

BOOK TEMPLATES

Files and Saving

When you unzip the Template set, it will be in one folder, with sub folders for the Templates grouped by size. To use them, open the template you want to use, and save it with a different file name. This way your original template files remain intact, ready for use again and again.

Png files can be opened by most common graphics programs, and you should be able to not only add layers but save in layers so you can come back and finish or edit your page files.

I recommend using a naming system something like this:

project name - number of pages - sheet/page number revision.file extension

If I am making a booklet showing my art work I might name the pages like this:

2008art-2up20pgs-0301-rev01.psd

2008art-2up20pgs-0302-rev02.psd

I recommend keeping one complete set of your book files in layers. When you have it right, flatten a copy and use it either in your graphics software or insert them in a word processing files to keep the pages in order and make for easier printing, or transform them into a PDF file.

I recommend keeping each project not only on your computer (space permitting) but also in 9 X 12 envelope containing:

- the dummy
- rough layout
- any notes
- untrimmed, unstapled, printed pages
- folded, stapled, trimmed, printed pages
- CD/DVD of flattened and unflattened page files

This make finding the files and knowing what they are, and how to print, fold, and trim each project today, tomorrow, and next year.