# COMPUTER & LIBRARY TRAINING

# Simple Book Covers with Photoshop for Asquith Press



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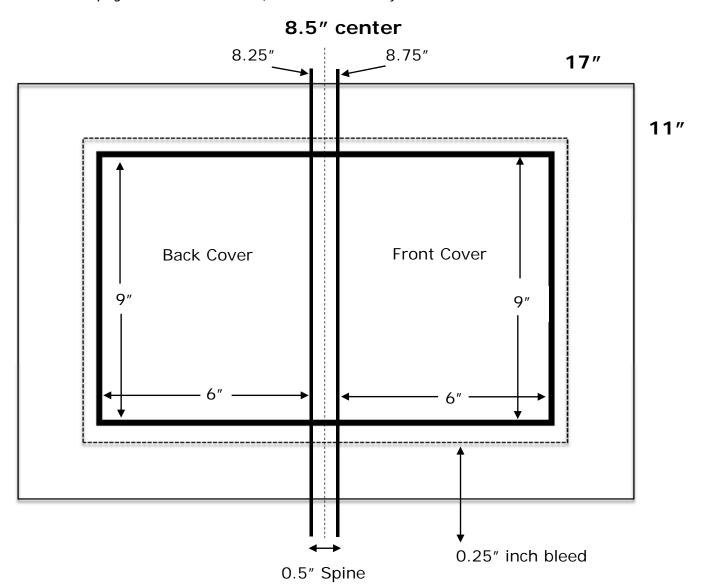


For the Asquith Press book printing machine, you will need to create a cover that is centered horizontally and vertically on 17 x 11 inch paper. You need to account for your back cover, spine, front cover and bleed.

For this example we are using a book with:

- a trim size of 6 x 9 inches
- book length is 250 pages
- spine is 0.5 inches\*

<sup>\*250</sup> pages are 0.5 inches thick, based on our PPI of 500.







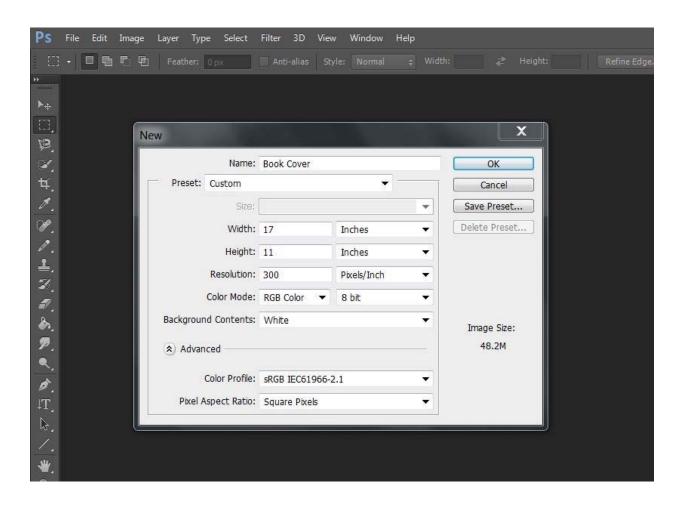
To begin:

#### 1 Create a new document

#### Open Photoshop

#### File Menu -> New

- Give your file a name, eg Book Cover
- Set width to 17 inches
- Height to 11 inches
- Resolution to 300
- Colour Mode: RGB Colour 8 bit
- Background to White
- Click OK



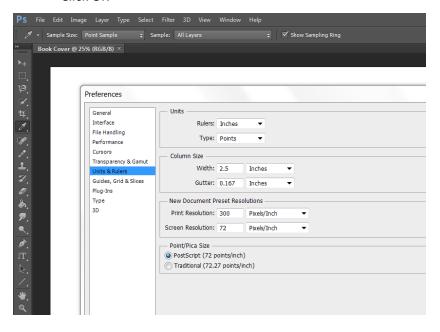




## 2 Display measurements in inches

Edit Menu -> Preferences -> Units and Rulers ->

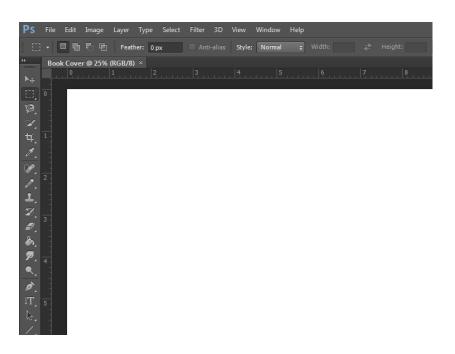
- In Rulers, choose Inches
- Click OK



<u>TIP: Mac Users</u> Photoshop Menu -> Preferences -> Units & Rulers

#### 3 Turn on the rulers

View Menu -> Rulers







#### 4 Set-up guides for your spine and cover

Guides will help you position your spine, front and back cover and any text or images you wish to include.

