

STEP 2 TUTORIALS: ADDING PHOTOS

NOTE: To insert photos into your book, they must be digital and loaded onto your computer. If they are already on your computer, you can use QUICK START below to enter your photos. If you need to scan a paper photo and make it digital, see Section II: SCANNING PHOTOS for instructions, then return to QUICK START to add your photos.

Add photos **AFTER** writing your book. As you write you will go back to edit, move or remove text causing your page breaks to move. Adding photos too soon will cause you to do more editing than if you wait until after you are satisfied with the text part of your book.

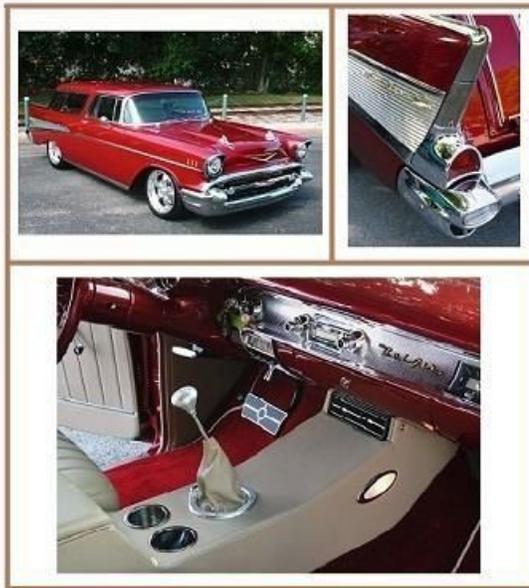
I. QUICK-START TUTORIAL TO ENTER PHOTOS

NOTE: Many people like to use a "template software" to create their photos before entering them into their book. These programs can easily create a "canvas" that allows you to create a collage of several pictures in a group. It can also be used for a single photo as well. Many of these programs are free. You can Google "photo templates" to see a list of companies. Many customers have found www.photojoiner.net to be easy to use.

Also, photos are centered on the page and text does not wrap around the photos.

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Examples of Collage Photo Feature





NOTE: These procedures are for www.photojoiner.net. Each template web site has their own procedures so read their information full instructions, but they all follow a similar set of procedures.

A. CREATE A COLLAGE

1. Open template web- site.
2. Click on Create Collage.
3. Choose a number of photos on the collage.
4. Choose collage arrangement
5. Default collage pixels are 1,000 x 1,000 and is a good place to start.
6. Click OPEN
7. Select COMPUTER
8. Find the photo on your computer to include on your collage and left Click
9. Click OPEN. The photo will now appear on right side of your collage.
10. Repeat steps 6-9 to get all your photos for your collage.
11. Drag photo and drop into space on your collage. If you want to move the photo to a different space, left click on the photo then click the Trash can icon

and photo will return to holding area to be relocated.

12. Once the photo is in the space, you can make small adjustments to the photo location within the space. Left click and hold down and move the mouse up or down or side to side to adjust. Release to set photo.

At this point, you may find that some photos have been “squeezed” in order to fit the template and you will want to make adjustments. If satisfied, go to Step 14.

13. By adjusting the SIZE SETTING to CUSTOM on left side of the screen, you can change the width and height pixels to create more space for the photos. For example, if you have a landscape photo (width is much more than the height), you can change the width to be 650 and reduce the height to 450. Keep change the width and height pixels to get the layout you desire.

Now you can enhance your collage, if you desire, by adding frames around your photos and color. If you do not want frames, go to STEP 16

14. If you desire a border around each photo in your collage, Left click and hold down BORDER SIZE and drag to the desired border look.
15. If you want to add color to the border, left click the small box net to BORDR COLOR. Then left click on the color spectrum to select the desired color.

If you are pleased with your collage:

16. Click SAVE
17. Click DOWNLOAD
18. Open DOWNLOAD
19. Click FILE
20. SAVE as JPEG PICTURE
21. Name your collage
22. SAVE to a file on your computer
23. Click SAVE
24. Return to www.catchmystory.com to MY BOOK. Follow instructions in B below.

