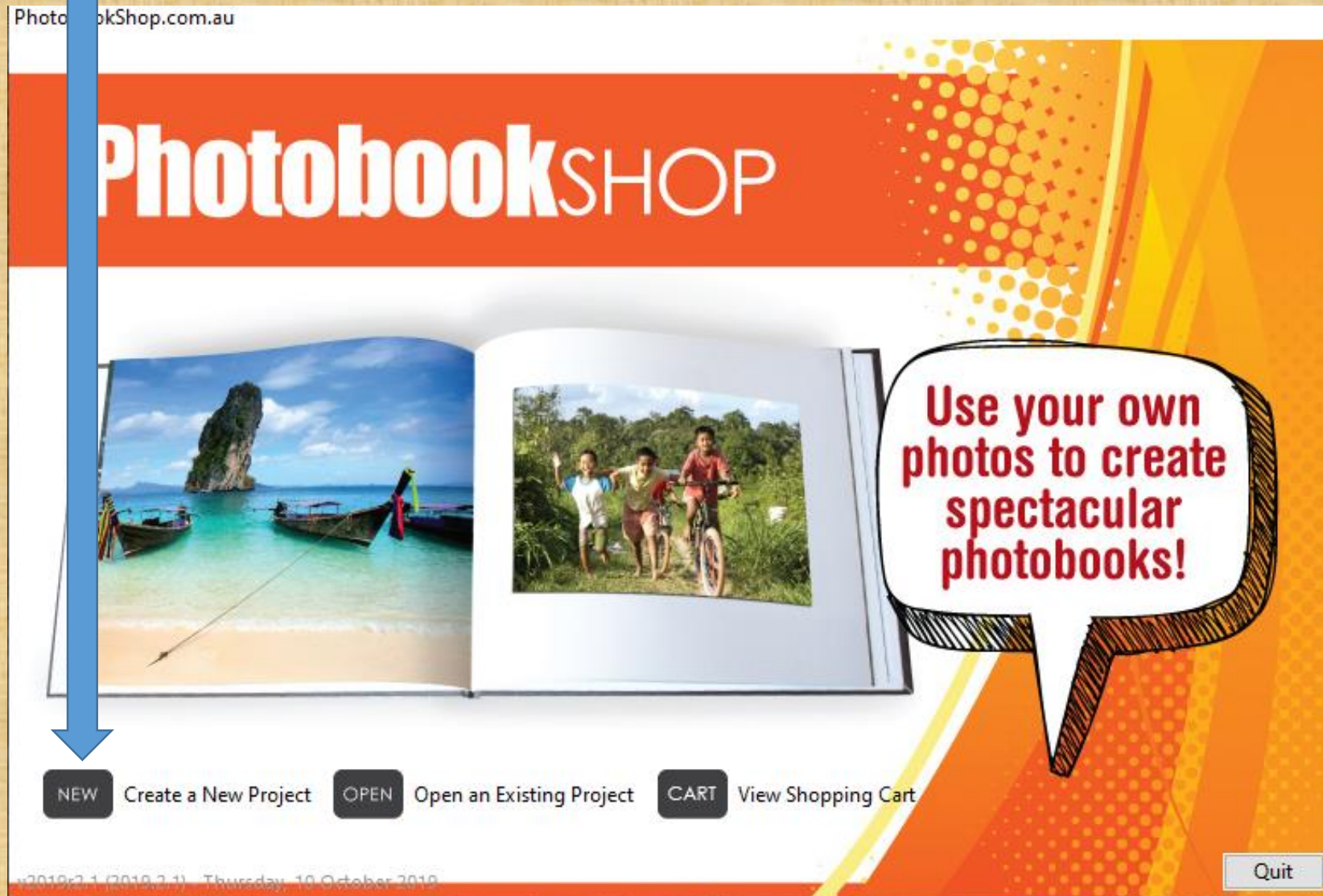


# Part 3A - Start a new project using the "Wizard" (Week 2)

Click (double click) on the Photobookshop icon on your desktop and wait while it opens up. Then click on NEW. Ignore a small window that may come up asking if you want to update information.



# 1. Click on Photobooks - Standard Collection, then click on Next

New Project...

Your Selections:

**Choose Category**

Choose Product Type

Choose Product







Choose Pictures

Choose Options

Choose Background

Preview

Please choose one of the following categories...

	Photobooks - Standard Collections		Photobooks - Lay-Flat Collections
	Photobooks - Pro Photographic Lay-Flat Collection		Canvas and Wall Art
	Calendars		Photo Gifts

Check For Updates

Cancel

Back

**Next**

A blue arrow points from the top of the screen down to the 'Photobooks - Standard Collections' category, which is highlighted with a blue border.

## 2. Scroll down and click on Standard Photobook Collection, then click on Next

New 'Photobooks - Standard Collections' Project...

Your Selections: Photobooks - Standard Collections

Choose Category

**Choose Product Type**

Choose Product

Choose Pictures







Choose Options

Choose Background

Preview

Please choose one of the following product types...

Viewing > All

	Sports AFL Photobook Collection <a href="#">Information</a>		Sports Rugby Photobook Collection <a href="#">Information</a>
	Sports Soccer Photobook Collection <a href="#">Information</a>		Standard Photobook Collection <a href="#">Information</a>
	The Little Ones Photobook Collection <a href="#">Information</a>		Travel Classic Photobook Collection <a href="#">Information</a>

Check For Updates    Cancel    Back    **Next**

### 3. Click on Standard 20cmx20cm Square Book then click on Next.

The screenshot shows a software interface for creating a photobook. On the left is a vertical navigation menu with the following items: 'Choose Category', 'Choose Product Type', 'Choose Product' (highlighted with a dark background), 'Choose Pictures', 'Choose Options', 'Choose Background', and 'Preview'. The main area is titled 'Please choose one of the following products...' and contains a grid of six product options. Each option includes a thumbnail image of the photobook, a text description, and an 'Information' button. A large blue arrow points downwards from the top of the grid to the 'Standard 20cm x 20cm Softcover Photobook' option, which is also highlighted with a blue rectangular border. At the bottom of the interface are four buttons: 'Check For Updates', 'Cancel', 'Back', and 'Next'.

New 'Standard Photobook Collection' Project...

Your Selections: Photobooks - Standard Collections > Standard Photobook Collection

Choose Category

Choose Product Type

**Choose Product**

Choose Pictures

Choose Options

Choose Background

Preview

Please choose one of the following products...

Viewing > Standard Photobook Collection > All

	Standard 26cm x 33cm Landscape Photobook <a href="#">Information</a>		Standard 26cm x 33cm Lay-Flat Landscape Photobook <a href="#">Information</a>
	Standard 30cm x 30cm Square Photobook <a href="#">Information</a>		Standard 30cm x 30cm Lay-Flat Square Photobook <a href="#">Information</a>
	Standard 20cm x 20cm Square Photobook <a href="#">Information</a>		Standard 20cm x 20cm Softcover Photobook <a href="#">Information</a>

Check For Updates    Cancel    Back    Next

## 4. Click on Use Wizard.

New 'Standard Photobook Collection' Project...

Your Selections: Photobooks - Standard Collections > Standard Photobook Collection

Choose Category

Choose Product Type

**Choose Product**

Choose Pictures

Choose Options

Choose Background

Preview

Check For Updates

Cancel

Back

Next

Please choose one of the following products...

Viewing > Standard Photobook Collection > All

Standard 26cm x 33cm Landscape Photobook

Standard 26cm x 33cm Lay-Flat Landscape Photobook

Information

Standard 30cm x 30cm Lay-Flat Square Photobook

Information

Standard 20cm x 20cm Square Photobook

Standard 20cm x 20cm Softcover Photobook

Information

Information

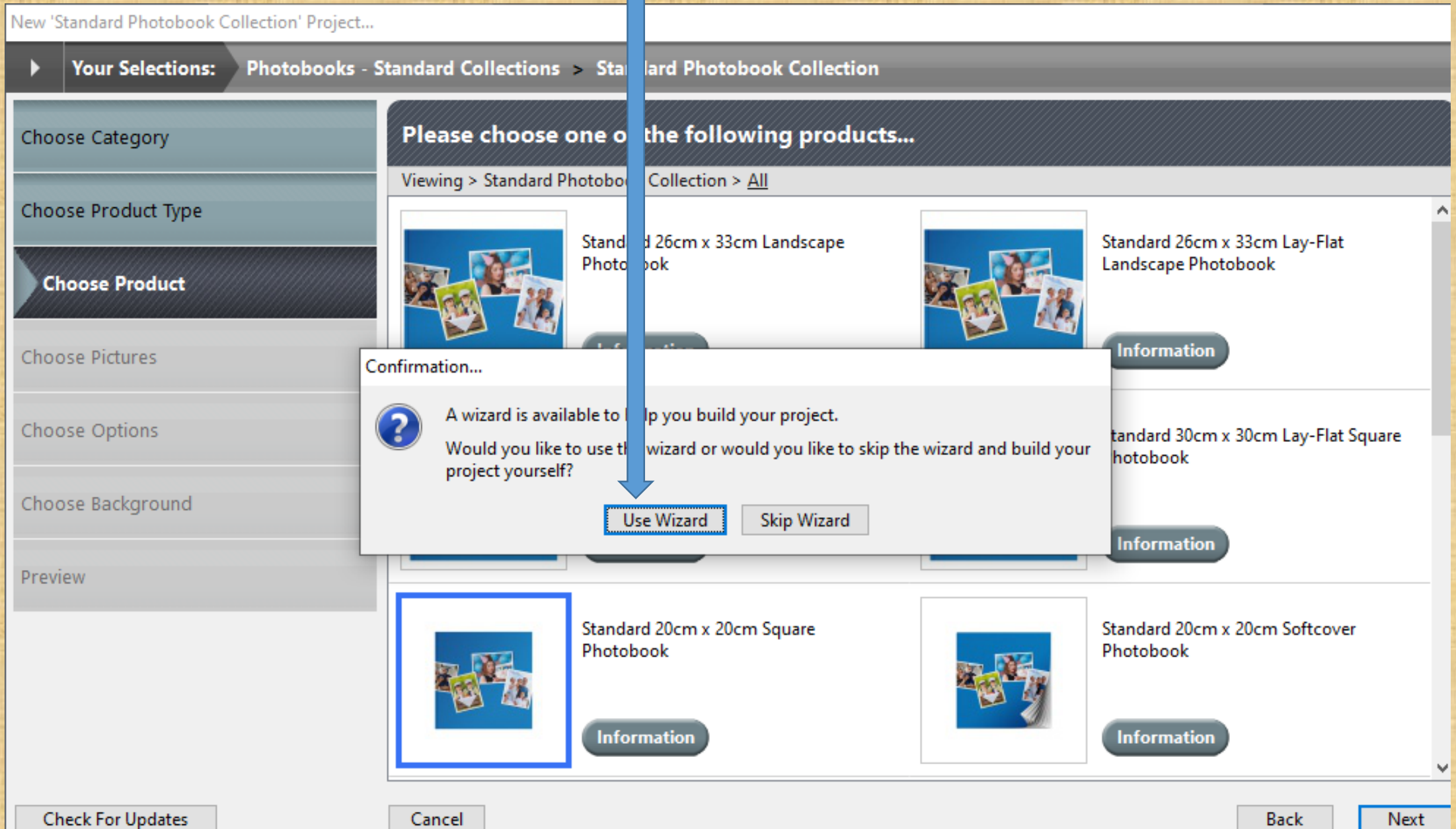
Information

Confirmation...