Start with your spine width: it is based on the number of pages in your book and the thickness of our paper (expressed as pages per inch or PPI = 500). Use the chart on the last page of this handout (or in the *Book Printing Guide for Authors*) to calculate your spine width. You will also find right and left markers for the spine in this chart.

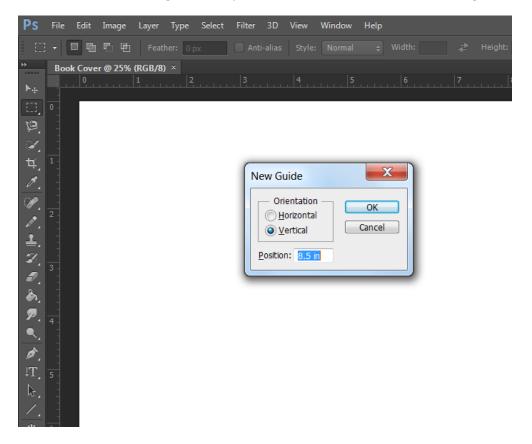
For this example we are using a book with:

- a trim size of 6 x 9 inches
- book length is 250 pages

250 pages are 0.5 inches thick, based on our PPI of 500.

View Menu -> New Guide

- Enter 8.5 inches Vertical (for the center of the spine)
- Note that the edges of the spine will be 0.25 inches to the left and right of this center mark)







#### Let's set up the spine:

View Menu -> New Guide

• Enter 8.25 inches Vertical (8.5 - 0.25 inches for the left edge of the spine)

View Menu -> Guides

• Enter 8.75 inches Vertical (8.5 + 0.25 inches for the right edge of the spine)

#### Now for the front cover:

View Menu -> New Guide

• Enter 14.75 inches Vertical (8.75 + 6 inches for the right edge of the spine)

#### Now for the back cover:

View Menu -> New Guide

• Enter 2.25 inches Vertical (8.25 - 6 inches for the left edge of the back cover)

#### Now for the top and bottom edges:

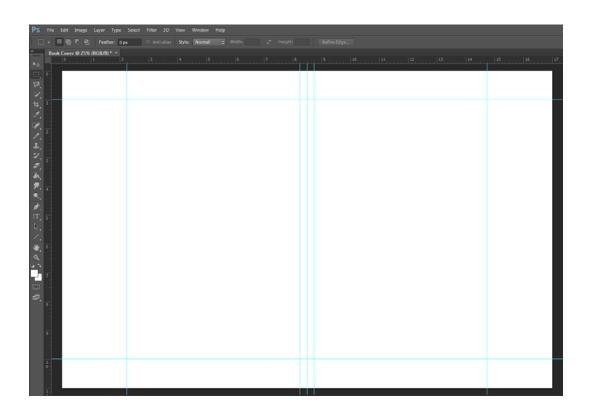
Because the cover is 9 inches tall and the paper is 11 inches tall, we need one inch top and bottom for the cover to be centered **horizontally**.

View Menu -> New Guide

• Enter 1 inch Horizontal (for the top edge of the cover)

View Menu -> New Guide

• Enter 10 inches Horizontal (for the bottom edge of the cover)

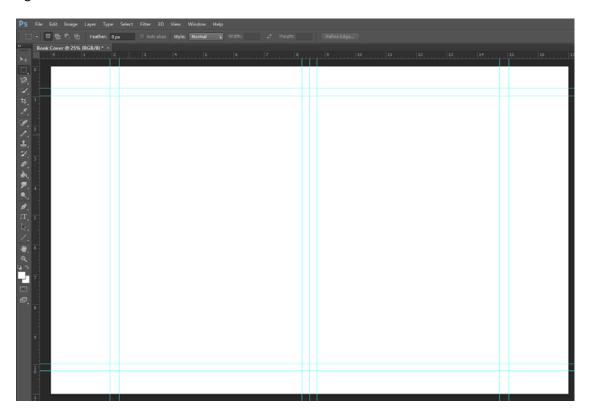






Add guides on all four sides to account for a bleed of ¼ inch.

You can do this by dragging guides down from the horizontal ruler at the top and by dragging to the right from the vertical ruler.







