

# GUIDE

## Photoshop® Template

v7



**ilfotoa/**bum

**Send the compressed file of the layout**

*Or in our website [www.ilfotoalbum.com](http://www.ilfotoalbum.com) log in to the section > **Photographers***

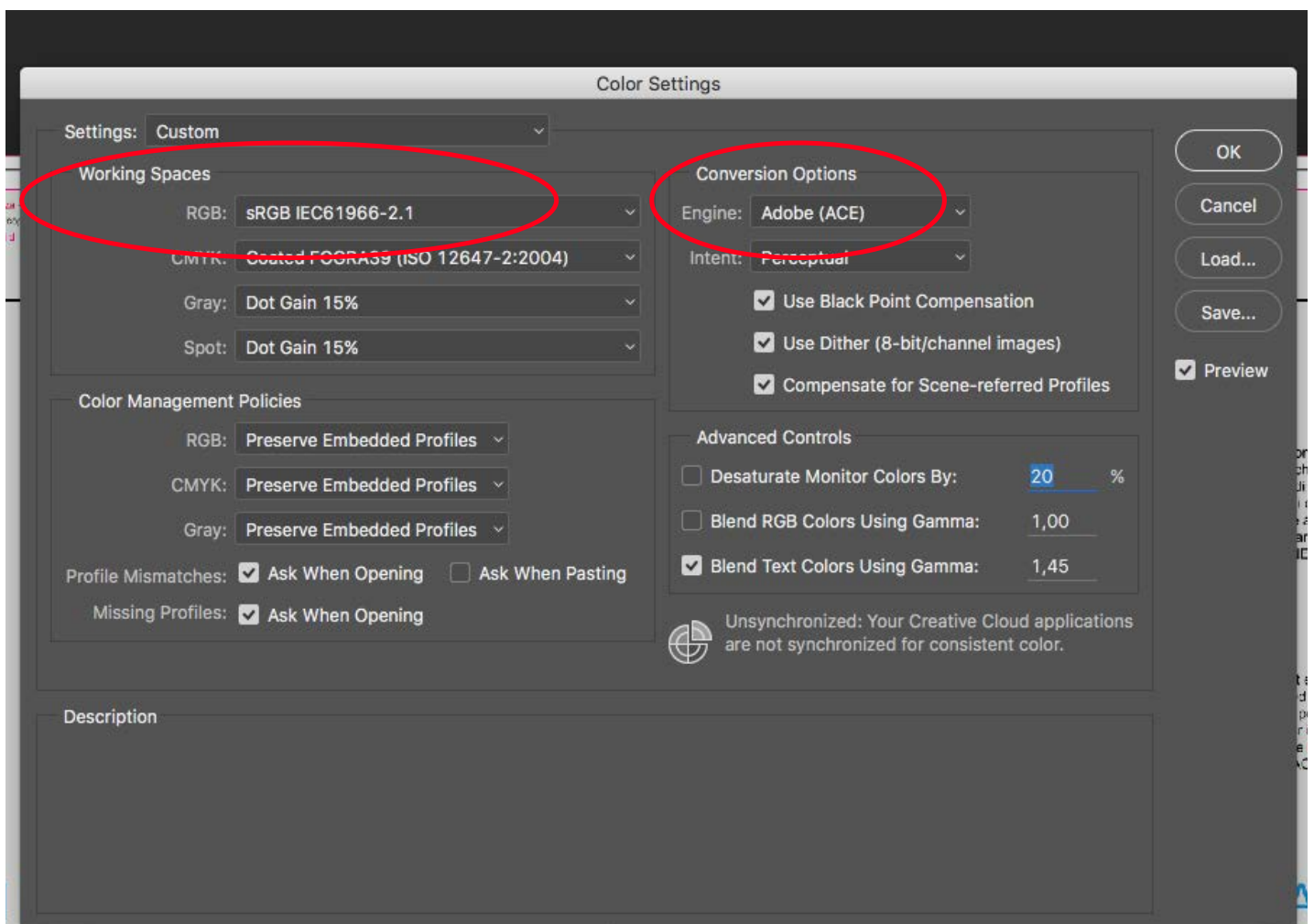
## Setting the colour profile

The reference profile for all the prints in our laboratory is sRGB and it must be used as workspace in all the applications that allow it (Photoshop, Lightroom, InDesign, etc.) for a perfect match between (calibrated) monitor view and print.

### Setting the workspace in InDesign

The Colour Settings panel (menu: 'Edit' > 'Colour settings') is the engine that controls the view and the conversions from one colour space to another. Once you set the colour settings as shown in the screen below, we will be able to read your photographs correctly and to reproduce them as faithfully as possible on all the printers in our laboratory.

