



2017 Quick Start Guide  
v.1

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*Success is not the key to happiness. Happiness is the key to success.  
If you love what you are doing, you will be successful. –Albert Schweitzer*

## Introduction

Thank you for choosing BookCreative. We are committed to providing you with a great product and service. BookCreative is designed to minimize the burden of designing a book, and we want to offer professional, affordable, easy-to-use design software for authors, publishing houses, and graphic designers worldwide.

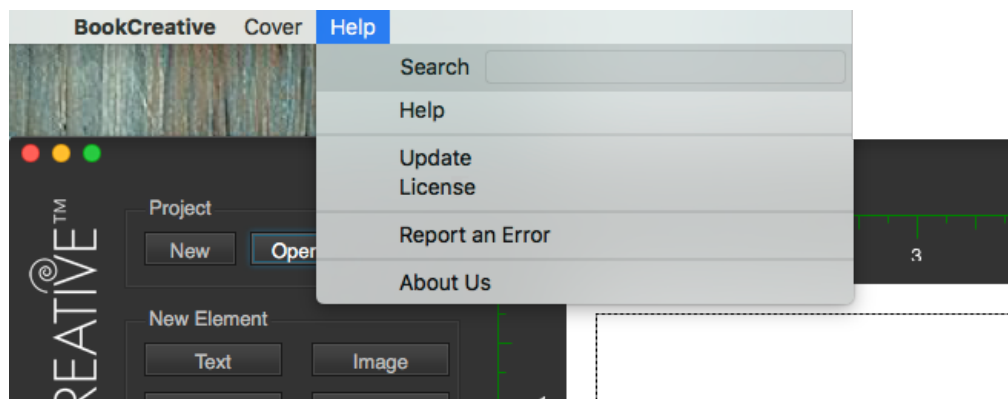
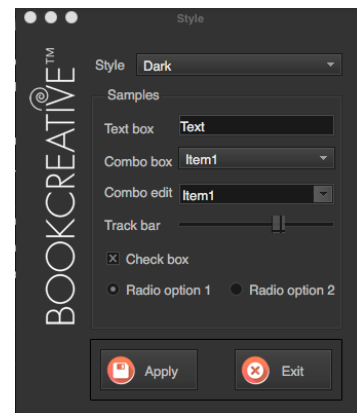
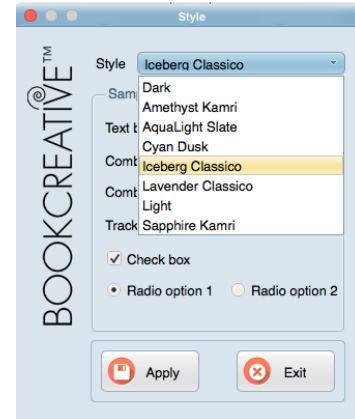
If you have any questions, please send us an email at [info@bookcreative.com](mailto:info@bookcreative.com). Our consultants are here to help you as you utilize this program, and we always try to answer all inquiries within the same day.

To beautiful book design,  
*The BookCreative Team*

## Getting Started

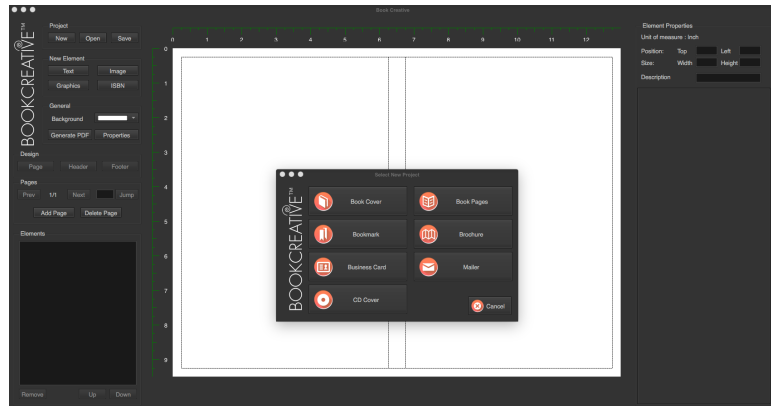
Launch the program, and at the very top of your screen, under **Menu** (or **BookCreative** on Macs), you will see **Settings**. A pop-up window will appear, and from here is where you can preview and choose from several color settings for the overall look of your canvas.

Under the **Help** menu is where you can search for a specific element, download updates, and to report an issue.



## Creating a New Project

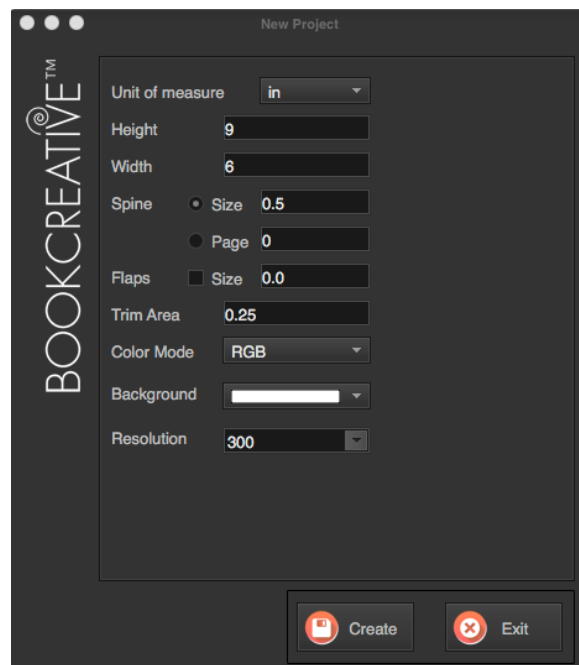
On the left side of the window under **Project**, select **New**. Here is where you can choose from the following:



