

Quick Start Manual

# Individual Art and Photo Book Design with eyepublications



[www.eyepublications.com](http://www.eyepublications.com)



Nice that you're interested in *eyepublications*, *eyepublications* is an Internet portal which makes it possible for you to design your own art and photo book and have it produced in a high-quality digital mode without any special previous knowledge.

In this manual you find everything what you need for a quick start with *eyepublications*. You only need an online registration. All functions for a successful book production are available to registered users.

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## ■ 1. SYSTEM REQUIREMENTS

For a trouble-free book production, you should have the following requirements:

- display resolution of at least **1024 x 768 pixels** (for a resolution below 1024 x 768 pixels we recommend complete frame mode and the task bar in the background)
- standard-browser (Microsoft **Internet Explorer 6**)

If the program doesn't work correctly with Internet Explorer 6, please check the following settings:

1. Page updating with each access  
(under Extras / Internet options / General: temporary Internet files / Settings: with each access to this page)
  2. Activate active scripting and plug-ins  
(under Extras / Internet options / Security: Standard level [medium])
  3. Deactivate pop-up blocker (from SP2 on)  
(under Extras/Pop-up blocker: deactivate pop-up blocker)
- **Acrobat Reader 5.0** or higher ([www.adobe.de](http://www.adobe.de))
  - Internet connection with **ISDN** (64 kb/s) or faster

## ■ 2. BEFORE YOU START

To issue your individual art and photo book with *eyepublications* you can select between various book types, formats and fonts. The images you would like to use must meet certain quality requirements. Thereby, a good printing result can be achieved.

### 2.1 Book types and fonts

You have the choice between two book types. The book type cannot be changed afterwards. If you wish to have a different book type, you must issue a new book.

The following **book types** can be selected:

- **Book with all layout versions**

You have the possibility to design your book with all available layout versions.

- **Text-orientated book**

You would like to design a text-orientated book as regards to content, so please use the layouts especially developed by *eyepublications*.

The following **formats** can be selected:

- **20.0 cm x 28.0 cm**
- **16.5 cm x 24.0 cm**
- **20.0 cm x 20.0 cm**

### 2.2 Text input and fonts

You can write your texts with the usual text processing programs and copy them by using "copy and paste". This saves time during the layout production.

The following **fonts** are available:

- **AGaramond • ATRotis • Frutiger Roman • Futura Book**
- **Meta Plus • TimesNewRoman • Univers**

### 2.3 Image file formats, image quality and colour range

The image management deals with the provision and management of your images. File formats, image quality and colour range are verified when being uploaded.

The following **image file formats** are accepted:

- **TIF**
- **JPG**

Other file formats (e.g. EPS, BMP, GIF, DCS) cannot be processed. Additional colour channel and level information in TIF files should be deleted. These cannot be processed.

The following **image quality** is required (depends on the book format):

- best image quality for **full-page images**:

- >= 20.6 cm x 28.6 cm at 300 dpi
- >= 17.1 cm x 24.6 cm at 300 dpi
- >= 20.6 cm x 20.6 cm at 300 dpi



The image can be used as a full-page image (image printed over one complete page; all-round 3 mm larger than the layout size, because these are cut off) or as a normal image (image in print space).

- best image quality for **normal images**:

- >= 15.0 cm x 21.0 cm at 300 dpi
- >= 12.5 cm x 16.8 cm at 300 dpi
- >= 15.0 cm x 15.0 cm at 300 dpi



The image can only be used as a normal image (image in print space).

All images which are more than 20% below the indicated image size can result in an inferior quality of the product. We do not recommend the use these images.

## ■ 2. BEFORE YOU START

The following **colour ranges** are accepted:

- **CMYK** (printing colour)
- **RGB** (display colour)
- **shades of grey** (black/white)

Other colour ranges (e.g. LAB, HSB) cannot be processed.

Please set all coloured images continuously with the same colour range. Thus a uniform colour reproduction is guaranteed.

### 2.4 Price calculator

The **product price** can be calculated with the integrated price calculator, depending on the order quantity, the number of pages and the type of paper. After having entered the requested parameters, press the button *recalculate price* and the current total price including VAT (plus packing and shipping) is displayed.

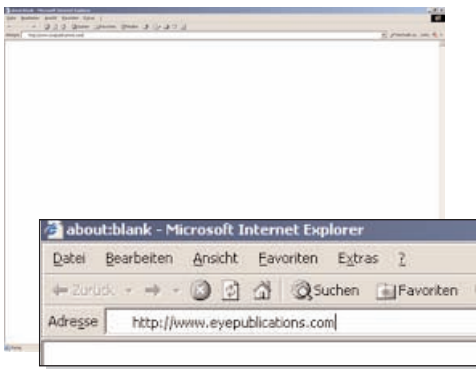
## ■ 3. REGISTRATION

### 3.1 First registration

Before you use *eyepublications* you must get registered.

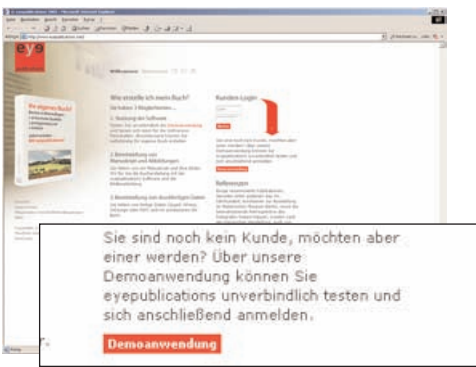
Just simply visit the home page under **www.eyepublications.com** and get yourself registered there accordingly.

With your personal access you can then manage your image data in *eyepublications* and issue books individually.



**3.1.1** Enter *www.eyepublications.com* into the address bar of the browser.

The *eyepublications* home page is loaded by your browser.



**3.1.2** For the first registration you must change into the demo application of *eyepublications*. Start the demo application with *demo application*.

