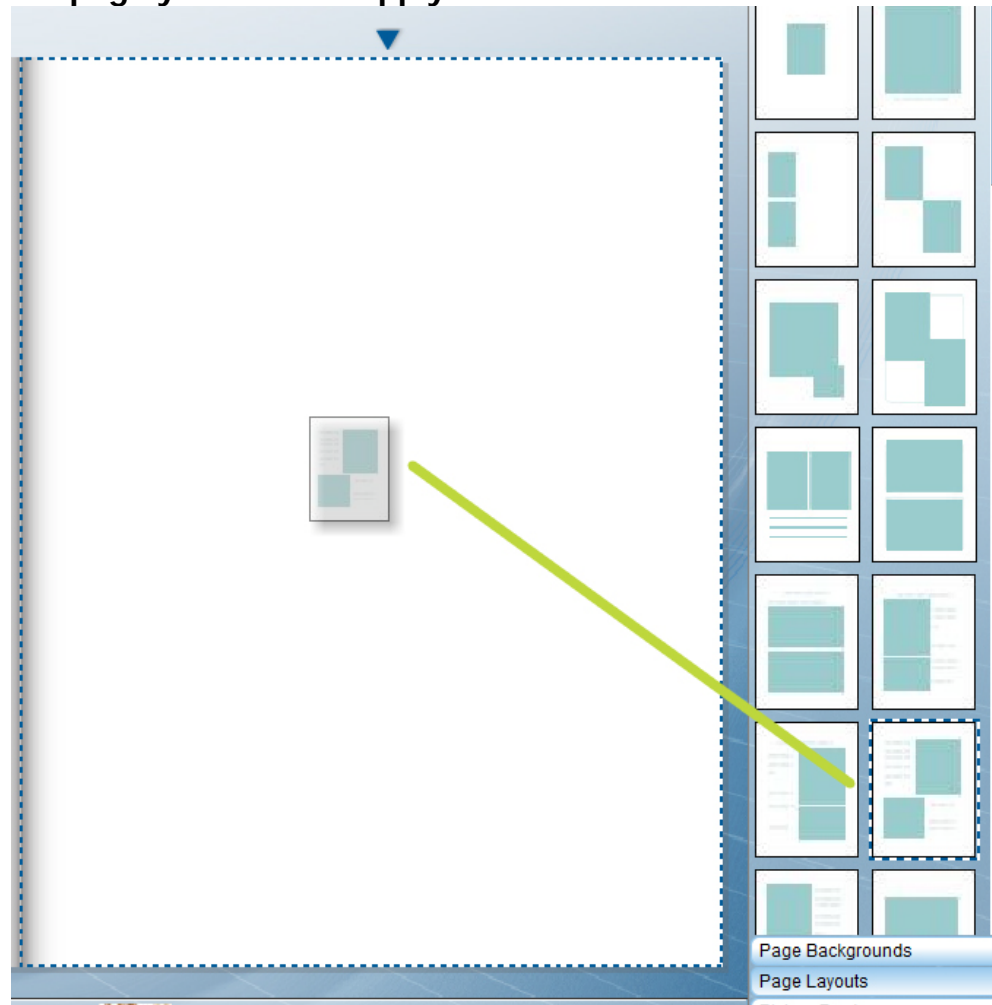
**Delete Layout** - Deletes a layout you've made.



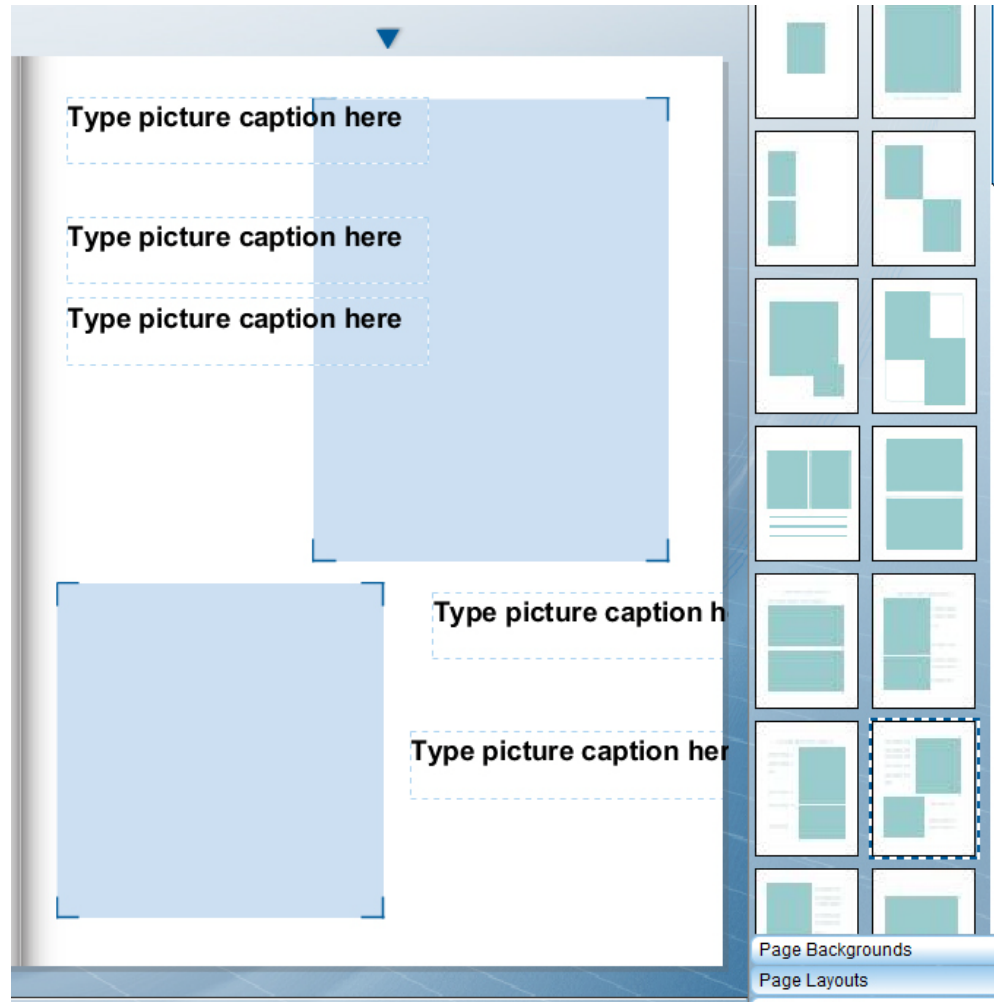
**Save Layout** - Saves a layout you've made.

**1. To apply a Page Layout select the layout you want to use.**

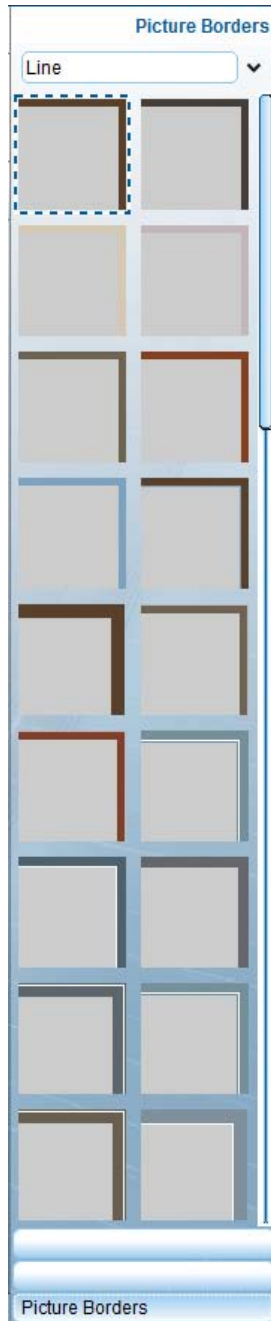
**2. Hold down the left mouse button and drag the Page Layout to the page you want to apply it to.**



**3. Now you can add images to the empty frames and add text to the captions.**



- **Picture Borders** - Contains borders for adding to picture frames

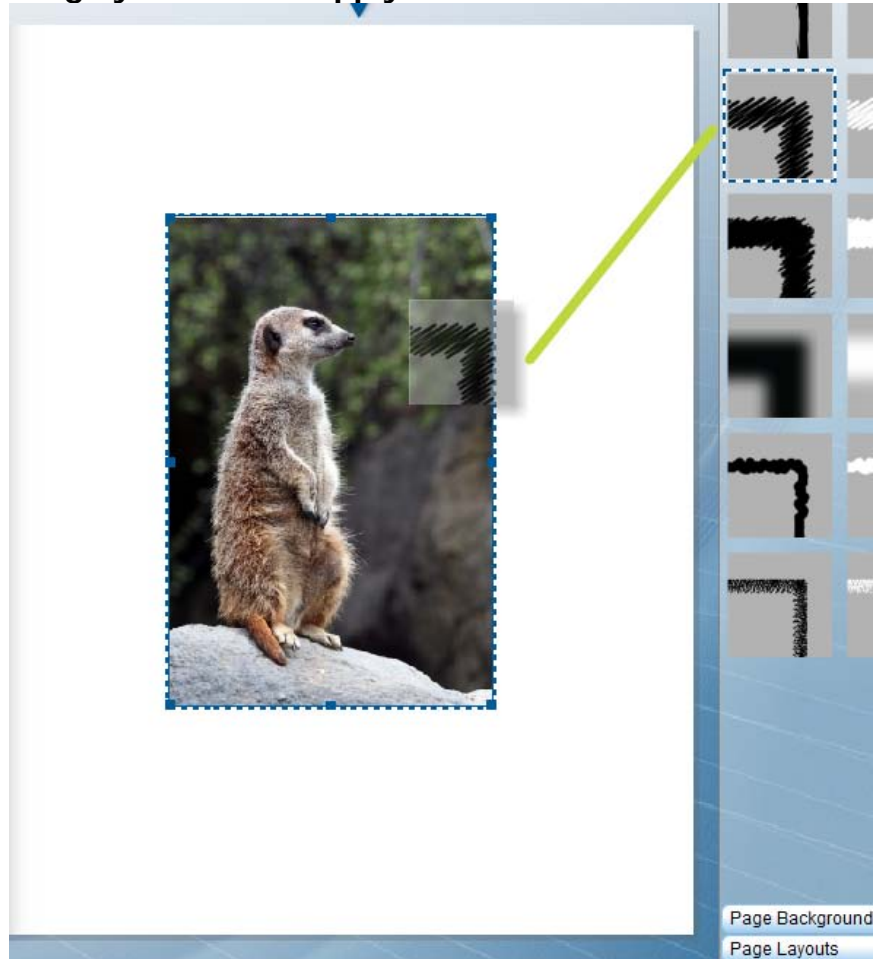


1. Select a category to choose the types of borders you would like to view

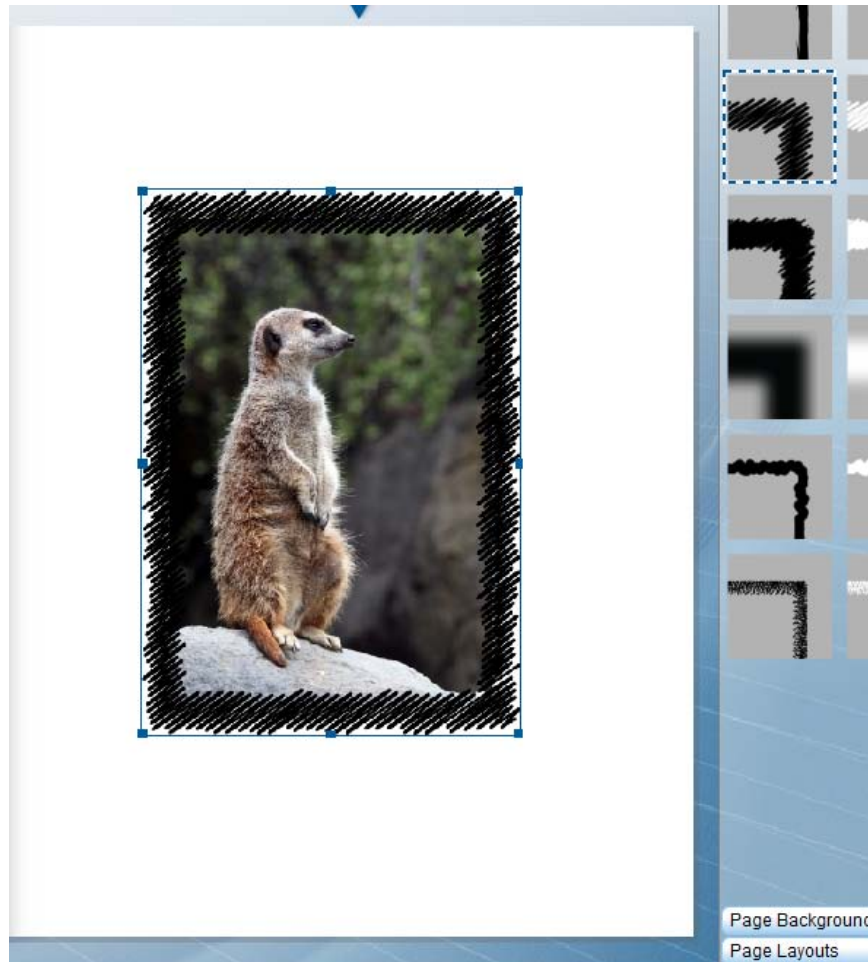
Category	Description
Line	<b>Line</b> - Contains borders with solid lines.
Frames	<b>Frames</b> - Contains borders resembling picture frames.
Corners	<b>Corners</b> - Contains borders that only cover the corners of the frame
Brushes	<b>Brushes</b> - Contains borders that resemble different brush strokes.
Ornaments	<b>Ornaments</b> - Contains borders that use clipart.

2. Select the border you would like to apply to the image.

3. Hold down the left mouse button and drag the Border to the image you want to apply it to.



4. You can now adjust the image as needed.



- **Picture Shapes** - Contains predefined shapes for applying to picture frames.





