

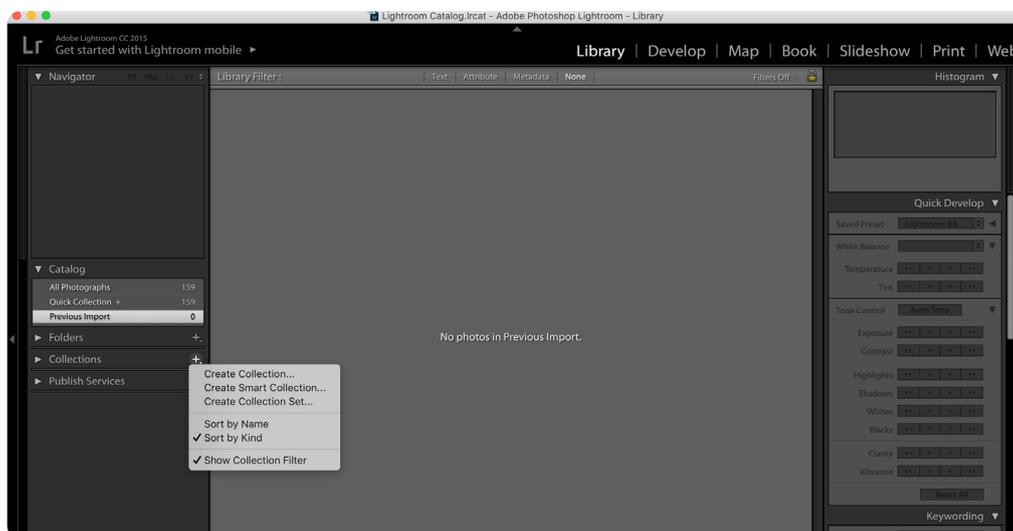
# BUILDING YOUR PHOTO BOOKS AND PORTFOLIOS

## LIGHTROOM



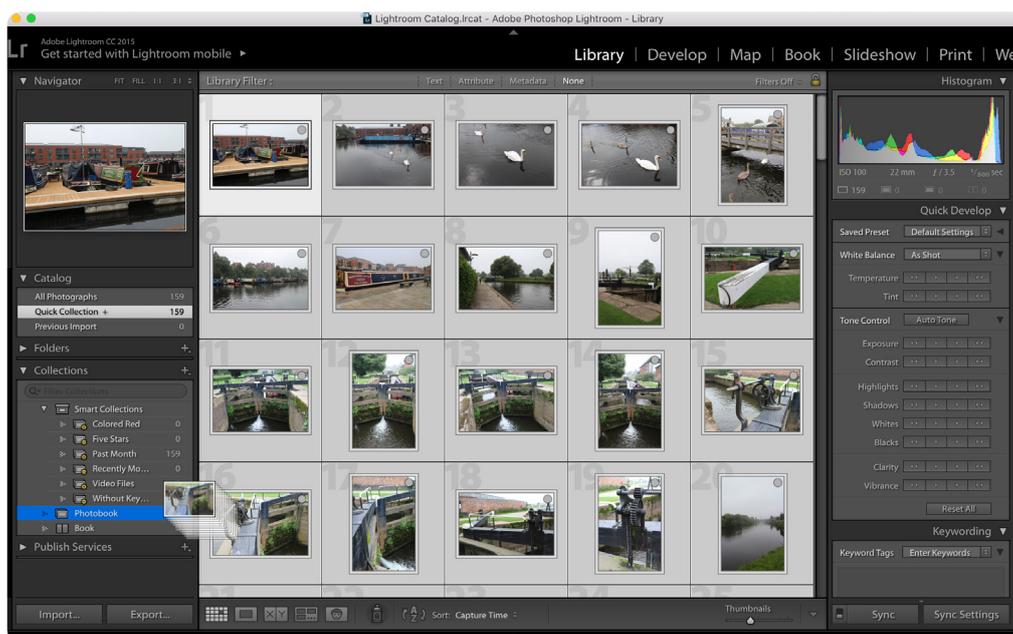
## STEP 1

Open **Lightroom**, the first thing you need to do is put the selected photo's for your photobook into a **Collection**. Click on the **plus** icon on the **Collections** tab, and **Create Collection**. Name your collection e.g. Holiday Photobook.



## STEP 2

Drag your selected images into your **Collection**. Once you have done this you can click on **Book** on the top right of the screen. **Lightroom** will by default will use **Auto Layout** to build your photo-book.



### STEP 3

Determine what size you want. **Lightroom** sizing is a little different to our standard A and square sizes.