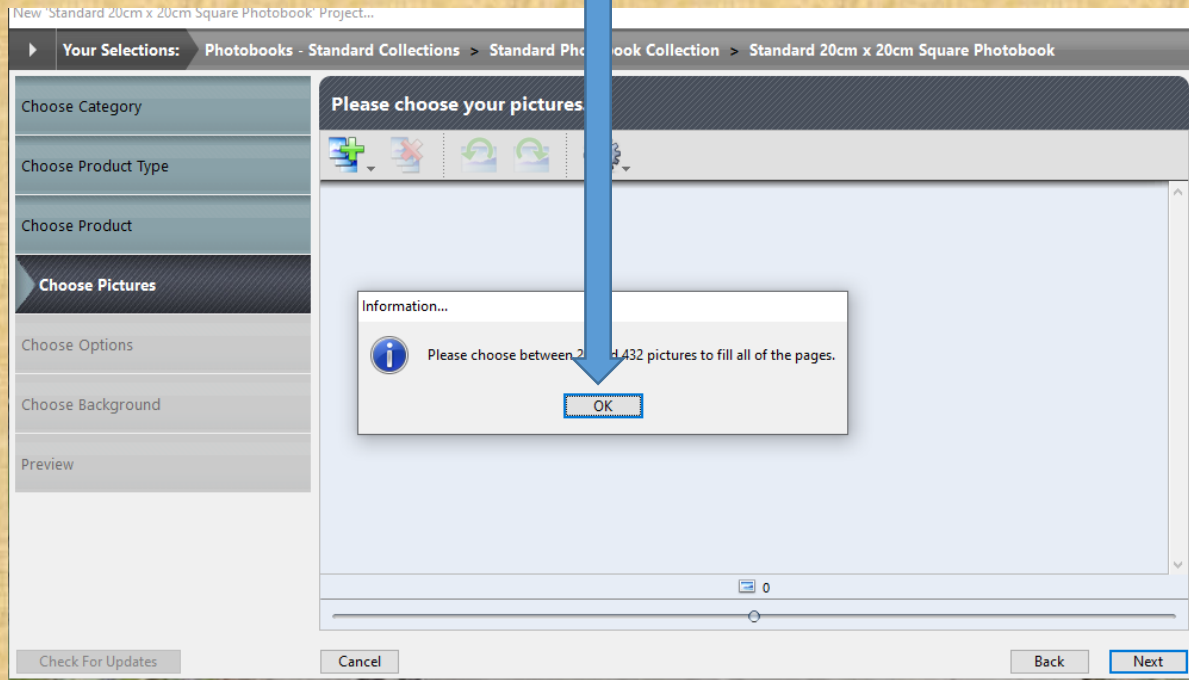
? A wizard is available to help you build your project.  
Would you like to use the wizard or would you like to skip the wizard and build your project yourself?