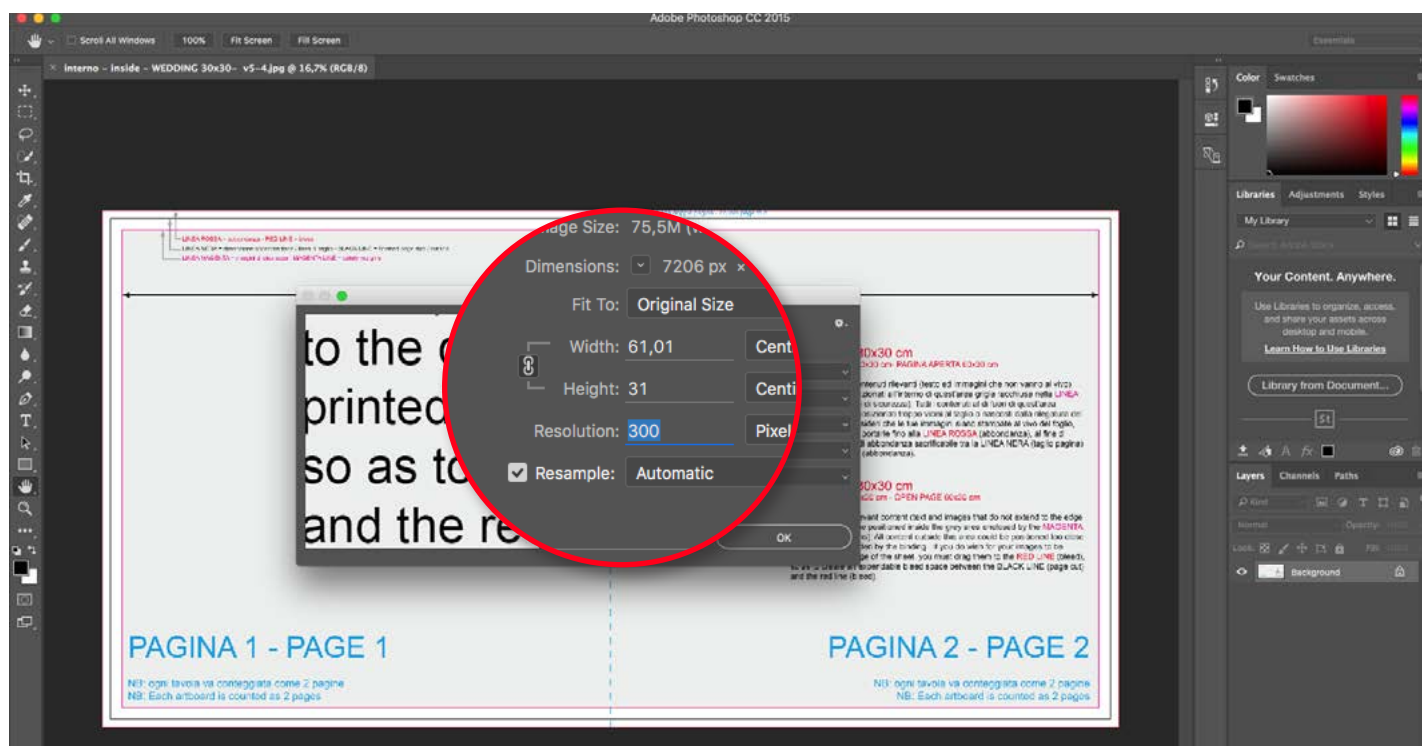
To view all the available options, select "other options" from the menu commands on the right.



## How to start designing the layout with InDesign

The size of the worksheet corresponds exactly to the chosen model, with a 5mm bleed space on the document.

