



Thank you for choosing U Build A Book. We hope this Photo Book Software-User Guide is helpful in introducing you to our free software. See our Photo Book Software-FAQ for additional assistance, or call us at 866.909.3003. We are available for support M-F 8am-5pm PST.

Follow these easy steps to create your book:

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Our free design software will enable you to create professionally designed, richly customized photo books. Including: free style re-sizing and placing of content, collages of images, faded backgrounds, text (in any language, any font and any place), frames, pre- designed backgrounds, and much more.

To Build A Book, Simply:

1. Download the UBuildABook Photo Book Software software from our web site: www.ubuildabook.com
2. Select your book size and cover type
3. Build your book with templates, images and text
4. Submit your order for printing

PC Users:

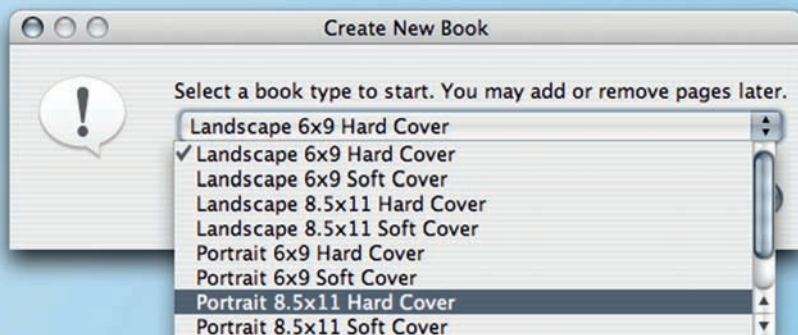
1. Click the link to Download the PC Version
2. Double-click the file called MyPhotoBooksInstaller.exe (For Windows Vista users, please right-click on the software icon and choose to “Run as Administrator” under properties.)
3. After installation, the design software and user guide will be added to your “Programs” menu.
4. Double-click the desktop icon to launch and start building your book

Mac users:

1. In Safari, go to the Safari menu and choose preferences
2. Under the General tab, un-check the section that says "Open 'safe' files after downloading"
3. Download the Mac software - this should put a zip archive where you're downloading to
4. Double click to unpack the zip file, providing you with an application. If this does not work, try Control+Clicking on the package and choosing BOMArchiveUtility.

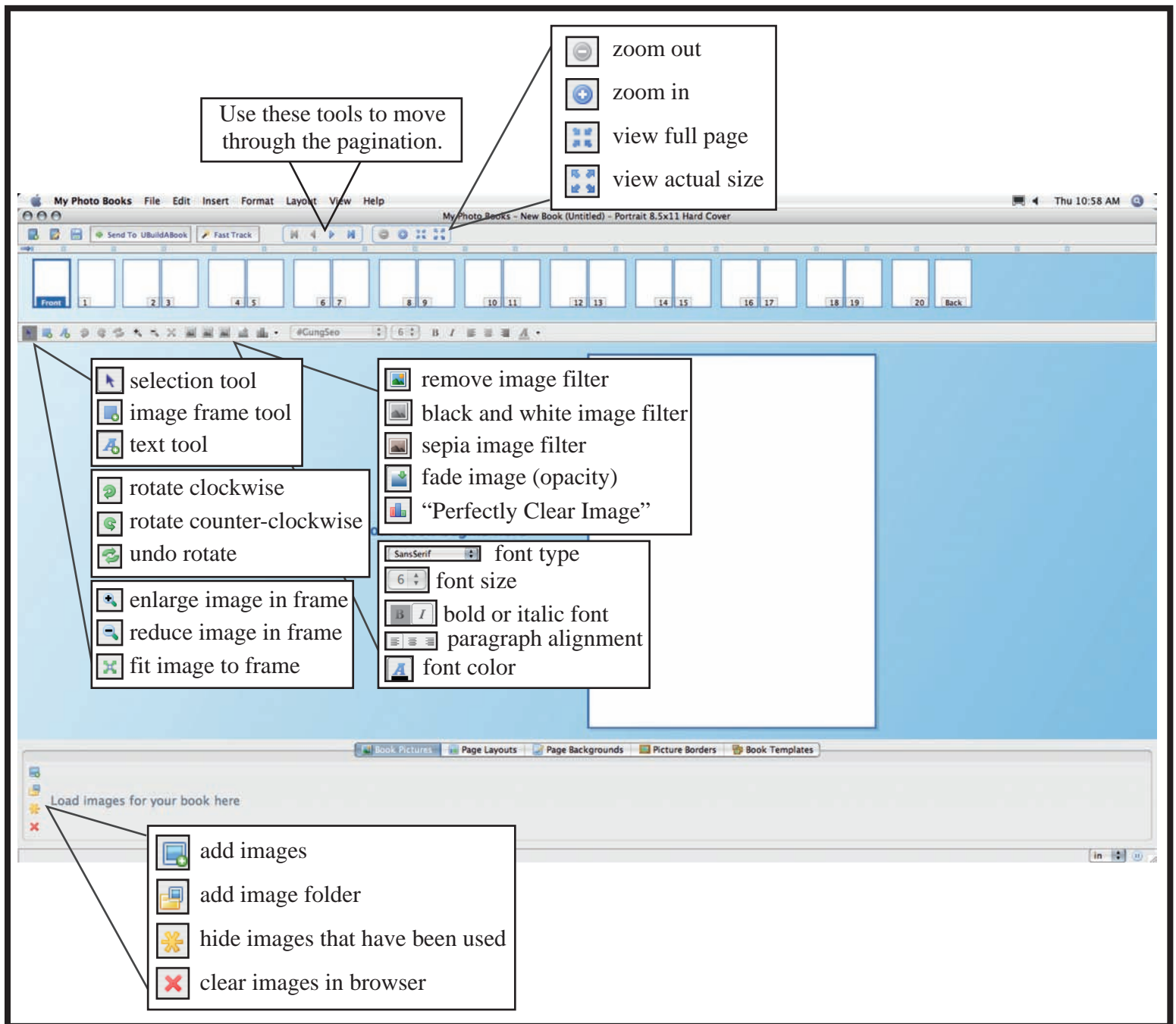


Once the software has been installed and you open the program, you will be given the options shown to the left. You can open a saved book, or create a new one. Use the fast track option to use pre-selected book layouts and designs.



Next, you will pick the size of the book you wish to create. Please choose wisely, as you cannot switch between Portrait and Landscape once you begin designing your book. This sample will be created on the Portrait, 8.5x11 Hard Cover option.

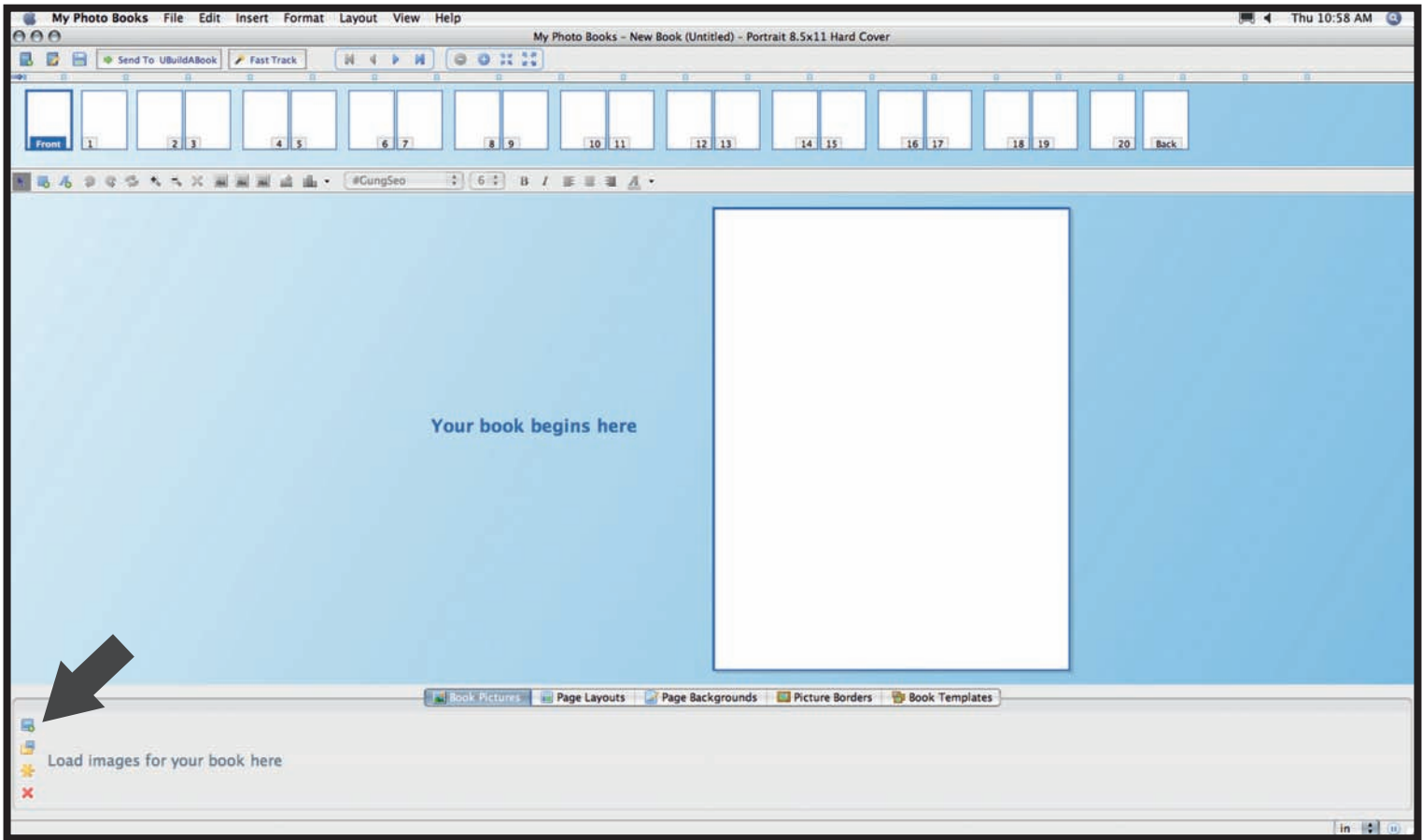
Now you are ready for the fun part! First, there are a few buttons and options you should become familiar with:



Remember to “Save” your progress as you go. Also, do not be afraid to play around with the software and get comfortable with using it. There is always the option to “Undo” found under the “Edit” drop-down menu.

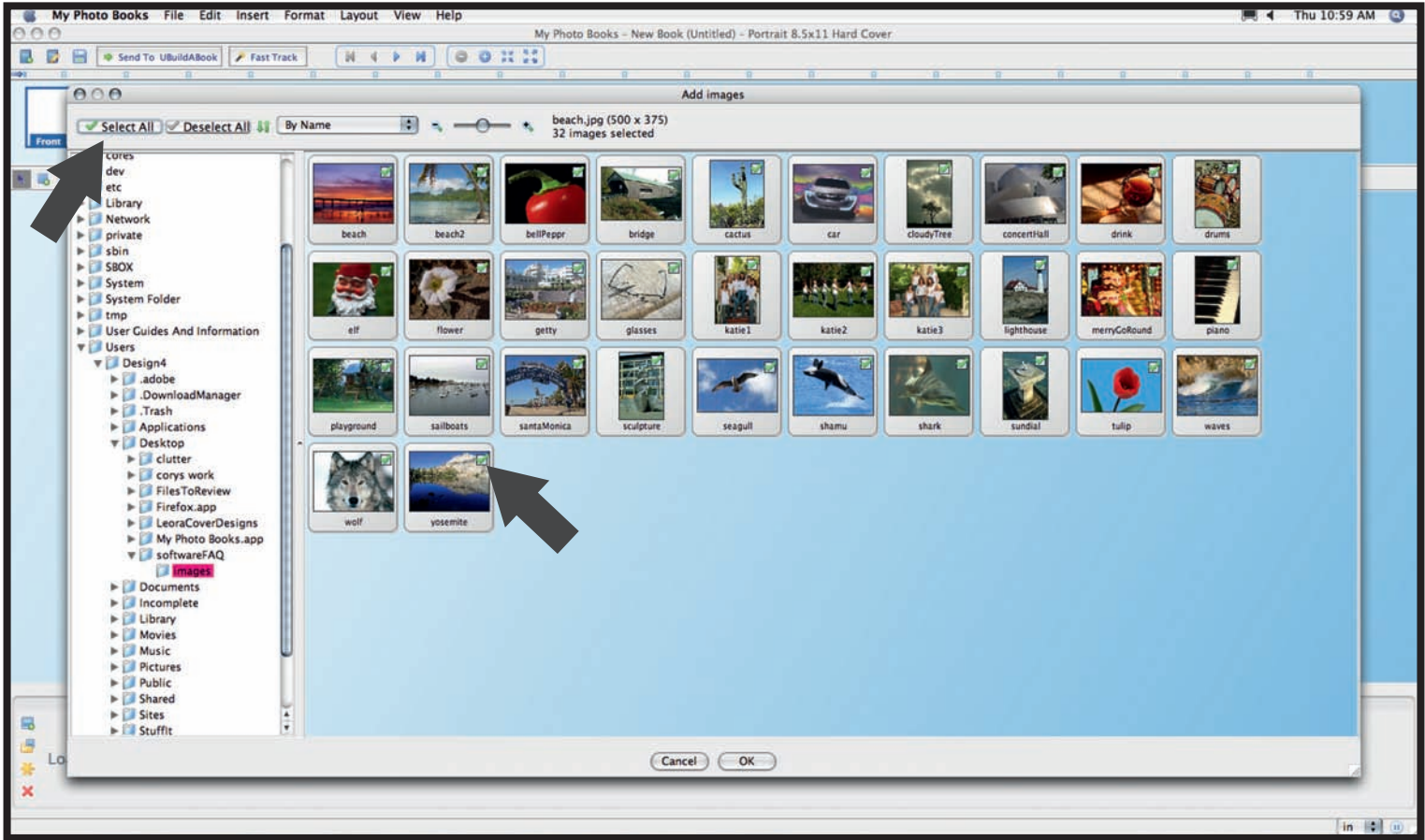
1a. Load Images

The first step will be loading the images you will be using for your book. Select the “add images” button on the lower left, shown below.