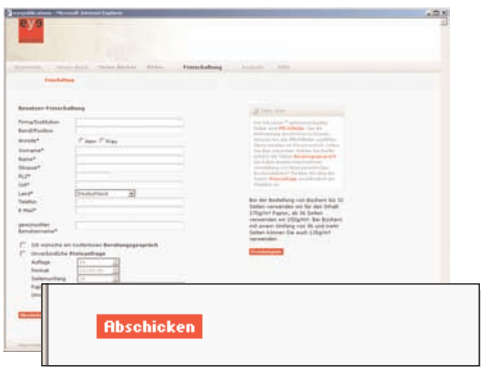
You arrive at a demo version of *eyepublications* with limited functions. Here you can have yourself registered.

## 3. REGISTRATION



**3.1.3** In order to have yourself registered within the demo version, choose the option *Release* in the navigation bar.

You arrive at an input mask in which you must enter your personal data.



**3.1.4** Enter your data into the form and confirm you entry with *Send*.

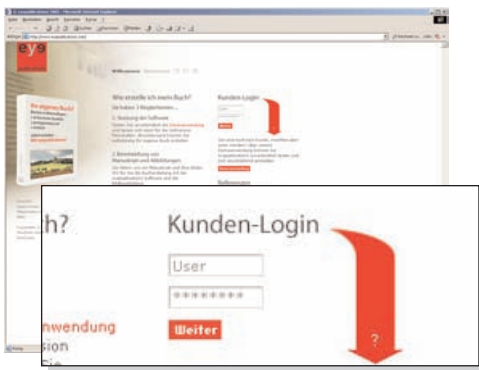
Your data is verified and you receive your access data by return e-mail.

## 3. REGISTRATION

### 3.2 Login

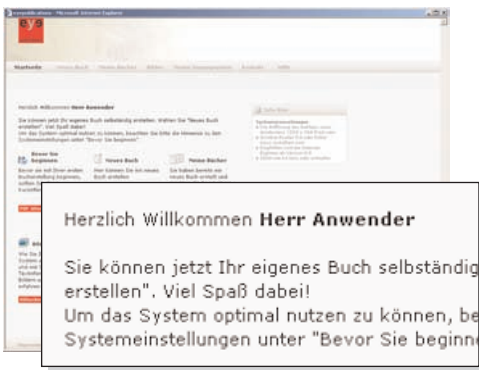
Great, that you have registered yourself with *eyepublications*.

Being a registered user, you can log in directly from *eyepublications* home page ([www.eyepublications.com](http://www.eyepublications.com)).



**3.2.1** Enter you access data (user name and password) and click on *Continue*.

If you have logged in successfully, a new browser windows appears. However, if your entry was incorrect, you will receive a corresponding notice and you can enter your access data again.



**3.2.2** You are on the home page of *eyepublications*.

The following functions are available to you:

- new book
- my books
- images
- my access data
- contact
- help

## 3. REGISTRATION

### 3.3 Forgot your access data

You have forgotten your access data (password or user name)?

No problem!

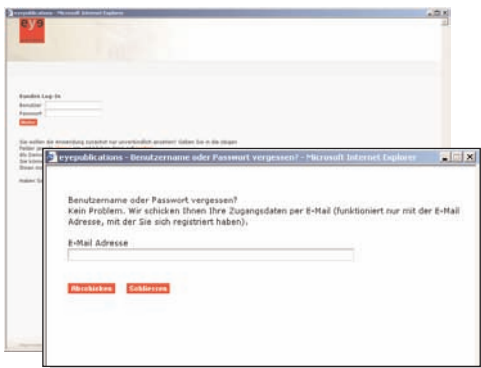
Just enter your e-mail address with which you have registered yourself at the appropriate place. You will then receive your access data by return e-mail.

You must proceed as follows:



**3.3.1** Start the demo application from the home page. Log yourself out right again and a log-in sector will appear. Now choose the option *Click here, please!*

An additional window appears in which you can enter your e-mail address.



**3.3.2** Enter your e-mail address and click on *Send*.

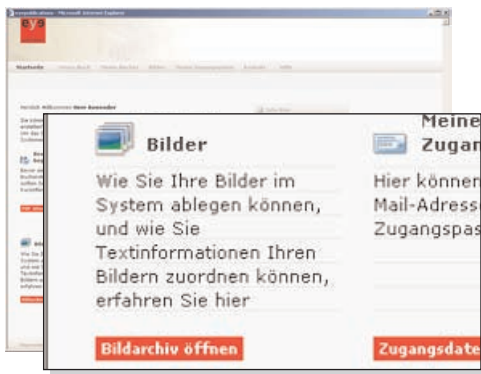
You will receive your access data by return e-mail.

## 4. IMAGE MANAGEMENT

### 4.1 Upload images online

In order to use your images in a book, you must load them onto our server. Images which you have stored locally can be loaded directly into the image management. During uploading the images are verified with regard to file format, image quality and colour. Images with unacceptable file formats and colour ranges will not be taken over.

We recommend the image upload, if your images singly have up to 4 MB and altogether less than 40 MB. Per uploading process up to 5 images with a maximum total of 20 MB can be uploaded.



**4.1.1** Select *Open image archive* or in navigation the option *Images*.

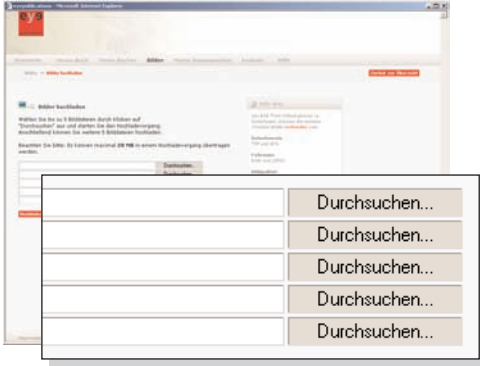
You arrive at the image management of the application. Here you can upload and send your own images or edit already existing images.



**4.1.2** Under *Upload images* click on *Continue*.

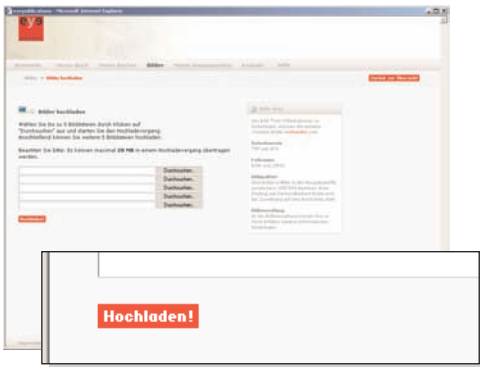
You arrive at the form from which you can select your image files for uploading.