**Please note: To obtain a correct file for printing, please do change the preset values set of the document.**



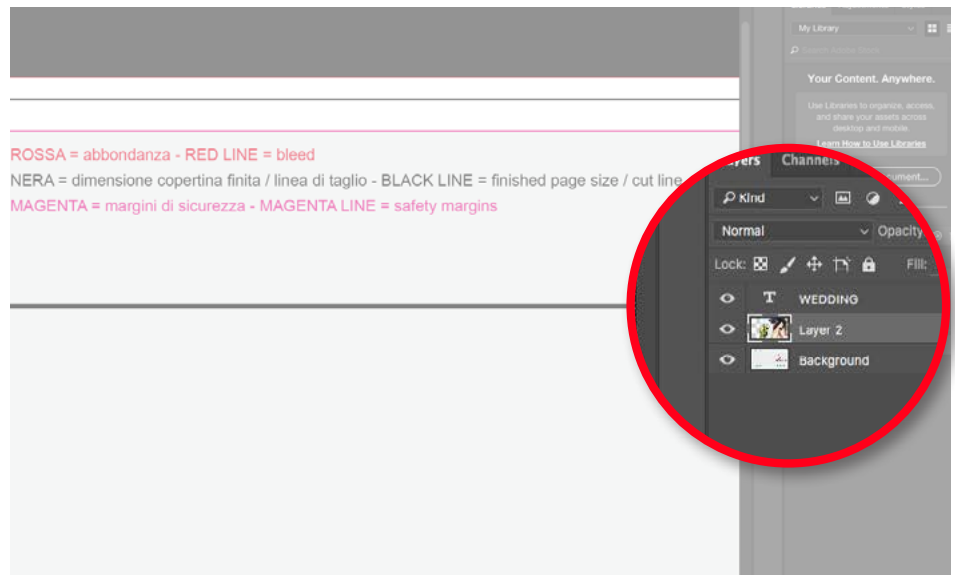
All our templates include guide lines for the correct positioning of photos and text. It is very important to adhere to these margins in order to avoid white borders or cropped images. All relevant content (text and images that do not extend to the edge of the page) must be positioned inside the **MAGENTA LINE (safety margins)**. All content outside this area could be positioned too close to the cut or be hidden by the binding. If you do wish for your images to be printed near the edge of the sheet, you must drag them to the **RED LINE (bleed)**, so as to create an expendable bleed space between the **BLACK LINE (page cut)** and the **RED LINE (bleed)**.

RED LINE = bleed

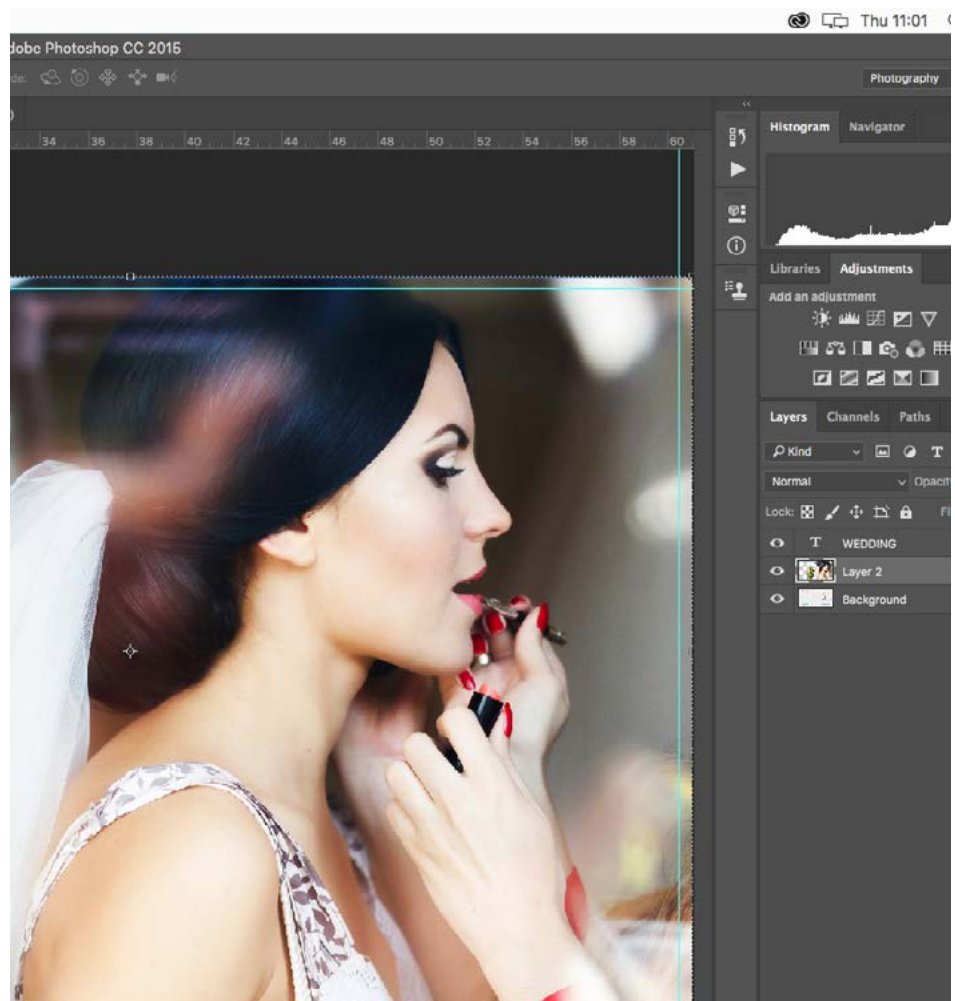
BLACK LINE = finished page size / cut line

MAGENTA LINE = safety margins

There are countless ways for designing the artboards and users will choose the one they are most familiar with. The file represents only a guide, in which the parameters to be adhered to are size, resolution and colour profile. To start the layout you need to create a new layer, in the layers window.

