

How to Order a
Custom Photo Book

in

LenzartROES

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How to Use Lenzart ROES

Custom Photo Books

Ordering a Custom Photo Book

The Custom Photo Books products use the Flip Feature. For help on understanding this feature please refer to "Using the Flip Feature".

- Go to the appropriate catalog:** click on Sizes, Catalog and select Custom Photo Books
- Bring your files into Lenzart ROES:** Click the "Folder" button (located near the lower right of the screen) and direct the window to the folder where your images are stored by clicking on the appropriate folder in the desktop window.
- Select your book:** Click on the appropriate tab in the Sizes Palette - Keepsake, Occasions, or Signature. We have provided the details of each line of books right in ROES to help you make your choices.
- Create your cover:** From the right hand panel, place your images into the Cover/Page templates. Since the covers are full-wrap (front to back), the image nodes are, too, so you may want to use the Design Tools or flattened pages you have created in Photoshop to create the cover. You may type in your desired text in the pre-created text node.
- Select your cover options:** Click on the "Options" button, and all of the options that are available for that book cover is displayed. Here's where you would choose retouching, cover finish and font choices. Use the Arrow Forward button to flip to the first editable page in the book.
- Create your pages:** Drag/Drop page templates down from the Available Templates window at the top of the working space. Choose from many pre-made page configurations and/or use the Design Tools to custom make your own. Don't forget to select page finish and request retouching as needed under Options (page finish must be consistent throughout the book). Continue using the Arrow Forward button to flip to the next page.
- Add pages:** If you need to add pages to a book, flip to the last full spread that you have created and click the "+" button to add an additional spread.
- Save your order:** If you need to interrupt an order, add the book to order "As Is" and then save the order as an Incomplete Order. When returning to it later, load your Incomplete Order and choose Edit by your book product in Order Review. Saving an Incomplete Order without adding the partially finished book to the order first, WILL NOT save your work.
- Complete and review your order:** Once all the pages have been created, then you click Add to Order. Click on the "Review Order" button to see a summary of your order. Be sure to check this carefully. Since we cannot access your final design before printing, be sure to check the book for spelling/creation errors. Complete and send the order as you would any Lenzart ROES order.
- Use Photoshop guidelines:** If you are creating pages/cover in Photoshop, there are specific guidelines that need to be used for sizing and print area. Please contact us if you are in need of this information.

How to Use Lenzart ROES

Flip Feature

Using the Flip Feature

This is a great tool to use when creating a product with multiple pages because it allows you to “flip” through the pages right on your screen, and to see the entire design as it’s being created.

•**Activate the Flip Feature:** Simply selecting a product that utilizes the flip feature will activate these tools. If it is available, the tools will automatically appear. If the Flip Feature tools are not visible, the particular product does not have the flip feature added to it.

•**Available Templates:** By clicking on the top icon, thumbnails of all available templates for the product page showing will appear. To select, click on the desired thumbnail, hold, drag and drop it to the product page. The product page will turn a light blue for a moment.

•**Thumbnail View:** Click on the bottom icon to view all the pages of your product as you are creating it.

•**Arrows backwards and forwards:** Use these arrows to add to the order and to flip backwards and forwards through the product.

After placing images and text on a page, instead of clicking on the Add to Order button, click on the forward arrow button. **Only click Add to Order after all the pages have been created.** This is very important - clicking Add to Order after every page will result in your order being incorrect and costly.

•**Minus and plus symbols:** When activated, clicking on the minus button will remove the page selected, the plus backwards will add a page before the page you are on, and the plus forward will add a page after the page you are on. **NOTE:** Not all products will have these options activated. For products where there are set number of pages (calendars, for instance), adding and removing pages will not be an option.

