

# RealBook-Scrapbooks.com

P.O. Box 600,  
Conifer, CO 80433-0600  
United States of America

Phone: 303-697-2342  
Fax: 303-697-5061  
Email: [info@realbook-scrapbooks.com](mailto:info@realbook-scrapbooks.com)

Representatives Website: [www.PrincessCrafts.com](http://www.PrincessCrafts.com)



## RealBook Scrapbooks<sup>sm</sup> Instructions

Standard book is 40 pages (20 double sided sheets) and includes a custom cover, dedication and back photo with biography.

Thank you for choosing PrincessCrafts.com and RealBook-Scrapbooks.com. You are about to create the greatest book of your life, *your book*. Let me be the first to congratulate you on your first of what we hope will be many published works of art and history. We know already that once you get it, you'll agree it's the best thing you've ever done.

That in mind, let's learn what is needed for you to make your real book scrapbook a reality.

### Step one: These instructions.

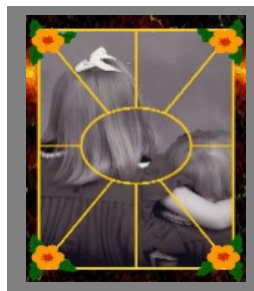
You have already taken the first important step, you downloaded these instructions. Please read each step carefully. We need you to follow each step to ensure there are no delays or mistakes in "*your book*."

### Step two: Create your cover page and select your back page photo.

If you have a page created for the outside front cover already, great. If not, you'll need to create one for this book. Remember, this is not a photo album or plain brown wrapper book we are creating here, this is a professional hardbound real book that we are creating on *archival quality 80# paper*. It just happens to be a scrapbook.

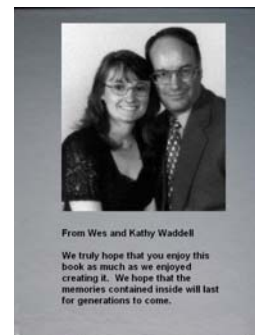
So, here are a couple of **recommendations** that will give it a much more professional look and feel.

1. If the outside border, or the page background, is one of our standard colors of white, black, red, maroon, lemon yellow, Navy blue, green, tan or light gray, then we will make it wrap around the whole book cover when finished (see our far right white example.) Just tell us what color to make the book background. If your page is not a standard color, not a problem. The entire scrap page will be framed in color (see our exaggerated gray example at right) adding dimension to your design.



2. All great literary works have a title on the cover, I would suggest that yours should too. I recommend the cover should have the family name and if possible the years that are enclosed in the pages. Example: Waddell Family January 1999 to December 2001. Volume labels work well too since you know you're going to have more printed later.

The back cover, like all professional books, can have a picture of the author (or family) and short biography. If this is a gift, it's also a perfect place for the final greeting or wishes. Use your imagination here, it's your book. The only thing to remember is that the picture will only take up about half the page, your text will then be sized and formatted approximately as you put it on the order form box. It's up to you. Max about 15 lines of text. Please use only common font styles.



### Step three: Page Preparation.



Pages start printing on the inside right page – One single page and then Matched Sets as far as they go, so plan ahead – (an odd number of pages means the last two pages are matched).

If your pages are hand scrapped or already printed, you will need to gather them all up (including the cover and back photo), and get

them back into digital form.



### That means scanning.

Don't worry if you don't have a scanner or know someone who does. Just gather up your pages (and any copyright releases for professional photographs) and head down to your local film processor or large retail store that processes film. They all have kiosks now from the likes of Kodak and Fuji that allow scanning of images to Compact Disk (CD).

The great part is that for as little as \$4.00, you get professional help in using the system and setting it up to meet our easy printing requirements. Best of all, they burn the CD for you. That's about as easy as it gets. **Note: Almost all scan centers are limited to approx 9" wide, max.**

If you have your own scanner, then all you need to do is to scan your pages to your hard drive with our printing requirements.

### What are the requirements?

Simple: All pages are to be scanned as 300dpi color photo's (unless they are black and white of course). If your software can be set for **sRGB/RGB color matching** that will help.

Our preferred format is JPEG (.jpg), but we can accept TIF, GIF, PNG and PDF as well as EPS, PSD and TGA. In other words, if it's a standard, nonprogram proprietary format... we can process it.

If you do use any of the compressed file formats, make sure that the compression is set for medium or better resolution. Big files are always better than little ones.

One last note about scanning at the local print shop. Make sure you scan the pages in the order that they will be placed in the book. The images are named with numbers, such as scn001, scn002 etc.. This is a good thing as we'll see in a minute.

### For those of you with your pages already in digital format...

If you created your pages in a digital scrapbook program (like the free one that is offered by PrincessCrafts.com), then all you need to do is to save the images to your hard drive at 300dpi resolution or better and you are done with this step. Just make sure to save them in one of the formats provided above and in numbered file sequence.

If you can't save them in a standard format, your best bet is to go ahead and print them and then follow the scanning procedures used for printed and hand scrapped pages. Then go to PrincessCrafts.com, sign up for the Computer Scrapbooking 101 Mini-Course and use the link to the free software and tutorial so your next book will be ready to just save.

The software is just as easy as your current one, once you take the Mini-course, and is able to do many advanced things your current software most likely is not capable of doing. No commercial, just no-cost sound advice!