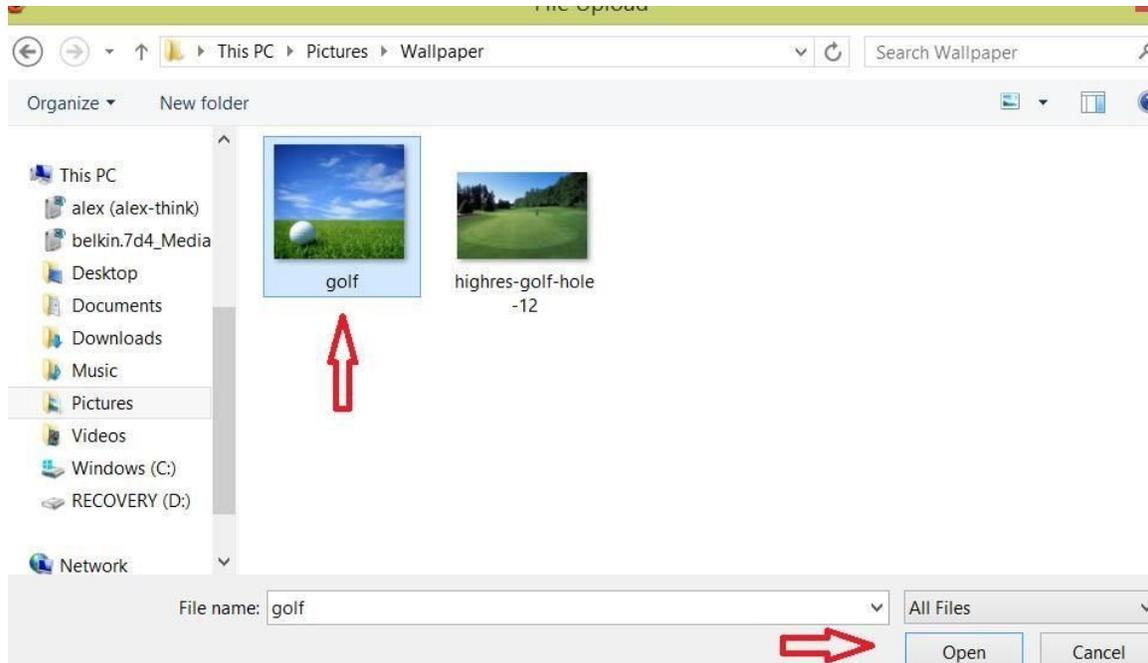
B. ADD PHOTOS TO YOUR BOOK

1. Go to www.catchmystory.com and click on MY BOOK.
2. In TEXT EDITOR, click on the chapter where you want to insert your photo.
3. Place the cursor in the TEXT EDITOR where you want the photo to appear (i.e. between paragraphs.).
4. Click on ADD A PHOTO to open the Upload an Image window (see screen shot below)



Screen shot, Step 4-6 and 8

5. In the **Image Caption**, enter caption name for your photo if the caption is desired.
6. Click **Browse** to locate where your photos are stored on your computer, then click on the photo you want in your book.
7. Then click **Open** to open your photo.



Screen shot from your computer for step 6-7

8. Click Insert Image on the Upload an Image screen. Your photo and caption will be inserted in the Text Editor.
9. Click SAVE
10. Click PREVIEW and see how photo appears when the book is printed.

NOTE: When in PREVIEW you will see the book EXACTLY as it will appear when printed. As you look at PREVIEW you will see page breaks and may decide to resize some of your photos to improve the layout look. You may also see occasionally that a photo is not centered. You may also see an empty page at the end of a chapter. These are easily fixed with the following directions.

To make photos larger or smaller, see C below.

To remove a photo from your book, see D below.

To remove an empty page from your book, see E below.

