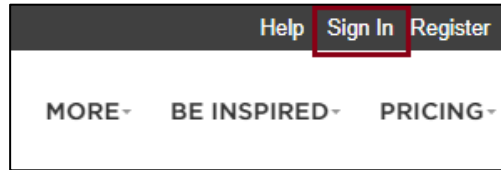


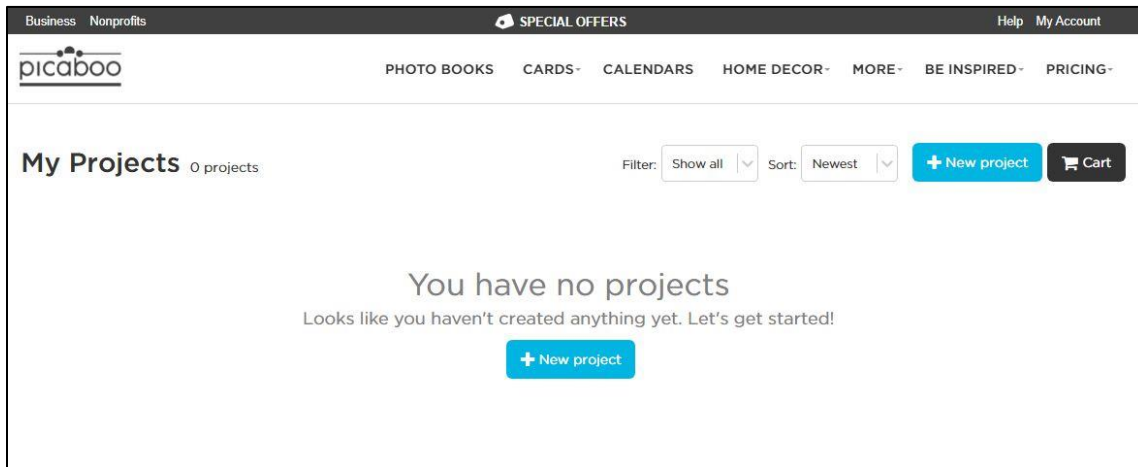
Create Your Own Photobook Online

1) Access the Picaboo website (<https://www.picaboo.com/>)

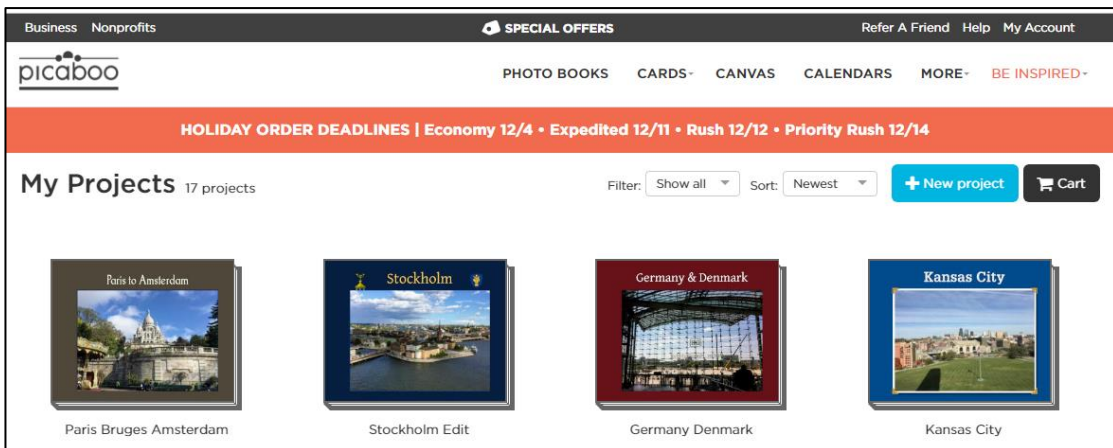
- If you have an account, click *Sign In* at the upper right.