You can add vertical guides for the center of the front and back covers. These help when you position text or images:

#### Center of the front cover:

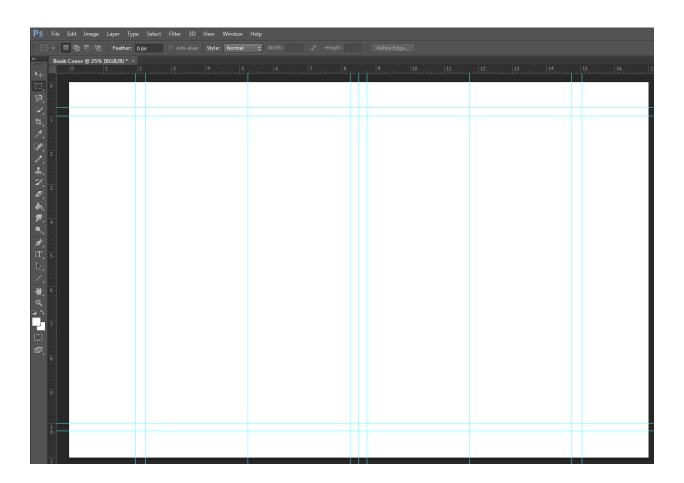
View Menu -> New Guide

• Enter 11.75 inches Vertical (8.75 + 3 inches for the middle of the front cover)

#### Center of the back cover:

View Menu -> New Guide

• Enter 5.25 inches Vertical (8.25 - 3 inches for the middle of the back cover)







#### 5 Add Text and Visual Elements

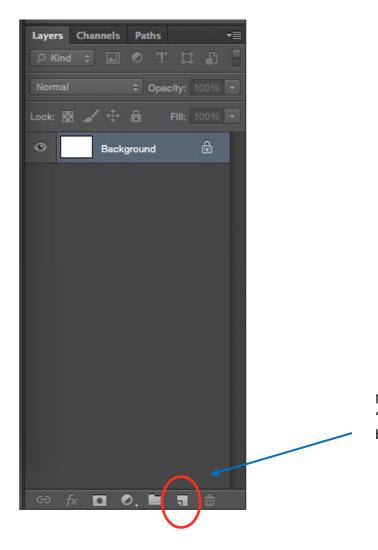
For best results, create a new layer for each element and label it clearly.

Layer Menu -> New -> Layer

To see your layers turn on the Layers Window:

Window menu -> Layers

Now you can use a shortcut: the "Create New Layer" icon at the bottom of the Layers window

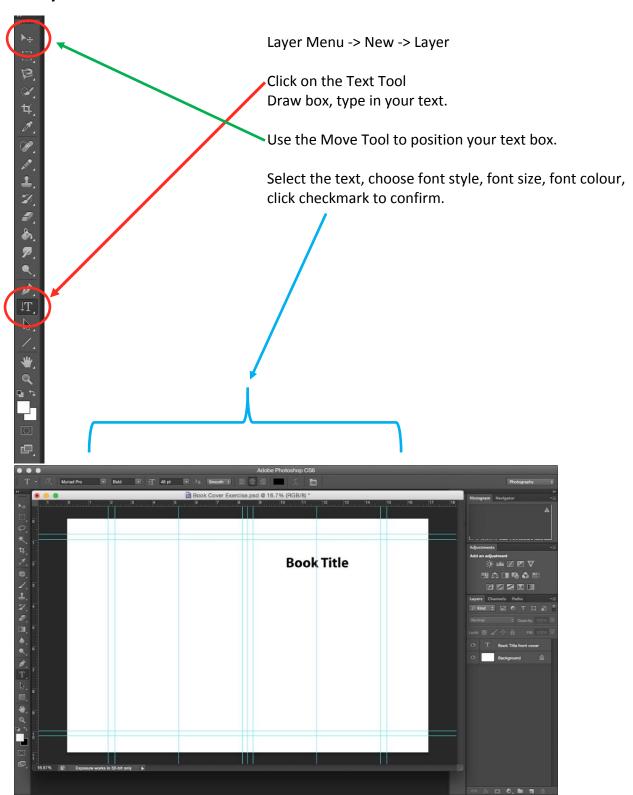


Now you can use a shortcut: the "Create New Layer" icon at the bottom of the Layers window





# **Add your Book Title text**







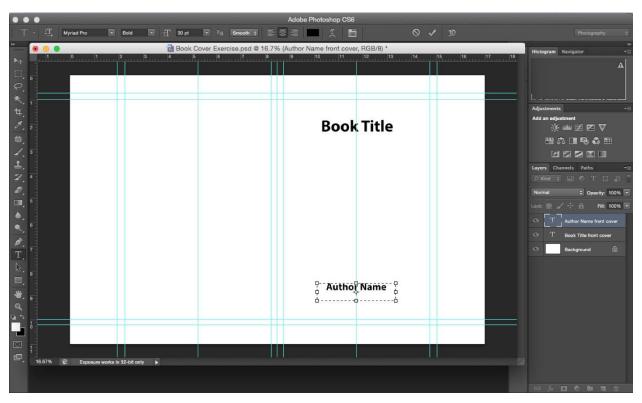
#### **Add Author Name text**

Layer Menu -> New -> Layer

Click on the Text Tool Draw box, type in your text.

