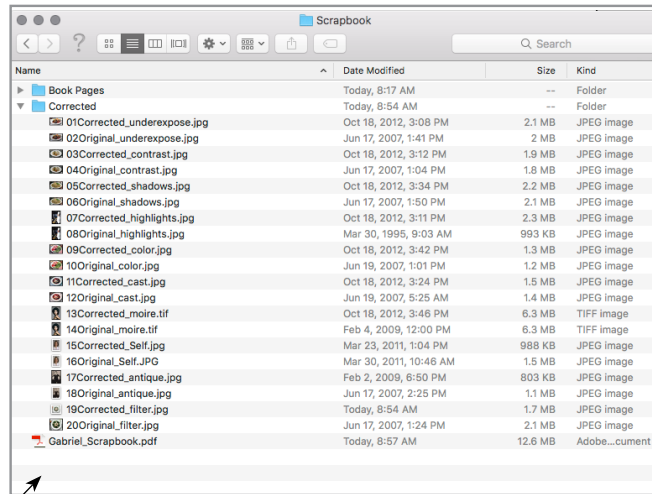


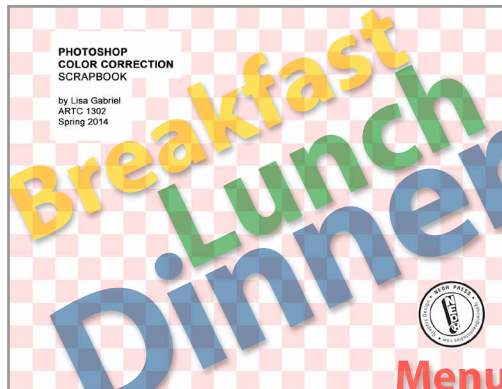
1 Organize your files



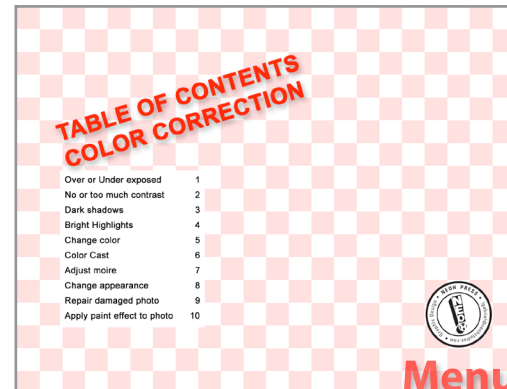
1. File organization is critical for this project
2. Follow the naming style above for each original and each color corrected file
3. If you DO NOT follow this naming system your book will not layout properly
4. Start your naming with 01, 02, 03, 04 and so on, as shown above

2 Design your Cover and Table of Contents

Cover Design Group



TOC Group



1. Create (1) new Photoshop documents @ 150 dpi, 11 x 8.5 in size, landscape orientation
2. In the Layers Panel go to the bottom of panel and Click the Group Icon, you will create (2) Groups.
3. Create (1) Group named Cover Design > Add design elements for the cover design, such as photos or text
4. Create (1) Group named TOC > Add design elements for TOC, such as text listing the content of each page
5. Save out document as Photoshop file named Cover&TOC.psd, be sure to save all your layers in case you need to make corrections
6. Next you will export each Group as a PDF, Go to Save As > Format: Pull down to Photoshop PDF
7. As you create PDFs of each Group > Name each document 00Cover.pdf, 000TOC.pdf
8. Save both documents inside a separate folder named Book Pages. Be sure to not save it inside the same folder as the Correction work. It is important that they are separated from the other work

