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.

The Easy PhotobookSHOP Guide!

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 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.

The Easy PhotobookSHOP Guide!

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.

The Easy PhotobookSHOP Guide!

Cropping Photos

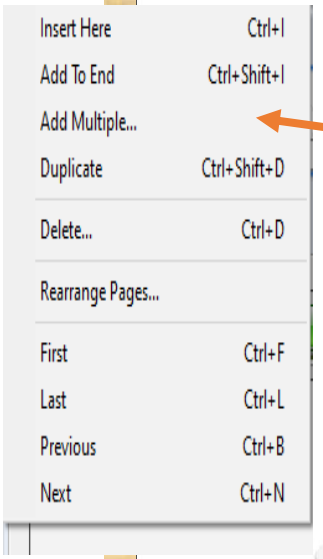
If you wish to crop your photos, double click on the picture box and then drag the box so the part of your photo you want in the picture box is highlighted. You can also change the appearance of your photo by playing around with the options in the Inspector (see page 34 and 35 for more details)

4.

PhotobookSHOP Guide!

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.

The Easy PhotobookSHOP Guide!

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.

The Easy PhotobookSHOP Guide!

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.

The Easy PhotobookSHOP Guide!

Proofing

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.

The Easy PhotobookSHOP Guide!

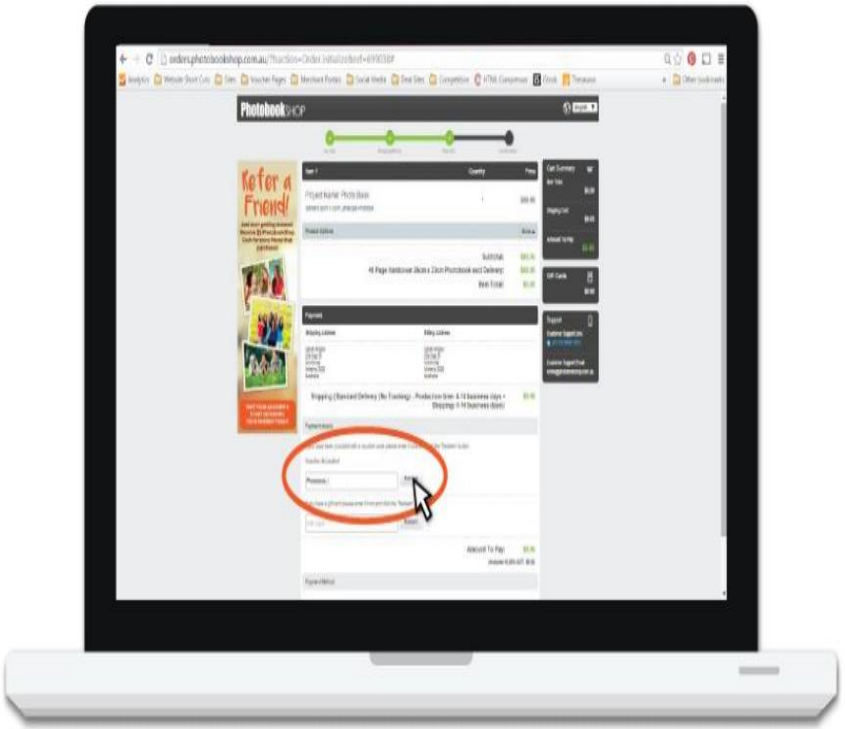
Ordering

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.

9.

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.

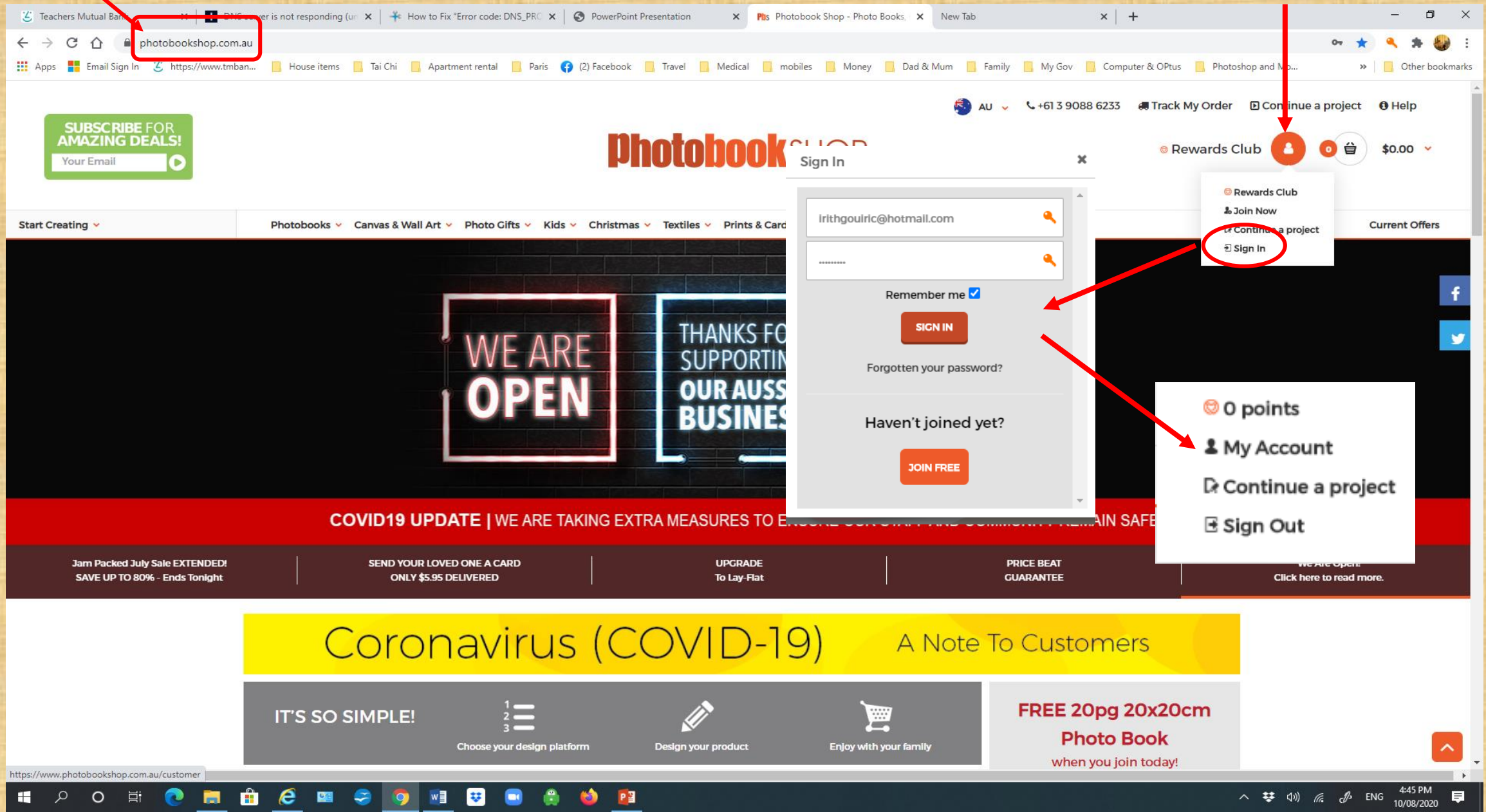
Your Project is Complete!

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.

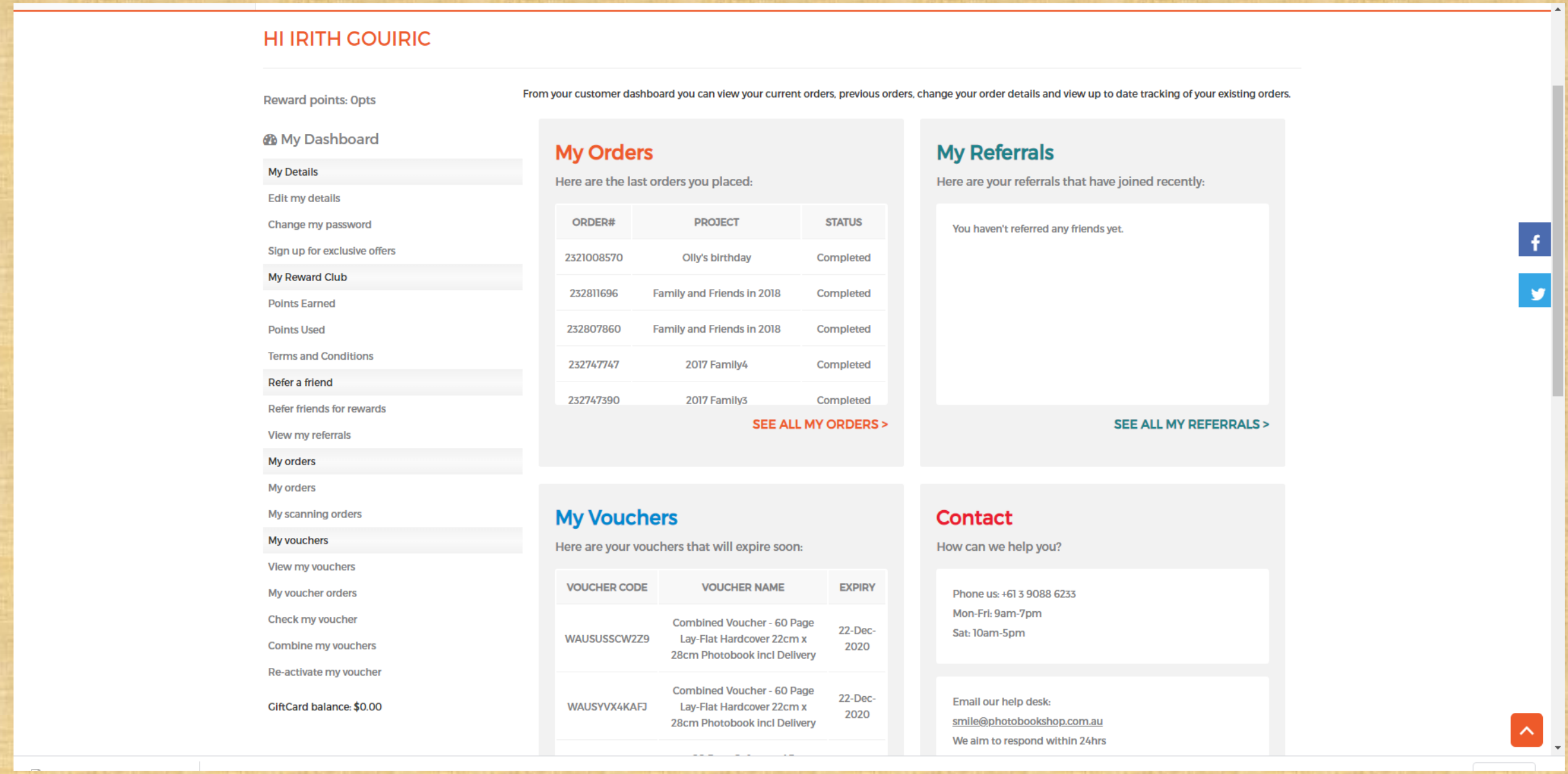
On the website, click on the red circle with the white figure in the middle. Click on “Sign in”. Fill out your login details - same as when you purchased your voucher and downloaded the software. Click on the red circle again then onto “My account”.