Use the Move Tool to position your text box.

Select the text, choose font style, font size, font colour, click checkmark to confirm.



#### **About the Author Text**

Follow the same above process to create "About the Author" or "About the Book" text for the back cover.





#### **Add Spine text**

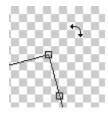
(only recommended for books over 130 pages)

Layer Menu -> New -> Layer

Click on the Text Tool

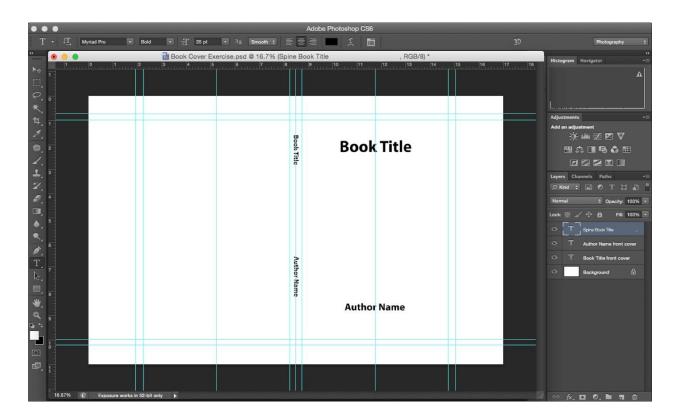
Draw another *horizontal* box, type in your text. Select the text, choose font style, font size, font colour.

Use the rotate arrow to rotate the box 90 degrees (to a vertical alignment)



Use the Move Tool to position your text box and click the checkmark to confirm.

You may have to adjust the font size to fit your spine



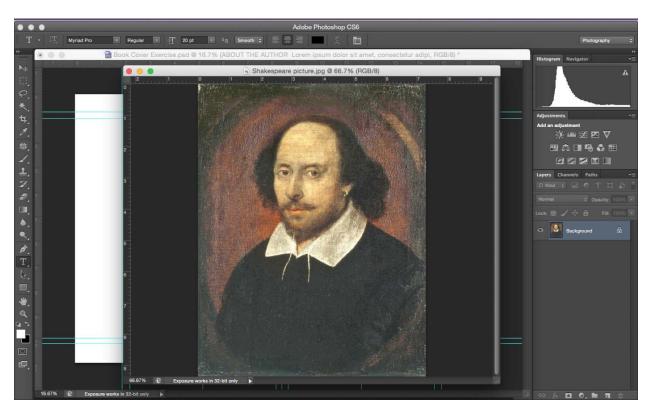




# Add Author Photo/Image

Layer Menu -> New -> Layer Rename the layer as Author Photo

File Menu -> Open
Navigate to your image and open in Photoshop
Select Menu -> All (or Command/Ctrl + A)
Edit Menu -> Copy (or Command/Ctrl + C)

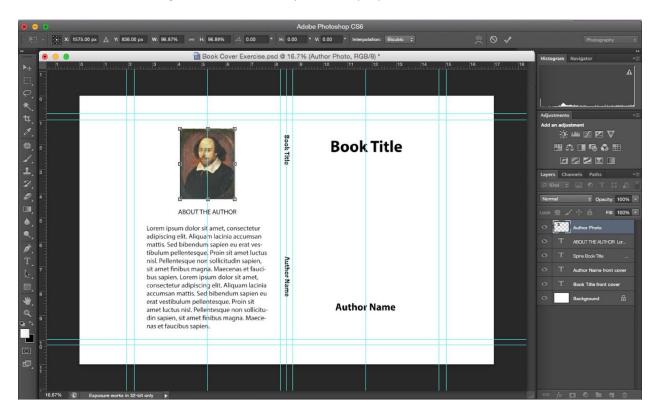


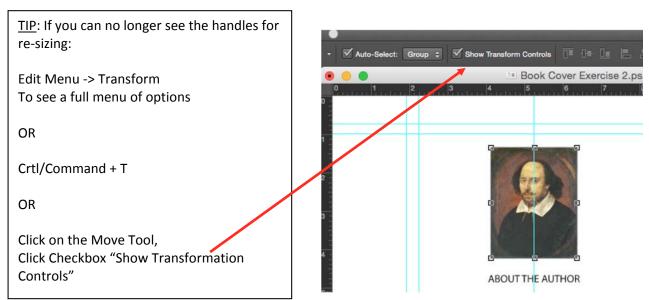




Switch to your Book Cover Photoshop document Click on the Author Photo layer to ensure it is active Edit Menu -> Paste (or Command/Ctrl + V)