## 4. IMAGE MANAGEMENT



**4.1.3** Click on the button *Search ...* and select the image files from your computer.

A maximum of 5 image files can be uploaded at the same time. After selection there will again be a notice regarding file format, quality and colour range of the selected images.



**4.1.4** Click on *Upload images* and your up to 5 image files will be uploaded.

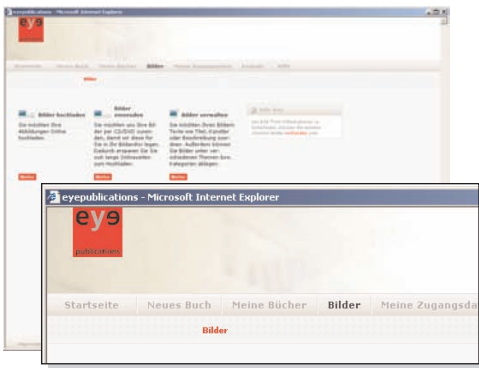
After the uploading process a notice indicating the number of uploaded images will be displayed.

## 4. IMAGE MANAGEMENT

### 4.2 Send images on CD/DVD

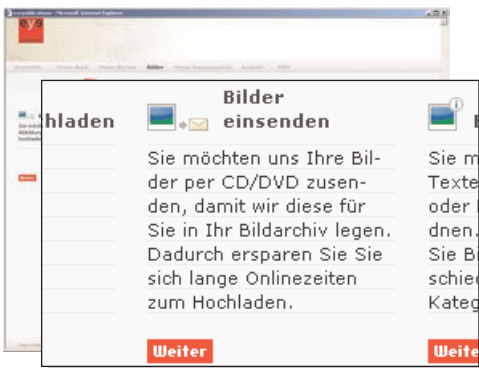
You can also send us your image data on CD-ROM or DVD. We will be glad to import them into the image management for you. This saves you long online times. If the data size of your images altogether exceeds 40 MB, it is recommended to use this option. When importing your images, images with the same file name will be overwritten.

After the importing process, you will immediately receive an e-mail message informing you of the quality of the imported images. Afterwards you can start with your book production.



**4.2.1** Select the option *Images* in the navigation. From there you get to the image management of the application.

From this point you can upload your own images or edit already existing images. From here you also get to the data delivery form to send image material on CD/DVD.



**4.2.2** At the option *Send images* click on *Continue*.

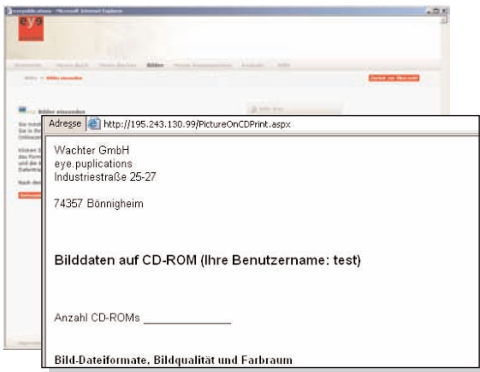
You arrive at a page from which a data delivery form can be displayed.

## 4. IMAGE MANAGEMENT



**4.2.3** Click on *Display data delivery form*.

The data delivery form is opened in a separate window.



**4.2.4** Complete the *data delivery form* with your details and print it out.

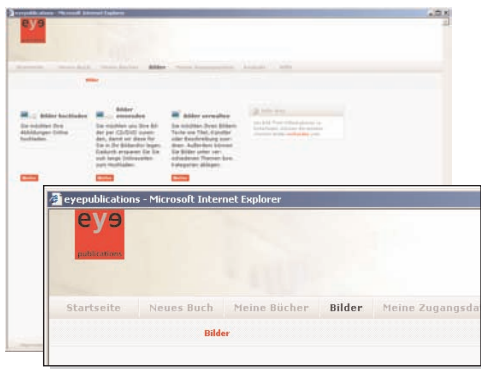
Enter the number of the CD-ROMs/ DVDs and images to be imported into the form. Send the printed form together with your CD-ROMs/DVDs to the indicated address.

## 4. IMAGE MANAGEMENT

### 4.3 Link images to text information

You can provide your images with text information on topics, title, artist, description, image size and year of making.

These texts can automatically be taken over into the layout during the book production.



**4.3.1** Select the option *Images* in the main navigation.

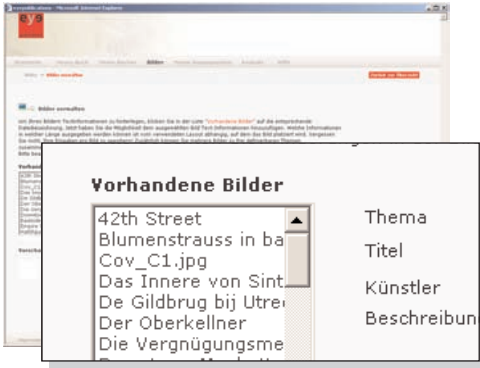
From here you get to the image management of the application. From here you can upload and send your own images or edit already existing images.



**4.3.2** At the option *Manage images* click on *Continue*.

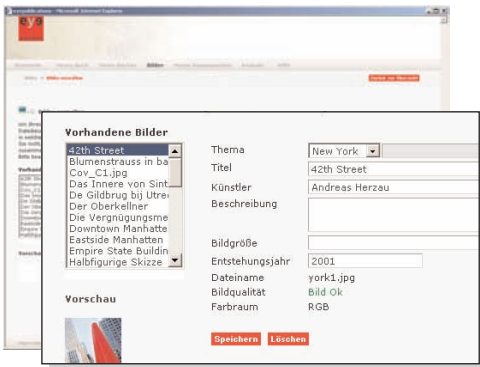
You get to already existing images.