1.



Your Dashboard will come up with all your details

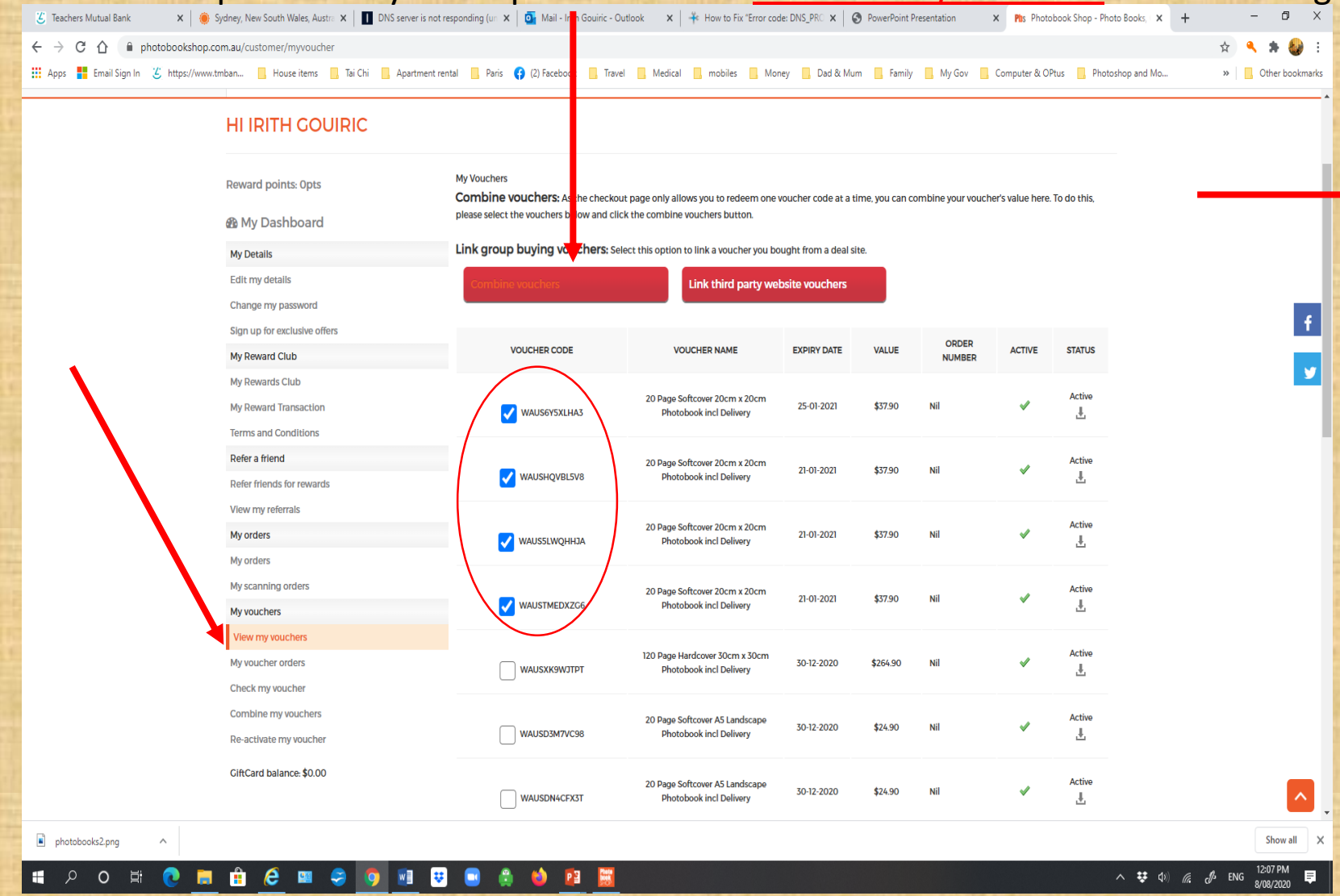
2.

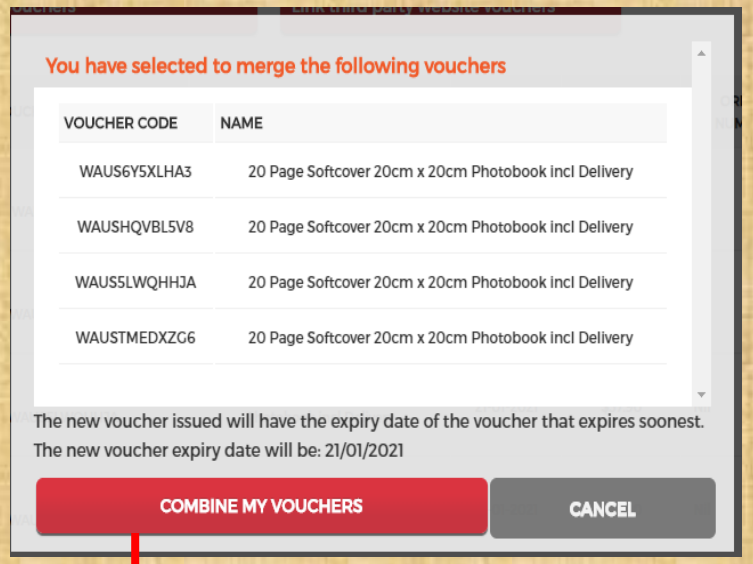


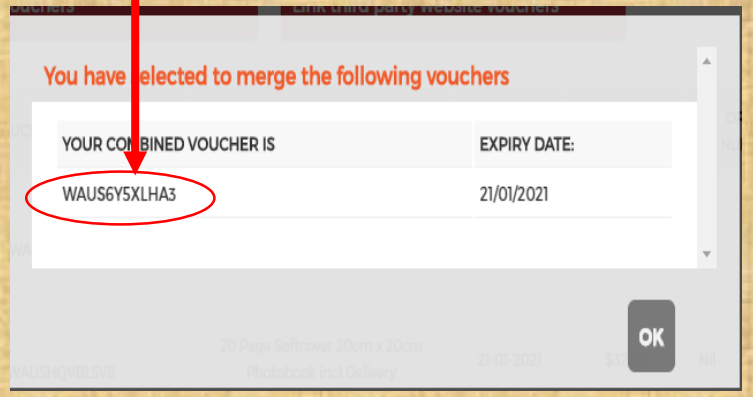
3. How to combine Vouchers (e.g. if you want 4 copies of the same Project)

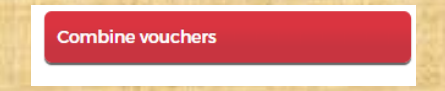
Click on "View my vouchers".

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 .