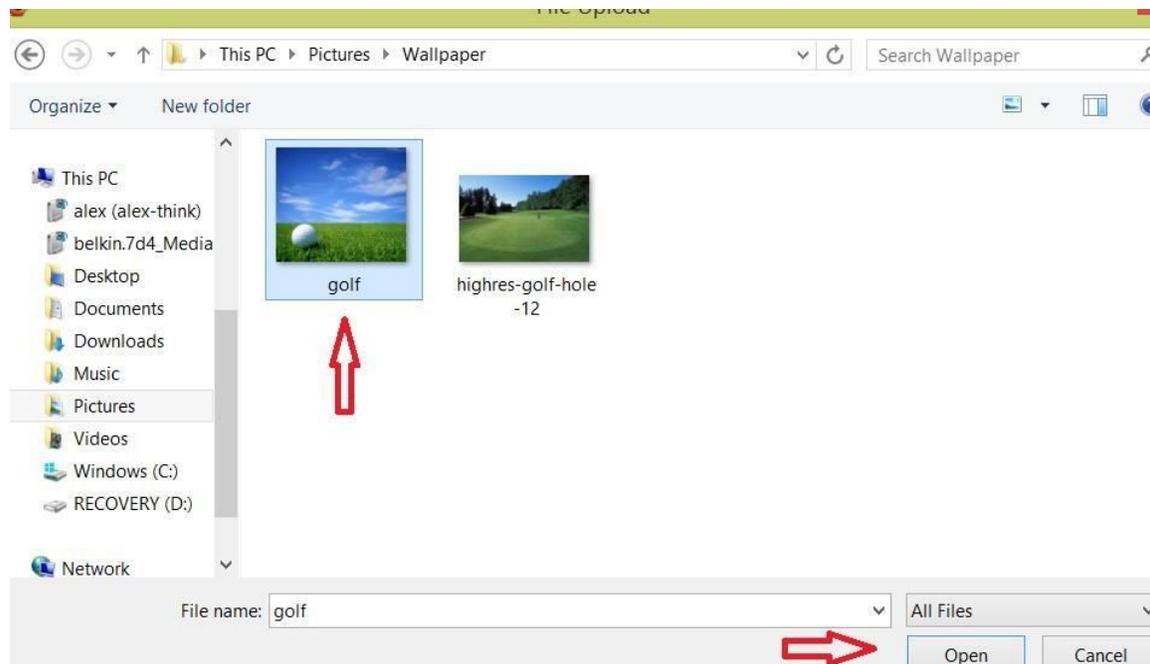
To center a photo, see F below.

1. In TEXT EDITOR, locate chapter where photo is to be insert
2. Place cursor in the Text Editor where you want the photo to appear (i.e. between paragraphs).
3. Click the **ADD A PHOTO** button to open the “Upload an Image” window (see screen shot below).



Screenshot for steps 4-5 and 7

4. In the Image Caption, enter caption name for your photo if the caption is desired.
5. Click browse to locate where your photos are stored on your computer, then click on the photo you want in your book.
6. Then click **Open** (in the lower right-hand corner).



Screen shot from your computer screen for step 5-6

7. Click Insert Image on the Upload an Image screen. Your photo and caption will be inserted in the Text Editor.
 8. Click SAVE
8. Click PREVIEW and see how photo appears when the book is printed.

NOTE: To make photos larger or smaller, see III below.

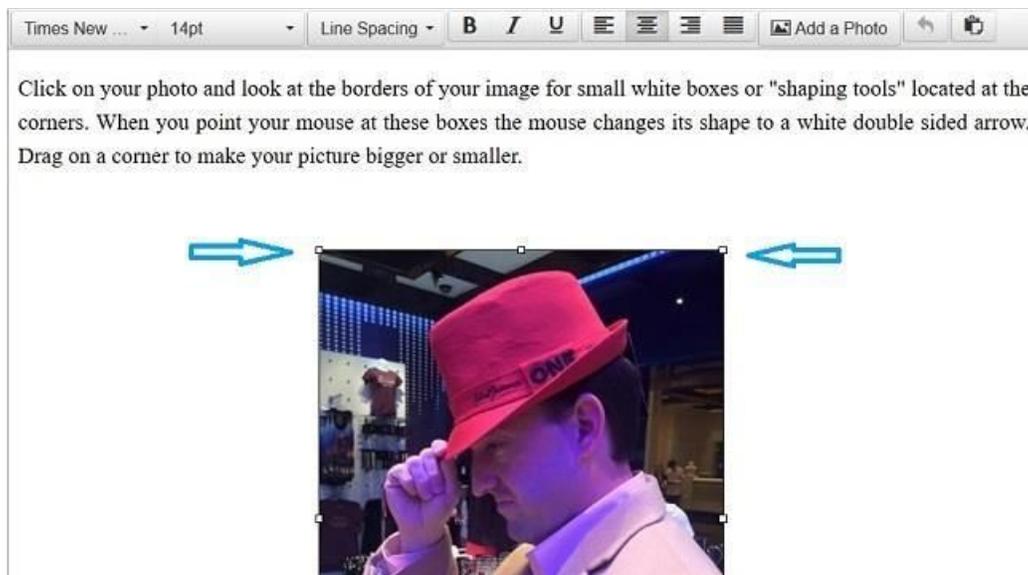
To remove a photo from your book, see IV below.

To remove an empty page from your book, see V below.

To center a photo, see VI below.

