Photo 47
Saving and managing files

Therefore, you have gathered all your files, well most of them at least, and you are not ready to start dealing with you book. I know most of you are beyond this point as I have looked at your work in progress, but there are still areas that need clarity and help.

One of the most important and overlooked area of a long-term project is organization. You started well with your storyboard and perhaps you even followed up on it, but now you come to starting to put it together. This path is lined with potholes!!!!

Step 1:
When you have selected an image, save it as a PSD file. Make your changes and follow a prescribed workflow or your consistent workflow that we talked about back in week 4!

Step 2:
Reopen your file after saving and save the image in JPEG form and in a different folder labeled BOOK PRODUCTION or whatever you want to call it. **Make sure all production files for the book are in there and that there is nothing else**. Place this file in the same folder where you are storing your book. Blurb picks up, makes a copy of your image, and places it in the book. However, the original, JPEG must stay put for the links to be maintained until publication. (These are the same files you will return to, re-size and place in your video).

Step 3:
After you have it saved as a JPEG, now configure where you want to place it in the book. Once you decide on a page and the template you want for that page, take a measurement of the "container" where the photo will be displayed. You can usually do that by right clicking on the container itself, or by just passing the mouse over it and holding it there. The size of the container will display.

Step 4:
Go back to your image in Photo Shop and re-size the image 20% larger than your container at 300 dpi. This will insure adequate resolution of the image for container. (Note, if you do not have adequate resolution or some problem with the image, in EDIT mode of the book a symbol like a triangle with at ! in the center will display. This must be resolved before you sent the book). The other reason to do this is to maintain a workable size to the overall book. Too large a files and it will take forever for the book to open or send.

Example of 20% - If you container is 6 inches wide by 5 inches wide and your image in Photo Shop if 6 inches by 4 inches. - Then you need to resize the image to 7.25 inches wide. This will give you the correct resolution and proportions for the container.

Step 5:
When your image is placed in the container, **make sure you right click on the image. A dialogue box will appear and will ask you how you want to crop it**. Make sure you check the DON'T CROP option and your image will be sized the way you originally intended. If gray appears on either side do not worry, it will not appear in the printed version. To check it, click on PREVIEW BOOK in the lower right hand side of the page and it will display the finished page. ***This cropping by Blurb is easy to over look so make sure you do this last step on every image you place in the book***