



This Guide Applies to the Black River Imaging Software

Photographic Preview Books

The Preview Booklet offers you a great way to display your images as well as deterring the scanning of the images so that you will retain your sales on future orders. We will review the steps of ordering this product when using the Black River Software in the Photographic Products catalog file. This guide also has a complimentary Video Tutorial available online.

Getting Started

Photographic Preview Booklets are offered in any combination of 4, 9 or 12 images on each page and are printed in 10x10 only. We also offer you one free title page and photographer's information page with each book. You may also opt to complete the album by choosing the padded album cover.

Photographic Preview Books are available in the Black River Imaging software in the Photographic Products catalog. There is also an option on the Review Order screen to click when you want the same images posted on the online hosting site, www.seemyprints.com and we will do that for you in one step.

Title Pages

You will begin by choosing the Preview Book option in the sizes palette and then choosing the Title pages. Title pages are free to you and are optional and are intended to introduce the album. It is typically used with the subject's picture, name and date but can be personalized in any way you choose.

The prints are trimmed after assembly to ensure even sides. So you will want to be sure you do not have any text or crucial image areas within 1/4" inch on any side.

We offer pre-designed title pages, the option to drop in your own template or create a layout using the Template Designer option. If you would like to use the Template Designer, please review that guide and tutorial, as we will not cover those options in this guide.

Once you have selected the title page drop in your images and choose any image option or background change from the Options palette. Add your text by clicking on the Text openings and typing or pasting the text and remember to use line breaks where you want them. Choose your font type, style and color from the Options palette. These choices will change the appearance of all pre-designed text openings on the layout. Once you have the layout as you would like it printed, you are ready to click Add to Order. If you are ordering multiple copies you need to change the quantity on each page before adding to the order. In this case it would be helpful to use the Hold Quantity option so that each page you add to the album will have the correct count as well.

Preview Book Pages

You are now ready to choose the Preview Book Pages. You may choose to use one style of pages or move between the options within the same book. Due to the printing of the file name beneath these images the page layouts cannot be rotated within the software. You will need to be sure to have your images dropped in with the rotation you want them printed in.

Once you select a page style you may choose to select all of your image thumbnails and drag them in to the first opening on the selected page layout. This will populate each opening and automatically add it to the order. You will need to be aware that the image is dropped in with your rotation and will be automatically be set to crop or fit unless you have deactivated each of the openings. We recommend turning off the Auto Rotate option so that your images drop in correctly. You will need to be sure to check the Review Order screen carefully for any images that did not rotate correctly. If the last page is left with empty openings the software will not add that page, you will need to click add to order. Any empty openings will auto fill with the background color.

Preview Books may have a maximum of 80 sides, if you have more than that you will need to order additional title pages and padded covers to accommodate the additional volumes.

Your Preview Book will be assembled in the sequence in which you add the pages to the order and the file names will be automatically printed. The preview books will default to a black background with white file names, you may opt to change the background color and may choose black or white text.

The 4 Up pages have square openings of 4"x 4" but you will see when you drop an image in that the default is set to choose crop or fit which allows your image to fit in the opening with the larger side being 4 inches and the smaller side being determined by the ratio of your files. You may deselect this option by clicking the crop or fit icon below the Rotate Image button.

9 Up pages have square openings of 2 5/8 x 2 5/8". Once again, the crop or fit option fits your image in the opening with the long side being 2 5/8".

9 Up Lager Image pages have 3" x 3" openings and a black box that displays the image name in white. You may edit the font to be black but the box will still appear in the image area.

While these pages are trimmed you will not need to make any adjustments, as you will not lose any image or file name information.

The 12 Up pages have square openings of 2 1/4" x 2 1/4" and may also be used with the crop or fit option.

You may drop images in one at a time in each opening or you may select multiple images or select all and then drop in the first image. By dropping in the first image you will keep your images in the same sequence as what they are in the thumbnail section now. You will need to be sure to check the rotation of your images on the Review Order Screen. Even having the Auto Rotate option selected does not ensure they are all heads up. If you do not have enough images to fill the last page you will need to click the Add to Order button as the software will not automatically add a page that has empty openings.

Once you have added a page to your order the images will stay on the screen. You may drag and drop images on top of them or you can delete each image by clicking on it and hitting delete or backspace on your keyboard.

You may not order art services with this product nor will you have the option to change the image tone with this product.

With each of these pages the file name will print beneath the image (or on the image with the 9 up larger image page option). The file names will be the same as what they are when you place the order. File names less than 15 characters long are best.

Photographer's Information Page

The album will be assembled in the sequence in which the pages appear on the Review Order Screen and the first page will start on the right hand side. This is generally the Title page but if you opt not to use the Title page be sure to account for this in your order. Once you have added all of the pages you are ready for the Photographer's Information Page, which is the last page of the album. This is optional as well but is a nice way to finish the album and is at no cost to you. This page defaults to white so you may choose to fill the page with an image, color or adjust the opacity of the image as well as choosing the font

type, style and color. This page was created with the idea of entering your studio name and contact information and possibly a note of thanks to your client. Once you have this page complete, click Add to Order.

Padded Album Cover

You may also add the Padded Album cover; this is an optional item and gives the album a complete feel. Once you click on the cover option in sizes it will appear on the screen and you will need to choose your specifications from the Options palette. You will see that we offer embossing on the front for an additional \$5.00, when you choose this option you will enter the text in the Options Palette. We recommend splitting the albums at 50 sides and if your preview album is over 80 sides you must order additional covers, as we cannot put more than 80 sides in any one album.