
Table of Contents

Foreword	11
Visual Steps Newsletter	11
Introduction to Visual Steps™	12
Register Your Book	13
What You Will Need	13
How to Use This Book	14
Prior Computer Experience	15
Website	15
Test Your Knowledge	15
For Teachers	15
The Screen Shots	16
1. Introduction	17
2. Overview of Photo Book Providers	21
2.1 Names and Web Addresses	22
2.2 Work Online or Offline	23
2.3 Number of Pages	23
2.4 The Cover	24
2.5 Using Background Images	25
2.6 Using a Photo	27
2.7 Editing Text	27
2.8 Adding and Editing Text Boxes	28
2.9 Working with Frames, Masks and Clip Art	29
2.10 Aligning to a Grid	31
2.11 Options for Photo Editing	32
2.12 Moving Pages	33
2.13 Sharing a Photo Book	34
2.14 Summary	35
3. Working with Mixbook	37
3.1 Starting <i>Mixbook</i>	38
3.2 Creating a New Photo Book	40
3.3 Adding Photos	43
3.4 Selecting a Page Layout	48
3.5 Reducing or Enlarging Photo and Text Boxes	51

3.6 Moving Photo and Text Boxes	53
3.7 Adding a Photo	53
3.8 Deleting a Photo	54
3.9 Using Shapes	55
3.10 Using Frames	56
3.11 Adding a Background Color	57
3.12 Using a Background Image	58
3.13 Use Your Own Photo as a Background	59
3.14 Undo and Redo	61
3.15 Save Your Photo Book	62
3.16 Adding Text to a Text Box	63
3.17 Formatting Text	64
3.18 Adding a Text Box	67
3.19 Copying Text from a Text Editing Program	68
3.20 Adding and Deleting Pages	73
3.21 Changing the Order of the Pages	75
3.22 Closing <i>Mixbook</i>	77
3.23 Viewing a Preview	77
3.24 Sending and Paying for Your Photo Book	80
3.25 Background Information	84
3.26 Tips	85
4. Writing Tips	89
4.1 Ten Writing Tips	90
5. Formatting Tips	97
5.1 Character of the Page	98
5.2 Readability of the Text	105
5.3 Formatting the Story Album as a Whole	109
6. Collecting Photos	111
6.1 Creating a New Folder	112
6.2 Copying Photos to the New Folder	114
6.3 Importing Photos from Your Digital Camera	118
6.4 Connecting the Scanner	123
6.5 Scanning Photos in <i>Windows 7</i> and <i>Windows Vista</i>	124
6.6 Scanning Photos in <i>Windows XP</i>	129
6.7 Tips	136

7. Create a Vacation Photo Book	139
7.1 Action Plan	140
7.2 The Structure of Your Story	141
7.3 Your Own Photo Book	159
8. Create a Wedding Day Book	161
8.1 Action Plan	162
8.2 The Structure of Your Wedding Story	163
8.3 Your Own Photo Book	178
9. Tell Your Life Story	179
9.1 Action Plan	180
9.2 The Structure of Your Story	181
9.3 Your Own Story	204
10. Write About Baby's First Year	205
10.1 Action Plan	206
10.2 The Structure of Your Baby Book	207
10.3 Your Own Photo Book	227
10.4 Visual Steps Website and Newsletter	228

Appendices

Appendix A How Do I Do That Again?	231
Appendix B Opening the Bonus Online Chapter	233
Appendix C Index	235