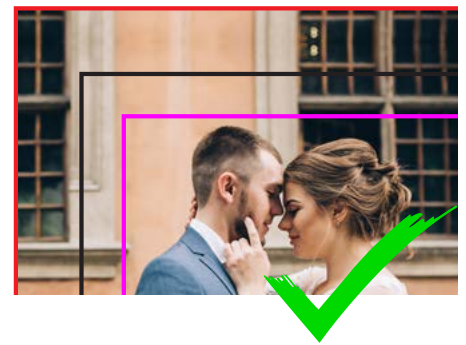
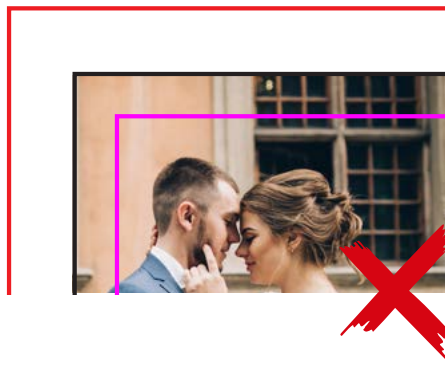


In the new layer you need to create the guide lines for taking into account the cuts and the safety margins, and for displaying the folding line. You can then import images to the artboard and add text taking into account the bleeds and safety margins.

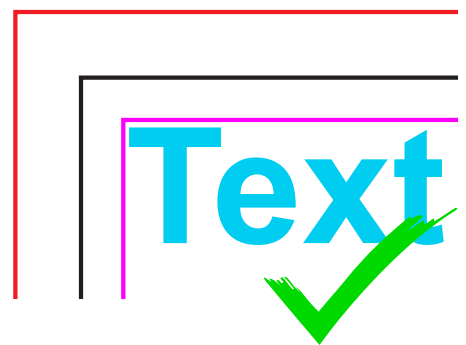
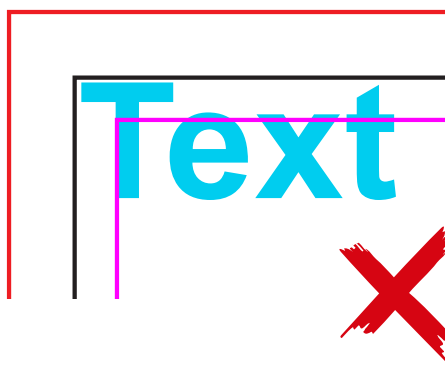
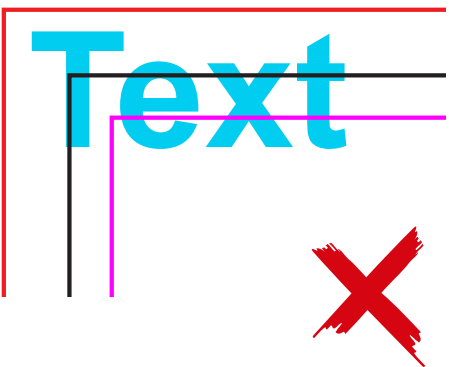
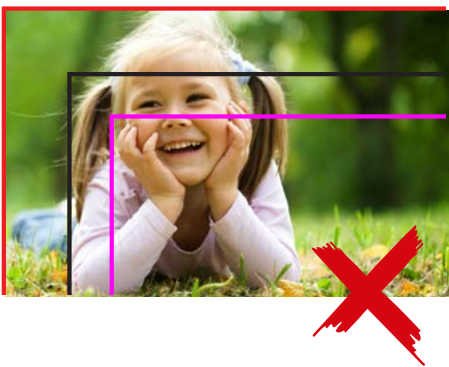


## Positioning images and text correctly

**BLEED** - The edge of the photo must not be positioned flush with the black line, or between the black and red lines. The photo must cover all the spaces up to the red border.



**SAFETY MARGINS** - To avoid cropping important parts of the photo it is important to keep the subject (text and photo) within the safety margins and NOT go over or keep flush with the cut line (BLACK LINE).