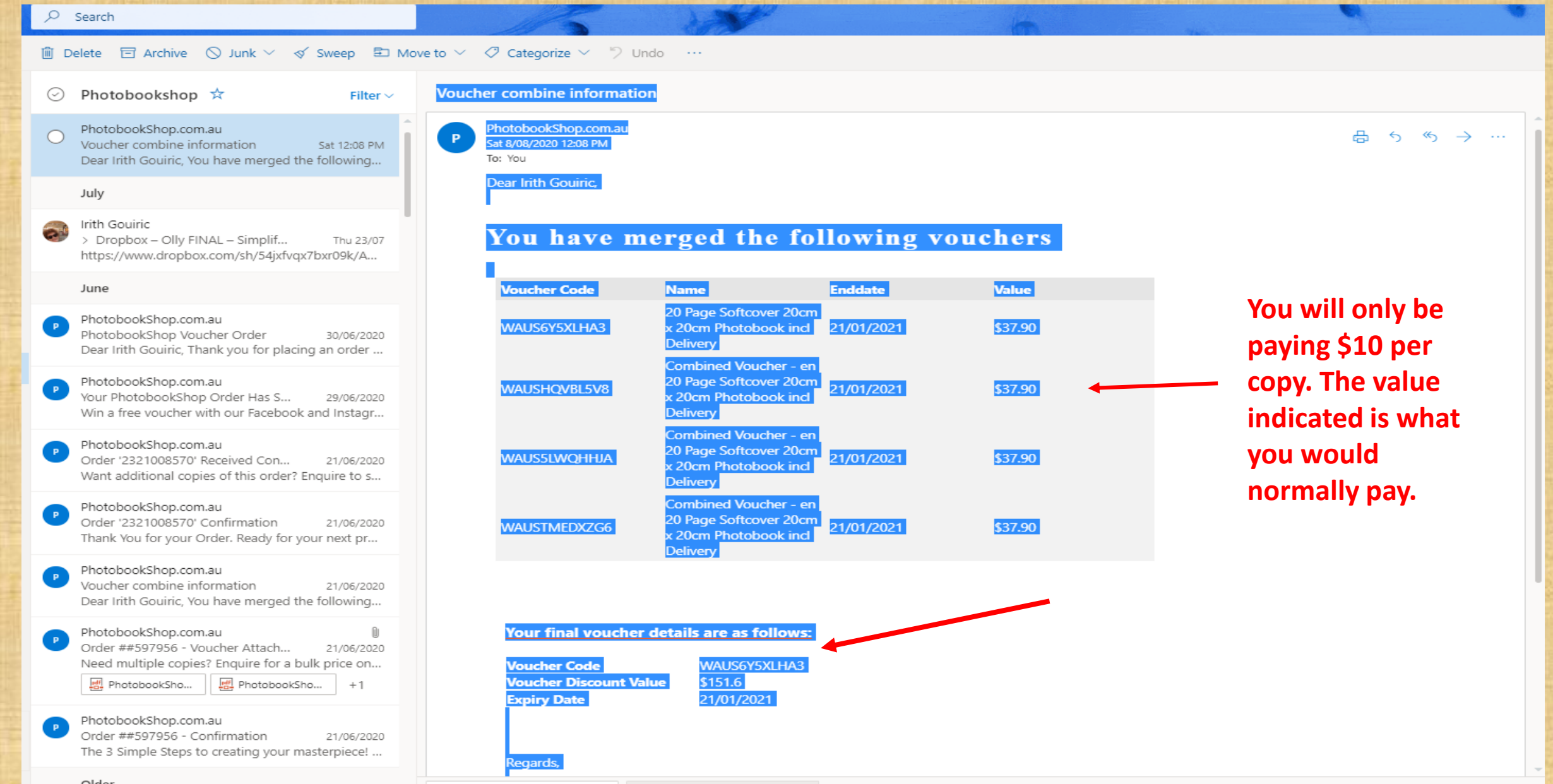






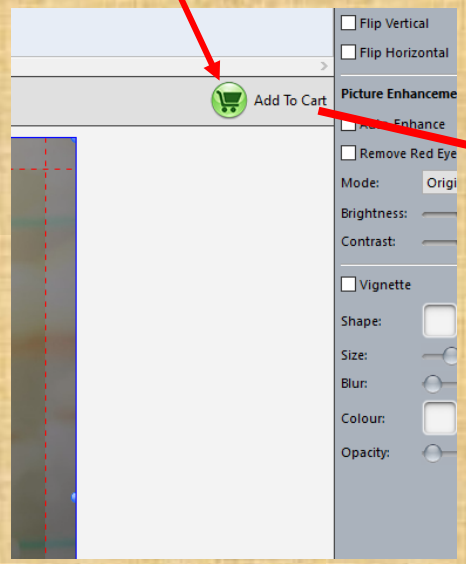


15. You will receive an email confirming the new Voucher code.

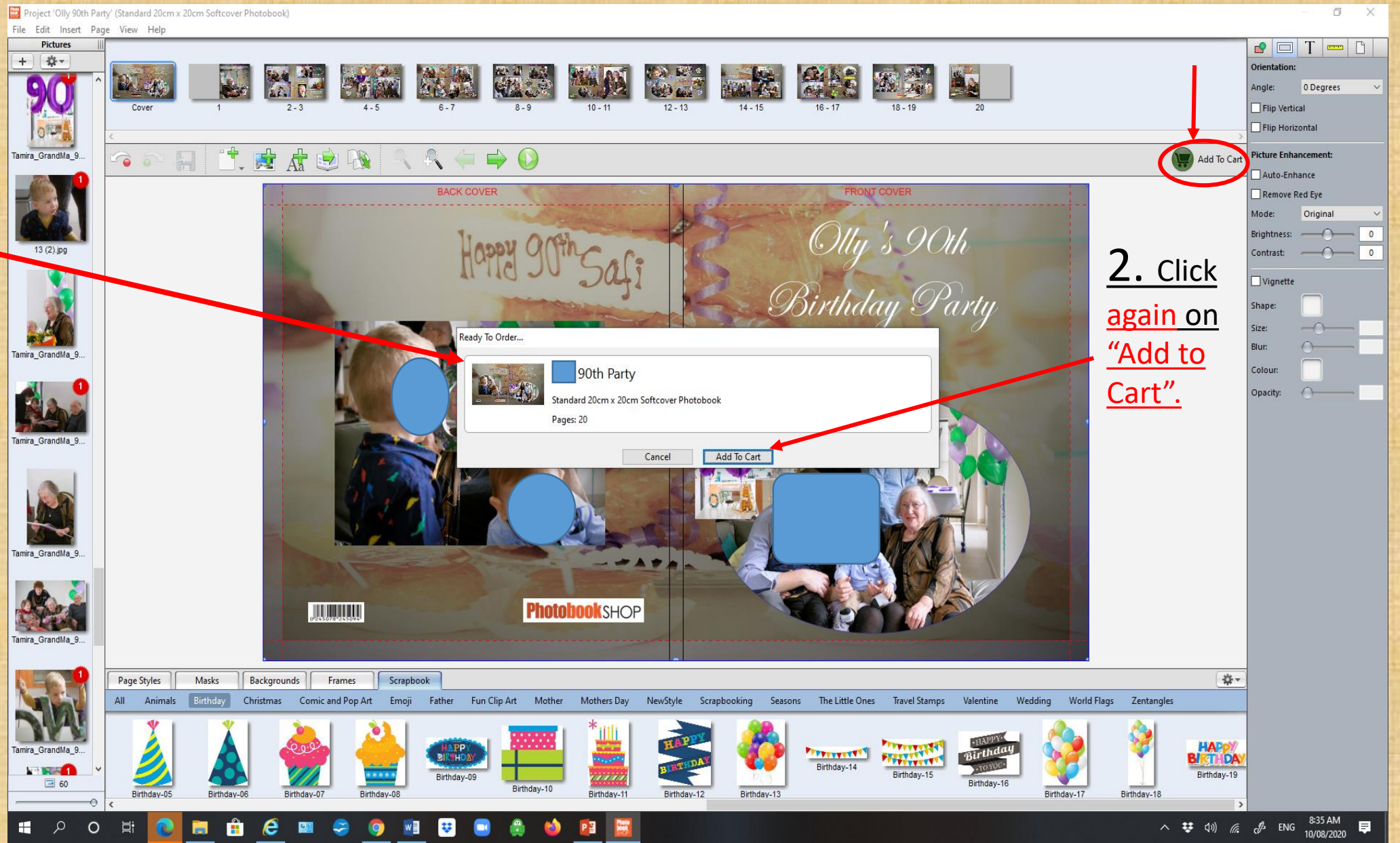


C. Ordering Your Project (in more detail)