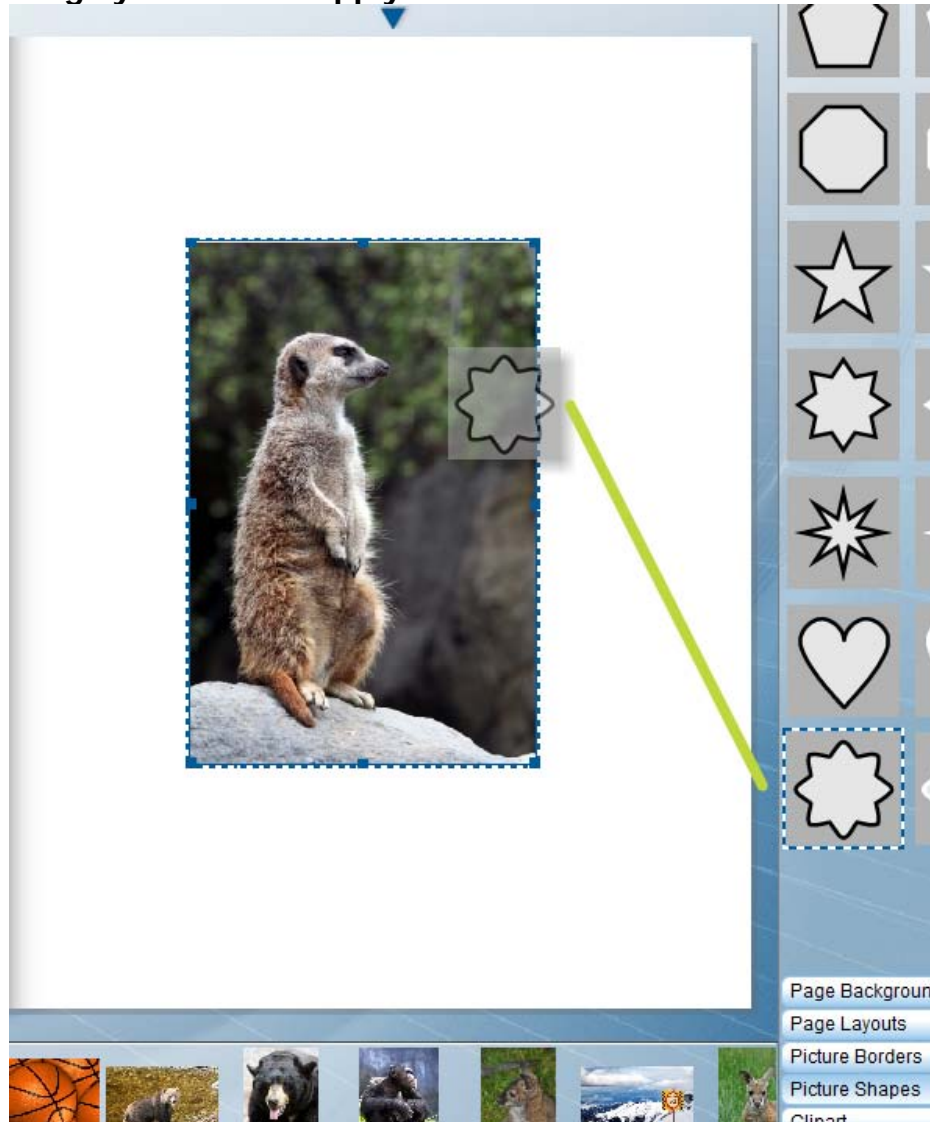
**1. Select a category to choose the types of shapes you would like to view**

Geometric	<b>Category</b>
Geometric	<b>Geometric</b> - Contains standard shapes. (i.e. Circle, square, star, heart, etc.)
Letters	<b>Letters</b> - Contains shapes resembling letters of the alphabet.
Grids	

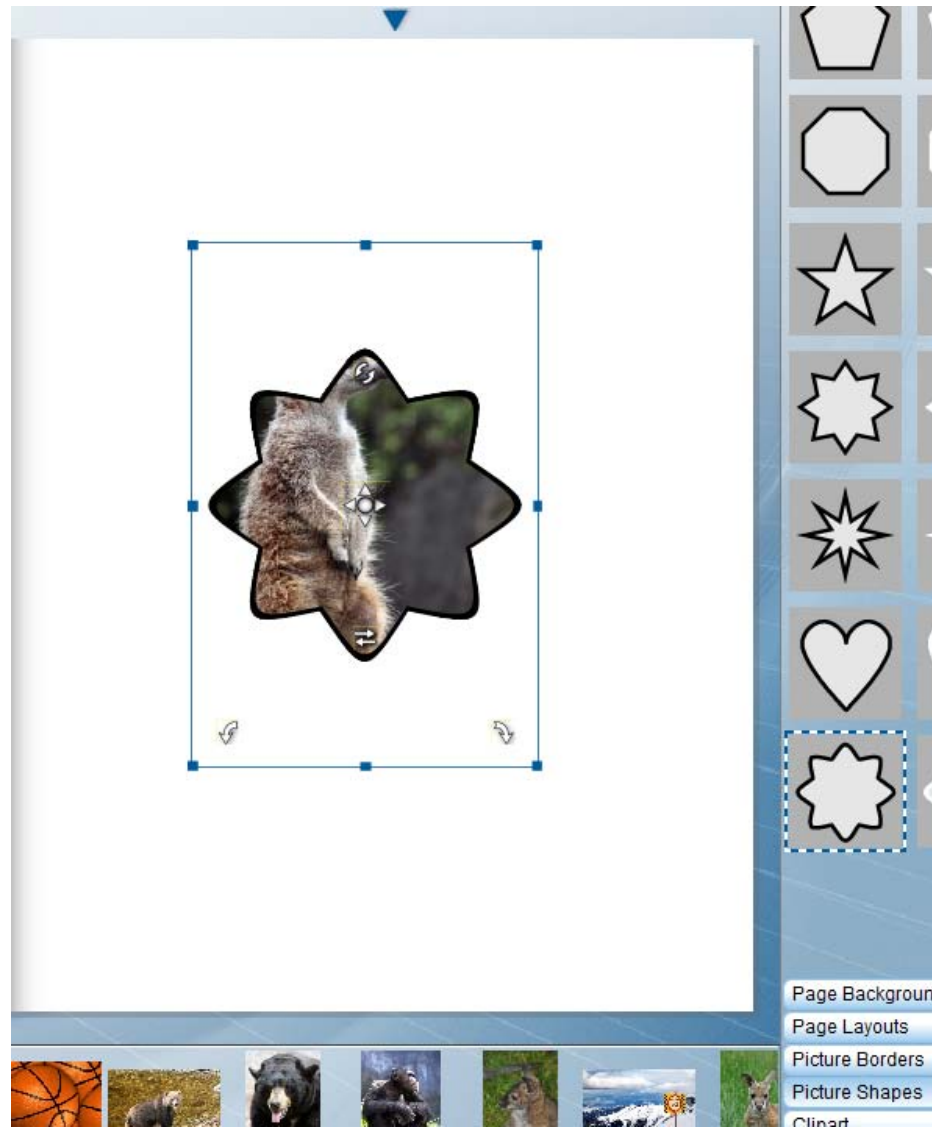


**Grids** - Contains shapes that will make your image appear to be divided into multiple parts.

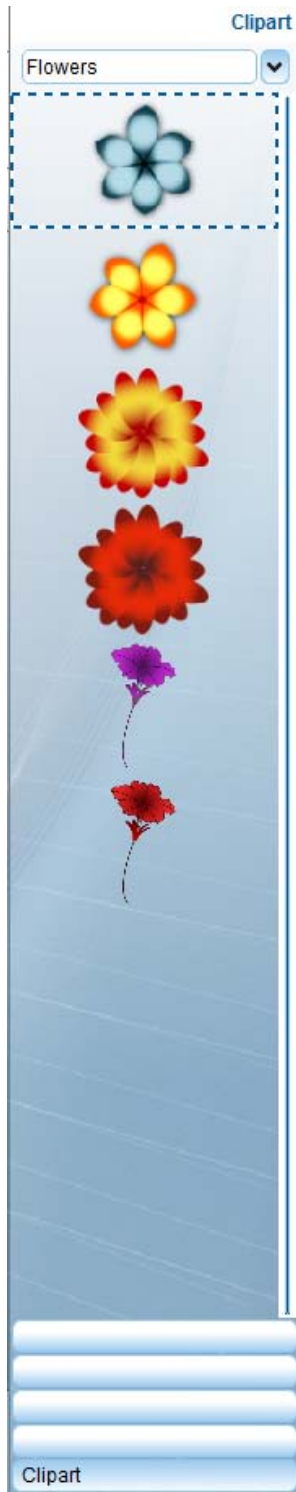
2. Select the shape you would like to apply to the image.
3. Hold down the left mouse button and drag the Shape to the image you want to apply it to.



4. You can now adjust the image as needed.



- **Clipart** - Contains standard clipart included with the software



1. Select a category to choose the types of clipart you would like to view

Flowers

▼ Category

Flowers

**Flowers** - Contains flower clipart

**Holidays** - Contains clipart for an assortment of holidays.

**Kids** - Contains clipart applicable to books for children.

**Letters** - Contains letter clipart.

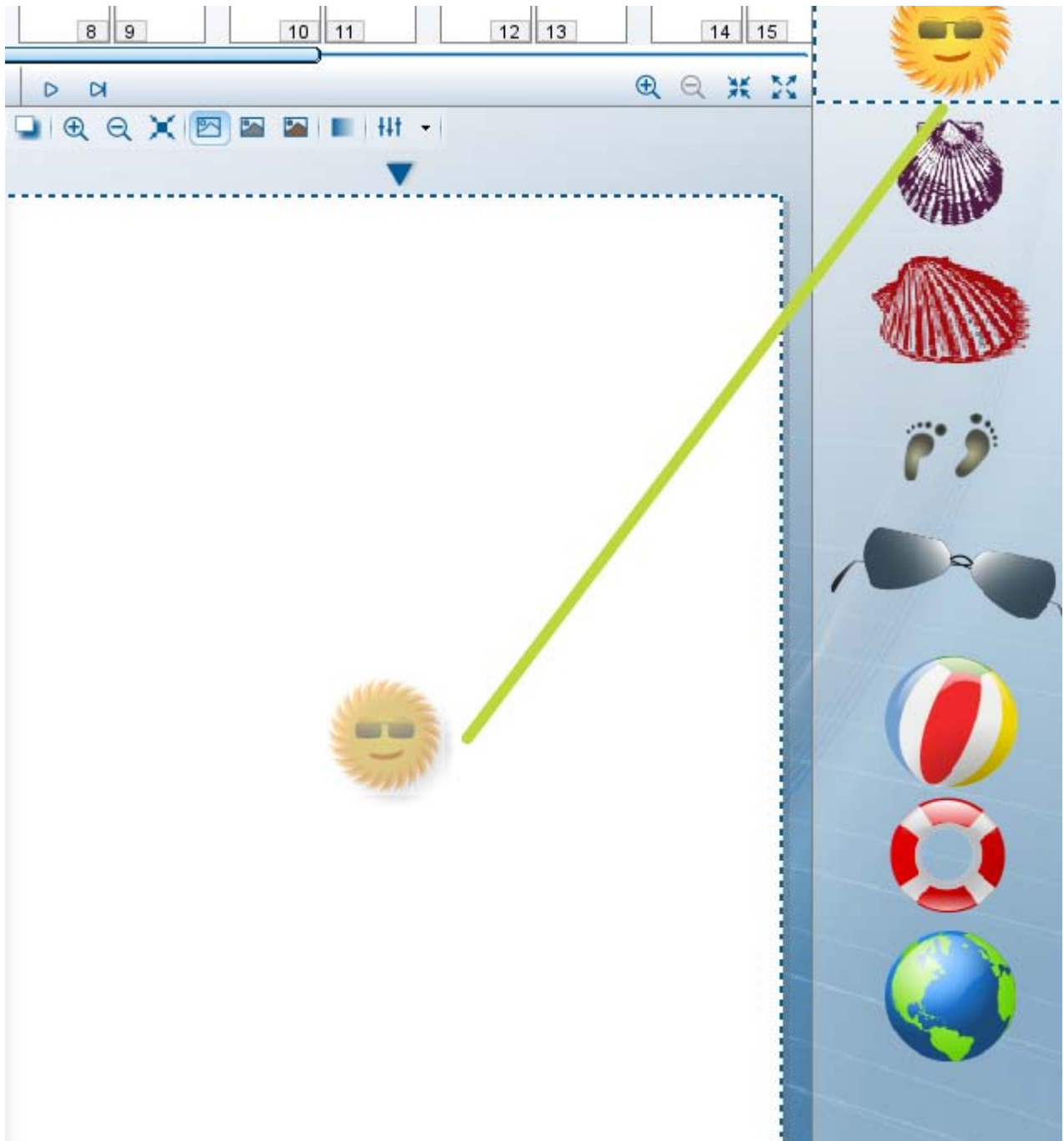
**Occasion** - Contains clipart used for special occasions.

**Ornaments** - Contains clipart used for decorations.

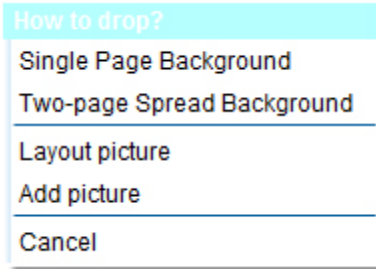
**Travel and Vacation** - Contains clipart related to vacations and traveling.

