

## HOW TO CREATE A PHOTO BOOK

### Get started

We're going to show you how to create a Shutterfly photo book. It's fun, easy, and can be completed in just a few steps.

To begin, sign in to your Shutterfly account. (If you don't already have one, click "Sign up" at the top of the page.) Click the "Store" tab and from the column on the left of the page, select the "Photo Books" link. (Figure 1)



Figure 1

Shop either by book size or by occasion. (Figure 2)

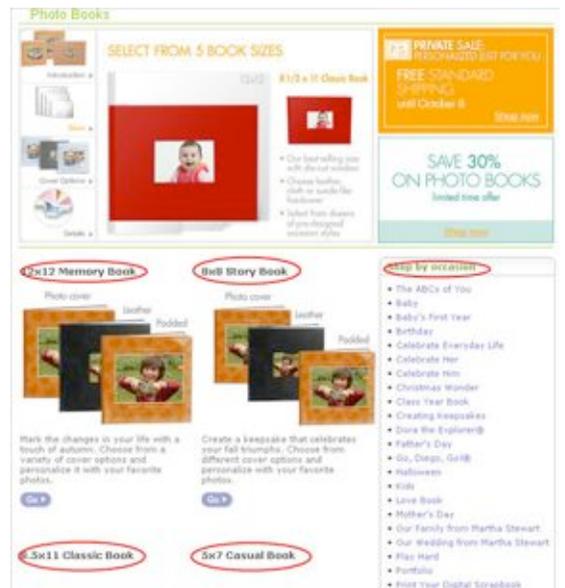


Figure 2

## HOW TO CREATE A PHOTO BOOK

### Shop by book size

There are five unique book sizes to choose from:

#### 8x8 book (Figure 3)

- Professional-quality book designed by you
- Showcase a special occasion, day trip, or sports season
- Personalize with a photo cover, padded photo cover or leather cover with a picture window
- Up to 100 pages; choose from hundreds of layouts and backgrounds



Figure 3

#### 8x11 book (Figure 4)

- Most popular size
- Easy to make and share; perfect gift for a wedding party or birthday—or to keep for yourself
- Cloth, satin, faux suede, or leather cover options, each featuring a die-cut picture window
- Up to 100 pages; choose from hundreds of layouts and backgrounds



Figure 4

#### 12x12 book (Figure 5)

- Professional-quality hardcover book designed by you
- Large "coffee table" book is perfect for big events, a year in review, travel and treasured everyday pictures
- Personalize with a photo cover, padded photo cover or leather cover with a picture window
- Up to 100 pages; choose from hundreds of layouts and backgrounds



Figure 5

## HOW TO CREATE A PHOTO BOOK

### 5x7 book (Figure 6)

- Small, soft cover book is perfect for sticking in your purse or for keeping memories close at hand
- Show off grandkids, pets, trips and family events
- Cover comes in assortment of colors and features a picture window
- Up to 100 pages; choose from hundreds of layouts and backgrounds



Figure 6

### 4x4 book (Figure 7)

- Great, inexpensive gift that's small enough to fit in your purse
- Easy way to share your favorite pictures with family and friends
- Black linen hard cover; optional leather wallet
- Up to 50 pages – each with room for one photo and a caption



Figure 7

## HOW TO CREATE A PHOTO BOOK

### **Shop by occasion**

The column on the right allows you to choose a photo book by occasion—perfect if you’re creating a book for your baby’s first year, a memorable trip, a wedding or some other important milestone. For each occasion, we provide a variety of relevant designs. (Figure 8)



Figure 8

When you’ve decided which book is right for you, click “Go.”

On the next page, choose the cover type, if necessary, from the pulldown menu on the right, then click “Get started.” (Figure 9)



Figure 9

There are four steps to making a photo book: **Style**, **Pages**, **Cover** and **Preview**. You can get to each step by clicking on the bar at the top of every page in the photo book workspace. While we recommend that you follow a linear process when making a photo book, you can always move back and forth among these steps at any time in the process. (Figure 10)



Figure 10

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At this point, you'll want to save your project so that if you take a break, you can pick up right where you left off. Click the "Save" button on the upper-right and name your book, and then click "Save" in the dialog box. You'll find your saved book in "My projects" under the My Shutterfly tab. (Figure 11)



Figure 11

Start by choosing your book style. To make it easy we've created sets of backgrounds, fonts and photo edges that work well together in making a unique design statement so your photos stand out. Using the "Styles" tab on the left of the page, click each background to see how it'll look in the book. Select the one you wish to use and choose your text (font type, size and color) and photo edges. You can always customize the background and layout for any individual page. (Figure 12)



Figure 12

When you're ready to get pictures for your book, click the "Next" button at top-right.