- If you don't have an account, select *Register* and fill out the following information as shown on the right.
- Click the **Create Account** button when you are done.
- The home page will look like the image below if you have no previous projects:



- Below is an example of the home page containing previous Photobook projects:

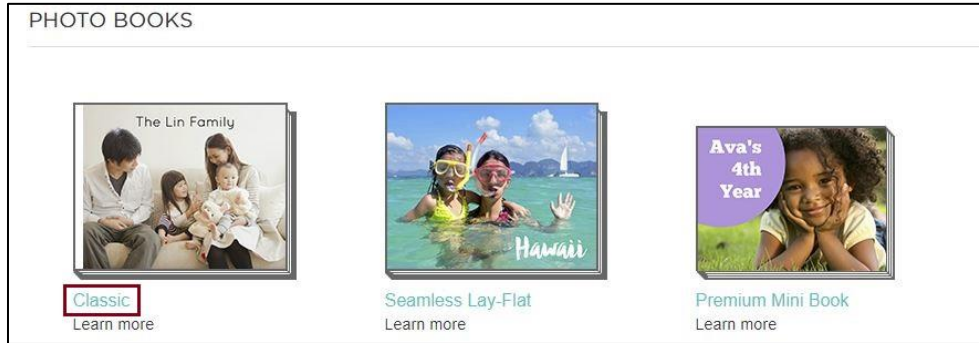


Online Photobook

- Notice that you can create projects other than books; for example, greeting cards, canvas prints, calendars, and a lot more.

2) Get Started

- Click the **New Project** button in the center or in the upper right. Different types of photo books will show up at the top of the page. Select the first option: **Classic**.



- Select **Landscape** as our format. (Notice the size options on this page. We will choose our size later).
- Select a **Theme**. Categories display at the left and themes display on the right. Choose **Books and Journals** at the left and then **Favorite Photos** as the theme.



- A popup will appear asking us to choose a name for our project. We can call it something like "My Vacation" or you can give it any name you wish. Click **Continue**.
- Click the blue **Add Photos** button on the lower left.

- Click **My Computer** from the options on the left side. Click the line that reads: **Click to upload or drag and drop your photo** here.

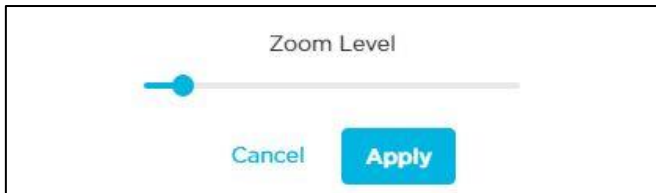


- Navigate to the folder called **Vacation Photos** located in **Pictures**. Double-Click and then Double-Click **Group 1**. (***If you have your own photos, feel free to use them!***)
- Use the keyboard shortcut **Ctrl-A** to highlight all photos in the folder. Then click the **Open** button. Then click **Upload** in the lower right.
- Another pop-up box will come up offering the chance to auto-fill the photos throughout the book. Click "No thanks, I'll arrange them myself" so we can add them individually.
- Thumbnails of all the pictures will be shown on the bottom.

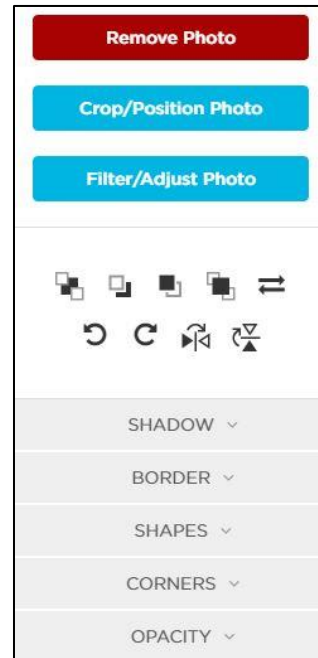
3) Create the book cover

A. Add Cover Photo

- Notice seven editing options on the left of the page. We will use most of these options during our project.
- Drag the photo of the Arc de Triomphe from the bottom to the grey photo area (Drag & Drop Photo Here) on the cover and let go.
- Click **Edit** Photo. The following options will show on the left.
- Click **Crop/Position Photo**.
- Move the Zoom bar to the right to zoom in and then click the **Apply** button.