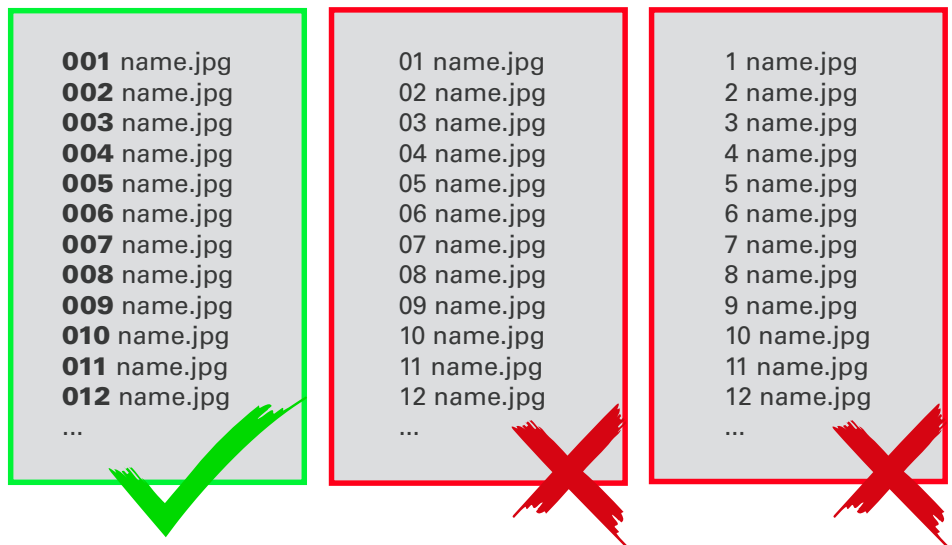


## Saving and sending the artboards

When the artboard layout is completed, you must remove the background layer (containing all the information and the guide lines) and merge all the layers. Now the artboard can be saved in JPEG format with sRGB profile.

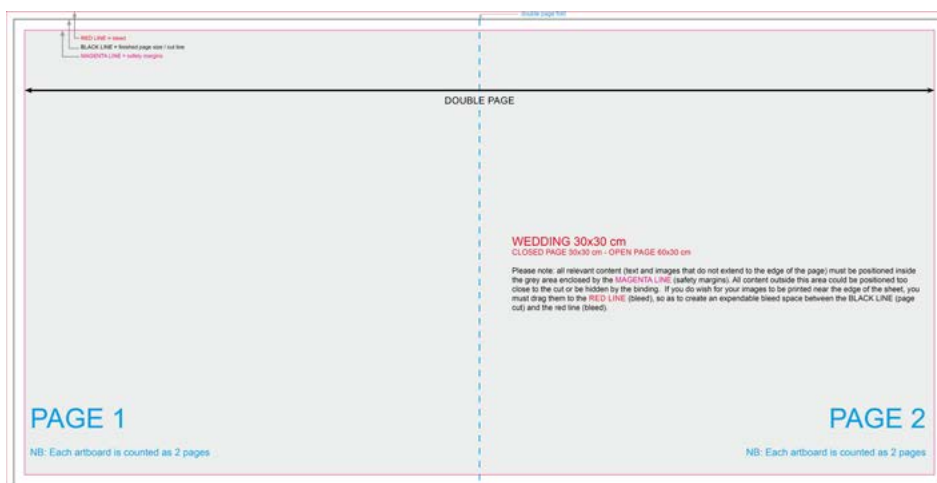
### Naming the files

Before placing an order you need to rename the artboards correctly. The artboards of the inside pages must be named with a three-digit sequential number prefix. The cover must not be numbered and it can be named simply "cover" or "cover photo".



### Page count

Each artboard is counted as 2 pages



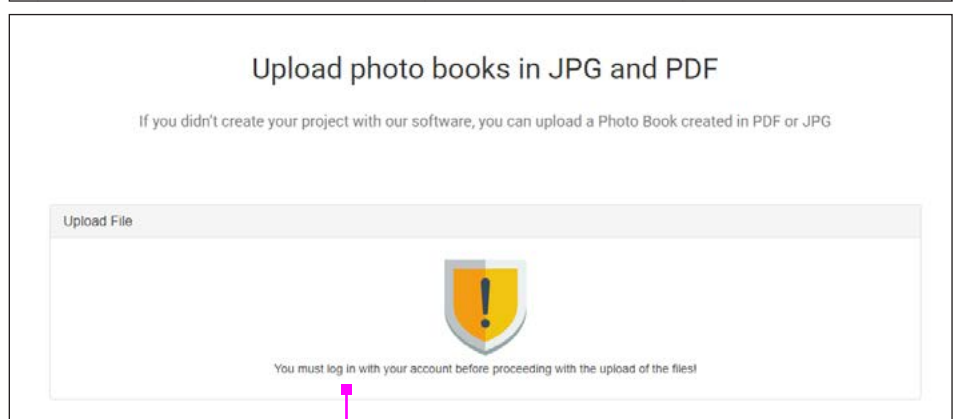
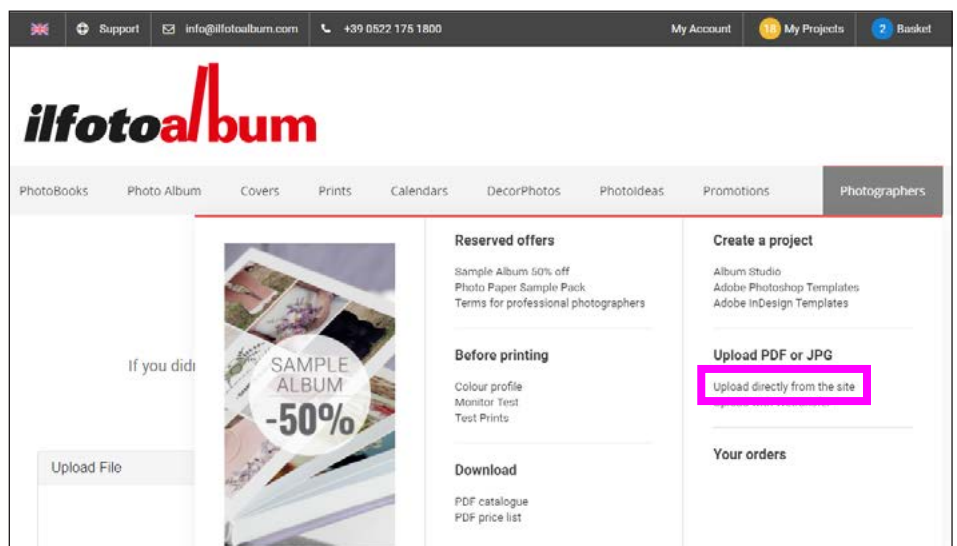
**2 PAGES** → **001 name.jpg**