Use Wizard

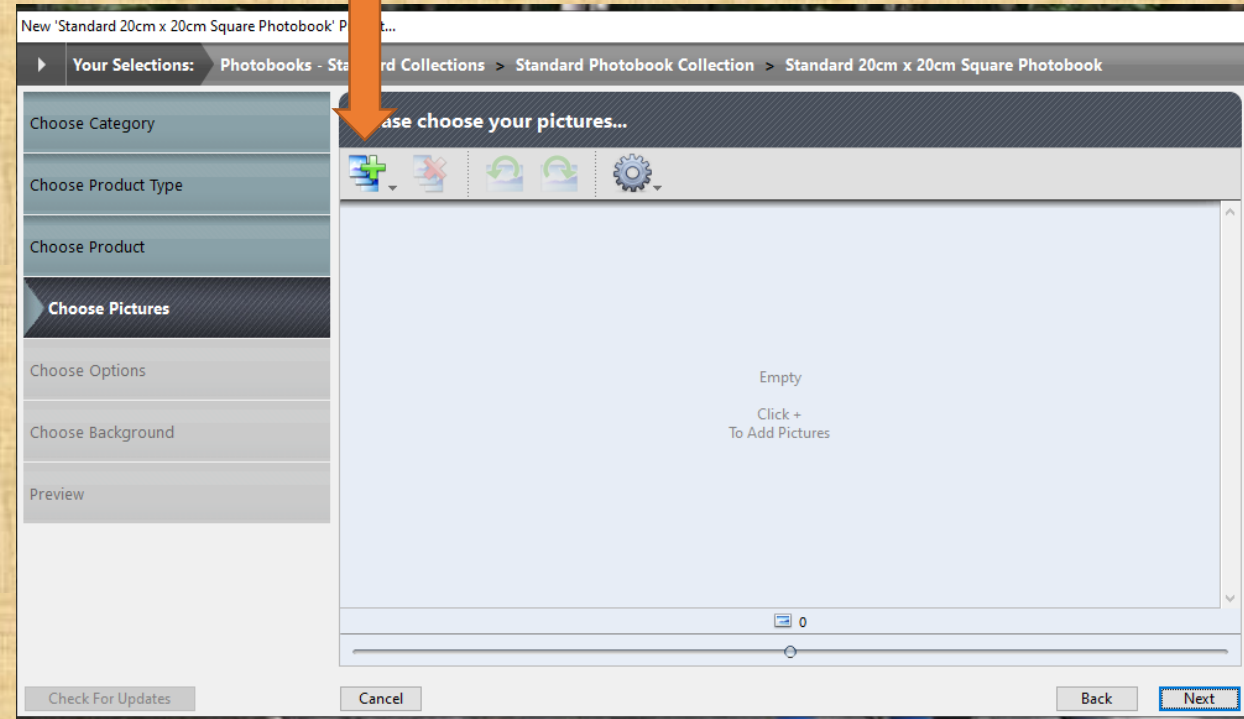
Skip Wizard



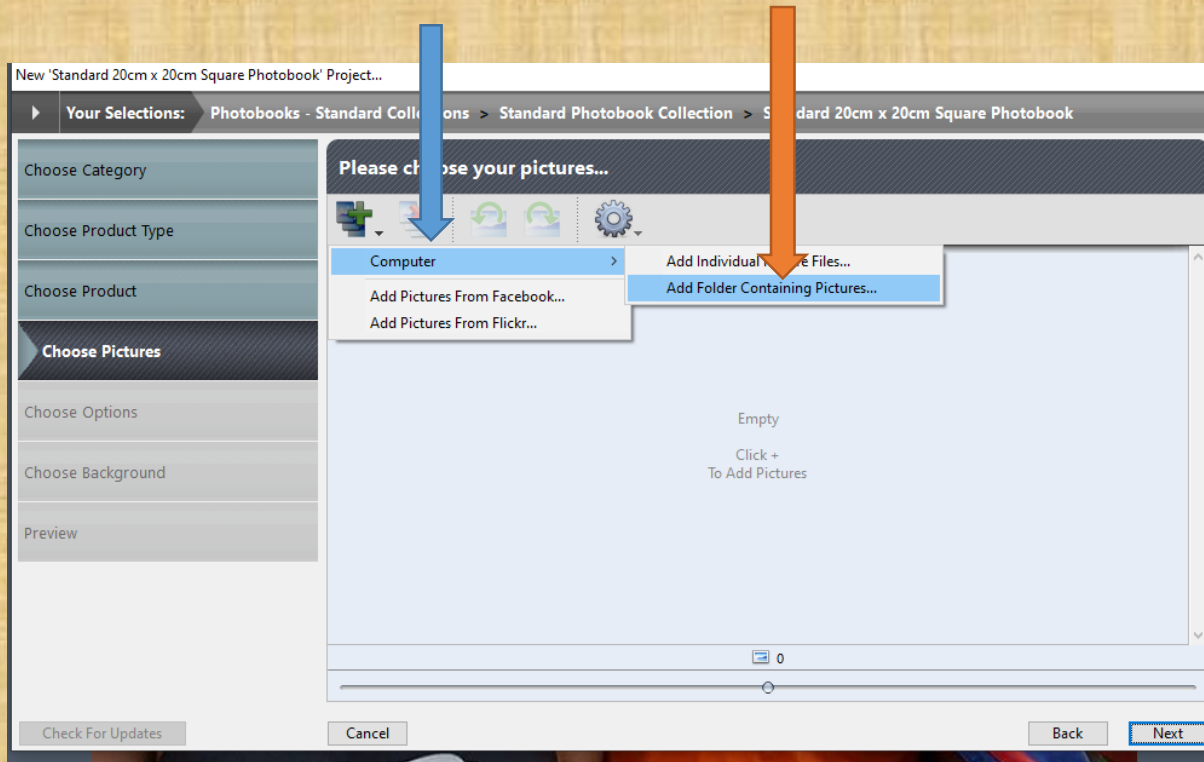
## 5. Click OK



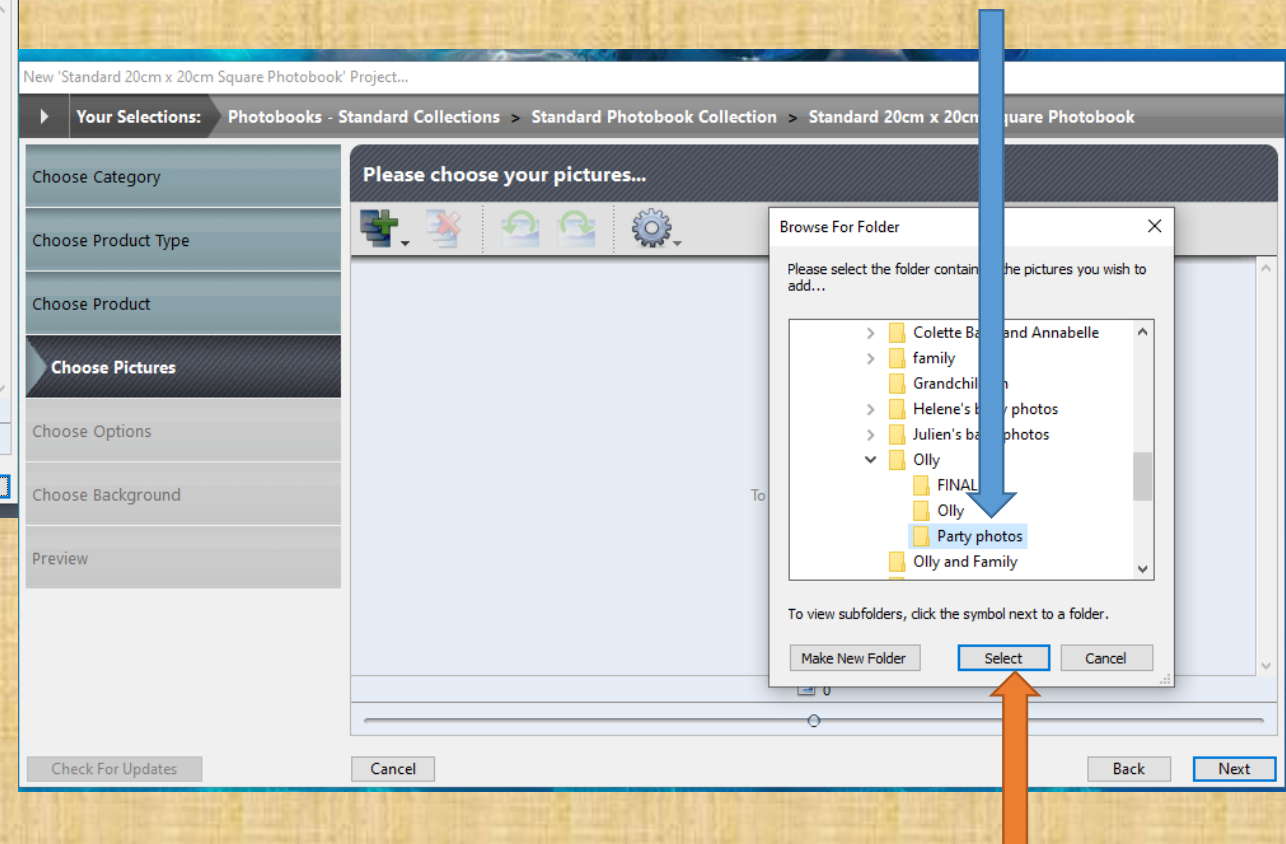
## 6. Click on green plus sign



7. Click on Computer then click on Add Folder containing Pictures.



8. Find the Folder you have prepared and click on it then click on Select.



## 9. Your photos will upload. Click on Next.

New 'Standard 20cm x 20cm Square Photobook' Project...

Your Selections: Photobooks - Standard Collections > Standard Photobook Collection > Standard 20cm x 20cm Square Photobook

Choose Category

Choose Product Type

Choose Product






**Choose Pictures**

Choose Options

Choose Background

Preview

Please choose your pictures...

1 Tamira\_Grand... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa...

Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa...

Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa... Tamira\_GrandMa...

70

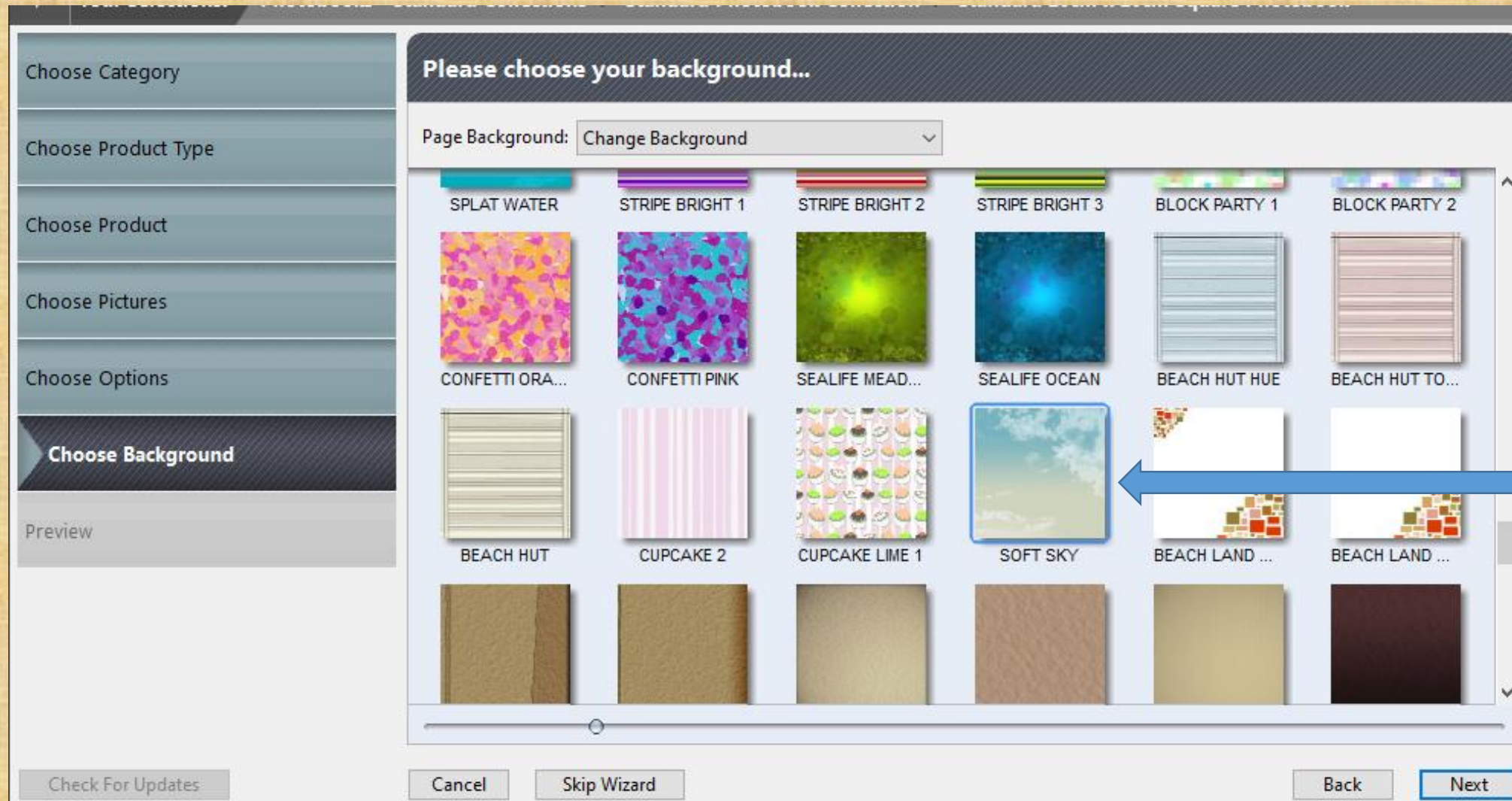
Check For Updates Cancel Back **Next**



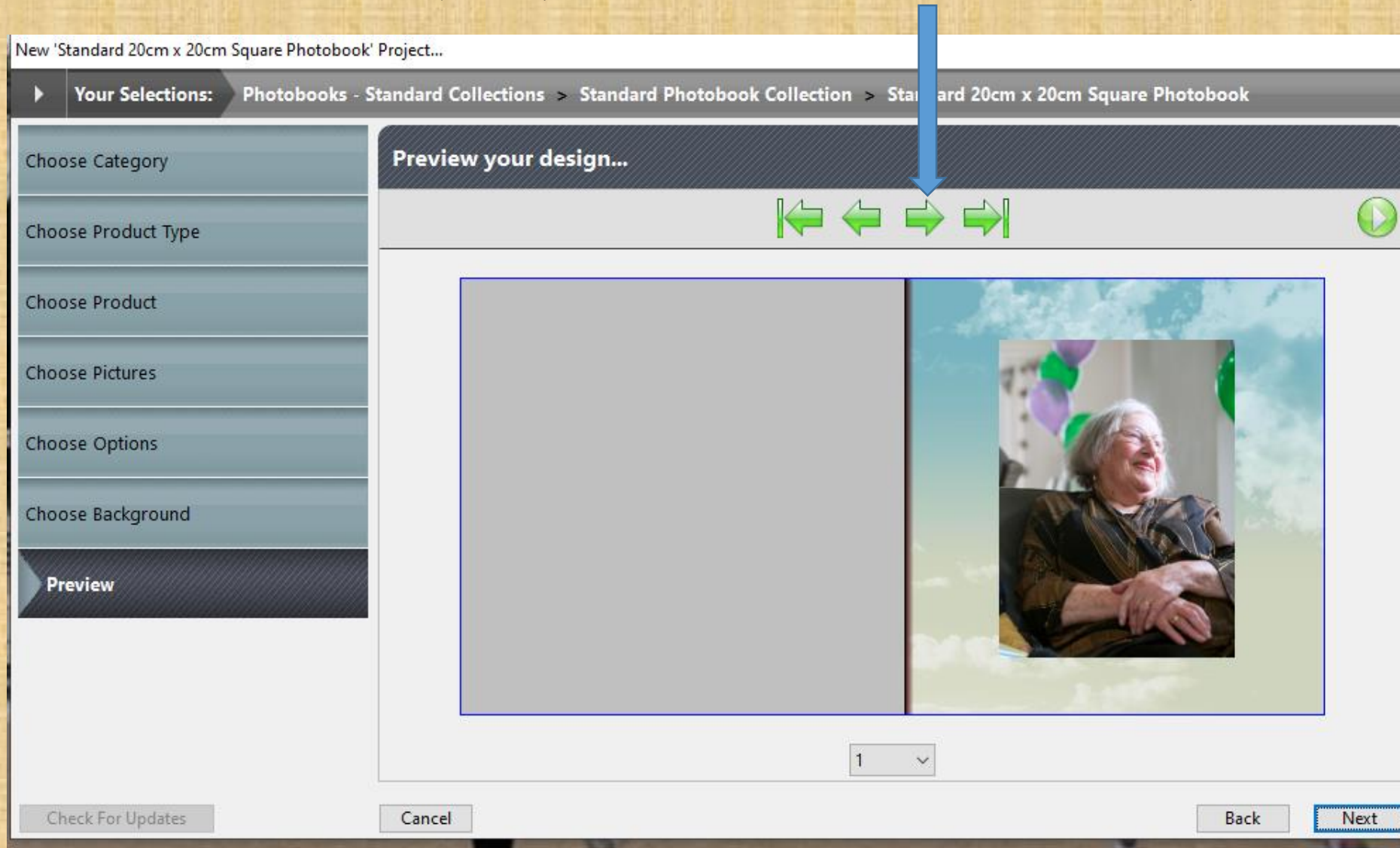
10. To select the number of pages move the slide to 20. Be aware that if you decide at any point to exceed the number of pages that you have paid for on your voucher (20 in this instance) you will be charged extra per page. Click on Next.