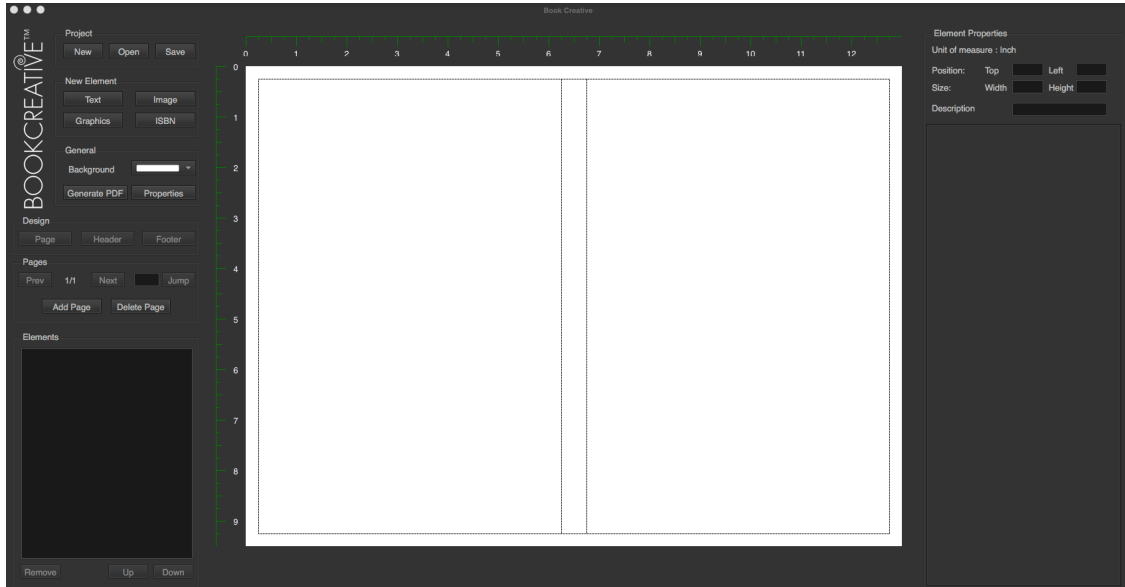
*Book Cover, Book Pages, Bookmark, Brochure, Business Card, Mailer, and CD Cover.*

## Book Covers

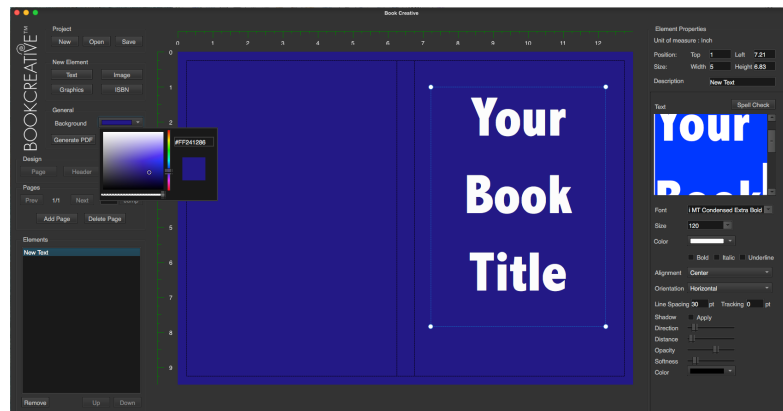
In the New Project pop-up, customize your book cover's specifications in points, centimeters, or inches: **Height**, **Width** (per side), **Spine** (size or enter page count), **Flaps** (for book jackets), **Trim Area** (for bleed), **Color Mode**, **Background** color, and **Resolution**.



Your new canvas will appear, based on the specs given:



*Note: There is now a **Zoom** box located just above the canvas on the left. Choose one of the presets, or type in a percentage from 30% to 150%.*



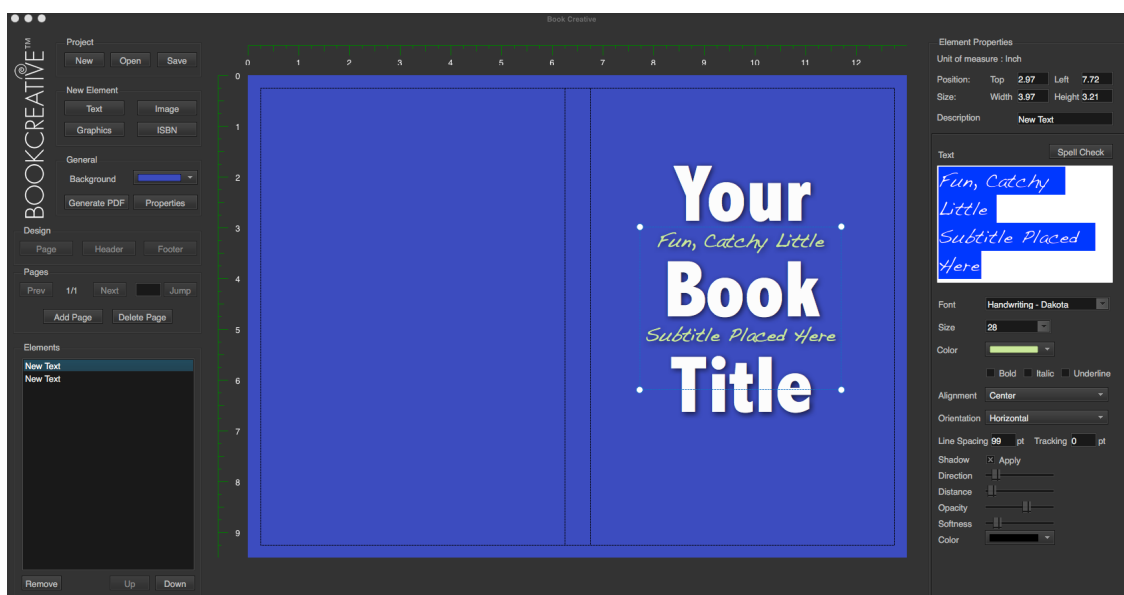
*This is mainly for smaller screens to view the entire canvas.*

The **New Element** box on the left hand side is where you can choose your project elements: **Text**, **Image**, **Graphics**, and **ISBN**.