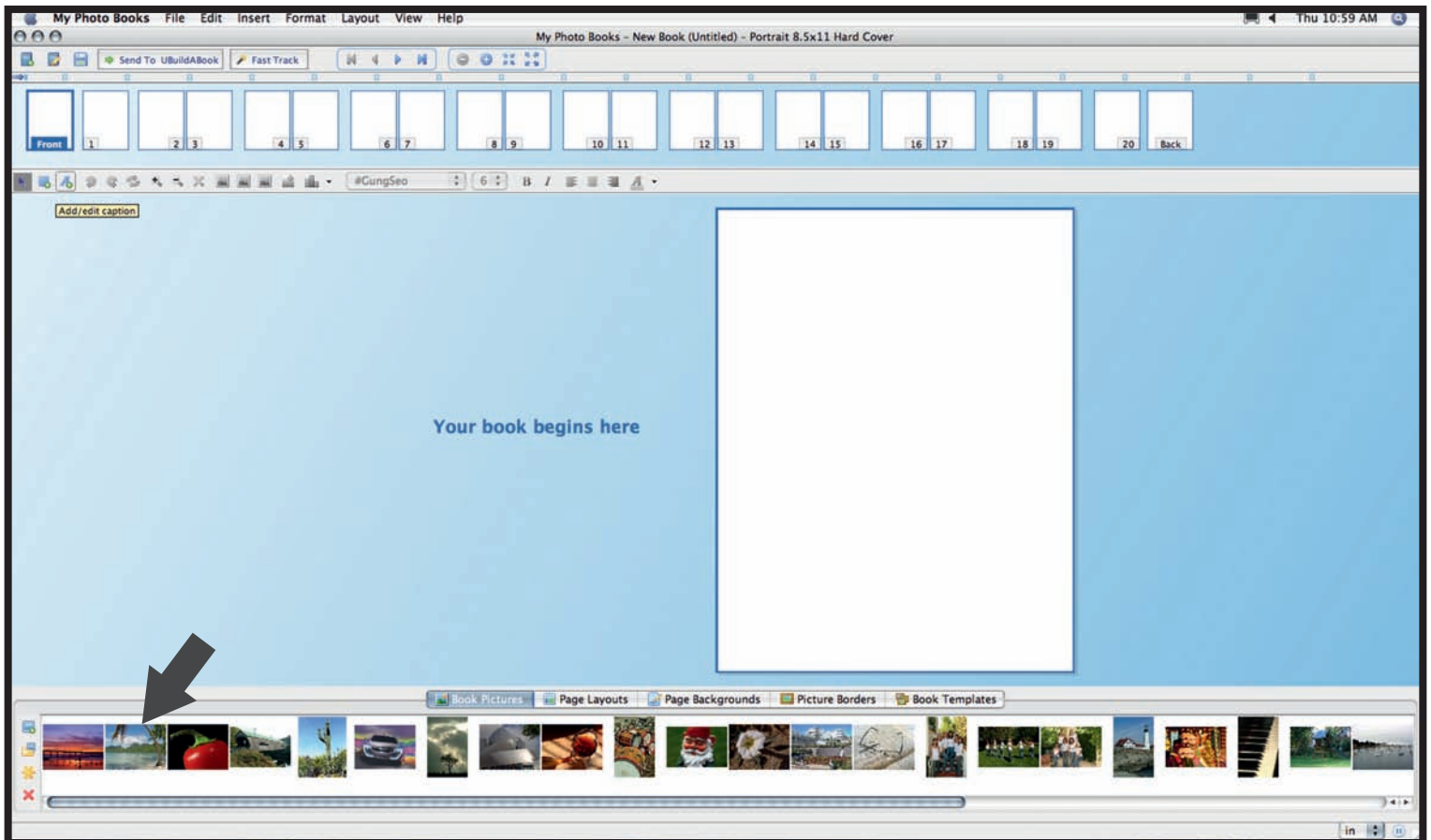
1b. Load Images

Once you have found the folder with your images, you may “select all”, shown on the upper left, or manually check the images you wish to use by clicking on the check boxes found at the upper right corner of each image.



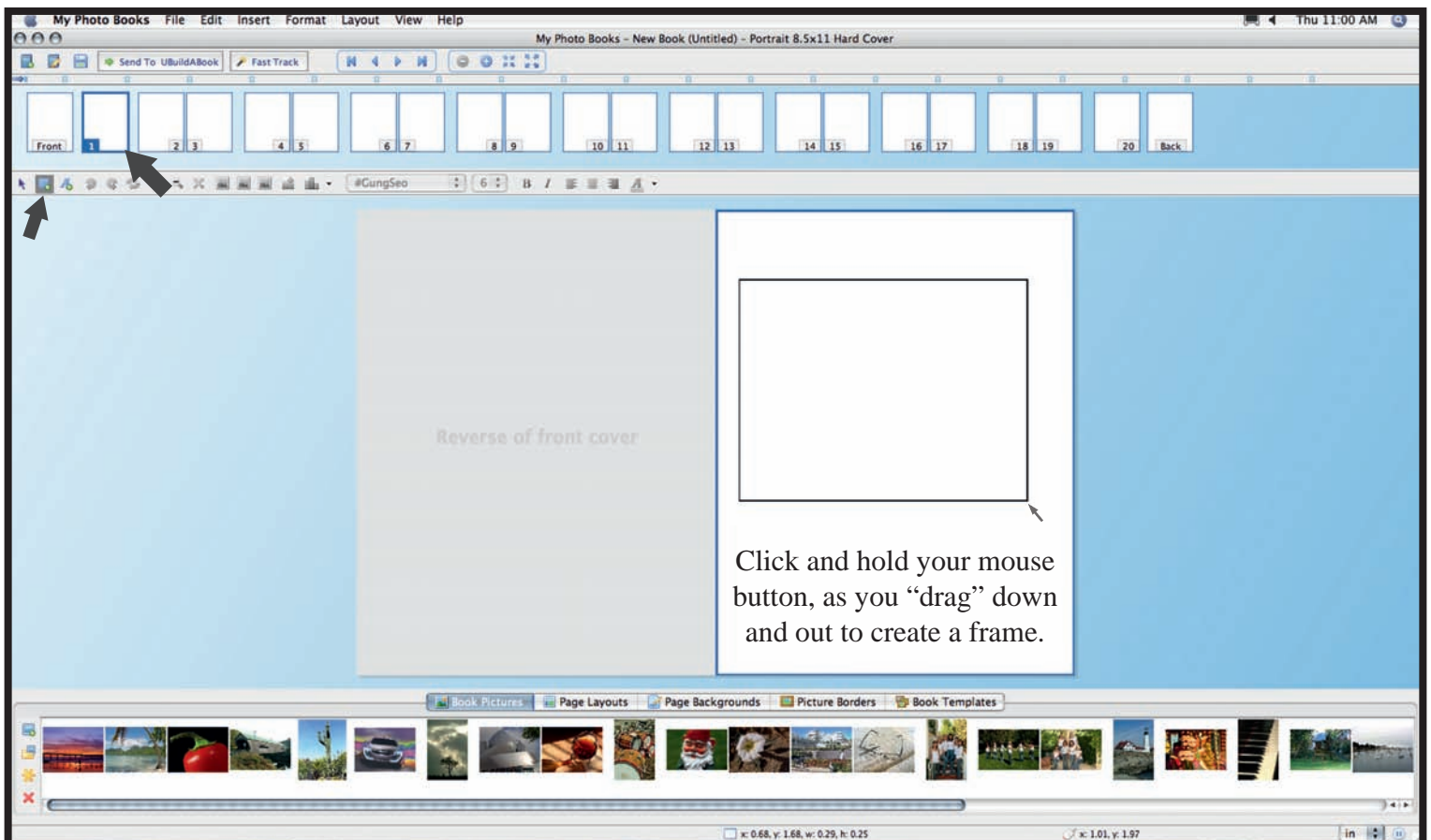
2. Locating your Book Pictures

After choosing the images you wish to use for your book, they will display in the “Book Pictures” browser at the bottom.



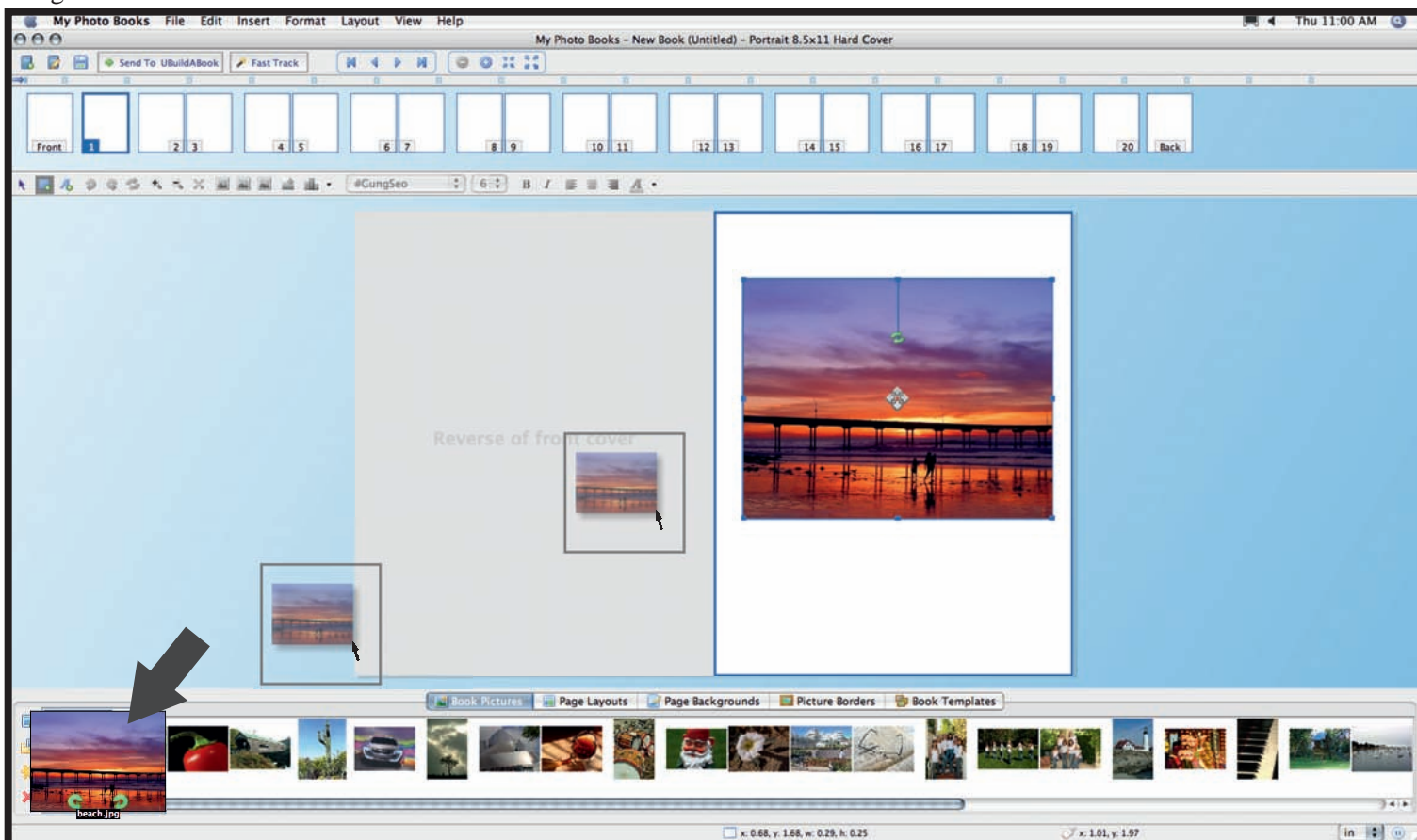
3. Adding Images to your Pages

Next we will add an image to the page. Select your “Page 1” at the top. (We will return to the cover later.) You will need to create an “image frame” using the tools we showed earlier. Select the tool, and begin to “drag” out a frame on your workspace.



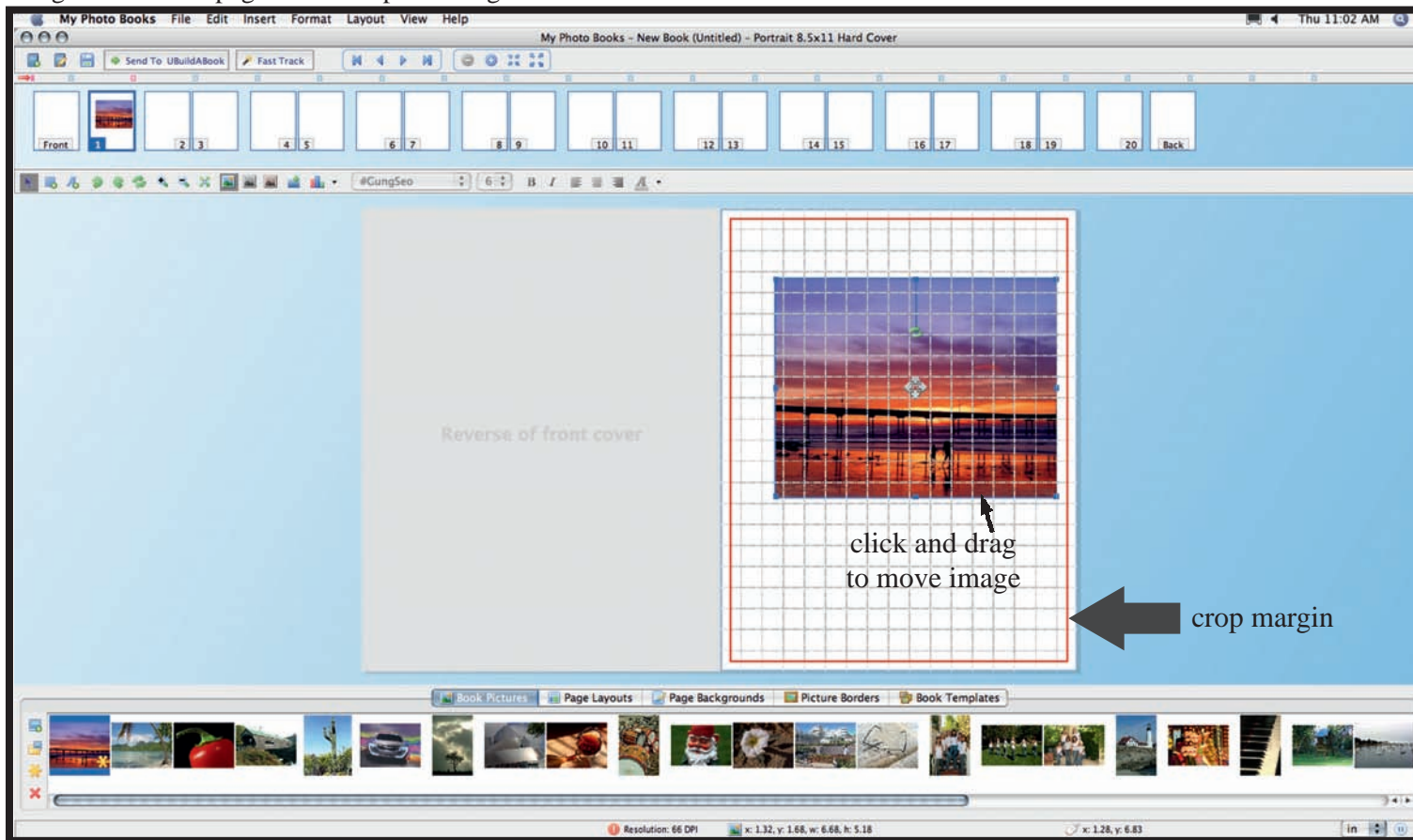
3b. Adding images to your page

Now that your frame is on your page, you may select an image. Once you have decided which image to use, click and drag the image into the frame.