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

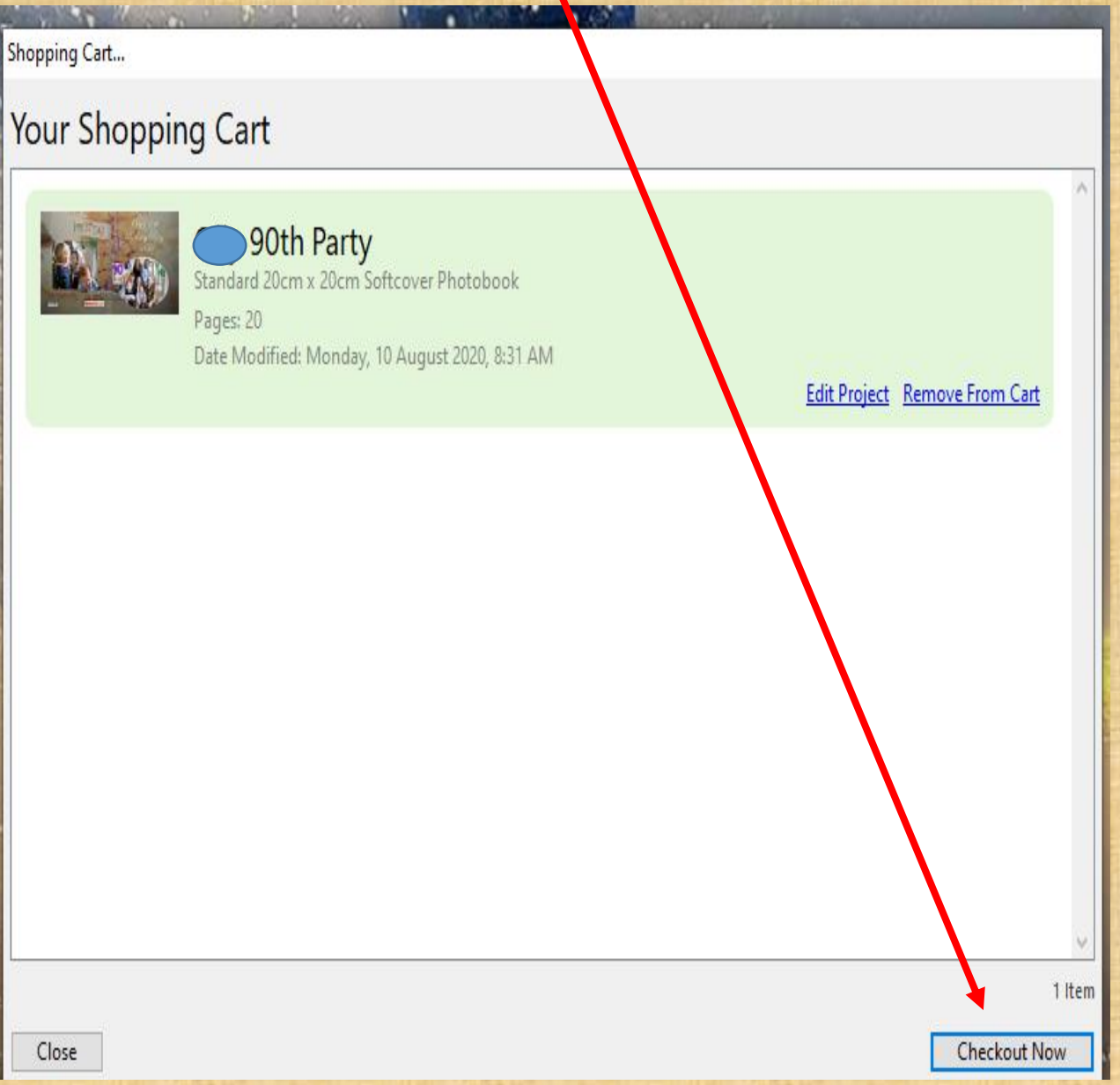


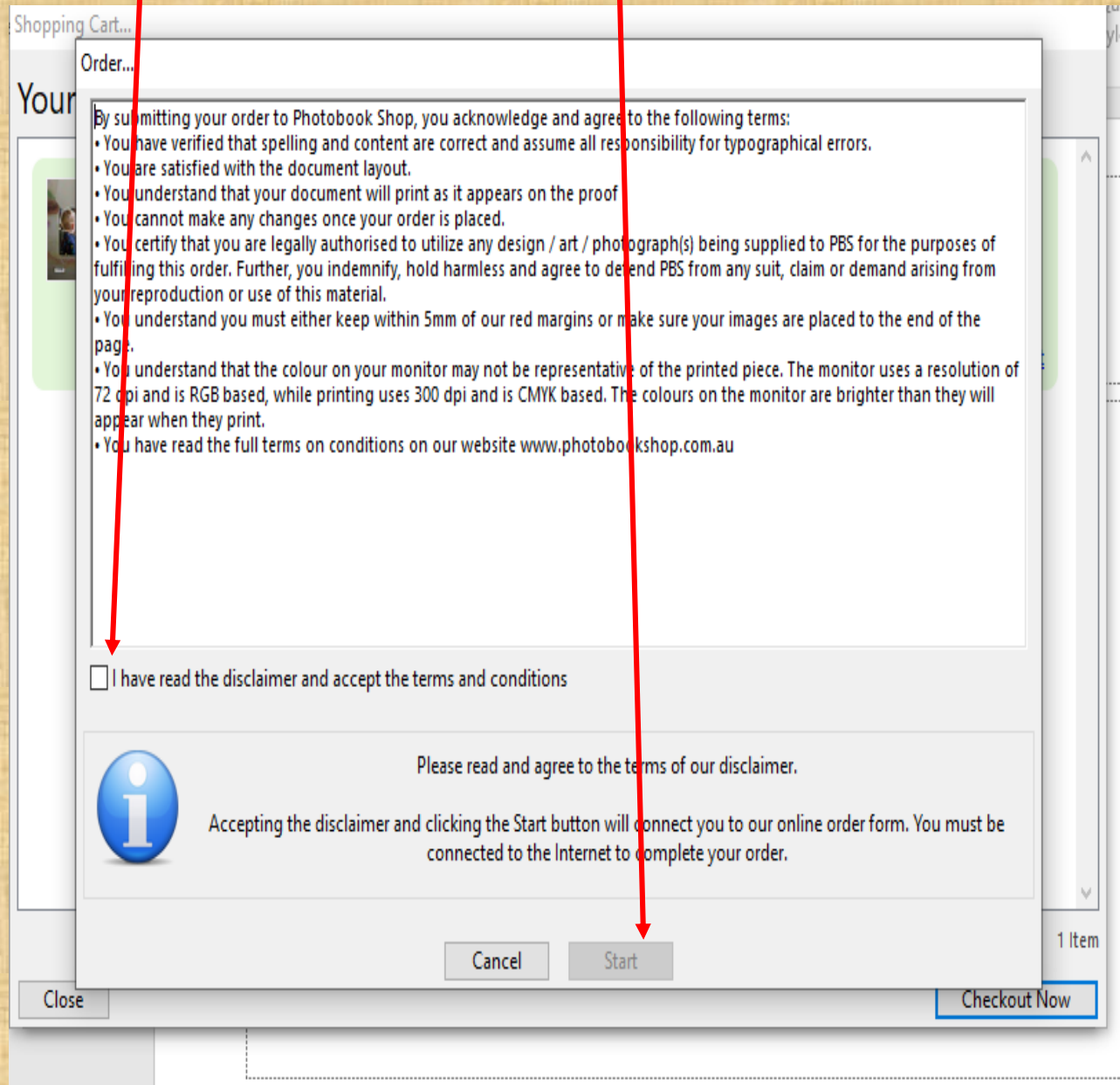
2. Click again on "Add to Cart".



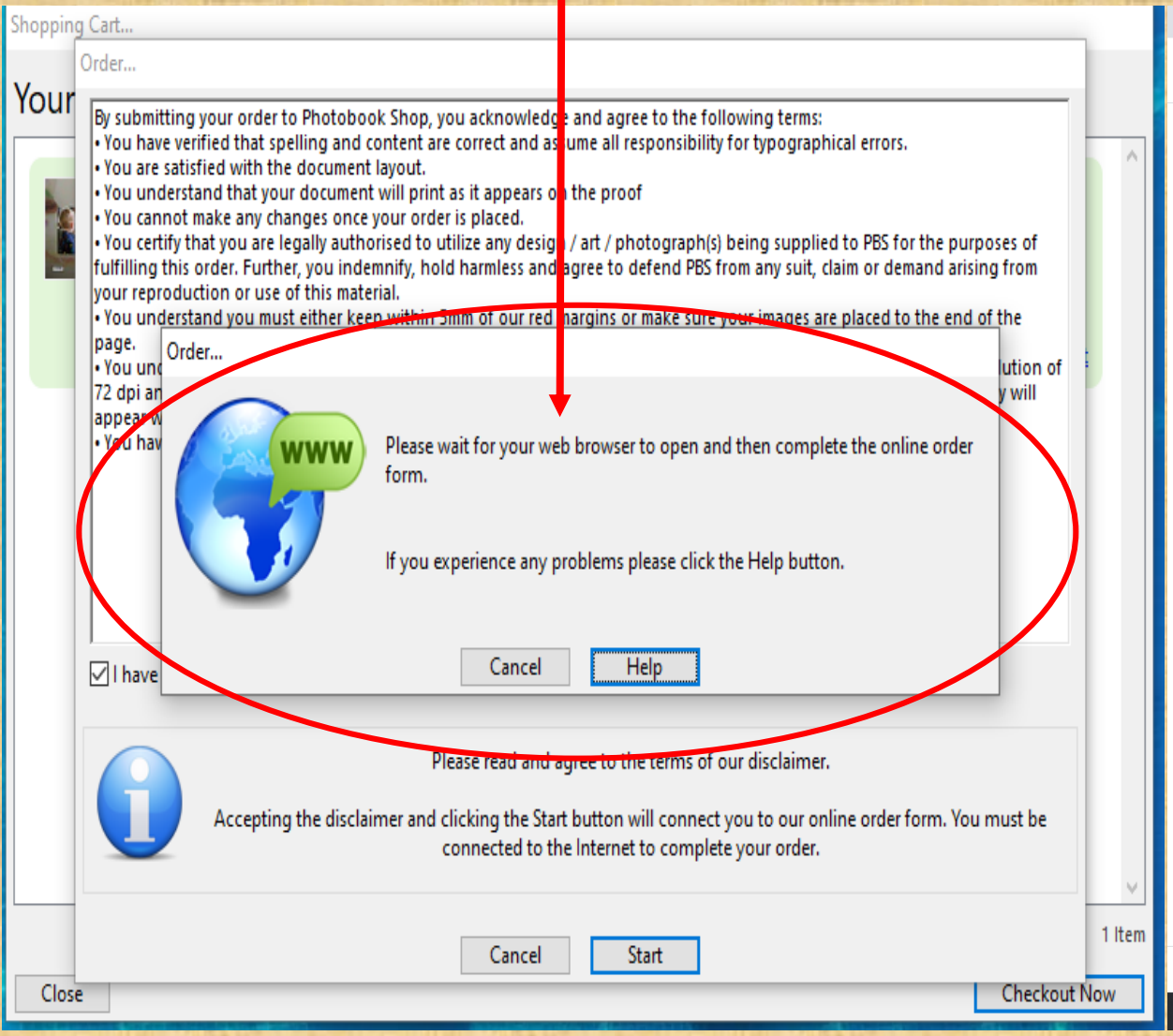
3. Click on “Checkout Now”.