## 4. IMAGE MANAGEMENT



**4.3.3** Select an image from the image list which you would like to edit.

The image name is marked blue and all information on this image is displayed.



**4.3.4** Edit your image information and take over the changes with Save.

Here you can have a look at the image information and delete or reload existing images.



**4.3.5** If you have selected an image and pressed *Delete*, a delete confirmation will be displayed. Confirm with *Yes* or *No*.

The image is deleted for good, if you confirm this notice with *Yes*.

## ■ 5. ISSUING A NEW BOOK

In order to create a new book, you must assign a book name and select the book type, format, font and font size. You can then compile your book individually by using specified layouts. After having completed the design, the result will be shown to you as a PDF. If you are satisfied with the result, you then have the possibility to order your book.

The book production is divided into the following steps:

Step 1: **Name**

You create a new book and assign a name.

Step 2: **Book type**

Select a corresponding book type.

Step 3: **Format**

You can select among three different formats.

Step 4: **Font**

Select one of the proposed font families. It will be used consistently. Only one font can be selected per book.

Step 5: **Font template**

Decide for the basic font size in your book.

Step 6: **Contents**

You can design your book pages quickly and easily by means of prepared layouts and integrate images/texts. You make your own decision as to the use and position of the single pages. The image and text placeholders (coloured surfaces) can, but don't have to be used.

Step 7: **Cover**

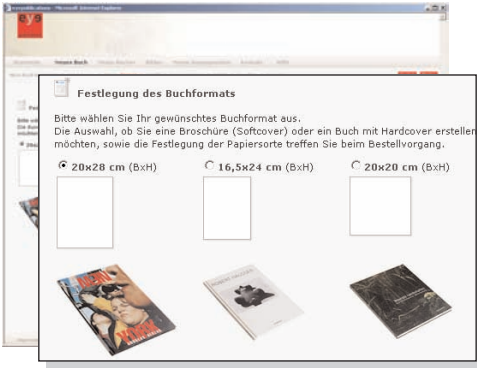
If your content is completed, you can design your book cover.

Step 8: **Release**

If your book is OK, inform us of print run, mode of payment, invoice and delivery address. The quoted price and a summary of your details will be displayed before you can set off the order.

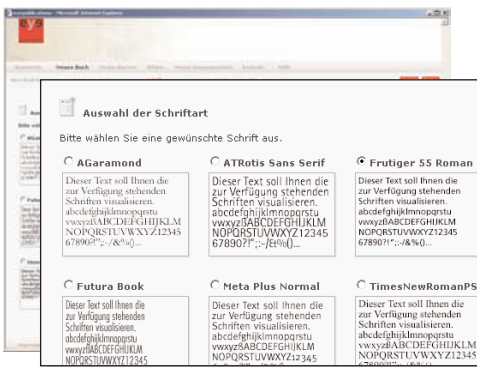


## 5. ISSUING A NEW BOOK



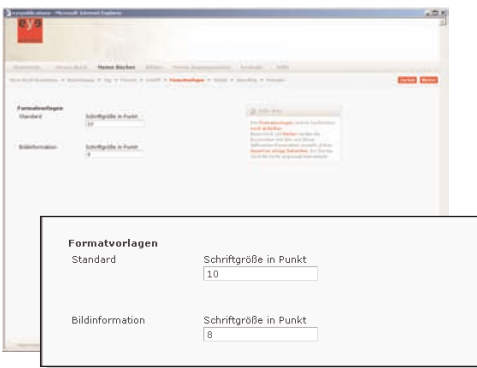
**5.1.3** Select the desired format and click on *Continue*.

The book format cannot be changed afterwards. If you wish to select a different format, you have to issue a new book. Your current conversion will be gone.



**5.1.4** Mark the desired font for your book by clicking on it and confirm your selection with *Continue*.

The font size and formatting is firmly tied to the layout versions. The font can be changed afterwards.



**5.1.5** Determine the desired basic font sizes and confirm your selection with *Continue*.

You arrive at the contents page design of your book. The uploaded images appear categorically on the right margin. In the middle you will find the current page preview. On the left page you will find the available layout versions.

### 5.2 Issuing the contents

A book exists of several categories (bastard title, main title, preface, table of contents, image index and imprint). Each selected category occupies at least one double-page in the book.

When issuing the contents you can:

- select a category
- select/edit/delete an image layout (image = red areas)
- select/edit/delete a text layout (text = green areas)
- select/edit/delete an image/text layout
- change a text and/or image/text field
- add/delete pages
- have examples displayed (question mark symbol)

On the left side you will find the respective available layout versions. All available images are displayed categorically on the right margin. The current page preview is in the middle. All contents pages are displayed in a miniature view in the bottom part. This serves as an overview and navigation through the contents pages.

The red-marked areas of the layout versions serve as placeholder for your images. You can set your texts into the green-marked areas. The question mark in the layout versions creates an exemplary page preview.

#### **Attention!**

In the categories main title, table of contents and image index the font can be changed for the single text frames. For all other categories the font which you have defined in the format template is used for the text design and it cannot be changed in single cases.

