Planning Your Photo Book

BEFORE YOU LEAVE ON A TRIP or Go To An Event

 Before starting, a small amount of preparation will make it fast and easy to create photo books in a very short time...

❖ It is much easier to automatically sort your images by date and time if you **set your camera to the correct date and time before you shoot**. If you are going to be including photos from others at the event, synch your camera's date and time with your friends' cameras to ensure the order is right when you start creating.

❖ **Pre-sort your photos at home** as much as possible. This way you can ensure your photos are loaded in sequence automatically, especially when sharing photos or adding scanned images.

❖ **Files must be saved as jpg or jpeg**

Make a new folder on your computer, and put only photos that you want to include in the book in the new folder. This will save time sorting through ALL of your photos and folders and devices when you start.

If you want the photos presented in a particular order in the book, you must rename your files numerically, in the order you want them to appear. Start with a zero in front of the file name,eg: 001.jpg 002.jpg 003.jpg etc. If you want to have particular photos on a page then also add a letter at the beginning of the file name. eg: A001.jpg A002.jpg A003.jpg A004.jpg for the first page and the following page will start with B001.jpg and so on.

Tips & Tricks for on line photo book ordering

❖ **Be sure to sign in before starting to create your work**. This will insure that your work is saved in case of an interruption, so that you don't have to start all over. This also enables you to stop before completing it, if you don't have time to finish. When you come to it, your project will be reloaded right where you stopped.

❖ Once loaded you can sort your photos by filename, date (last edited) or as loaded.Then on each page you may add or remove photos and even make one image the 'hero' (main) image of a particular page. Shuffle and manually rearrange until you are happy with the composition.

❖ You can select a photo for the album's cover page, select a title and add text to any page.

❖ **You can include more than just digital photos**. You can scan old photos, negatives, slides, children's artwork, recipes, work images, tickets and travel mementos.

❖ You can easily add pages beyond the basic 20 pages, if needed.

❖ Do not quit your browser until your order completes the upload process and you get a confirmation number.