4. Read the Disclaimer and Tick the Box. Click on “Start”.

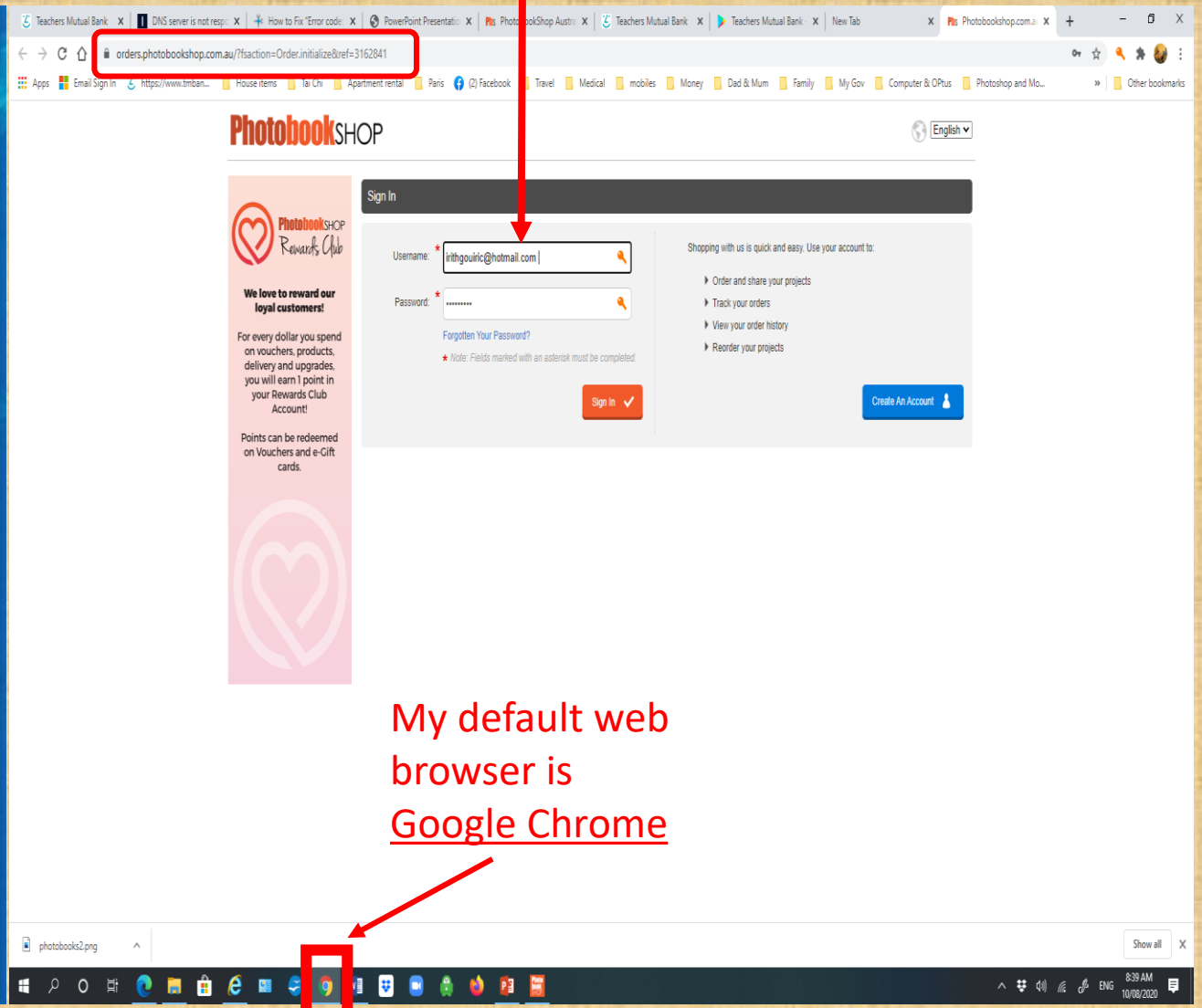




5. You will have the window below open up, instructing you to go into your <u>web browser</u> (Google, Google Chrome, Siri, etc) to complete the ordering process.



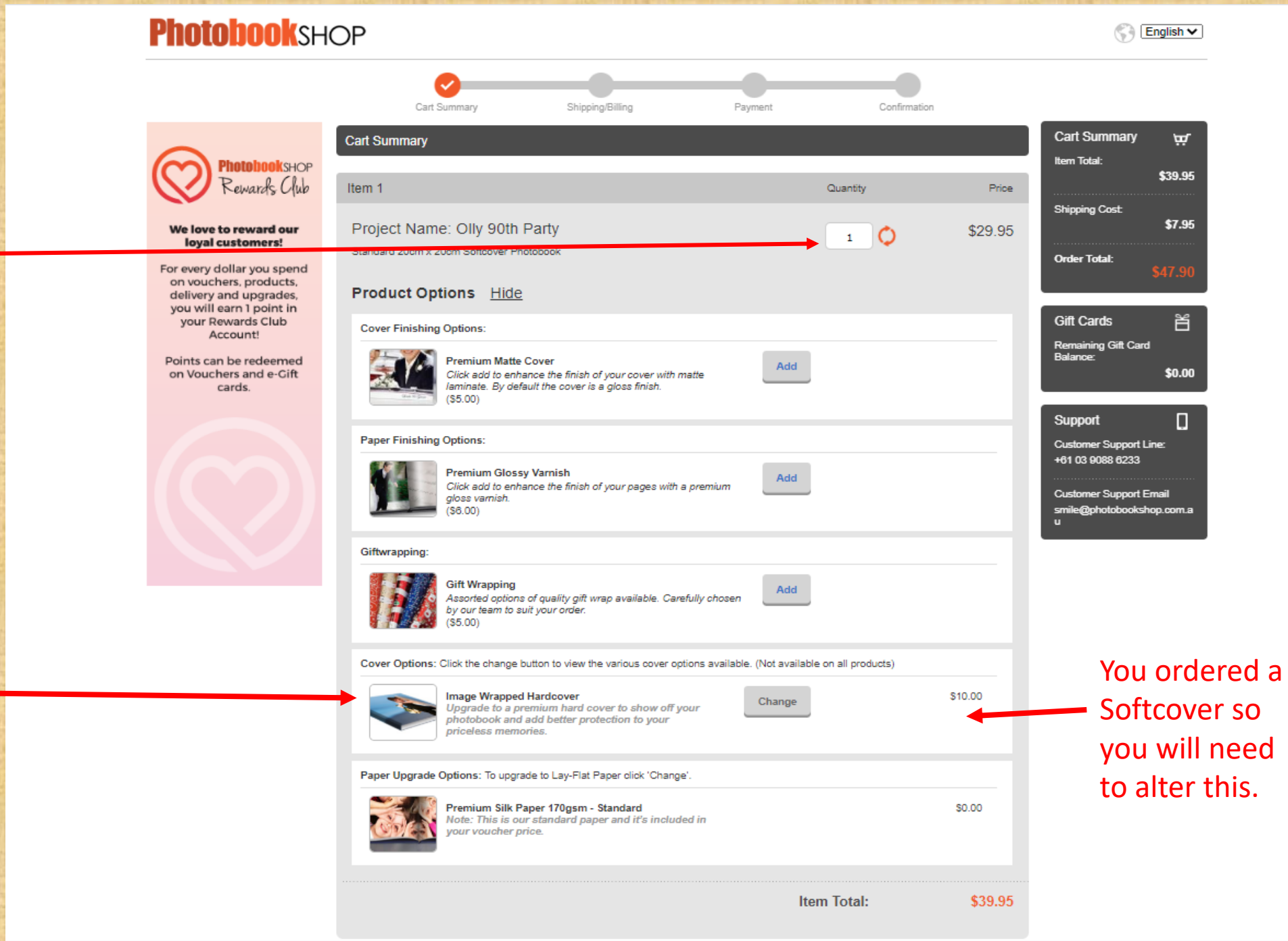
6. Once you are in your <u>browser</u> you will be asked to Login with your email and password you used to purchase your voucher. Click on "Sign In".



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.

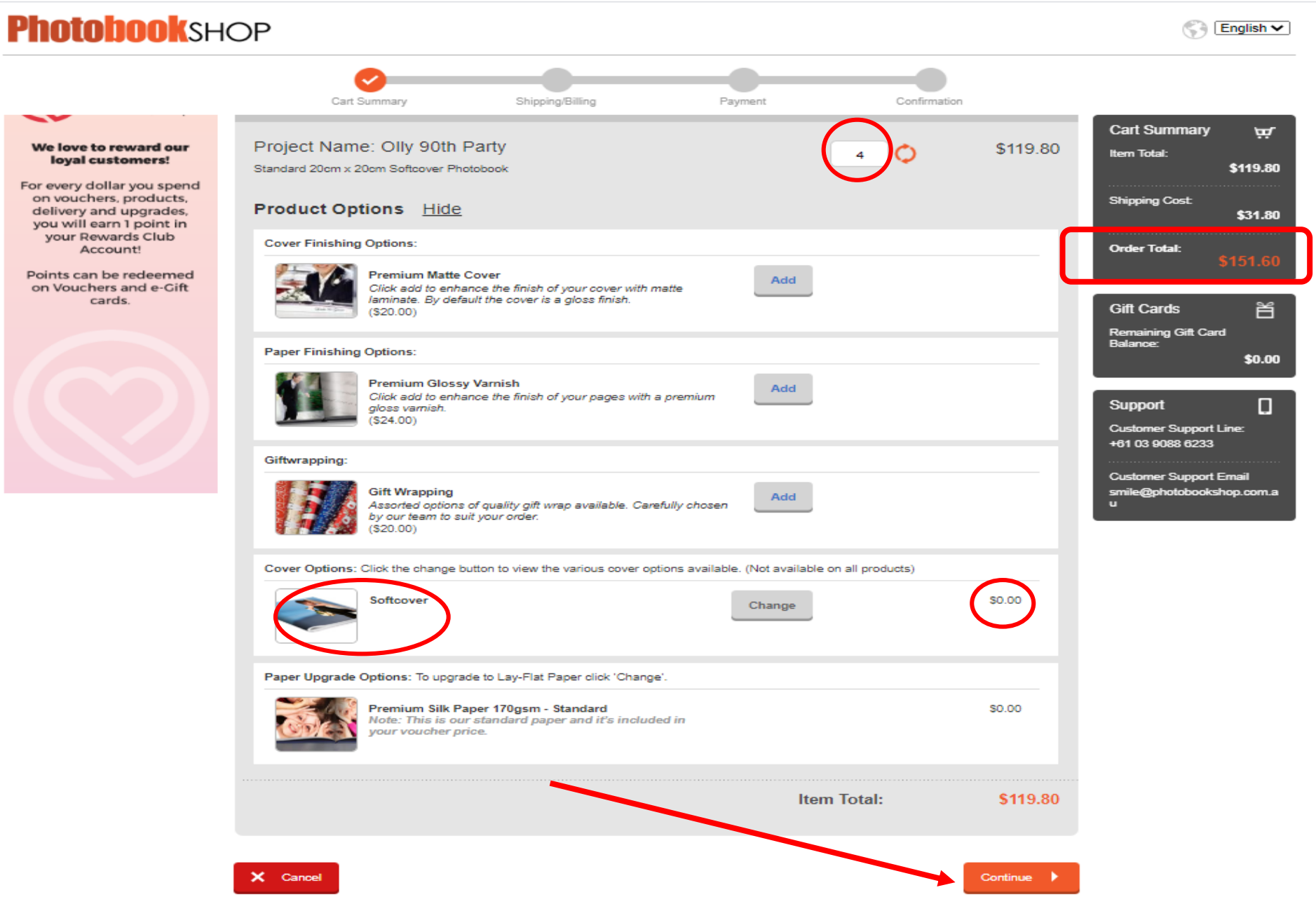
- Click on "Change" for the "Cover Option" and choose the "Softcover" option.



