

Part 5 - (Week 4)



A. Photobookshop brief guide:

<http://www2.photobookshop.com.au/gettingstarted/PhotobookShopGettingStartedGuide3.2.1.pdf>

- Some hints to editing a Photobook Project
- Proof Read Completed Project
- Ordering and Uploading Completed Project

B. How to login to your Photobookshop account:

- How to check your vouchers
- How to combine vouchers

C. How to Order and Upload your Project in more detail.

D. Show and Tell.

A. Editing Hints

1.

Bleed Line

Important! During the manufacturing process the pages may be trimmed by any amount between the red and blue line. If you wish a picture or background to go all the way to the edge of the finished page it must go all the way to the blue line. However, please keep text and any other important elements within the main page area, marked with the red line or it may be trimmed when we put your book together.



2.

Adding Photos

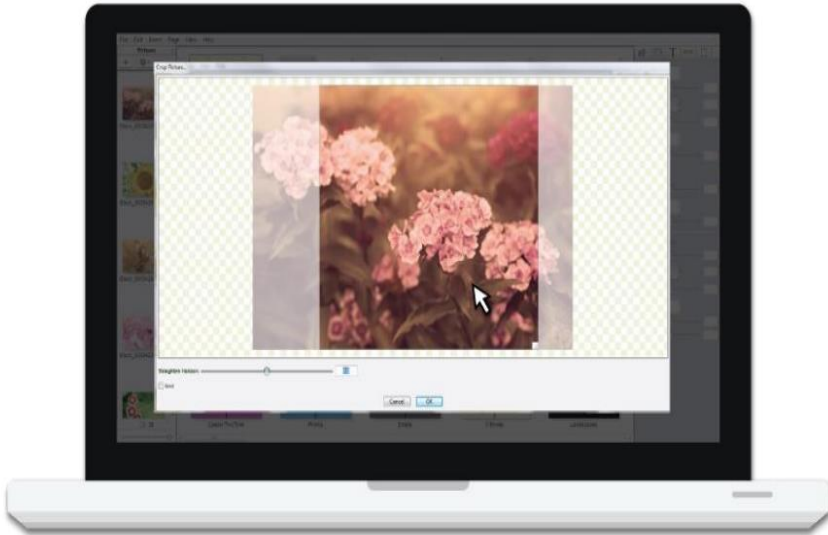
Drag and drop the photos you want in each picture box. Once you have done this, you can crop your photos by double clicking the picture box. You can also edit the images by using options in the Inspector on the left. **Important!** Because you are viewing your photos on a lit screen they will appear brighter than the finished printed copy. Photos will always print a tiny bit darker, and shadows even more dark. You can edit the photos appearance in the Inspector (see page 35 for more details) Colours will also appear slightly different printed depending on what monitor settings you have.



3.

Cropping Photos

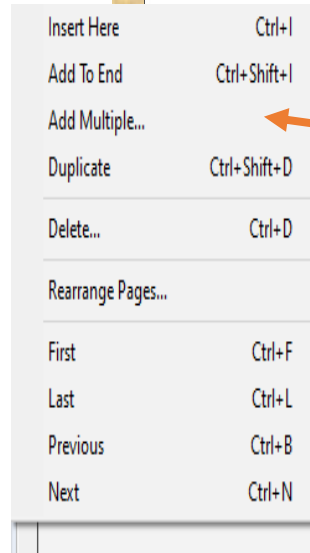
If you wish to crop your photos, double click on the picture box and then drag the box so the part of your photo you want in the picture box is highlighted. You can also change the appearance of your photo by playing around with the options in the Inspector (see page 34 and 35 for more details)



4.

Adding and Deleting Pages

Depending on the size of your project you can add or delete pages. In the main menu, select the Page option and then Insert or delete. You can also duplicate and rearrange pages in this menu as well.



5.

Adding Your Own Items

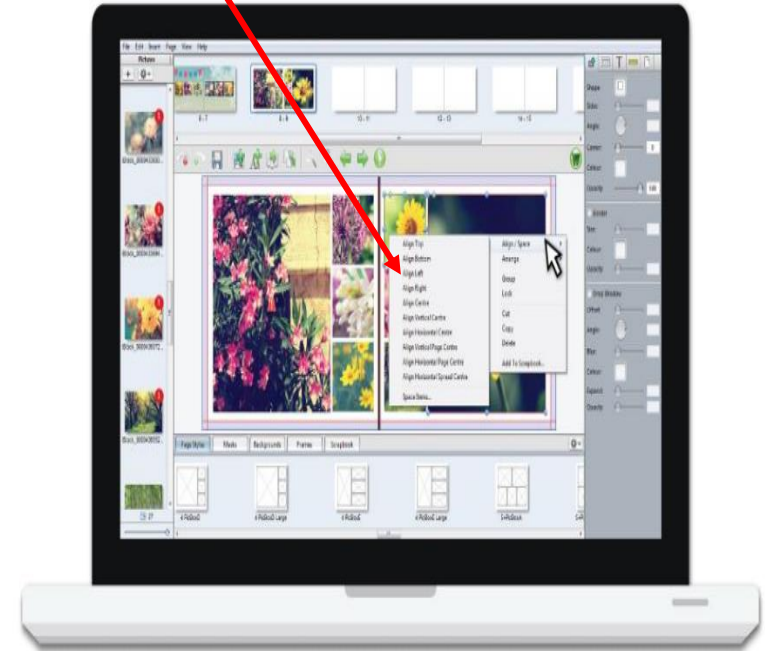
You can add your own masks, frames, backgrounds and scrapbook items by selecting the symbol in the right of the Library. Click add, then upload your items.



6.

Positioning Items

By right clicking on any item you can arrange, align and space it. You can easily centre items on the page, or line up selected items. You can evenly space selected items as well by clicking on the "Space Items" option. You can also accurately position items on a page by using specific measurements in the Inspector (see page 37 for more details)



A. Proof Reading and Ordering

7.

Proofing

The Easy
PhotobookSHOP
Guide!

It is very important to proof your project before ordering. We have such large volumes of orders every day, we don't have the facilities to pick up on errors, plus we might be incorrect in assuming you do or do not want your project a certain way, so we rely on the customer to submit a project exactly the way they want it printed. To proof what it will look like trimmed on the Red Line, click on the arrow to bring up a page preview. You can also create a PDF proof to print at home by selecting file, then create proofs.



8.