## ■ 5. ISSUING A NEW BOOK

### Overview

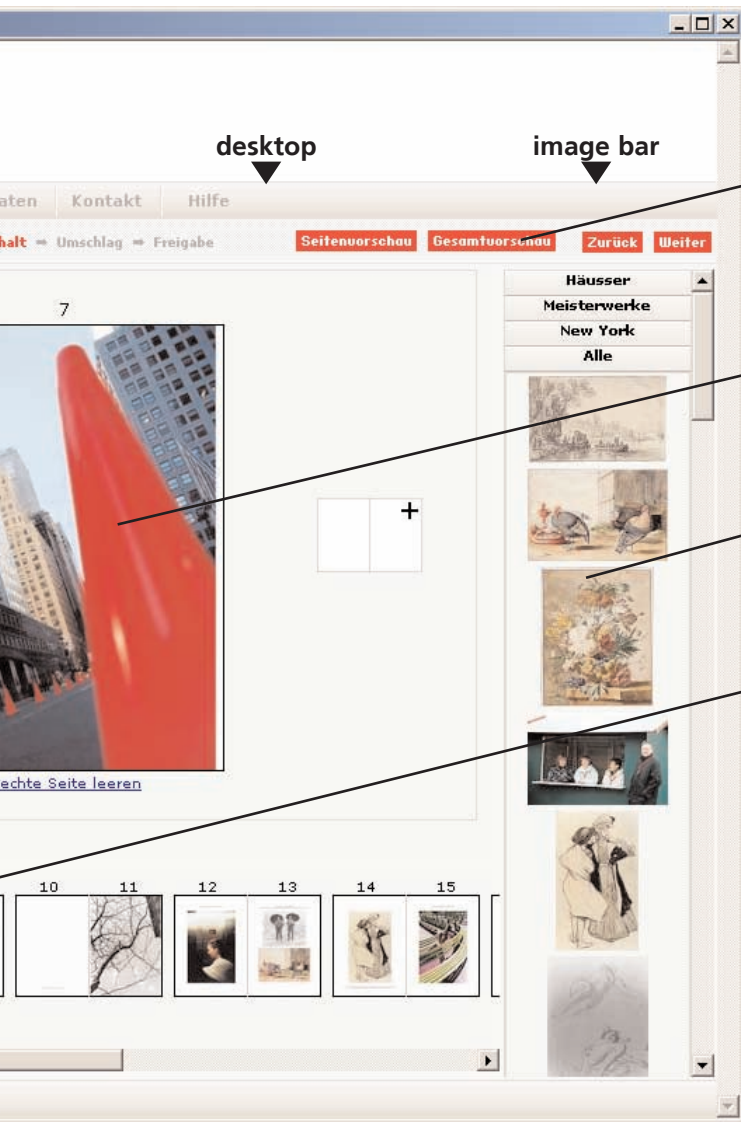
In the layout you determine the entire contents pages and complete them with text and image contents. The minimum number of pages is 24. Further pages can be added with 4-pages each.

#### Categories

Bastard title  
Main title  
Table of contents  
Preface  
Image/text page  
Image index  
Imprint

#### Available layouts per category

full-page image  
image in print space  
1 image, text on top  
1 image, text below  
2 images, text on top  
2 images, text below  
only text  
single-column text  
double-column text  
triple-column text  
double-pages



desktop

image bar

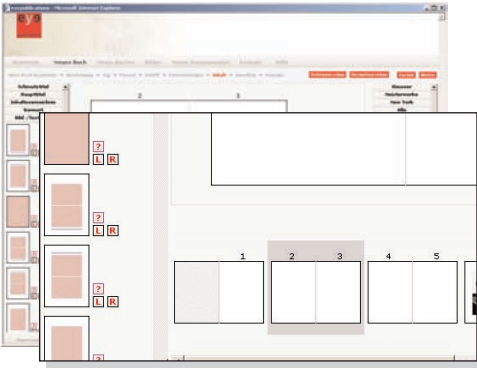
PDF preview display

page preview

available images

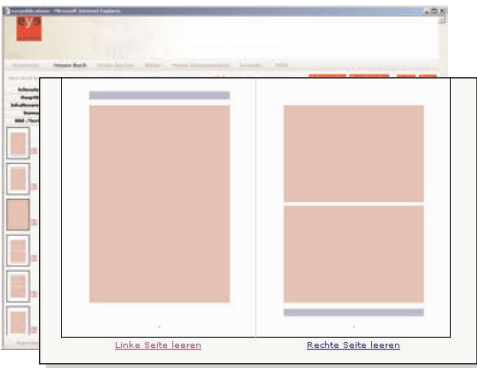
current page

## 5. ISSUING A NEW BOOK



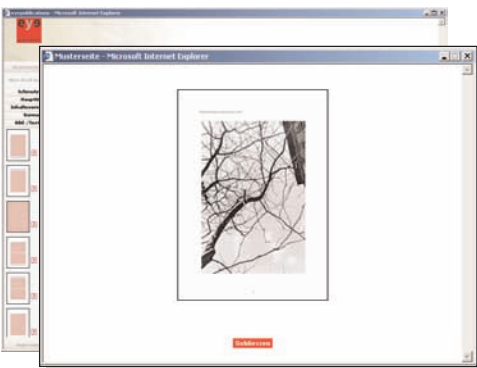
**5.2.1** In order to assign a layout to the page on the current desktop, click on **L** (left side) or **R** (right side) for the desired position of the page.

The layout is loaded on the desktop in the appropriate place and displayed as page layout.



**5.2.2** To delete a created page layout click on *Clear page*.

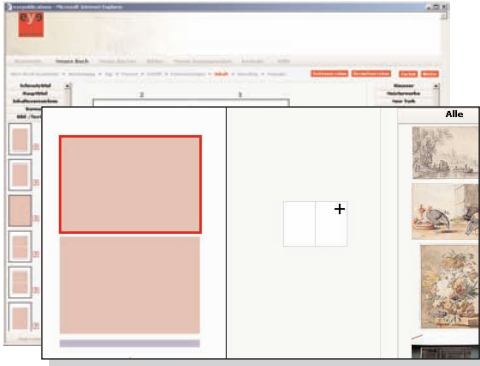
The page is displayed on the desktop in its basic state (blank).



**5.2.3** If you would like to have a layout preview displayed, click on the question mark at the appropriate layout element.

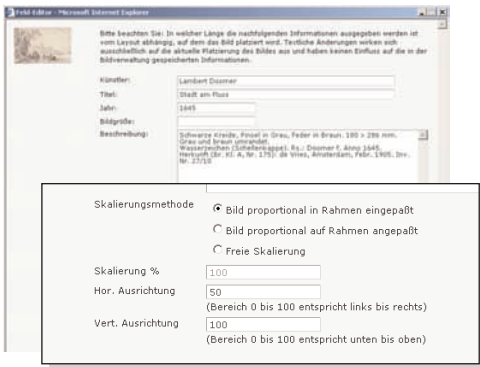
An example preview of the layout appears in a separate window. Here all possible text/image areas of the selected layout are completed for view. Later you decide yourself which areas you would like to use.