**2. Select the shape you would like to apply to the image.**

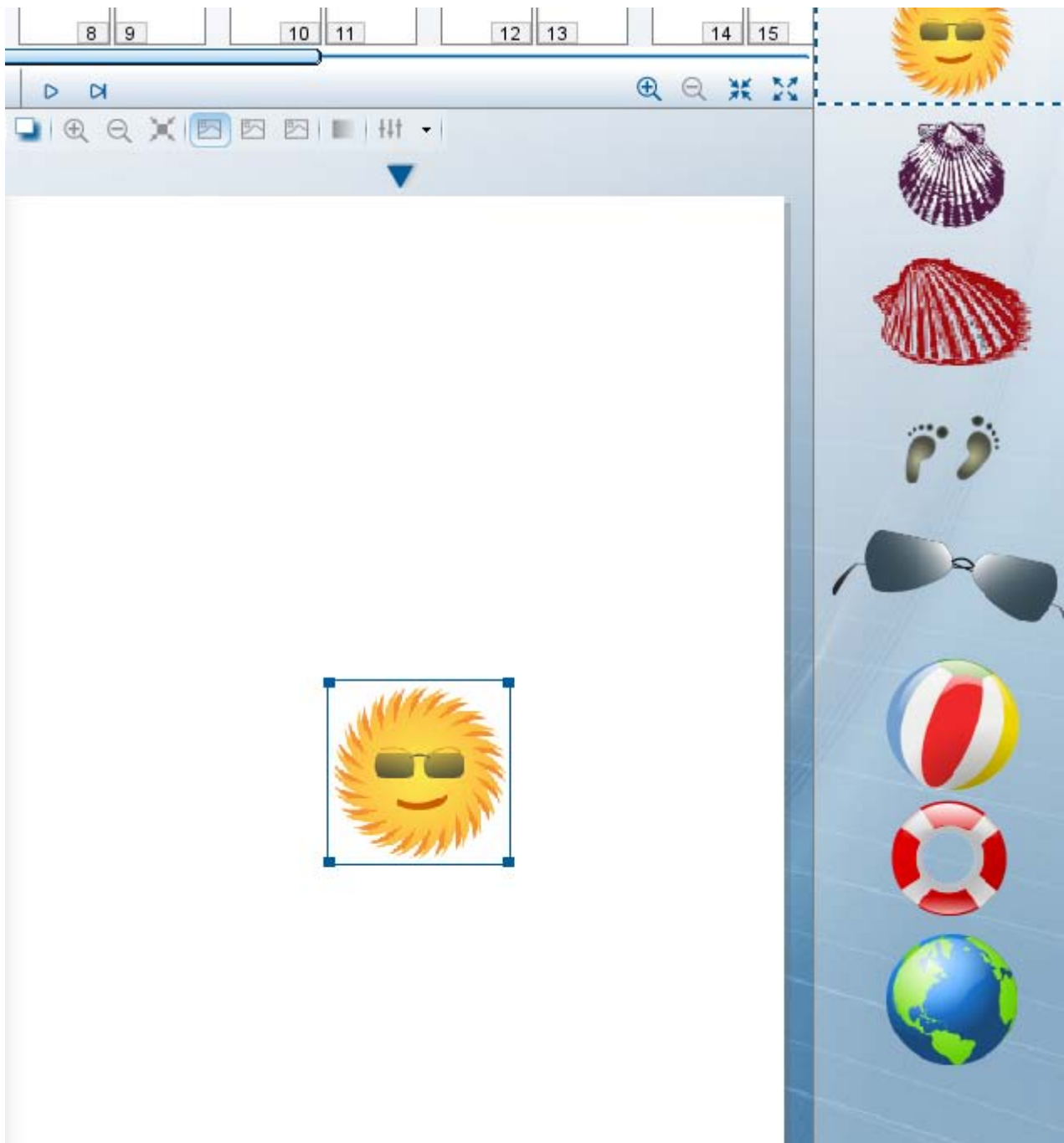
**3. Hold down the left mouse button and drag the Shape to the image you want to apply it to.**



4. Choose how you want to add the clipart.



**5. You can now adjust the clipart as needed.**

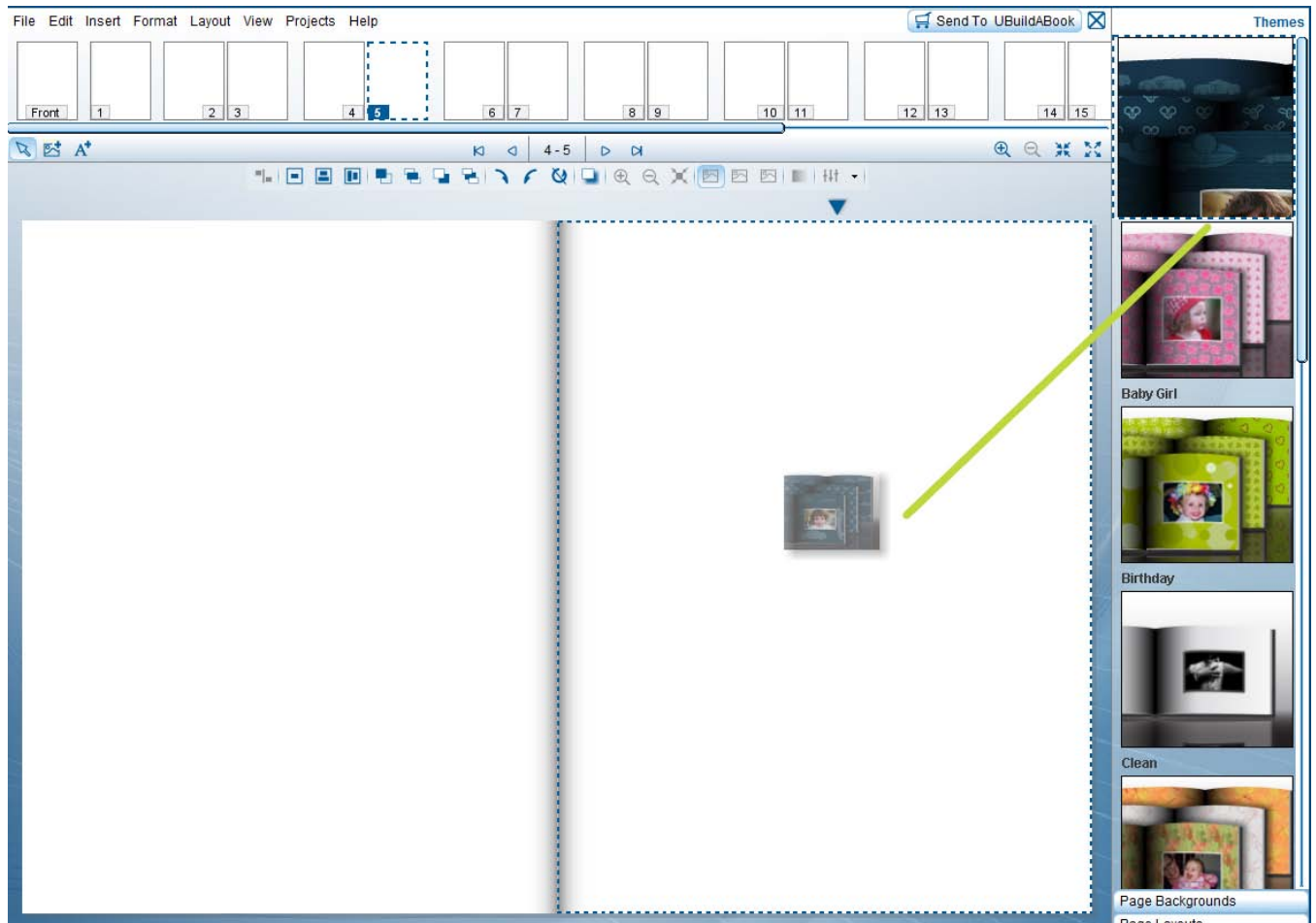


- **Themes** - Contains themes you can apply to the entire book.

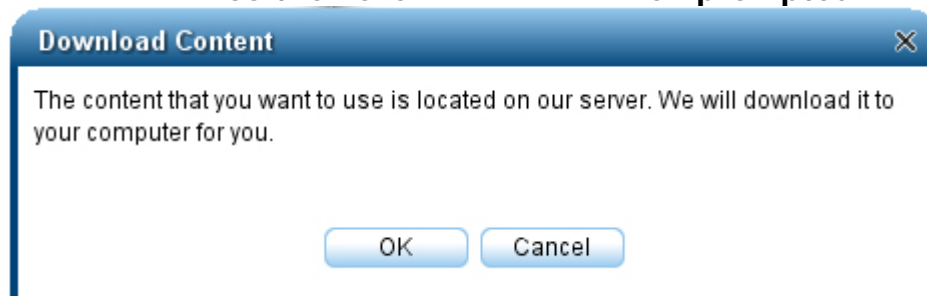


1. To apply a theme to a book select the theme you wish to use.
2. Hold down the left mouse button and drag the theme to any page you want to apply it.

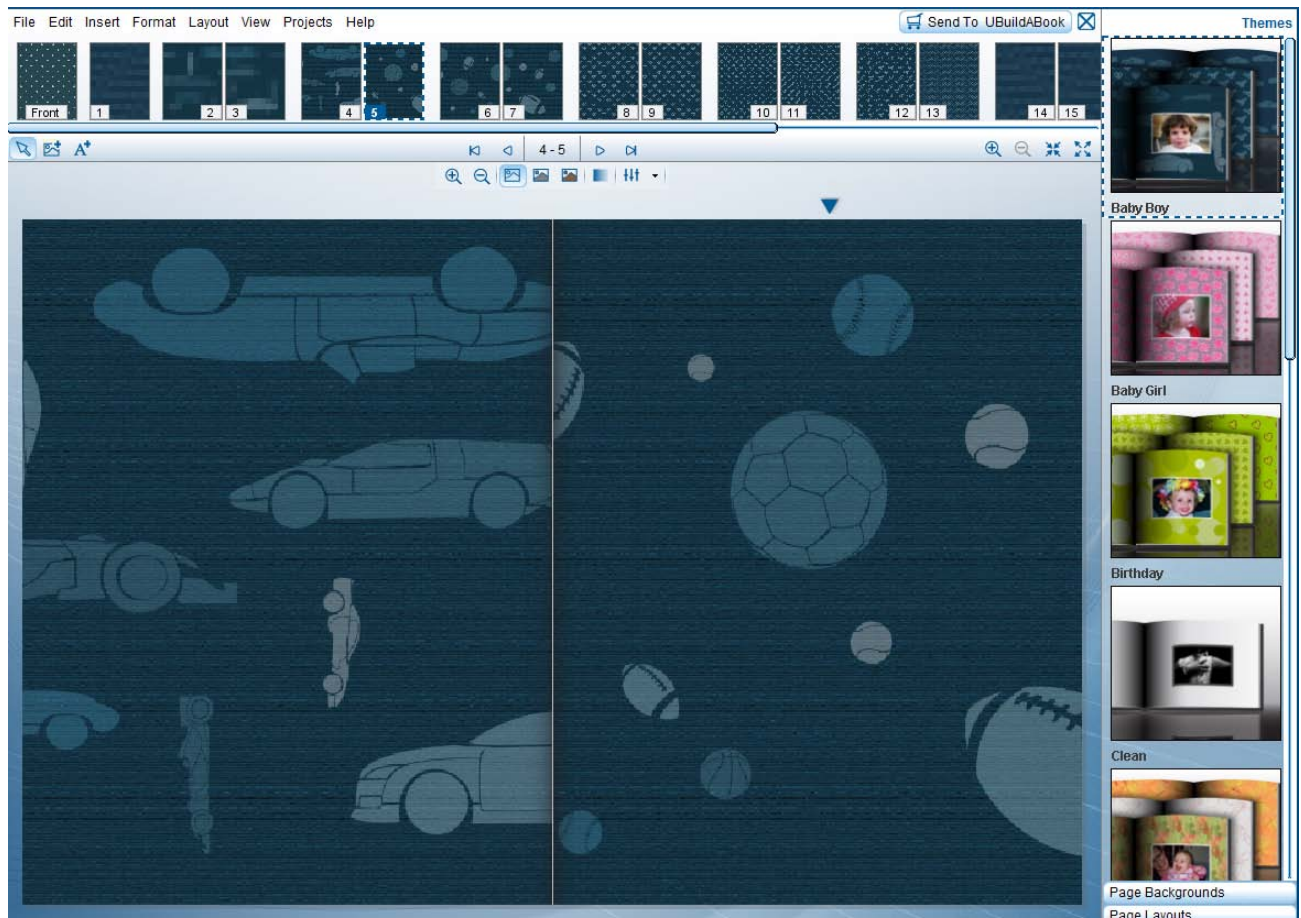




3. If you have not used the theme you may need to download it, if so then click  when prompted.



4. Your theme is now applied and you can continue to edit your book.




- **Book Templates** - Contains templates that will apply a theme and page layouts to the entire book. It is best to do this when your first start your book because once a template is applied it cannot be undone.