Ordering

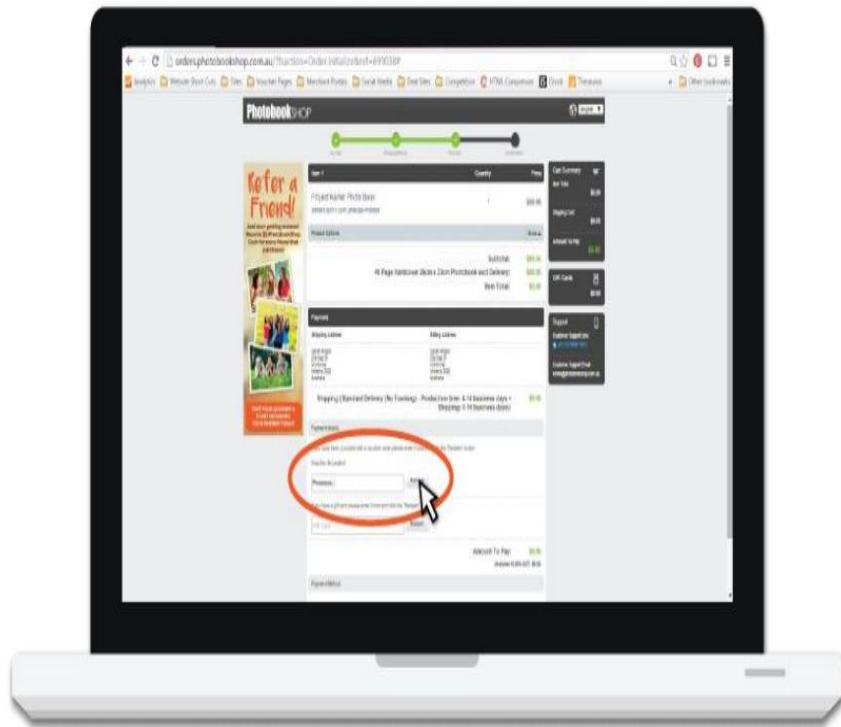
The Easy
PhotobookSHOP
Guide!

Once you are 100% happy with your project, you can proceed to order! Save your project then click on the Green Shopping Cart in the toolbar. An alert box will appear to let you know of any low quality images or text overflows. The software is very sensitive so click on "Critical Errors Only". Click "OK" then "Continue" to skip the error process. On the next prompt click "Order Now". There will be a disclaimer to agree to that you have proofed your project and that you're happy with it to be printed exactly as-is and to certify that you have all legal rights to the design and photos you provided. Once you agree you can start your order and upload.



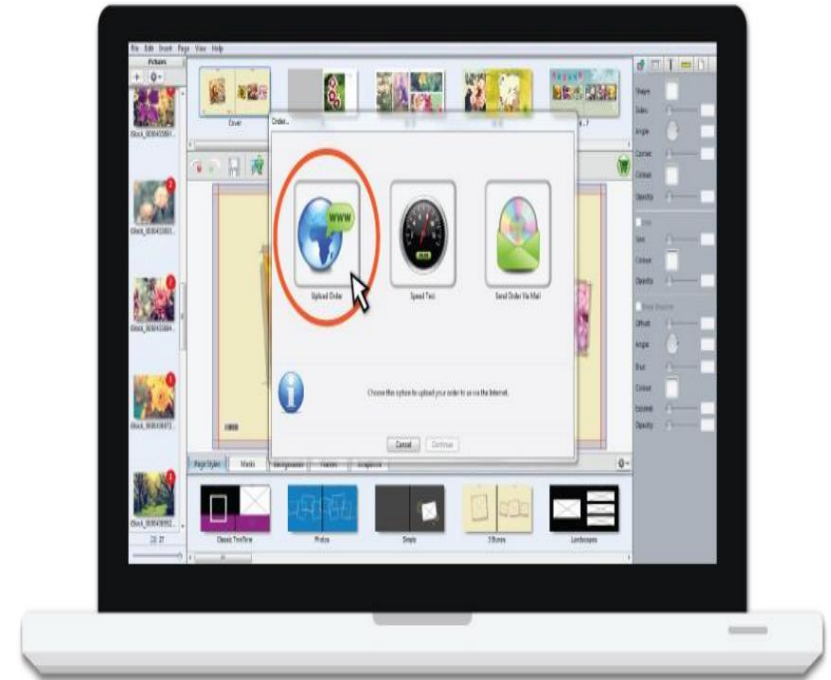
Ordering

You will be taken online to log in to your account. If you don't have an account yet you can create an account at this step. Enter your shipping details, then at the payment section of the order type in your Voucher you purchased earlier and click redeem. Then continue to upload your order. You'll be taken back to the software to upload your project.



10. Uploading

You will be prompted to upload your order. Click on the first option. If you have slow internet connection you may need to mail in your upload, but this rarely happens. Once you click Upload Online your project pages will begin uploading. Depending on what size and how many images, this may take a while.



11.

Your Project is Complete!

Once everything is uploaded you will be notified and your project will close. Now all you have to do is wait to receive your order in the mail. You can log into your account to track your orders progress and at any stage if you need to contact PhotobookShop you can find all our help details at www.photobookshop.com.au/help



B. How to Login to your account.

On the website, click on the red circle with the white figure in the middle. Click on "Sign in". Fill out your login details - same as when you purchased your voucher and downloaded the software. Click on the red circle again then onto "My account".

1.

The screenshot shows the Photobookshop.com.au website. The browser address bar displays "photobookshop.com.au". The website header includes a "SUBSCRIBE FOR AMAZING DEALS!" banner, the "Photobookshop" logo, and navigation links for "Sign In", "Rewards Club", "Join Now", "Continue a project", and "Sign Out". The "Sign In" form is open, showing the email field "lirithgouiric@hotmail.com", a password field, a "Remember me" checkbox, and "SIGN IN" and "JOIN FREE" buttons. A red circle highlights the user icon in the top right, and another red circle highlights the "Sign In" button in the dropdown menu. A third red circle highlights the "SIGN IN" button on the login form.

Your Dashboard will come up with all your details

2.

HI IRITH GOURIC

Reward points: 0pts

From your customer dashboard you can view your current orders, previous orders, change your order details and view up to date tracking of your existing orders.

My Dashboard

My Details

Edit my details

Change my password

Sign up for exclusive offers

My Reward Club

Points Earned

Points Used

Terms and Conditions

Refer a friend

Refer friends for rewards

View my referrals

My orders

My orders

My scanning orders

My vouchers

View my vouchers

My voucher orders

Check my voucher

Combine my vouchers

Re-activate my voucher

GiftCard balance: \$0.00

My Orders

Here are the last orders you placed:

ORDER#	PROJECT	STATUS
2321008570	Oilly's birthday	Completed
232811696	Family and Friends in 2018	Completed
232807860	Family and Friends in 2018	Completed
232747747	2017 Family4	Completed
232747390	2017 Family3	Completed

[SEE ALL MY ORDERS >](#)

My Referrals

Here are your referrals that have joined recently:

You haven't referred any friends yet.

[SEE ALL MY REFERRALS >](#)

My Vouchers

Here are your vouchers that will expire soon:

VOUCHER CODE	VOUCHER NAME	EXPIRY
WAUSUSSCW2Z9	Combined Voucher - 60 Page Lay-Flat Hardcover 22cm x 28cm Photobook Incl Delivery	22-Dec-2020
WAUSYVX4KAFJ	Combined Voucher - 60 Page Lay-Flat Hardcover 22cm x 28cm Photobook Incl Delivery	22-Dec-2020

Contact

How can we help you?