Use the Move Tool to position, use corner handles to re-size (IMPORTANT: Shift + Drag corners to retain aspect ratio/proportions)









## **Front Cover Photo/Image**

Layer Menu -> New -> Layer Rename the layer Cover Photo

File Menu -> Open
Navigate to your image and open in Photoshop
Select Menu -> All (or Command/Ctrl + A)
Edit Menu -> Copy (or Command/Ctrl + C)

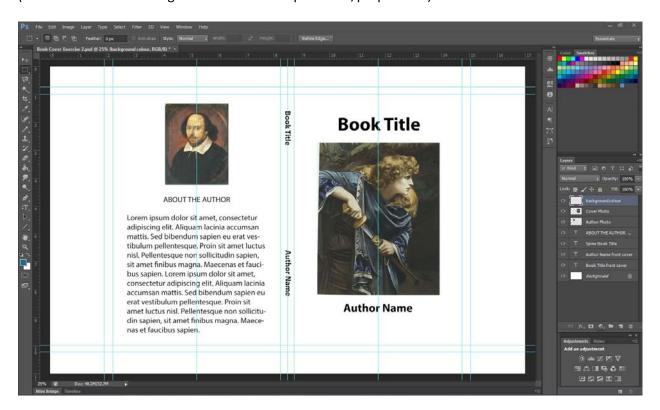






Switch to your Book Cover Photoshop document Click on the Cover Photo layer to ensure it is active Edit Menu -> Paste (or Command/Ctrl + V)

Use the Move Tool to position, use corner handles to re-size (IMPORTANT: Shift + Drag corners to retain aspect ratio/proportions)