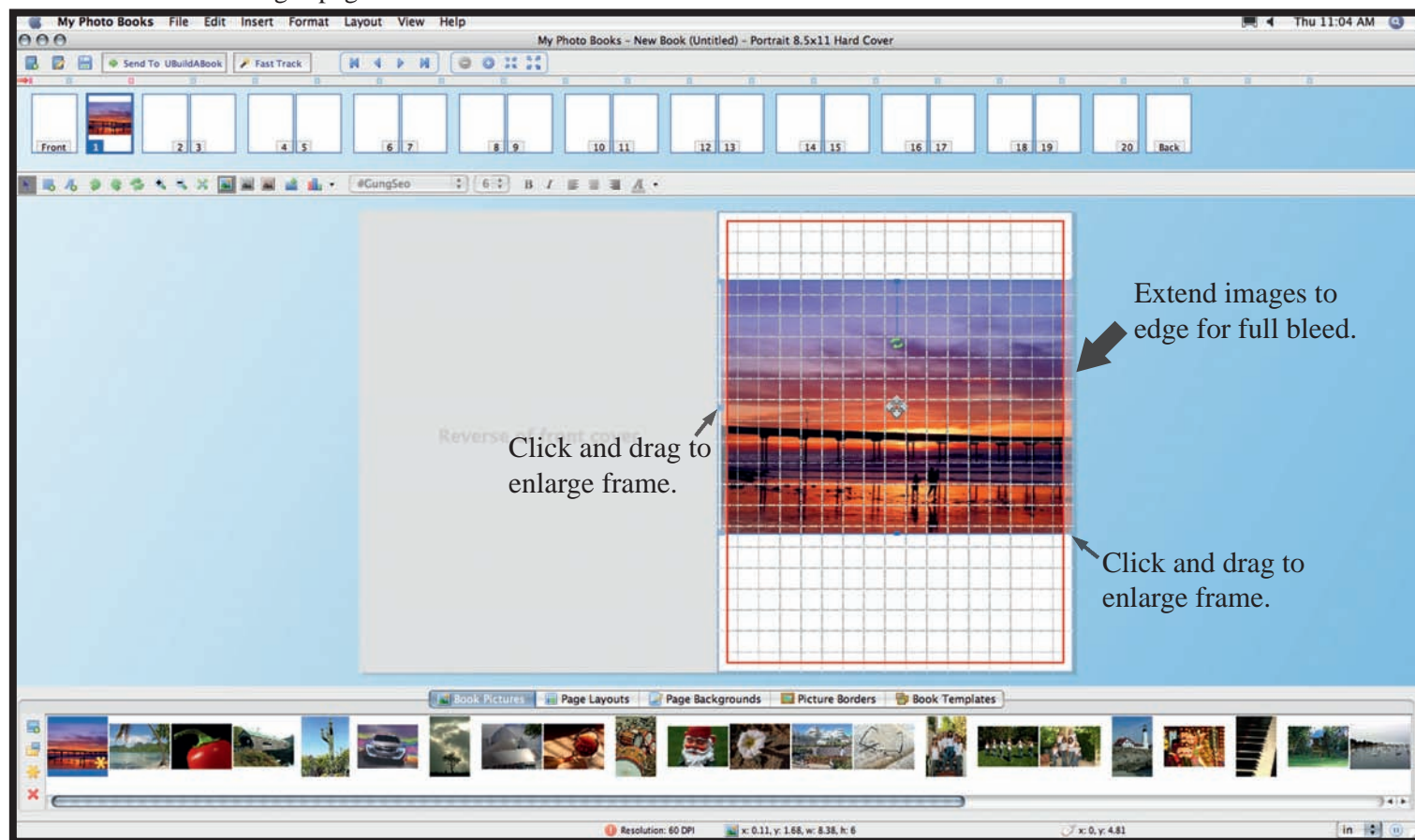
4a. Adjusting Images on Your Pages.

Once you have placed the image into the frame, you will have the option of re-sizing, moving, and rotating the image. You may click and drag the image to move it around the workspace. A grid will appear when moving the image to show you where the crop margin is for each page and to help with alignment.



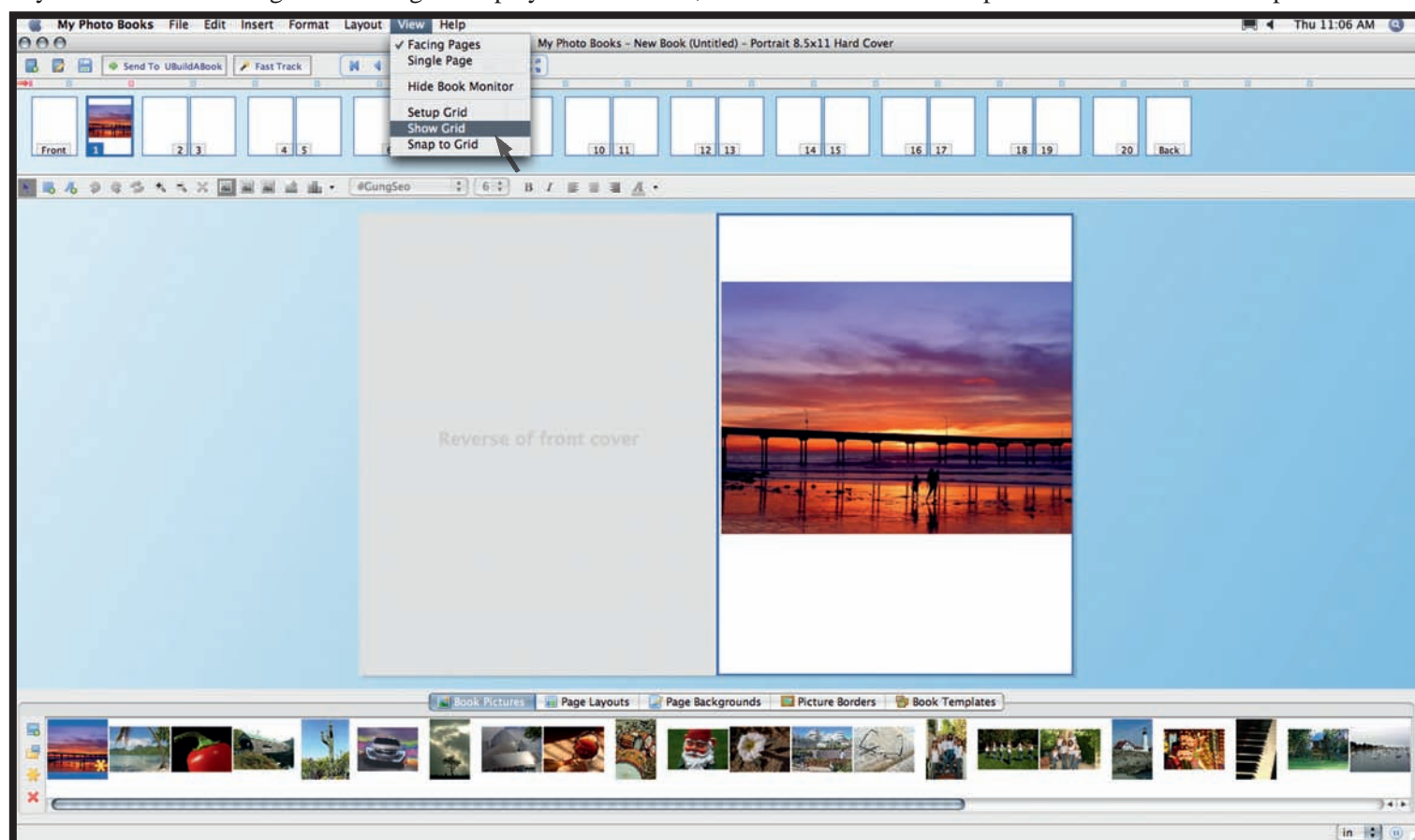
4b. Adjusting Images on Your Pages

To make the frame bigger, click and drag the corners or sides out. Remember to be aware of the crop and bleed margins. Keep your image inside the red line to ensure it is not cropped or extend your images to the edge of the workspace (out of the red line) to have “full bleed” images/pages.



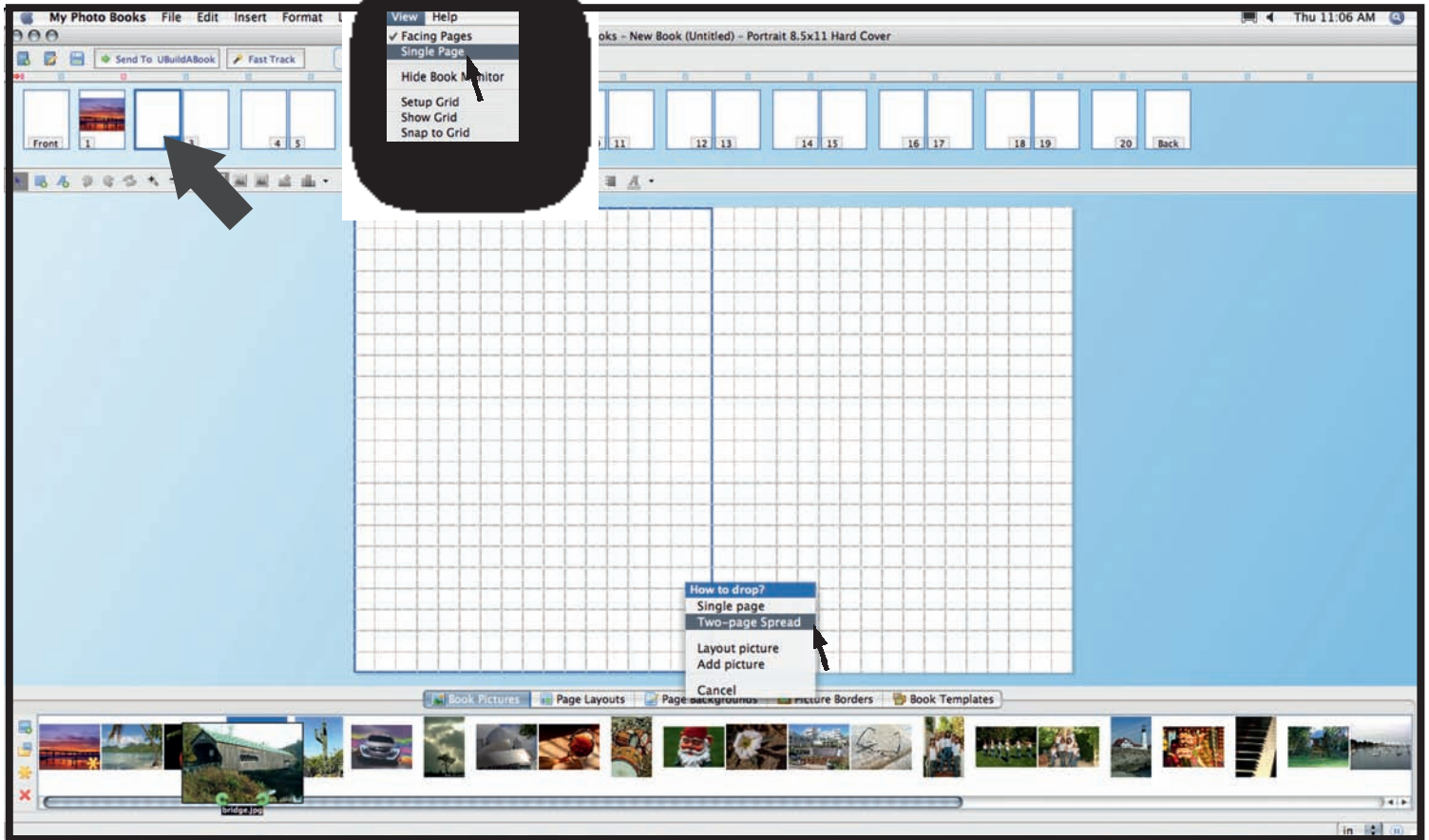
4c. Adjusting Images on Your Pages

If you wish to have the grid and margins displayed at all times, select the “Show Grid” option from the “View” drop-down menu.



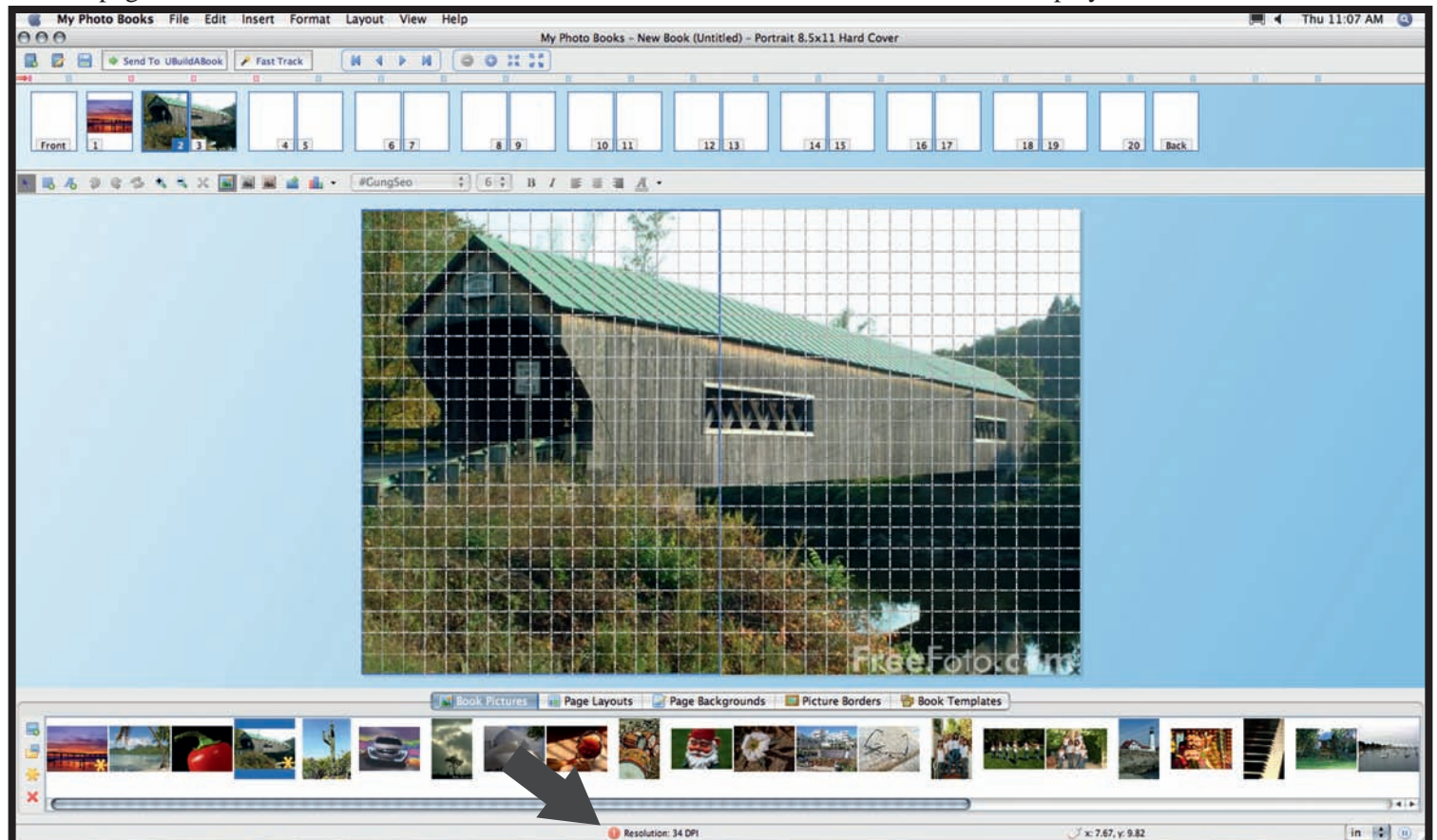
5a. Two-Page Spread

Next we will create a two-page spread. Select “Page 2” from the top. If you do not see the pages in “spread” format, select “Facing Pages” from the “View” drop-down menu. Next, select an image from the browser below. *Do not create a frame.* Drag and drop the selected image or “Two-Page Spread” when prompted.