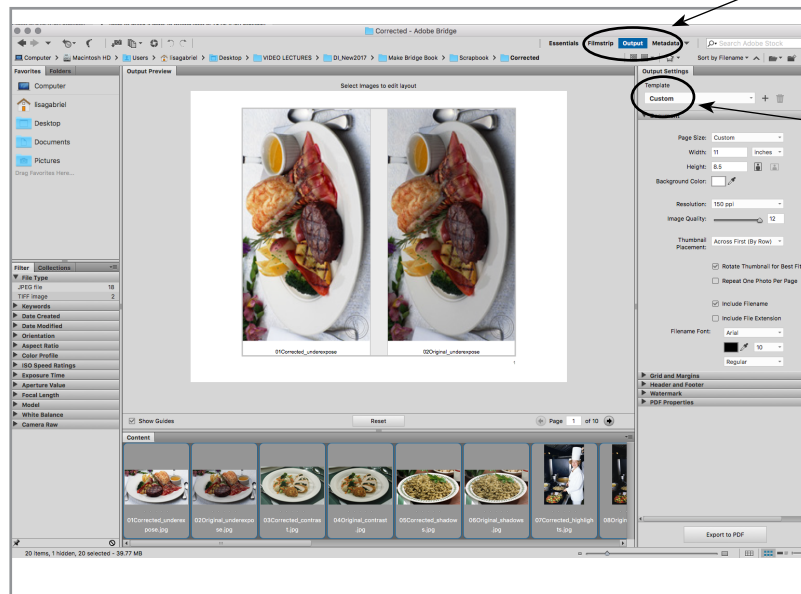
3 Create a watermark



1. Create (1) new Photoshop documents @ 150 dpi 2" x 2" size with a transparent background
2. Design a watermark of your choice to fill the 2 x 2 area (see sample above)
3. Watermark suggestions are a monogram of your name, a logo, artwork or a symbol to represent you
4. It is best to create the watermark in black and white for best results.
5. Save the original file as a Photoshop document .psd
6. Export a version of the file out as PNG file (*PNG will give you a transparent background in Bridge*)

4 Install and setup Bridge for digital book making

Output Tab is found here

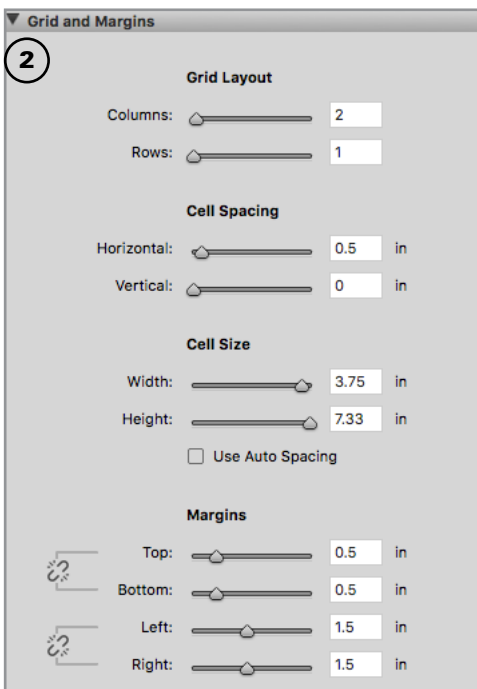
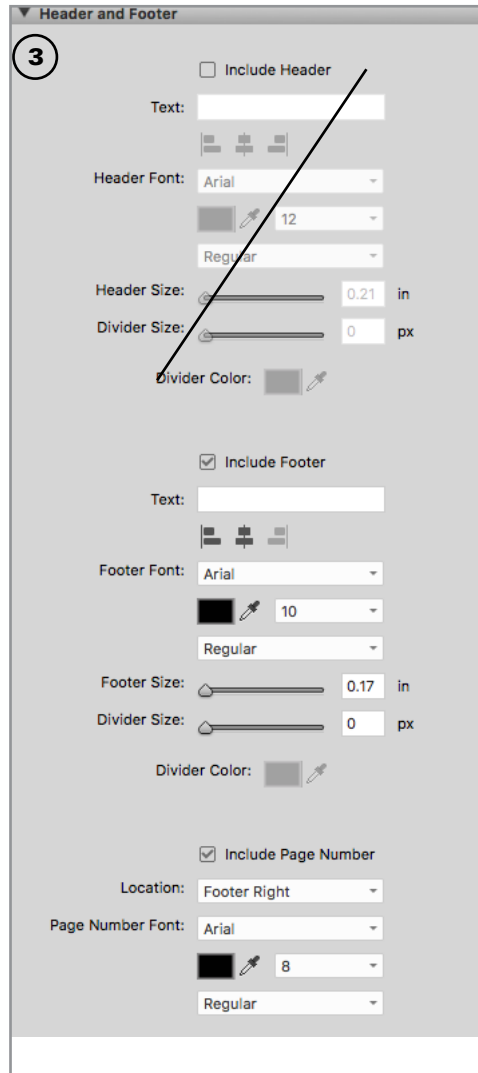
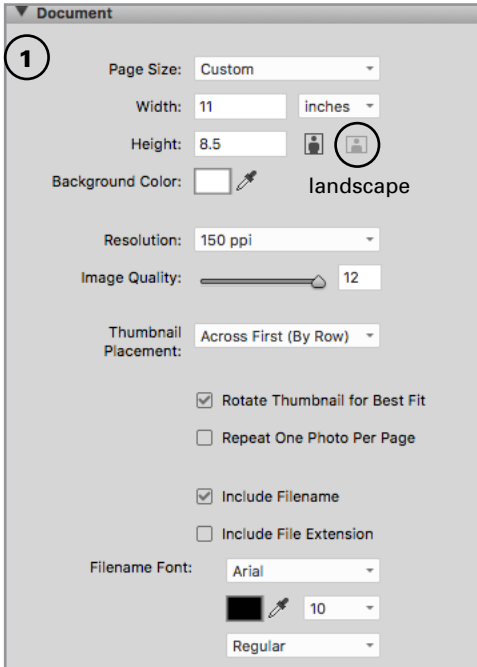