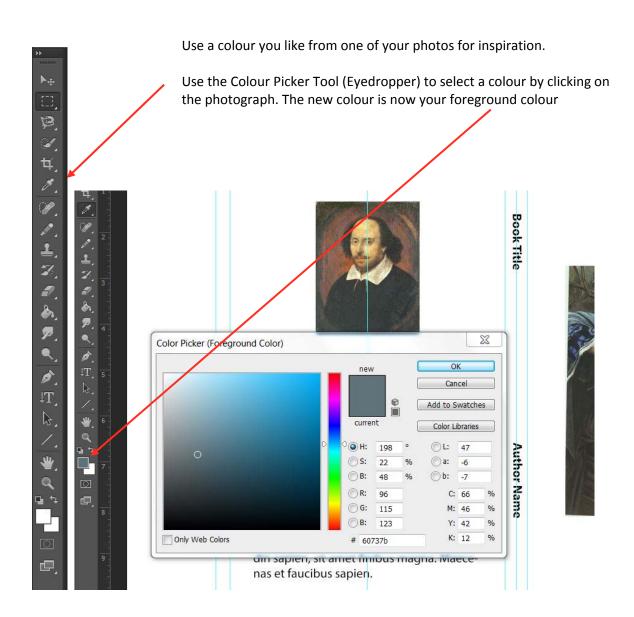






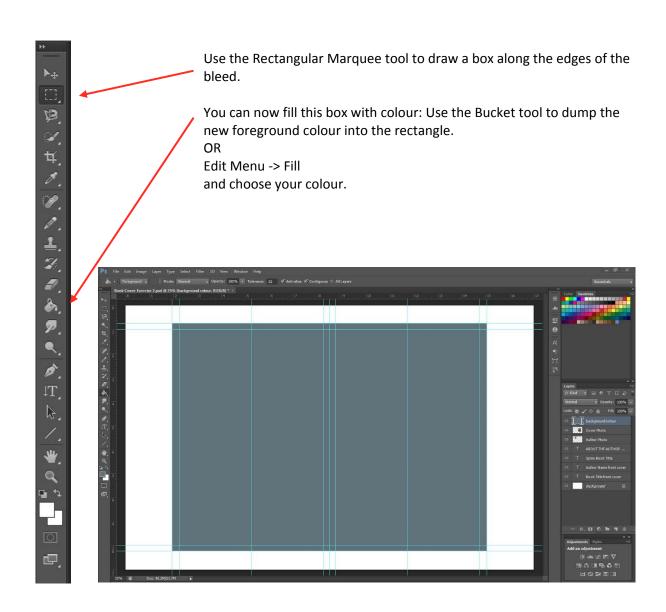
# **Add a Background Colour**

Layer Menu -> New -> Layer Rename the layer Background colour







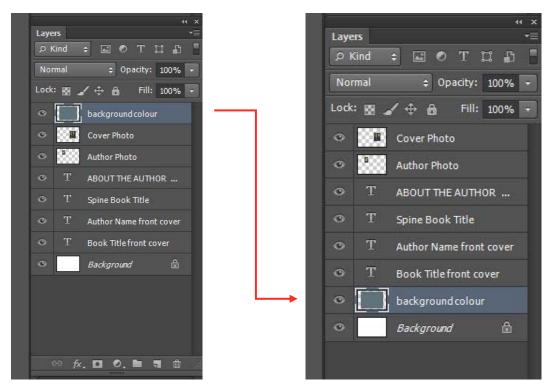


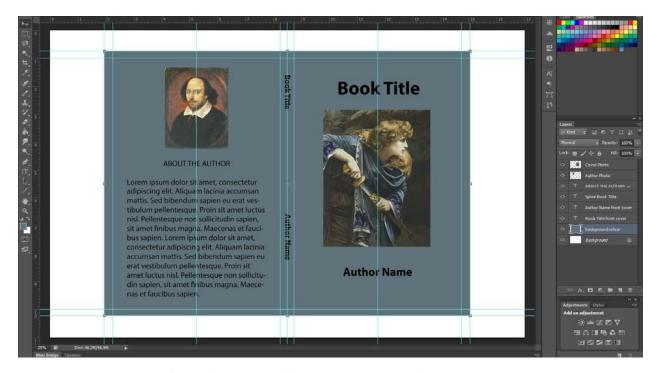
<u>TIP</u>: You can also click on the Foreground Colour to choose from a range of colours





Drag your new coloured background behind the text and image layers:





**Important**: Save a copy of your file as a .PSD (Photoshop Document) to retain the layers in case you want to edit again in the future.



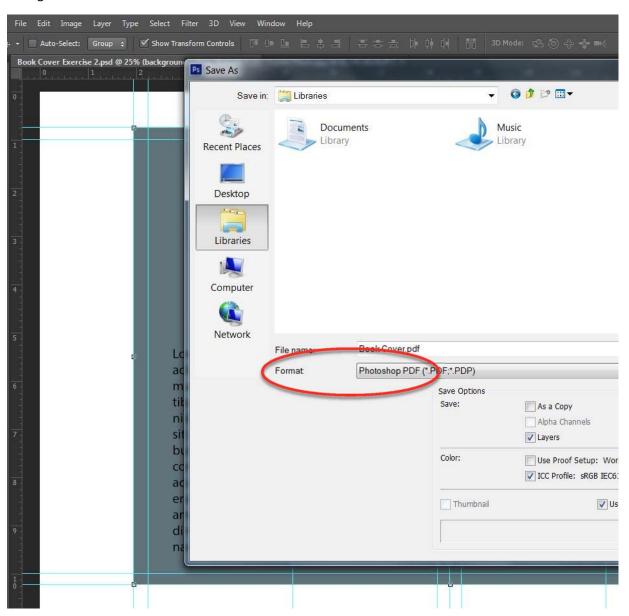


# 6 Save As PDF for printing

Your final step will be to Save a version of your file as a PDF for Printing

File Menu -> Save As

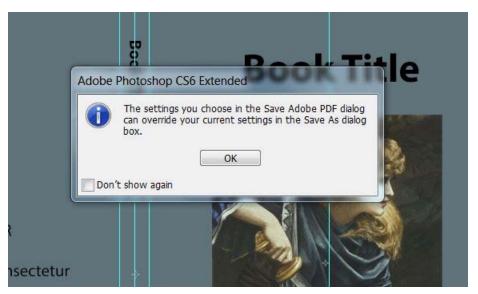
Change the Format to PDF





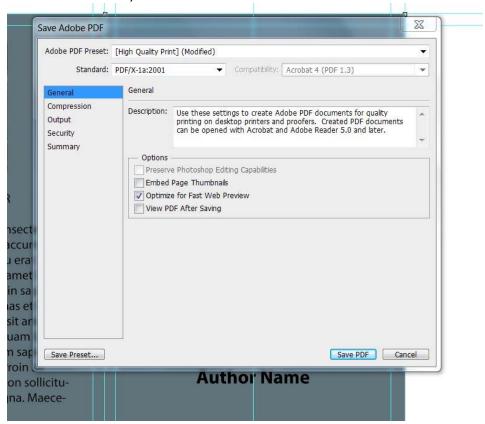


#### Click OK when you see the warning pop-up box



#### For Asquith Press chose:

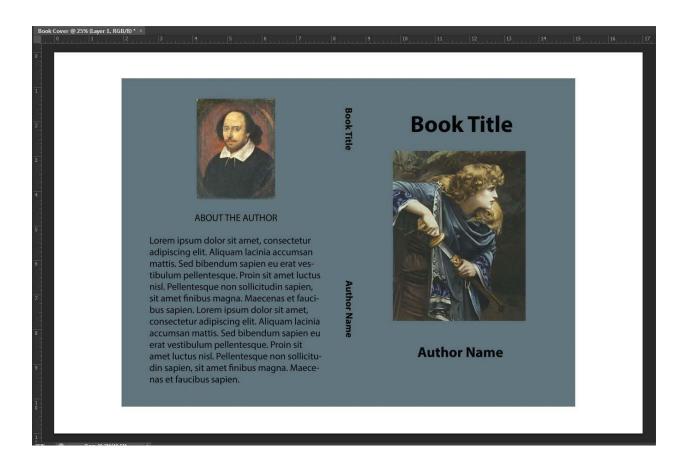
Preset: Select High Quality Print Standard: Select PDF/X-1a:2001