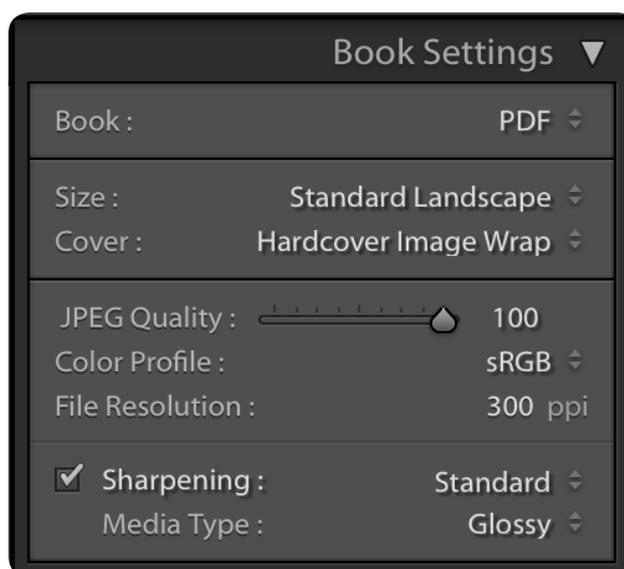
See below chart showing the **Lightroom** size books vs ORMS photobook sizes.

Lightroom Book size	Orms Photobook size
18 x 18 cm	20 x 20 cm
30 x 30 cm	30 x 30 cm
20 x 25 cm	A4
33 x 28 cm	A3

Small Square	7 x 7 in (18 x 18 cm)
Standard Portrait	8 x 10 in (20 x 25 cm)
Standard Landscape	10 x 8 in (25 x 20 cm)
Large Landscape	13 x 11 in (33 x 28 cm)
Large Square	12 x 12 in (30 x 30 cm)

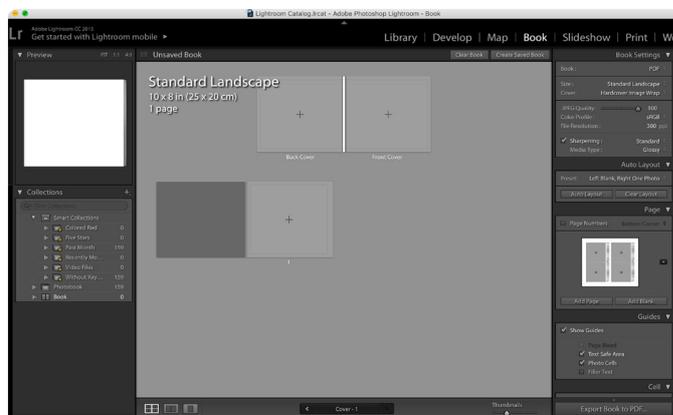
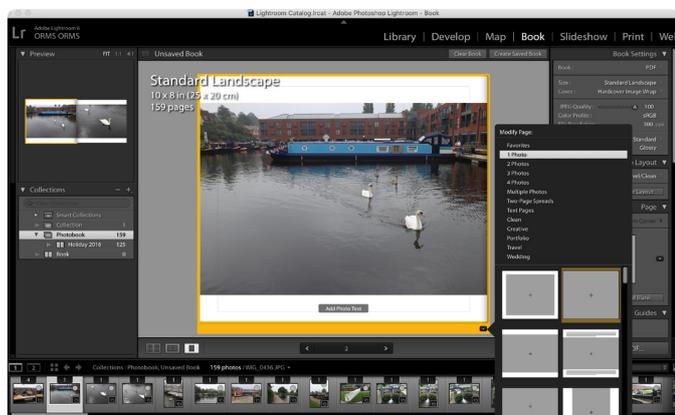
### STEP 4

Follow these settings for your photobook. Here we have chosen the most popular size.



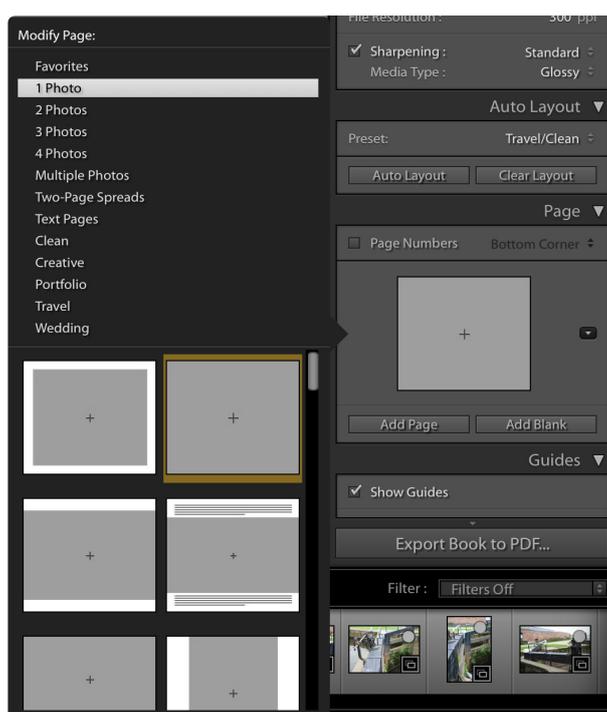
## STEP 5

You can either edit the pages in the **Auto Layout** or click on **Clear Book** and start your layout.