## 5. ISSUING A NEW BOOK



**5.2.4** Click on the image area (red) in order to insert an image at this place. The area is marked. Now select an image from the right-hand list.

The image description appears in a separate window as well as the inquiry for the desired scaling of the image within the marked area.



**5.2.5** Select a scaling type for your image on the layout page. Confirm your entry with *Accept*. A preview is shown.

Scaling possibilities:

1. fitted proportionally into the frame
2. fitted proportionally on the frame
3. free scaling

A note will appear if there are losses in quality due to the type of scaling.

Placing the images in the provided image areas/image frames:

### 1. Image fitted proportionally into the frame

The selected image is scaled within the image frame in such a manner that the width or height of the frame is reached (without loss of the image area).

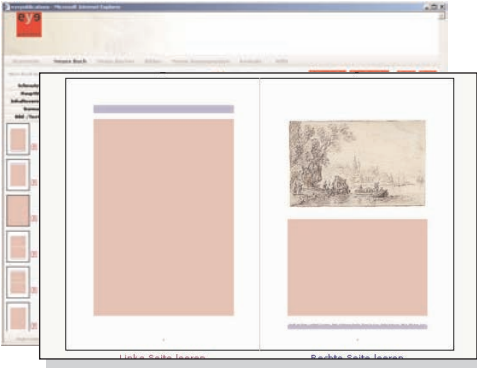
### 2. Image fitted proportionally on the frame

The image frame is completely filled out by the image, whereby image parts might be cut off.

### 3. Free scaling

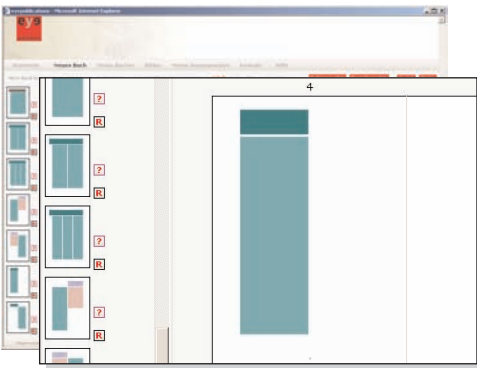
By indicating numerical values between 0 and 100 you can freely align your images vertically (0 = bottom, 100 = top) and horizontally (0 =left, 100 = right) as well as scale them any way in size (in %).

## 5. ISSUING A NEW BOOK



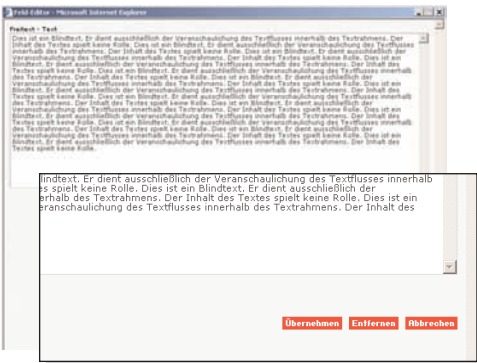
**5.2.6** If you would like to change an existing image, click on the image in question. The already well-known image information window will appear.

The image appears modified in the page preview. Non-used page layout areas are further displayed as coloured areas. These areas are no longer visible in the PDF preview.



**5.2.7** In order to place a text in a selected layout, click on the text area (green) in which you would like to fit in the text.

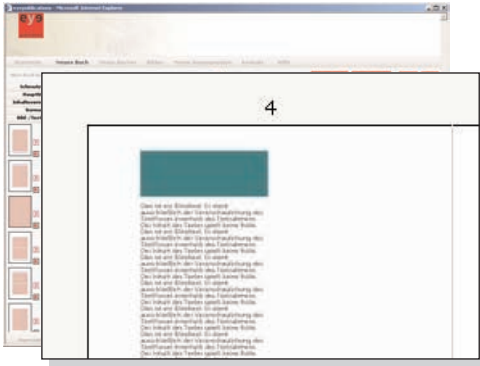
An input mask appears in a separate window.



**5.2.8** Write your text in the provided field and confirm your entries with **Accept**.

You can also fit your texts into the text field with "copy & paste". This saves time when issuing the book. After acceptance the text is displayed accordingly in the page preview.

## 5. ISSUING A NEW BOOK



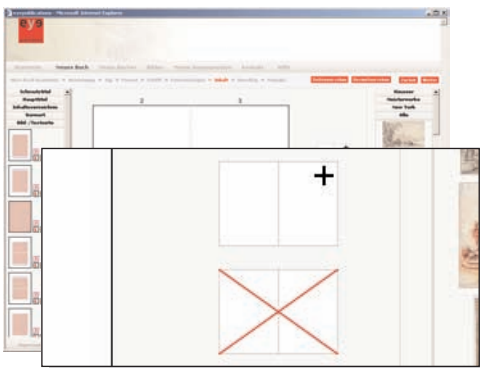
**5.2.9** In order to change or delete existing texts, click on the concerned text field in the page preview. The well-known input mask appears. Change your text or delete the entire text with *Delete*. Confirm all changes with *Accept*.

The same principle applies to the subsequent editing of image elements.



**5.2.10** You can look at a PDF preview of your current double-page by clicking on Page preview.

The preview PDF is opened in a new browser window. The text "EYEPUBLICATIONS" only appears in the PDF preview.



**5.2.11** In order to add pages, select those double-pages in the bottom survey bar after which the new double-page shall be inserted. Afterwards click on the insert element (+). To delete, select the page to be deleted and click on the delete element (x).

Only blank double-pages can be deleted.

### 5.3 Issuing the cover

The design of the cover follows the contents processing and presents the last line of design prior to completion of the book issuing. In order to obtain a good quality when issuing the cover, we only recommend full-page images of best quality.

