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Download Aperture for PC

Minimum Specifications to Download Application

- Windows XP (SP3), Windows Vista, Windows 7, 8
- 2GB hard disk space
- Minimum 2GB of RAM
- Broadband Internet Connection

Download Aperture for MAC

Minimum Specifications to Download Application

- MAC OS 10.6.0 on Intel Core (PPC not supported)
- 2GB hard disk space
- Minimum 2GB of RAM
- Broadband Internet connection

Downloads available at:
www.aperturebooks.com/download-software

1

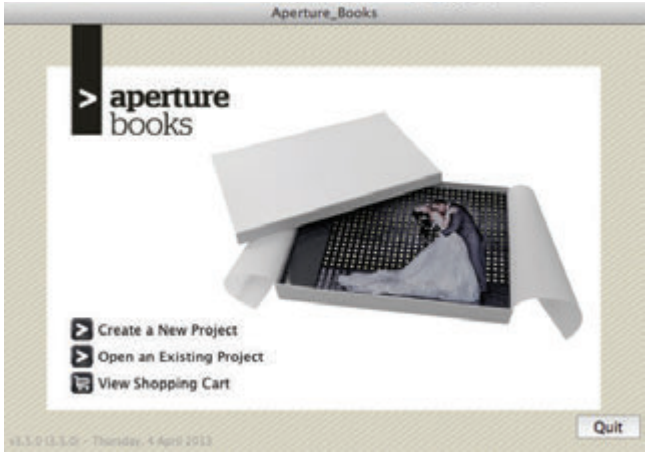
Download Aperture Books from our website selecting either the PC or Mac version as required.

Double click on the installation file that you should now have on your desktop and follow the instructions to install your software.

For PC users an alias will appear on your desktop that will open Aperture Books by double clicking.

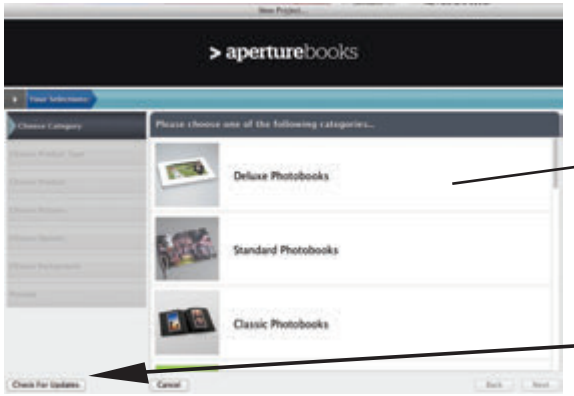
Apple Mac users will find the program in the Applications folder. Drag the application icon to the dock for ease of access.

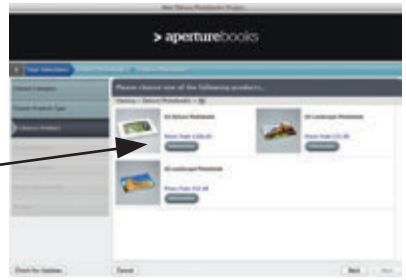
2



Start up the Application and select either 'Create a New Project' to start from scratch, 'Open an Existing Project' to continue working on a saved project or 'View Shopping Cart' to see the status of an order.

3 Choosing a Product and Starting a New Project





Checking for Updates:
To obtain latest pricing information and to download product and software updates click on the button bottom left of the window.

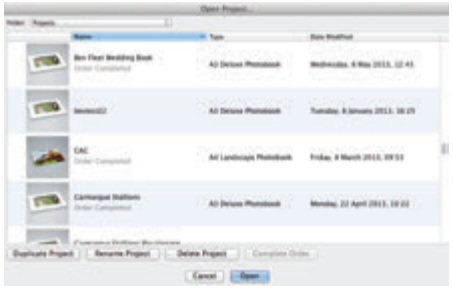
It is recommended that you update your software before the first use.

Choose a product catagory from our list of categories. Choose the product you wish to create. Double click to see the products within the catagory. Click on 'choose a catagory' to go back a step.

Follow the prompts to name and open your new project.

Pre-set backgrounds, masks and scrapbook items are available to download when convenient and are not included in the initial download due to size.

4 To Open an Existing Project

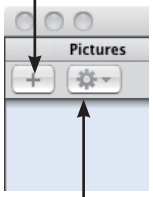


You can open an existing project to make changes, as long as you haven't placed an order for that project, as it will be locked.
If you need to make changes to a project you are currently ordering please phone us on: 01483 596223 for authorisation.
Austhorisation can only be given to orders that have not progressed to the print stage.