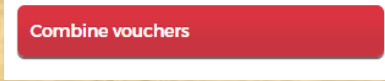
Phone us: +61 3 9088 6233
Mon-Fri: 9am-7pm
Sat: 10am-5pm

Email our help desk:
smile@photobookshop.com.au
We aim to respond within 24hrs



3. How to combine Vouchers (e.g. if you want 4 copies of the same Project)

Click on “View my vouchers”.



Combine vouchers: As the checkout page only allows you to redeem one voucher code at a time, you can combine your voucher's value here. To do this, you select/tick the vouchers below and click the “Combine Vouchers” button. Another box will come up to check your request. Click on “Combine my Vouchers”. You will be given a new Voucher .

VOUCHER CODE	VOUCHER NAME	EXPIRY DATE	VALUE	ORDER NUMBER	ACTIVE	STATUS
<input checked="" type="checkbox"/> WAUS6Y5XLHA3	20 Page Softcover 20cm x 20cm Photobook incl Delivery	25-01-2021	\$37.90	Nil	✓	Active
<input checked="" type="checkbox"/> WAUSHQVBL5V8	20 Page Softcover 20cm x 20cm Photobook incl Delivery	21-01-2021	\$37.90	Nil	✓	Active
<input checked="" type="checkbox"/> WAUSSLWQHJJA	20 Page Softcover 20cm x 20cm Photobook incl Delivery	21-01-2021	\$37.90	Nil	✓	Active
<input checked="" type="checkbox"/> WAUSTMEDXZG6	20 Page Softcover 20cm x 20cm Photobook incl Delivery	21-01-2021	\$37.90	Nil	✓	Active
<input type="checkbox"/> WAUSXK9WJTPT	120 Page Hardcover 30cm x 30cm Photobook incl Delivery	30-12-2020	\$264.90	Nil	✓	Active
<input type="checkbox"/> WAUSD3M7VC98	20 Page Softcover A5 Landscape Photobook incl Delivery	30-12-2020	\$24.90	Nil	✓	Active
<input type="checkbox"/> WAUSDN4CFX3T	20 Page Softcover A5 Landscape Photobook incl Delivery	30-12-2020	\$24.90	Nil	✓	Active

You have selected to merge the following vouchers

VOUCHER CODE	NAME
WAUS6Y5XLHA3	20 Page Softcover 20cm x 20cm Photobook incl Delivery
WAUSHQVBL5V8	20 Page Softcover 20cm x 20cm Photobook incl Delivery
WAUSSLWQHJJA	20 Page Softcover 20cm x 20cm Photobook incl Delivery
WAUSTMEDXZG6	20 Page Softcover 20cm x 20cm Photobook incl Delivery

The new voucher issued will have the expiry date of the voucher that expires soonest.
The new voucher expiry date will be: 21/01/2021

COMBINE MY VOUCHERS CANCEL

You have selected to merge the following vouchers

YOUR COMBINED VOUCHER IS WAUS6Y5XLHA3 EXPIRY DATE: 21/01/2021

OK

15. You will receive an email confirming the new Voucher code.

Voucher combine information

You have merged the following vouchers

Voucher Code	Name	Enddate	Value
WAUS6Y5XLHA3	20 Page Softcover 20cm x 20cm Photobook incl Delivery	21/01/2021	\$37.90
WAUSHQVBL5V8	Combined Voucher - en 20 Page Softcover 20cm x 20cm Photobook incl Delivery	21/01/2021	\$37.90
WAUSSLWQHJJA	Combined Voucher - en 20 Page Softcover 20cm x 20cm Photobook incl Delivery	21/01/2021	\$37.90
WAUSTMEDXZG6	Combined Voucher - en 20 Page Softcover 20cm x 20cm Photobook incl Delivery	21/01/2021	\$37.90

Your final voucher details are as follows:

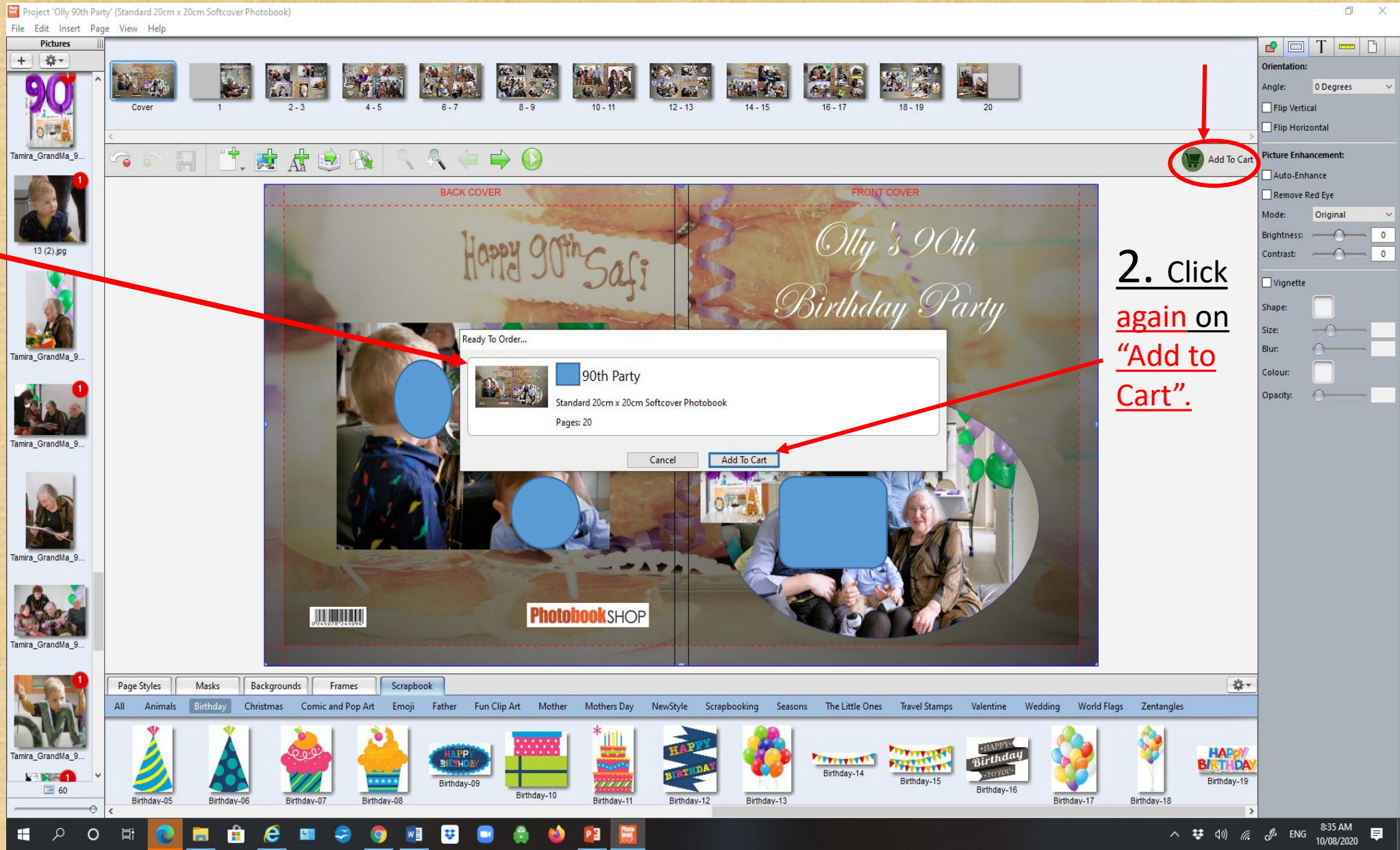
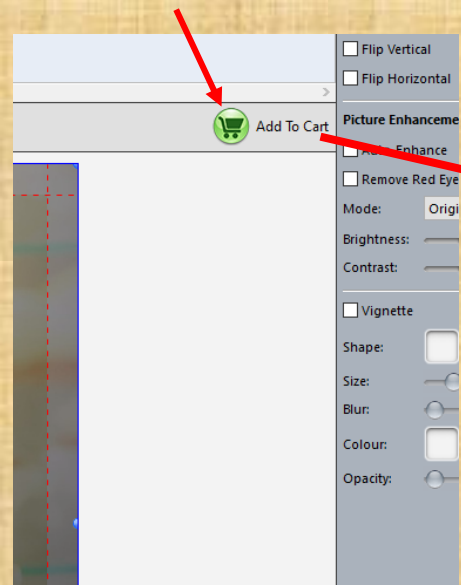
Voucher Code	WAUS6Y5XLHA3
Voucher Discount Value	\$151.6
Expiry Date	21/01/2021