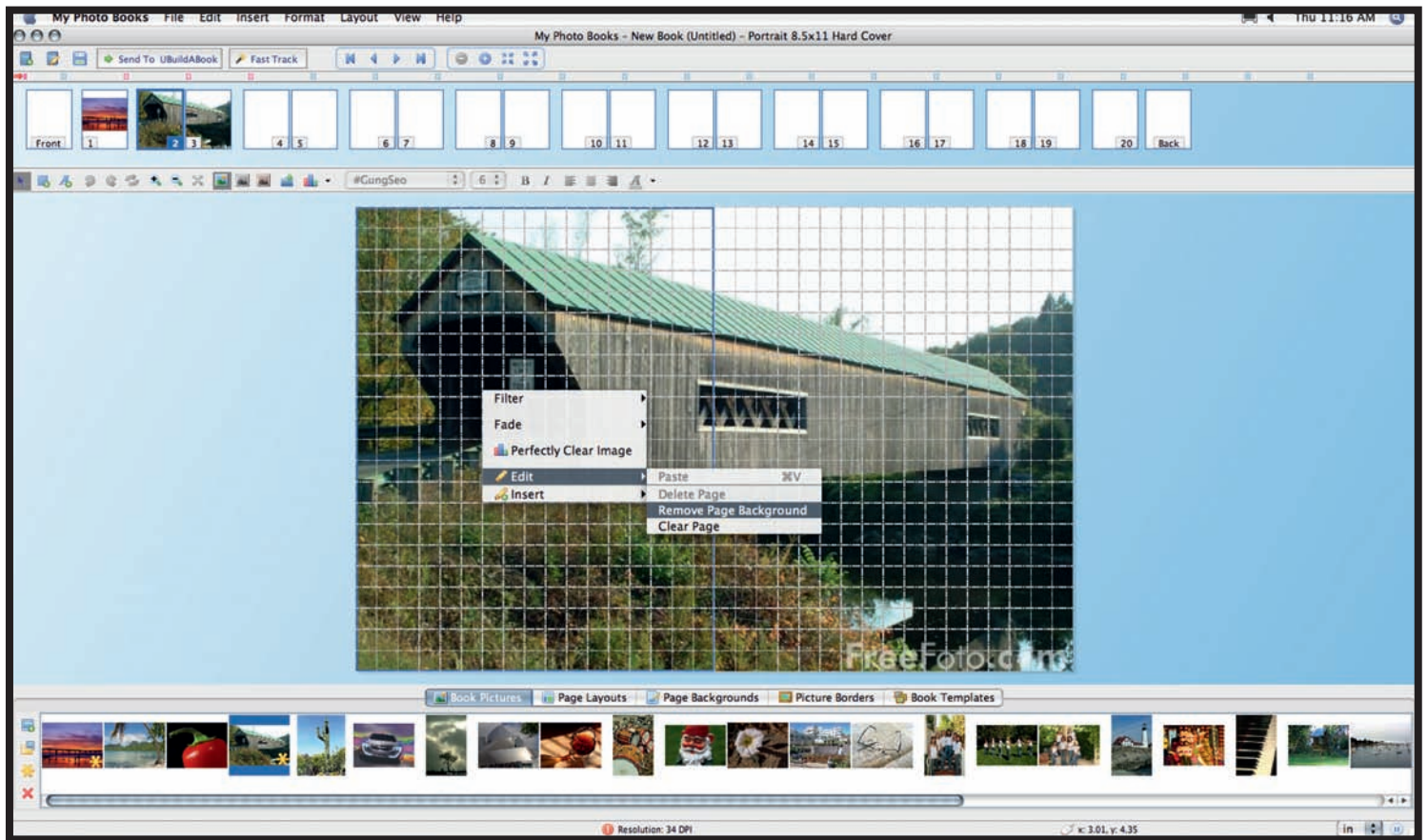
5b. Two-Page Spread

Your image will be displayed across two pages. Please note: if the image is not large enough originally, it will be stretched to fit the two pages. Be cautious as this often results in a decrease in the resolution. This will be displayed at the bottom.



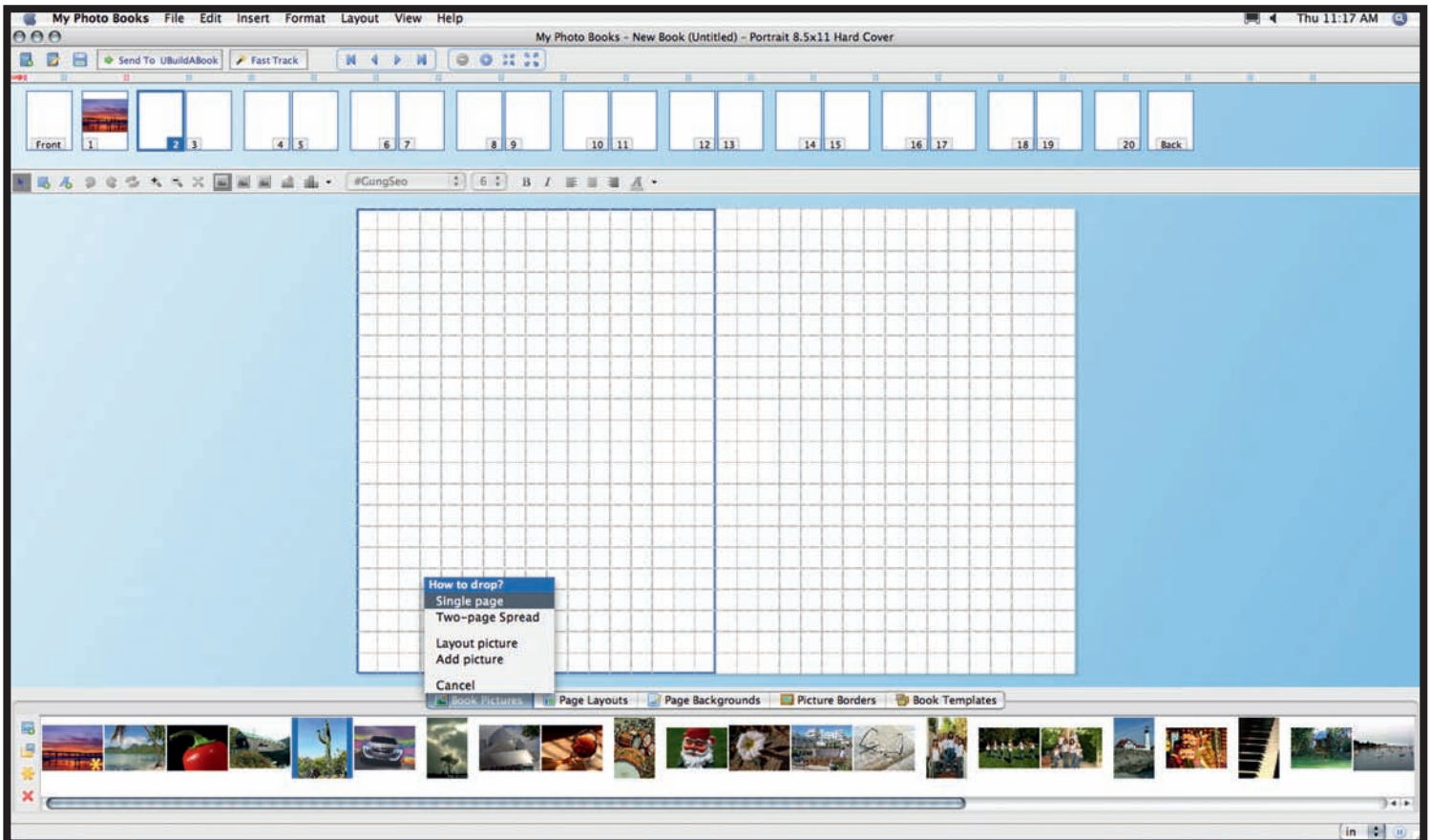
5c. Two-Page Spread

To remove the two-page spread, simply right click (or ctrl. mouse-click on a Mac). Select “Edit”-”Remove Page Background.”



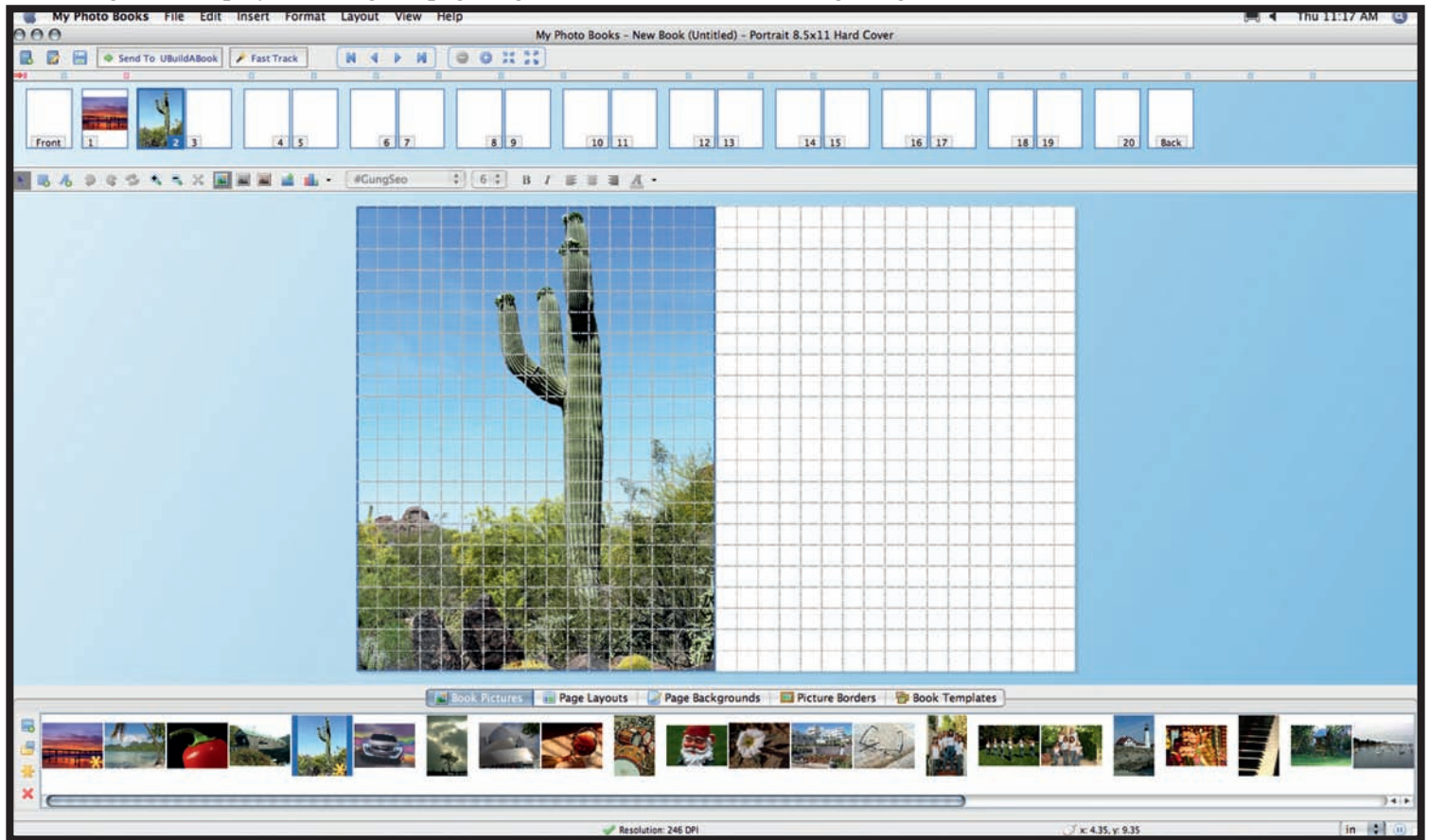
6a. Single-Page Spread

Next we will learn a single-page spread. Select the image you wish to use, and drag and drop it onto the page. Do not create a frame. Select “Single-Page” when prompted.



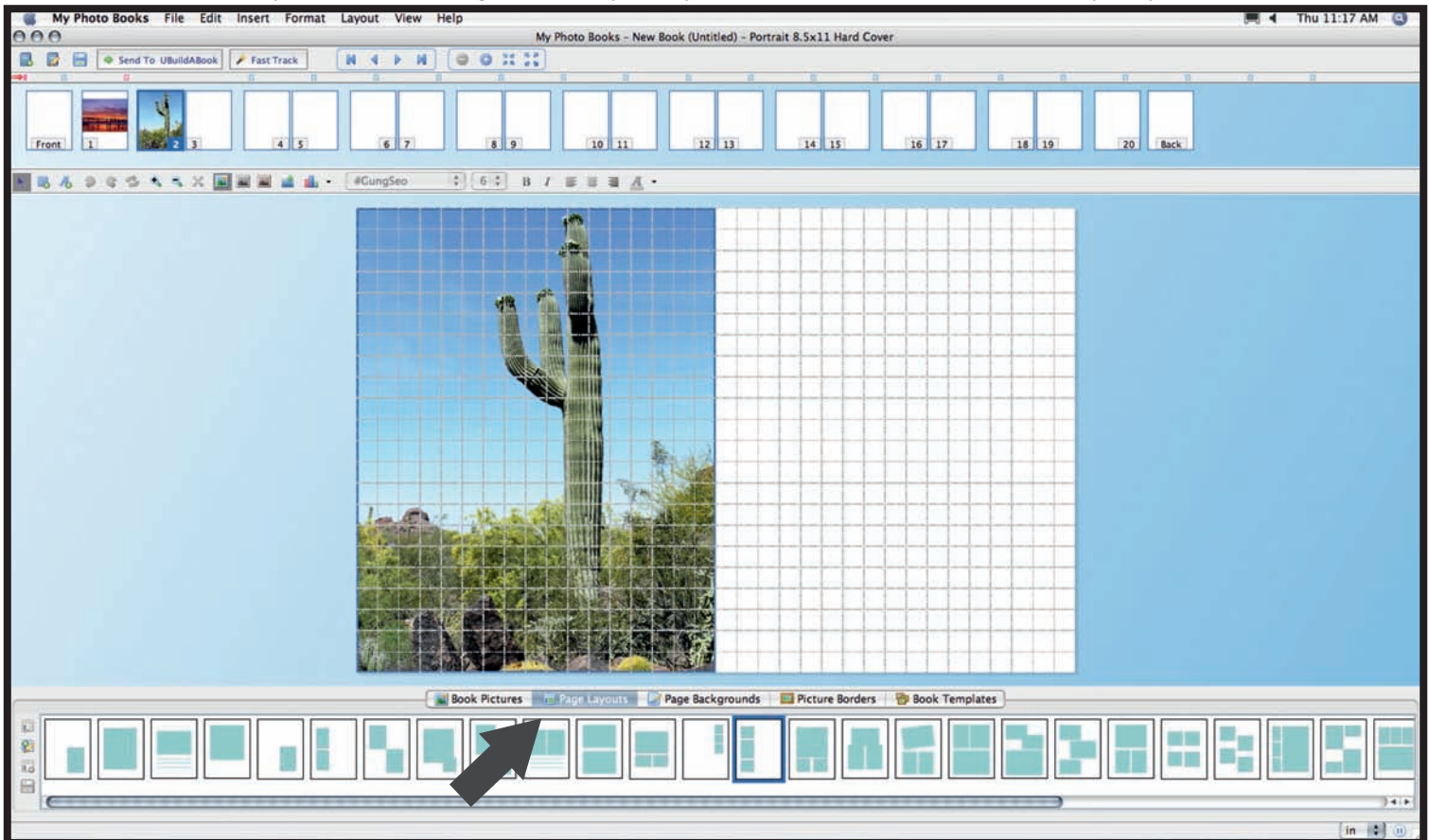
6b. Single-Page Spread

Your image will display, covering the page. Again, be cautious of stretching images as it lowers the resolution.