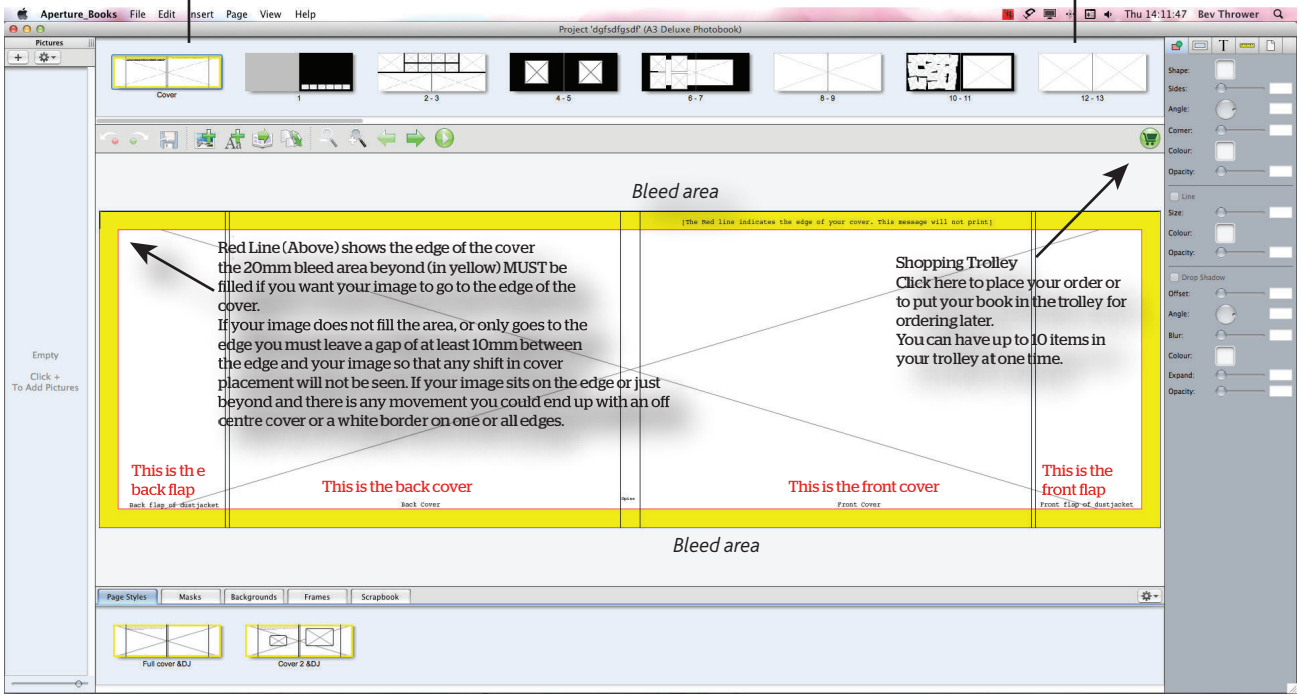
5

Select your Pages

Project images are loaded into the project library using the plus button top left of the column



Select to categorise, sort and clear your images

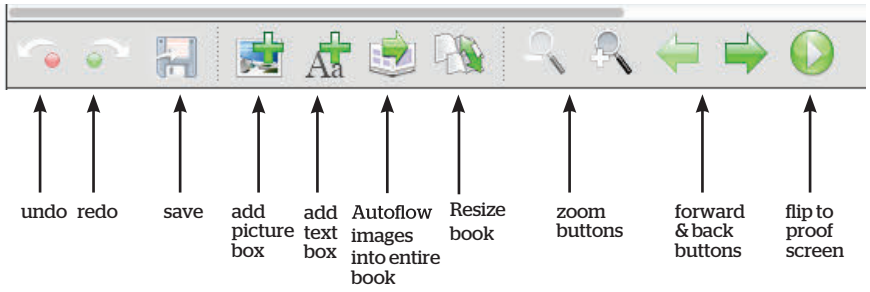


Inspector
Used to change box shape and colour, add borders and drop shadows etc

The software will open on the cover and following on are the pages of the standard book. Thumbnail images of the cover and entire book are seen running along the top of the window.