Regards,

You will only be paying \$10 per copy. The value indicated is what you would normally pay.

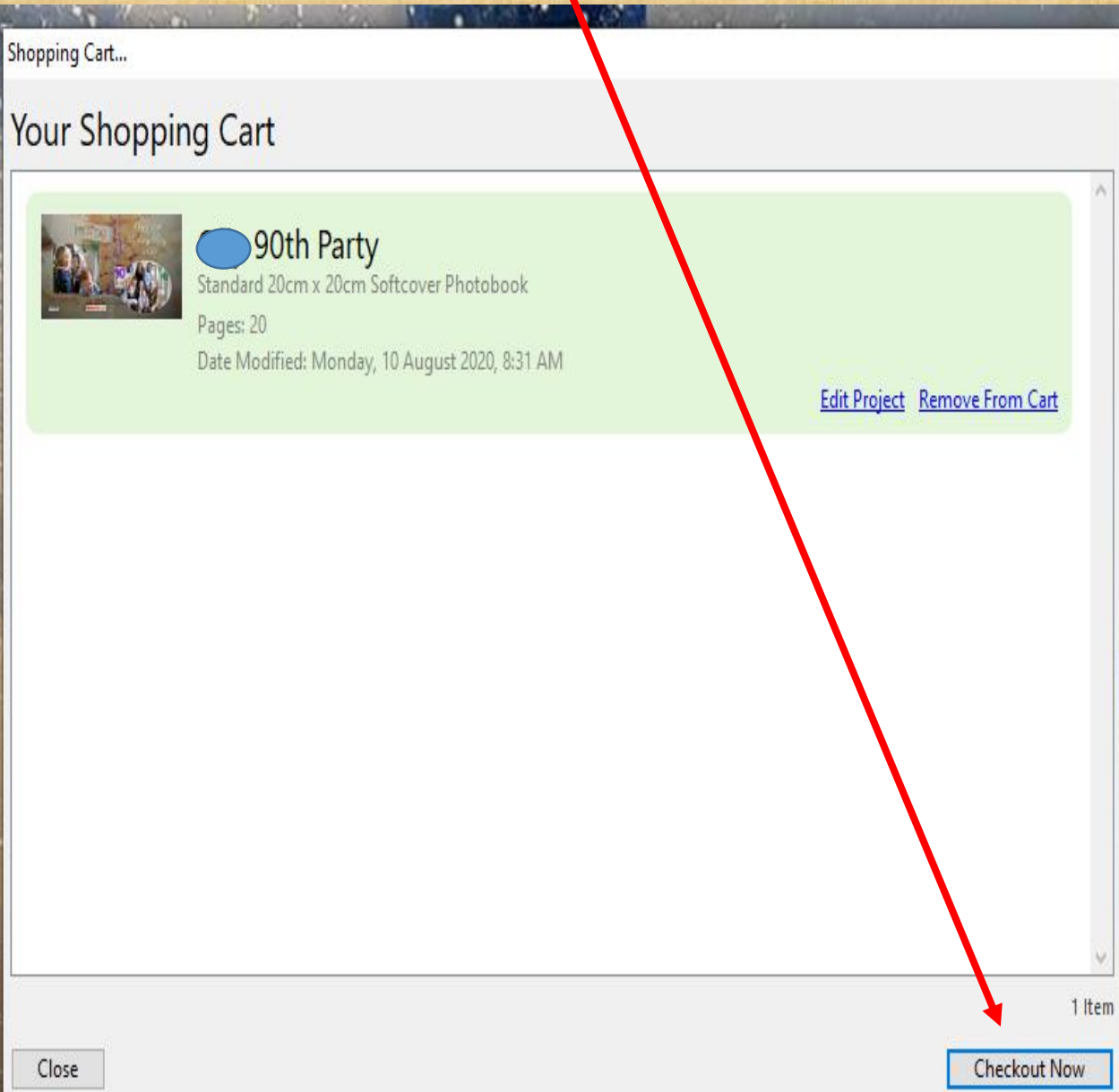
C. Ordering Your Project (in more detail)

1. Click on **Add to Cart**, right hand side. A new box will open with instructions.




2. Click **again on Add to Cart**.

3. Click on "Checkout Now".



Shopping Cart...

