



By Linda Sattgast

## Picture Perfect Gift Books—Printing Pre-made Pages with Shutterfly

### Lesson 01: Prepare Your Files

I've used Shutterfly for many years and find that they do a terrific job with their photo books. And they have frequent sales, which helps with the cost of the books.

Here are some links to pages on Shutterfly that talk about digital scrapbooking or any other kind of photo book where you create your own pages:

<http://www.shutterfly.com/digitalscrapbook/> (Options for Digital Scrapbooking)

<http://www.shutterfly.com/digitalscrapbook/scrapbook-how-tos.jsp> (How To for Digital Scrapbooking)

<http://www.shutterfly.com/digitalscrapbook/scrapbook-design-specs.jsp> (Download Templates)

### Lesson 01: Prepare Your Files

If you design and create your own book cover and pages on your computer, here's how to prepare your files for Shutterfly:

#### Create the Cover, Spine, and Pages

Use the templates provided by Shutterfly to create your pages, covers, and spines. You'll find the templates here:

<http://www.shutterfly.com/digitalscrapbook/scrapbook-design-specs.jsp>

I use these templates for all my books with one exception. For 12 x 12 inch books I don't bother using their page template which is 11.95 inches instead of 12 inches. That's .05 inches smaller than a 12 x 12 inch page, and it simply doesn't make any difference to use the standard 12 x 12 inch size page. I've had many 12 x 12 books printed by Shutterfly and the 12 x 12 inch page size has never been a problem.

I do use Shutterfly's templates for everything else, though—the 12 x 12 inch covers and all the other sizes of books and pages.

#### Change Your PSD files into JPEGs

Before you upload your book images to Shutterfly, you'll need to save them as JPEG files. To do that:

- Open a page in your program.
- In the Menu Bar, choose File > Save As.
- When the Save As dialog box comes up, choose JPEG from the Format menu and check to embed the Color Profile. Your Save As dialog box may look slightly different depending on your program, but these are the important things to check.

- When you click Save, you'll get a JPEG Options dialog box. Choose a minimum of 10 for the Quality (that's what I use for all my files when I save them and I'm very happy with the quality) and choose Baseline ("Standard") for the Format Options. The other Format options have more to do with saving optimized versions for the web.
- Make sure Preview is checked, and click OK.

#### Organizing Book Files

- I save all the layered PSD files for a single book in one folder.
- When I'm finished with the book, I create another folder inside that folder with the same name and the word JPEGs at the end. I also add an underscore at the beginning so it lands at the top for easier access. This is where I put all my JPEG files for the book, making it easy to navigate to them when it's time to upload them to Shutterfly. That's my system of organization, but feel free to use a system that works for you.

### Lesson 10-02: Upload and Edit Files

- When you're ready to create your book, sign in to your Shutterfly account. The sign in link is in the upper right corner on all their web pages. If you don't have an account, click on the Sign Up link.
- Click on My Shutterfly to see your photos and projects.
- Click on a link or button to Upload photos. This will open the Upload dialog box.
- You can select an existing album or create a new album to store your images.
- Click the "Choose Files" button and navigate to the folder on your computer that contains your files.
- Click on the top file and Shift click on the bottom file to select them all and click OK. The names of your selected files will appear in the dialog box.
- At the bottom of your screen, click Start.
- At the top you'll see a progress bar as the files upload.
- When the files are done uploading, Shutterfly will ask you what you want to do next. Click View Pictures if you want to continue on with your album.

#### Edit Your Images

If you don't want to work with your images right away, that's OK. You can always access your photo collections and projects later from your "My Shutterfly" page.

There are two things you should do before you start your book—remove the Vividpics effect from your images and remove any cropping. Vividpics adds lighting and color corrections to your images, and the auto cropping is for standard photo sizes, so both these functions need to be turned off.

**Note:** If your browser doesn't act like mine does on the video, try a different browser. Shutterfly doesn't work well with some browsers. Firefox and Chrome seem to work well.

#### Remove the Vividpics Effect

- Open the photo collection you want to edit.
- Just above the photo thumbnails to the right choose Select All to select all the thumbnails in your album. Selected thumbnails have an orange outline around them.
- In the Menu Bar above the thumbnails, open the Edit Menu and choose Apply Effect.
- Make sure No Effect is selected.
- On the right, check the box next to "Don't apply automatic corrections to picture."
- Click "Apply this effect to all selected pictures."
- You'll get a dialog box asking if you're sure—click Yes.
- Shutterfly will process your request and remove the "Vividpics" effect.