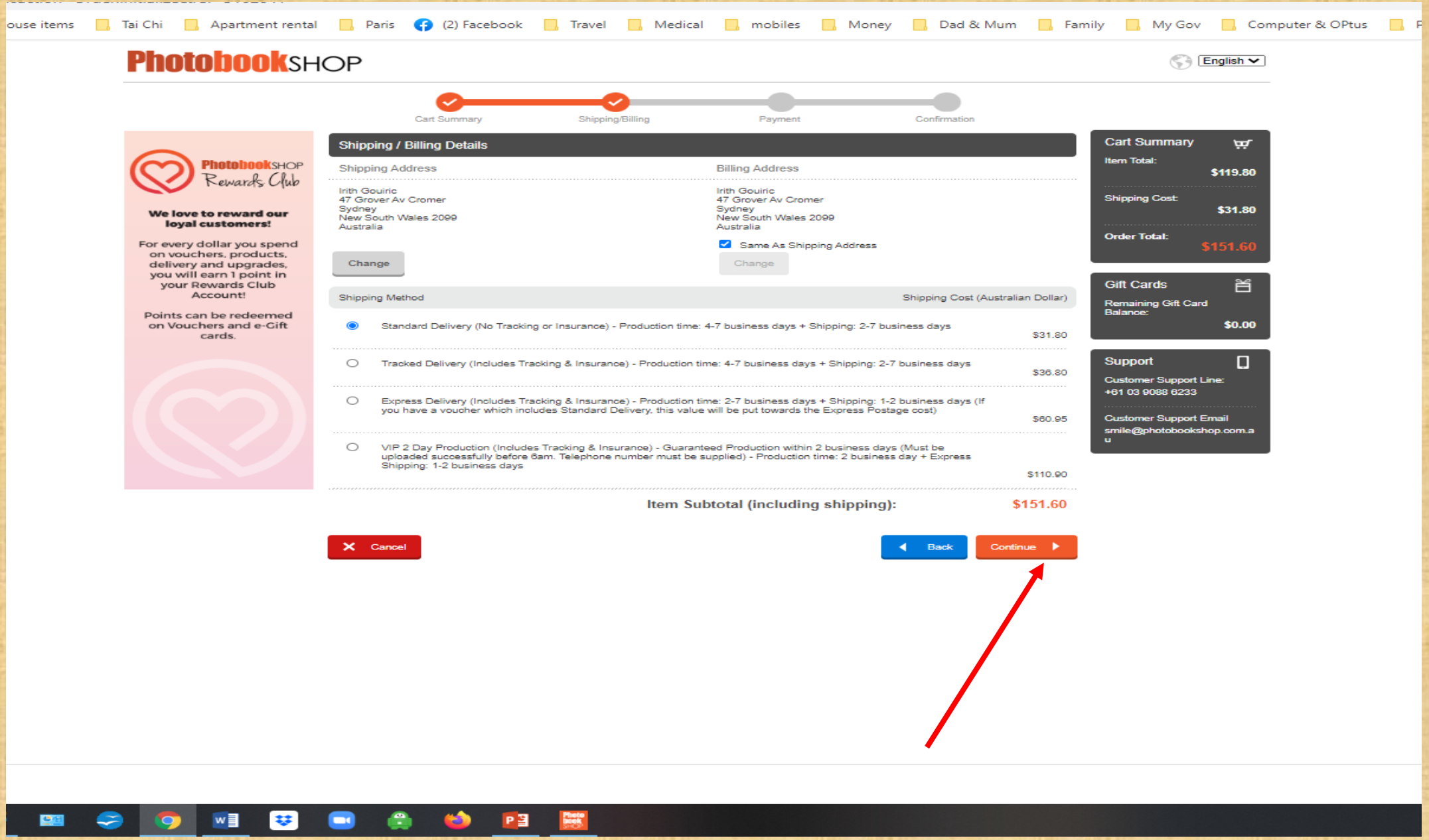
You ordered a Softcover so you will need to alter this.

7b.

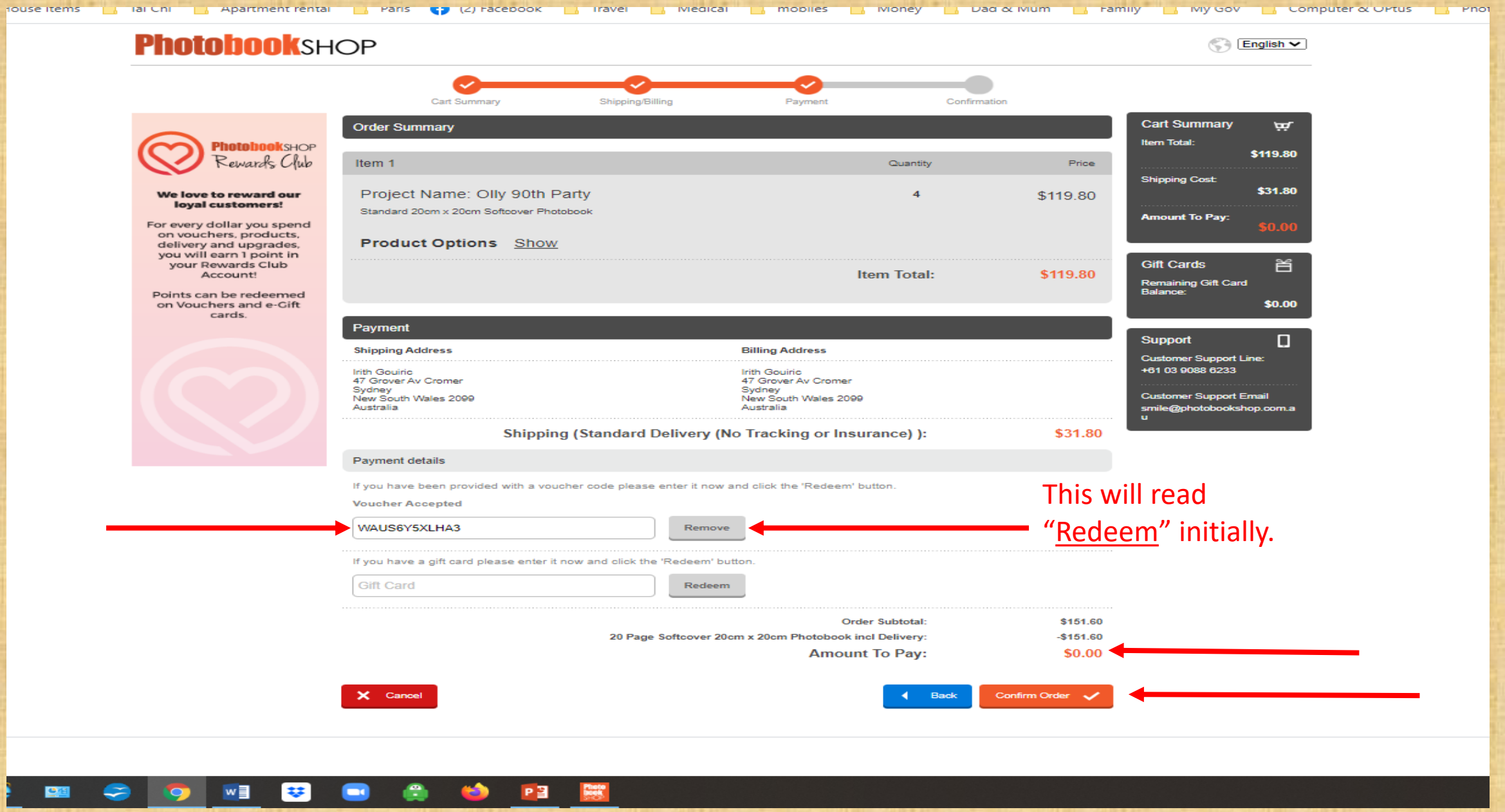
- Once your changes have been made click on **“Continue.”**
- Do NOT worry about the “Order Total” as the amount will go to $0.00 once you use your voucher.



