


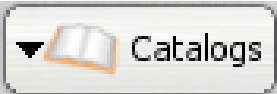


Prepare Your Order

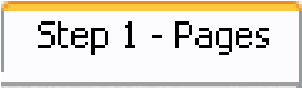
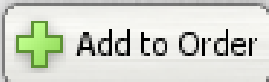
- Save images/page layouts as Level 10 JPG @ 300ppi at the size of the largest album you will order.
- Verify that your studio information is complete, including your Zookbinders account # by clicking on the  button.

Set up your workspace


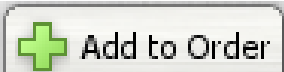
- Click on the  button and select the folder containing the files for your album.
- Click on the  button and choose “Show Sizes Palette” (or use keyboard shortcut CTRL+2)
- Click on the  button and select the size of the book.

Order Your First Print


You can return to this instructions screen at any time by clicking the  tab.

- Click on the  tab.
- If your book will start with a right-hand page choose the item labeled “page 1” and drag your first image into position. If it starts on a left hand page (pano), select the item labeled “Add this spacer if your book starts on page 2”.
- Click the  button

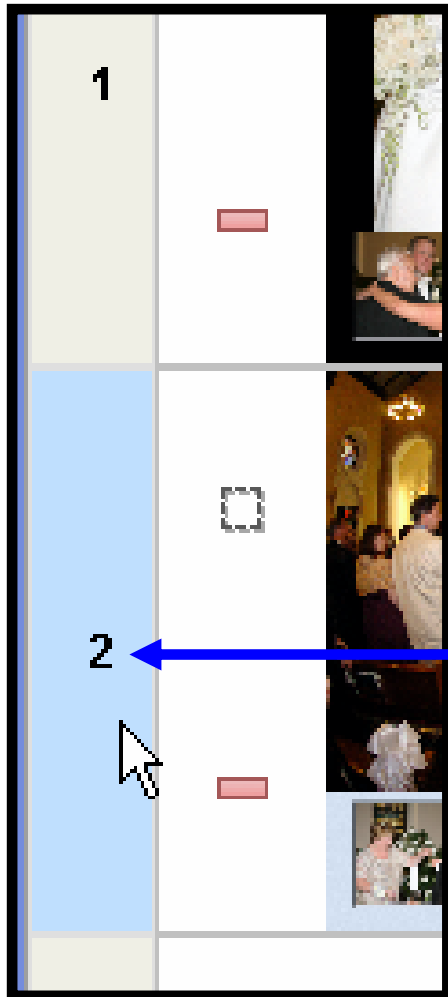
Order The Rest Of Your Prints

- Select the appropriate spread for your next page (either a full panoramic spread or 2 half panoramics). Drag your images in place and click 
- If your book will end with a left hand page, choose the item labeled “final page half pano”. Drag your final image into place and click 

Review Your Prints

- Click on the  button and verify that all your files have been added. (Once you have ordered a cover, print ordering will be disabled.)

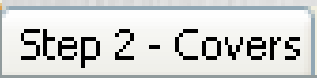

Sequencing Your Prints



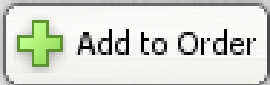

- Ensure files are in the order that they are to appear in your book. You can change the position of a file by clicking on the number at the far left and dragging the file into the correct sequence.

- Click on the  button to return to the order screen.


Building Your Album Cover

- Click on the  tab. Choose the leather type and color by selecting an icon below the covers tab.
- Click on the  button and select “show options palette” (or use the shortcut CTRL+3)
- Beginning with Step 3, follow the steps to add options to your book.

Order and Review Your Cover



- After you have completed your cover, click the  button.
- Review your order by clicking the  button. Be sure that the album cover is the last item in the order and that all cover options are correct.
- Ensure that all pages are in the order you want them to appear in the book.

Editing Your Album Cover

- To edit the cover options, click the edit box on the review screen.
- After you have completed your changes, click the  button.
- To delete the cover and start over, click the delete button.



Completing Your Order

- Verify that you checked your album by selecting the check box in the “Step 12 –order information” field.
- Click on the  button and print a copy of your order for your records.
- Click on the  button.
- Select how to send your order
(Best to “Send now via the internet”. If you have a dial up connection you may choose “Save to disk for alternate delivery” and mail a disk with your files to Zookbinders.)