

# technology center

## Photo Books

Now that summer is in its last days, you may want to take a moment to memorialize your summer vacation or events using a simple, inexpensive photo book. There are several companies out there that offer this service, Shutterfly, Snapfish, Kodak Gallery, Target, Walgreens and Wal-Mart to name a few. If you have friends or family that have used any of these service providers, you can tap into their experiences to aid you in selecting the company that best suits your needs. From personal experience, I have used Shutterfly and found it to be simple and easy to use with a high quality final end product. Below is a step-by-step on how to create a photo book using Shutterfly.

**Step One** - Create a folder on your computer for the photos that you wish to feature in your photobook. To streamline the process when creating your book, name the photos in numeric order of where you want them in your book. Once completed, you will need to access the Internet and go to [www.shutterfly.com](http://www.shutterfly.com) and select "Photo Books."

**Step Two** - Select the "Simple Path," and then you will need to decide the size of your photo book. Sizes begin as small as a 5"x7" up to the 12"x12." The prices begin at \$12.99 and go up from there. Once you have decided on the size, click on the book icon and a new screen will appear.

**Step Three** - You will now need to select the style of your book by clicking on the "Change Style" button. You will have many designs to choose from ranging from fun to formal. The good news is that you can decide to change the style of your

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book after you have imported your photos. To do so, select the new style, and it will automatically update your book.

**Step Four** - Import and add your photos to the book by selecting the "Add Pictures" button. You will need to browse out and select the photos which have been stored/saved on your computer by clicking on "Get Pictures." Select the photos in the folder you created and click on the "Add to Photo Book" button. Your photos will be automatically placed in the photo book template in numeric order. When you click on the photos on the pages of the book an edit toolbar will be featured for you to delete/remove photos or modify their positions. You can also drag and drop the photos to different pages if you wish.

**Step Five** - Once your photos have been placed in the book, you are then able to add text or captions where you wish.

**Website Note:** Please take a moment to register for the 2011 ISAC Fall School of Instruction. All conference information, including ISAC events and agenda, can be found at [www.iowacounties.org/fallschool.htm](http://www.iowacounties.org/fallschool.htm).

If you have a question regarding new technology and would like it addressed in this column, please contact me at 515.244.7181, ext. 315 or at [tnorman@iowacounties.org](mailto:tnorman@iowacounties.org). Until next month, keep clicking!

A banner for ISAC's Fall School of Instruction. The text is arranged in a clean, professional layout. On the left, "ISAC's" is in a small font above "Fall School" in a large, elegant script, with "of Instruction" in a smaller font below. To the right, the event details are listed in a sans-serif font: "2011 Fall School of Instruction", "Coralville Marriott Hotel and Conference Center", "Coralville, Iowa", and "November 16-18, 2011". At the bottom, a large, bold, sans-serif font reads "REGISTER TODAY!". The background features decorative circular patterns on the right side.

ISAC's  
*Fall School*  
of Instruction

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Coralville Marriott Hotel and Conference Center  
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**REGISTER TODAY!**