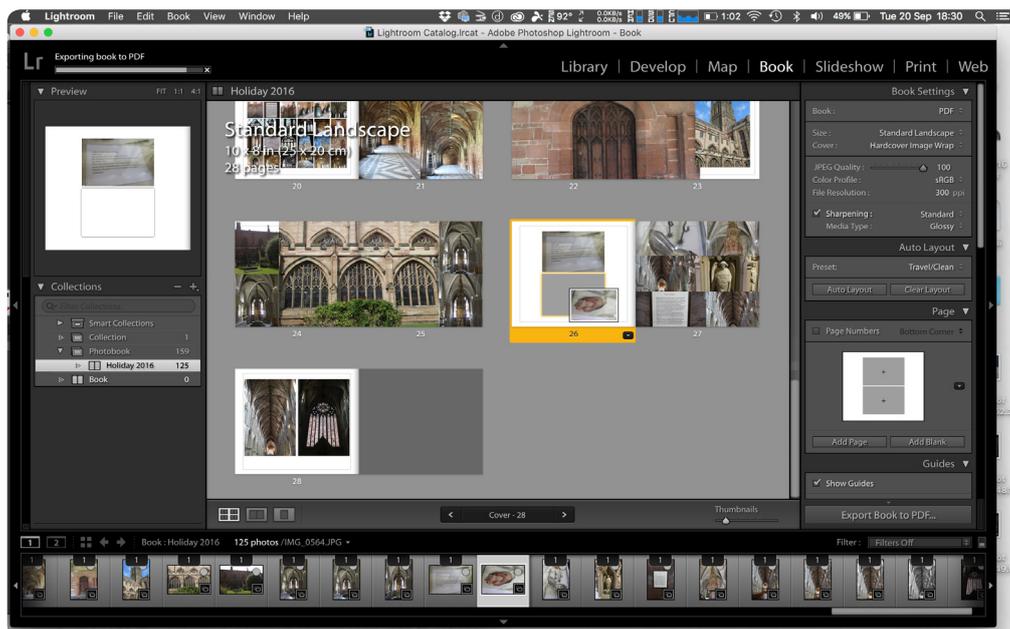
## STEP 6

Our books come with a minimum of 28 pages you will possibly need to increase your pages. To add pages click the **Add Pages** on the right hand side of the screen and to choose the layout of the page you can click the small down arrow next to the page which will bring up the styles as seen in the image below.



## STEP 7

Once you have your chosen page style you can simply drag in your images from the bottom into the image boxes.

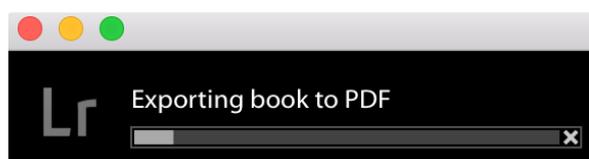
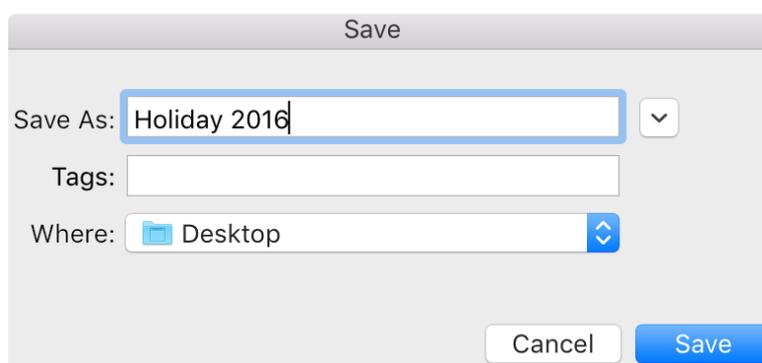


## EXPORT YOUR PHOTO BOOK TO PDF

(For Print & Distribution)

Your design is complete and now you want to export your file to PDF for print or distribution.

When your **cover** is selected, in the bottom right corner of the screen click **Export Book To PDF...** Name your photobook and save it to your **Desktop** click **Save**. **Lightroom** will save the cover and inside pages in two separate files.



You will see in the top left of your screen that your book is exporting.