### Get pictures

The Pages step is the heart of the photo-book-making process, where you add pictures and build each page by selecting and placing images, choosing a background design, and adding any text.

Start by clicking the "Get Pictures" button in the middle of the page to add photos from your Shutterfly account. If you have pictures sitting on your computer's hard drive or in your camera's memory card, you'll need to upload them to your Shutterfly account first. (Figure 13)



Figure 13

## HOW TO CREATE A PHOTO BOOK

On the “Collect pictures” page, choose entire albums or specific pictures to be included in your book. For a regular photo book, collecting 30-50 pictures is a good start, and you can fit up to 1000 pictures on 101 pages. Add entire albums by selecting them from the folder view or add individual pictures by selecting them from the album view. When you’ve finished selecting pictures, click the “Add to Photobook” button at the top right. (Figure 14)

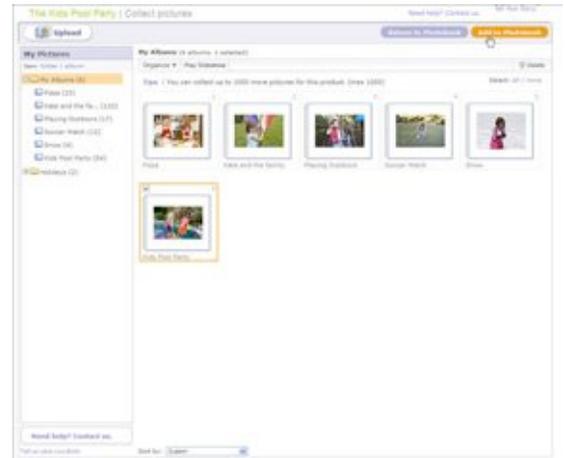


Figure 14

Your selected pictures will now appear. Add more images to this workspace at any time by clicking the “Get more pictures” button above the thumbnails. (Figure 15)

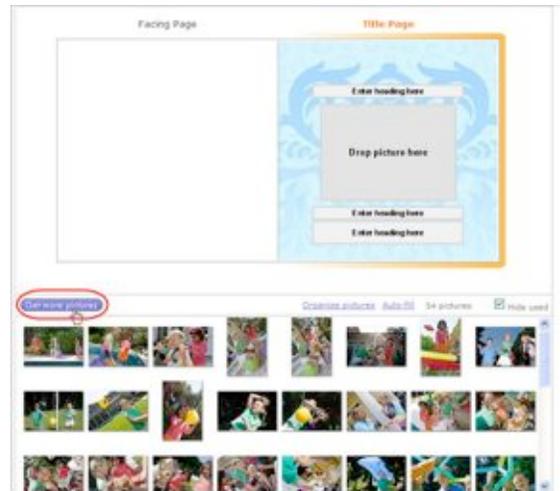


Figure 15

Before you fill the pages of your photo book with pictures, take a moment to look over the pictures you’ve collected. Which ones do you want to use and how might you use them to tell a story? Would a timeline be most effective? Perhaps groupings of people, places, or subjects? Also consider which pictures will be striking on their own, and which might look better as part of a collage.

Click “Organize pictures” above the thumbnails to sort the pictures by date taken, by upload order or by name. You can also rotate them to the correct orientation, hover over them for a magnified view, and use the “Remove” link to eliminate duplicate or less flattering shots. When you’ve finished, click “Done” at top-right to begin building your book’s pages. (Figure 16)

