

After launching the software for the first time Select NEW PROJECT in the welcome screen

NAME the Project and select the **SHAPE** of the album (the size will be decided later on export)

- Horizontal
- Square
- Vertical

When using the software for the first time you may wish to set your EXTERNAL EDITOR where you can edit an image without leaving the program. (For most people this is Adobe Photoshop) Go to EDIT > PREFERENCES and set the EXTERNAL EDITOR – Click OK when finished

The software then takes you to the design screen ..

The first task is to ADD FOLDER in to which you will import the images for this project (this is the '**Folder + icon**' at the bottom) .. now ENTER THE NAME for this folder.

Next is to IMPORT IMAGES IN TO (this) CURRENT FOLDER click the bottom left icon and navigate to the folder containing finished images for the album. Select ALL (or Ctrl A) and click OPEN.

The images will be imported in to the project. You are now ready to start designing

DESIGN

The page templates are on the left, the page sheets (sides) are on the right, the images at the bottom. Everything is re-sizeable for easier viewing.

The first sheet already in the project (on the right) can be ignored as this will be treated as the LEFT HAND SIDE of the opening album spread. Most Completo Albums start with a single side on the RIGHT with a GSK tissue if required.

Each TEMPLATE and SHEET relates to a SIDE of the album, not a full page SPREAD (apart from the TWO SIDE Digital SPREAD where you may want a purely digital double spread)

Select a TEMPLATE for the sheet by double-clicking it, from the left hand side of the screen, depending on the number of images to be placed on the SIDE. (The digital side and spread options are in the “01 Photo” template section)

Then simply DRAG & DROP the image from the image strip at the bottom in to the aperture. After using each image a number will appear showing the number of times that image has been used.

Where applicable, the image can be moved within the aperture by double-clicking the image and adjusting position/size/rotation as required.

Some image effects are available on the right hand side of the screen. To access the EXTERNAL EDITOR simply RIGHT CLICK the preview image at the bottom and select OPEN IN EXTERNAL EDITOR. This will open PHOTOSHOP (if set as above)

Proceed through the design by adding templates – KEEPING TRACK of what is LEFT SIDE and RIGHT SIDE in case you intend to add a double page digital spread at some stage.

It is recommended that you SAVE the project as you go along. These are saved in DOCUMENTS>SARLO ALBUMS>PROJECTS ARCHIVE by default.

When the project is complete then SAVE, then if you wish to have a PDF preview of the design go to FILE>EXPORT AS PDF PREVIEW – This will generate the PDF and give you an option where to SAVE.

When ready to order .. go to FILE>EXPORT PROJECT TO SARLO ALBUMS

Here you can select the

Album Size	A size 12x12 H size 12x16 E size 14x14 F size 14x18
Cover Material	Buckram, Ecopelle, Pure Hide, Hessian, Pellac, Eco-Wood, Cotton, Sophia (We are always adding to these, so do keep up to date at the website)
Material Colour	Many Options
Cover Photo	If YES, import photo or photos then advise SIZE AND POSITION (or use the named style examples from the website www.tonysarlo.com)
Engraving	This is album blocking of Names/Date for example and is available
Engraving Logo	This is internal blocking of photographer's name
Type of Paper	Satinata (Pearl/Satin) is standard Fine Art (Fine Art Etch) Millipunti (A dotted finish)
Tissue Title Page	Also called GSK paper – we can design this for you (put in notes), or you can design your own
Parent Albums	If required (if not, leave blank)
Packaging	Standard Box Prestige (Handmade box in cover material where possible) Case Wooden Box
Pen Drive Box	(Handmade box in cover material where possible)
CD Holder	Single or Double
Notes	Any Blocking Text or further notes, please add here

YOU WILL RECEIVE A CONTACT to summarize and confirm your order before manufacture

Click EXPORT to go !

When the project has been rendered SAVE the resulting DAT file, where you can find it to UPLOAD

Go to www.tonysarlo.com/upload-sarlo

and send the Project DAT File