In the **General** box, change the background color and transparency by clicking inside the color box or using the scroll bars:

## Adding Text

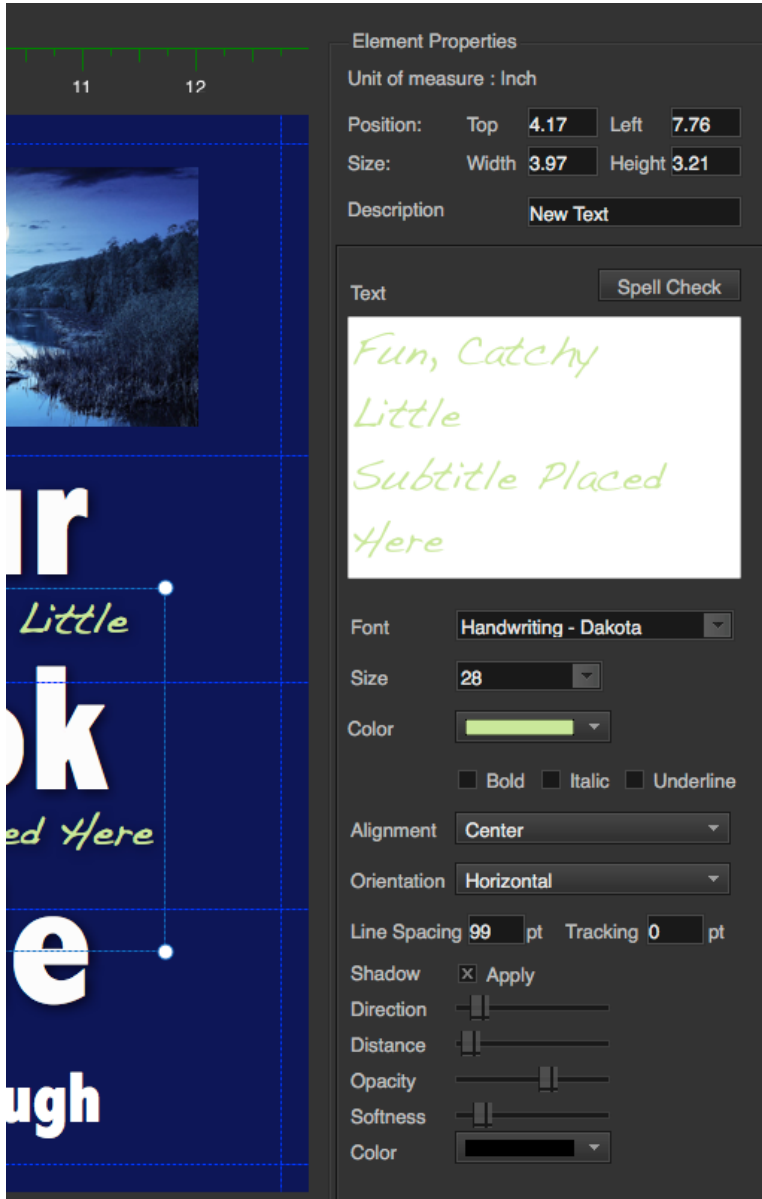
With **Text** chosen, you will notice the right side toolbar changes to accommodate text customization, as shown:



To copy/paste, remove, undo, or change the layer order, simply right-click inside the canvas.



At the top, you will see **Element Properties**, where you have the ability to set precise measurements of text (or any element), and the option to give the



element a specific name.

The built-in **Spell Check** is very useful!

Another cool feature for applying text is our customizable shadow effects (bottom), where you can set the direction, distance, opacity, softness, and color of text drop shadows.

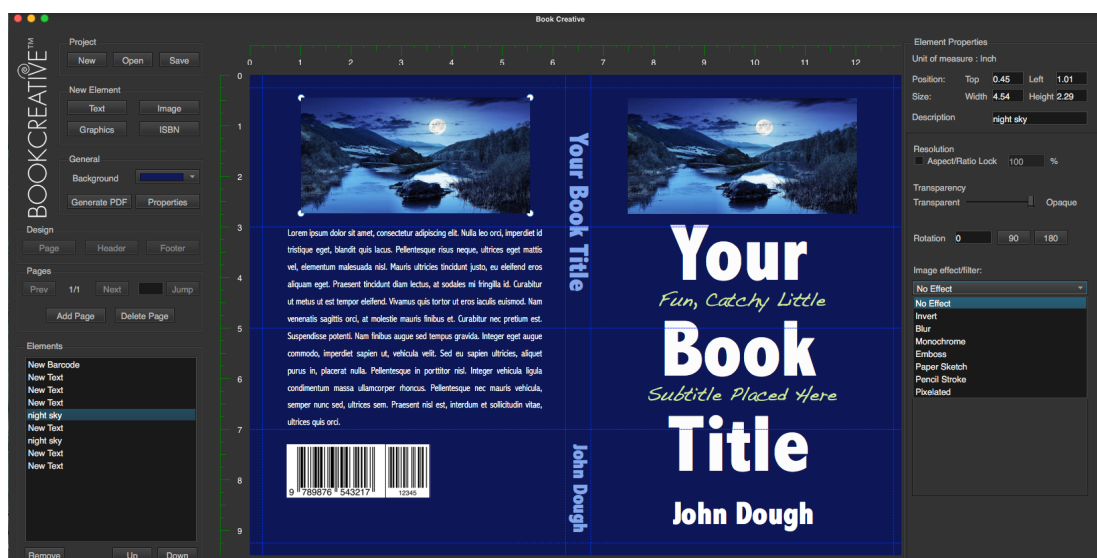


## Adding Images

You can import any jpg, png, gif, or tiff image to your canvas. To add, click on the **Image** button under **New Element**, and select your desired image:

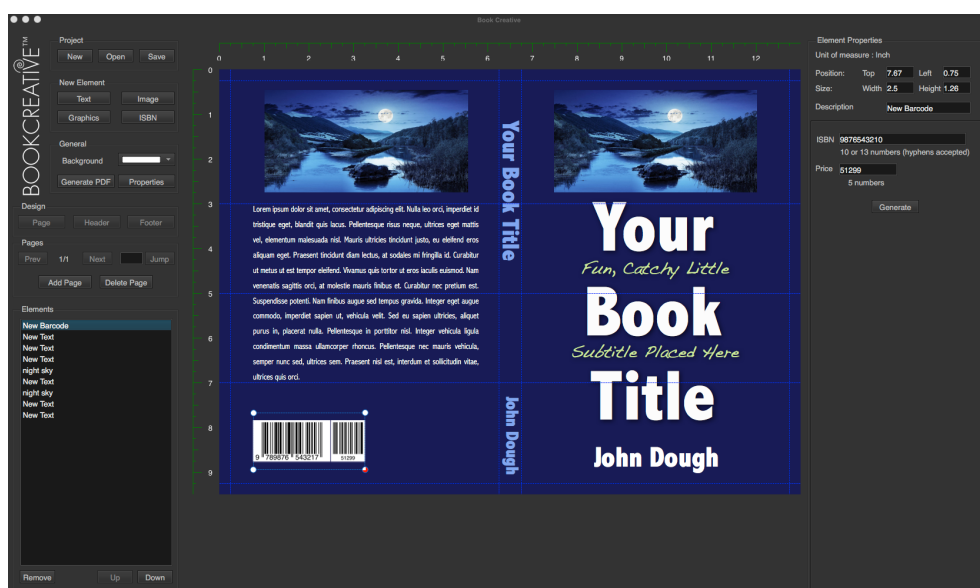


You can also manipulate your images in the **Properties** section by rotating, controlling the opacity, or by applying different filters – see below:



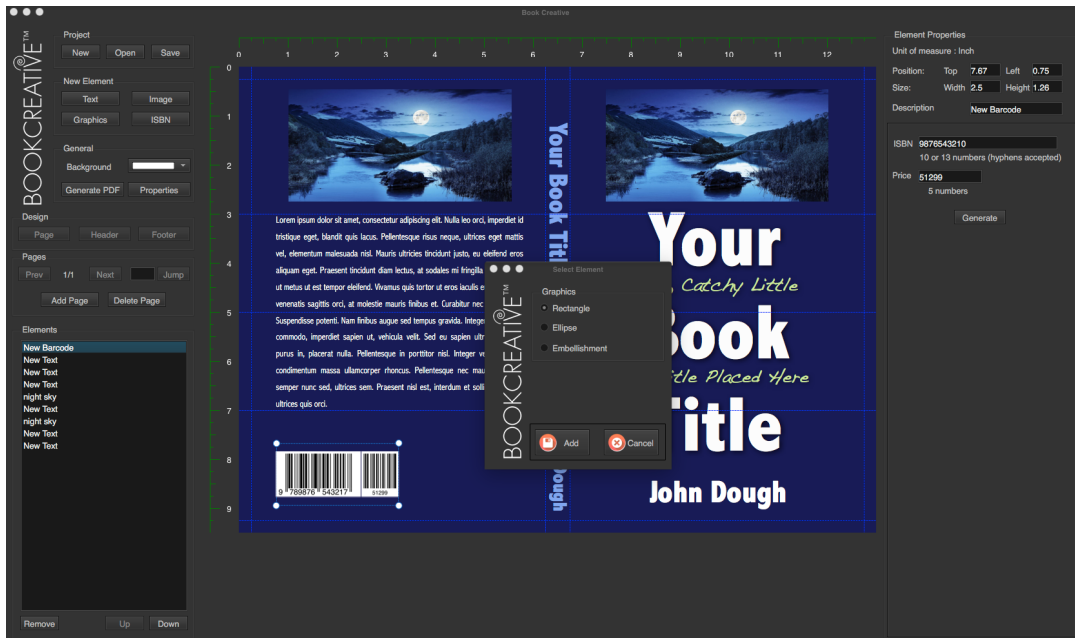
## Adding a Barcode

To add an ISBN standard barcode, select **ISBN**, and type in your 13-digit number. To add an optional price bar, type in your 5-digit price code. For example, \$12.99 USD would be 51299 (5 being the US country code). If there is no price, or you prefer not to include one, enter 90000.



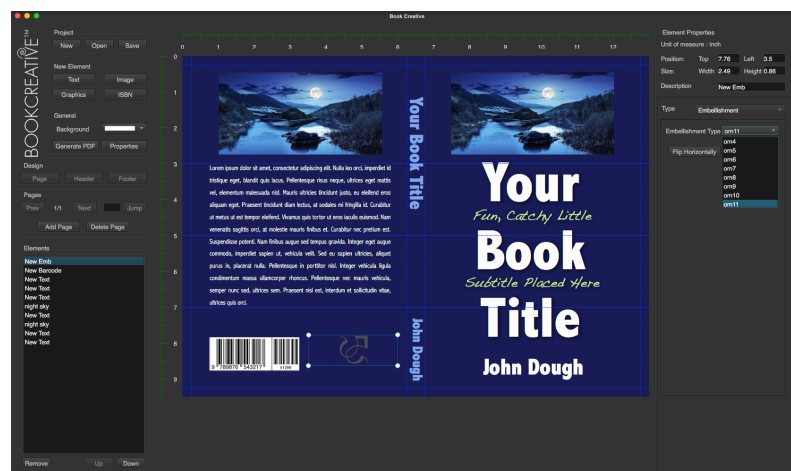
## Adding Graphics

There are three kinds of graphics you can apply to your project: **Rectangle**, **Ellipse**, or **Embellishment**. **Rectangles** are used to create boxes, bars, or



lines, and

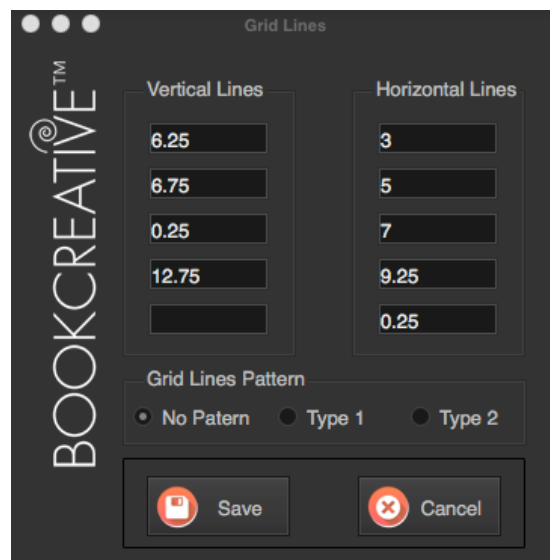
**Ellipses** are for circles and ovals. Both are customizable under **Element Properties**.