6

Navigating the Screen

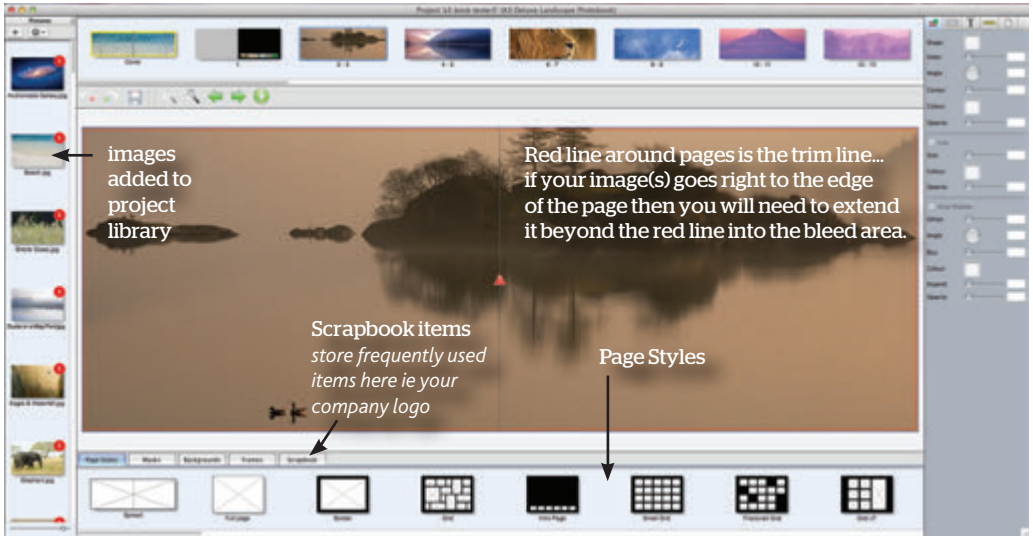


You must select a picture box on the page before you can use this option.

Aperture Books Assitant *with the Assistant switched on (help > assistant) warnings and advice will appear on the screen during various screen events.*

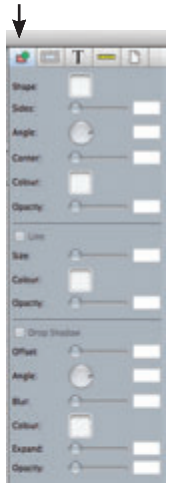
Image cautions appear when an image drops below 300dpi at 100% size. Most images will reproduce fine in the printed product. If you have images from a mobile phone or a low Megapixel (2 Megapixel for example) camera then the finished print quality will only be as good as the image provided. Please note: Increasing the size of an image above 100% will reduce its resolution.

7



Page Styles
There are page styles supplied by Aperture Books pre-set with different layouts. Drag and drop onto a page to use. You can also make your own page styles and save them for future use. All pre-set layouts can be modified to suit your design.

8



Understanding the Inspector Palette

Shapes, Lines and Drop Shadows

Shape...changes the shape of objects and boxes added to the page and the angle, corners, colour and opacity

Line... add borders to your shape or picture box, change the colour and opacity

Drop Shadow...including changing the offset, angle, blur, colour, size and opacity

9

Orientation of images

Angle... also flip vertical and horizontal

Colour... change the colour of your image. We highly recommended you do this in Photoshop, as far greater control is possible

Mode ... change your images to mono or sepia or keep as per original

Vignette...adds a feathered edge to your images. You can choose the opacity and depth and colour of the feathering.

10

Text controls

Colour... Choose the font colour and opacity, change width proportions and skew

Outline... Outline your fonts, change the size and colour of the outline

Spacing... Change margin, character, paragraph and baseline sizes

Direction and alignment... Choose justification and direction of text

11

Page position of items

Position...measures from the top left margin

Size... change the object size *Constrain Proportions...* to prevent stretching of your image

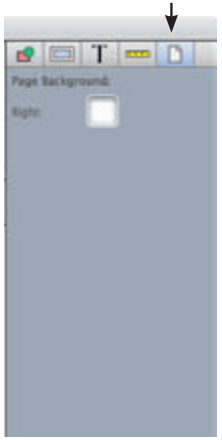
Offset...
moves the position of the image within its box

Scale...
scales the image within the picture box

Zoom Lock...
This keeps the image at full size within the picture box

Angle...
changes the angle of the image within the box

Page Colour
sets the page background colour
it is highly recommended to use pale colours or white, as large areas of dark colours tend to mark in print



12

Menus

File

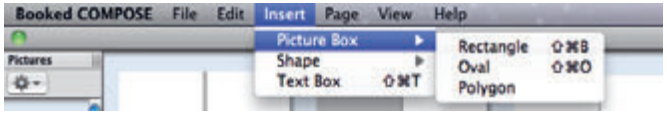
Save	*saves your project*
Close	*closes your project*
Check Project	*checks artwork for missing images, poor quality images, empty boxes etc.*
Create Proofs	*create a set of proofs to email to your client*
Order	*order your book (alternatively click on the shopping basket)*

Edit

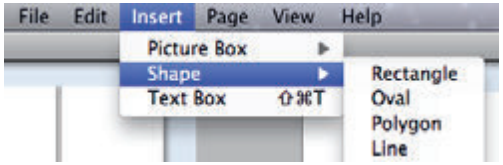
Undo	*undo last action*
Redo	*redo last action*
Cut	*copy & delete*
Copy	*copy item*
Paste	*place copied item on page*
Clear	*delete*
Select all	*selects all the items on the page*

Insert

Picture Box	*insert a picture box of selected shape on the page*
Shape	*insert one of the selected shapes on the page*
Text Box	*insert a text box onto the page*



adding picture boxes of various shapes



adding rectangles, ovals, polygons and lines onto a page

Page

Insert	*insert a spread (two new pages)*
Duplicate	*duplicates a spread and places it after the select set of pages*
Add	*add a single sheet (two pages)*
Delete	*delete a page*
Rearrange Pages	*enables you to rearrange the page order*
First	*jumps to the first page*
Last	*jumps to the last page*
Previous	*jumps to the preceding page than that selected*
Next	*jumps to the next page than that selected*

Menus cont...