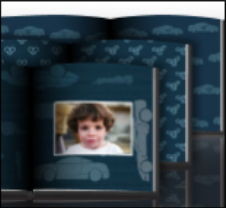
Book Templates

**YEARBOOK**  
templates


Year Book




No Bleed full page



For that special little boy



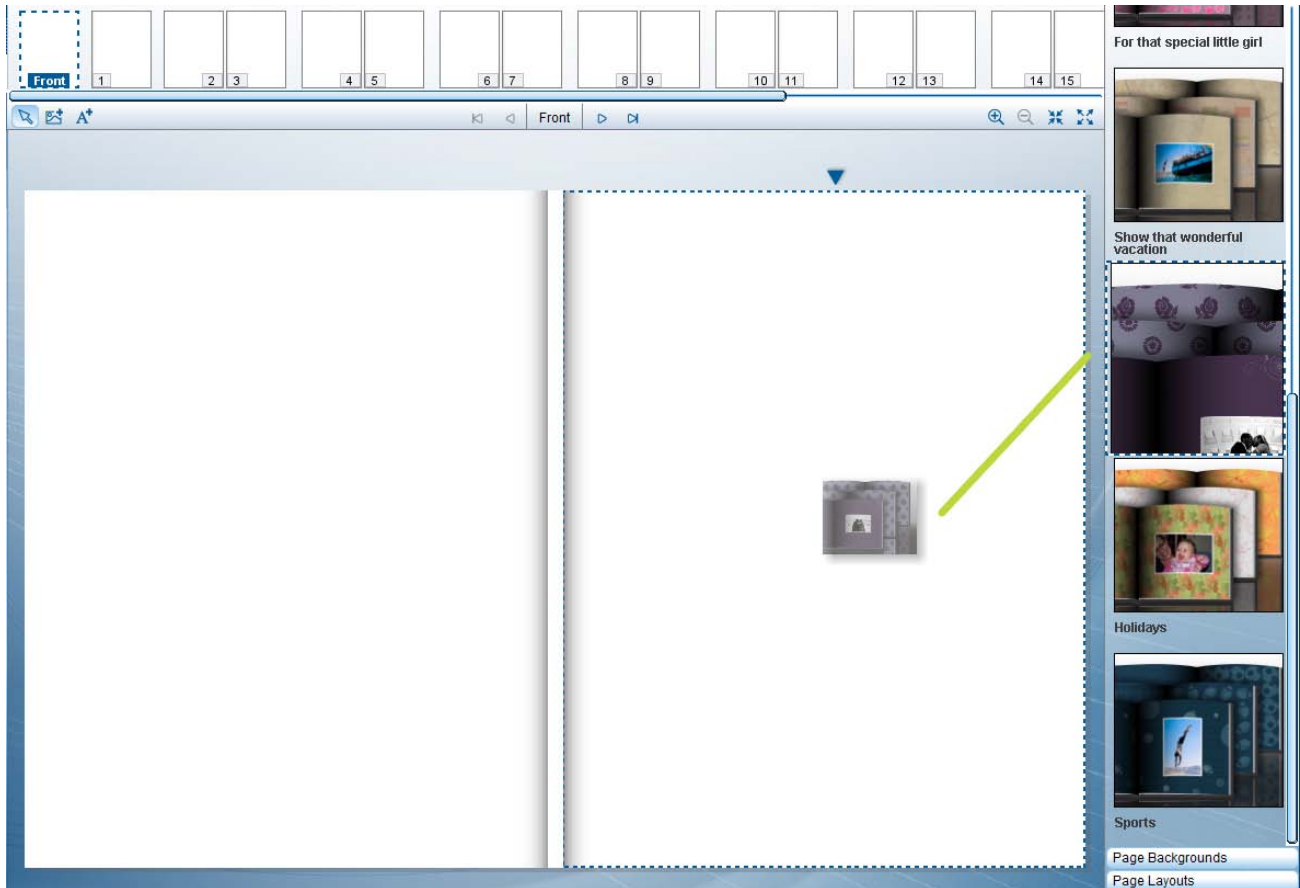
For that special little girl



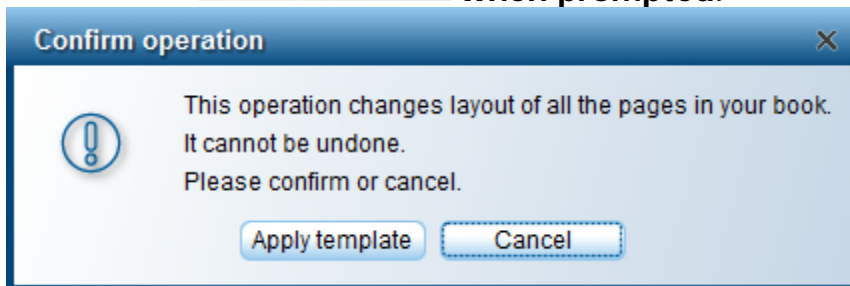
Book Templates

**1. To apply a template to a book select the template you wish to use.**

**2. Hold down the left mouse button and drag the template to any page you want to apply it.**

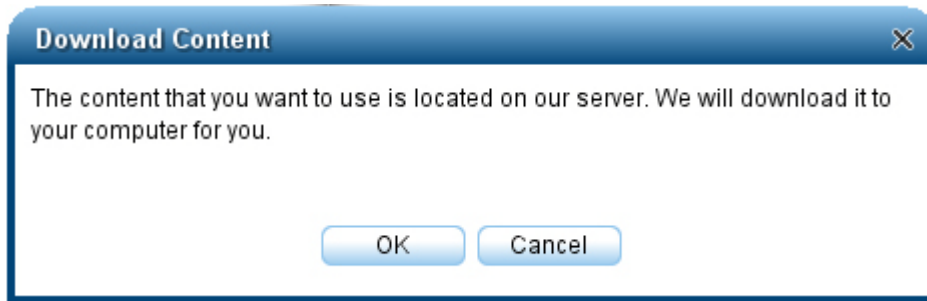


3. If you are sure you want to apply this template click **Apply template** when prompted.

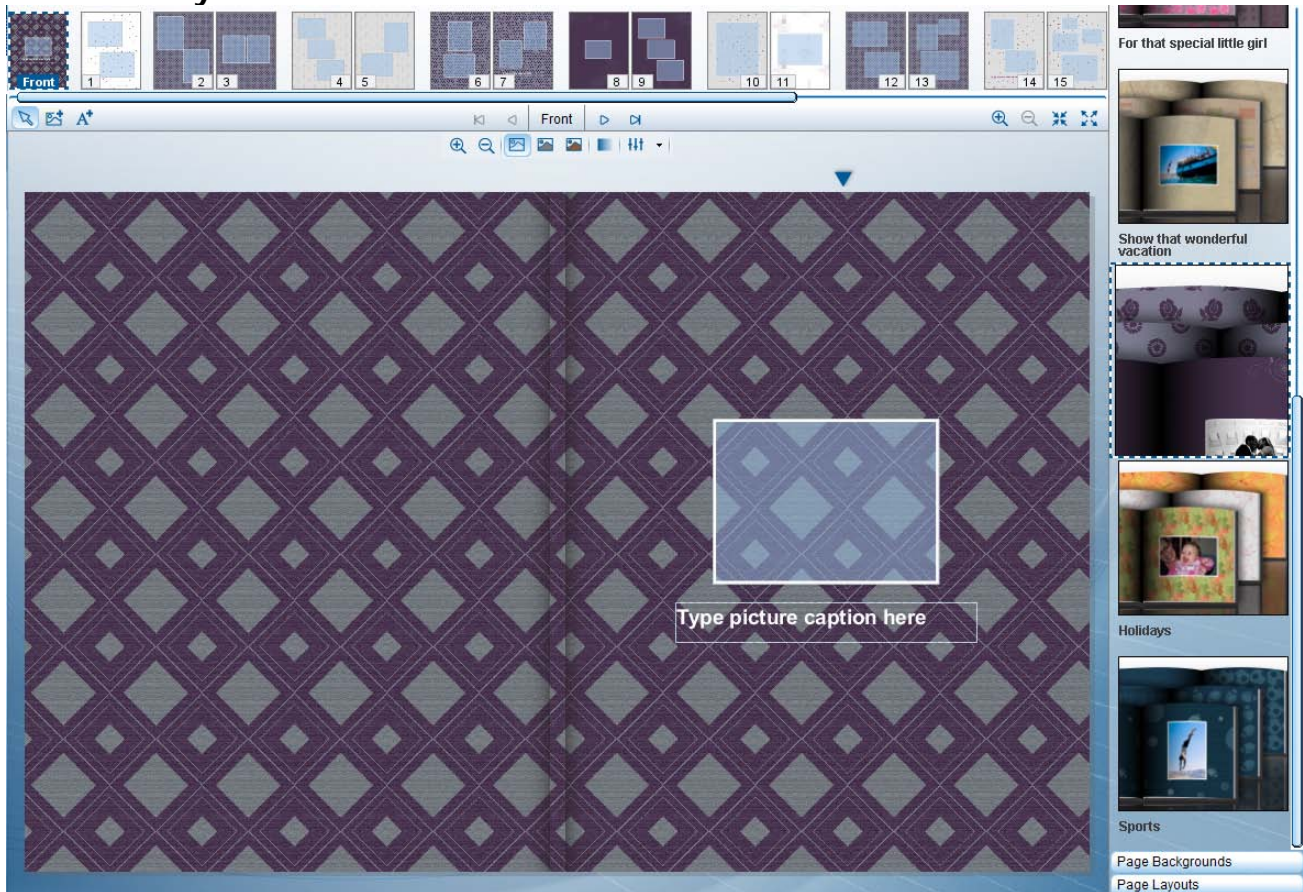


4. If you have not used the template you may need to download it, if so then click **OK** when prompted.





5. Your template is now applied and you can continue to edit your book.

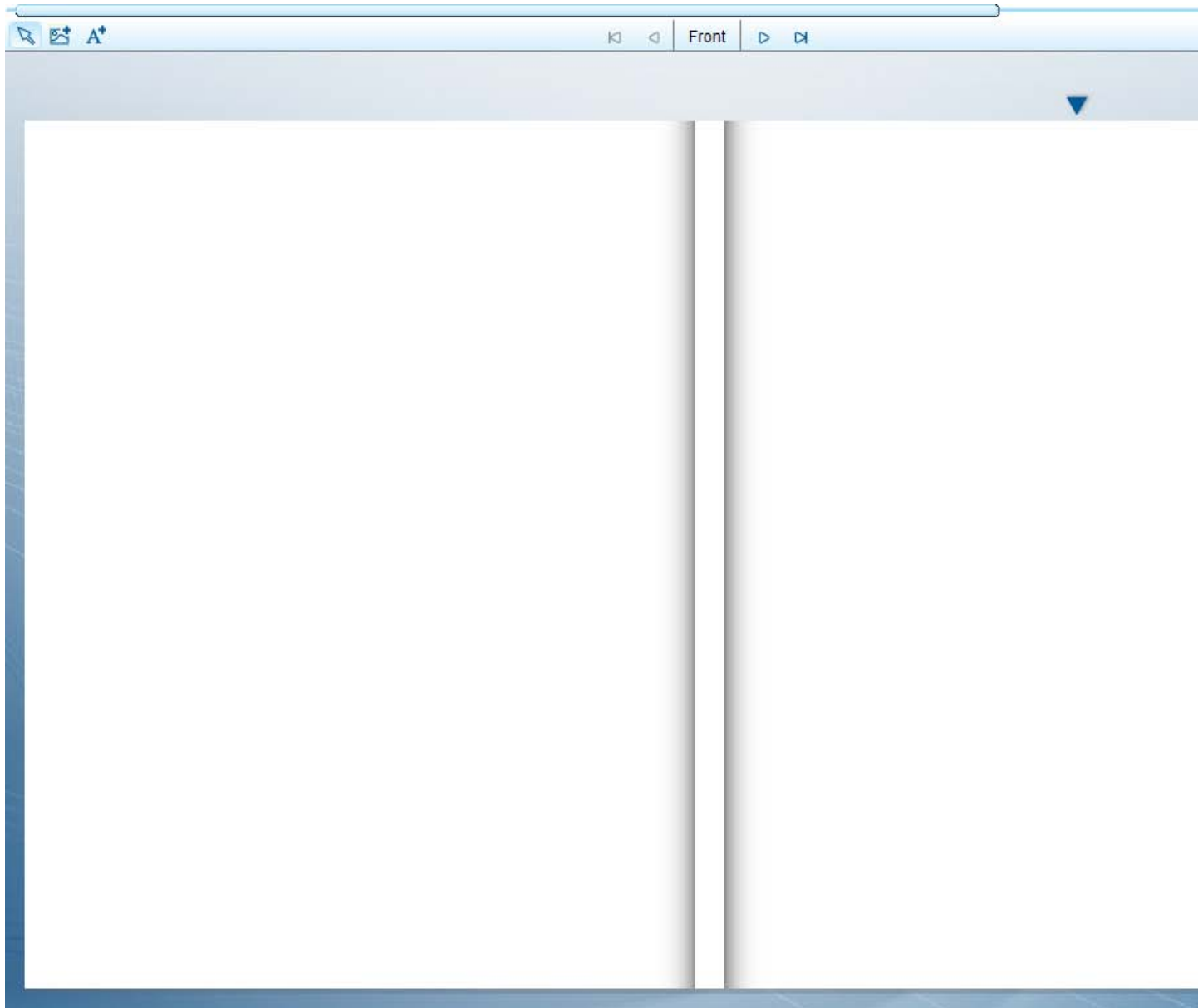


**5. Page Layout** - Displays the page you are currently editing.

## Creating Your Cover

1. Cover View
  2. Adding a Background
  3. Adding Images and Text
  4. Adding Spine Text and Images
- 

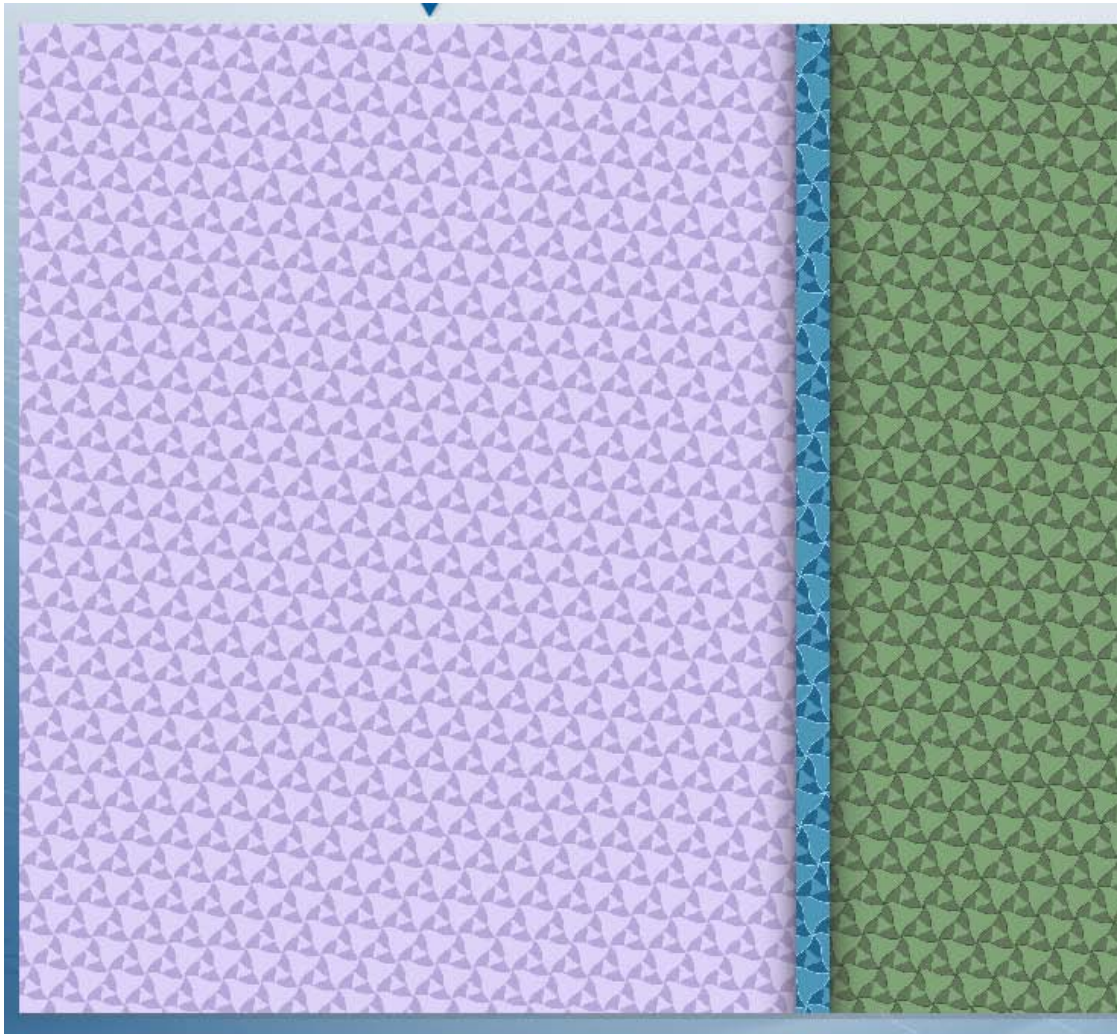
**1. Cover View** - Viewing the cover in the Page Layout is the same as viewing the content, except that from here you can also edit your spine.