Your final cover as a pdf file will have none of the guide lines and should be ready to print.



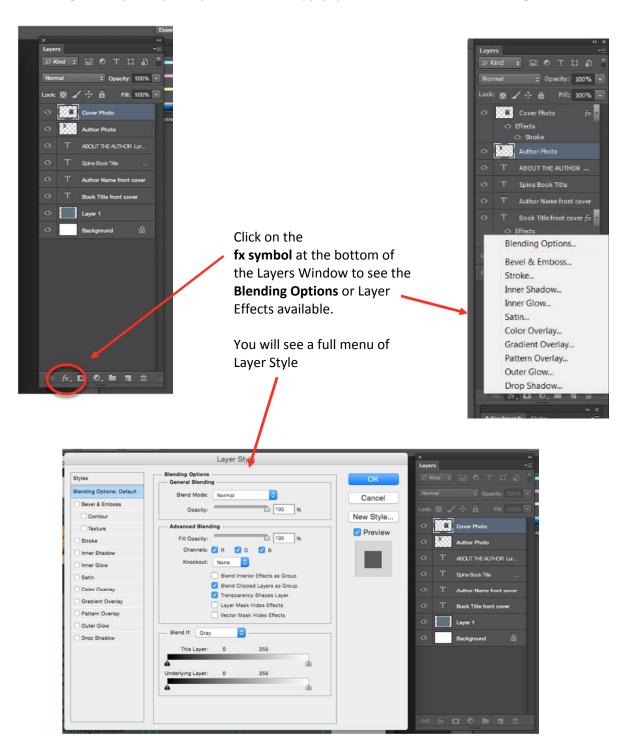
<u>Tip</u>: To learn more about Photoshop at the Toronto Public Library, use your library card to access <u>numerous video tutorials on Lynda.com</u> for free, use <u>Safari eBooks</u> or tutorials on the <u>Adobe website</u>.





#### 7 BONUS: Add Effects

Another great way to improve your cover is to apply special effects to the text or images.

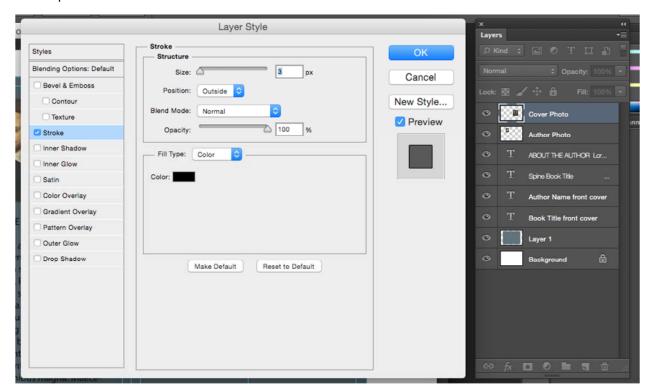


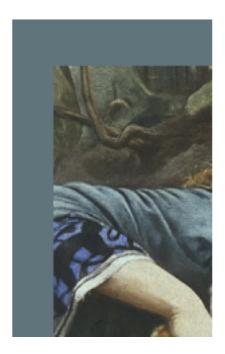




# Add a Border (Stroke) to the cover photo

Click on the Cover Photo Layer Click on **fx** -> Stroke Adjust Size (no of pixels) You can change the colour, etc. Just experiment!





Before and After







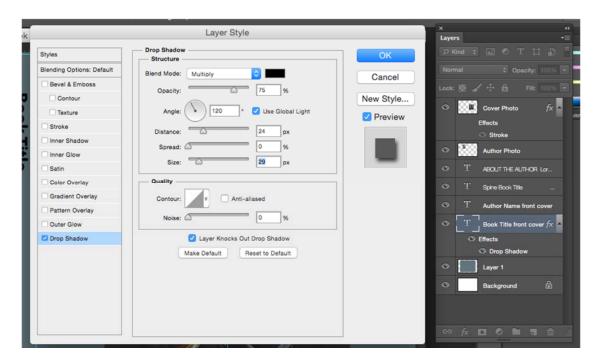
## **Add a Drop Shadow to Text**

Click on the Book Title, front cover Layer

Click on **fx** -> Drop Shadow

Adjust Size (no of pixels)

You can even change the colour, angle, etc., - just experiment!





