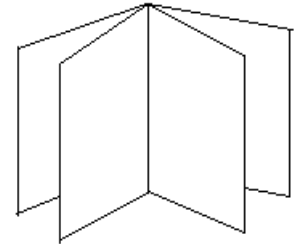


# How TO: MINI BOOK

- 1) Choose **8 images** for the book
- 2) Photoshop the images; clean up problem areas, adjust color, make the images usable, add text (if wanted).
- 3) Size the images for the book. (All images should have the same size canvas. The document resolution should be 240)
  - This will require **pre-visualization** of what you want to accomplish with this project.
  - Will all of the images be oriented the same?
  - Will you work with a square page format to accommodate horizontal and vertical images?
  - An 8.5x11 or a 13x19 inch page?
- 4) Open a new document in Photoshop
- 5) Use your guide lines to set the template for your book
  - Command "R" brings up rulers
  - Use move tool to drag guides from the ruler onto the page
  - Use move tool to move the position of the guides on the page or to drag guides off the page.
  - To remove guide you can also go -View - Clear Guides
  - You may want to turn on snap to guides. View - Snap To - Guides
- 6) Drag and drop resized (flattened) images onto new canvas (orient the images properly on the page) You will have a multi-layered PSD when finished. (You will be able to move and rearrange the images by taking advantage of your layers)
- 7) Print with Preview

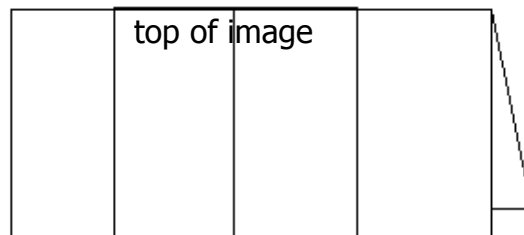
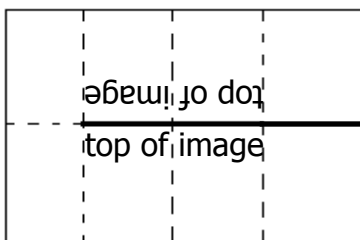


## THE FOLD/CUT

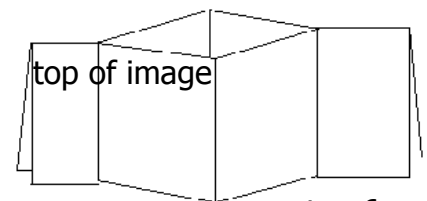
Fold page: where images touch. TAKE YOUR TIME... A poorly folded book will be a poor presentation. That poor presentation is all people will see. (You may need to cut away excess paper from the book) **you may need to print, cut and fold more than once to achieve the desired results**

- 1) Fold sheet of paper in half, lengthwise.
- 2) Open the paper and fold in half width wise and then fold each of these halves into half.
- 3) Open the paper at this time and refold all the creases, making the "valley" into a "mountain" and vice versa, to make the next few steps easier.
- 4) Using an x-acto knife and a straight edge, cut along the middle lengthwise fold from the 1st through the last sections as shown. This will allow the book to fold properly.

steps 1-4



step 5



step 6

- 5) Now fold the paper along the lengthwise center fold, with the cut along the top.
- 6) Pinch the two ends together, holding the folded paper closed and move your hands inward toward each other. This should cause the cut middle sections to separate. (You may want to cut 3 sections -only leaving one side still intact)

- a cover using card stock (heavier Paper) or covered mat board may be used to finish your book.  
Double sided tape will help keep the book together (I like Scotch Double Sided Removable Poster Tape)