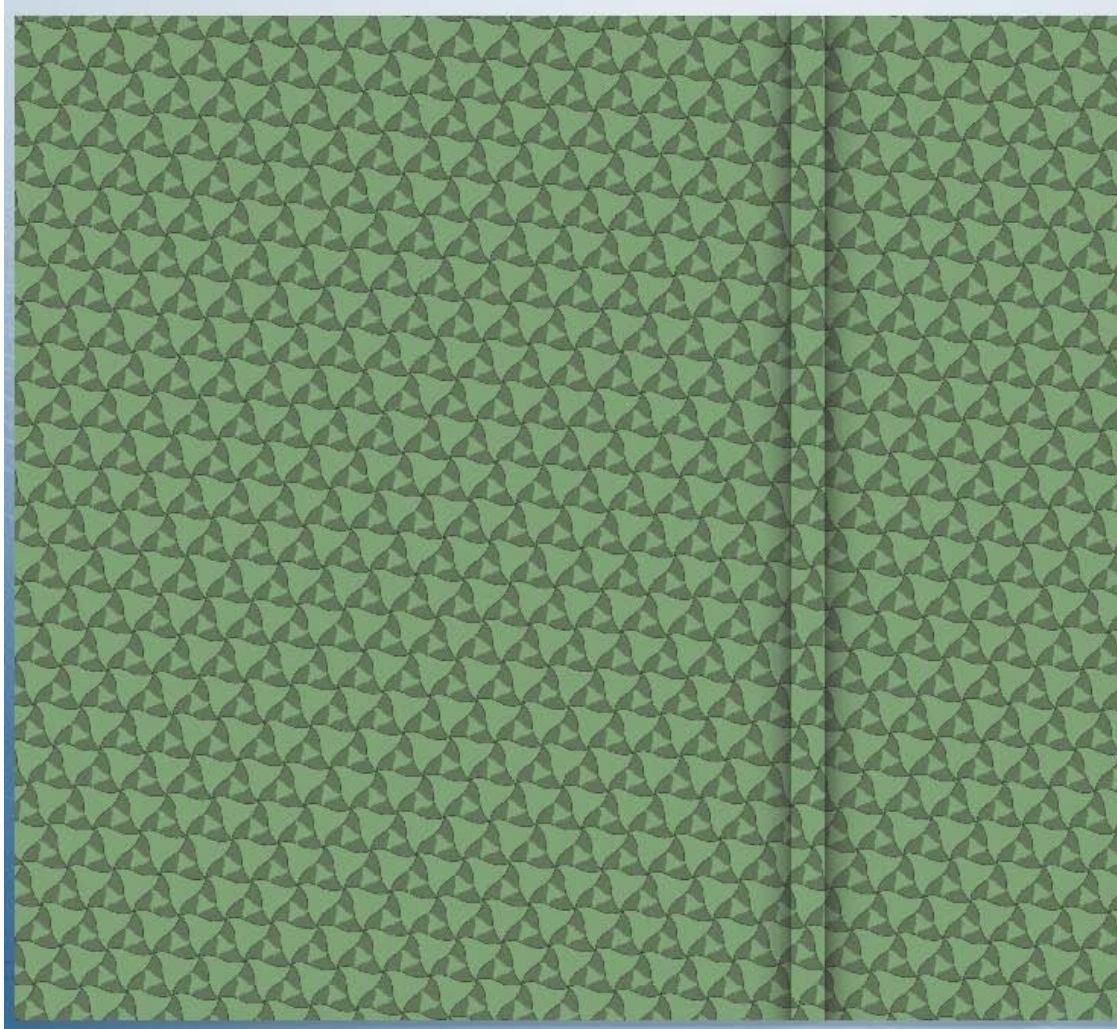
**2. Adding a Background** - Adding a background to your cover is the same as adding a background to your content, you can apply it as a Single or Two Page Spread. If you choose a Single Page Spread then you can apply a different background to the front, back, and spine of the cover. If you choose a Two Page Spread the background will be spread across all three parts. This is not restricted to our backgrounds, you can use any image you like as the background, just keep in mind that the edge of the photo will be cut off.



**Single Page Spread on each part of the cover**



**Two Page Spread Across the Whole cover**



**3. Adding Images and Text** - Just like adding a background to your cover, adding images and text is the same as adding it to your content.

- Adding Images
- Adding Text

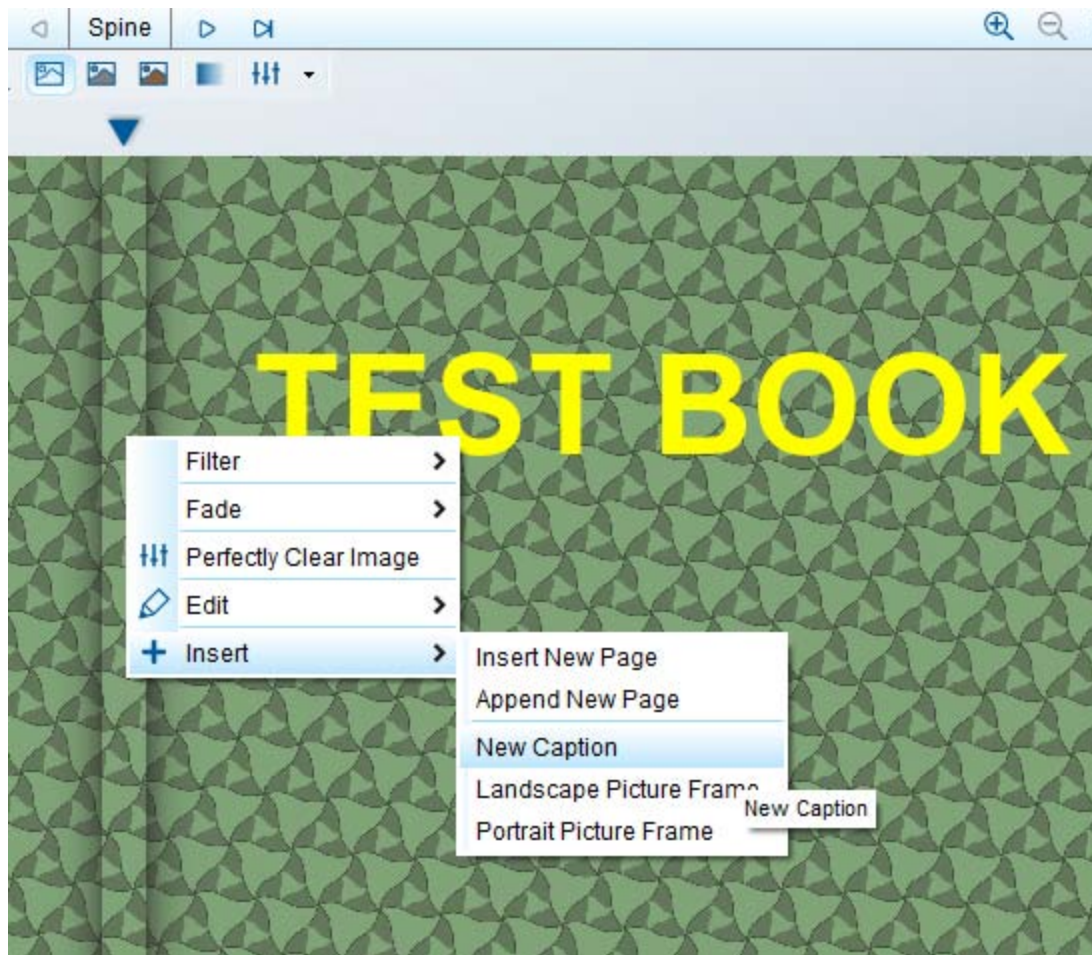
**4. Adding Spine Text and Images** - Adding Text and Images to the spine is the same as adding it to the other parts of the cover, although there are some restrictions.

- For soft cover books, the minimum page count required to have spine text is 90 pages. For hard cover books there is no minimum. If you add spine text to a soft cover book that



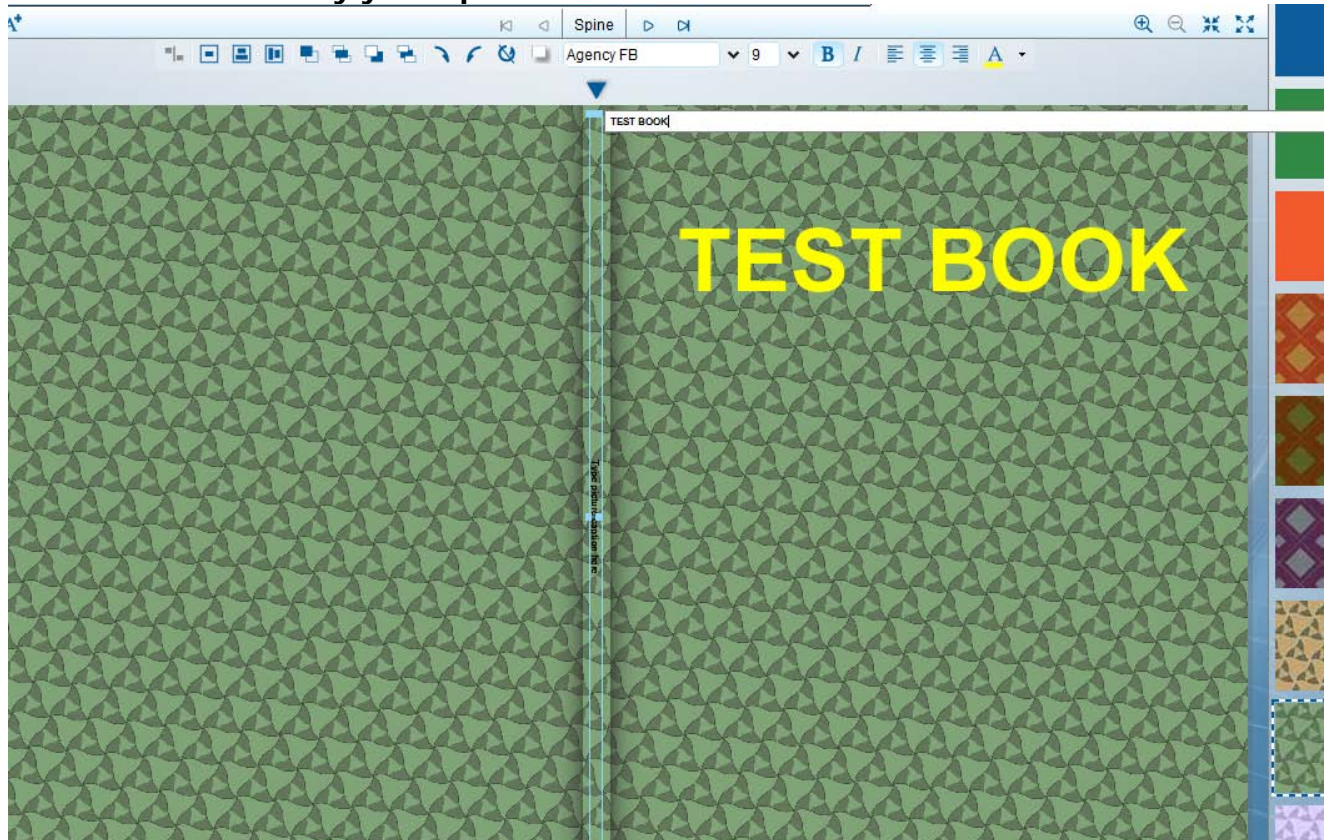
does not meet this requirement you will be asked to resubmit your cover without the text.

- For soft cover books the minimum page count required to have spine images is 210 pages. For hard cover books the minimum for spine images is 150 pages. If you add spine image(s) to a book that does not meet the requirements you will be asked to resubmit your cover without the image(s).
- **Adding Spine Text** - To add spine text click your right mouse button anywhere on the spine, and when the menu opens click on **+ Insert** > then **New Caption**



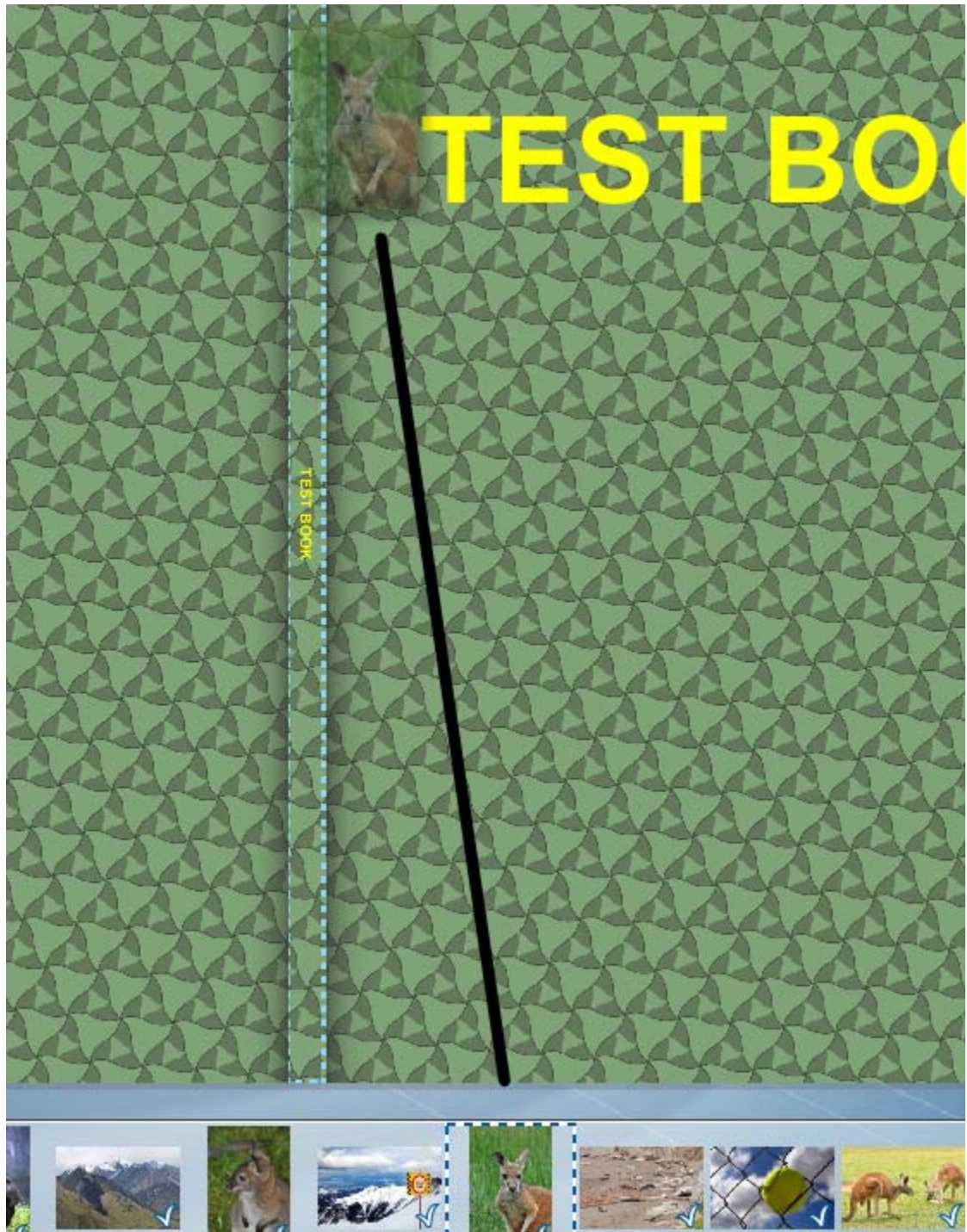
**Once the text box is created double click it to edit your spine text. With the text box selected you can also change your font type and**

color just like any other text box, however your text size will be restricted by your spine width.