The screenshot shows a software interface for creating a photobook. On the left, a vertical menu lists steps: 'Choose Category', 'Choose Product Type', 'Choose Product', 'Choose Pictures', 'Choose Options' (highlighted), 'Choose Background', and 'Preview'. The main area is titled 'Please choose your options...'. It features a dropdown menu for 'Page layout:' set to 'Select Number Of Pages'. Below this is a horizontal slider with a blue circle containing the number '20' positioned at the left end. The slider's range is marked from 20 to 48. Text below the slider reads 'Use The Slider To Select The Number Of Pages'. At the bottom of the main area is an information box with an 'i' icon and the text 'The average number of pictures per page is between 1 and 9.' At the bottom of the window, there are buttons for 'Check For Updates', 'Cancel', 'Skip Wizard', 'Back', and 'Next'. The 'Next' button is highlighted with a blue border and an orange arrow points to it from the right. A blue arrow points from the text above to the '20' on the slider.

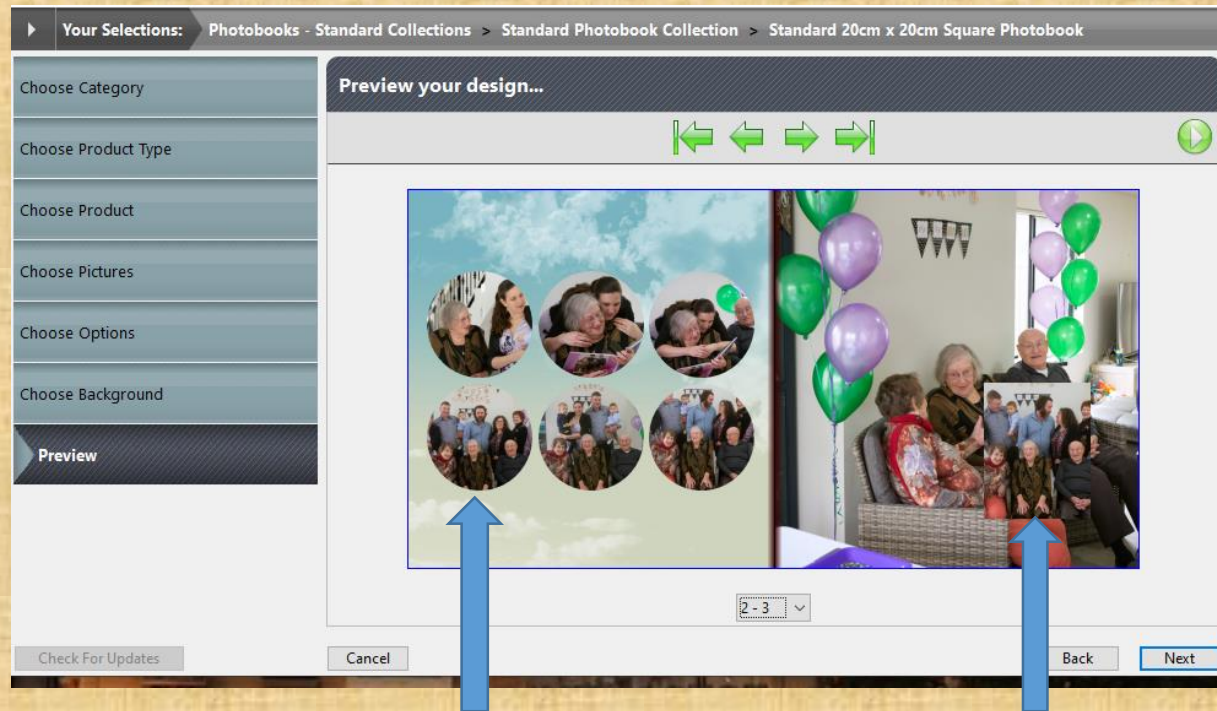
11. Scroll through the many backgrounds available. When you've chosen one, click on it. You will be able to change this background later if you decide you do not like it. Click on Next.



12. A Preview of your photobook will come up showing Page 1. If you click on the green arrow pointing right you can go through your 20 pages to see what the Wizard has done with your photos. You **cannot edit** at this point.

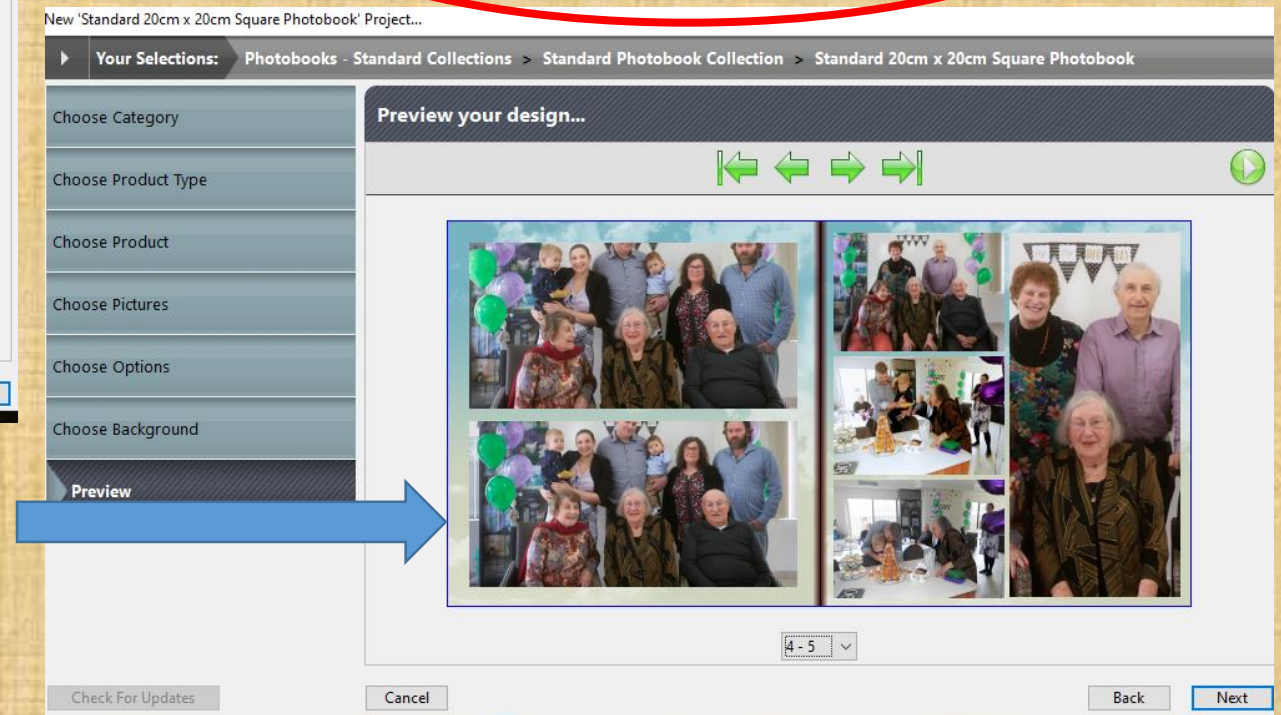


13. As you preview your photobook you will see many things you would like to change. The Wizard has many faults - it crops photos so important people are cut out, it highlights (makes bigger) photos that aren't so important, has important photos too small, and it will not always stick to the order you put your photos in. You will be able to edit later.

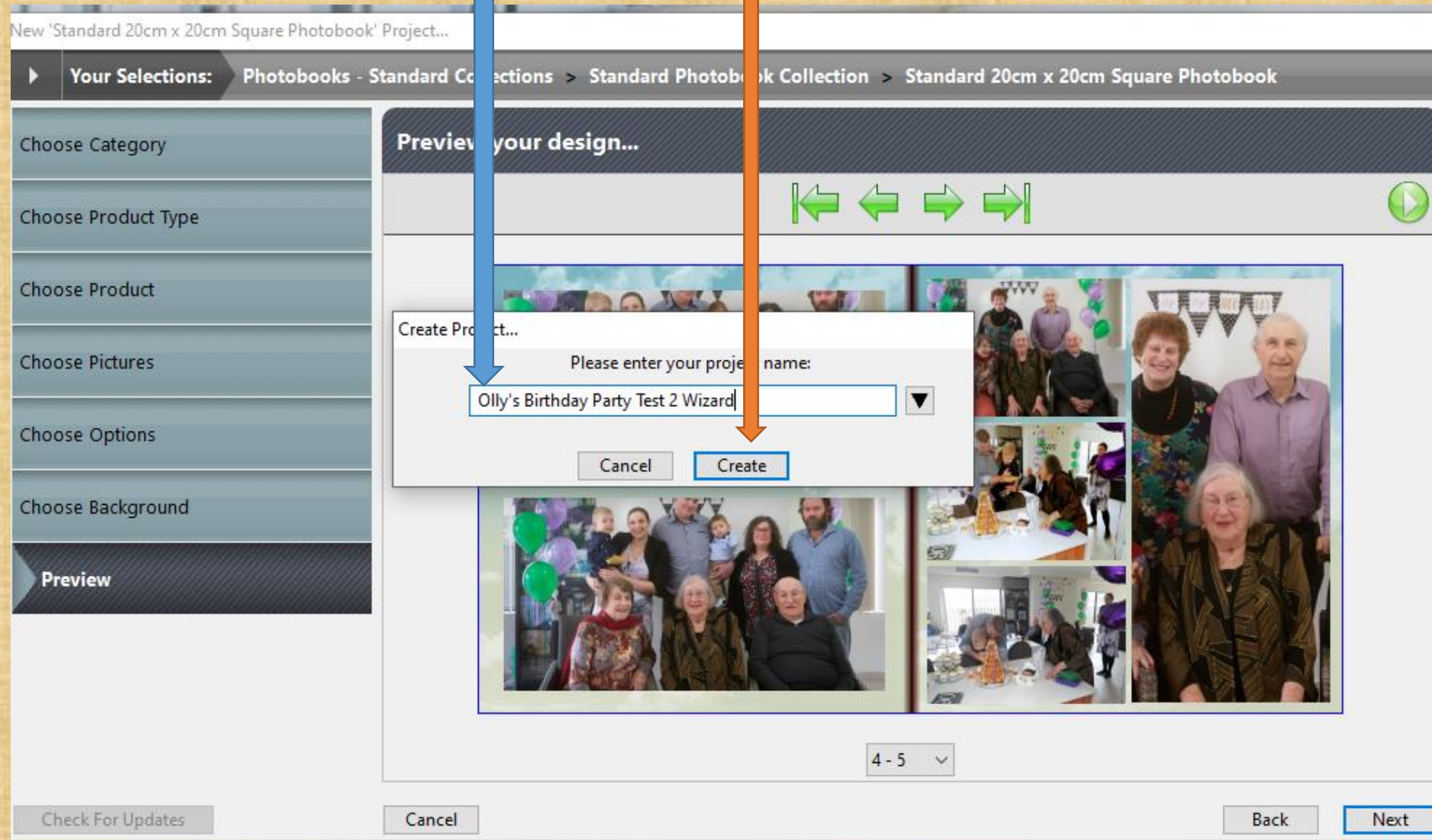


E.G. I would want to delete these photos as one is cropped badly, one is inserted unnecessarily onto another photo, and the third is virtually a duplicate of the one above.