C. HOW TO MAKE YOUR PHOTO LARGER OR SMALLER

1. In Text Editor, left click on your photo.
2. You should see small white boxes on the four corners of your photo. When you point at the white boxes or “shaping tools” your mouse pointer changes to a white double sided arrow.
3. Click on corners and drag to make larger and smaller. Pixel ratio will automatically adjust. **DO NOT** click on the side boxes to resize, photo distortion will occur.
4. Click SAVE
5. Click PREVIEW to see results. If more adjustment is desired, return to TEXT EDITOR and repeat Steps 1-5



D. To Remove a Photo from Your Chapter:

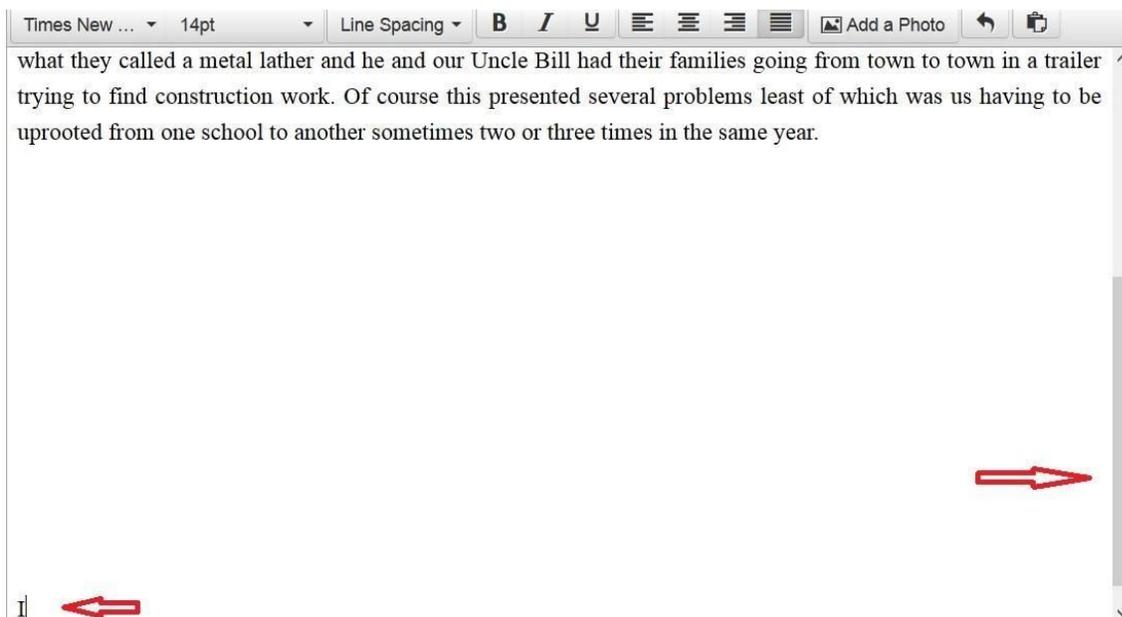
1. In the Text Editor, left click on the photo you want to delete, then hit the Backspace or Delete key. Note: If you delete the photo by accident you will have to insert it again using the steps from the “Add a Photo” section.

E. Procedures for Removing Empty Pages:

There could be situations when you **Preview** your book you discover blank pages at the end of a particular chapter. This should not happen often but is most likely to occur when an image or text ends before a page break.

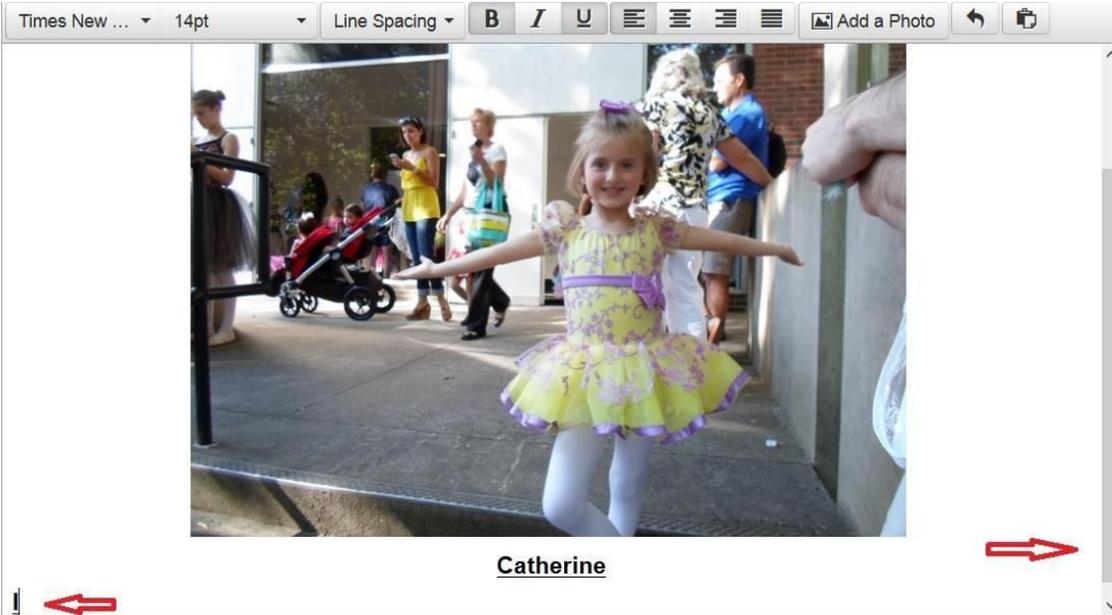
Please follow these steps to delete a blank page at the end of a chapter:

2. Go to the page **before** the empty page.
3. Locate the scroll bar on the right of the screen and scroll it to the bottom.
4. Place your cursor on the left- hand side on the bottom (last line) of the page.



Screen shot for 2 and 3

4. Hit backspace on the keyboard until the cursor is one line away from your last text or image.



Screen shot for 4

5. Click Save button on the visual commands at the top of the screen.
6. Click Preview and confirm blank page has been removed.

F. PHOTO NOT CENTERED:

Note: If there is not at least one word above the photo and it is the first thing on a page, the photo may not be centered. It may have been centered originally, but if the text was later added or edited in front of the photo, it could have moved the photo to a different page to make room for the added text and has now created the problem.

1. Getting photo centered by reducing the photo.

Depending on how much space is empty on the page before the photo, you can reduce the size of the photo until it fills up space on the page before where the photo was not centered.

- a. Right click on the photo.
- b. Grab and drag the white box on the corner of the photo and move it

- diagonally to make it smaller.
- c. Click SAVE.
- d. Go to PREVIEW and see if it was made small enough to go to the preceding page.
- e. If not, repeat steps 2-5.

2. Center photo by using the space bar.

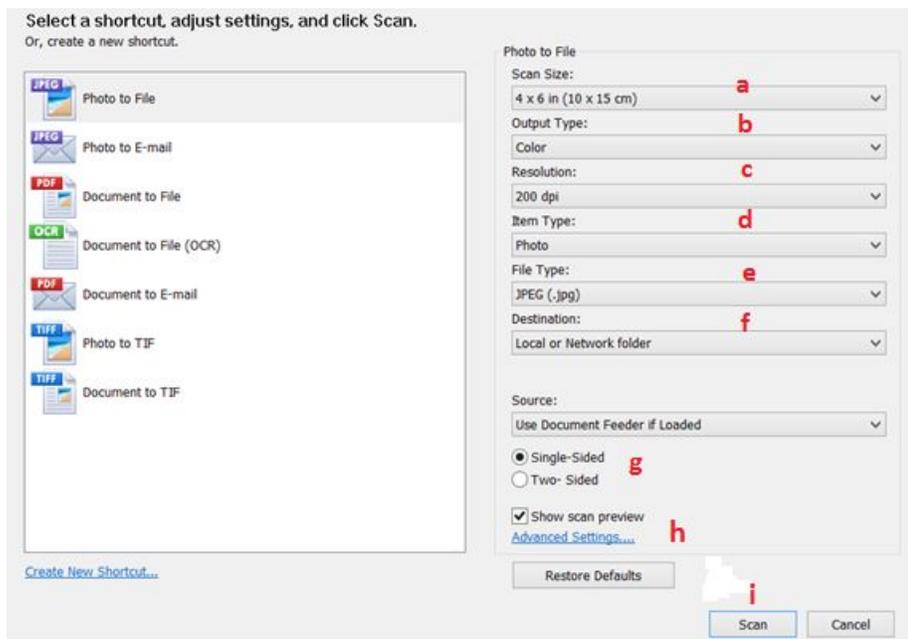
- a. In the Text Editor, left click on photo not centered.
- b. Place the cursor to left outside the photo and left click.
- c. Hit SPACE BAR one time.
- d. Click SAVE.
- e. Go to PREVIEW to see the change. Photo should be centered

II. SCANNING AND ADDING A NEW PHOTO TO YOUR COMPUTER

A. HOW TO SCAN A NEW PHOTO USING YOUR PERSONAL SCANNER WITH A PC. (Apple Users can Google: Scan Using Apple Mac for instructions depending on your operating system).