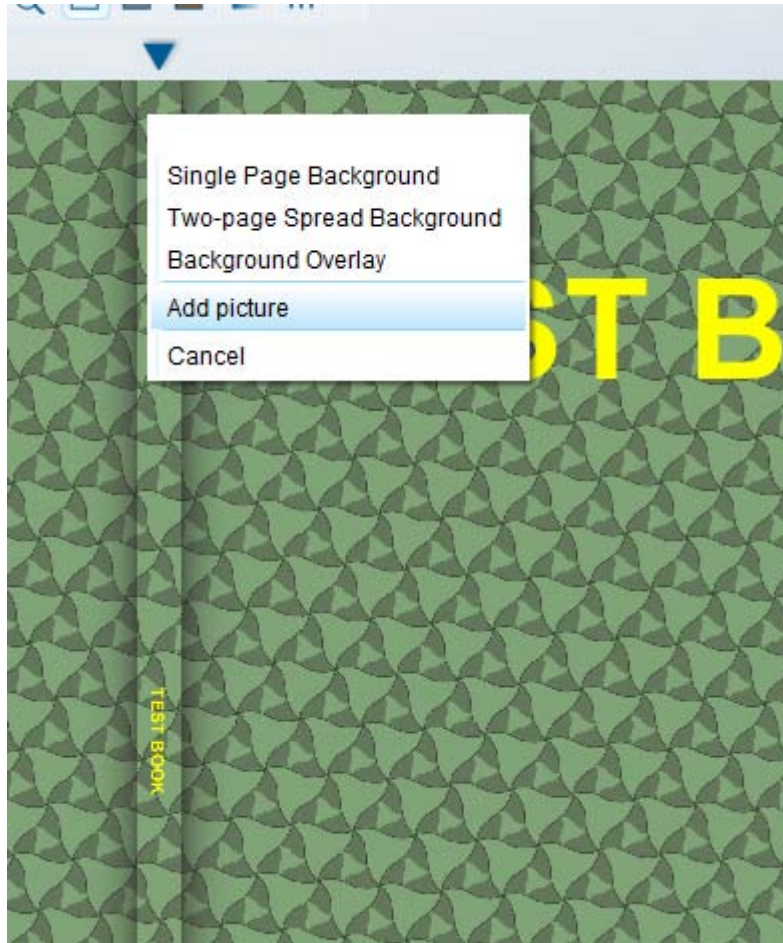


- **Adding Spine Images** - To add an image to the spine select the image in the Image Viewer and drag it onto your spine.

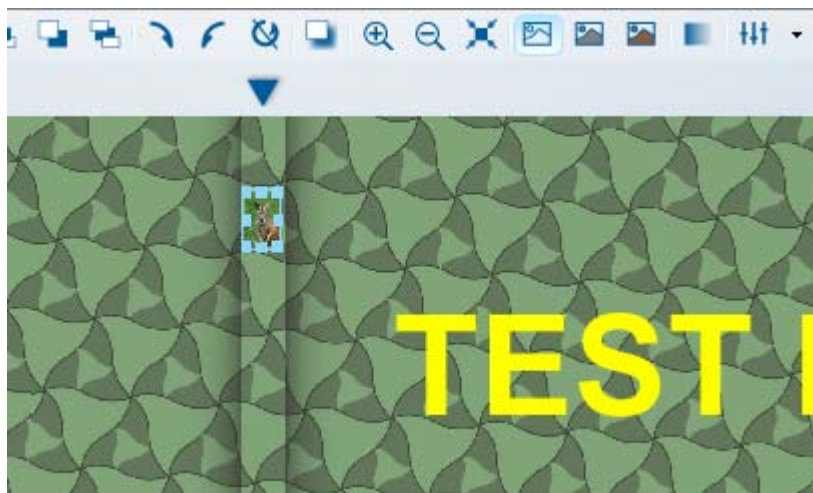




Select add picture, it will automatically be resized to fit within your spine and it will be centered.



To move the image, select it and use the arrow keys to move the image to the desired location.

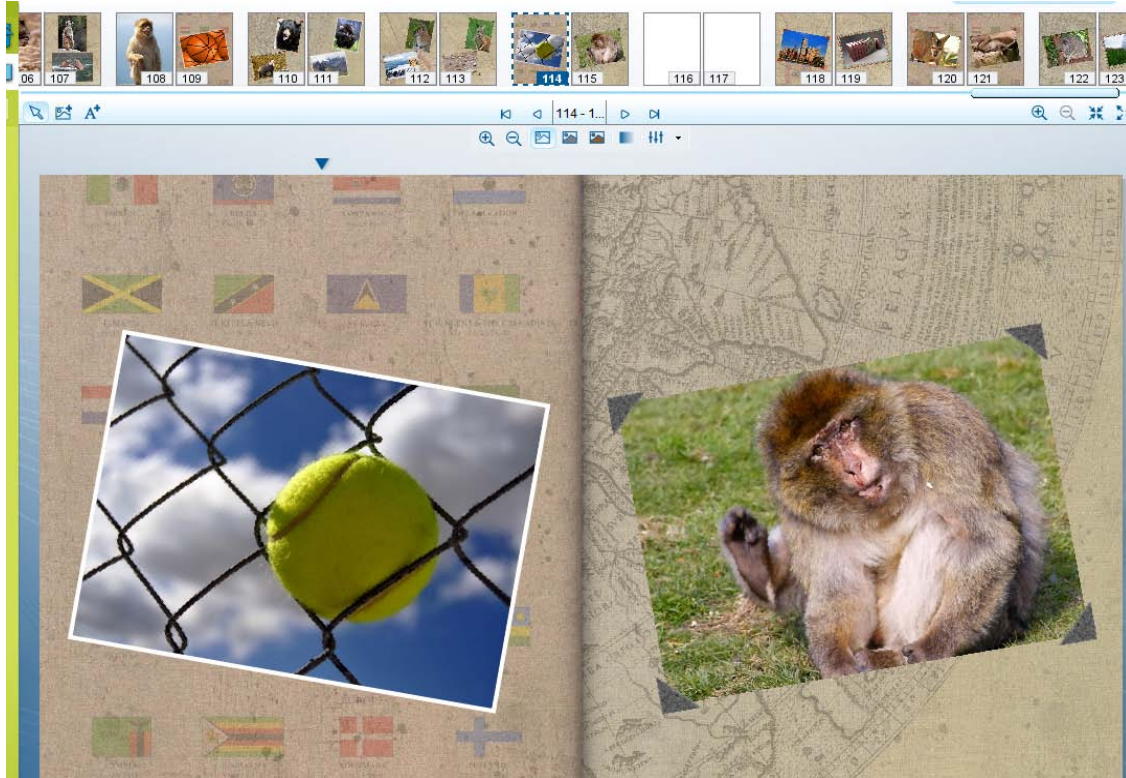





## Inserting Pages

To insert a new Page go to the Main Menu, select insert and click on **Insert New Page** **Ctrl+I** . This will add 2 pages behind the current pages visible. The reason two pages are added and not one is because it has to add a page for each side.

In the example, page 114 was selected, and because it was the left page the two pages inserted were after 115.








## 6. Guide Menu

- **Home**  Home - Goes to the Home tab that contains helpful information.

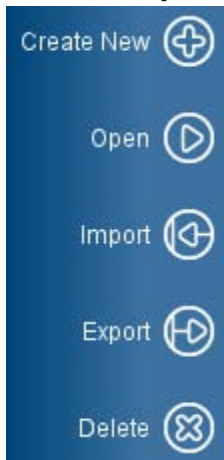
	<u>Description</u>
Home	<b>Home</b> - Goes to UBuildABook Home Page.
Help	<b>Help</b> - Goes to the Help Request Page used for requesting help or reporting a problem with the software.
User Guide	<b>User Guide</b> - Goes to the My Photo Creations User Guide.
FAQ	<b>FAQ</b> - Goes to the Frequently Asked Questions Page.
Price List	<b>Price List</b> - Goes to the pricing page.
About U Build A Book, LLC	<b>About U Build A Book, LLC</b> - Goes to the contact page.
Back	<b>Back</b> - Goes back to the previous page.
Refresh	<b>Refresh</b> - Refreshes the current page.
Print	<b>Print</b> - Print's the current page.

- **Photo Books**  Photo Books - Goes to the Photo Books tab used for opening existing books and creating new ones.

	<u>Description</u>
Create New 	<b>Create New</b> - Creates a new photo book.
Open 	<b>Open</b> - Opens selected photo book.
Import 	<b>Import</b> - Imports a photo book exported to a .phb file.
Export 	<b>Export</b> - Exports a photo book to a .phb file.
Delete 	<b>Delete</b> - Deletes selected photobook.



- **Calendars**  - Goes to the Calendars tab used for opening existing calendars and creating new ones.



**Description**

**Create New** - Creates a new photo book.

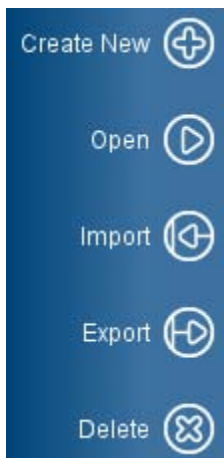
**Open** - Opens selected photo book.

**Import** - Imports a photo book exported to a .phb file.

**Export** - Exports a photo book to a .phb file.

**Delete** - Deletes selected photobook.

- **Trading Cards**  - Goes to the Trading Cards tab used for opening existing cards and creating new ones.



**Description**

**Create New** - Creates a new photo book.

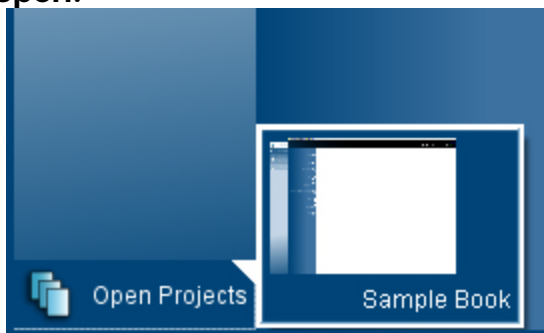
**Open** - Opens selected photo book.

**Import** - Imports a photo book exported to a .phb file.

**Export** - Exports a photo book to a .phb file.




**Delete** - Deletes selected photobook.

- **Open Projects**  - Goes to the project you currently have open.



## 7. Main Menu

### o File

<b>File</b>	<b>Description</b>
 Save	<b>Save</b> - Saves your book.
Save As...	<b>Save As...</b> - Saves your book with a different name.
 Save Page As Layout	<b>Save Page As Layout</b> - Saves current page as a layout.
Create Proof...	<b>Create Proof...</b> - Creates a .pdf Proof of your book.
Preflight...	<b>Preflight...</b> - Opens the Preflight Assistant to check your book for errors.
 Send To UBuildABook	<b>Send To UBuildABook</b> - Submits your book
Close	<b>Close</b> - Closes current project.
Exit	<b>Exit</b> - Closes My Photo Creations.

### o Edit

<b>Edit</b>	<b>Description</b>
Undo	<b>Undo</b> - Undoes last action.
<u>R</u> edo	<b>Redo</b> - Redoes last undone action.
Cut	<b>Cut</b> - Moves selected object to clipboard.
<u>C</u> opy	<b>Copy</b> - Copies selected object to clipboard.
Paste	<b>Paste</b> - Creates object on clipboard.
Delete	<b>Delete</b> - Deletes selected objects.
<u>D</u> uplicate	<b>Duplicate</b> - Creates copy of selected object.
Change Book...	<b>Change Book...</b> - Allows you to change your book proportionally (landscape cannot be changed to portrait and vice versa).
Edit Text...	<b>Edit Text...</b> - Edits text in the currently selected text box.
Delete Page	<b>Delete Page</b> - Deletes selected page (also removes page on reverse side).
Clear Page	<b>Clear Page</b> - Deletes all objects on selected page.
Remove Page Background	<b>Remove Page Background</b> - Removes background on selected page (will effect both pages when a two-page spread is removed).
Remove Background Overlay	<b>Remove Background Overlay</b> - Removes background overlay on selected page.
Remove Image	<b>Remove Image</b> - Deletes selected image.
Remove Border	<b>Remove Border</b> - Removes border from selected object.
Remove Outer Border	<b>Remove Outer Border</b> - Removes outer border from selected object.
Remove Shape	<b>Remove Shape</b> - Removes shape from selected object.
Preferences	<b>Preferences</b> - Opens software preferences.

## ○ Insert

Insert	Description
Insert New Page	<b>Insert New Page</b> - Creates a new page after selected page (adds 2 pages at once). <span>Ctrl+</span>
Append New Page	<b>Append New Page</b> - Creates a new page at the end of the book (adds 2 pages at once).
New Caption	<b>New Caption</b> - Creates a new text box.
New Picture	<b>New Picture</b> - Creates a new picture frame.
New Picture	<b>Landscape Picture Frame</b> - Creates a landscape picture frame.
New Picture	<b>Portrait Picture Frame</b> - Creates a portrait picture frame.

## ○ Format

Format	Description
Filter	> <b>Filter</b> - Applies Filter to Image
Fade	> <b>Fade</b> - Applies Fade to Image
Image Enhancement	> <b>Image Enhancement</b> - Enhances Image
Fit Frame to Image	<b>Fit Frame to Image</b> - Fits image frame to actual image's size.
Add Drop Shadow	<b>Add Drop Shadow</b> - Adds drop shadow to selected image.
Apply Theme to Book	<b>Apply Theme to Book</b> - Applies selected theme to book.
Filter	> <b>Remove Filter</b> - Removes Filter
	<b>B&amp;W Filter</b> - Applies Black and White Filter.
	<b>Sepia Filter</b> - Applies Sepia Tone Filter.
Fade	> <b>None</b> - Removes Fade
	<b>33%</b> - Fades the image by 33%
	<b>50%</b> - Fades the image by 50%
	<b>66%</b> - Fades the image by 66%
	<b>75%</b> - Fades the image by 75%
Image Enhancement	> <b>Perfectly Clear Image</b> - Applies Perfectly Clear to selected image.
	<b>Perfectly Clear All Images</b> - Applies Perfectly Clear to all images.
	<b>Remove Perfectly Clear from All</b> - Removes Perfectly Clear from all images.