**Embellishments** are several ornate graphics to add some styling in the form of dividers and ornaments. Each can be flipped horizontally or vertically.

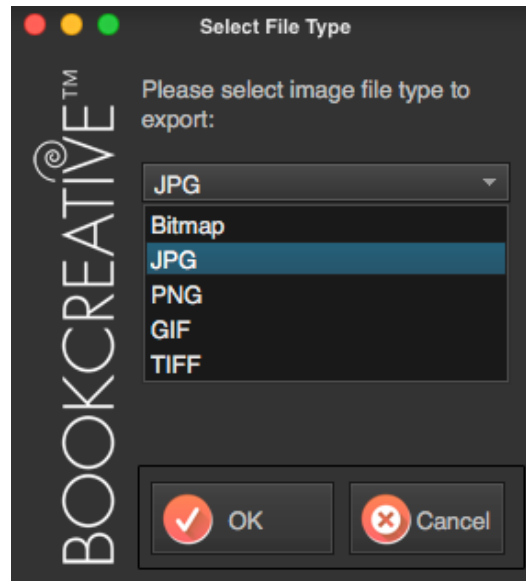
## Adding Guides & Gridlines

To add guides for better positioning and alignment, simply double-click anywhere in the ruler to bring up the **Grid Lines** (guides) window. These will add blue guides where indicated, for better positioning of elements. You can also add a full-spread **Grid Lines Pattern**, which will not show in preview or print.




## Exporting For E-books & Web Display

To export your file, select **Menu** (BookCreative on Mac) > **Export Page**. Select from several formats as shown.

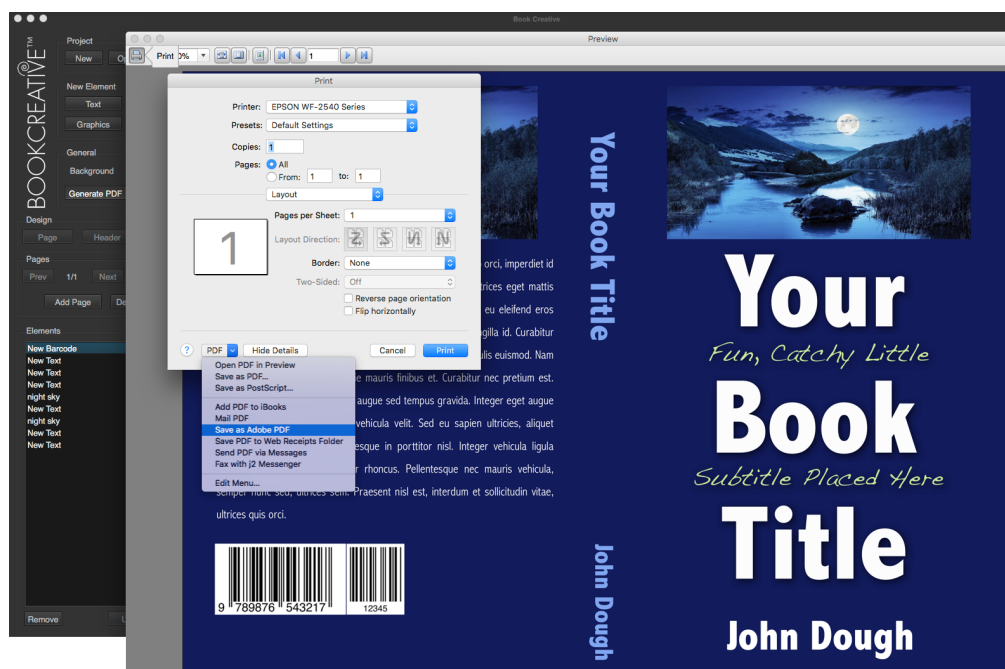


## Finishing and Generating to PDF or E-book

Once you are happy with your design, it's time to save and generate a finished file for web display or for submitting for print. At the top menu, go to **BookCreative > Save As** to save your file (it's a good idea to save periodically throughout your design); you can also save under **Project** in the project window. This creates a .bcd document, native to BookCreative.

**Windows Users:** To generate a PDF, click on the **Generate PDF** in the **General** box. This will produce an instant PDF preview, from which you can generate as a high quality PDF by selecting the Adobe  icon at the top.

**Mac Users:** To generate a PDF, click on the Generate PDF in the General box, This will produce an instant PDF preview, from which you can generate as a high quality PDF by selecting the “*Print*” icon at the top left menu, then selecting the **PDF** button > **Save as Adobe PDF**.



## Interior Pages

In the **New Project** pop-up, select **Book Pages**. Customize in the specifications window, as desired. Note that the viewing mode can be either single or double page. Selecting double page is preferable for a typical book and allows you to have wider interior margins. You can also customize your header/footer areas and add automatic page numbering.

