

# SHUTTERFLY PHOTO BOOK BASICS

## What is Shutterfly?

Shutterfly is a free, online design website you can use to create photo books, greeting cards, calendars, and other kinds of photo gifts. It can also be used as a storage site for your digital photos. Shutterfly offers unlimited storage for your photos in full resolution, and they never delete your photos.



## Getting Started

- Go to [www.shutterfly.com](http://www.shutterfly.com)
- Sign in or create an account with your email address and password.

## Loading Photos

- Click “My Photos” in the upper right corner of the screen.
- On the next screen, click “Upload” (lower left corner.)
- Choose where you will pull your photos from (your hard drive, a flash drive, a shared site like Facebook, your phone, etc.) Photo format should be jpg.
- After you open the files you want on your computer, click on the photos you want to upload. Hold down the shift key to select a group by clicking on the first and last photo you want to upload. Or, hold down the Ctrl and Alt keys to select more than one photo, but not consecutive photos.
- Click “open.”

## Choose Your Book

- Click “Photo Books” in the upper left corner of the screen.
- Choose “Make My Book Service,” “Custom Path,” or “Simple Path.”
- Choose a size (12 x 12, 11 x 8, 8 x 8, etc.)
- Choose a style, keeping in mind that all the design elements can be changed or expanded.

# YOUR PHOTO BOOK

## Create Your Book

- On each page, choose a **layout**. Then drag photos into the **photo boxes**. Add your text to any of the **text boxes** you want to use, by double-clicking on the text box. Any text boxes you don't use will not display, so you can ignore them.
- If the text box is not big enough for your text, click "**Advanced editing**" in the upper right corner of the screen. Then click once on the text box to select it. Once selected you can move it and/or change the size and shape.
- If you want to change how a photo displays, double-click it. You can then crop, or change the part of the photo that displays. You can also fix red eye, and add other effects.
- If you want to change the size or shape of a photo box, click "Advanced editing" in the upper right corner of the screen. Then click once on the photo box to select it. Once selected, you can move it, change the size and shape, or hit the "delete" key to remove it.
- To change colors, click "**Backgrounds.**" Click on the page, then on the color you want.
- To add stickers, click "**Embellishments.**" You can add stickers, or frames. To add a sticker, simply click on the sticker you want. Once on the page, you can move it, or make it bigger or smaller.
- To add a colored frame to a photo box, click once on the page, then click on "Frames." Click on the color and size frame you want added to the photos on that page. You can't put a frame on one photo – all photos on that page will get the same frame.
- Save your work often, at least after each page is finished.

## Order Your Book

- After you are finished double and triple-checking your book, click "Add to Cart" in the upper right corner of the screen.
- There are many enhancements you can order—the most important is glossy pages.
- If at all possible, wait for a sale. Shutterfly often offers 50% off the price of photo books!