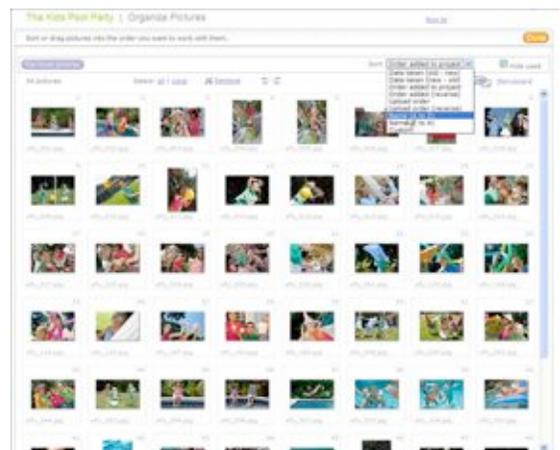


Figure 16

## HOW TO CREATE A PHOTO BOOK

### Build your book's pages

Before you start building your book's pages, take some time to get oriented with the different features and commands of the photo book workspace: (Figure 17)

- The **picture strip (1)**, on the bottom, contains all the available images for placement in your book; use the scroll bar and (if applicable) pulldown menu to navigate.
- The two-page **spread (2)**, in the center of your screen, is where you can drop pictures and enter text for the pages shown. You'll notice that whatever page you're working on is "active" and highlighted by an orange stroke around the outside edge.
- The **palette (3)**, on the left, is where you control layouts, backgrounds and picture edges for each page.
- Turn to another page by using the two arrow buttons at the top right or mousing over the **page strip (4)** at the top-center.
- Add pages, delete pages and arrange pages using the buttons in the top left (5).

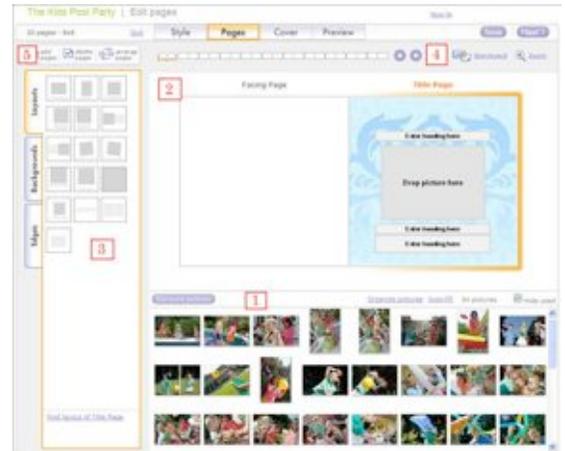


Figure 17

### Place pictures

To add a picture to a page, simply drag it from the picture strip and drop it onto a picture box, one of the gray boxes on the spread that reads "Drop picture here." You can place up to 16 pictures on every page except for the Title page and the covers. (Figure 18)



Figure 18

## HOW TO CREATE A PHOTO BOOK

If you want to swap the placement of pictures within a page, just drag one picture from one box to the other. The two pictures automatically switch. (Figures 19 & 20)



Figure 19



Figure 20

To add more pictures to a page with no empty picture boxes, simply drag from the picture strip to the background of the page and drop. You'll notice that the page outline turns red and the cursor changes to a green plus sign. A new layout will be automatically chosen to accommodate your pictures. (Figures 21 & 22)