- If you need to center your image, click and hold on the photo while you are in the Zoom mode. Then you can adjust the position of the photo.



B. Change the color of the cover

- Click the **Backgrounds** option at the far left. This will bring up several background designs that you can scroll through.
- Click some of these background options to see how it changes the cover.
- Click **Close** in the upper right. Then click **Page Background Color** above the designs.
- From the color options select dark blue so that it appears under the word **new**. Then click the **Save** button on the lower right.

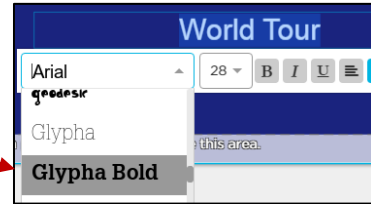


- Delete the photo on the back cover with the **Delete** key on the keyboard.

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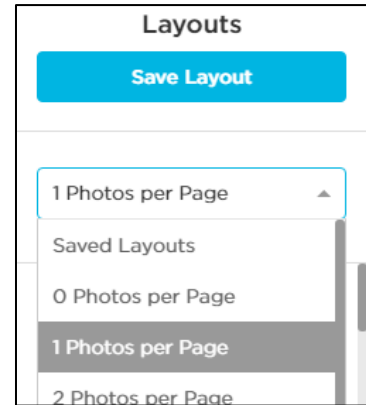
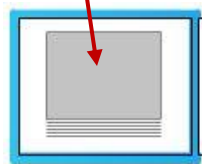
C. Add Text under the Photo

- Click the text box under the photo and then type “World Tour” or anything else you’d prefer.
- Change the font style with the arrow at the bottom.
- Highlight text and scroll down to select **Glypha Bold**. You can make the text larger with the arrow to the right of the font styles.
- Use the color option (at the right of size) to select an appropriate color for the background (Use White).
- If you want to add text to your spine, click the SPINE TEXT option on the left.
- Click the arrow on the right side of the page to go to page 1. You can use the arrows to move back and forth through the pages of your book.



4) Change the photo layout

- We will start with the page on the right (it should have a blue outline around it). Then choose the **Layout** command on the left.
- Use the arrow at the top and change the layout to **1 Photo per Page**.
- Scroll down to view available layouts. Those with horizontal lines contain text boxes.
- Select **1 Photo with Text layout** (below) and then drag a photo to it (use one from France):



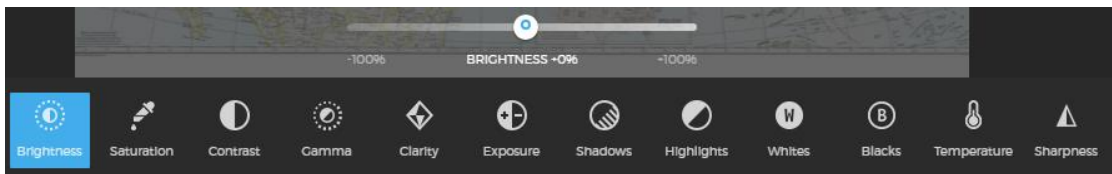
- In the text box below, type something like “Europe.” Center the text and change the font size and color if you need to. (Archivo Black; Size 40).

5) Backgrounds

- We can change the background here but we will wait until later.
- It is not recommended to add page backgrounds until after uploading and setting up the photo layouts.