## How to send the layout and confirm the purchase

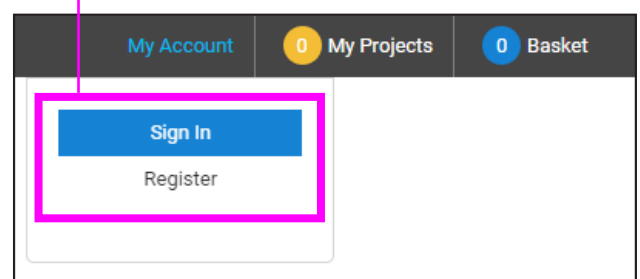
Once the files have been renamed correctly, they must be put into a single folder (inside pages, cover and parents/witnesses pack, if selected) and compressed into a single file (zip).

## Send the compressed file of the layout

Or on our website  
[www.ilfotoalbum.com](http://www.ilfotoalbum.com) in the  
**Photographers** menu select **Upload**  
**directly from the site**



*If you have not yet accessed,  
Access with your data or  
Register*






## Upload photo books in JPG and PDF

If you didn't create your project with our software, you can upload a Photo Book created in PDF or JPG

Upload File

Send compressed files up to 2GB



**Product**

**Number of single sides**

**Name**

**Email**

**Telephone**

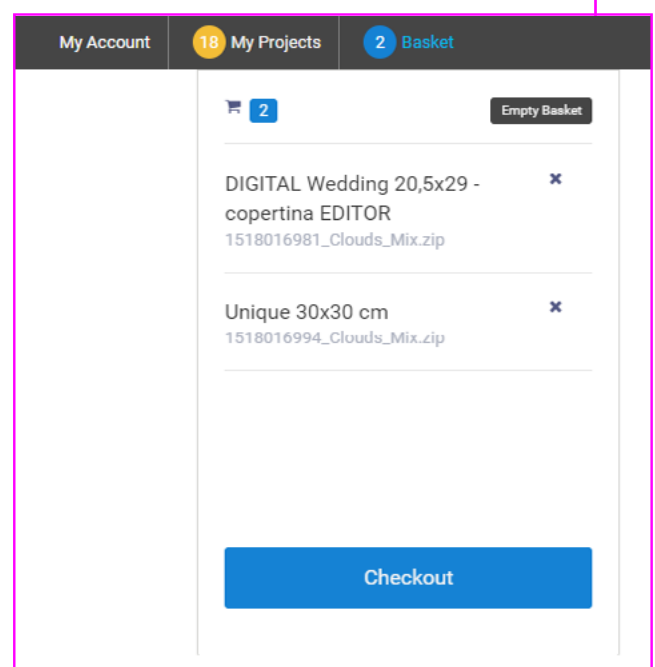
Add the compressed file

Complete the fields and make the transfer

Once you have completed the uploading select **Checkout**

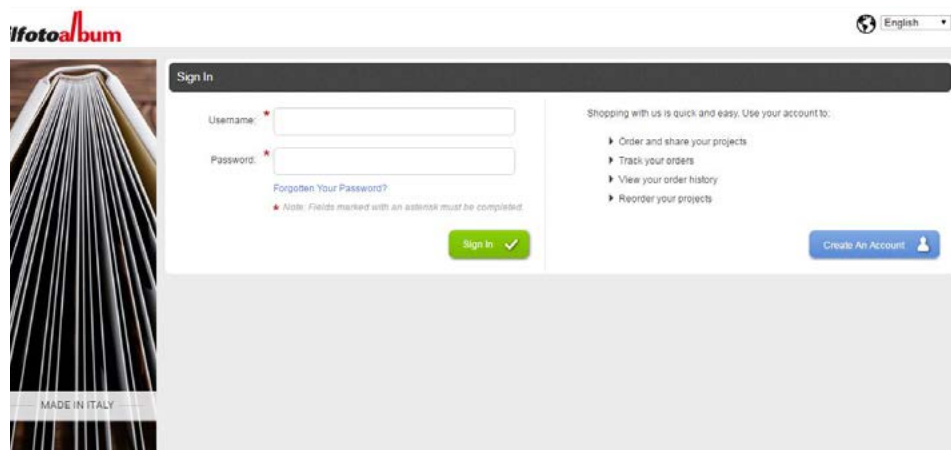
Project added to basket.

Or add other projects to the trolley to complete the multiple purchase of a number of products.