Your Shopping Cart

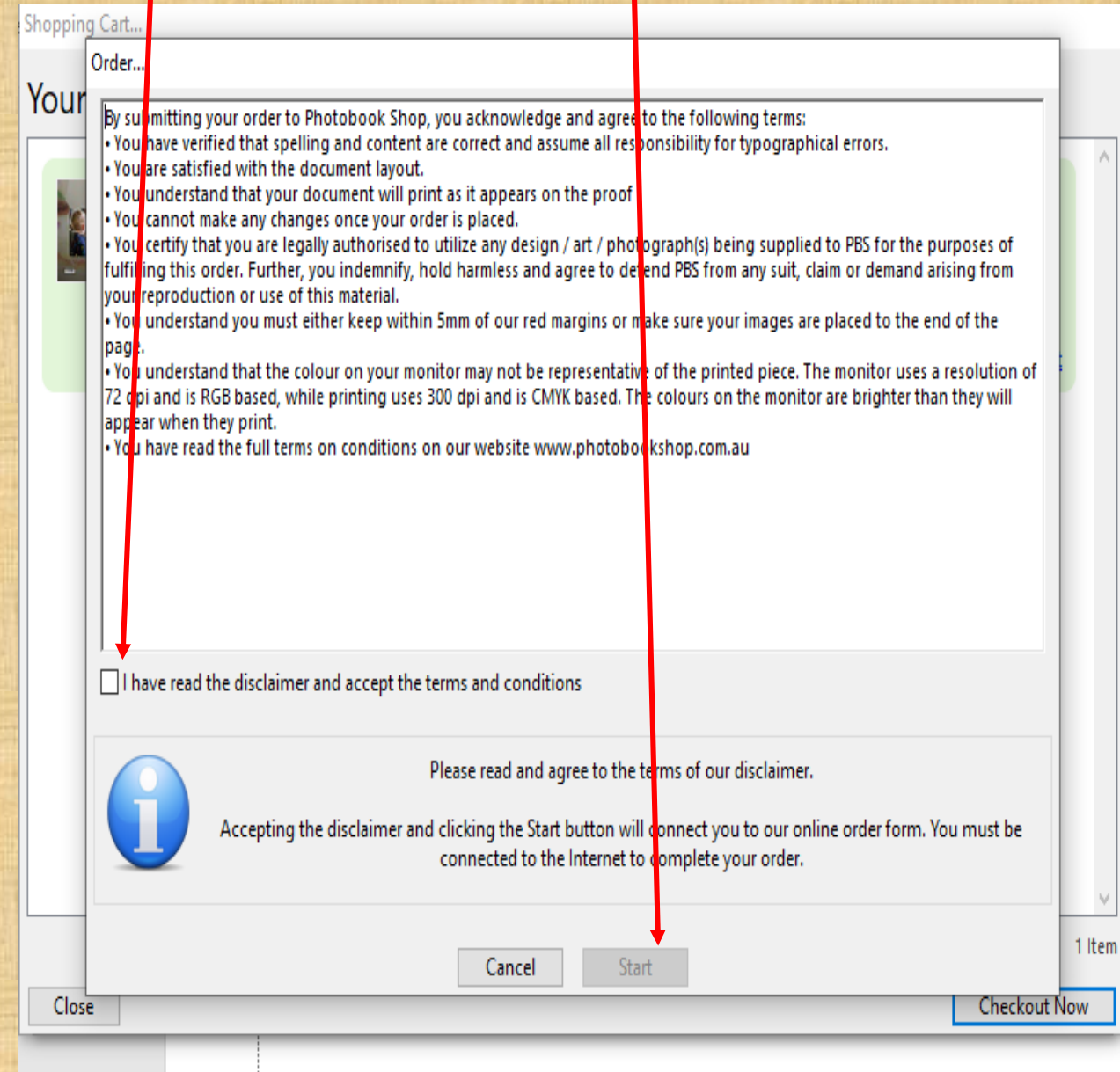
 **90th Party**
Standard 20cm x 20cm Softcover Photobook
Pages: 20
Date Modified: Monday, 10 August 2020, 8:31 AM

[Edit Project](#) [Remove From Cart](#)

1 Item

[Close](#) [Checkout Now](#)

4. Read the Disclaimer and Tick the Box. Click on "Start".




Shopping Cart... Order...

Your

By submitting your order to Photobook Shop, you acknowledge and agree to the following terms:

- You have verified that spelling and content are correct and assume all responsibility for typographical errors.
- You are satisfied with the document layout.
- You understand that your document will print as it appears on the proof.
- You cannot make any changes once your order is placed.
- You certify that you are legally authorised to utilize any design / art / photograph(s) being supplied to PBS for the purposes of fulfilling this order. Further, you indemnify, hold harmless and agree to defend PBS from any suit, claim or demand arising from your reproduction or use of this material.
- You understand you must either keep within 5mm of our red margins or make sure your images are placed to the end of the page.
- You understand that the colour on your monitor may not be representative of the printed piece. The monitor uses a resolution of 72 dpi and is RGB based, while printing uses 300 dpi and is CMYK based. The colours on the monitor are brighter than they will appear when they print.
- You have read the full terms on conditions on our website www.photobookshop.com.au

I have read the disclaimer and accept the terms and conditions

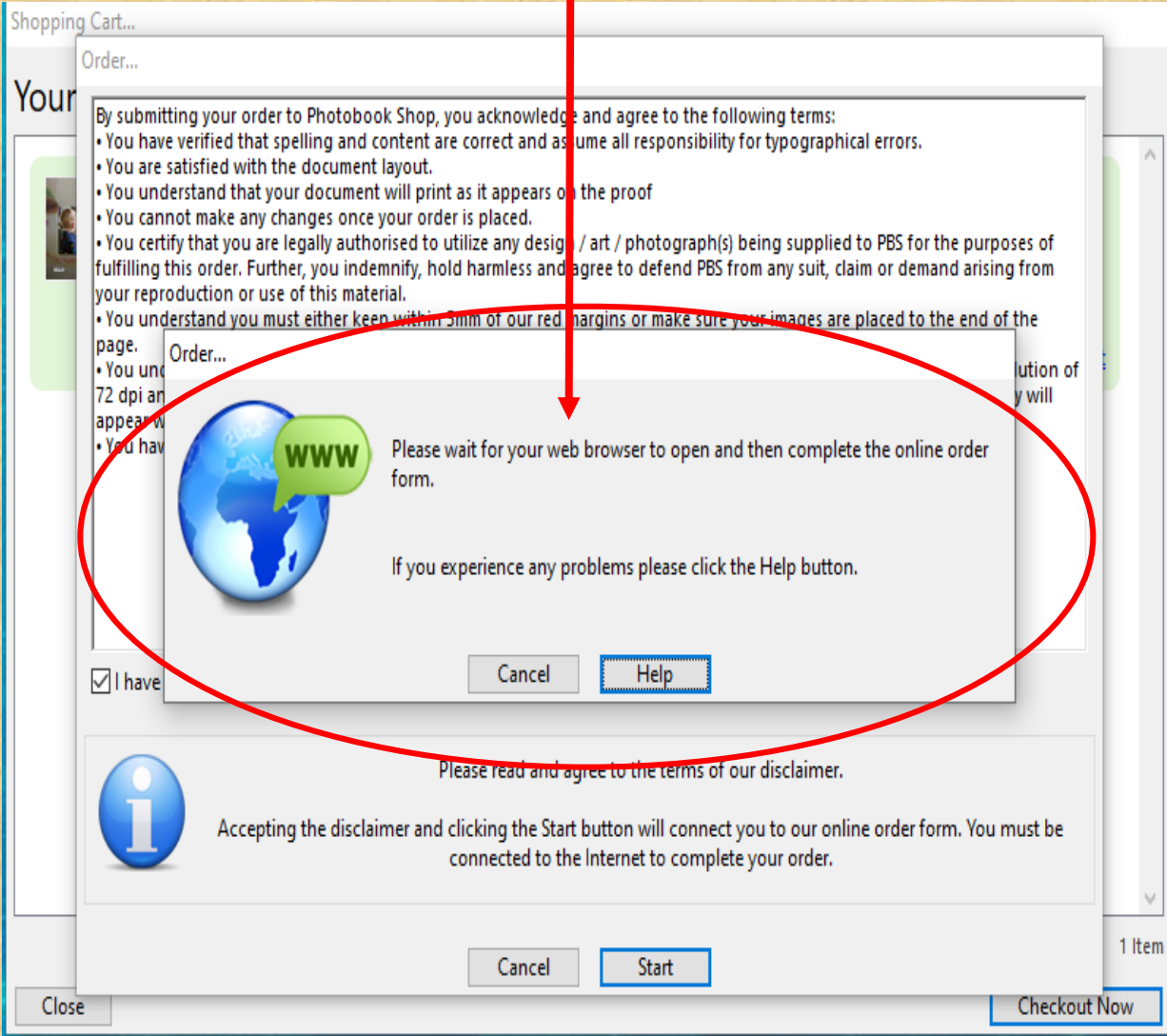
 Please read and agree to the terms of our disclaimer.
Accepting the disclaimer and clicking the Start button will connect you to our online order form. You must be connected to the Internet to complete your order.