6) Edit a Photo

- Click **Edit Photo** on the left and then the **Filter/Adjust Photo** button.
- Click *Filters* (1) in the pop-up box and then click some of the filter options to see how they affect the photo. Then click the back arrow (pointing to the left).
- Click the *Adjust* (2) option. This will bring up a group of various editing options such as brightness, saturation, and contrast.
- To try one option click *Saturation* and then move the slider to the left or right to see how the photo changes. Then click the back arrow.
- **The best way to learn the adjustments is to experiment with them!**

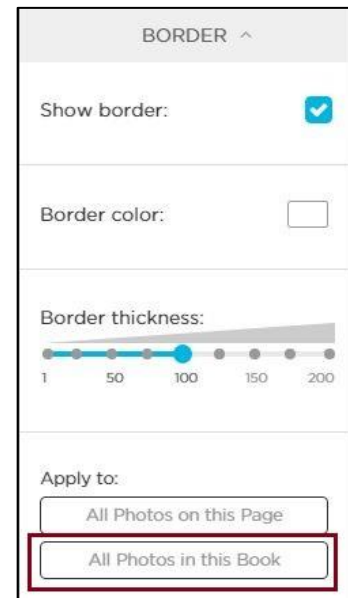
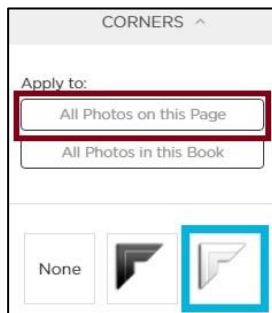


Adjustment Options

- Click the “X” in the upper left to exit **Filter/Adjust Photo**.

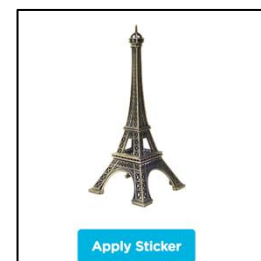
7) Add a border and corners

- In **Edit Photo** click *Border* and then check the *Show Border* box.
- Click the box next to *Border Color* and choose a color you like. Below that, select 100 for *Border Thickness*.
- Click **Apply to all Photos on this Page**.
- Next, click the arrow next to the *Corners* option, scroll down, and then click one of the virtual corners to add to your photo. Apply only to that page.



8) Add a sticker

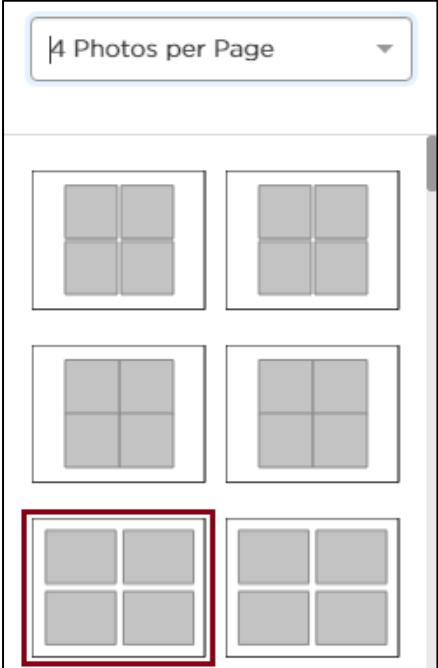
- Click **Stickers** on the left and then the **Find Stickers** button.
- In the search box let’s search **France**. Select an option and click **Apply Sticker** on the right. Then **Close** at the upper right.
- Once the sticker is placed on the page, you can move it and change the size.



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9) Add pictures to pages 2 and 3

- Use the arrow to “turn” to pages two and three.
- Highlight page 2 and select **Layouts** on the left. It should read **Single Page Layouts** at the top.
- Use the down-arrow to choose 4 photos per page.
- Select the highlighted option as shown in the image on the right.
- **BEFORE** we drag photos to the page, notice that the photos we have already used have a small green checkmark.
- Check the box marked **Hide Used Photos** in the lower left. This will remove the used photos from the bottom.
- Drag photos from the bottom to fill page two.
- Highlight page three and select a two-page layout that looks like the image below.