Once you click the **Output Tab** you will have the option to create a PDF using Bridge CC. Use the **Custom Template**.

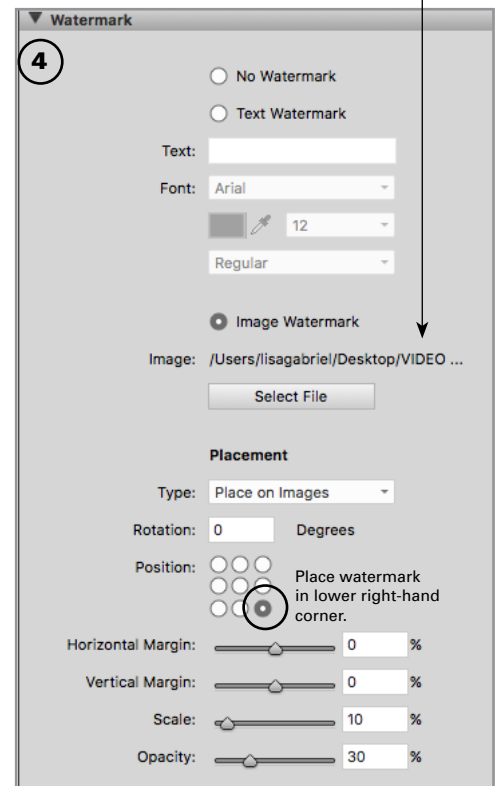
1. You will need Adobe Bridge 2019 or higher to follow these instruction.
2. After you download and install Bridge, verify that you have the **Output Tab** at the top of the window
3. The **Output Tab** will have access to the features for PDF digital book making.

5 Use these settings to create a PDF of the inside pages of your book

1. Launch Adobe Bridge > Pull down Window Menu > Select **Workspace** > pull over to **Output**
2. In the **Output Tab Settings** (to the right) select the **Template** option and drag down to **Custom**
3. The PDF you generate from the Bridge Output Module should be named **Inside Pages.pdf**



You will need to Browse out to your watermark.png file and link to it here.



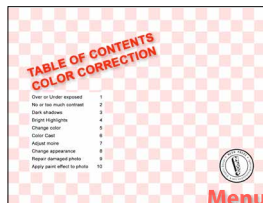
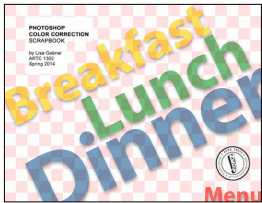
6 Merge the (3) PDF files, 00Cover.pdf, 00TOC.pdf & Inside Pages.pdf together to create the final PDF digital book

1. When you are finished with Steps 2 & 5, you will create (3) PDF files, (1) PDF for the inside pages and (2) PDF for your cover and TOC pages.
2. Using the instructions in WK6 eCampus, use one of the suggested methods for merging PDFs together.
3. Based on the platform (PC or Mac) you are working on, select the best method that works for your situation.
4. You will submit a merged PDF of both your Cover/TOC and the inside pages of your book as the final.

5. eCampus WK6 - "How to" Resources:

The following resources are useful for certain tasks involving digital book making:

- Install Adobe Output Module
- How to combine PDF documents using Preview (mac only)
- Merge multiple files into one PDF file with Adobe® Acrobat® (pc & mac)
- Free online software for merging multiple PDF files together (pc & mac)



Personal Scrapbook Checklist:

- Make sure you have a well designed Cover and TOC
- A page number on each page
- An Original & Corrected Image on each page
- A watermark on each image