**New Project**

Unit of measure: in

Height: 9

Width: 6

Trim Area: 0

Margins: Top 0.5 Outside 0.5  
Bottom 0.5 Inside 0.5

Viewing mode: Double Page

Color Mode: RGB

Resolution: 300

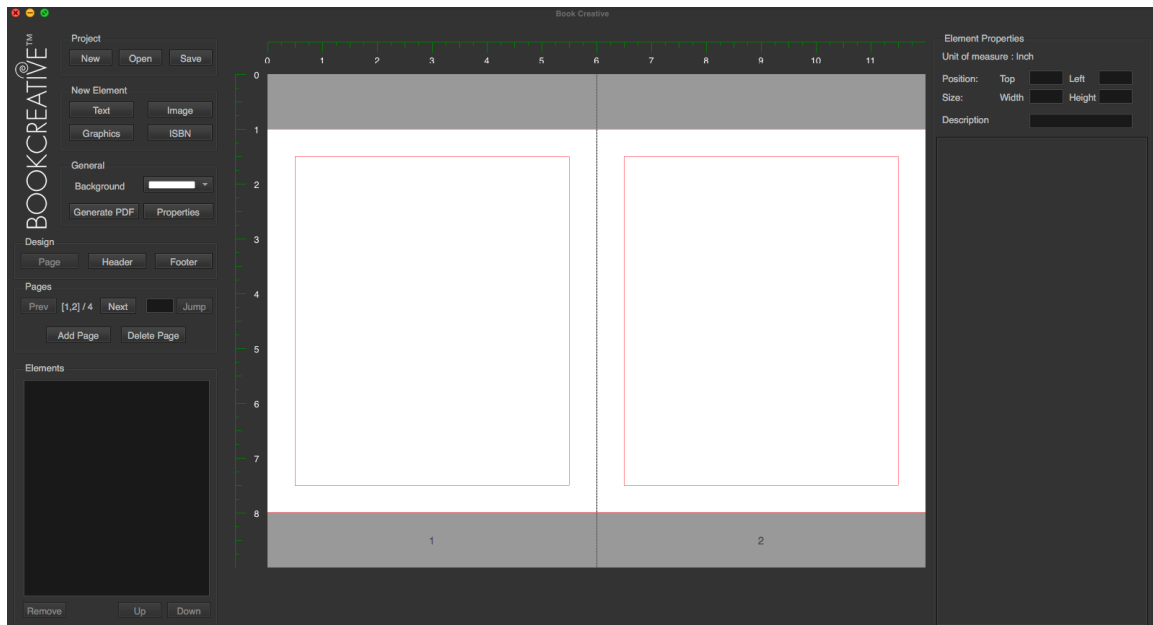
☒ Header Height 1.0 ☒ Footer Height 1.0

☒ Apply page numbering, starting with page # 1

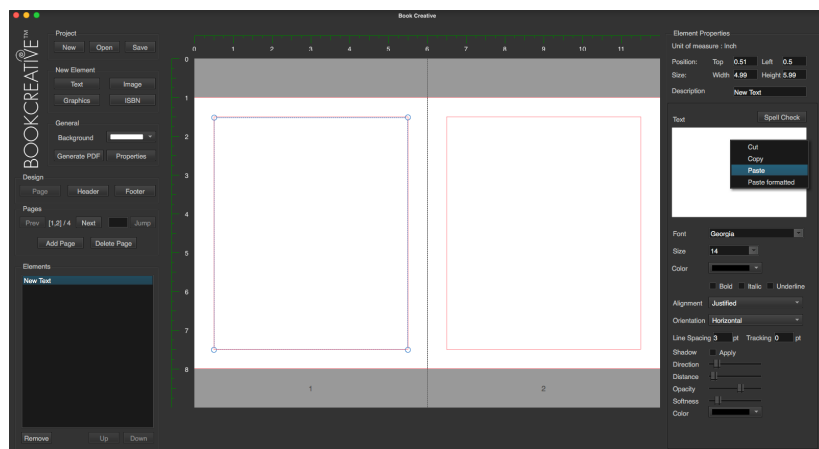
Page number in: Footer Position: Center

Create Exit

Similar to the cover design canvas, there are many tools from which to customize your page design. In the Design box, you will see Page, Header, and Footer buttons. Each area is individually controlled. Adding text to a header or footer will repeat throughout all pages in that file.

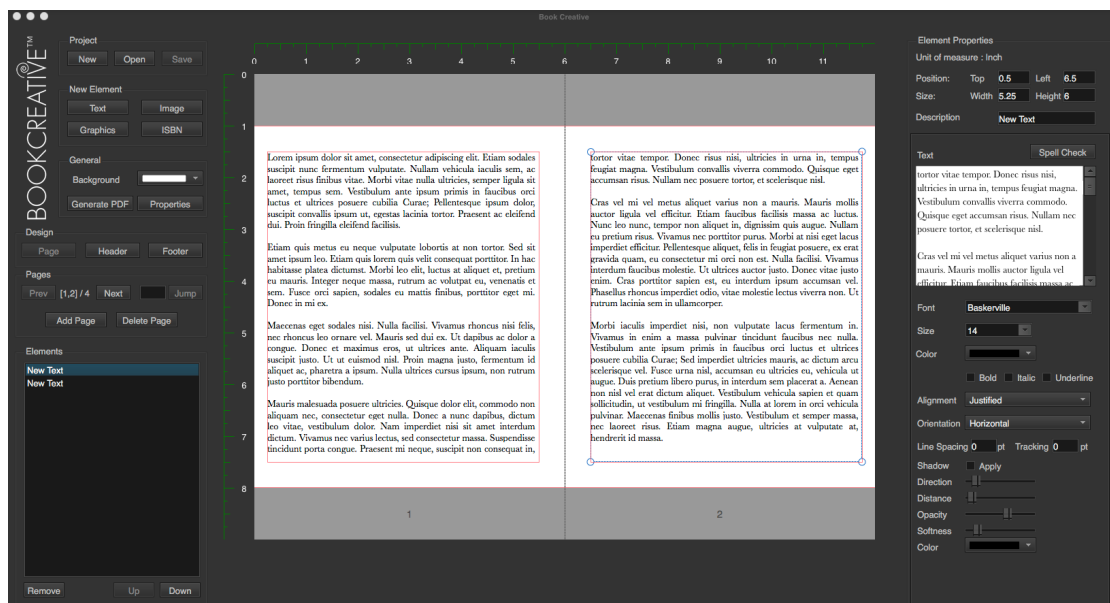
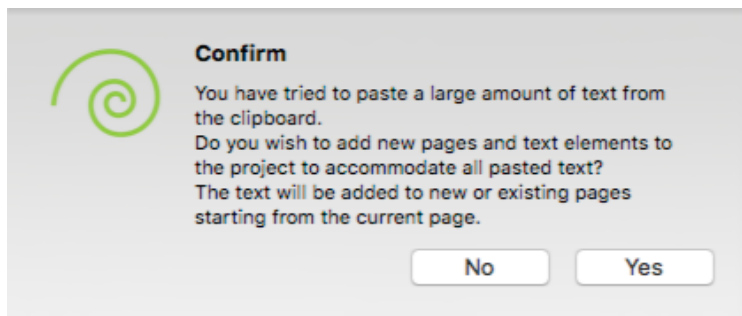