## ○ Layout

### Layout



Distribute Pictures

Alignment >

Order >

Rotate >

Position and Size

Alignment >



Order >



Rotate >



### Description

**Distribute Pictures** - Auto places images inside page layouts.

**Alignment** - Aligns objects to the page or each other.

**Order** - Adjusts the layer order of each object.

**Rotate** - Rotates selected object.

**Position and Size** - Manually sets the objects size and position on the page.

**Align Left** - Aligns the bottom selected object to the left of the top selected object

**Align Right** -Aligns the bottom selected object to the right of the top selected object

**Align Horizontal Center** -Aligns the bottom selected object to the horizontal center of the top selected object

**Align Top** -Aligns the bottom selected object to the top of the top selected object

**Align Bottom** - Aligns the bottom selected object to the bottom of the top selected object

**Align Vertical Center** -Aligns the bottom selected object to the vertical center of the top selected object

**Center on Page** - Centers selected object to the center of the page.

**Center Horizontally on Page** - Centers selected object to the horizontal center of the page.

**Center Vertically on Page** - Centers selected object to the vertical center of the page.

**Bring to Front** - Brings selected image to the front layer.

**Send to Back** - Sends selected image to the rear layer.

**Bring Forward** - Brings selected image forward by one layer.

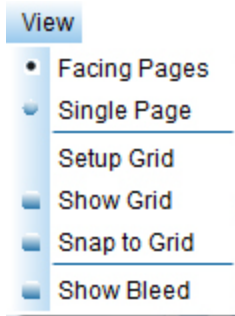
**Bring Backward** - Sends selected image backward by one layer.

**Rotate Clockwise** - Rotates object clockwise by 90 degrees.

**Rotate Counter-Clockwise** - Rotates object counter-clockwise by 90 degrees.

**Cancel Rotations** - Cancels rotations made on the selected object.

## ○ View



### Description

**Facing Pages** - Shows the two pages facing each other at once.

**Single Page** - Shows selected page only.

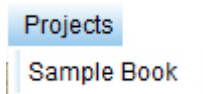
**Setup Grid** - Allows you to adjust grid settings.

**Show Grid** - Shows Grid.

**Snap to Grid** - Snaps objects to grid.

**Show Bleed** - Shows bleed area.

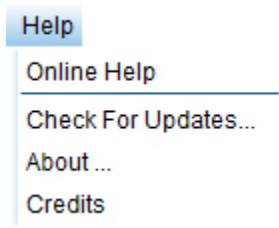
## ○ Projects



### Description

**Projects** - Opens currently opened book.

## ○ Help



### Description

**Online Help** - Opens Online User Guide.

**Check For Updates...** - Checks for My Photo Creations updates.

**About...** - Displays information about current version.

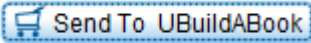
**Credits** - Displays information about the My Photo Creations designer.

## 8. File Submit - Submits your book to UbuildABook

# Reviewing Your Book

1. Preflight Your Order
2. Review Your Book
3. Submit Your Files
4. Placing Your Order

## 1. Preflight Your Order

1. If you are finished with your book and are ready to order then click on , if you are not finished but would like to Preflight your book then go to **File > Preflight...**


2. The Pre-print Book Validation Report will open and let you know:

- What images have low resolution and what their resolution is
- If you have an empty text field (Generic Caption Text)

**Pre-print Book Validation Report** ✕

Please review your book pre-print validation results.

Select "Proceed With Printing" to continue or "Cancel Printing" to go back and make changes to your book.

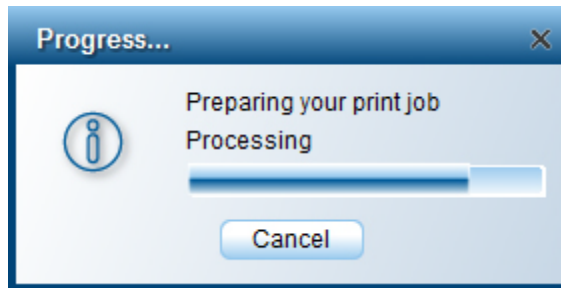
Level	Page #	Problem	Picture	Go to Page
⚠	Front Cover	<b>Very low resolution picture: 67 DPI</b> C:\Users\Custsvc\Documents\0005.jpg		➔
⚠	1	<b>Very low resolution picture: 67 DPI</b> C:\Users\Custsvc\Documents\0664.jpg		➔
⚠	1	<b>Generic caption text</b>		➔
⚠	2	<b>Very low resolution picture: 29 DPI</b> C:\Users\Custsvc\Documents\1619.jpg		➔
⚠	3	<b>Very low resolution picture: 62 DPI</b> C:\Users\Custsvc\Documents\A_ConfrontationAlaska.jpg		➔
⚠	3	<b>Very low resolution picture: 63 DPI</b> C:\Users\Custsvc\Documents\Another_Meerkat.jpg		➔
⚠	4	<b>Very low resolution picture: 33 DPI</b> C:\Users\Custsvc\Documents\Barbary_Ape.jpg		➔
⚠	5	<b>Very low resolution picture: 59 DPI</b> C:\Users\Custsvc\Documents\basket_ball03.jpg		➔
⚠	6	<b>Low resolution picture: 72 DPI</b> C:\Users\Custsvc\Documents\Bear_17.jpg		➔
⚠	6	<b>Low resolution picture: 73 DPI</b> C:\Users\Custsvc\Documents\bear-eating-fish.jpg		➔

3. If you received no warnings, or are okay with the warnings you were given then click **Proceed With Printing** to continue.

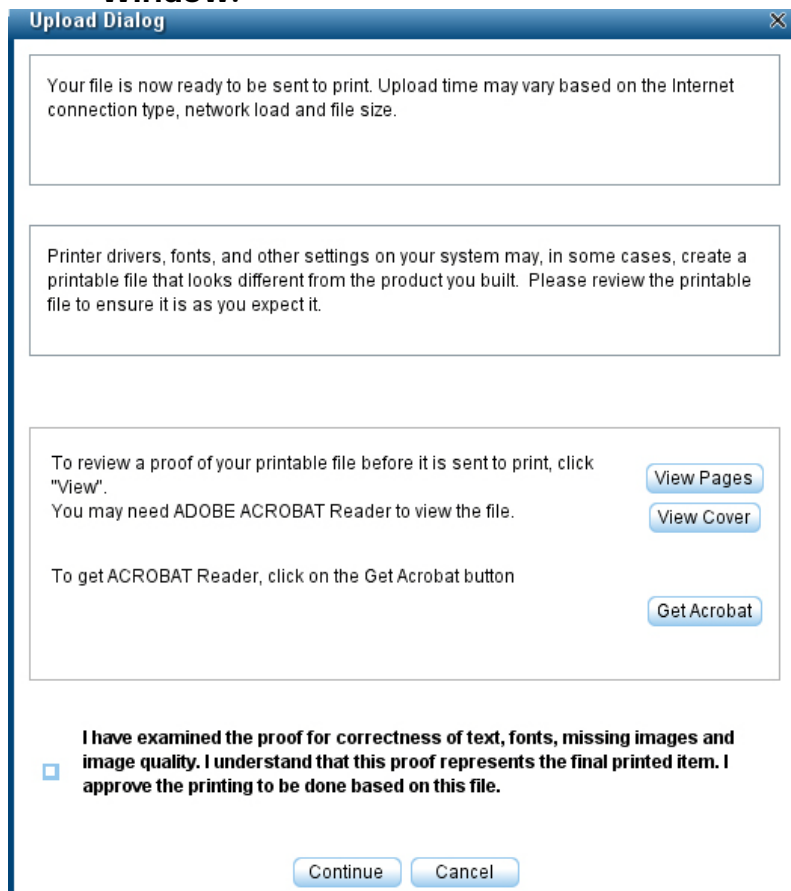
Note: If images under 200 DPI are used the image can come out pixelated (fuzzy).

## 2. Review Your Book

1. After you click **Proceed With Printing** your project will begin being processed.



After your project is processed you will see the Upload Dialog Window.





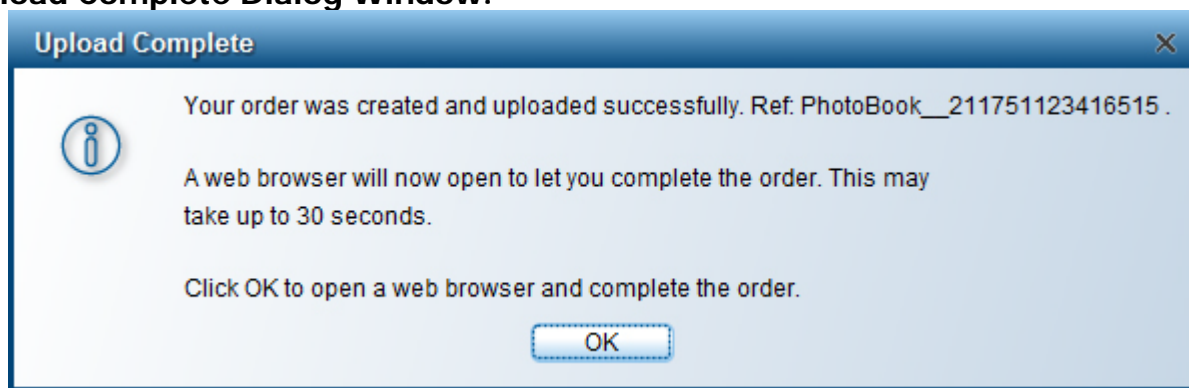
2. After your project is prepared you can click **View Pages** to see a proof of your content and **View Cover** to see a proof of your cover. Adobe Acrobat Reader or Professional is required to view the proofs, if you do not have Acrobat you can click **Get Acrobat** to download Acrobat Reader (Free). If you would like to see a proof but do not want to go through the process to submit your project you can go to **File > Create Proof...** If you would like to print a Proof yourself you can do so while viewing your Proof in Acrobat by going to **File > Print...** Because printer settings can vary widely between make and model we can't give more specific printing instructions.

### 3. Submit Your Files

1. After you have reviewed your content and cover click the checkbox stating "I have examined the proof for corrections of text, fonts, missing images and image quality. I understand that this proof represents the final printed item. I approve the printing to be done based on this file." and then click **Continue**.

Note: If you select the checkbox without reviewing your project then you are responsible for any processing fees related to file resubmission's.

2. After your book is uploaded (this process can take several minutes depending on project size and connection speed) you will see the Upload Complete Dialog Window.



This window will give you a reference number used for tracking your files, you may wish to write this down for your own reference. Once you click **OK** an online order form will open up.


# Placing Your Order

**Picking Submission Type and filling out it the correct form - After you select the appropriate form, fill it our and click [Send My Order](#) and your order will be placed and you will receive an email conformation.**

If for whatever reason you are unable to get to the order form within the My Photo Creations Software you can also use our [Online Order Form](#) (<http://www.ubuildabook.com/order-form-secure.html>)

- **New Order Under 25 Books** - All orders under 25 books which don't qualify for a custom quote
- **New Order Over 25 Books** - All order over 25 books which require a custom quote
- **File Re-Submit** - Used for submitting files after your order has already been placed
- **Yearbook Contract** - Used for all submission types (Covers, Content Files, & Re-Submit) for orders with Yearbook Contracts.
- **Cover Only** - Used for submissions where only the cover is being submitted.

The screenshot shows a web browser window displaying the UBuildABook online order form. The browser's address bar shows the URL <http://www.ubuildabook.com/order-form-secure.html>. The page has a green header with the UBuildABook logo and the tagline "You Design The Content, You Design the Cover, We build the Book." Below the header, there is a navigation menu with options: Home | Art Book | Baby Book | Business Presentation | Catalog | Children Book | Cook Book | Genealogy Book | Photo Album | Portfolio | Scrapbook | Novel and Self-publishing | Special Occasion | Team Book | Wedding Book | Yearbook | Site Map. The main content area is titled "Which of these are you doing?" and contains five radio button options: "New Order Under 25 Books (Without a Custom Quote)", "New Order Over 25 (With a Custom Quote)", "File-Resubmit", "Yearbook Contract (Covers, Content Files and File Re-submit)", and "Cover Only". A "Submit" button is located below the options. The footer of the page contains the copyright notice "©2006 UBuildABook All Rights Reserved".

- **New Orders Under 25 Books** - Make sure to completely fill out the form and insure your information is correct. Once the form is filled out click  to finish your order submission.

- Close 
- Back 
- Refresh 
- Print 



Call for "SUMMER SPECIAL" (25-1000 Books) 866-909-3003

[Download as PDF](#)



**Contact Information**

First Name:

Last Name:

Company Name:

Email:

Day Phone:

Cell Phone:

Billing Address	Shipping Address
<input type="checkbox"/> Same as Billing Address	
Address: <input type="text"/>	Address: <input type="text"/>
City: <input type="text"/>	City: <input type="text"/>
State: <input type="text"/>	State: <input type="text"/>
Zip: <input type="text"/>	Zip: <input type="text"/>

**ORDER SPECIFICATIONS**

Order Type:  New Order  Re-Order

Terms: There is a \$25 charge for re-submitting files if your order is less than 25 books. For clients with orders of 25 books or more, you will be allowed 1 free file re-submit, thereafter you will be charged \$25 per file re-submit. YEARBOOK CLIENTS are allowed 2 free file re-submits of order is for 25 books or more, thereafter you will be charged \$25 per file re-submit.

I AGREE.

Book Title:

What text do you want on the spine? (Blank for none):

Date Needed By (mm/dd/yy) [optional]:

Quantity of Books:

Number of Printed Pages:

Page Bleed: Full Bleed

Page Style: Double Sided Pages

Paper Type: Glossy

Size:

Cover:

Filename:

Where did you hear about us?

Comments:

**PRICING**

Order Amount: \$

Shipping shipping rates: \$

Tax: \$

Total Price: \$

**CUSTOMER AGREEMENT**

By checking this box I agree to the [standard terms and conditions](#). If signing electronically, I acknowledge that it has the same legal value as my signature.

**PAYMENT METHOD**

Payment Method:

Check

Credit Card

Gift Certificate

Coupon

Prepaid

Credit Card:

Mastercard

Visa

Discover


Credit Card #:  3-digit CCV#:

Name on Credit Card:

Exp. Date: 01 / 2009

Gift Cert/Prepaid/Coupon Code:

[Send My Order](#)

- **New Order Over 25 Books** - Make sure to completely fill out the form and insure your information is correct. Once the form is filled out click  to finish your order submission.