## Remove Cropping

- Next click on the Crop tab. The selected photo will have a crop outline around it that needs to be expanded.
- Click on the “Custom Crop Tool” link to expand the crop outline to the full size of your photo.
- Click on the arrow next to the thumbnail on the right to move to the next picture and repeat the process of clicking on the “Custom Crop Tool” link. You need to do this for every one of your pictures.
- When you’ve expanded the crop outline on all your pictures, click “Return to Album.”
- If you add new images later, you will have to edit them in the same way before adding them to your photo album.

## Lesson 10-03: Create Your Book

It’s important to find the right book template for pre-designed pages.

- The simple way to find the right template is to type DigiScrap into the Search box. That will bring you to the correct book templates. Your book doesn’t have to be a “scrapbook” style to qualify. This works for any book where you create your own pages and upload each page as a single JPEG file.

The DigiScrap template is also displayed in several of the photo book template collections.

- In the Menu Bar, click on Photo Books.
- Choose Custom Path.
- Choose your book size.
- Click to choose a style for your book.
- In the list on the left, choose Everyday.
- Scroll down to the very bottom and you’ll see the Digiscrap book with blank gray pages. Click on the Digiscrap book.
- Select any choices you want.
- Click the button to Select this photo book to be taken to the Shutterfly book editor.

## Book Editor

- You may be asked if you want to take a quick tour. You can do that if you wish or click the close button.
- You’ll be asked if you want to upload photos and let Shutterfly arrange the photos. Decline by clicking on the X.

## Import Your Images

- The Photos tab at the bottom shows all your images. If you don’t have any images you’ll see a button to Add Photos.
- You can also choose Add photos from the top of the Book Editor.
- When asked to select your source, choose Shutterfly and choose the album you edited earlier to remove VividPics and to remove any cropping.
- In the upper right corner, choose Select All and Add to Project.
- When asked where you would like to add your photos, don’t choose Fill pages. Choose Photos tab.
- Your pages will show up as thumbnails in the Photo strip.

## Add Pages if Necessary

- If you need to add pages, click on the Pages tab.
- The book comes with 20 pages plus the cover.
- To add more pages, don’t click on the Add Page icon. You’ll get a white page without a full bleed photo place holder on it.
- Instead, scroll to the right and click on the thumbnail of the last page of your book.

- In the Menu Bar, open the Pages menu and click on Duplicate Page two times to get two more pages. You must always add an even number of pages for your spreads to work as you designed them.

### **Compose Your Book**

- Click on the Photos Tab to see your book pages.
- Use the scroll bar on the right to see more of your images.
- Your pages may not show up in order.
- You can start at either end of your book.
- If you want to start with the cover, click on the Pages tab and scroll all the way to the left.
- Click on the cover thumbnail to select it.
- Click on the Photos tab again, and click and drag a photo thumbnail onto the correct page.
- “Hide Used” is checked by default, so once you use an image, it disappears from the Photo Strip. If you need to see it again, you can always uncheck Hide Used.
- Use the arrows under the book editor to navigate to the previous or next spread and continue to add images.
- If your images aren’t in order, you may have to double check your local files to make sure you’re placing them in the correct order.
- Continue to click and drag images to fill the pages.

### **Preview Your Pages**

Once you’ve loaded all the pages in the proper order, check to make sure they look as expected. At the time that I filmed this tutorial, the book editor was not behaving as it should. It changed the zoom size of my pages instead of filling the template with the full image

Customer Service told me there had been a recent upgrade to the software, so that’s probably what caused the problem, and I’m hoping they’re able to fix it soon.

However, if you see this problem, here’s what to do:

- Click on the image to bring up the image editor.
- Click and drag inside the marquee and move the image to any corner. Make sure the images touches the edges on both sides of the corner.
- Click the opposite corner handle and drag the image to the opposite corner of the template until it stops resizing.
- Don’t make any other changes.
- Click Done to exit the image editor.
- You’ll need to do this for every single page until this problem is fixed.

### **Cover**

You’ll need to edit the cover images as well. Even after editing, the cover doesn’t quite fit the template.

For now, all you can do is place the image so the leftover space is divided between the top and the bottom. That part of the image is going to be folded over, and there should be enough room that you won’t see a gap.

If there is a problem, remember that Shutterfly has a 100% satisfaction guarantee, and they will redo the book for you, if necessary.

- Click the Preview button to preview your album. Make sure everything is just the way you want it.
- Save your album one last time and either order it now, or wait until later. Shutterfly has frequent sales, but they only last a few days. If you’re not in a hurry you can upload an album now, then you’ll be ready when Shutterfly has a sale. Be sure to get on their mailing list to get notified when there’s a sale.