View

Hide Inspector	*hides the inspector*
Hide Library	*turns off page styles and scrapbook items*
Hide Page Previews	*hides the page previews at the top of the page*
Hide Pictures	*hides imported images*
Show Ruler	*shows the ruler from where you can drag new guides*
Guides	*hide guides, snap to guides, clear guides and set colour of*
Grid	*hide grid, snap to grid, clear grid and set colour and size of*
Snap Position to Page Items	*snaps items to one another on a page*
Minimum Zoom	*zoom to smallest view*
Zoom in	*zoom in one step*
Zoom Out	*zoom out one step*
Show Box Guides	*show box text or picture sits in*
Preview	*screen flips to proof view*

Help

Assistant	*switches the assistant on and off*

Preferences

Ruler Origin

set the ruler origin to the print area or the area including bleed

mm or inches

set measurement units

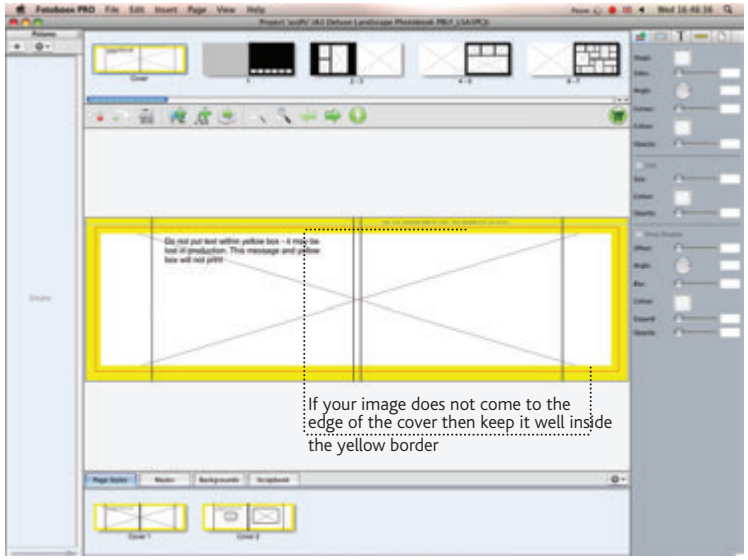
Constrain Proportions on New Pictures / Shape Boxes

constrain proportions when resizing

Automatically Check for Updates

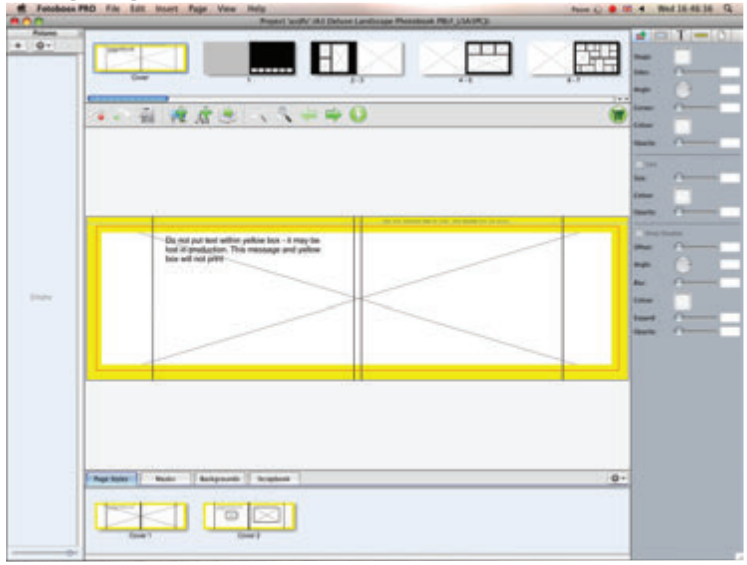
automatically check for template and price updates etc

13 DESIGNING YOUR BOOK



The first page in the template is the cover or cover and dustjacket combined. See the attached tips to help with the final overall look of your cover. It is advised to keep important items away from the spine so they do not disappear into the crease of the spine. Also we recommend that you supply enough image to fill the area outside the cut line (bleed area) if your design fills the cover area.

14 Adding Images



To add your images click on the + sign and select your folder containing your images.Thumbnails will then load into this panel for your to drag and drop into pages styles. To choose ready made page styles, click on a page and click on the Page Styles tab at the bottom. Backgrounds, masks and scrapbook items can be found here too.