Another nice feature we've added is the ability to paste large amounts of text from another application to BookCreative. Pasting text will automatically generate pages, maintaining the marginal, font, and size specifications (pre-set before pasting). To paste



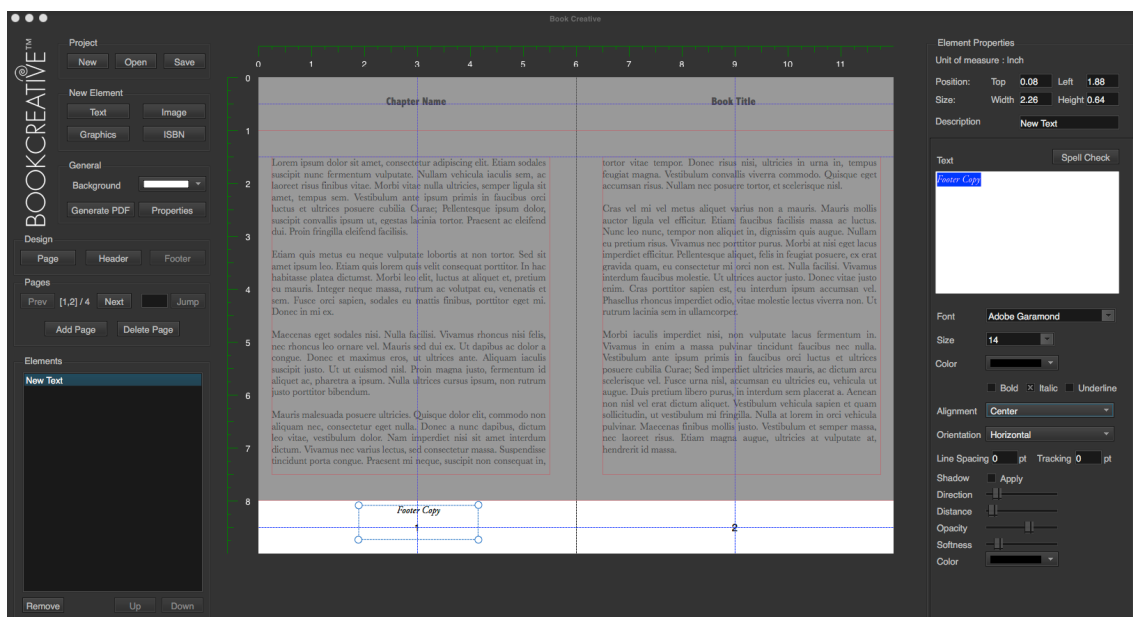
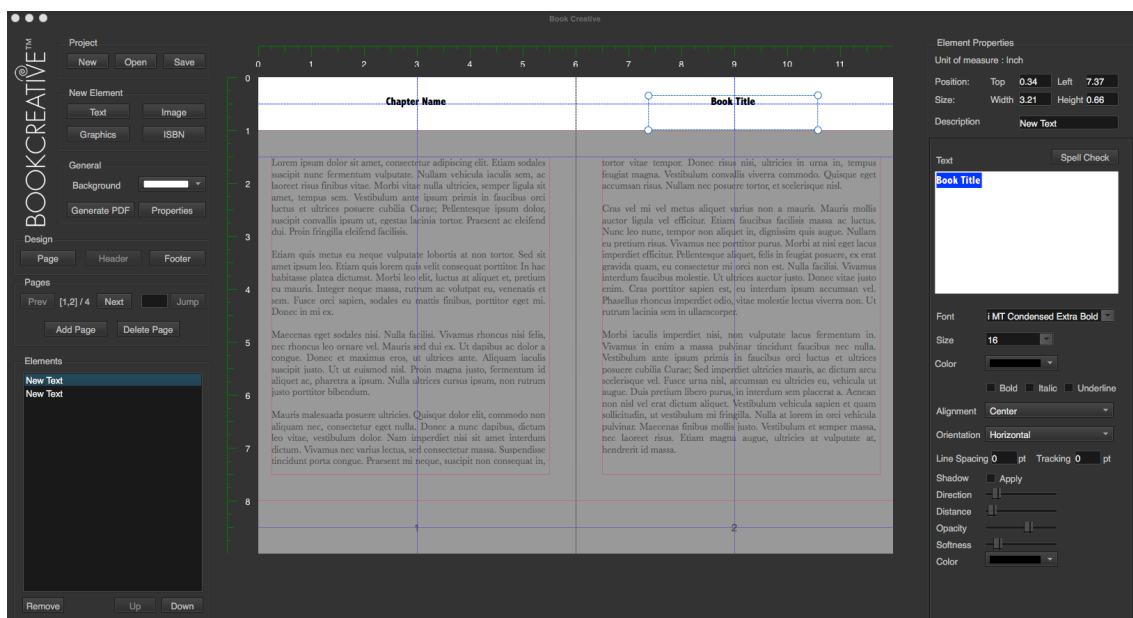
text, simply copy what you want to paste from another application, then in the **Text** box, right-click **Paste**. You will see a pop-up window like this:

Once **Yes** is selected, the program will add new pages as needed to accommodate all text.



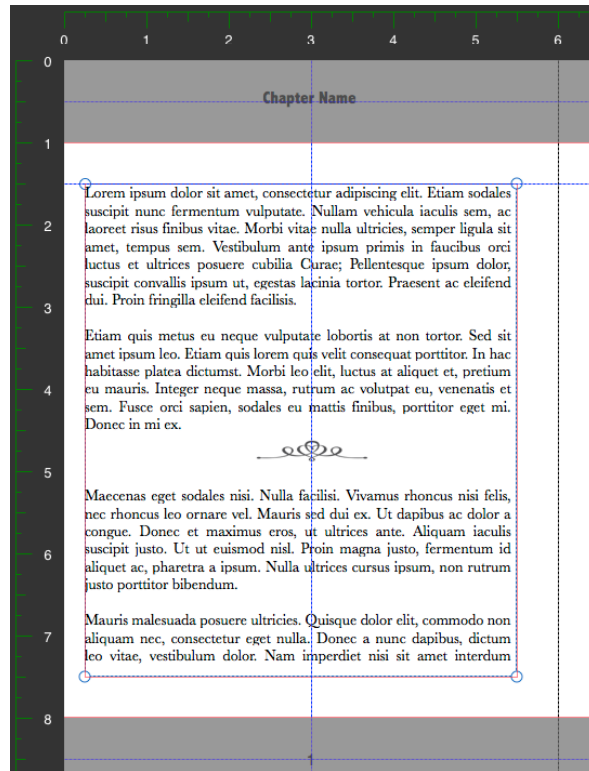


Below are examples of the header and footer elements:



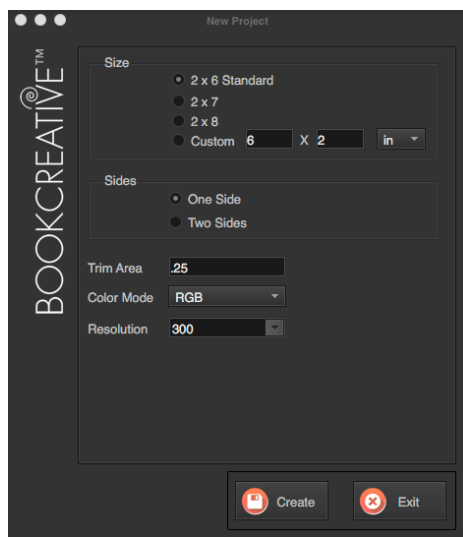
Just like with cover design, you can add elements and images to your book's interior as well. The embellishment collection is a nice way to add chapter breaks, or any type of styling to your pages.

After your project is finished, generate to **PDF** from the **General** box, or from the **Cover** menu. In the preview window, you can save by clicking the **Save** icon or the **Adobe** icon at the top.



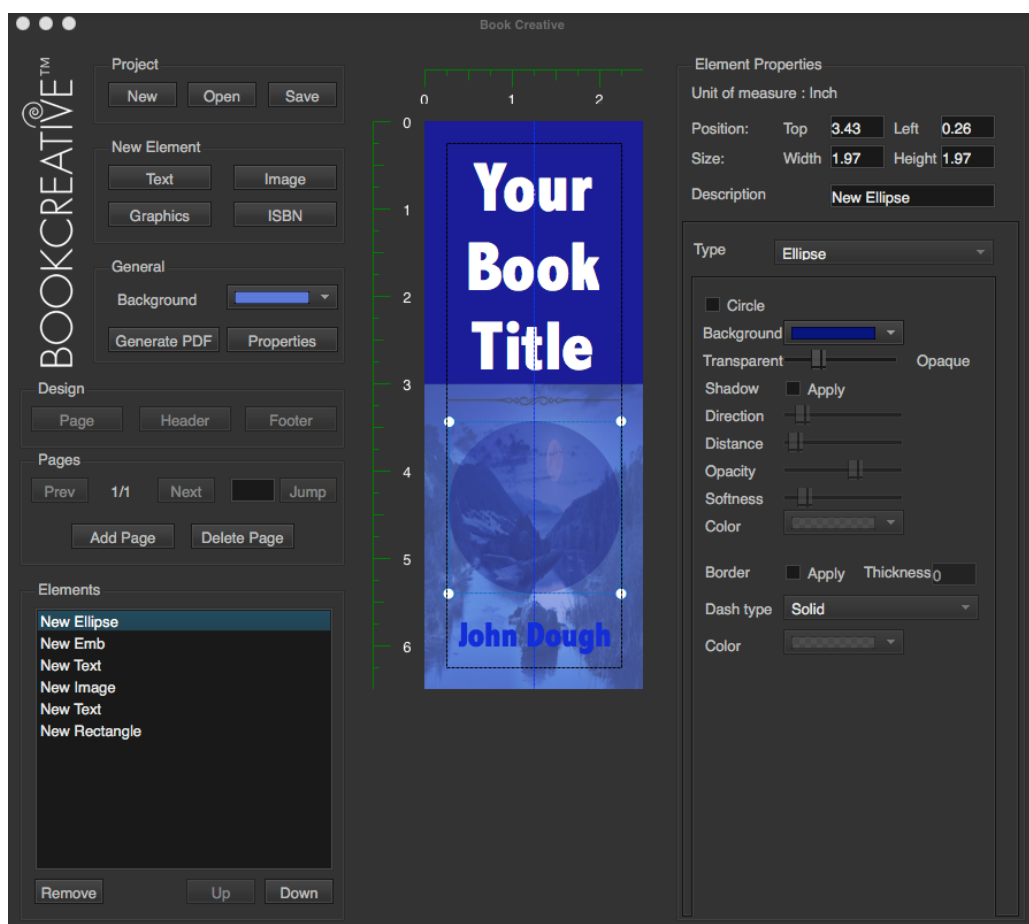
## Marketing Pieces

From the **New Project** window, select *Bookmark*, *Brochure*, *Business Card*, *Mailer*, or *CD Cover*. For this demonstration, we will be working on a **Bookmark**.



Enter the desired specifications in the Project window as shown. For best results, work in a resolution that is 300 dpi or higher. Select **Create**.

Again, you're only limited by your own imagination! Get creative at your marketing materials. BookCreative makes it easy to have fun with your designs, without needing an art degree.



## Tips & Shortcuts

- ✓ When opening a previous BookCoverPro file, you will need to select it from **Project > Open**.
- ✓ If several elements are on atop each other, select and cycle through the elements below by holding the shift key and clicking with the mouse.
- ✓ Holding the alt (or option) key will prevent changing the element selection so you can work on the bottom elements without interacting with the ones on top.
- ✓ Pasting large amounts of text automatically creates text boxes that fit into the page margins, keeping the font and size presets. There is no need to size a text box beforehand.
- ✓ Different styling can now be done within one text box by simply selecting the text you want to change, and applying a specific style. Tabbing is also implemented by hitting the tab key.
- ✓ When selecting a font, either scroll through by hitting the top/bottom arrows on your keyboard, or type the name of the font in the bar.
- ✓ You can also type in a specific font size instead of using the presets.
- ✓ To undo once or in several steps, right-click and select Undo.