## Optional choices

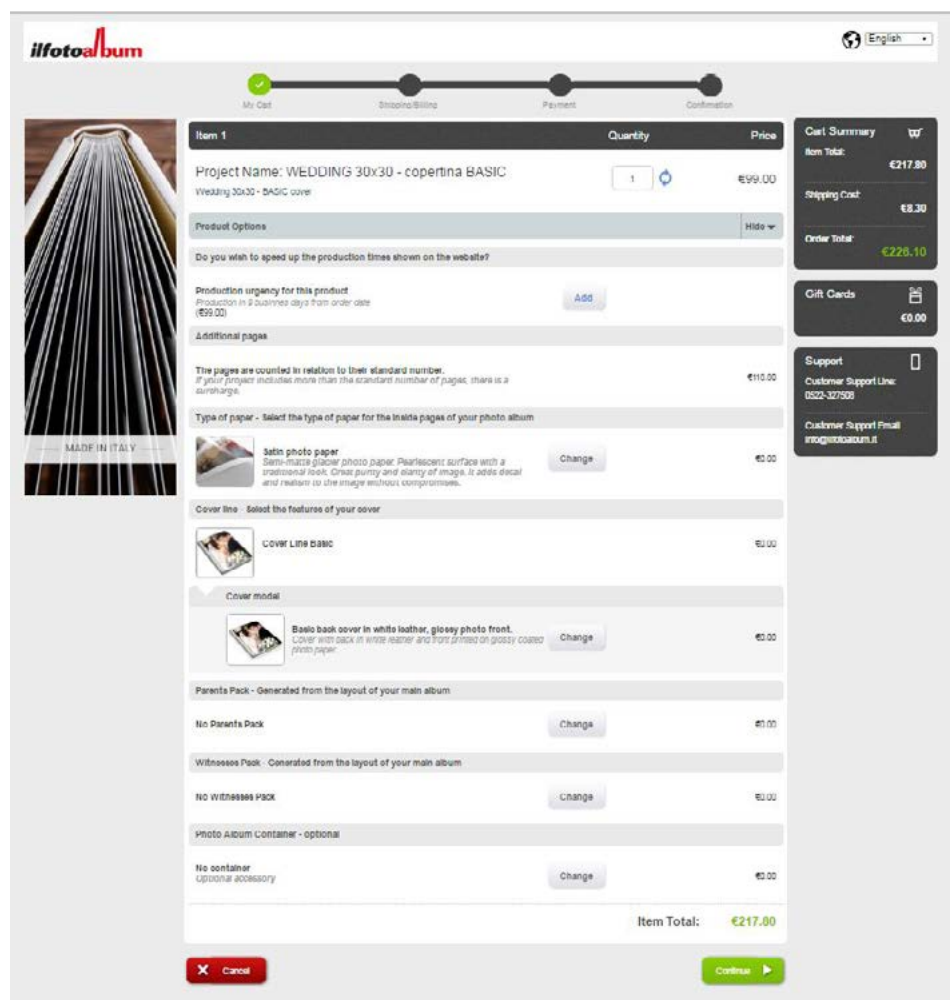
In order to access the product configuration interface you need to enter your personal data or register if you are a new user.



The screenshot shows the ifotobum website's login and registration interface. On the left, there is a vertical image of a photo album spine with the text "MADE IN ITALY". The main content area is divided into two sections. The top section is titled "Sign In" and contains fields for "Username" and "Password", both marked with a red asterisk. Below these fields is a link for "Forgotten Your Password?" and a note: "Note: Fields marked with an asterisk must be completed". A green "Sign In" button with a checkmark is at the bottom of this section. The right section is titled "Shopping with us is quick and easy. Use your account to:" and lists four benefits: "Order and share your projects", "Track your orders", "View your order history", and "Reorder your projects". At the bottom right of this section is a blue "Create An Account" button with a user icon.