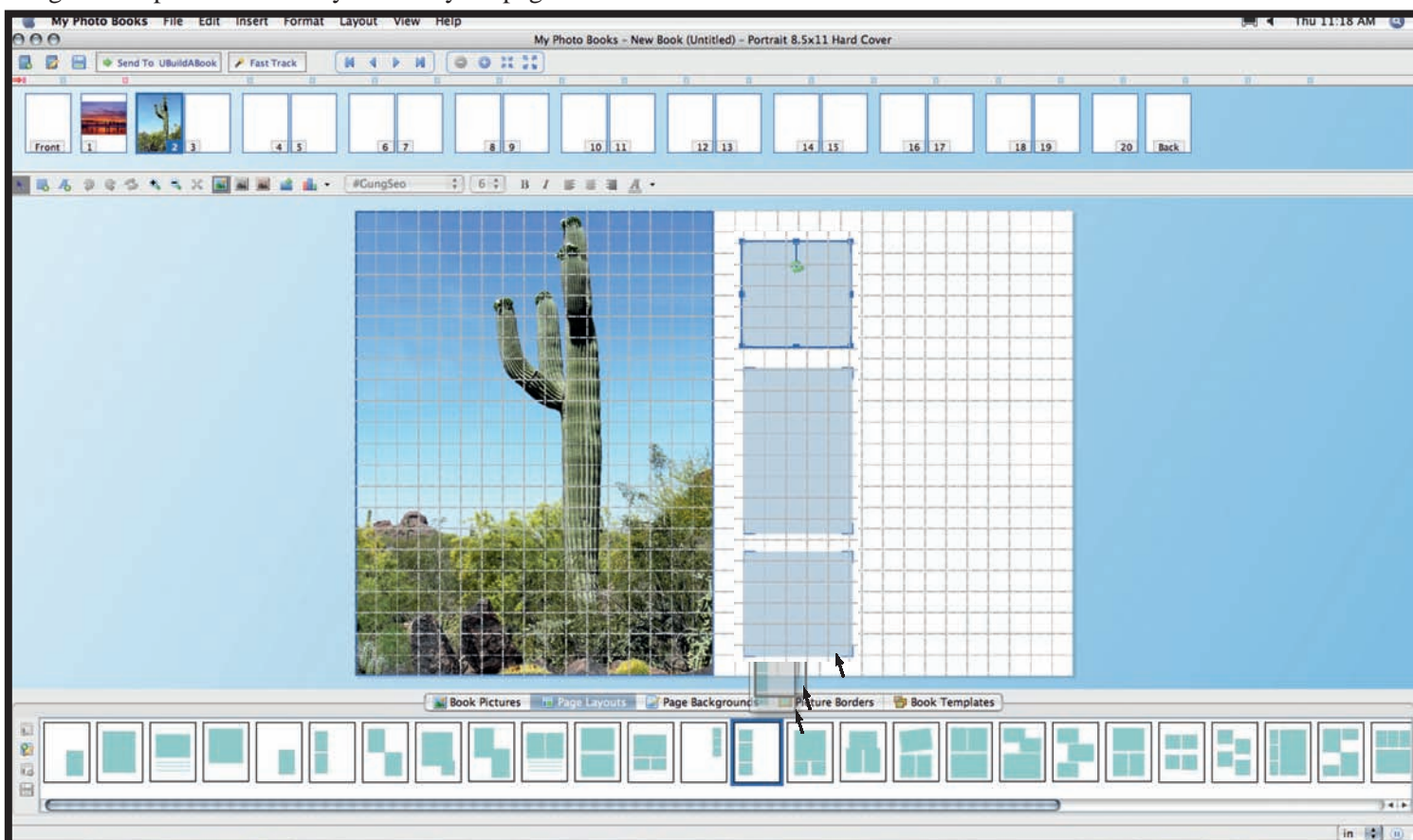
7. Creating Page Layout with Multiple Images

To add many images to the page, you may add image frames to the page manually, or choose from pre-created “Page Layouts” at the bottom. The layouts are organized by the number of frames on each page. The layouts on the left begin with one or two frames, and increase as you scroll to the right. You may always add or subtract frames from the layout you choose.



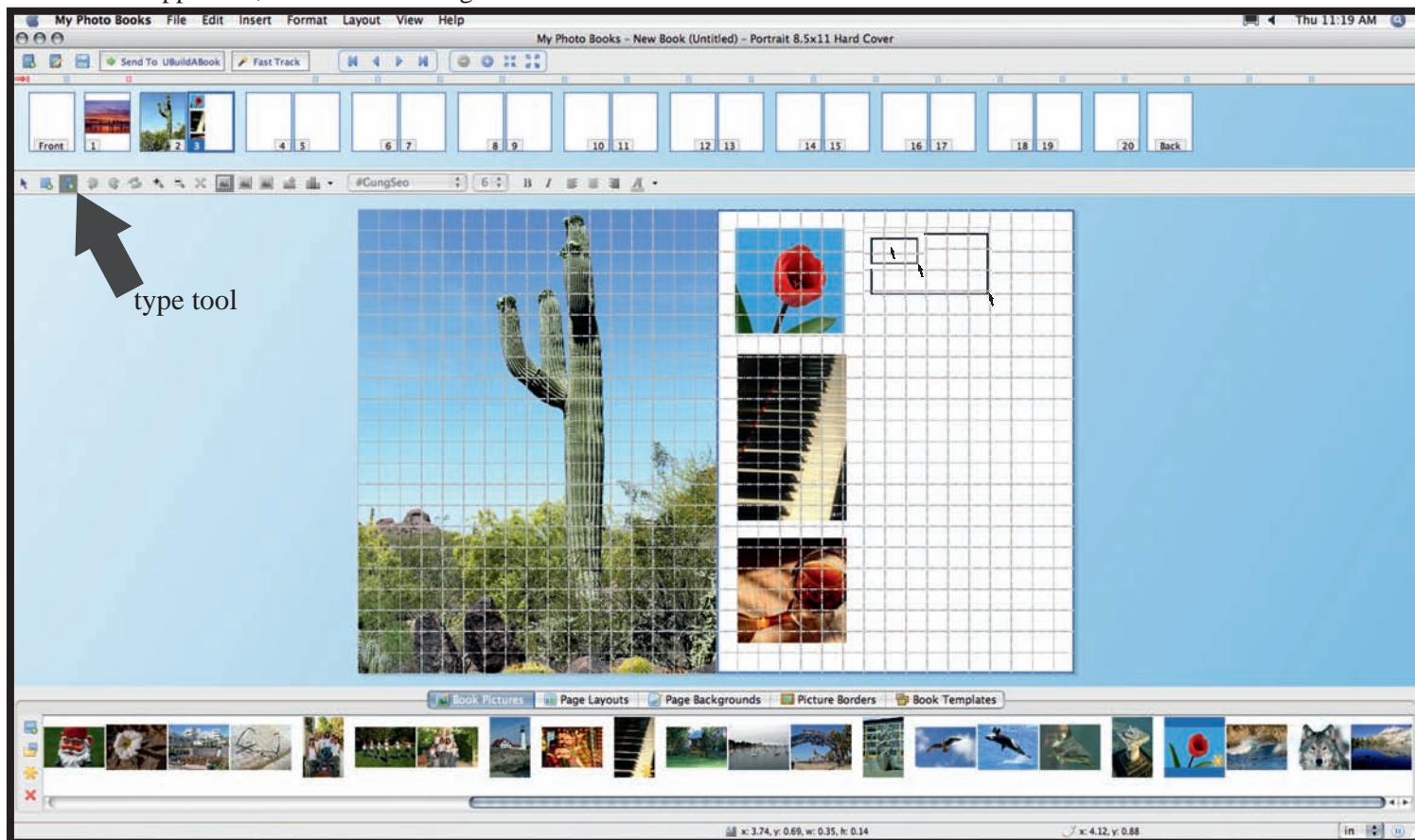
7b. Creating Page Layout with Multiple Images

Drag and drop the selected layout onto your page.



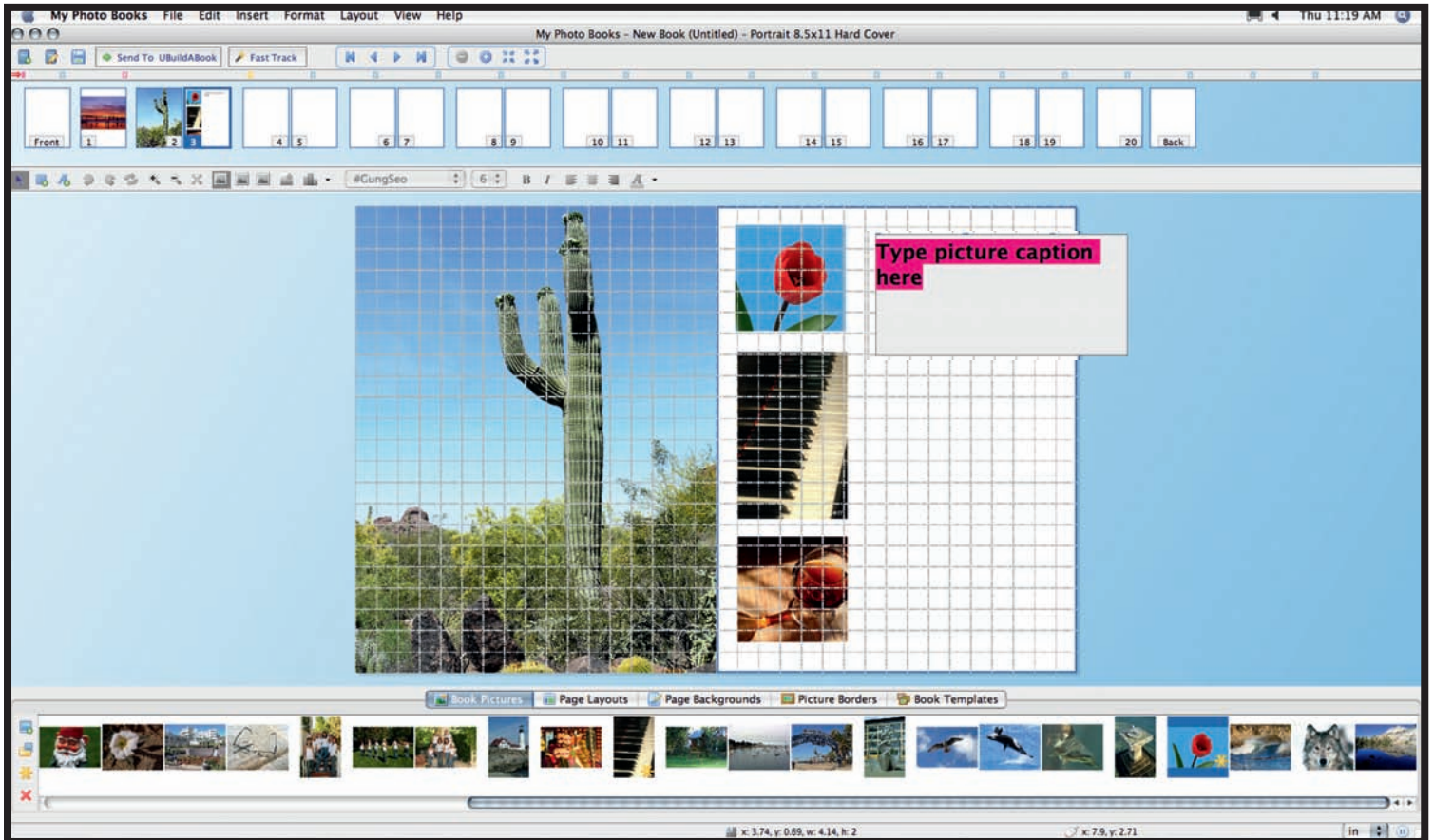
8. Captions

Select an image for each frame. Drag and drop each image into the proper frame. Next you can add captions. Select the “Type-Tool” at the upper left, and click and drag a text box where desired.



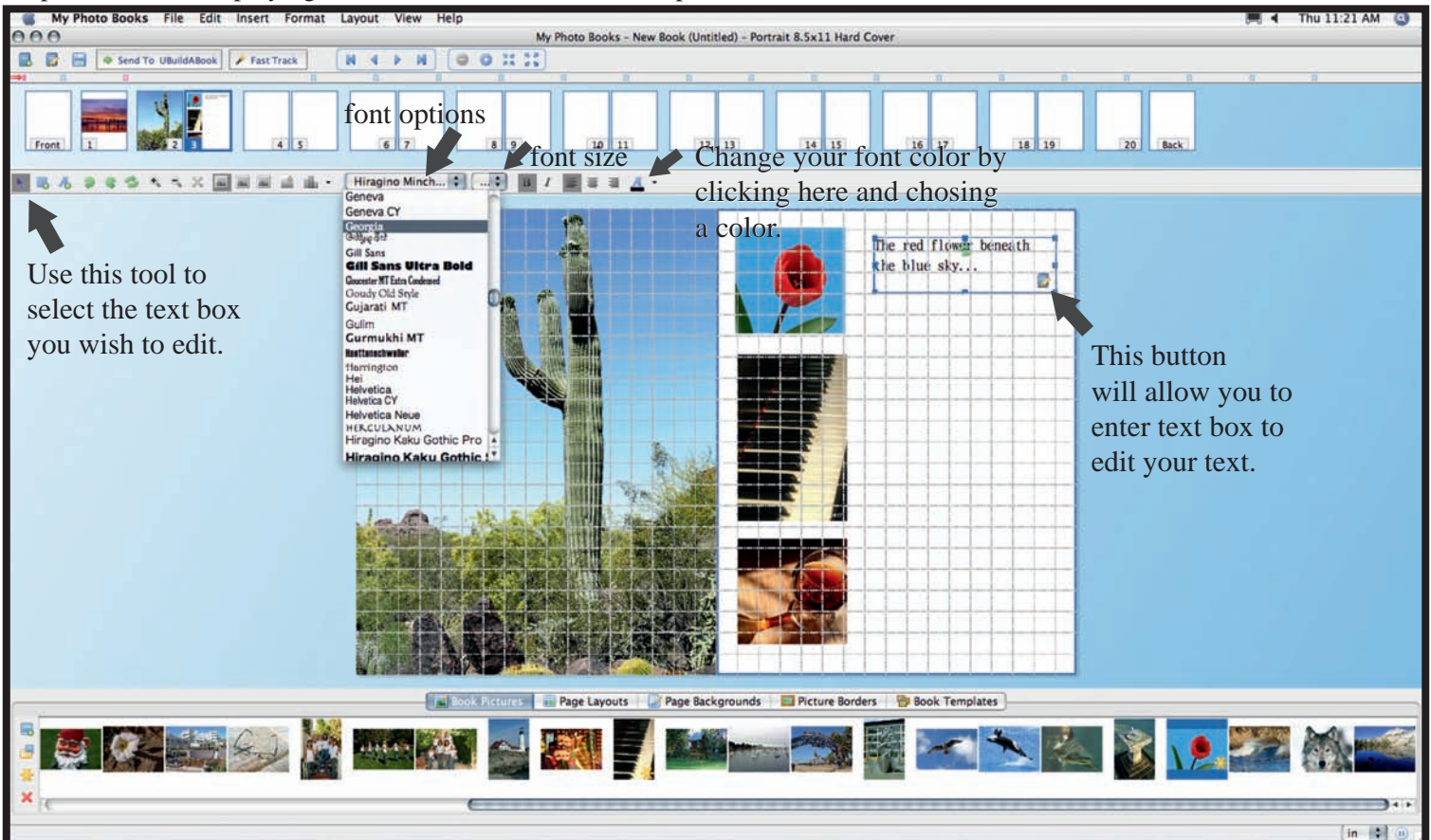
8b. Captions

Once you have created the text box, double click on the box to select it. Highlight the default text and type your caption. Simply click outside of the text-box to exit the type mode.