- Drag to fill in the photos on page 3. Try to use photos that work with the proportions on page 3 (Taller than wide).
- Move to pages 4 and 5.

10) Use a Two-Page Layout for pages 4 and 5

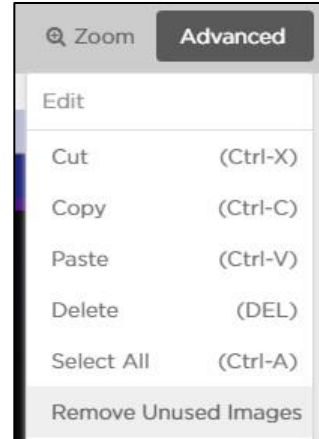
- Click the link for **Convert to Spread** Now you can select photo layouts that cover two pages. (if it is not on Spread already).
- Use the down arrow to choose **5+ Photos per Layout** and then choose the selection as shown in the image.
- Fill in the largest photo first. A photo with a lot of detail (or one you wish to emphasize) may be a good option.
- Then fill in the other photos.
- Now turn to the next page and use whatever the default layouts are for pages six and seven and add photos.
- Go to pages 8 & 9 and convert to spread. Use a single photo (2nd option) and add an appropriate photo.



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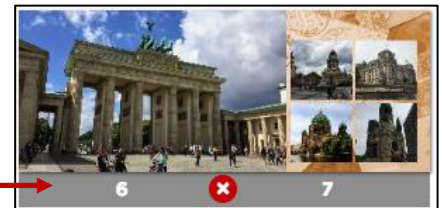
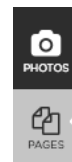
11) How to remove photos you don't use (2 ways)

- If you want to remove your unused photos to get rid of clutter, you can do so.
- Click **Advanced** at the top right and then click *Remove Unused Images*.
- (You can also remove single photos with **Manage Photos**.)



12) Change Order of pages with Page Manager

- Suppose that we want to change the order of pages 4 & 5 with pages 5 & 6?
- On the lower left switch from **Photos** to **Pages**. Click the **Manage Pages** button. Thumbnails of all pages will appear.
- Click the thumbnail for pages 4 and 5 and drag it over 6 and 7 until they change position. Since 4 and 5 is a **Spread** both pages will drag over.
- Now switch pages 2 and 3 with pages 4 and 5. This works differently because these are two pages rather than one spread. If you click and hold page 3, only that page will move. To drag **both** 2 and 3, click and hold on the grey bar below the pages.
- If you click the red "X", you will be asked if you want to delete the pages or spread.
- Click on page 10. Then click **Close** at the upper left. Then click back on **Photos**.



13) Add more Photos into Book

- Click the Add Photos button in the lower left. Then click **My Computer** and then upload all photos from **Group 2**.
- Let's change the photo layout on page 10. Highlight the page and click "Layouts."
- Choose **Single Page – 1 Photo per layout**. Use the same template as the first.
- Upload image of the Liberty Bell (below):



- Add a Border and corners to the photo.
- Type "North America" under the photo. Use the same font and center the text as we did with "Europe" on page 1.

14) Add Additional pages to the Book

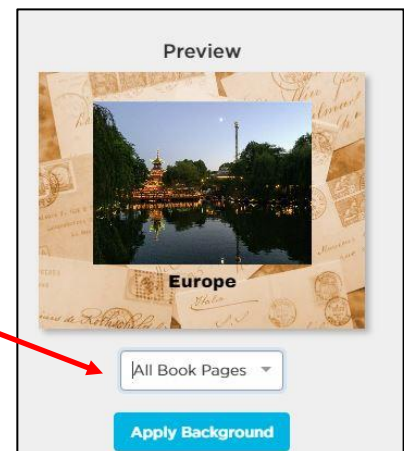
- Fill in photos on remaining pages with the default layouts to the end (page 20).
- If you want to add more pages, click the **Page Manager** button at the end of the book. You can also click **Add Pages** at the top. The **Page Manager** will appear.
- Click the plus sign between page 19 and 20. From the pop-up box click *Add after page 19* and then arrow down to *2 pages*.
- Add an even number of pages. Notice, that what was page 20 is not the last page of the book. If you want it to remain page 20, you can drag it over in **Page Manager**.