## Selection of the type of paper, cover, cases, parents pack, etc.

The optional choices differ from product to product. Clicking on "change" will open a selection window showing all the available choices for that product. In this section you can add the parents pack or witnesses pack to your order.



The screenshot shows the ifotobum product configuration interface. On the left, there is a vertical image of a photo album spine with the text "MADE IN ITALY". The main content area is divided into several sections. At the top, there is a progress bar with four steps: "My Cart" (checked), "Shipping-Billing", "Payment", and "Confirmation". Below the progress bar, the "Item 1" section displays the product details: "Project Name: WEDDINGS 30x30 - copertina BASIC", "Wedding 30x30 - BASIC cover", and a price of €599.00. The "Product Options" section includes a question "Do you wish to speed up the production times shown on the website?" and a "Production urgency for this product" section with a note "Production in 3 business days from order date (€59.00)" and an "Add" button. The "Additional pages" section includes a note "The pages are counted in relation to their standard number. If your project includes more than the standard number of pages, there is a surcharge." and a price of €110.00. The "Type of paper" section includes a note "Select the type of paper for the inside pages of your photo album" and a "Satin photo paper" option with a "Change" button and a price of €0.00. The "Cover line" section includes a note "Select the features of your cover" and a "Cover Line Basic" option with a "Change" button and a price of €0.00. The "Cover model" section includes a note "Basic book cover in white leather, glossy photo front. Cover with back in white leather and front printed on glossy coated photo paper." and a "Change" button with a price of €0.00. The "Parents Pack" section includes a note "Generated from the layout of your main album" and a "No Parents Pack" option with a "Change" button and a price of €0.00. The "Witnesses Pack" section includes a note "Generated from the layout of your main album" and a "No Witnesses Pack" option with a "Change" button and a price of €0.00. The "Photo Album Container" section includes a note "optional" and a "No container" option with a "Change" button and a price of €0.00. At the bottom right, the "Item Total" is displayed as €217.00. On the right side of the interface, there is a "Cart Summary" section with a table showing "Item Total: €217.80", "Shipping Cost: €8.30", and "Order Total: €226.10". Below this is a "Gift Cards" section with a price of €0.00 and a "Support" section with a "Customer Support Line: 022-327500" and a "Customer Support Email: info@ifotobum.it".

## Selection of the shipping method

Next, you select your shipping address.

Please note: The option of payment upon delivery can be selected in the shipping method section, and not in the payment method section.

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My Cart Shipping/Billing Payment Confirmation

**Shipping / Billing Details**

Shipping Address Billing Address

Change Same As Shipping Address Change

**Shipping Method** Shipping Cost (Euro)

- Express Courier - (Tracciata) €8.30
- Personal collection - (disponibile solo per i residenti a Reggio Emilia) €0.00
- Registered Mail - (Tracciata) €5.90
- Registered Mail - Payment Upon Delivery - (Pagamento alla consegna) €11.90
- Express Courier - Payment Upon Delivery - (Pagamento alla consegna) €13.30

**Item Subtotal (including shipping): €226.10**

Cancel Back Continue

**Cart Summary**

Item Total: €217.80

Shipping Cost: €8.30

**Order Total: €226.10**

**Gift Cards**

€0.00

**Support**

Customer Support Line: 0522-327508

Customer Support Email: info@ilfotobum.it

## Selection of the payment method

Lastly, before confirming the order you need to select the payment method. In this page you can also enter any discount codes to take advantage of current promotions and your VAT number to request an invoice.

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My Cart Shipping/Billing Payment Confirmation

**Item 1** Quantity Price

Project Name: WEDDING 30x30 - copertina BASIC 1 €59.00

Wedding 30x30 - BASIC cover

**Product Options** Show

Subtotal: €217.80

pro: -€21.78

**Item Total: €196.02**

**Additional Information**

Customise your option

IF YOU WOULD LIKE AN INVOICE DOCUMENT PLEASE ENTER YOUR VAT NUMBER IN THIS FIELD

If you do not provide a VAT number, no document will be issued.

**ADDITIONAL ORDER NOTES:**

Please write in this field if you wish to add any information to your order.

**Payment**

Shipping Address Billing Address

**Shipping (Express Courier): €8.30**

**Payment details**

If you have been provided with a voucher code please enter it now and click the "Redeem" button.

Voucher Code Redeem

If you have a gift card please enter it now and click the "Redeem" button.

Gift Card Redeem

**Amount To Pay: €204.32**

(Includes 22.00% IVA - €36.55)

**Payment Method**

- Credit card
- Bank transfer
- PayPal

Cancel Back Confirm Order

**Cart Summary**

Item Total: €196.02

Shipping Cost: €8.30

**Amount To Pay: €204.32**

**Gift Cards**

€0.00

**Support**

Customer Support Line: 0522-327508

Customer Support Email: info@ilfotobum.it