

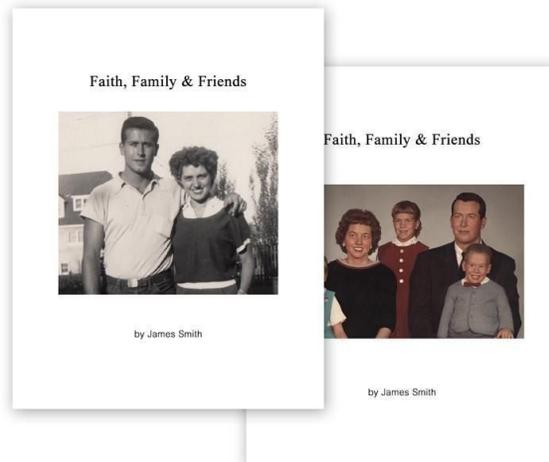
Step 4: Creating your Book Cover and Spine.

NOTE: You must create a book cover before you can PREVIEW your book.

Your cover will contain a title,
author's name, and photo.

Note: Space for your title, author's
name, photo, and fonts are all
pre-set. Please observe below.

- o Title :30 letters max
- o Image: preset space
- o Author's Name: 36
letters max



Note: All covers are white, letters are in black ink and photos can be either b/w or color, depending on the photo selected.

NOTE: Many people like to use a "template software" to create their cover photo. These programs will automatically adjust pixels so that your cover photo will use all the system's allocated space on the cover. These programs can easily create a "canvas" that allows you to create a collage of several pictures OR you can choose to have a single photo. Many of these programs are free. You can Google "photo templates" to see a list of companies. Many customers have found www.photojoiner.net to be easy to use.

Also, photos are centered on the page and text does not wrap around the photos.

NOTE: Any link or reference to external web-sites does not constitute an endorsement, guarantee, or approval by CMS of such external websites or company, or the information, products, or services contained therein. These links are being provided as a convenience and for information purposes only. CMS bears no responsibility for the accuracy, legality or content of any external website or for that of subsequent links. Contact the external

website for answers to questions regarding its contents.

NOTE: These procedures are for www.photojoiner.net. Each template web- site has their own procedures so read their information full instructions, but they all follow a similar set of procedures.

A. CREATE A COLLAGE OR SINGLE PHOTO FOR YOUR COVER

1. Open template web- site www.photojoiner.net
2. Click on Create Collage.
3. Choose a number of photos on the collage.
4. Choose collage arrangement
5. Default collage pixels are 1,000 x 1,000 and is a good place to start.
6. Click OPEN
7. Select COMPUTER
8. Find the photo on your computer to include on your collage and left Click
9. Click OPEN. The photo will now appear on right side of your collage.
10. Repeat steps 6-9 to get all your photos for your collage.
11. Drag photo and drop into space on your collage. If you want to move the photo to a different space, left click on the photo then click the Trash can icon and photo will return to holding area to be relocated.
12. Once the photo is in the space, you can make small adjustments to the photo location within the space. Left click and hold down and move the mouse up or down or side to side to adjust. Release to set photo.

At this point, you may find that some photos have been “squeezed” in order to fit the template and you will want to make adjustments. If satisfied, go to Step 14.

13. By adjusting the SIZE SETTING to CUSTOM on left side of the screen, you can change the width and height pixels to create more space for the photos. For example, if you have a landscape photo (width is much more than the height), you can change the width to be 650 and reduce the height to 450. Keep change the width and height pixels to get the layout you desire.

Now you can enhance your collage, if you desire, by adding frames around your photos and color. If you do not want frames, go to STEP 16

14. If you desire a border around each photo in your collage, Left click and hold down BORDER SIZE and drag to the desired border look.
15. If you want to add color to the border, left click the small box next to BORDER COLOR. Then left click on the color spectrum to select the desired color.

If you are pleased with your collage:

16. Click SAVE
17. Click DOWNLOAD
18. Open DOWNLOAD
19. Click FILE
20. SAVE as JPEG PICTURE
21. Name your collage
22. SAVE to a file on your computer
23. Click SAVE
24. Return to www.catchmystory.com to MY BOOK. Follow instructions in B below.

B. Creating your cover:

1. Click on the “Create A Cover” button.



2. In the “Upload Cover” window, enter the title and author’s name as you want them to appear on the cover and spine.

Upload Cover

Title

Author

Image No file chosen

3. Click “Choose File”. This will take you to where you store your photos.
4. Select your photo from your files by a right double click or a single left click and then click open. A file name will appear on the Image Line in the box above.
5. Click Upload and you should get a message telling you your book cover was successfully done. See screen shot below. Click OK.



6. Viewing your book cover:

1. In order to view your book cover, simply click on the “Preview Book” and drag at least one chapter from the “Available” Column to the “Selected” Column. Then click on the “Preview Book” button, and your cover will be on the first page. See Tutorial on PREVIEW for details on how to arrange chapters in your book.

"Please use your mouse to drag the chapters you wish to preview from the 'Available Chapters' column to the 'Selected Chapters' column. You can arrange them in any order you wish."

Available Chapters	Selected Chapters
Chapter Two	Chapter One
Chapter Three	
Chapter Four	
Chapter Five	
Chapter Six	

C. Changing your cover

1. You can change your book cover by following the steps above and creating a new cover. A new cover will replace any previous book cover that you created. Remember: don't forget to save your book!