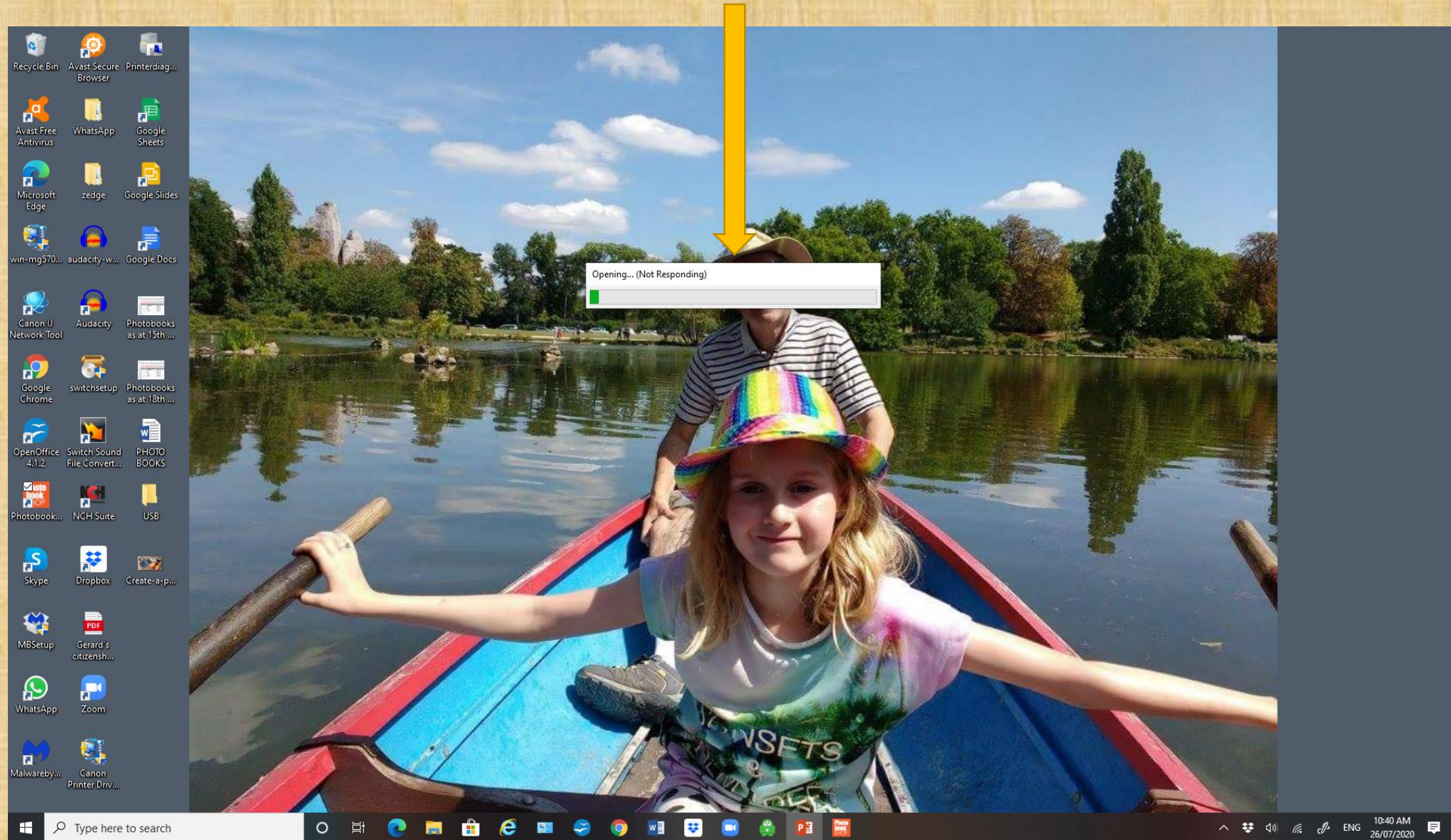
14. When you have finished previewing click on Next.



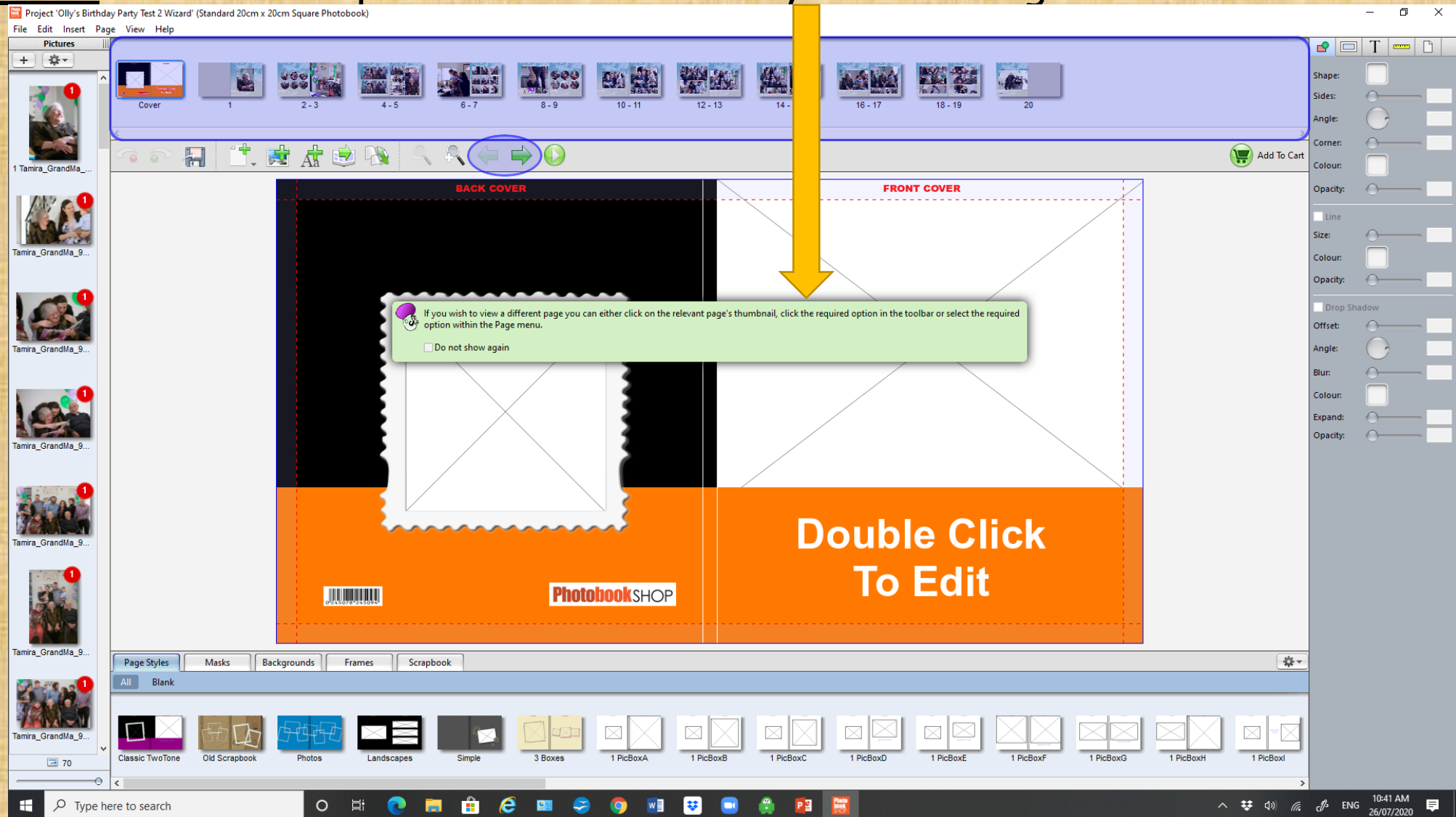
15. Type your Project name, then Test 1 (Not Test 2) Wizard and click on Create.



16. The software will be now downloading you photobook so you can edit. Be patient as it takes a little while - if it says (Not Responding) ignore, as it is usually still working.

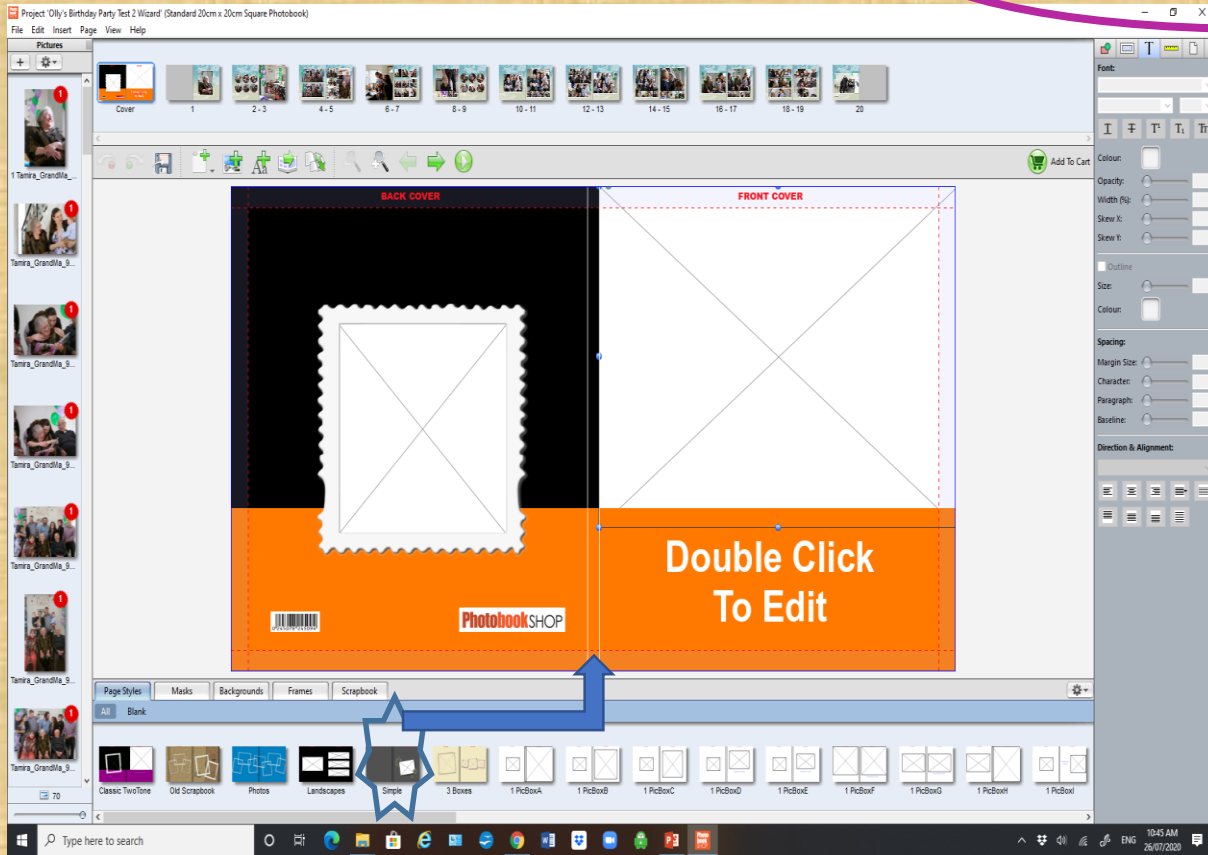


17. You should have this page or something similar come up. This is the cover of your photobook which you will be editing. You will have a green box come up centre screen that is giving you advice of how to use the software to edit. Read it as it comes up as it is useful when you are a beginner.