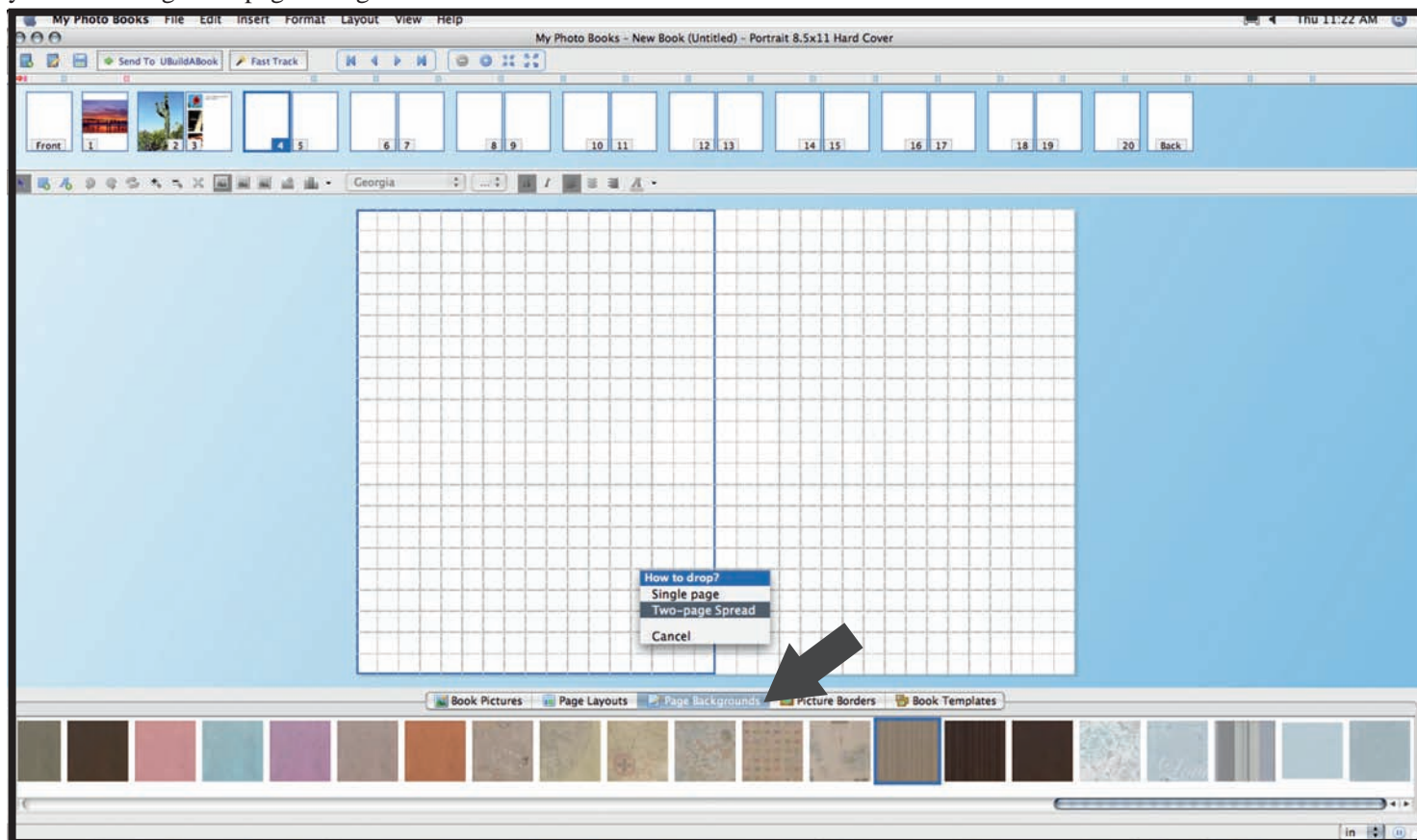
8c. Captions

You may then re-size the text, and change the font. Be sure your text box is selected (using the arrow selection tool). Select the drop-down menu displaying the fonts. Or the "font size" drop-down menu to increase or decrease font size.



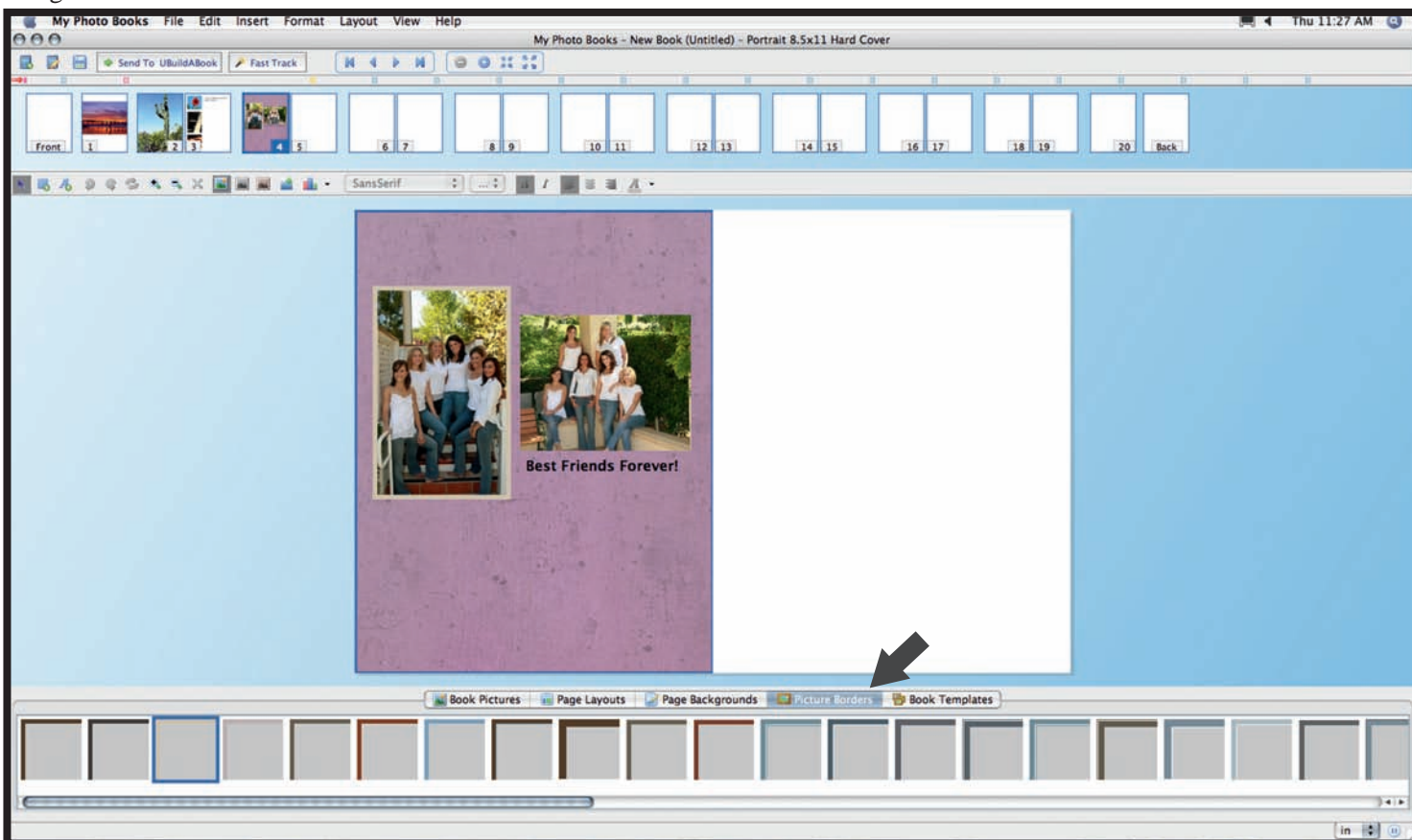
9a. Page Backgrounds

There are also pre-designed “Page Backgrounds” available to include in your book. These are used similar to the single, or two-page spreads. Drag and drop the selected background onto the workspace. Select single or two-page spread. You may also use your own images for page backgrounds.



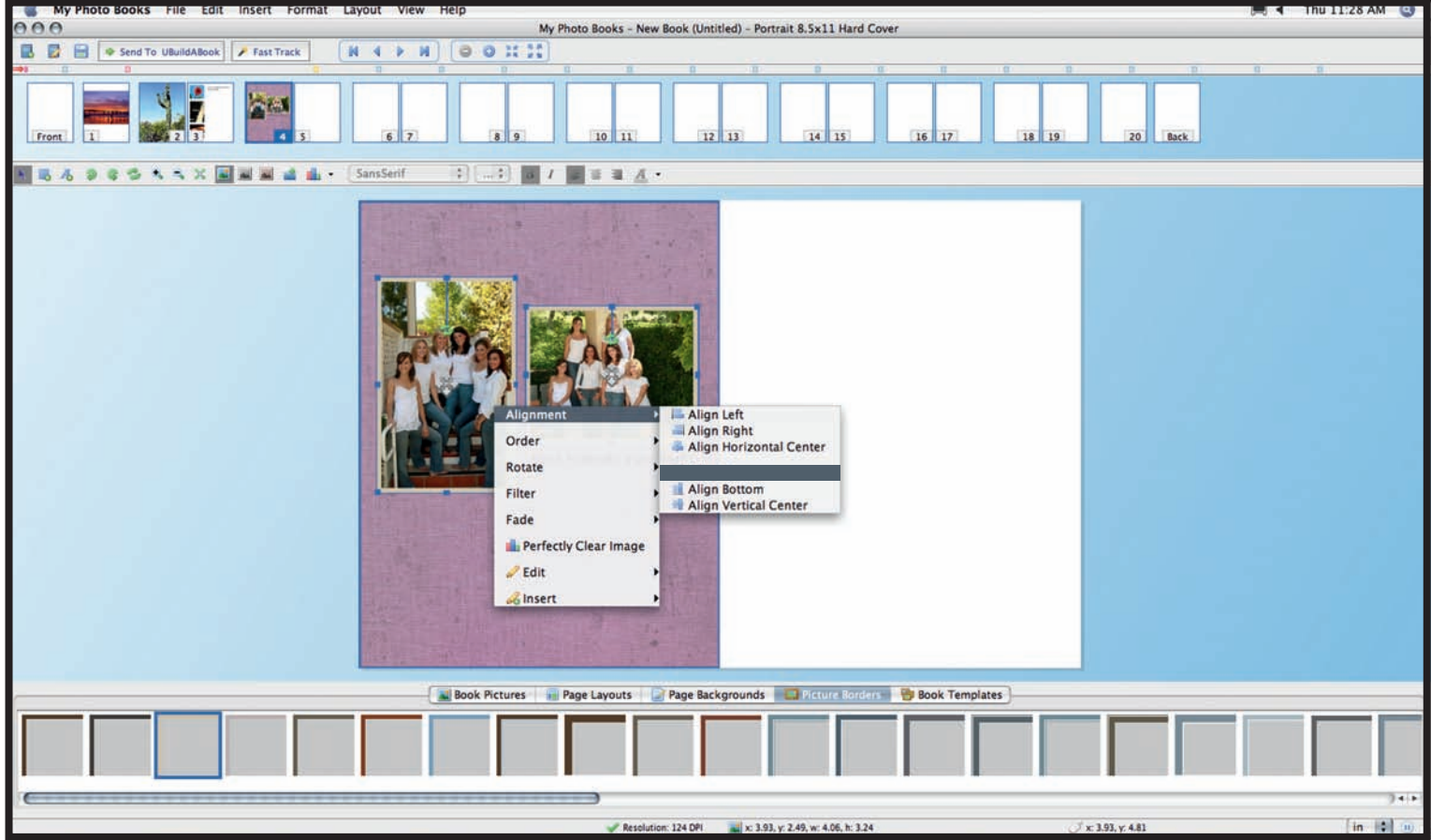
9b. Page Backgrounds

Using the page background, you can layer your designs by adding page layouts, images and captions to create more dynamic designs. Select the “Picture Borders” to add frames to your images. Select the frame you like and drop it onto the appropriate image.