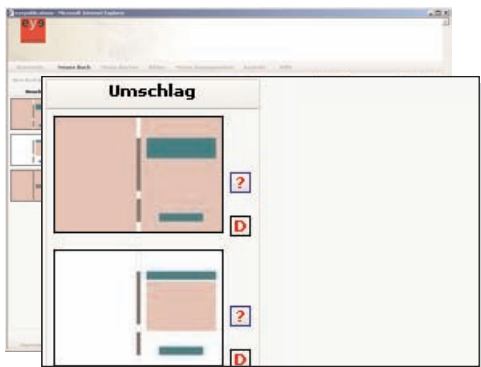
#### Procedure:

1. Select a layout
2. Determine your image and the title
3. If requested, select a background colour



**5.3.1** Click in any place of the contents page design on *Continue*.

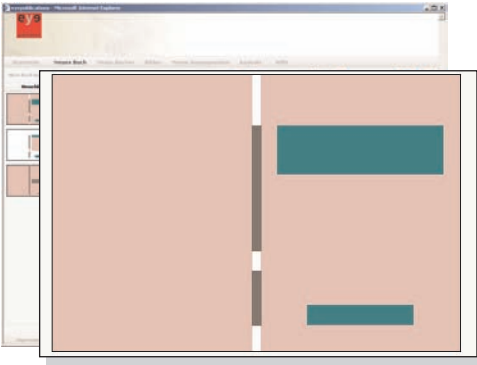
You arrive at the cover issuing.



**5.3.2** Select a cover layout on the left side by clicking on **D** (double-page).

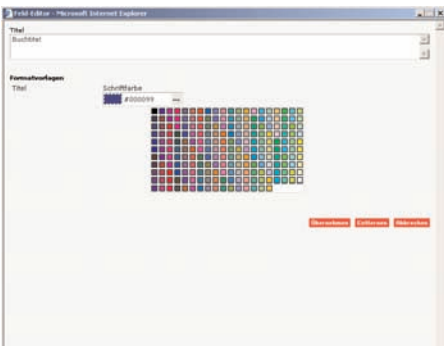
The selected layout sample is loaded as a preview.

## ■ 5. ISSUING A NEW BOOK



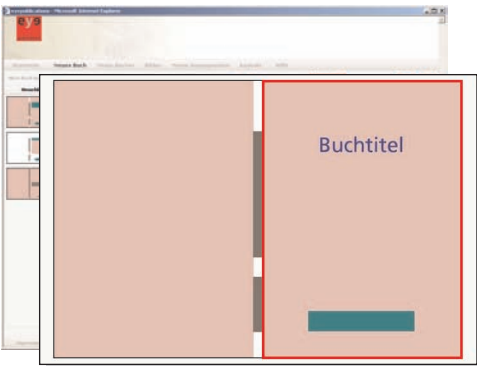
**5.3.3** Click on the green text area to enter your individual book title.

A text input window appears in which you can make the corresponding entries.



**5.3.4** Enter your book title and font colour into the additionally appeared window. Confirm your entry with *Accept*.

Your entry is taken over into the image preview. To edit your text afterwards, click on the text area again and the input window reappears.



**5.3.5** Mark the image area for the cover image and then select an image in the image bar.

A new window appears in which the corresponding image information is displayed.

## 5. ISSUING A NEW BOOK

Bitte beachten Sie: In welcher Länge die nachfolgenden Informationen angegeben werden ist vom Layout abhängig, auf dem das Bild platziert wird. Textliche Änderungen wirken sich ausschließlich auf die aktuelle Platzierung des Bildes aus und haben keinen Einfluss auf die in der Bilderverwaltung gespeicherten Informationen.

Kapitel:   
Titel:   
Jahr:   
Bildgröße:  
Beschreibung:

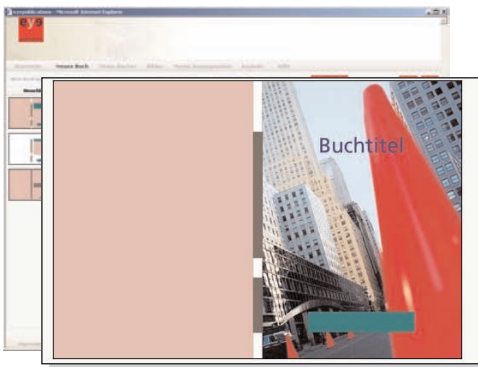
Skalierungsmethode:  Bild proportional in Rahmen angepasst  
 Bild proportional auf Rahmen angepasst  
 Freie Skalierung

Skalierung %:   
Hor.: Ausrichtung   
(Bereich 0 bis 100 entspricht links bis rechts)

Vert.: Ausrichtung   
(Bereich 0 bis 100 entspricht unten bis oben)

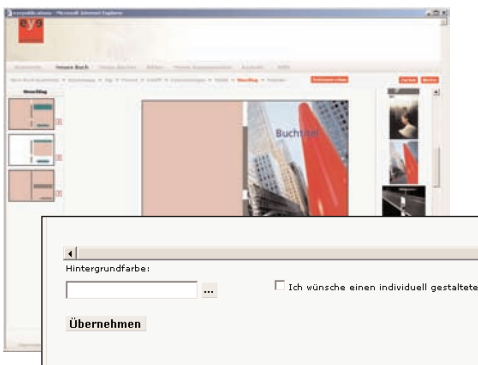
**5.3.6** Determine the type of scaling and confirm your selection with *Accept*.

The image is now displayed in the cover preview on the desktop. Non-used page layout areas are further displayed as coloured spaces. In the actual PDF preview, these areas are no longer visible.



**5.3.7** After having finished your cover, click on *Continue*.

You arrive at the page Release. Here you place an order with us to produce your book. To edit the image afterwards, click again on the image area in question. The well-known image information appears.



**5.3.8** If requested, you can now assign a background colour for colourless surfaces of the cover. Click on ... and select a colour. Confirm your entry with *Continue*.

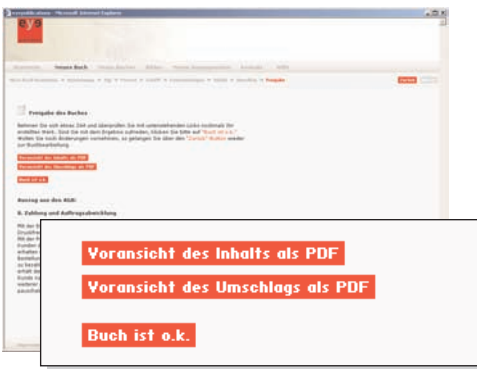
Your entries are taken over and appear in the page preview. Click on ... again to change the colour.