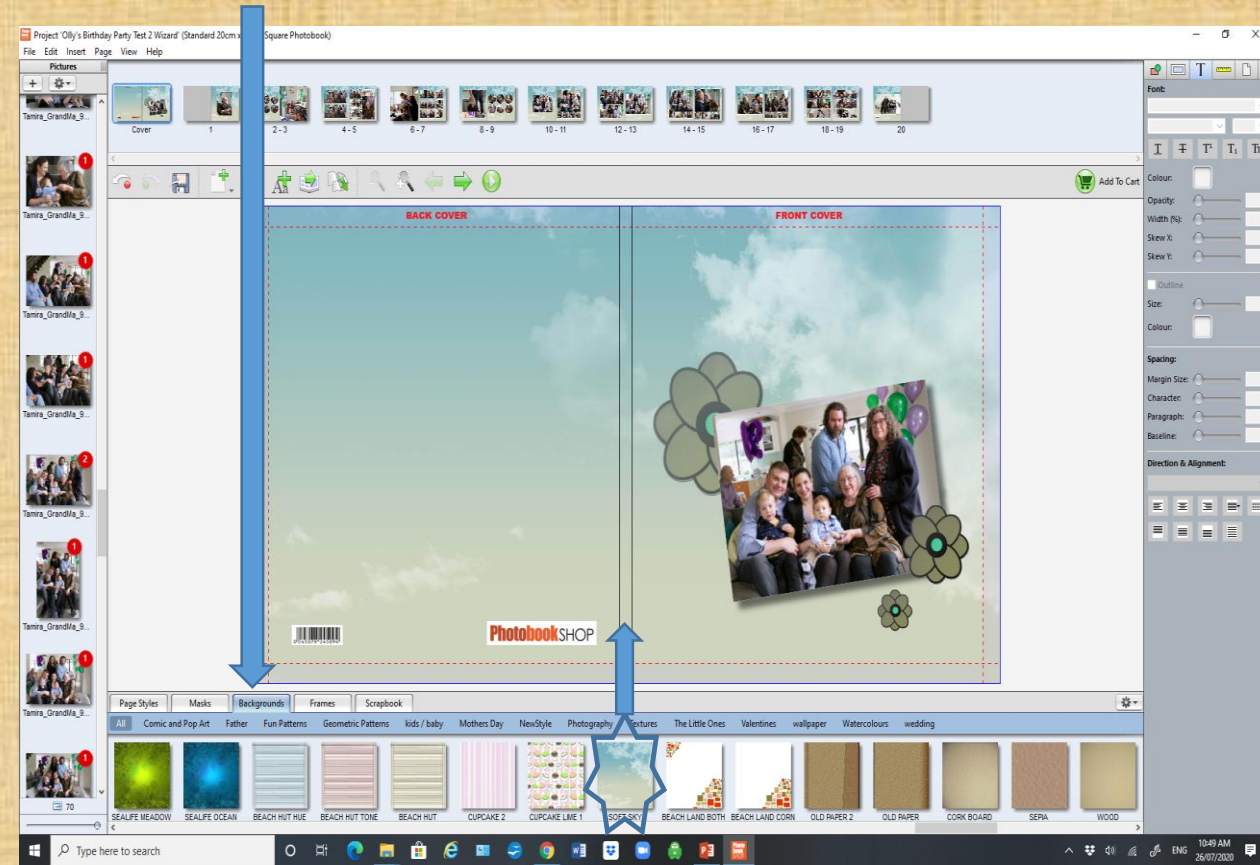


# Part 3B: Editing

1. Choose your page style by scrolling through the options. Click on the one you like and drag it up to the middle spine of your cover.

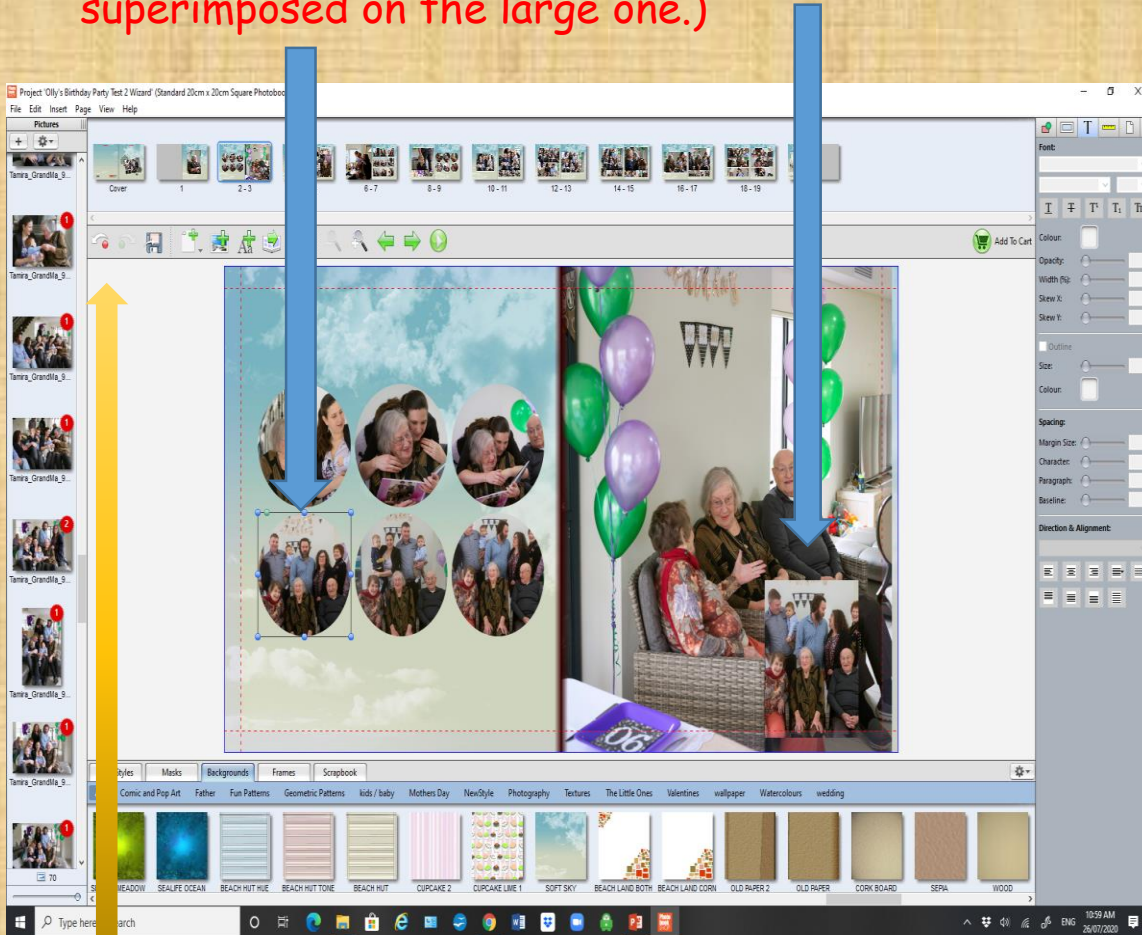


2. Click on Background. Scroll and click on the background you would like for your front and back cover and drag it up to the middle spine of your cover.

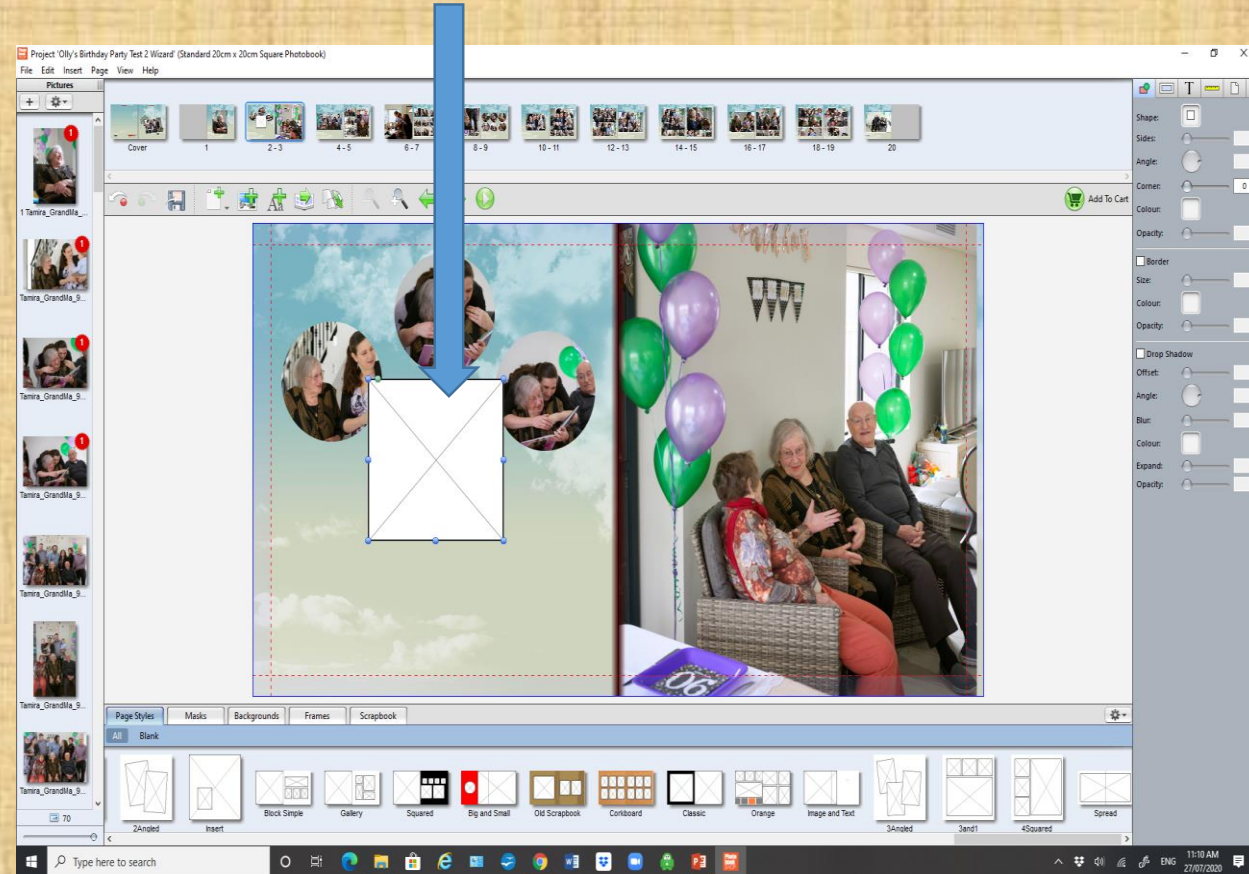




3. Click on a photo you want to delete. Click on the delete key on your keyboard. (I decided to delete the 3 bottom little photos as they were important family shots that I wanted to use in a larger format. I also deleted the small photo superimposed on the large one.)