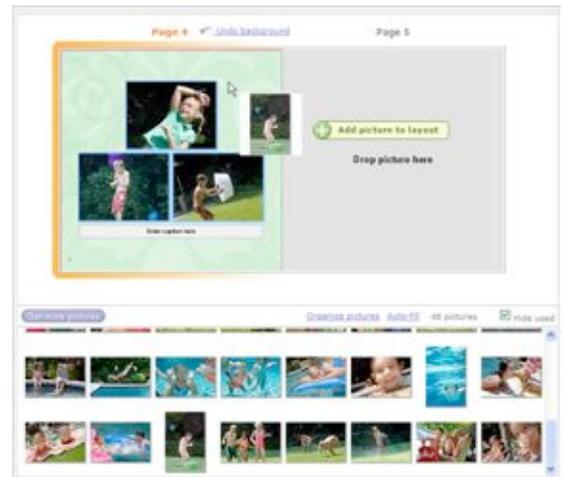


Figure 21

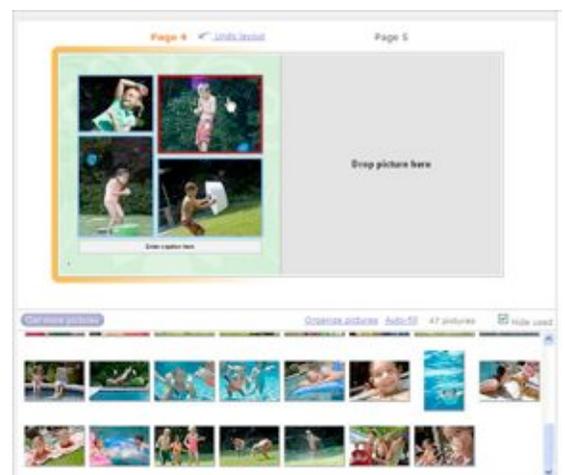


Figure 22

## HOW TO CREATE A PHOTO BOOK

You can pick a different page layout if you'd like—there are many to choose from. To do this, click the “Layouts” tab on the palette. Select from layouts for 1, 2, 3, 4 and 5 or more pictures, or choose “Text” for layout options with no picture boxes. Select “Undo layout” above the active page to return to the previous version. (Figure 23)

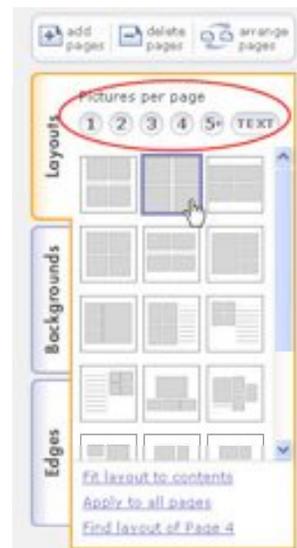


Figure 23

As you place pictures, you'll notice that they 'disappear' from the picture strip; if you'd like to use that picture in your book more than once, simply unclick the “Hide used” box. (Figure 24)



Figure 24

Once you're finished adding pictures to a page, move to the next spread and continue filling your photo book.

### **Place pictures using Storyboard**

A faster way to build the pages of your photo book is to use our Storyboard tool. To use it, click the Storyboard icon—it's the one with the arrow in the upper-right corner. To fill each page in your book, simply drag pictures on the left to pages on the right. We'll find a layout that fits each group of pictures for each page. When you're finished, click “Done” to return to the Pages and continue customizing text, layouts, backgrounds and edges. (Figures 25 & 26)

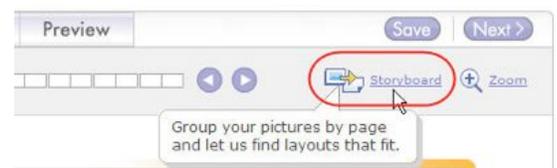


Figure 25

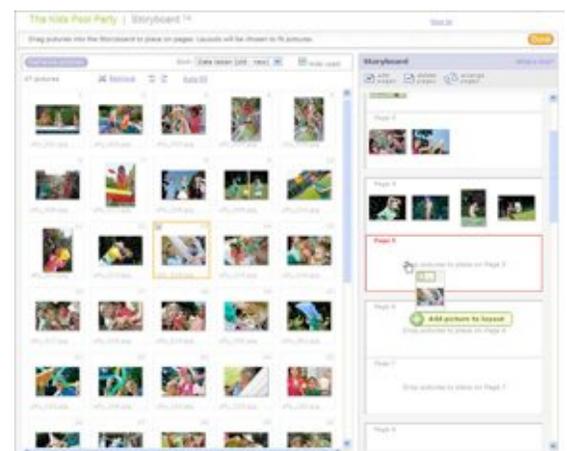


Figure 26

## HOW TO CREATE A PHOTO BOOK

### **Edit pictures**

To edit any picture you've placed on a page, click on the picture to launch the "Edit picture" pop-up window. Here you can rotate, crop, fix red eye and apply effects. To change the crop size, drag the corner handles. Drag the center of the box to move the crop area. If the resolution of your image as cropped is too low, it won't print well. (If that's the case, a warning icon will appear) Once you're finished with your edits, click "Done" to return to Pages. (Figure 27)