### 5.4 Release and order

Upon request you can have your finished book displayed as a PDF preview. Afterwards you can decide if you would like to release your contents and cover for printing.

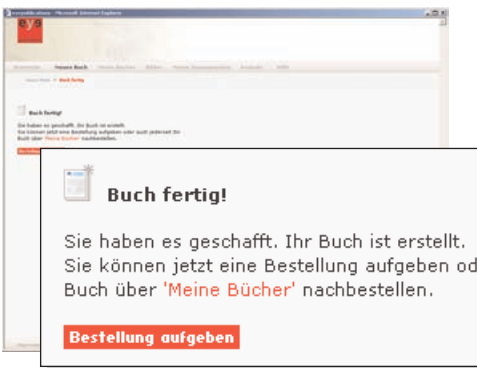
If you would like to release your book, you must make some specifications regarding print run, type of paper, delivery address and mode of payment.

After having entered all information, the final price for your issued book can be displayed by pressing the button *Recalculate price*.



**5.4.1** After have completed your cover, click on *Continue*. Release your book for printing by clicking on *Book is OK*.

You arrive at the page *Place order*. Before doing so, you can have a look at your issued book as a PDF preview.



**5.4.2** Now you can place your order. Click on *Place order* to place your binding order for the book. Carefully complete all requested indications.

You arrive at the sector where you determine the print run and the type of paper.

## 5. ISSUING A NEW BOOK

Neues Buch

Preis neu berechnen

**5.4.3** Indicate print run, type of paper as well as processing version. Afterwards you can have the book price displayed by clicking on *Recalculate price*. Confirm your entries with *Continue*.

Afterwards you arrive at the input for the receiving address.

Neues Buch

Geben Sie hier bitte Ihre Lieferadresse ein.

Firma/Institution

Anrede\*  Herr  Frau

Vorname\*

Nachname\*

Straße\*

PLZ\*

Ort\*

Land

Umsatzsteuer ID

Unbedingt angeben bei Firmen,  
die nicht in Deutschland sitzen!

**5.4.4** Complete the receiving data and confirm your entries with *Continue*.

Afterwards you arrive at the modes of payment.

Neues Buch

Über gesamte Buchdruckerlieferung beträgt 2.250,00 € (inkl. 6,24 % Verpackung- und Versandkosten).

Ihren Auftrag können wir nur dann aus 3 Teilzahlungen auflösen: (Stufe 0/0 & 0/1) Eine Teilzahlung beträgt 100,00 €, eine überweist Sie dieses Betrag sofort. Eine Teilzahlung beträgt 100,00 €. Dieser Betrag übernimmt Sie 90% nach Erstellung der Druckaufträge.

Siehe unten für die Einzel-Übersichtungen unserer Preis-Bauschleifen 1 2020/1 (und einer Tabelle) ebenfalls für Preis-Veränderungstabelle.

Unserer Buchdruck-Übersicht:

Artikel	Wahlart	Stufen
10000000	10000000	10000000
10000000	10000000	10000000
10000000	10000000	10000000
10000000	10000000	10000000
10000000	10000000	10000000

Ja, ich akzeptiere die **AGBs** und wurde

**5.4.5** You must accept the general conditions of sale (tick box) and confirm with *Continue*. A summary of your order appears which you can finally confirm with *Send order*.

At the time being, orders can only be effected against prepayment.

## 6. ACCESS TO EXISTING BOOKS

You have access to already created books. These can be further edited, ordered or deleted.

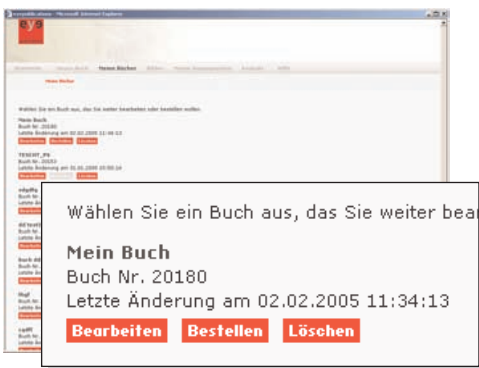
Each work step within a book issue is saved. You can continue to issue the book at the place where you have stopped.

Already produced books can be reordered.



**6.1.1** Select the option *My books* in the main navigation.

You arrive at a selection list of already created books.



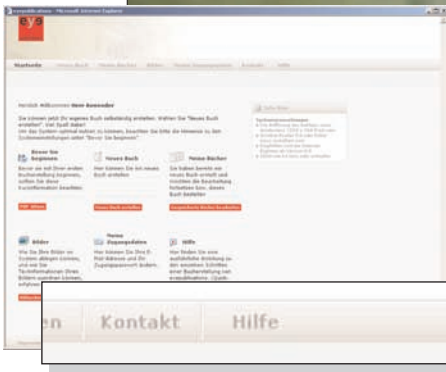
**6.1.2** You can *Edit*, *Order* or *Delete* your book projects. Select the desired procedure for the corresponding book by clicking on the respective option.

Your existing book project is loaded and made available to you for editing and ordering.

The help consists of this manual as a PDF. Here you can find everything you need for a quick start. You get the necessary information on system requirements, allowed image formats and much more.

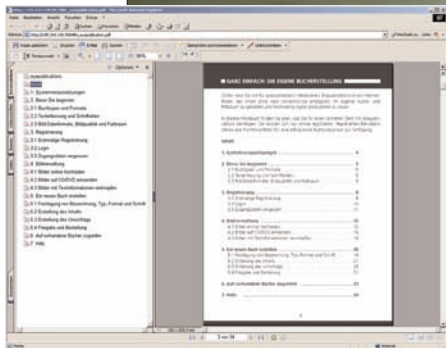
### Quick Start Manual

# Individual Art and Photo Book Design with eyepublications



**7.1.1** Click on *Help* in order to get the eyepublications manual as a PDF.

The help is opened by Acrobat Reader.



**7.1.2** By clicking on the subject area in the table of contents, you can now refer to all information.

To close the help, simply exit the Acrobat Reader.





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