1. Turn on computer and scanner.
2. Measure the exact height and width of your photo. Old photos may have been trimmed and will measure odd sizes like $3 \frac{3}{4} \times 4 \frac{1}{2}$. This will be accounted for in Step 6a below.
3. Place the photo on the glass flatbed of the scanner. Place the corner of the photo at the arrow or other notation on the glass flatbed (usually in one of the corners).

4. Open the scanner software on your computer.
5. Select – **Photo to File**
6. Setting up **Photo to File** (see screen shot below with red letters depicting actions).
 - a. Scan size – Select the size option in the drop down box closest to actual photo size. DO NOT USE “ENTIRE AREA SCAN”.
 - b. Output Type – Select Color, even if the photo is B&W.
 - c. Resolution – Leave on default setting, usually 200dpi
 - d. Item Type – Either photo or document depending on item scanned.
 - e. Select file type –JPEG
 - f. Destination – You select where to store your photo. This is usually a local or network folder.
 - g. Click on Single Sided if you have this choice on your scanner.
 - h. Click Show Scan Preview.
 - i. Click Scan.



Screenshot for 6, a-i above

Your photo is now a digital image and allows you to make various improvements, **if needed**, such as rotation and white space removal.

III. REMOVING WHITE SPACE AROUND PHOTO AND ROTATING YOUR PHOTO

A. If the “dotted lines” are not exactly around all sides of the scanned photo, drag the “dotted lines” so that they are on the edge of the scanned photo on all sides. This white space is usually found to the right of your screen. **All white space must be removed from around the scanned item.**

B. If your photo needs to be rotated, use the rotation options.

Please make all needed corrections before clicking SAVE. See screen shot below: Notice there is white space that also needs to be removed.



Save

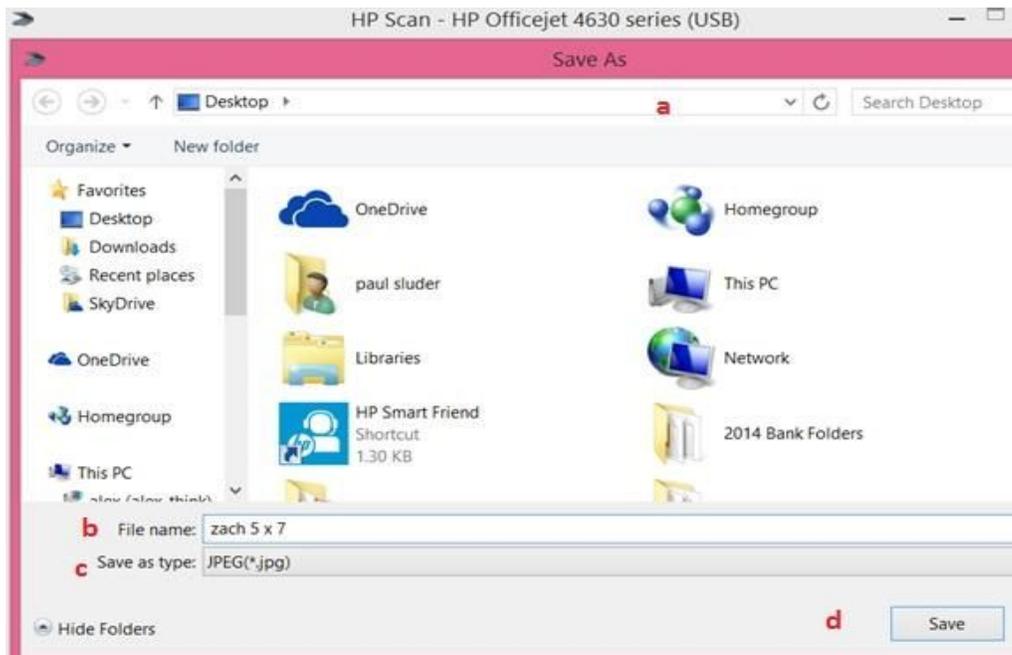
C. SAVE scanned photo to your computer (see screen shot below with red letters depicting this action).

a. Select location. At the top of the screen, use the drop-down box on the far right to choose places like the desktop or a particular folder.

b. File Name: Name your photo for quick reference and enter it here.

c. Save As Type: Select JPEG (*.jpeg)

d. Click SAVE.



Screen shot for step C, a-d.

IV. GO TO QUICK START, SECTION I TO ADD PHOTOS TO YOUR BOOK