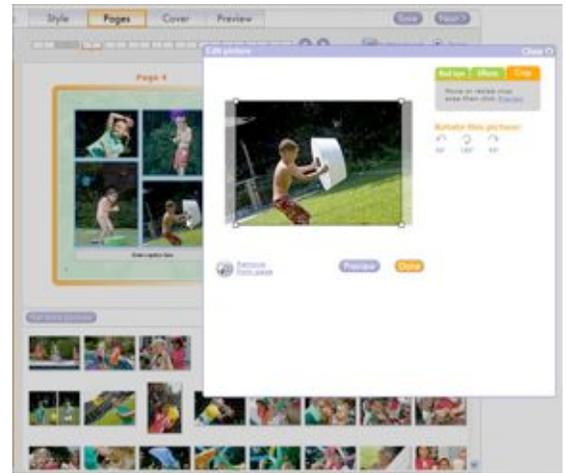


Figure 27

### **Change backgrounds and picture edges**

Use the palette to change the background or picture edge for any page. Click the "Backgrounds" tab to choose from hundreds of designs using the scroll bar and the pulldown menu. Click the "Edges" tab to select from dozens of options. If you find a specific background or edge that you'd like to apply across the entire book, select the "Apply to all pages" link at the bottom of the palette. (Figure 28)



Figure 28

### **Add text**

To add text to your pages, click on any box that reads "Enter caption here." An "Edit text" pop-up window will appear. Enter a caption and choose the font type, size, alignment and color of your text. To prevent typos in your finished book, we automatically run a spell-check on what you write and alert you to any misspelled words. Otherwise, be proactive by clicking the "Check spelling" link. Click the "Preview" button to see how your text will look, then click "Done" when you're finished. (Figure 29)

It's not necessary to fill a text box if you don't want to—leave it blank and the box won't appear in the final printed book. To get a quick look at how the page will look printed, click the Zoom button in the upper right.

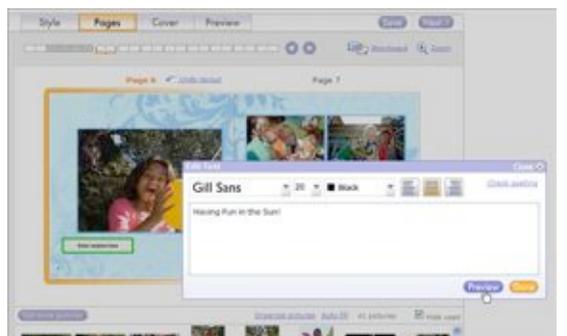


Figure 29

## HOW TO CREATE A PHOTO BOOK

### **Add, delete, or arrange pages**

Photo books start at 20 pages, but you can add up to 81 more for a total of 101 pages. (The 4x4 book holds a maximum of 51 pages.) To add or delete pages, use the buttons in the upper-left corner. “Arrange pages” provides a thumbnail view of all the pages in your book. To adjust the flow of your story, drag and drop the page thumbnails to rearrange them, and then click “Done” to return to Pages. (Figures 30 & 31)



Figure 30

When you’re done building your pages and ready to choose a cover for your photo book, click the “Next” button at top-right.

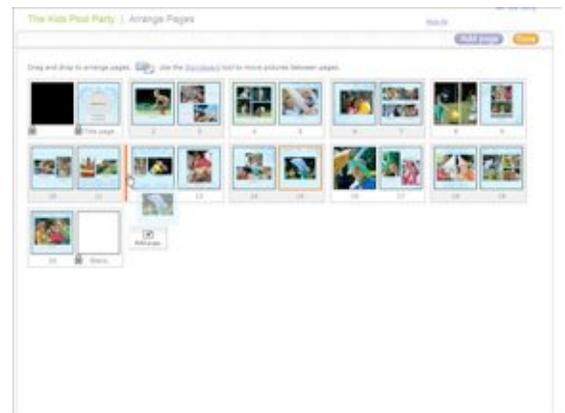


Figure 31

### **Create a cover**

The Cover step is where you design the cover for your photo book.

If you’ve previously selected a photo cover, choose the pictures to use for the front and back covers. As you do when building pages, drag pictures from the picture strip and drop them onto the covers. To use a picture that’s already been used on another page, uncheck the “Hide used” checkbox above the picture strip. As a final step, add a title to the covers and spine of certain photo books by clicking on the text boxes. (Figure 32)



Figure 32

## HOW TO CREATE A PHOTO BOOK

If you've selected a 5x7- or 8.5x11-sized book, or an 8x8 or 12x12 book with a leather cover, the cover's window will showcase the picture on your book's title page. Select the color for your cover, and then confirm that you like the title page picture. (Figure 33)

For a 4x4 book, choose the color of the leather wallet if you've selected that option.

When you're done creating your cover and ready to preview and order, click the "Next" button at top-right.

