DOUBLE PAGE SPREAD   2/1/2021

--You want the two sides to look like they go together.

--The two sides should balance. Not a big picture on one side and a little one on the other.

--We will mark a gutter down the center of page, no faces of text should be that area.
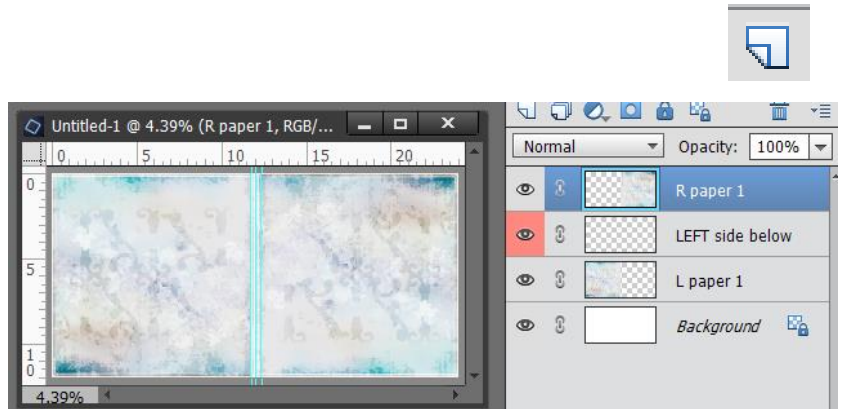
PREPPING

1. Decide the size of your book.
2. The page we will build on will be 2 x the width of the paper, but the same height.
3. <u>Create page</u> – Menu Bar > New > Blank File > Width 24 > Height 12 (for a 12x12).   OK
4. Confirm that Menu Bar > View has Guides and Rulers checked.
5. Position your cursor on the ruler on the right. Hold down your left mouse key and drag the guide to the 12" position. This is the division between the two pages.
6. Do the same thing with two more guides, position ½ inch to right and the left of the center line and then ½ inch from each edge.
7. Use the same method but from the top of the page ruler to but guide ½ in from top and bottom.

 This creates the 'gutter' where you will not put important stuff like text or a person's face.

8. Have the supplies and pictures you want to use for these pages in your Photo Bin.

BUILDING BASE FOR PAGE

1. Drag your background paper to the left side of your 24x12.
2. Rename the layer L paper 1
3. Make a duplicate of the paper (R click on layer, select Duplicate Layer)
4. Rename this layer R paper 1
5. For Organization ease –
   a. Select "L paper 1"
   b. Click Create a New Layer icon
   c. Rename this layer "Left Side Below"
   d. Add Color to Layer – (Right click layer, at the bottom are color options, pick red)

6. If your paper has a texture you should use the Menu Bar > Image> Image Rotate for one of the papers.

FINISHING AND SAVING

1. Build your page as usual
2. Save the whole thing as a TIFF
3. Then Crop each side (by setting crop to 12x12) and save each one as a JPG when ready to print.