15) Change the page backgrounds

A. Choose a Background from Site

- Go to page 1. Click **Backgrounds** on the far left. Then click the blue **Find Backgrounds** button.
- Type travel in the Search box and then click enter.
- Scroll through with the scroll bar or the wheel on your mouse. Click on a background you like. It will preview on the right side.
- Click the arrow and change to "All Book Pages."
- Click the **Apply Background** button on the right.
- Then select **Close** on the upper right corner.



B. Use a photo as a background

- There should be a map of the US. In your photos. Drag this image into the **background** area of page 10. Make sure not to drag it onto the photo.
- A popup will appear with some options. Choose "Apply as Page Background."



- We may need to adjust the text color if it clashes with the background.

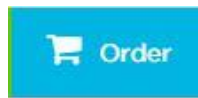
16) Book Styles/Size Cropping

- Click the **Books Styles** icon on the left and scroll down to examine the options (we will remain in the **Classic** book style).

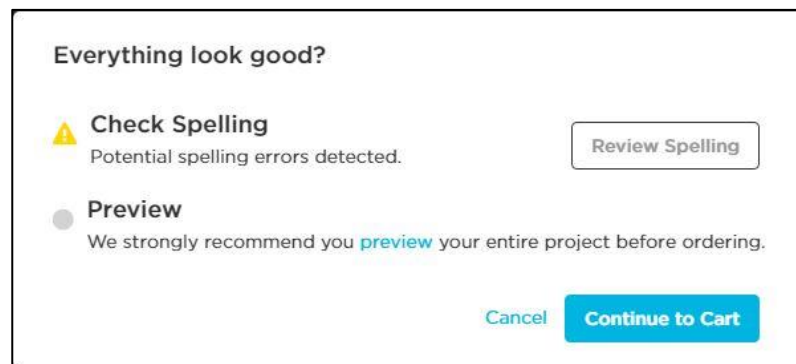


17) Preview and Order

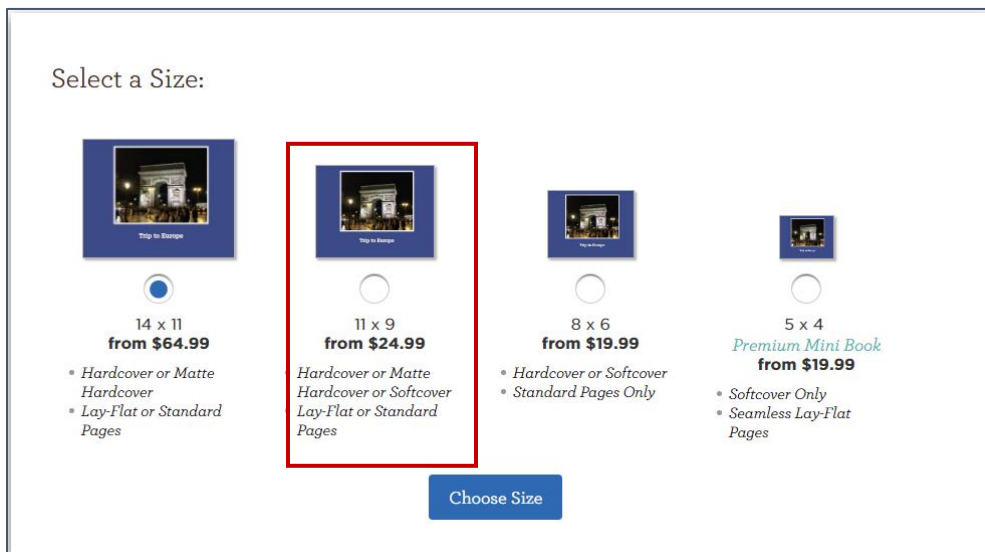
- Before we go on, check to see if there is a promo code on the bottom and then copy it.
- You may want to **Preview** your work before ordering or at any time during the project. Click the **Preview** button on the upper right.
- Use the arrows on the side to advance (or go back) pages.
- When you are finished previewing your book, click **Exit Preview**. Then click the **Order** button in the upper right.



