FILE/DESIGN PREPARATIONS FOR AZURA ALBUMS

Our albums can be designed in any software and or template program that you are most comfortable using as long as you can save the completed design file as a high resolution JPEG.

1. We recommend designing and print as full spreads even if you are ordering a cut print album. Whether we print and or you send us prints as spread, you can be assured that the two sides will be perfectly aligned.

2. All files MUST be **sRGB** format with at least 300 DPI. All image files need to be color corrected and ready for printing. You should also follow a standard sequence numbering of your layout (i.e., PG01, PG02, PG03 etc.).

3. Files should be sized **exactly** for the album you are ordering. For example, a 10x10 album should be designed as a 10x20 inch spread. Set your center guide in the center. For right start, ending on the left side, you should design those pages as individual 10x10 images. If files are provided to us oversized or undersized it will result in misalignment in the album where the centers do not line up. Please note we will trim to the smallest print size.

4. When setting up your design, you should set up a safety margin at least 3/8 of an inch safety margin around the outside edges. To finish the albums/books, we will trim on three sides (top, bottom and right side), usually only a small amount, however we will not trim more than 1/8 of an inch. In order not to cut into any critical features such as types, faces or framed inset images, it is critical that you follow the 3/8 of an inch safety margin. Keep in mind that this does not mean that you can't have images/colors bleed off the edges.

5. For Bel Air Coffee table books and Newport flush mount albums we recommend the maximum of 35 leaves/70 sides & Southbeach magazine books a maximum of 50 leaves/100 sides. Landscape albums/books over 11x14 exceeding 25 pages/50 sides will look better in a Southbeach Magazine book.

6. Once your design is compete and you are ordering an album with a cover design, be sure to include the cover image (s) when you are uploading you design.

7. We will assemble your album in the exact order as your design. We **STRONGLY** recommend that you send us a storyboard when uploading your design.