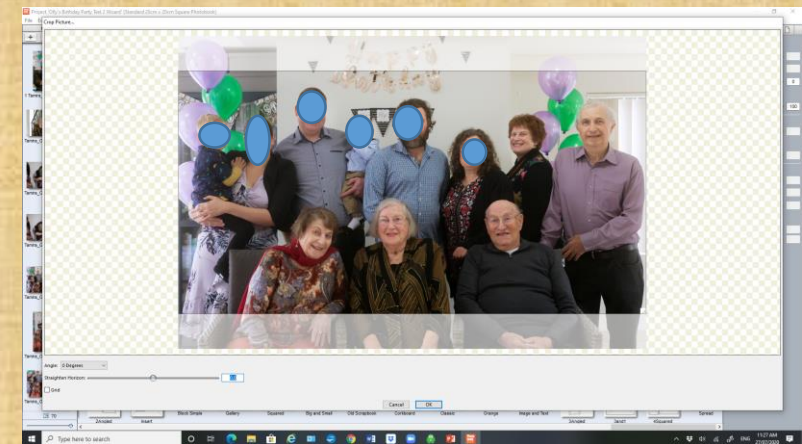
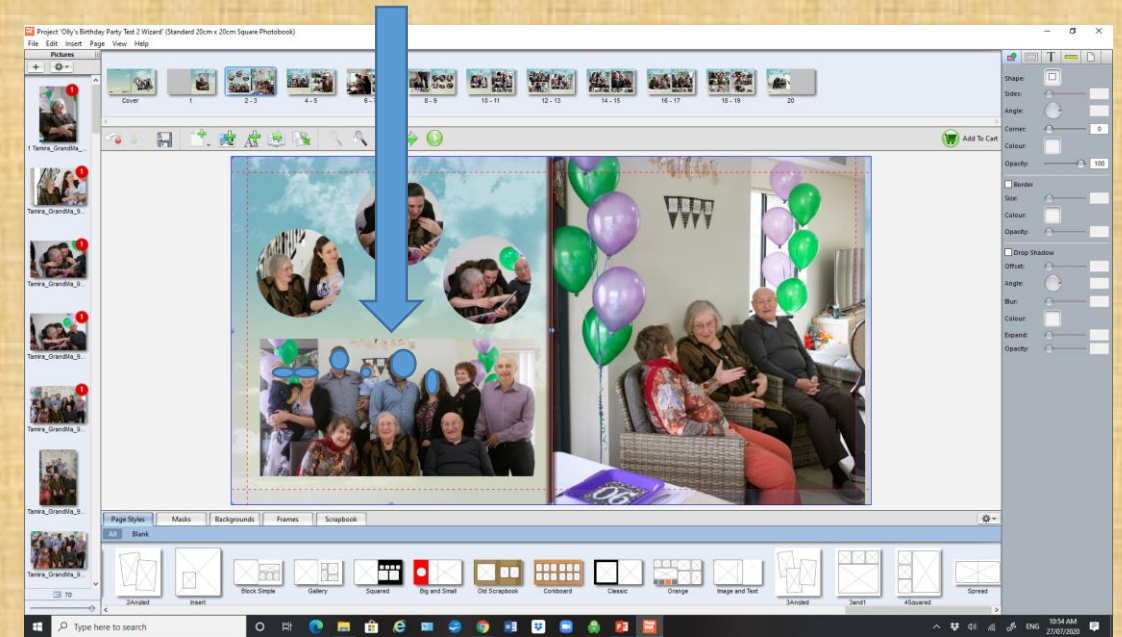
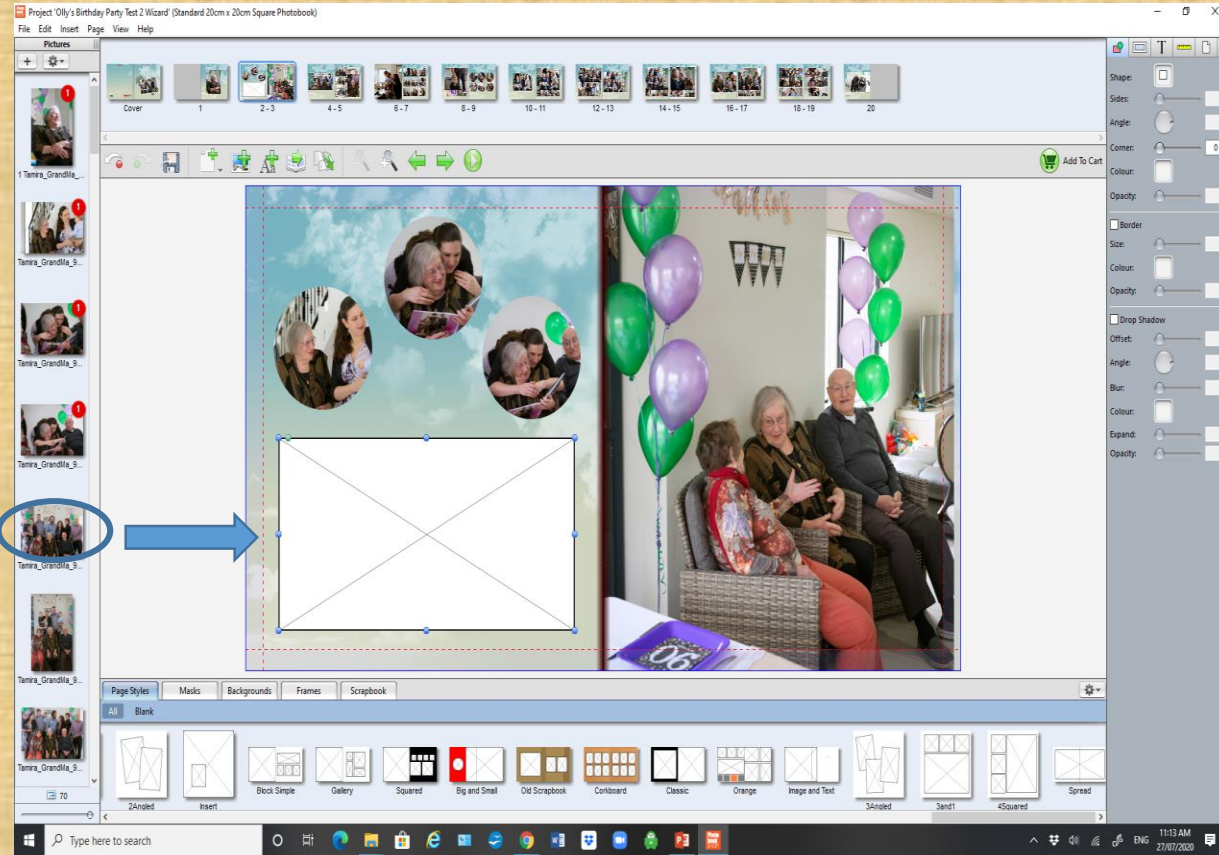
4. I moved the top three small photos to the positions as shown below. I clicked on Add picture box icon and a blank box came up. I moved it down further and enlarged the box.



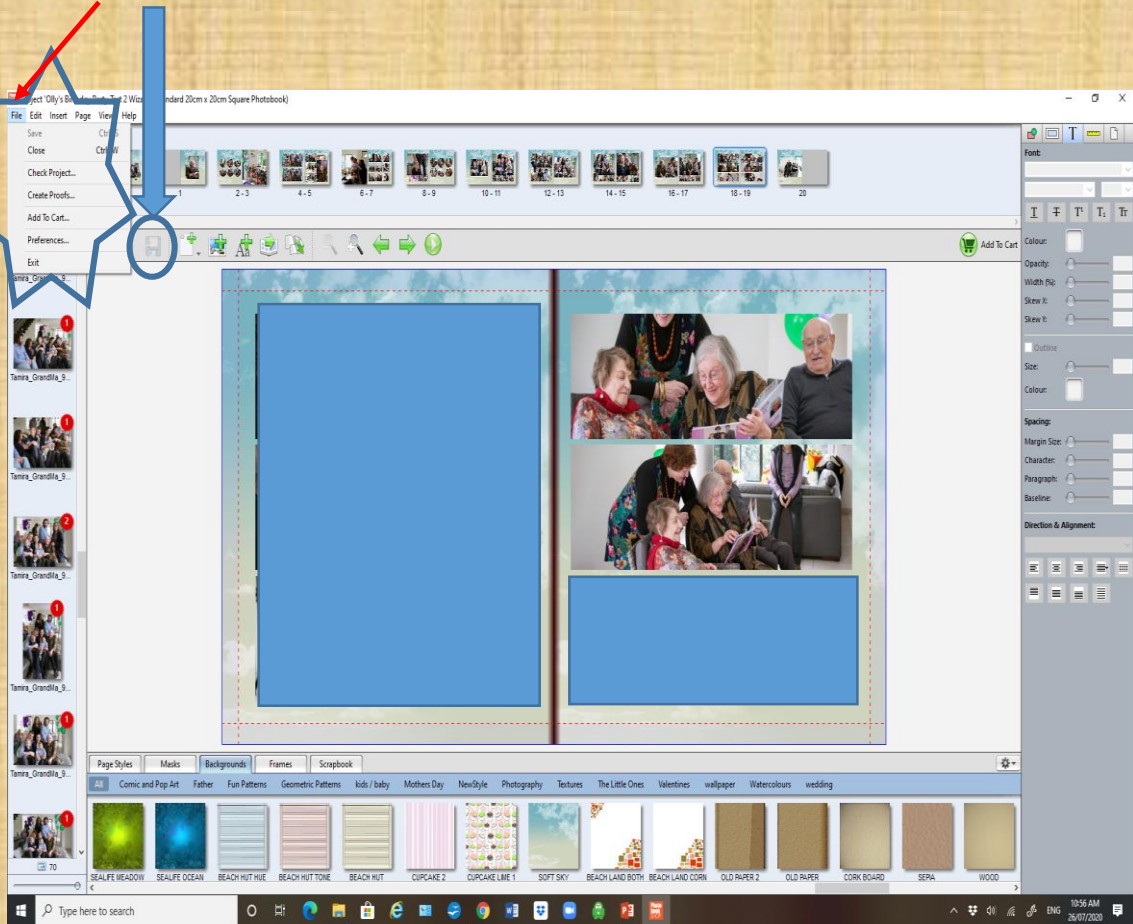
Do not worry if you want to undo anything - there's an undo button.