15

You are now ready to design your book

Select an image and drag it onto the cover or page, as required. Resize and crop to suit your design requirement. Alternatively select and drag one of the page styles onto the page and the images will reorganise into the specified areas.

16

Ungrouping items on a page.

Mac: Control > Click on the page and select ungroup from the drop down menu (or right click your mouse if this is set up in your preferences)

PC: Right Click and select ungroup.

Adding items to the Scrapbook

Select the item

Mac: Control > Click on the page and select 'Add To Scrapbook'

PC: Right Click and select 'Add To Scrapbook'

this will put your image into the scrapbook and can be accessed via the scrapbook tab at the bottom of the screen.

17

Adding Picture Boxes to your pages to drop your images into
Insert > Picture Box
add the shape required and resize by dragging out the corners on the page. The small green dot on the box is used to rotate the box.

This can also be done more precisely by going to the Page Positioning section of the Inspector and typing in an amount at the bottom beside the Angle setting.

← *Positioning on the page*

← *Sizing images*

← *Rotating either using the dial or typing into the text box*

Resizing can also be done here and this is particularly useful if you need to make a set of picture boxes the same size. These could then be aligned using the Align function if required.

18

Adding Text to your pages
Insert >Text Box
To add your text double click on the box and type your text and use the text panel to set the text attributes.
Select OK and resize either manually or by using the inspector as above.

19

Adding Shapes to your pages
Insert > Shape > Select the shape required
Add the shape required and resize by dragging out the corners on the page.
Use the small green dot to rotate manually if required or enter requirements into the inspector

Use the inspector to add borders, drop shadows and colour.

Cropping your Images
Double click on the picture box
Drag the corner in and move the box to sit over the area of image that you want visible.

Select OK

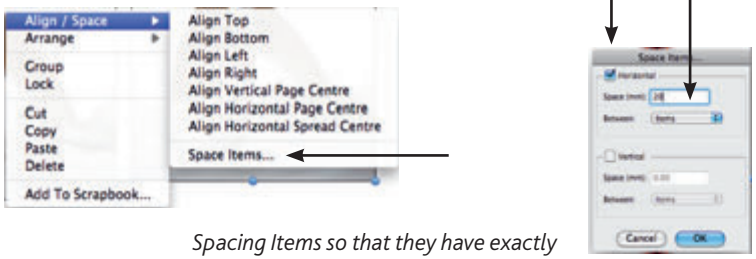
20

Aligning Images
Select all the images
Mac: Control > Click on the page and select align
PC: Right Click and select align

21

Spacing Images
Select all the images

Mac: Control > Click on the page and select Align / Space > Space Items
PC: Right Click and select Align / Space > Space Items



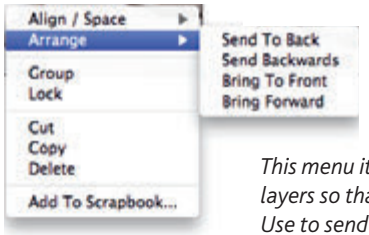
Spacing Items so that they have exactly the same distance between them
Set the horizontal or vertical distance
OK

The distance between the images will be equal to that entered in the Space (mm)

22

Arrange
Select image

Mac: Control > Click on the page and select Arrange
PC: Right Click and select Arrange

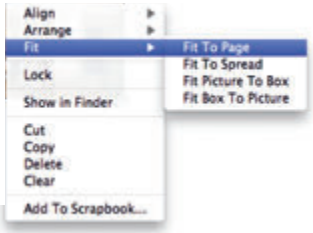


This menu item enables you to arrange your images in layers so that they may overlap etc.
Use to send low opacity images to the back so that your full opacity images can sit on the top

23

Fit
Enables you to fit your image to the page assuming that the image quality is high enough.

Mac: Control > Click on the page and select Fit
PC: Right Click and select Fit



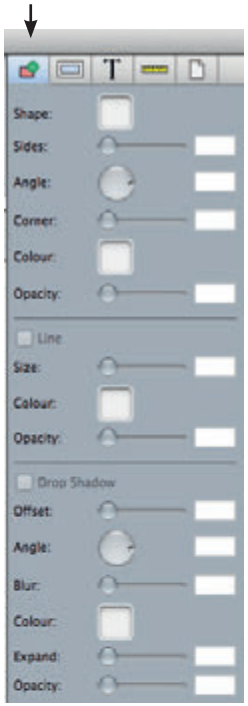
Also use this menu to fit to a spread, fit to a picture box and fit box to picture...