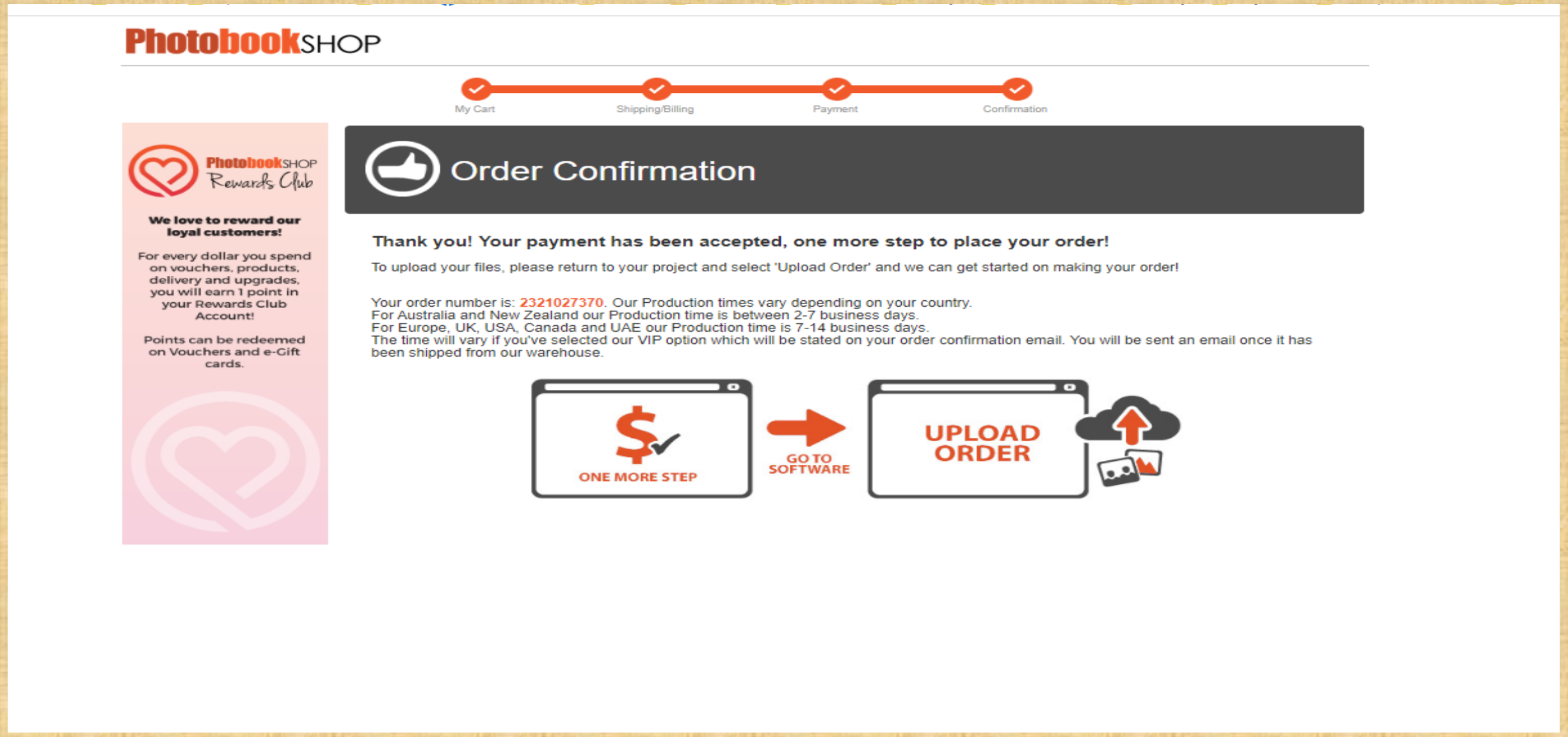
8. Check all the details. Make sure "Standard Delivery" is selected. Click on "Continue".



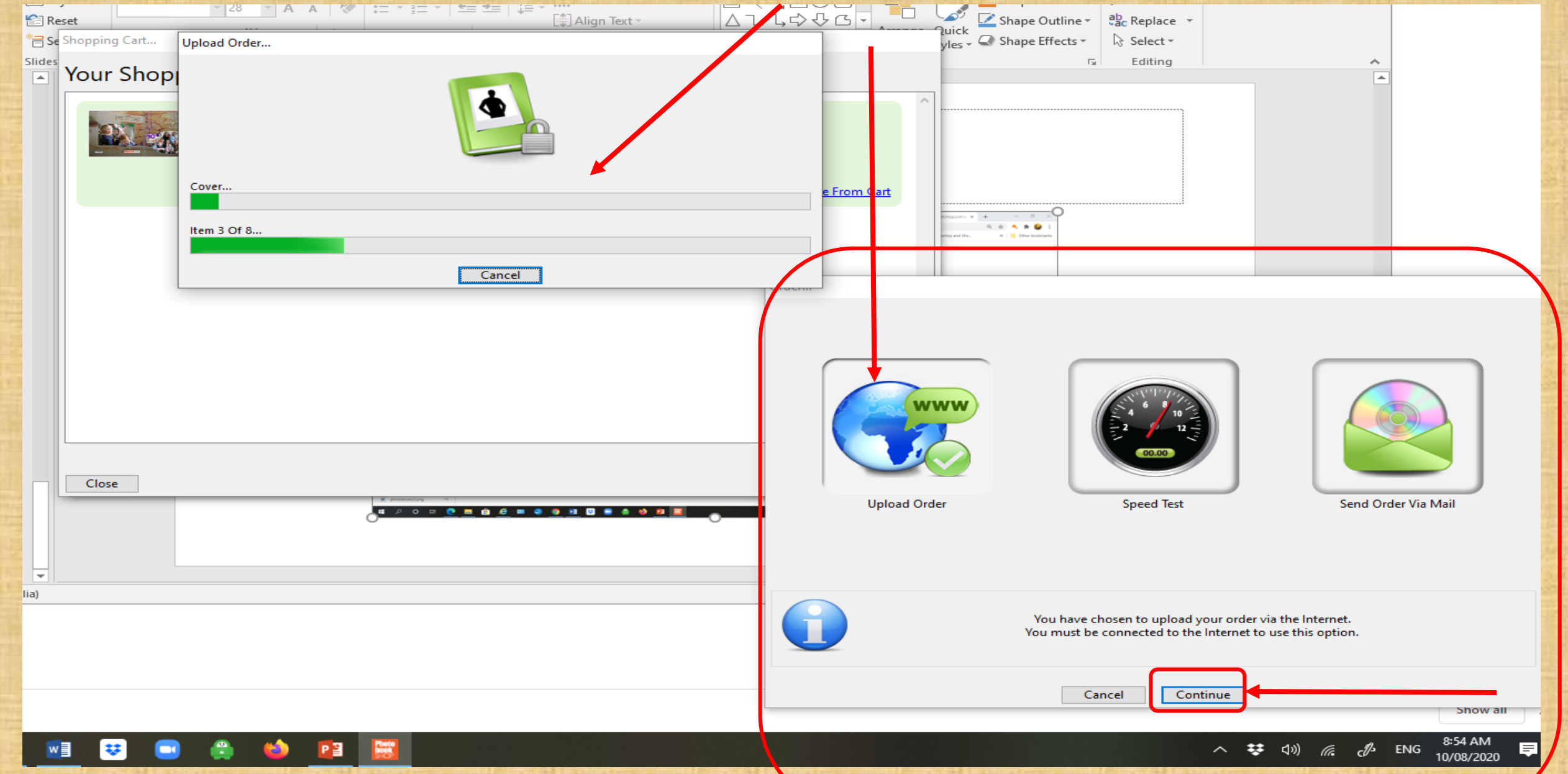
9. This is the page where you type in your "Voucher" code. Click on "Redeem". The "Amount to Pay" should now be $0.00. Click on "Confirm Order".



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.**

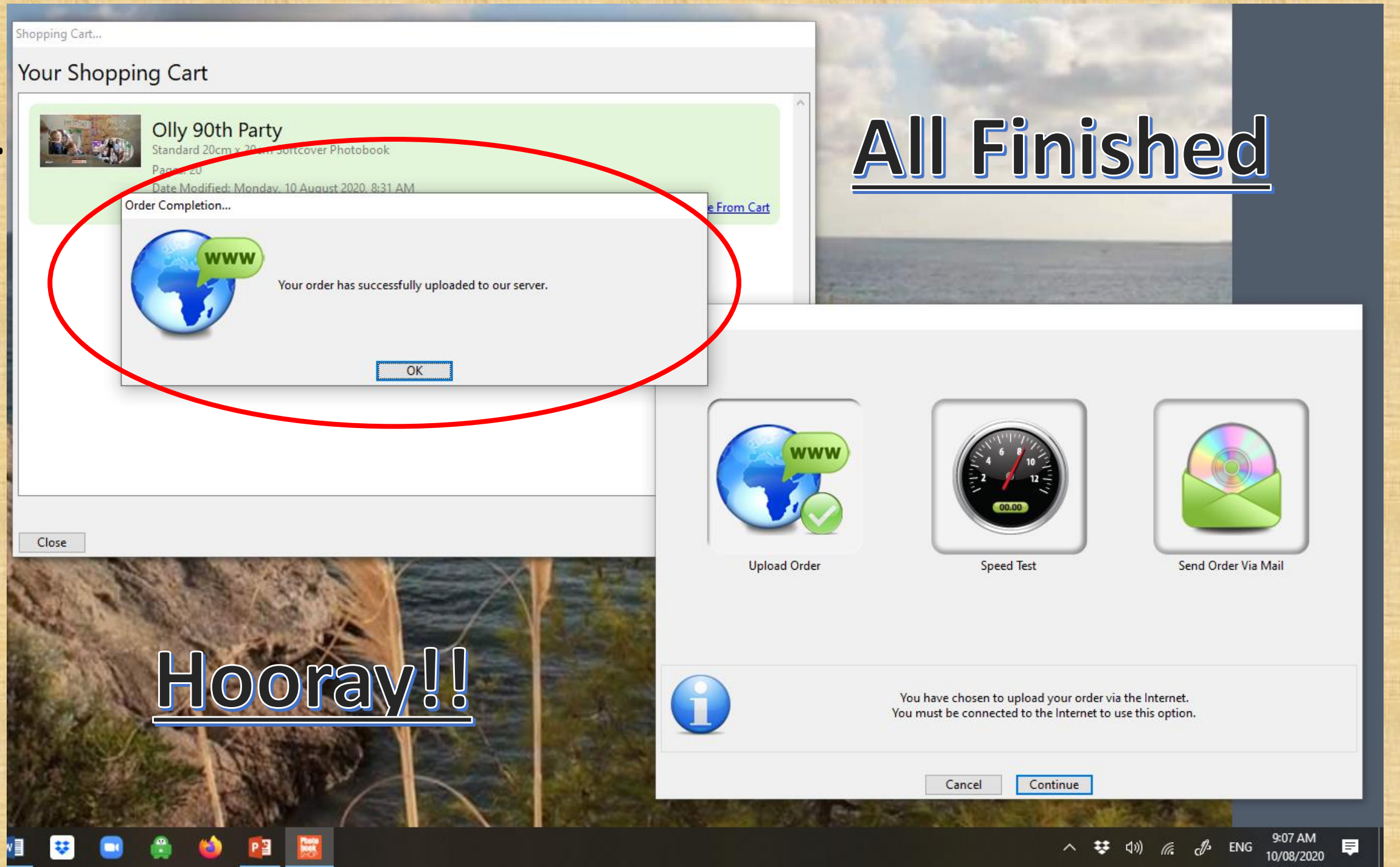


10b. You will now have to click on "Upload Order" so it is ticked. Click on "Continue". The Project will then take a while to Upload.