- **Picaboo** has a spell check. Click **Review Spelling** to do a spell check.









- If everything looks good you can proceed by clicking **Continue to Cart**.
- Then choose your size (let's do 11 X 9).

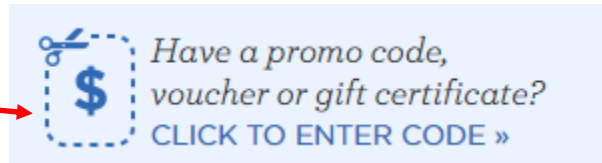


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- Choose your cover and paper style from the following options:

COVER STYLE	PAPER STYLE	QUANTITY
<input checked="" type="radio"/> HARDCOVER 	<input checked="" type="radio"/> LAY-FLAT 	<input type="text" value="1"/>
<input type="radio"/> MATTE HARDCOVER 	<input type="radio"/> STANDARD 	
<input type="radio"/> SOFTCOVER  <i>Not available</i>	<input type="radio"/> PREMIUM LUSTRE 	
<div style="text-align: center;">+ Add Another Size</div> <p>Available in 14 x 11, 11 x 9, 8 x 6, 5 x 4</p>		

- (Select **Hardcover** and **Lay-Flat** pages).
- Click **Add to Cart** on the lower right.
- Before you **Go to Checkout** click here if Picaboo has a promo code. (They almost always do).
- This will bring you to the part where you put your name, address, and payment information.
- Your photobook will arrive in the mail in the near future.



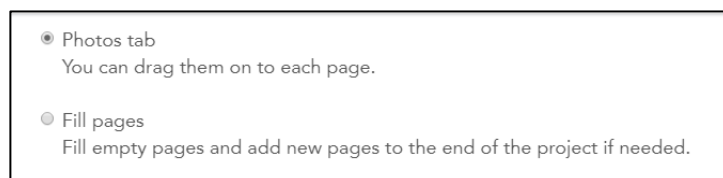
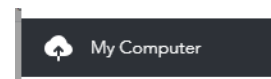
Bonus – Shutterfly