5. Make the box into the approximate shape of the photo you want to use. Click on the photo and drag it into the box.

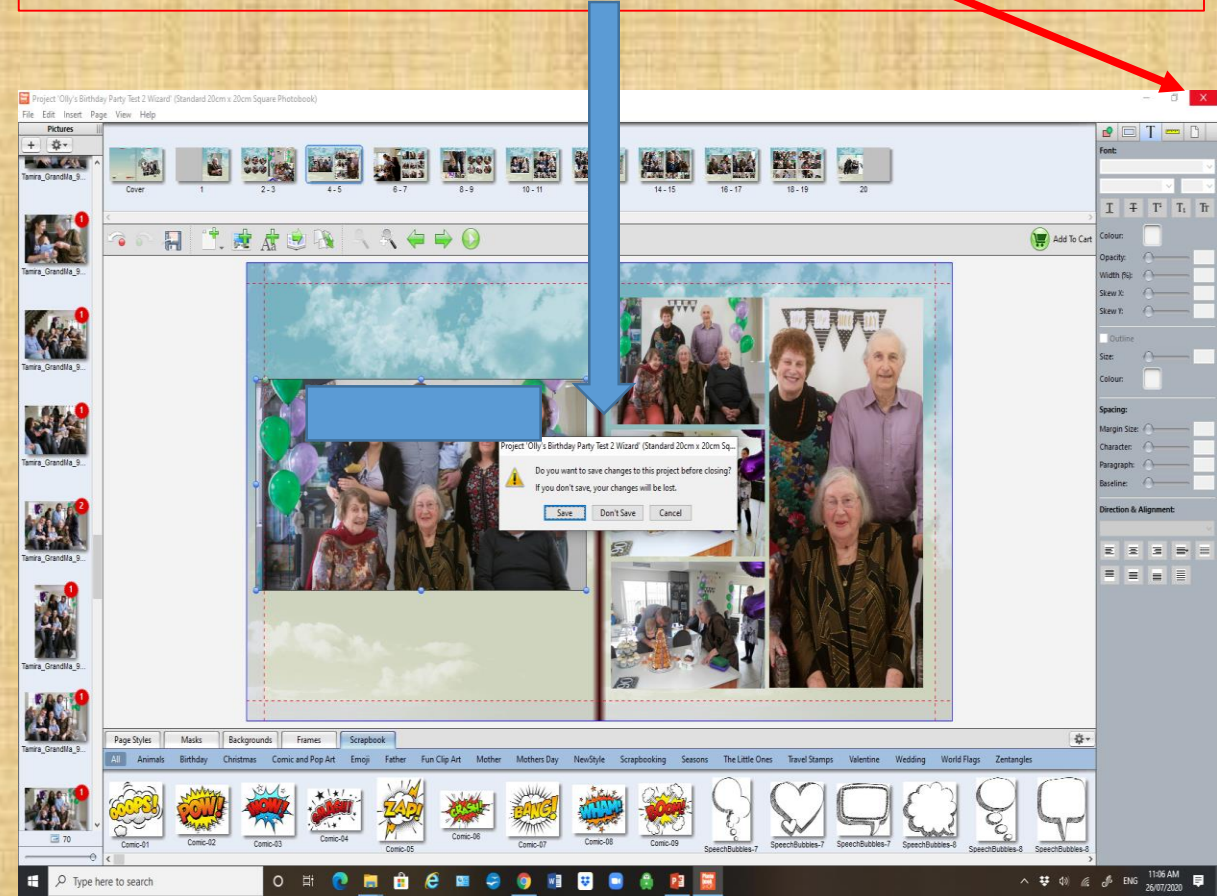
6. If you double click on the photo you have just moved, it will take you to an editing page where you can alter the photo if needed.



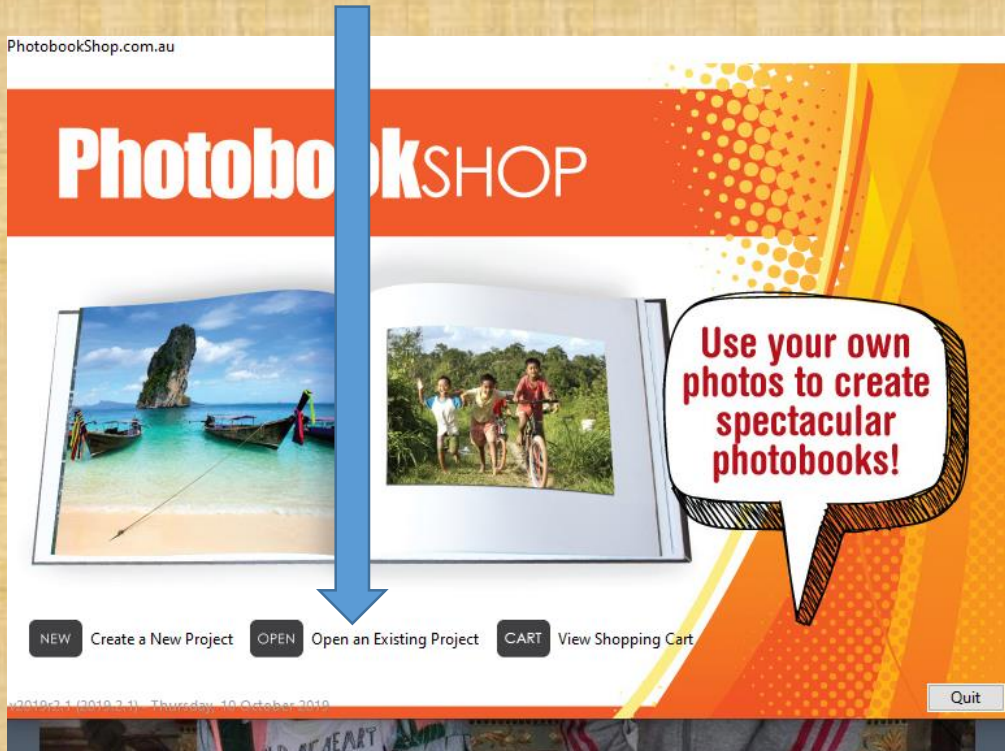
7. When you are ready to stop editing you **MUST SAVE** your project by either clicking on the **save file icon** or click on **File, then Save.**



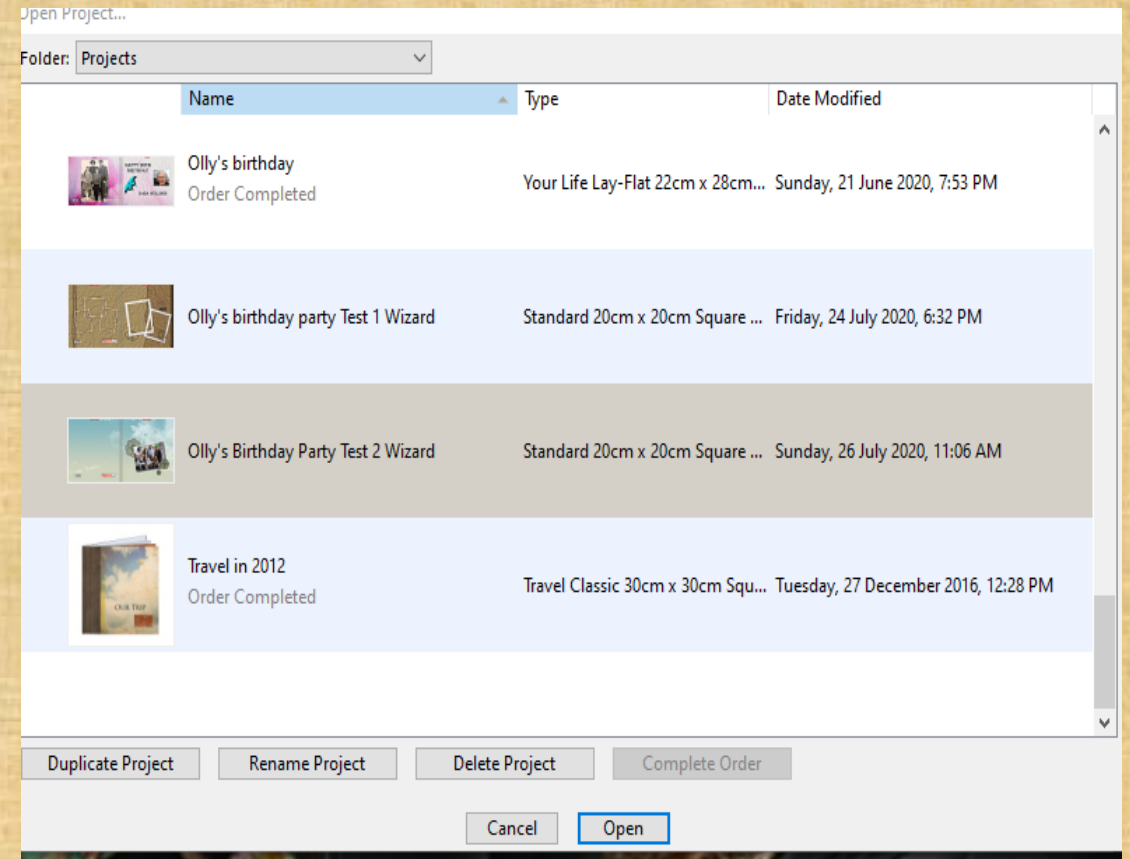
8. Click on the red cross top right hand corner to exit the program. Often this box will come up to make sure you save your work. Click on Save.



9. You will be returned to this window and can click on **Quit**. Next time you are ready to continue working on your project, click on the Photobookshop icon on your desktop to open this window. Then click on **Open** an existing project.



10. Click on the project, then click on **Open** and you're ready to start editing again.



Next time we'll look at adding text and other tools ....

# Homework ....

**Practise Practise Practise.**

- **Open up your project at home and explore all the things we have discussed and those we haven't.**
- **Remember there is an undo button and also ....**
- **You can always start from scratch again – it doesn't take long using the wizard**