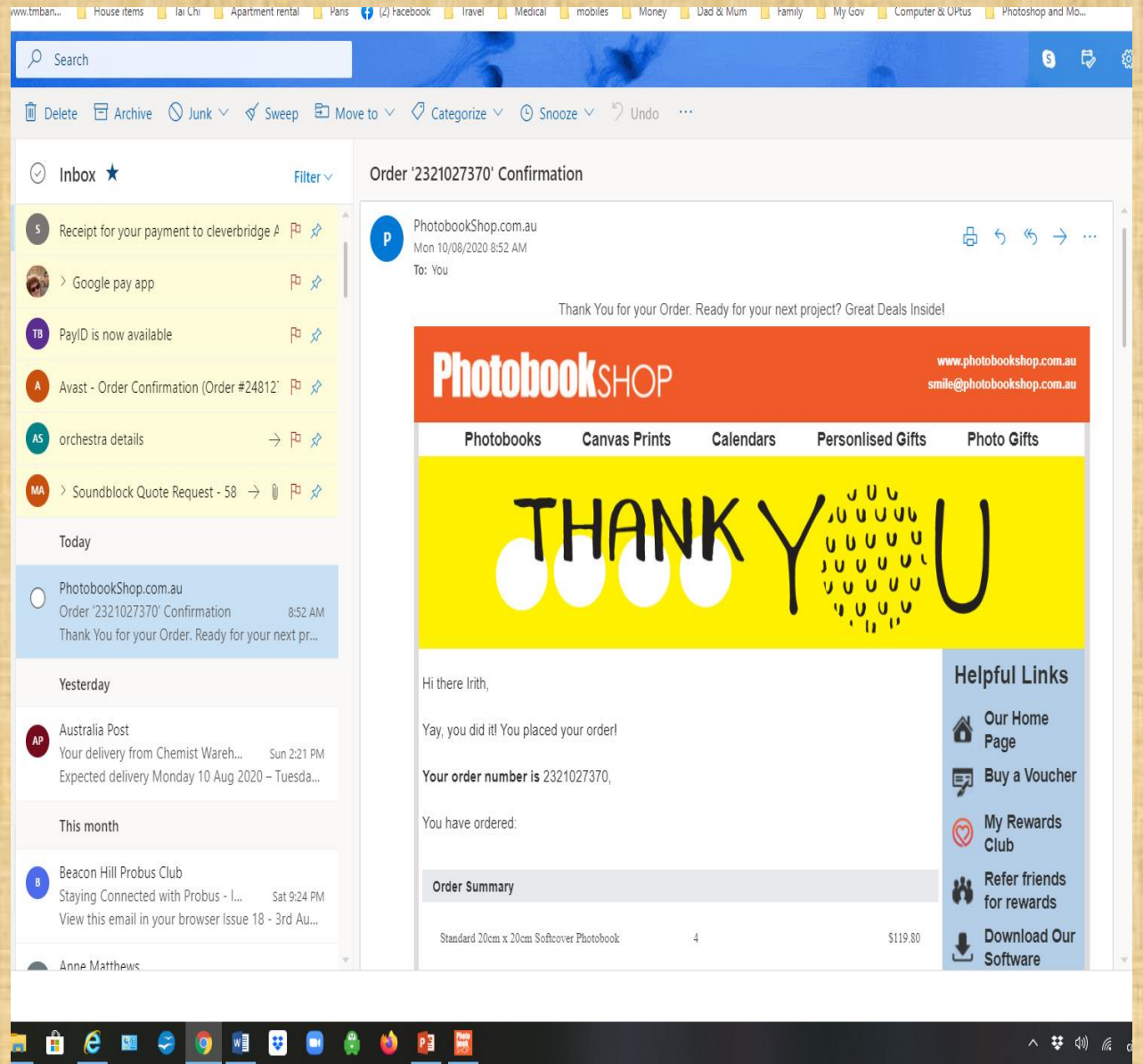


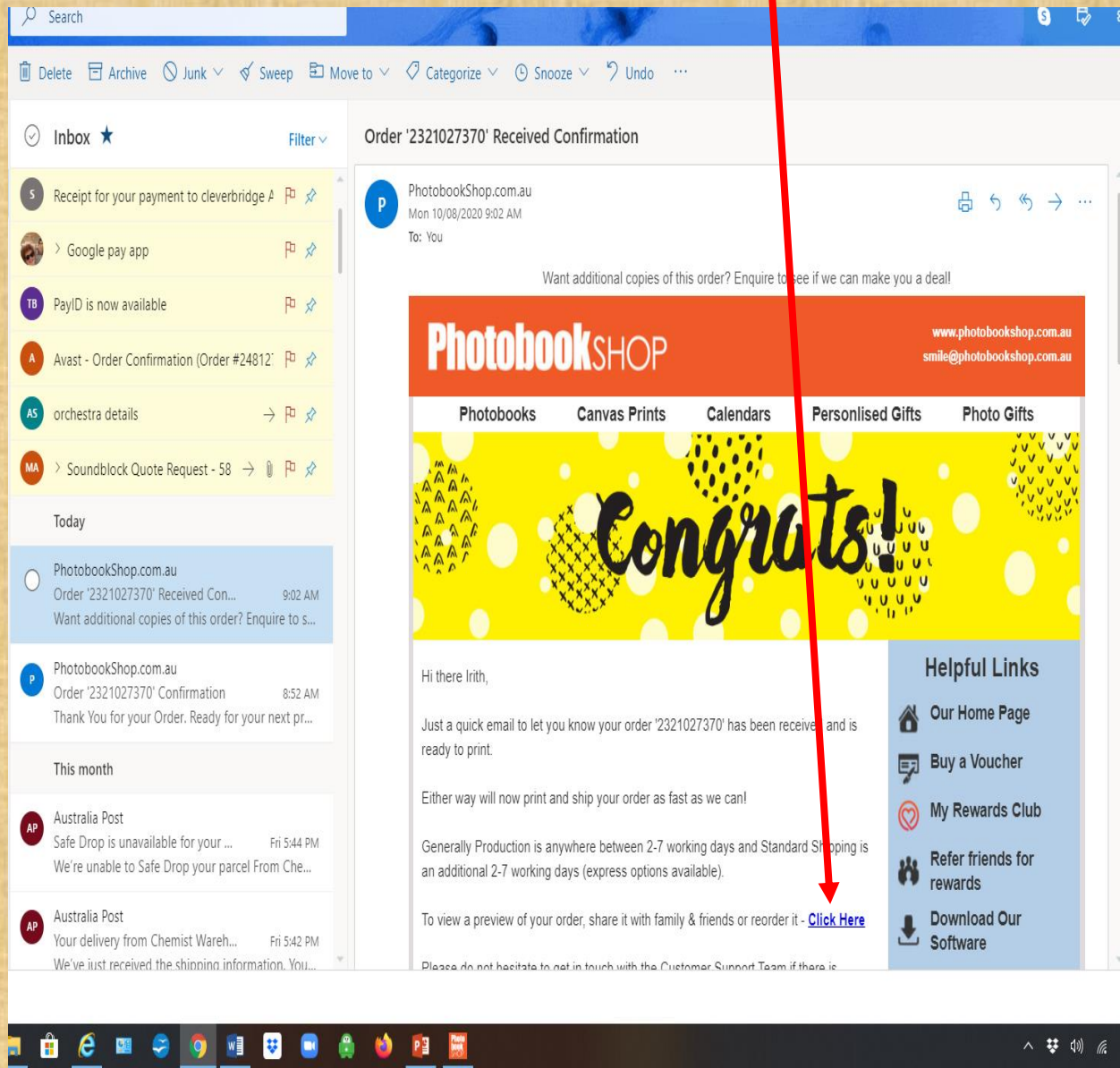
11.

All Finished



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.





SUBSCRIBE FOR AMAZING DEALS!
Your Email

Hi Irith Gouiric

Reward points: 0pts

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	[redacted]90th Party	4	WAUS6Y5XLHA3	$0.00	In Production	Select
21-06-2020	2321008570	[redacted]s birthday	3	WAUSY9XTSUHD	$0.00	Completed	Select
10-12-2018	232811696	Family and Friends in 2018	3	WAUS99UWF2ZJJ9X9N4G1	$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	WAUSXK162DE1DYSPS9N	$8.80	Completed	Select
11-07-2018	232747318	2017 Family 2	1	WAUS3T14BR5424PULDU	$4.40	Completed	Select
11-07-2018	232747303	2017 Family	1	WAUSFSFUSYEPXCAPHNF	$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

photobooks2.png
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.