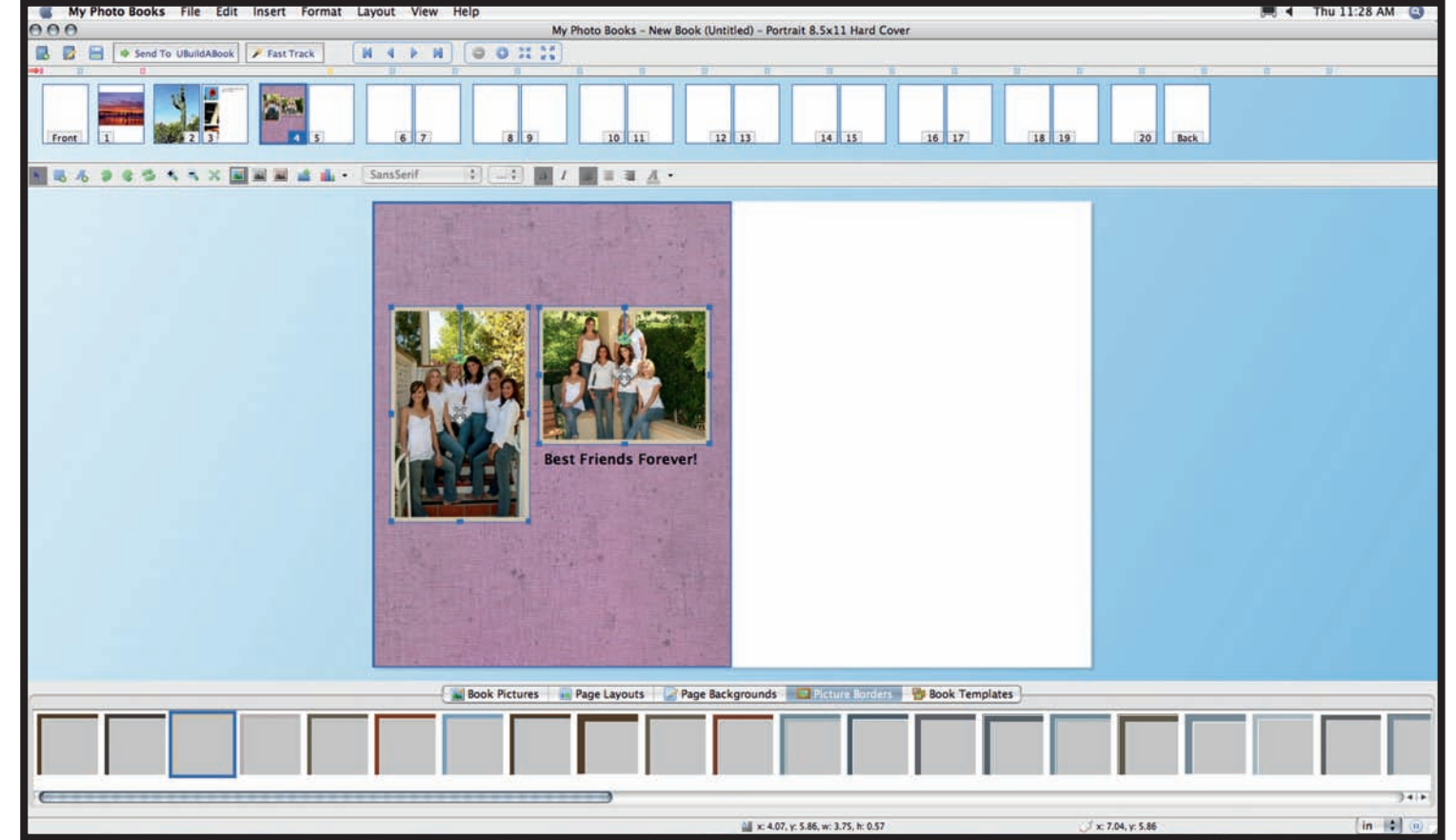
10a. Align Images

Once you have added frames, images and borders to your images, you may move them around and/or align them. Using the “Selection Tool”, click on one image, hold down the “Shift” key on your keyboard, and click on another image. (If you are using a Mac, you may need to hold the apple key + control to select multiple images.) Next, right click over the images, select “Alignment”-and choose the desired option.



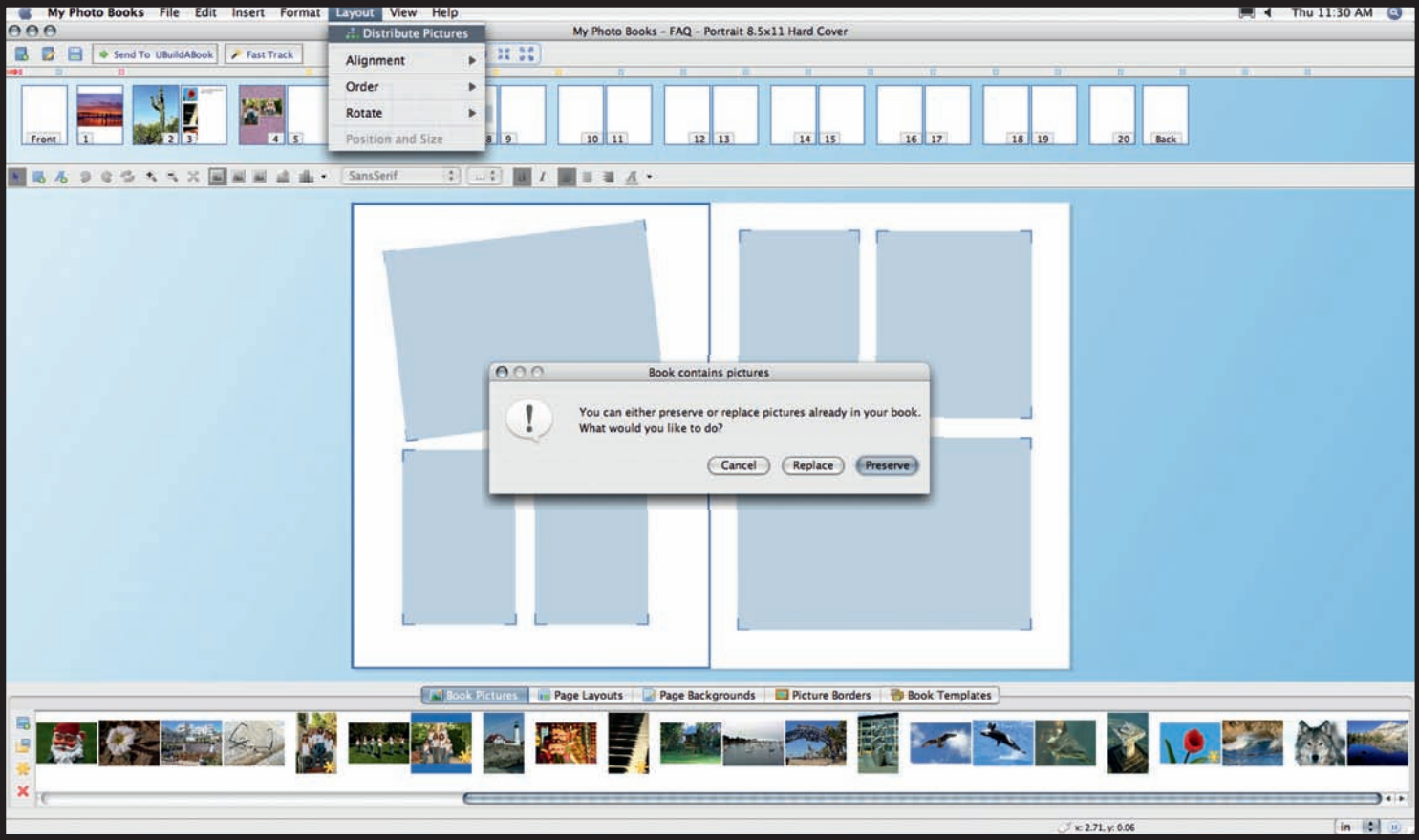
10b. Align Images

Below is the result, using “Align Top”.



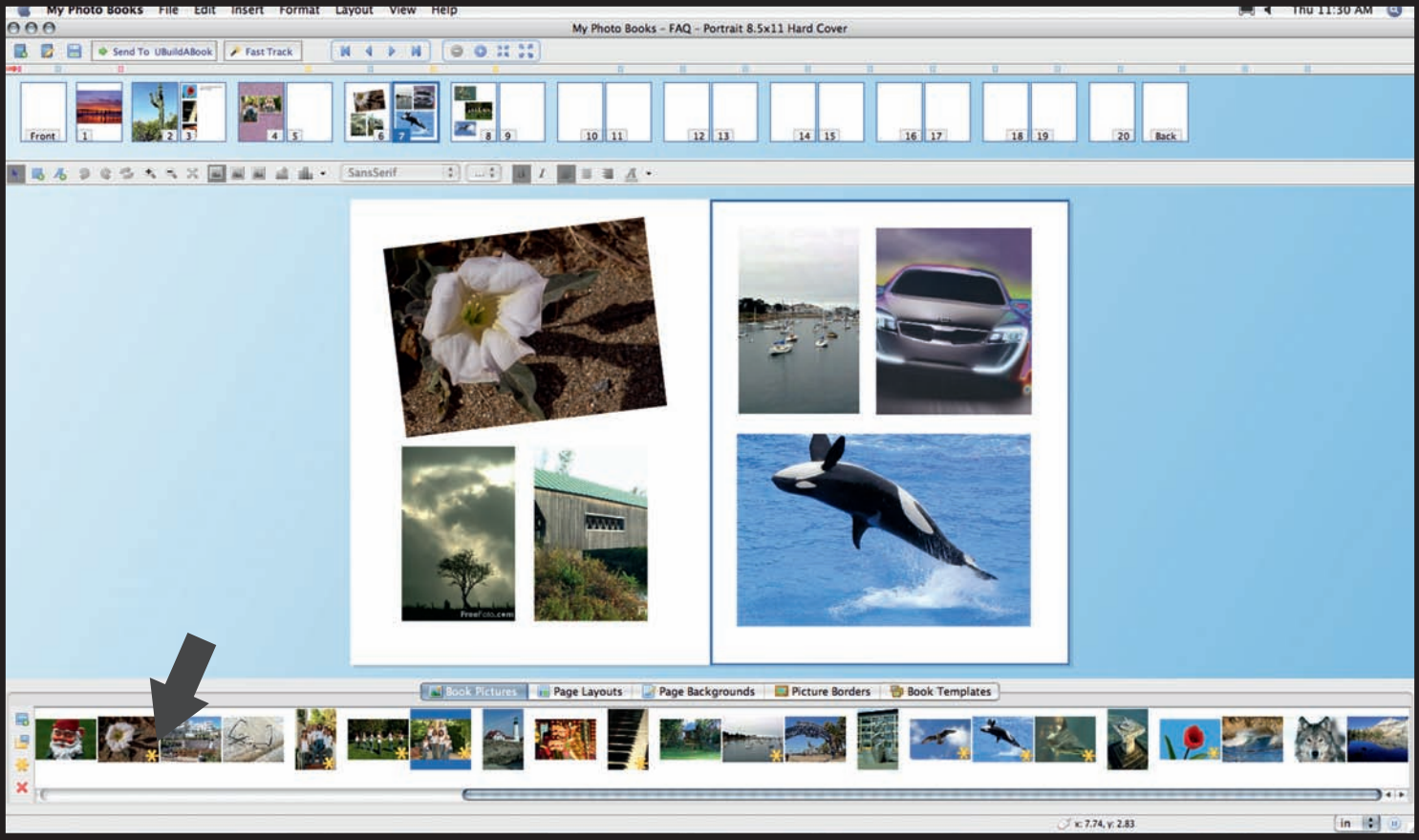
11a. Distribute Images

Another feature to be aware of is the “Distribute Images” option. First, add frames to the pages you select. Choose “Layout”, “Distribute Pictures”. You will be asked to “replace” or “preserve” the images already in your book. To keep the work you have already done, select “preserve”. If you wish for the images already in frames to be replaced, select “replace”



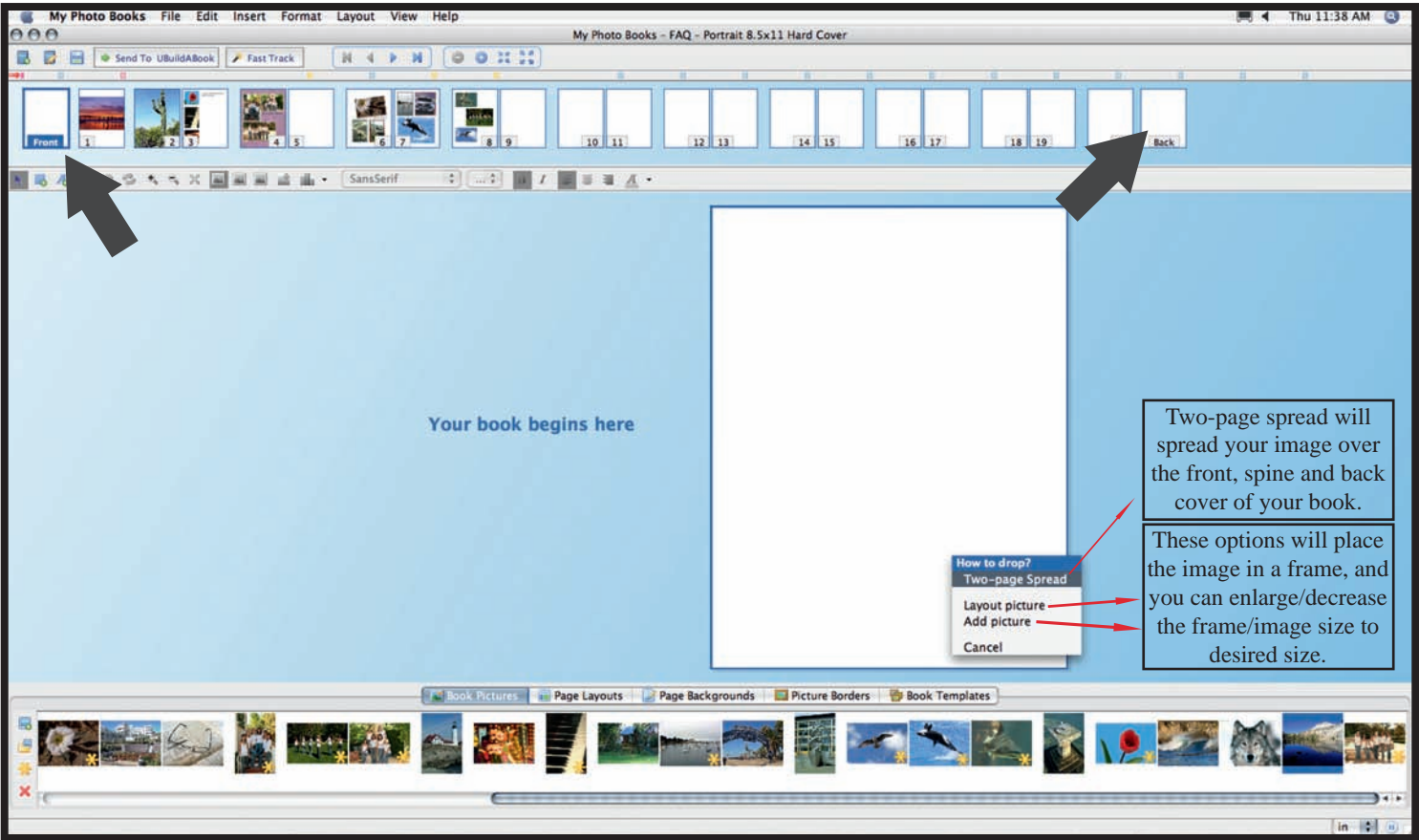
11b. Distribute Images

The program will distribute random images into the frames you created. All the images that have been used from the browser below will be labeled with a yellow “*” to ensure none of the images were used twice.