24

Adding Borders to your images

Select the image

In the Inspector select the 'Line' box and set your line size, colour and opacity



25

Adding Drop Shadows

Select the image

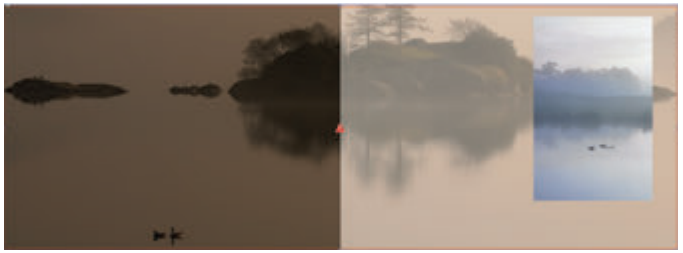
In the Inspector select the 'Drop Shadow' box and then use the options below to obtain the shadow style you prefer ie angle, blur, opacity etc

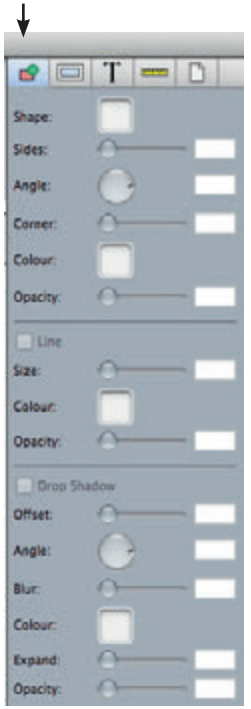
26

Changing the Opacity of your images

Select the image

In the Inspector opacity as shown here... Standard Opacity for a background image is 20%.



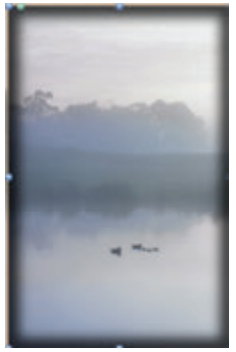


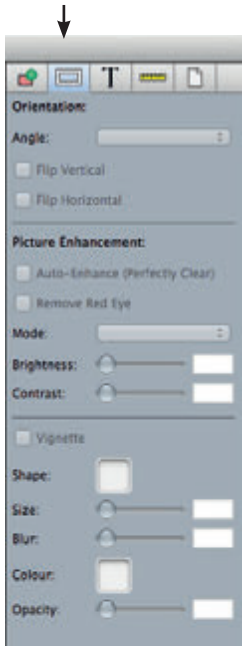
27

Creating Vignettes

Select the image

In the Inspector select Vignette as shown here and adjust the shape and size to achieve your required effect



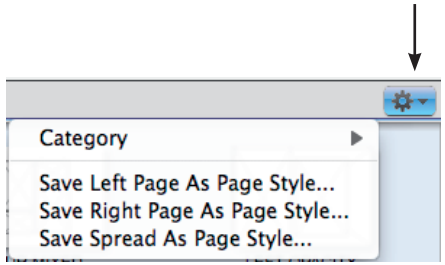


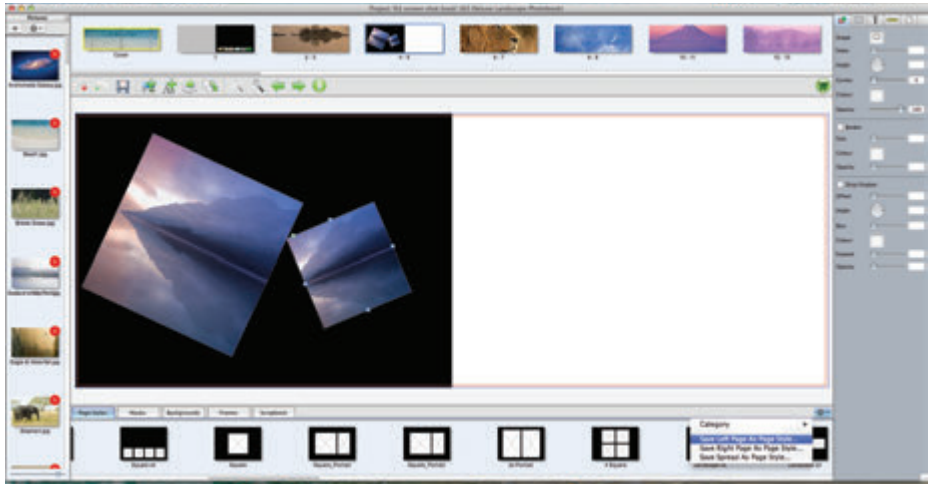
28

Creating your own Page Styles (templates)

Use your images to create a page design and then save this as a page style.
Once you have done this you can drop the style onto any page and the template for this style will be created. Simply drop your images into the templated areas.

To Create the Style:
Select the icon (bottom right of your software window)
Select 'Save Left Page as Page Style' or
'Save Right Page as Page Style' or
'Save Spread as Page Style' to save the double page spread





Your style will be save here

29

Rearrangeing Pages

Use this to change the position of your pages within the design

To Move your Pages
Select the Page Menu
Rearrange Pages
Select the page you wish to move and use the arrows on the left to move them up or down.