Before and After







## Sources of copyright-free/public domain images

In all cases, check rights for each image to ensure you are using it properly. Note whether it is truly free to use for commercial purposes or if you can alter it or if you need to credit the copyright owner. **Creative Commons licensing** may apply. https://creativecommons.org/publicdomain/zero/1.0/deed.en

#### Take your own pictures

You own the copyright and you never have to worry.

#### **Toronto Public Library - Digital Archive**

http://www.torontopubliclibrary.ca/digital-archive/

A large collection of largely public domain images digitized from the library's collection. Strength: Toronto images; Note: Toronto Star images are not public domain.

#### **Wikimedia Commons**

https://commons.wikimedia.org/wiki/Main Page

a database of 32,895,069 freely usable\* media files to which anyone can contribute

Note: \*Reuse Guide: "Reusing Content outside of Wikimedia"

https://commons.wikimedia.org/wiki/Commons:Reusing content outside Wikimedia

City of Toronto Archives <a href="http://tinyurl.com/zsj8gd5">http://tinyurl.com/zsj8gd5</a>

NASA http://www.nasa.gov/multimedia/guidelines/index.html

Library of Congress <a href="http://www.loc.gov/pictures/">http://www.loc.gov/pictures/</a>

Free Images (was Stock.XCHNG) http://www.freeimages.com/

Pixabay https://pixabay.com/

Flickr https://www.flickr.com/search/advanced/

Use the Advanced search to find images for commercial re-use or which you can modify

Image After <a href="http://www.imageafter.com/">http://www.imageafter.com/</a>

**Public Domain Photos** http://www.public-domain-photos.com/

**Vector Art** 

See this article: http://www.makeuseof.com/tag/10-best-websites-free-vector-art-downloads/





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Free with your valid library card via the Toronto Public Library website: <a href="http://www.torontopubliclibrary.ca/databases/">http://www.torontopubliclibrary.ca/databases/</a>

#### Try out:

- Designing a Book Cover with Nigel French
- Photoshop CS6 Essential Training with Julieanne Kost
- Photoshop CC Essential Training (2015) with Julieanne Kost
- and many more courses...



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while connected to the Internet, but some parts of books can be printed or emailed.

Free with your valid library card via the Toronto Public Library website: <a href="http://www.torontopubliclibrary.ca/databases/">http://www.torontopubliclibrary.ca/databases/</a>

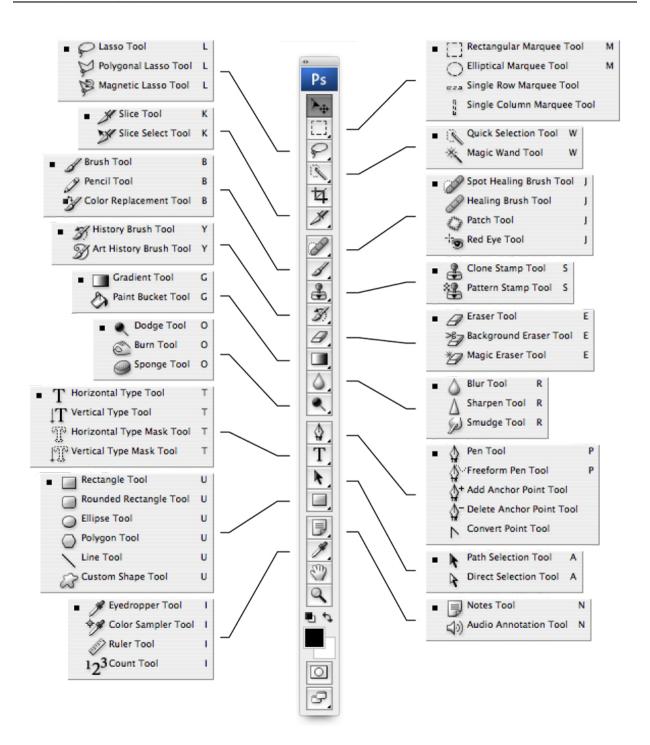
#### Try out:

- Teach Yourself VISUALLY Adobe Photoshop CS6 by Mike Wooldridge; Brianna Stuart
- Adobe® Photoshop® CS6 Classroom in a Book®: The official training workbook from Adobe Systems by Adobe Creative Team
- Photoshop CC: Visual QuickStart Guide by Elaine Weinmann; Peter Lourekas
- and more...





Adobe Photoshop: Tool Bar



[from: http://jcbishop.deviantart.com/art/photoshop-toolbar-2-97670567]