by Linda Sattgast

Shutterfly Instructions

There are many fine online photo book companies who will do a great job printing your book. I happen to use Shutterfly because I like their quality and pricing, and I'm familiar with them. Because of that, I became an affiliate of theirs.

You do not need to use Shutterfly, but if you want to use them, I have instructions on how to create your book. Please accept my apologies in advance for not answering any questions about other book companies. I can only give advice from my own experience.

Using Shutterfly's Custom Path for Digital Scrapbooking

It can be a little confusing to prepare your digital scrapbooks for printing using the Custom Path on Shutterfly. Here are the links to pages on Shutterfly that talk about digital scrapbooking.

Shutterfly's link for digital scrapbooking:

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)

I decided to create my own videos to make the process more clear. Special thanks to Marie Cross for her excellent instructions on how to get full bleed pages using the Custom Path.

Create the Cover, Spine, and Pages

Use the templates provided by Shutterfly to create your pages, covers, and spines. Here's the link to the download page on Shutterfly:

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

NOTE: 12x12 Shutterfly Templates
I only use the cover and spine templates for the 12x12 size—not the page template, which is slightly smaller than 12x12. I create my pages in a 12x12 size, and that works just fine.

For other sizes, however, I use all the templates, including the page templates.

Shutterfly Video 01-Change from PSD to JPEG

Online book companies want you to upload your pages in JPEG format. In either Photoshop or Photoshop Elements:

- In the Menu Bar choose File > Save As.
- Decide where you want to save the file. I like to create a separate folder for all the JPEGs because that makes it very easy to select the files for uploading to Shutterfly.
- Open the Format menu and change from Photoshop to JPEG.
- Make sure Embed Color Profile is checked.
- Click Save, and you'll get the JPEG Options dialog box .
- Leave Matte to None.
- Choose a Quality of 10 or higher (I routinely use 10).
- Check Baseline (Standard).
- Make sure Preview is checked.
- Click OK

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Shutterfly Video 02-Upload Pages to Shutterfly

- Log in to your Shutterfly account.
- Under My Shutterfly, click "Add pictures" to get the Upload Pictures dialog box.
- Choose an album or create a new album to store your pages.
- Click Choose Files 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. Your selected files will appear in the Upload Pictures dialog box.
- At the bottom of your screen, click Start.
- 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.

Shutterfly Video 03-Edit Your Album Pages

After your pages are uploaded to Shutterfly, you'll need to edit them.

- If you chose View Pictures after uploading them, your correct album will be displayed.
- If you have come from anywhere else, make sure you have the correct album selected.
- On the right choose Select All to select all the thumbnails in your album. Selected thumbnails have an orange outline around them.
- On the left, open the Edit Menu and choose Apply Effect.
- In the Enhance Picture dialog box, choose No Effect.
- 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.
- Next click on the Crop tab. The selected photo will have a crop outline around it that

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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 to move to the next picture and repeat the process of clicking on the "Custom Crop Tool" link. You will 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 any new images later, you will have to edit them in the same way before adding them to your photo album.

Use the Custom Path to Create Your Photo Book

Special thanks to Marie Cross for her notes on how to use the Custom Path for digital scrapbooking.

Shutterfly Video 04-Choose the Right Book Style

When you're ready to create a photo book there are several places where you can click a button or link to start the process.

- One path is to choose My Shutterfly and click on Photo Books under "Start a new project."
- Choose Custom Path.
- Choose your book size.
- You may get a dialog box wanting to give you information. Click "Not Now."
- To choose your book style, look under "Refine Your Choices" on the left. Deselect "Our Top Picks" and check "Everyday."
- Scroll down until you see Versatile Classics, and click on it to select it.
- When a dialog box appears, click "Select this style."
- You'll get the dialog box for choosing pictures.
- Click on the Shutterfly tab and choose your album.
- Click on "Select all."

- Click the button to "Add to Photo Book."
- Shutterfly will arrange your photos, so click on "Place pictures myself."

Shutterfly Video 05-How to Get Full Bleed Pages

Here's the easiest way to choose the "full-bleed" option for all your pages. A full bleed means your scrapbook page will fill the entire photo book page.

- Click on the Pages tab at the bottom.
- Skip the cover and the title page and click on page #2.
- Under layouts on the left, click on the layout that is totally gray. If you click on the correct full bleed layout, your selected page will turn totally gray.
- At the top of your screen click on the Pages menu and choose "Apply to other pages."
- When the dialog box comes up, click "Layout" and click on the "Apply" button.
- When you get the popup that "Your book has changed," click OK.
- ALL the pages in your book, except for the covers, will now be full bleed layouts—totally gray.

Shutterfly Video 06-Add Pages to Your Album

Once you have full bleed pages you can start creating your photo book.

- Click on the title page thumbnail.
- Click on the Pictures tab and click and drag your title page thumbnail to your book.
- To go forward or backward in the book, click on the arrows below the book.
- "Hide used" will be checked by default. Leaving that checked will make a page disappear from the Picture Bin once you've used that page. You can uncheck this if you need to make changes.
- When you have added a few pages, click on the Save button in the upper right, and save frequently as you add pages.

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- Photo books come with 20 pages. If you want to add more, you can do so.
- When you're ready for the cover, click on the back cover and select the full bleed option.
- For the front cover, click on the full bleed thumbnail with type on it.
- A green text box will appear on the cover, but it will not print any additional type as long as you leave the text box empty.
- Add the spine.
- Click the Preview button to preview your album. This is a very important step. You'll want to be sure that 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.

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