30

Autoflowing Images into your book
Flow the entire set of your images into the book instantly. The software will look at how many images you have and space them throughout the pages in the book.

This function would be ideal if you were placing one picture on a page. Create a document of pages with a single box on each.Save this for future use and flow your images in automatically each time. It may be necessary to scroll through making small adjustments.

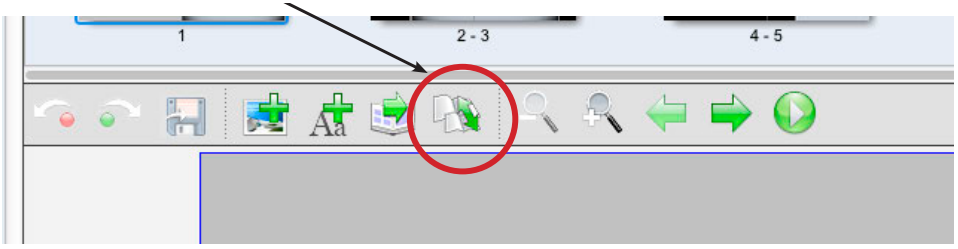
Load your images into the software
Select this icon (top left of artwork area)
and flow your images in (picture order)...

Resizing Your Projects

If you are using Aperture Books software version 3.2.0 or above you can use our re-sizing facility. This allows you to duplicate and resize a project. It will resize your project to any size within the product category but will not be able to resize a book to a different proportion, ie A3 to 297mm Square.

To re-size your project please follow the steps below.

1. The project must have been originally created in Aperture Books version 3.2.0 or later
2. Open software and choose *Open Existing Project*
3. Click on your project and choose *Duplicate Project* and rename your project
4. Once the project is open click on the Resize button



5. Choose the size you wish your project to be changed to.
6. The software will now resize your project.
7. You will now need to go through every page and check the images on your pages for movement or changes in cropping positions.
8. Save your project into the shopping cart along with any other projects you have.
9. If it is part of a package deal then you can apply the relevent voucher code to the whole basket.

Voucher codes for our Package Deals are available in the information button in the software.

31

Proofing your Book to your clients
On-screen Preview

You can preview your finished book by either clicking on the icon or going through the top menu and you will be able to scroll through your pages. This view will show how the book will look when printed.

Create Proofs for your customer

File>Create Proofs
This will allow you to save either individual pages or the whole book as a low res proof in either jpegs or PDF formats for you to send to your customer.

32

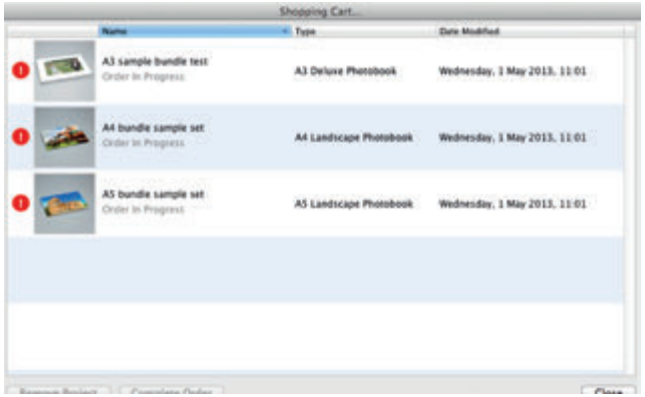
Ordering your Book
Click on the Shopping Basket or File > Order. You can either save your project in the shopping basket and add other projects to it to be ordered together, or go directly to ordering.

You will pay a seperate shipping fee per order, so if you intend to order 2 or more different projects, all to be delivered to the same address, you can save money by adding them all to the basket and ordering all in one transaction.

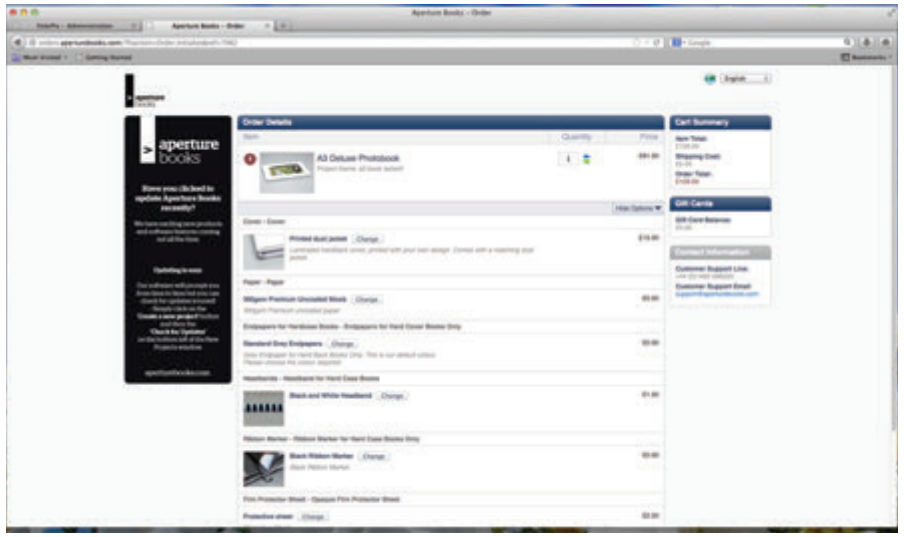
Firstly the software will check for artwork errors such as low quality images and empty pages etc Save your design.