[Cancel](#) [Start](#)

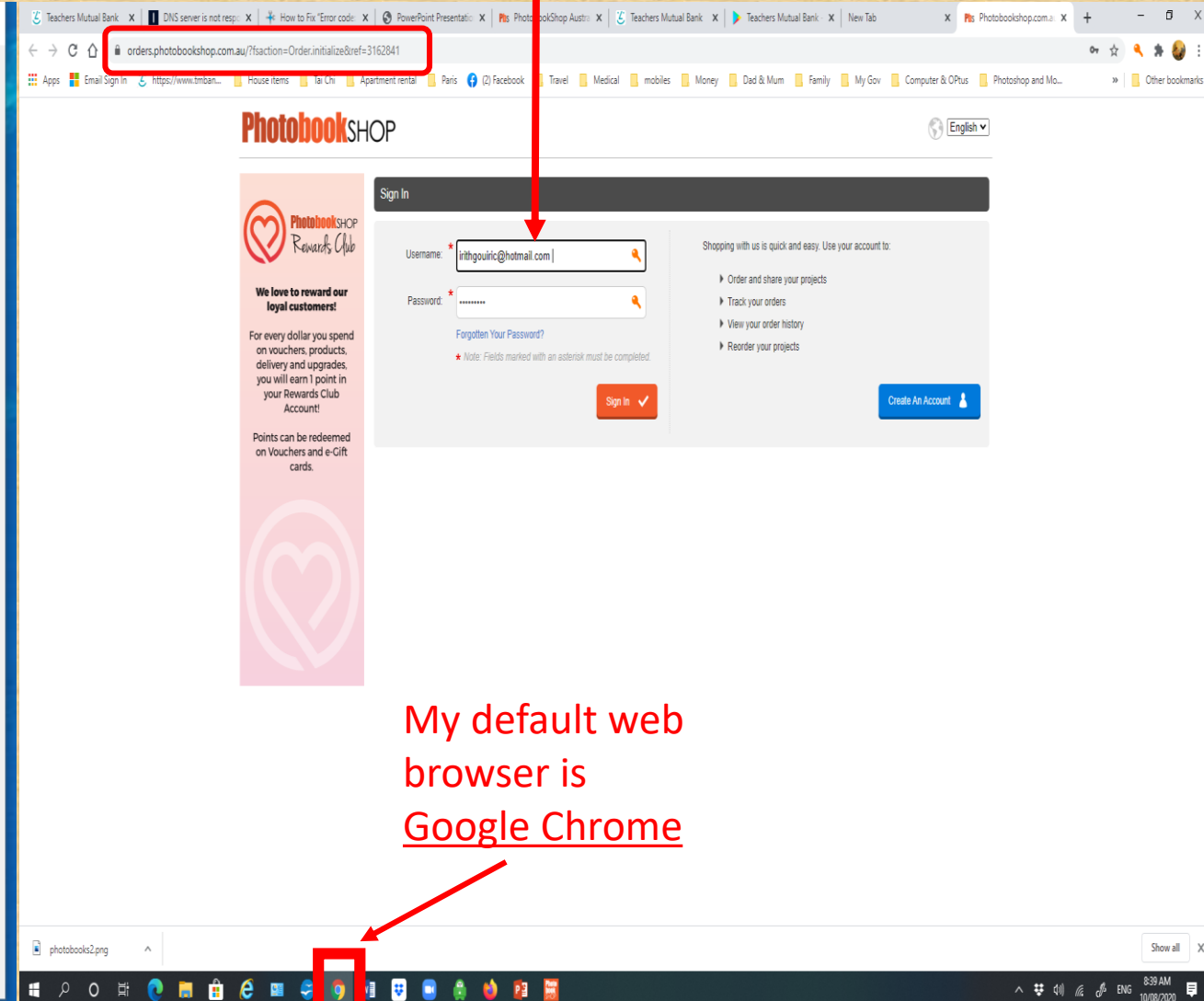
1 Item

[Close](#) [Checkout Now](#)

5. You will have the window below open up, instructing you to go into your web browser (Google, Google Chrome, Siri, etc) to complete the ordering process.



6. Once you are in your browser you will be asked to Login with your email and password you used to purchase your voucher. Click on "Sign In".



My default web browser is Google Chrome

7a. The next window is a summary of your order. Check it carefully.

- If ordering more than one copy change the quantity of copies by typing the number in the box and clicking on the red circle.
- Click on “Change” for the “Cover Option” and choose the “Softcover” option.

You ordered a Softcover so you will need to alter this.

7b.


- Once your changes have been made click on "Continue."
- Do NOT worry about the "Order Total" as the amount will go to \$0.00 once you use your voucher.

We love to reward our loyal customers!

For every dollar you spend on vouchers, products, delivery and upgrades, you will earn 1 point in your Rewards Club Account!

Points can be redeemed on Vouchers and e-Gift cards.




Project Name: Oilly 90th Party 4  \$119.80


Standard 20cm x 20cm Softcover Photobook

Product Options [Hide](#)


Cover Finishing Options:

 **Premium Matte Cover**
Click add to enhance the finish of your cover with matte laminate. By default the cover is a gloss finish. Add
(\$20.00)


Paper Finishing Options:

 **Premium Glossy Varnish**
Click add to enhance the finish of your pages with a premium gloss varnish. Add
(\$24.00)


Giftwrapping:

 **Gift Wrapping**
Assorted options of quality gift wrap available. Carefully chosen by our team to suit your order. Add
(\$20.00)

Cover Options: Click the change button to view the various cover options available. (Not available on all products)


 **Softcover** Change \$0.00

Paper Upgrade Options: To upgrade to Lay-Flat Paper click 'Change'.

 **Premium Silk Paper 170gsm - Standard** \$0.00
Note: This is our standard paper and it's included in your voucher price.