- Close 
- Back 
- Refresh 
- Print 



Call for "SUMMER SPECIAL" (25-1000 Books) 866-909-3003

 Download as PDF



**Contact Information**

First Name:  Day Phone:   
 Last Name:  Cell Phone:   
 Company Name:   
 Email:

**Billing Address**

**Shipping Address**

Same as Billing Address

Address:  Address:   
 City:  City:   
 State:  State:   
 Zip:  Zip:

**ORDER SPECIFICATIONS**

Order Type:  New Order  Re-Order  
 Terms: There is a \$10 charge for re-submitting files if your order is less than 25 books. For clients with orders of 25 books or more, you will be allowed 1 free file re-submit, thereafter you will be charged \$10 per file re-submit. YEARBOOK CLIENTS are allowed 2 free file re-submits of order is for 25 books or more, thereafter you will be charged \$10 per file re-submit.  
 I AGREE.  
 Book Title:   
 What text do you want on the spine? (Blank for none):   
 Date Needed By (mm/dd/yy) [optional]:   
 Quantity of Books:   
 Number of Printed Pages:  126  
 Number of Color Pages:   
 Number of Black & White Pages:   
 Page Bleed:  Full Bleed  No Bleed  
 Page Style:  Double Sided Pages  Single Sided Pages

Size:  8.5x11 (Portrait)  
 Cover:  Hard Cover  
 Paper Type:  Glossy  Matte  
 Paper Quality:  Standard  Premium  Recycled  Economy  
 Filename:  PhotoBook\_2122702738826

Where did you hear about us?   
 Comments:

**PRICING**

Order Amount: \$

**CUSTOMER AGREEMENT**

By checking this box I agree to the [standard terms and conditions](#). If signing electronically, I acknowledge that it has the same legal value as my signature.

**PAYMENT METHOD**

Payment Method:  
 Check  
 Credit Card  
 Gift Certificate  
 Coupon  
 Prepaid

Credit Card:  
 Mastercard  
 Visa  
 Discover

Gift Cert/Prepaid/Coupon Code:

Credit Card #:  3-digit CCV#:   
 Name on Credit Card:   
 Exp. Date:  /  / 2009

[Send My Order](#)

- **File Re-Submit** - Make sure to completely fill out the form and insure your information is correct. Once the form is filled out click [Send My Files](#) to finish your order submission.

U BUILD A BOOK<sup>™</sup> home

### File ReSubmit

CONTACT INFORMATION

First Name: \*

Last Name: \*

Company Name:

Day Phone: \*

Cell Phone:

Email: \*

ORDER INFORMATION

Book Title: \*

Terms: \* There is a \$10 charge for re-submitting files if your order is less than 25 books. For clients with orders of 25 books or more, you will be allowed 1 free file re-submit, thereafter you will be charged \$10 per file re-submit. YEARBOOK CLIENTS are allowed 2 free file re-submits of order is for 25 books or more, thereafter you will be charged \$10 per file re-submit.

I AGREE.

I DO NOT AGREE.

Comments:

[Send My Files](#)

- **Yearbook Contract** - Make sure to completely fill out the form and insure your information is correct. Once the form is filled out click [Send My Files](#) to finish your order submission.

**U BUILD A BOOK<sup>™</sup> home**

### YearBook Submit

**CONTACT INFORMATION**

First Name: \*  Last Name: \*  Day Phone: \*

Organization:  Cell Phone:

Email: \*

**ORDER INFORMATION**

Book Title: \*

Terms: \* There is a \$25 charge for re-submitting files if your order is less than 25 books. YEARBOOK CLIENTS are allowed 2 free file re-submits of order is for 25 books or more, thereafter you will be charged \$25 per file re-submit.

I AGREE.  
 I DO NOT AGREE.

Comments:

[Send My Files](#)



- **Cover Only** - Make sure to completely fill out the form and insure your information is correct. Once the form is filled out click [Send My Files](#) to finish your order submission.

U BUILD A BOOK<sup>™</sup>  
*home*

### Cover Submission

CONTACT INFORMATION

First Name: \*  Last Name:  Day Phone:

Company Name:  Cell Phone:

Email:

ORDER INFORMATION

Book Title: \*

Terms: \* There is a \$10 charge for re-submitting files if your order is less than 25 books. For clients with orders of 25 books or more, you will be allowed 1 free file re-submit, thereafter you will be charged \$10 per file re-submit. YEARBOOK CLIENTS are allowed 2 free file re-submits of order is for 25 books or more, thereafter you will be charged \$10 per file re-submit.

I AGREE.

Comments:

[Send My Files](#)

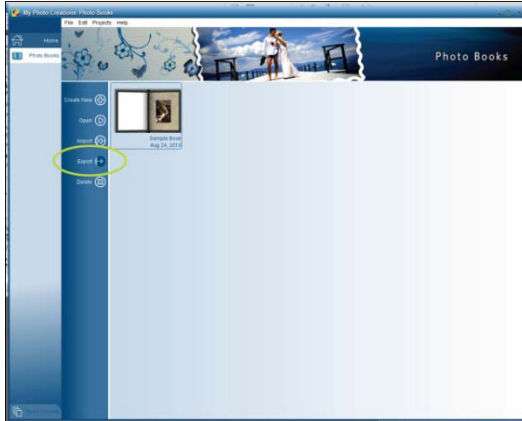
**9. Close Project** - Closes current project.

# Exporting and Importing

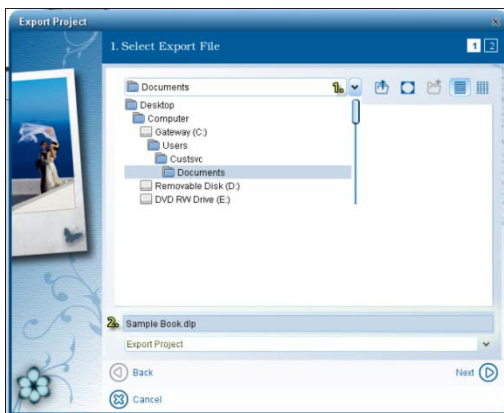
The exporting and importing features are designed for two purposes, to allow you to move your book to another computer for editing, or to create a backup of your book. If you are using it to edit your book on multiple computers keep in mind that you can only work from one computer at a time. Once you export the book and import it on another computer, only the computer you imported it to can edit the book, if you edit it from two computers at the same time you will have no way to combine the changes made from each computer. If you are using it for backup you will have to override your previous book to import the backup.

## Exporting

1. To export your book select it and click the export button from the Photo Books Menu.

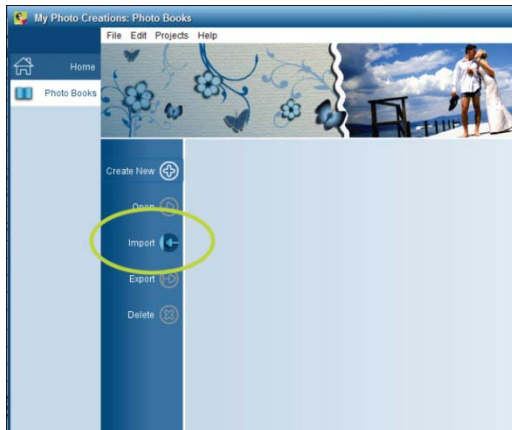


2. Now choose where you want to save your exported book to (1) and name it (2).

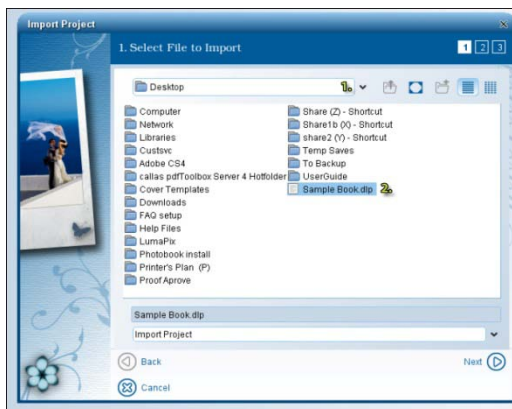


## Importing

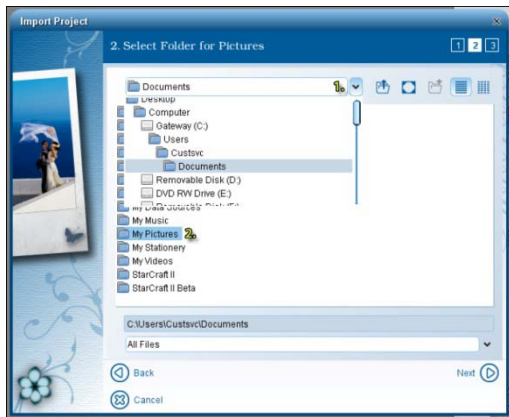
1. To import your book select the Import Button from the Photo Books Menu.



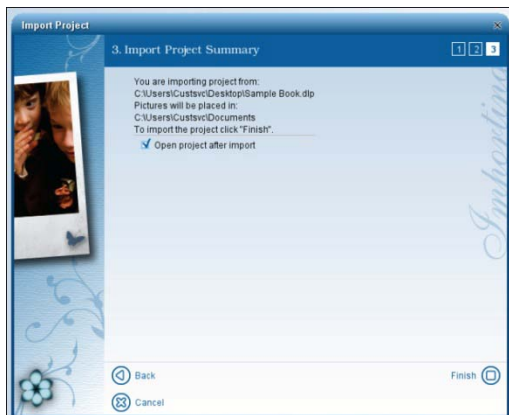
2. Now select the folder you saved your book in (1) and pick the book you exported (2).



3. Next you will pick where to save the photos your book will be using(1-2). Make sure to not move the photos from this folder, doing so will cause your book to not show your images because the software wont know where to look for it.



4. If you want to edit your book after importing make sure to select the "Open project after import" check box.



## Frequently Asked Questions (F.A.Q.)

- What types of images can I use?
- What if my images appear black when they are placed on the pages?
- Can I create the page designs in another program and bring them into the PhotoBook Software?
- How do I add pages to the book?
- Can I upload a folder of my images instead of adding them one by one?
- Can I access or transfer my book to or from another computer?
- How do I know if my images will print clearly?
- How do I ensure my Black & White pages will only be charged as Black & White?
- Can I open books made in a previous version?
- Is there a minimum or maximum number of pages per book?
- What is the difference between warning messages and error messages.
- When I open my book, the images do not show up on the pages and continue to say "loading". Why?
- What is the "Generic Caption Text" message I am receiving?
- I received a Communication Error while trying to upload, what caused this?

### **What types of images can I use?**

The software will accept .jpg, .tif, .gif, .psd, and .png files. They should be between 200 and 300 DPI .

### **What if my images appear black when they are placed on the pages?**

Without getting too technical, the main problem is that the PhotoBook Software could not read the image. If you change the file type to a .jpg or .gif and reinsert the image the problem will normally go away.

### **Can I create the page designs in another program and bring them into the PhotoBook Software?**

Yes. You can create your pages using any other program you are comfortable with as long as the files you bring into the software is in one of the supported formats listed above.

### **How do I add pages to the book?**

Select "Insert" from the top menu and choose "Add New Page." You can click and drag the page to move it around the book layout

*Keyboard Shortcut: Ctrl + I (Windows) or ⌘ + I (Mac)*

### **Can I upload a folder of my images instead of adding them one by one?**

Yes. Right below the "Add Images" icon you will find the "Add Images Folder" button. All the images from the folder you select will load into the photo browser.

### **Can I access or transfer my book to or from another computer?**

Yes. Using the **Export and Import** options you can move your book to another computer, however you can only edit it from one computer at a time. If you export and import to another computer and then edit it on both computers at the same time you will effectively create two separate books and will have no way to combine the changes.

### **How do I know if my images will print clearly?**

Once you have the image in the software, click on File Preflight. Your book validation report will open and warn you if any images are less than 200 DPI (the minimum resolution required). It will also warn of empty pages, empty text boxes, and empty picture frames.

### **How do I ensure my Black & White pages will only be charged as Black & White?**

In order for our printers to read your pages as black & white you must make the images in grayscale and use only a black font. If you use a background it WILL read as color. Here is a list of some of the more popular programs and how to make an image grayscale in them:

- Adobe Acrobat Pro: Advanced > Print Production > Convert Colors
- Adobe Photoshop: Image > Mode > Grayscale
- Adobe Photoshop Elements: Image > Mode > Grayscale (say OK when asked "Discard Color Information?")
- Jasc Paint Shop Pro: Colors > Gray Scale
- Corel Photo-Paint: Image > Convert to... > Grayscale (8-bit)

When scanning an image select "scan as grayscale" to ensure it will scan without any color.

### **Can I open books made in a previous version?**

Yes. As soon as you install the software all books made in the previous version will be visible, however once you open it in the new version you will no longer be able to edit it in the previous version.



## **Is there a minimum or maximum number of pages per book?**

Yes. The minimum number of pages a book can have is 20 because having less than 20 pages will make the book too small to bind properly. The maximum number of pages is 500 because any more than this is outside our binding range. Note: All Landscape Soft Cover Books can have no more than 200 pages because binding done on the short edge cannot hold the same weight as books bound on the long edge.

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## **Warnings and Error Messages**

### **What is the difference between warning messages and error messages.**

A warning message is when the software tells you there is a low resolution image or a text box without text, something that should be adjusted to increase the quality, but it won't prevent your order from being processed.

An error message is when the software is prevented from working properly, the most common example of an error message is a Connection Error.

### **When I open my book, the images do not show up on the pages and continue to say "loading". Why?**

This may occur when the original location of the image files has moved or changed. For example: if you had a folder on your desktop with the images you are using in your book, and you move or re-name that folder, the software will not be able to locate the new folder destination. You will have to re-load and replace all the images that have been moved, renamed, or changed.

### **What is the "Generic Caption Text" message I am receiving?**

This message will display if you have a text box that is hidden behind another text box or image. Please go to the page that is receiving the error message, and select the top text box or image. Right-mouse-click over the box and select "Order", "Send to Back." This should reveal a hidden text box that you should delete. Then use the "Order" option to re-arrange your text and image boxes to their original places.

### **I received a Communication Error while trying to upload, what caused this?**

The most common reason for a Communication Error occurs when the internet connection is interrupted. This can sometimes be caused by the phone line going down, an unstable internet connection, or an internet firewall. If you repeatedly get the error message you can try bringing your computer to a different internet source, or exporting your book and importing it on a different computer.

## Tips

### 1. Designing pages in Adobe Photoshop® to be used with the My Photo Creations software

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 1/4 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 8.5 inch wide, your page design should be 9 inch wide with the bleed (1/4" + 8.5" + 1/4").

**Two Page Spread** – this is a page design than 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.

# Shortcut Keys

Windows 	
Save	Ctrl + S
Undo	Ctrl + Z
Redo	Ctrl + R
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Duplicate	Ctrl + D
Insert Page	Ctrl + I

Mac 	
Save	⌘ + S
Undo	⌘ + Z
Redo	⌘ + R
Cut	⌘ + X
Copy	⌘ + C
Paste	⌘ + V
Duplicate	⌘ + D
Insert Page	⌘ + I