You will then be taken through setting up an account and payment screens. Your order will be sent through to our production department and we will be advised by email of your order.

Items saved in the shopping cart can be accessed from the front splashscreen, *view shopping cart*, and then ordered together as one order.



33



Your order screen will list each item, along with its price and options breakdown. From here you can choose the stock for your cover and inside pages by clicking on *change* and choosing the option required

Paper options screen

There are also options for other items, such as presentation boxes, ribbon markers etc that can be chosen at this stage.

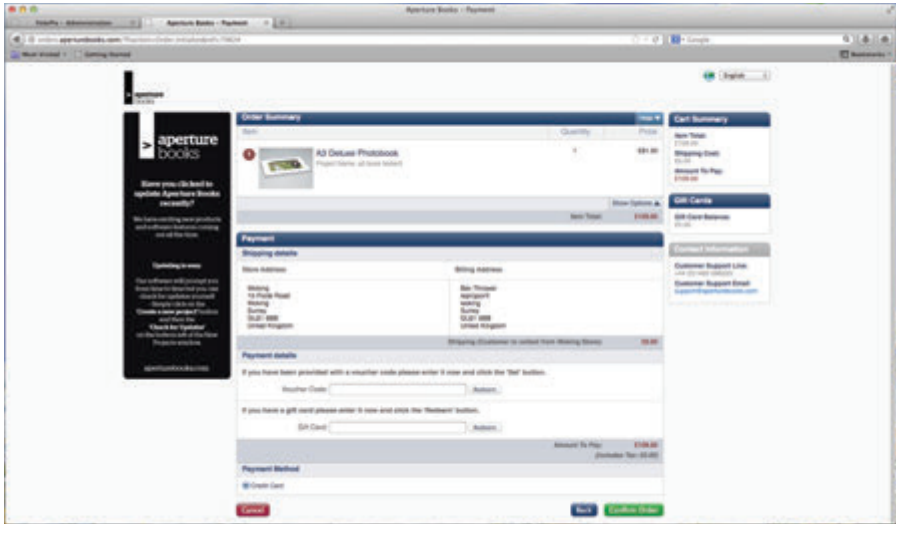
Once all the options have been selected click on *continue* to get to the next screen.

Delivery Options:
You can choose a different address here to deliver your items to, for example if you want them to go directly to your customer. We do not put any identifying paperwork in our parcels so your customer will not know where the book has been printed.

You will need to specify your choice of delivery, either by courier or by collection from our offices in Woking, Surrey.

Click continue to get to the next screen.

Confirmation Screen



The confirmation screen will give you a final cost, confirmation of billing and delivery addresses and an option to use a voucher code, if needed.
The voucher codes can be input and once you click *redeem* it will adjust the price of the item(s) according to the code input.
Once everything is ok click *confirm order*.

When the order has been placed you will receive an email of your invoice for the product.
You can then close your browser and upload your artwork to our servers.

Your software should still be open and it will show an upload screen.

Uploading your Artwork

From the upload screen you can choose to either upload your artwork to our server through your internet provider or save it to your desktop and burn the files to disc and post it to us.
If you choose to save to disc please compress the file before burning to disc.
Your internet provider speed will determine the length of time it takes to upload your artwork to our server.

34 FURTHER INFORMATION

Production Timings

We have a **5-7 WORKING DAY** turnaround time in order to produce the optimum quality on your hand-bound book(s). Print must be fully dried as is the case with all binding stages. We at Aperture Books want all our clients to be delighted with their books and therefore prefer to secure each step in the book production stages rather than rushing stages.

Track your orders online: *http://members.aperturebooks.com/*

New Client Sample Pack

We offer a discount to new customers. The offer is for 1x A3 deluxe book at a discounted rate of 50% off retail price. This offer is limited to one per customer. If you wish to get a discount please contact enquiries@aperturebooks.com

Colour

The software uses and exports in sRGB. Colour Management is switched on and so the software will take your embedded profiles and convert them to sRGB. Our print device has been set to give optimum results in this colour working space.

Test Prints

Test prints are available Free of Charge through our software. Please choose *Sample Prints*, add some images and send to us. We will return your images printed on our 3 different stocks, with the different lamination for you to see.

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