Item Total: \$119.80


X Cancel
 Continue

Cart Summary 


Item Total: **\$119.80**

Shipping Cost: **\$31.80**

Order Total: \$151.60

Gift Cards 

Remaining Gift Card Balance: **\$0.00**

Support 

Customer Support Line: +61 03 9088 6233

Customer Support Email: smile@photobookshop.com.au

8. Check all the details. Make sure “Standard Delivery” is selected. Click on “Continue”.

The screenshot shows the checkout process on the PhotobookSHOP website. At the top, there is a navigation bar with various categories like 'Tai Chi', 'Apartment rental', 'Paris', etc. The main header features the 'PhotobookSHOP' logo and a language selector set to 'English'. Below the header, a progress bar indicates the current step is 'Shipping/Billing', with 'Cart Summary', 'Payment', and 'Confirmation' as previous and subsequent steps.

The 'Shipping / Billing Details' section is divided into two columns:

- Shipping Address:** Irith Gouric, 47 Grover Av Cromer, Sydney, New South Wales 2009, Australia. A 'Change' button is present.
- Billing Address:** Irith Gouric, 47 Grover Av Cromer, Sydney, New South Wales 2009, Australia. A 'Same As Shipping Address' checkbox is checked, and a 'Change' button is present.

The 'Shipping Method' section lists four options with their respective shipping costs (Australian Dollar):

Shipping Method	Shipping Cost (Australian Dollar)
<input checked="" type="radio"/> Standard Delivery (No Tracking or Insurance) - Production time: 4-7 business days + Shipping: 2-7 business days	\$31.80
<input type="radio"/> Tracked Delivery (Includes Tracking & Insurance) - Production time: 4-7 business days + Shipping: 2-7 business days	\$36.80
<input type="radio"/> Express Delivery (Includes Tracking & Insurance) - Production time: 2-7 business days + Shipping: 1-2 business days (If you have a voucher which includes Standard Delivery, this value will be put towards the Express Postage cost)	\$60.05
<input type="radio"/> VIP 2 Day Production (Includes Tracking & Insurance) - Guaranteed Production within 2 business days (Must be uploaded successfully before 6am. Telephone number must be supplied) - Production time: 2 business day + Express Shipping: 1-2 business days	\$110.90

At the bottom of the shipping options, it states: **Item Subtotal (including shipping): \$151.60**

Navigation buttons at the bottom include a 'Cancel' button (with an 'X' icon) and a 'Continue' button (with a right-pointing arrow). A red arrow points to the 'Continue' button.

On the left side, there is a 'PhotobookSHOP Rewards Club' banner with the text: 'We love to reward our loyal customers! For every dollar you spend on vouchers, products, delivery and upgrades, you will earn 1 point in your Rewards Club Account! Points can be redeemed on Vouchers and e-Gift cards.'

On the right side, there are three summary boxes:

- Cart Summary:** Item Total: \$119.80, Shipping Cost: \$31.80, Order Total: \$151.60.
- Gift Cards:** Remaining Gift Card Balance: \$0.00.
- Support:** Customer Support Line: +61 03 9088 6233, Customer Support Email: smile@photobookshop.com.au

The Windows taskbar at the bottom shows various application icons including Chrome, Word, and the PhotobookSHOP browser tab.

9. This is the page where you type in your “Voucher” code. Click on “Redeem”. The “Amount to Pay” should now be \$0.00. Click on “Confirm Order”.

The screenshot displays the PhotobookSHOP checkout interface. At the top, a progress bar indicates the current step is 'Payment', with 'Cart Summary', 'Shipping/Billing', and 'Confirmation' also visible. The main content area is divided into several sections:

- Order Summary:** Lists 'Item 1' as 'Project Name: Oilly 90th Party' with a quantity of 4 and a price of \$119.80. The 'Item Total' is \$119.80.
- Shipping:** 'Shipping (Standard Delivery (No Tracking or Insurance))' is \$31.80.
- Payment details:** Includes a field for a voucher code, which has 'WAUS6Y5XLHA3' entered. A 'Redeem' button is next to it. Below this is a field for a gift card code and another 'Redeem' button.
- Summary:** Shows 'Order Subtotal: \$151.60', '20 Page Softcover 20cm x 20cm Photobook incl Delivery: -\$151.60', and 'Amount To Pay: \$0.00'.
- Navigation:** 'Cancel', 'Back', and 'Confirm Order' buttons are at the bottom.

Red arrows point to the voucher code input field, the 'Redeem' button, the '\$0.00' amount, and the 'Confirm Order' button. A red text annotation says 'This will read “Redeem” initially.'

10a. This window will come up next in your browser letting you know that your Order has been confirmed and payment accepted. By clicking back to your **project** which you still have open in your **PhotoBookShop software**, you can now upload it. → **10b.**

PhotobookSHOP



We love to reward our loyal customers!

For every dollar you spend on vouchers, products, delivery and upgrades, you will earn 1 point in your Rewards Club Account!

Points can be redeemed on Vouchers and e-Gift cards.



Order Confirmation

Thank you! Your payment has been accepted, one more step to place your order!

To upload your files, please return to your project and select 'Upload Order' and we can get started on making your order!

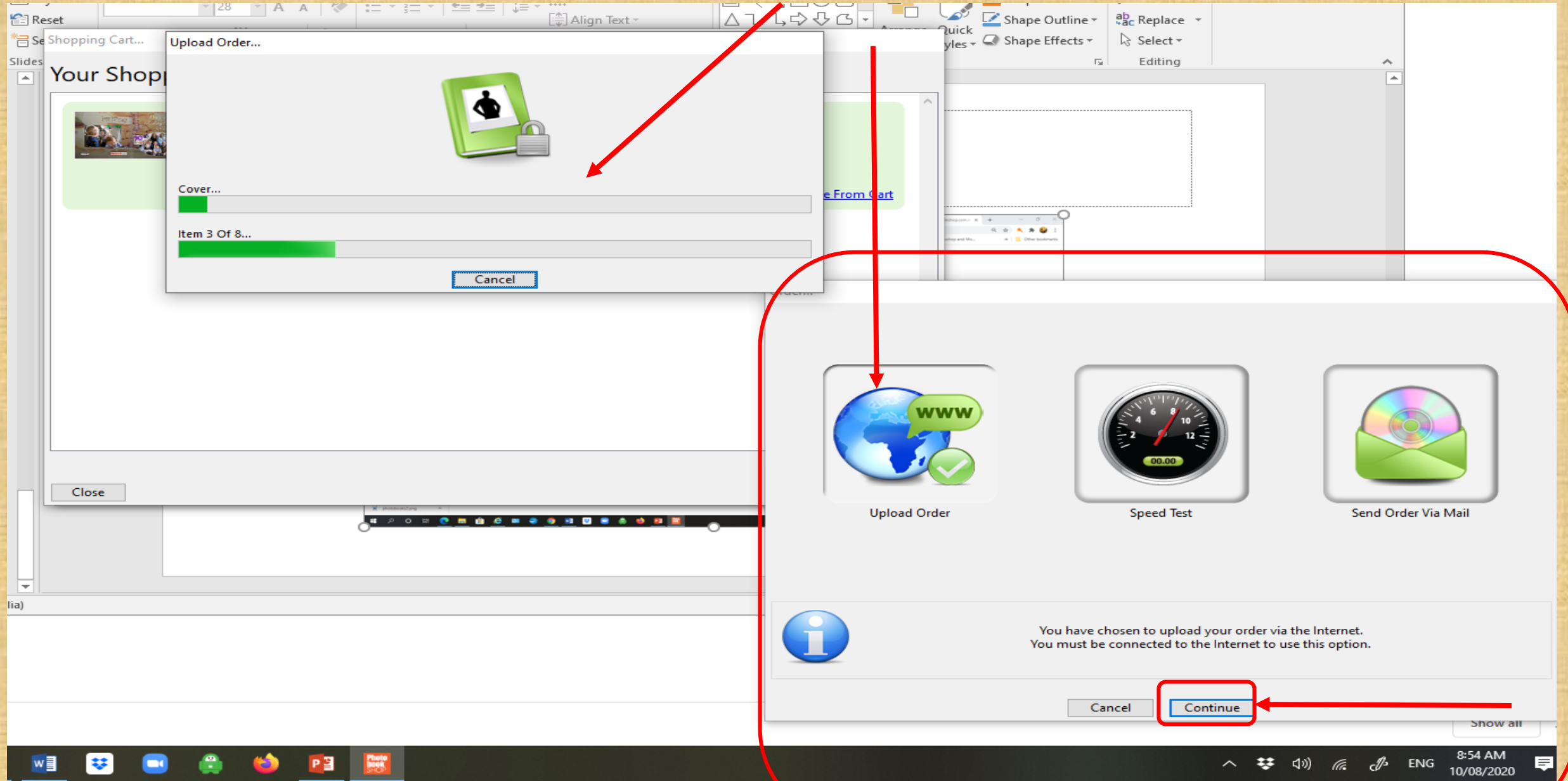
Your order number is: **2321027370**. Our Production times vary depending on your country.
For Australia and New Zealand our Production time is between 2-7 business days.
For Europe, UK, USA, Canada and UAE our Production time is 7-14 business days.
The time will vary if you've selected our VIP option which will be stated on your order confirmation email. You will be sent an email once it has been shipped from our warehouse.