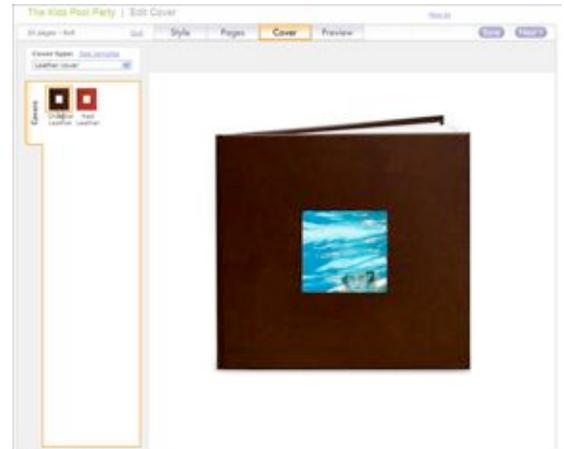


Figure 33

### Preview and order your book

Once you've filled your book's pages and chosen your cover, it's time to double-check everything. The Preview step is where you view your book as a whole, re-read your text and make any last-minute changes before placing your order. (Figure 34)



Figure 34

## HOW TO CREATE A PHOTO BOOK

To preview, navigate through each page spread using the two arrow buttons at the top of the page. Use the magnifying-glass icon for an enlarged view. To jump to a specific part of the book, roll your mouse over the page strip, and then click on the desired spread. To really experience having the book in your hands, select "Play Slideshow" in the upper-right. A pop-up window will launch. Navigate using the arrows at the top of the window or the spread thumbnails on the bottom. Return to the main preview window to make any adjustments. (Figures 35 & 36)

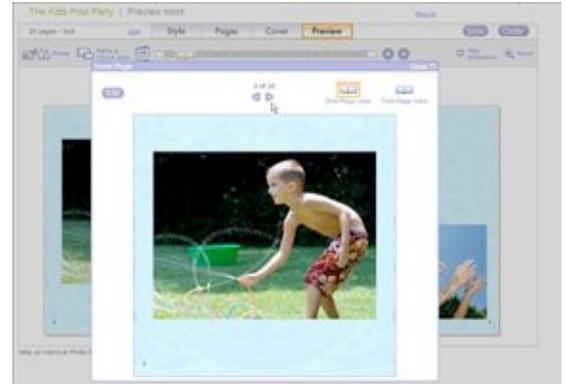


Figure 35



Figure 36

Once you're happy with the way everything looks, click "Order" at the top-right corner of the page. Select the quantity of books to send per recipient and then choose who you'd like to receive the book. (Figure 37)



Figure 37

## HOW TO CREATE A PHOTO BOOK

On the following page, select the method of shipping and enter any special offers or discounts at the bottom of the page. Lastly, go to the checkout page, choose your form of payment, and click "Place my order now." (Figure 38)

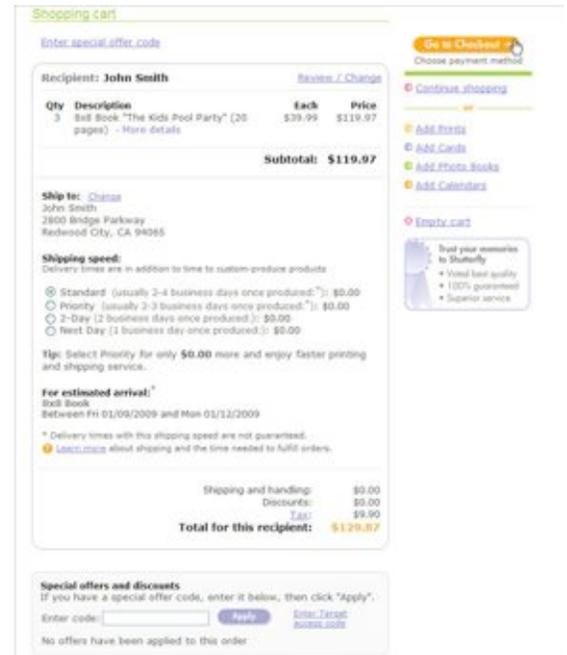


Figure 38

Once your order has been confirmed, your recipients will receive their book in about a week.

If you want to show off your photo book right away, you can share it with friends and family or add it to our Gallery to inspire others to create their own. To add the book to our Gallery, see our How to use Shutterfly Gallery tutorial.