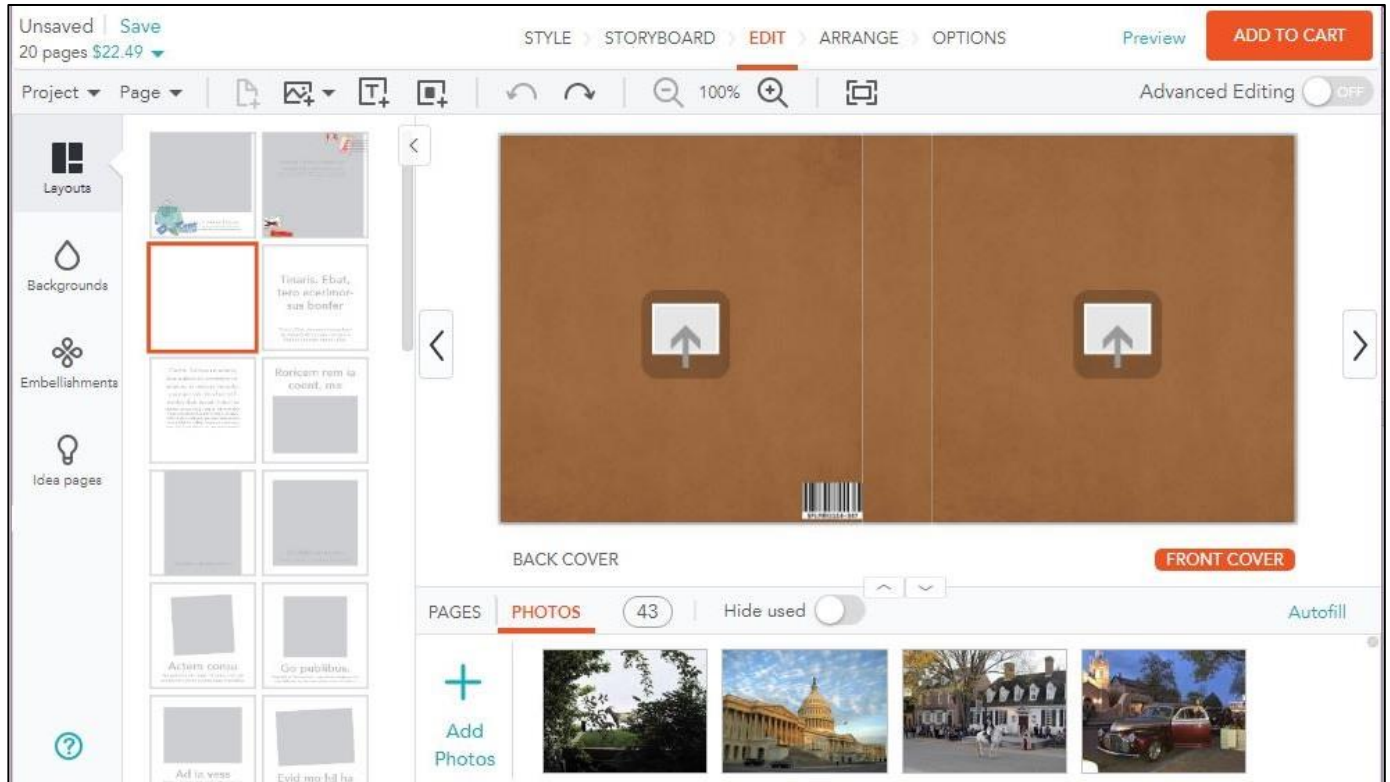
* **Shutterfly** is another good website to create your photobook (<https://www.shutterfly.com/>)

- To sign Up click **Sign Up** at the upper right of the page and then fill out form to create account.
- Once you have an account and are signed in, click **Photo Books** at the upper left and then click **Shop Photo Books**.
- You have two main options: Have Shutterfly make the book for you or *Make it Yourself*.
- Click **Custom Path** under *Make it Yourself* to have more control over where to place your photos.
- Select a size from one of the following options.



- Choose a theme from the list on the left or use one of the templates in the middle. Let's choose **Vintage Travel**.
- This will bring you to a set-up page to choose options or make changes to the book's size. It also gives you an idea of the price on the right.
- Click the orange **PERSONALIZE** button.
- To add photos click the orange **Add Photos** button and then select *My Computer* at the upper left.
- Click **Choose Photos** and upload your photos from the location on your computer. The photos will first show on the bottom of the page. Click **Add** in the lower right.
- Choose **Photos Tab** to add photos individually or **Fill Pages** to automatically fill the entire book.





- Note the similarities above. Thumbnails of photos are on the bottom and layout options and features are on the left side.

Exercise: Let's explore the Shutterfly website and see how it compares. Look at some of the **Layout** options. Examine the options at the top as well (Style, Storyboard, Edit, Arrange, & Options). What are some of the differences?

- What are Idea Pages?
- How is adding text different?
- What is the difference in navigating of the photos at the bottom of the page?
- How can you make edits to a photo? (Click on the photo to see)
- How do you order your book from Shutterfly?