GO TO SOFTWARE




10b. You will now have to click on “Upload Order” so it is ticked. Click on “Continue”. The Project will then take a while to Upload.



11.


Shopping Cart...

Your Shopping Cart



Olly 90th Party
Standard 20cm x 20cm Softcover Photobook
Pages: 20
Date Modified: Monday, 10 August 2020, 8:31 AM

Order Completion...


 Your order has successfully uploaded to our server.

OK


Close




All Finished




Upload Order



Speed Test



Send Order Via Mail



You have chosen to upload your order via the Internet.
You must be connected to the Internet to use this option.

Cancel Continue



Hooray!!

12. You will receive 2 emails confirming, first your order number, then another to confirm the order is ready to print. You can see a preview of your order, share it with family & friends or reorder it by clicking on ["Click Here"](#) in the second email.

This screenshot shows an email inbox with a search bar at the top. The selected email is titled "Order '2321027370' Confirmation" from PhotobookShop.com.au, dated Mon 10/08/2020 8:52 AM. The email content includes a "Thank You" message, the PhotobookSHOP logo, and a navigation menu with categories: Photobooks, Canvas Prints, Calendars, Personalised Gifts, and Photo Gifts. A large yellow banner says "THANK YOU" with the 'O's in "YOU" being smiley faces. Below this, it says "Hi there Irith, Yay, you did it! You placed your order! Your order number is 2321027370, You have ordered:" followed by an "Order Summary" table.

Order Summary		
Standard 20cm x 20cm Softcover Photobook	4	\$119.80

On the right side of the email content, there are "Helpful Links": Our Home Page, Buy a Voucher, My Rewards Club, Refer friends for rewards, and Download Our Software.

This screenshot shows an email inbox with a search bar at the top. The selected email is titled "Order '2321027370' Received Confirmation" from PhotobookShop.com.au, dated Mon 10/08/2020 9:02 AM. The email content includes a "Congrats!" message, the PhotobookSHOP logo, and a navigation menu with categories: Photobooks, Canvas Prints, Calendars, Personalised Gifts, and Photo Gifts. A large yellow banner says "Congrats!" with the 'O's in "YOU" being smiley faces. Below this, it says "Hi there Irith, Just a quick email to let you know your order '2321027370' has been received and is ready to print. Either way will now print and ship your order as fast as we can! Generally Production is anywhere between 2-7 working days and Standard Shipping is an additional 2-7 working days (express options available). To view a preview of your order, share it with family & friends or reorder it - [Click Here](#)". A red arrow points to the "Click Here" link.

SUBSCRIBE FOR AMAZING DEALS!
Your Email

PhotobookSHOP

0 points \$0.00

Hi Irith Gouiric

Reward points: Opts

My Account

My Details

Edit my details

Change my password

Sign up for exclusive offers

My Reward Club

My Rewards Club

My Reward Transaction

Terms and Conditions

Refer a friend

Refer friends for rewards

View my referrals

My orders

My orders

My orders

My scanning orders

My vouchers

View my vouchers

My Orders

Below you can see your order status. Refer to the table below for more information on what the status means. For more information or to change the order, press select.

DATE	ORDER #	PROJECT NAME	QTY	VOUCHER	TOTAL	STATUS	ACTION
10-08-2020	2321027370	90th Party	4	WAUSG6Y5XLHA3	\$0.00	In Production	Select
21-06-2020	2321008570	birthday	3	WAUSY9XTSUHD	\$0.00	Completed	Select
10-12-2018	232811696	Family and Friends in 2018	3	WAUS99UWFZ2JJ9X9N4G1	\$0.00	Completed	Select
05-12-2018	232807860	Family and Friends in 2018	4	WAUSG5EP774AMA66X8JV	\$0.00	Completed	Select
13-07-2018	232747747	2017 Family4	2	WAUSMBEUTZWUGTRGA6G	\$8.80	Completed	Select
12-07-2018	232747390	2017 Family3	2	WAUSXK162DEIDYSP59N	\$8.80	Completed	Select
11-07-2018	232747318	2017 Family 2	1	WAUS3T14BR5424PULDU	\$4.40	Completed	Select
11-07-2018	232747303	2017 Family	1	WAUSFSJUSYEPXCAPHNF	\$4.40	Completed	Select
22-12-2016	232536479	Travel in 2012	1	WAUSDALLMRMPHQRRDBP	\$0.00	Completed	Select
21-12-2016	232536088	family album 2005 - 2016	1	WAUSRJAAGQKFZPIUSZG	\$0.00	Completed	Select



Show all

Show and Tell

- Four beautiful Photobooks were created over 4 weeks.
- Though not all complete, they were very impressive:
 - One was on an African Safari enjoyed in February
 - One was a special wedding
 - One was on two very precious grandchildren
 - One was on 11 precious grandchildren
- Two other participants who were already quite knowledgeable assisted the beginners. They both felt they had benefitted from the sessions.
- A particular thank you to Margaret Randall for her invaluable help.