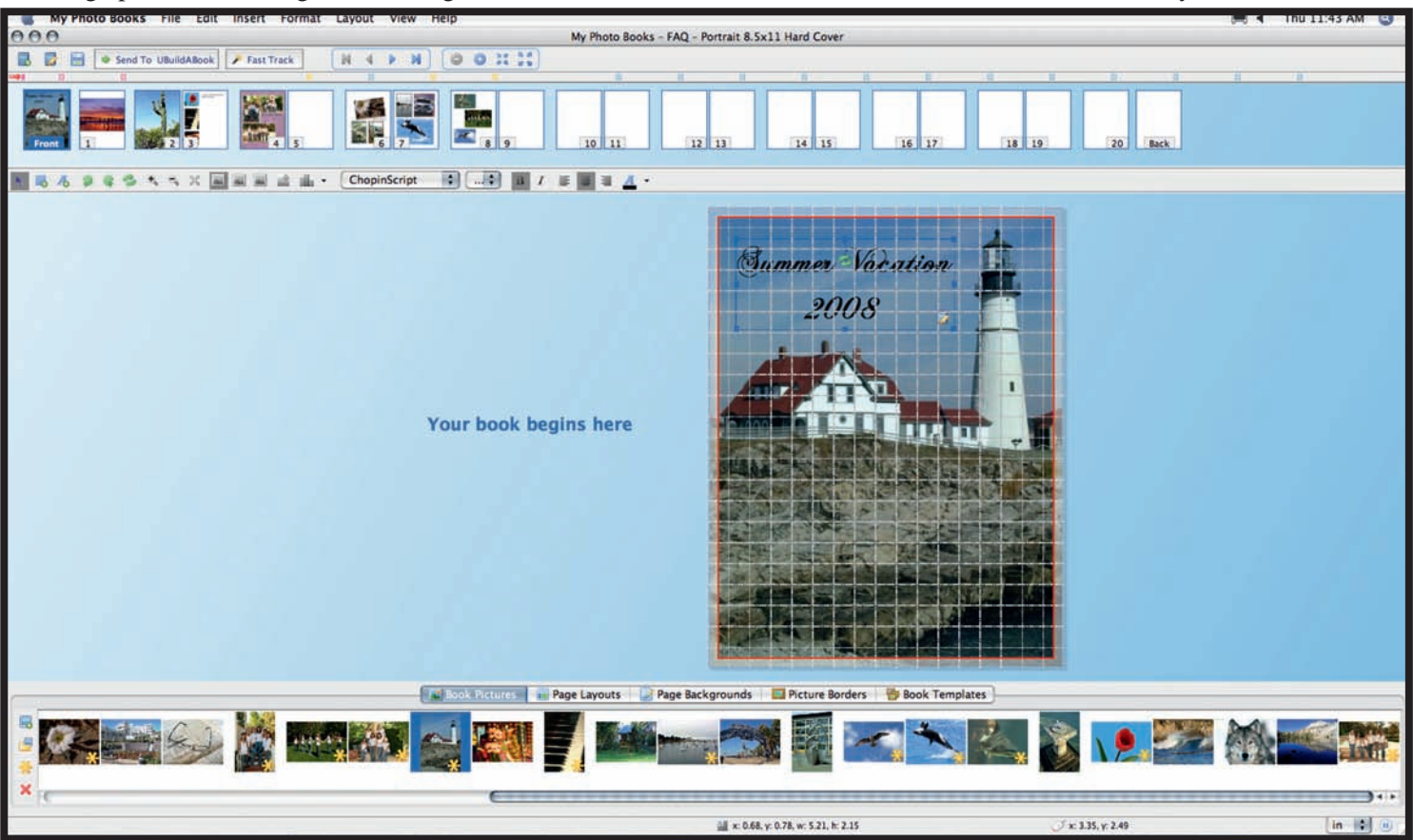
12a. Cover

Designing your cover is as simple as the pages. Choose the “Front” or “Back” cover, and select an image or page background to use. Drag the image you choose onto the front cover, without creating an image frame first. You will then see the options shown below.



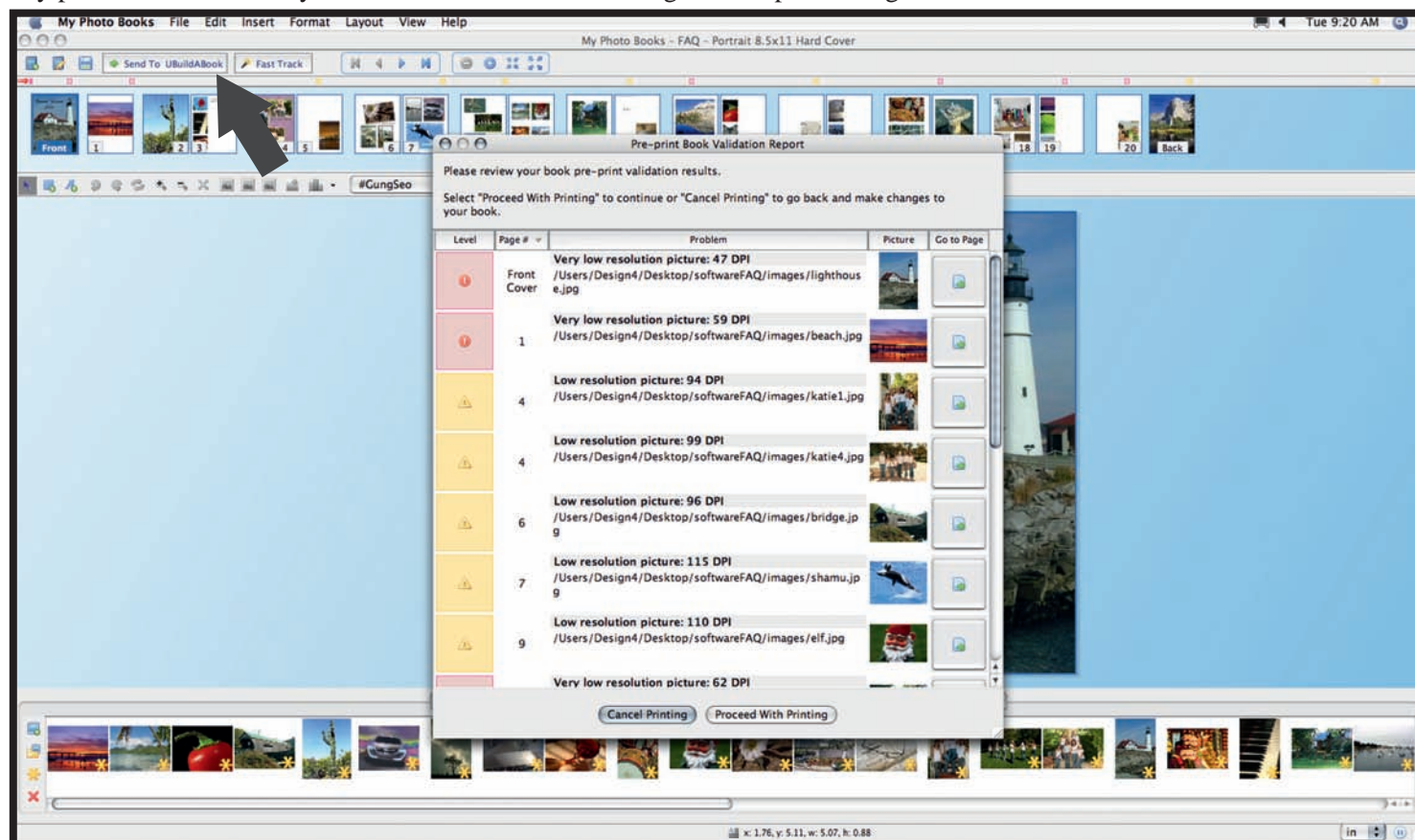
12b. Cover

The example below was created using the “layout picture” option, and then enlarging the frame and image. Note that extending the image past the red margin, to the edge, will allow for full bleed on the cover. You can also add text to your cover.



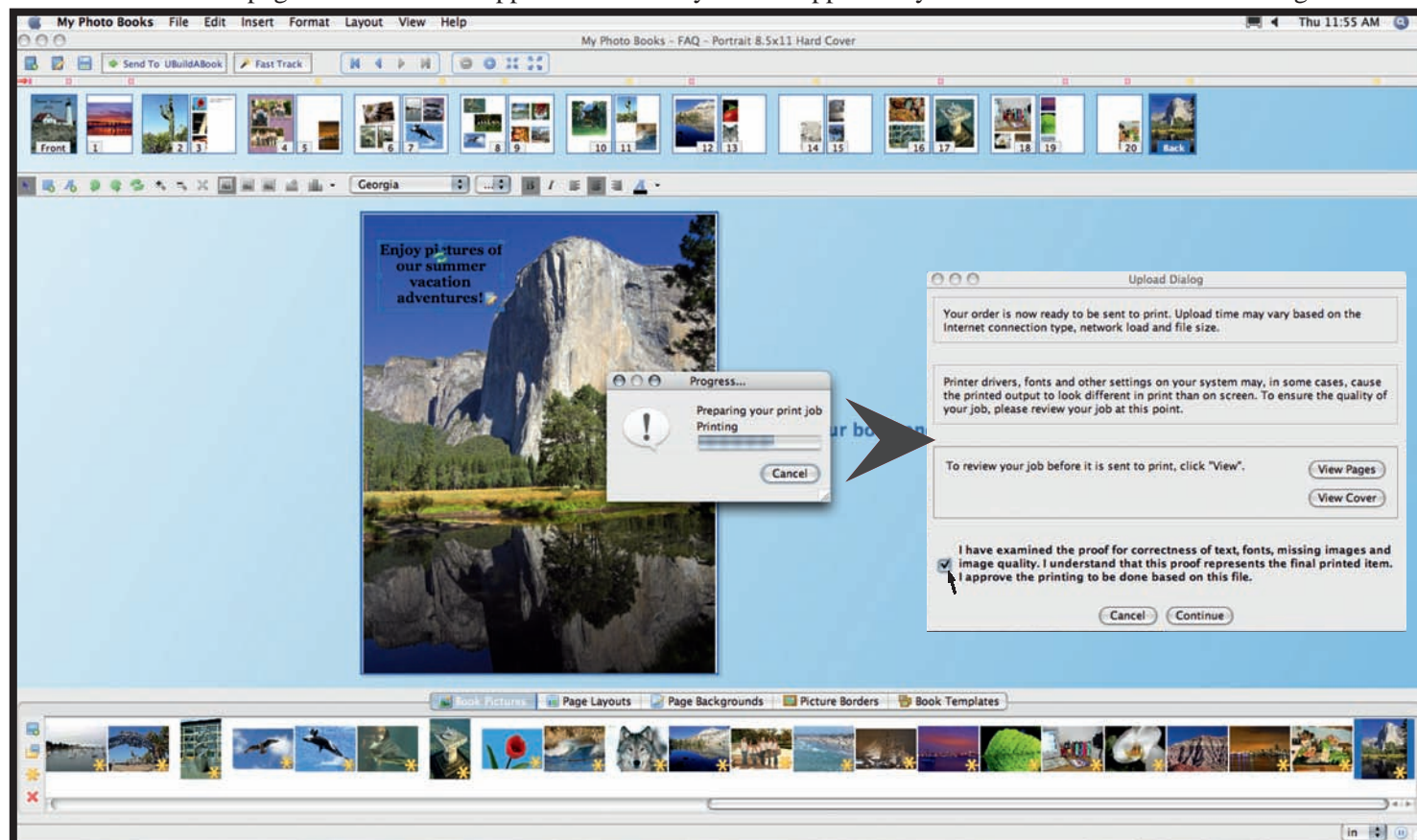
13a. Sending Your File To U Build A Book

The final step will be to “Send to UBuildABook”. Click on the option at the upper left. A pre-print report will display showing any problems found with your book. Review these warnings before proceeding.



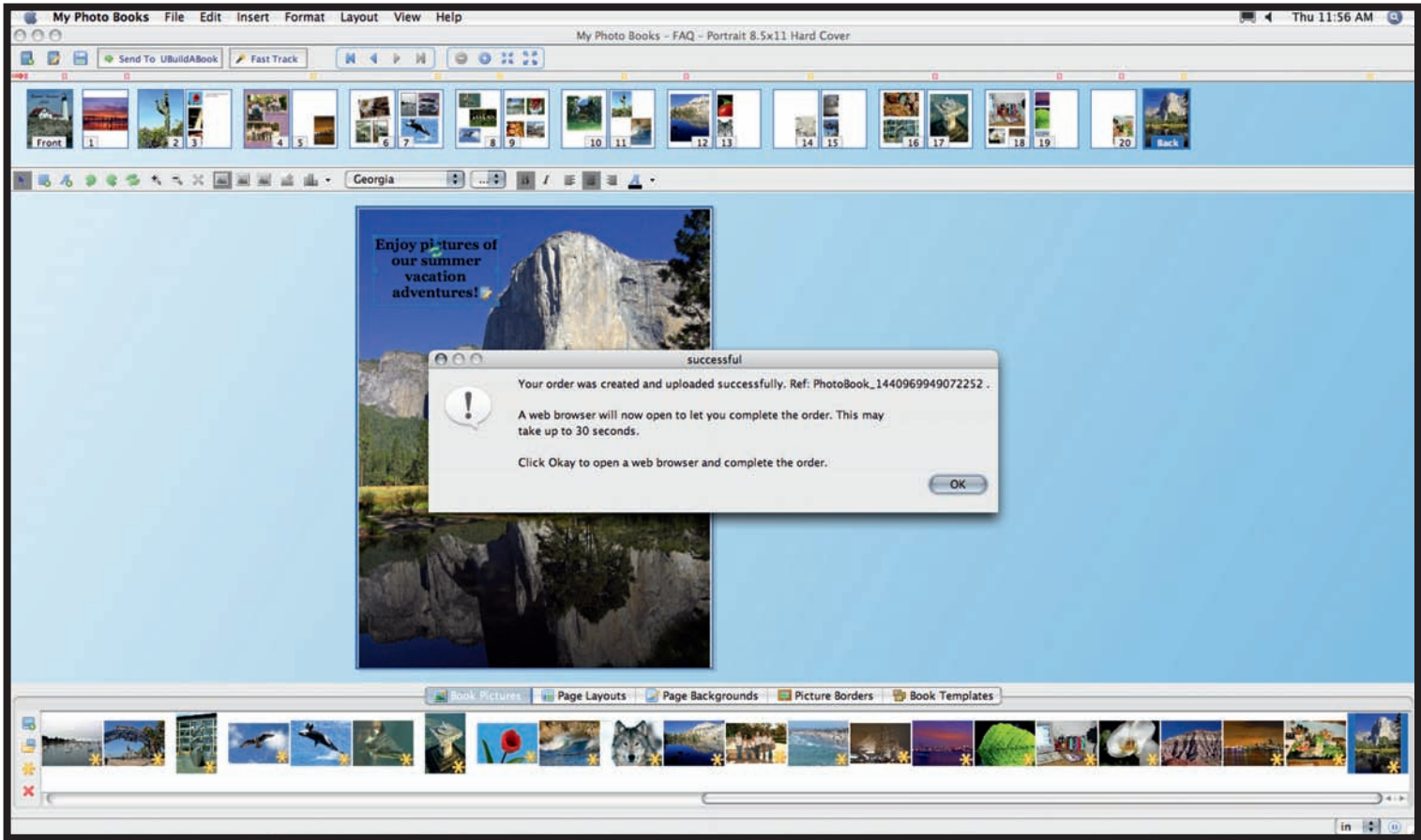
13b. Sending Your File To U Build A Book

Once you have selected “proceed” your job will begin processing and sending to UBuildABook. Be patient as this can be a timely process if your images are large, or computer speed is slower than average. Once it has finished “preprocessing” you will be asked to view the pages and cover and approve it. This is your last opportunity to make revisions before sending.



13c. Sending Your File to U Build A Book

Once your book has uploaded successfully, you will be given a reference number for your order.



14. Order Form

The final step will be completing an order form. You have now successfully completed your first book using our Photobook Software. We hope you enjoyed using it, and we welcome your feedback. Thank you for doing business with us.