### Step four: Naming the files.

**Critical Step!!!! Critical Step!!!! Critical Step!!!! Critical Step!!!! Critical Step!!!!**

The way you name your files will determine the order that they will be printed in your new book. All file names must have sequential numbers in them. 001 is always the cover page and the last numbered file is always the authors photo (or family photo if you wish.)

Good Examples: scn001.jpg, scn002.jpg... or page01.jpg, page02.jpg... or 0001.jpg, 0002.jpg... and finally 001cover.jpg, 002page.jpg... 100author.jpg.

Bad Examples: scn01a.jpg, scn01b.jpg... or cover001.jpg, page001.jpg, page002.jpg... back001.jpg or 001.jpg, 2.jpg, 03.jpg...

The key here is that the pages need to list in a standard directory in order and all the numbers need to be the same number of digits. This is the only way we can tell which order you want your pages to be in. So, be careful and double check the directory if you can before you burn the CD.

The good news is that if you are scanning your pages, most scanners number the scans sequentially for you. Just scan the pages in the order, cover to back, that you want them printed in. Easy enough, right? Pages are printed:



Cover(001), Dedication,

Blank/002,

003/004, 005/006, etc.,

Back Bio

## Step five: Burn the CD

This is the last step before you pack it all up and send it off for printing. Just use your CD burner and make a data CD or if you have one, a DVD will work too. The only requirement for your CD is that it has to be PC readable. Sorry, no Mac or Unix systems CDs yet.

Those of you who don't use a Windows or PC based system, don't fret, we'll be taking care of your needs too, just as soon as we can. In the mean time, DVDs are universal, just make sure the file type is compatible too. There are also programs and places (just check with your local computer shop) that will take your files and put them onto a PC compatible disk.

## Why a CD or DVD?

Good question. The reality is that floppy disks don't store enough data, you would not be able to fit even one of your scans or files onto a disk. CDs offer almost 650 meg of storage space. That's enough room for more than 200 files of 3 meg each. DVDs store 4.5 gig or more. CDs and DVDs are also not subject to problems from current x-ray machines and other security equipment in today's mail and package delivery systems.

## So, why a CD... it's got all the storage you need and it's cheap to mail... ;-]

If you followed all the steps above and named all your files sequentially, then all that should be required is to copy the entire directory of files onto a single CD or DVD (more than 1 is OK if you have really BIG files.) That's it, your files are ready to go. All that's left is to fill out the paperwork (if you haven't already) and pack it all up.

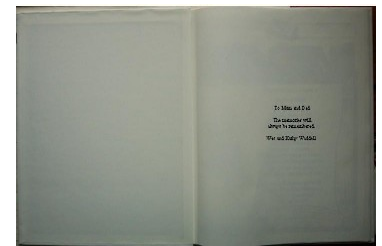
## Step six: Packing and shipping instructions.

Fill out the shipping and payment form (page 1). That one is self explanatory and has examples built into it. So, we won't restate the information here. If you do have questions, just call or write.

Fill out the custom order form (page 2). This one is also easy and straight forward. But, I want to remind you that this is your real book scrapbook and while we make recommendations for what should be in each block, the bottom line is that whatever the client wants... the client gets on this form. So, use your imagination and do what's right for you. We'll see that it gets done.

What do I mean?

I mean that you can be as formal or informal as you want! The dedication can be heart felt, like at the right, or comical. The Author and biography can be professional or personal like in Step 2 – Page 2 above. Just please keep it within a PG rating. It's going to be a cherished family treasure and may fall into the hands of the younger generation some day.



So, if you want a family photo on the back with a holiday message from the family to the grandparents or other gift recipient, please do that. On the other hand if you want an actual short bio of the author that created the book so generations from now the family will know who you really were, then that's what we'll create for you.

We'll even put the family dogs picture and his/her bio on the back if that's what you tell us to do. Like I said, it's your book. Try and make the Bio block look like you want, we'll mimic what you do. Center each line and we will too. One small sentence at the top and that's what we'll print.

How to pack it?

We recommend a hard CD case and a bubble lined envelope. Don't worry, we'll ship your CD back to you with your finished real book scrapbook. Overnight mailers and thin boxes are fine too, just remember the heavier it is, the more it costs you to mail it.

**Quick recommendation. Make a copy of the CD if you can... just in case!**

Place the CD/DVD (in its case), the shipping/payment form, and the custom order form in the package along with your payment, if paying by check or money order. Seal it tight, use mailing tape to be sure, and get it to the post office or your choice of shipping companies as soon as possible.

While the disk won't fade or expire, your patience to get your book back might. Sorry, just trying to liven up the boring instructions.

That's it. You're done! Congratulations and welcome again to your first of many professional hardbound real book scrapbooks.

Use the checklist below to make sure you don't miss anything...

## Final Checks...

- Front Cover page is file 001
- Last page/file is back cover picture or X on form for blank
- Files are scanned/saved at 300dpi (optional sRGB color matching)
- Files are ordered sequentially cover to back cover image
- CD is PC compatible or DVD
- Billing/Shipping form is filled out, **signed and dated at the bottom**
- Credit card name/number is on the form or alternate payment is enclosed
- Custom Order form is filled out
- CD and both forms are enclosed in package

**Send to:**            **RealBook Scrapbooks<sup>sm</sup>**  
                          **P.O. Box 600,**  
                          **Conifer, CO 80433-0600**

Courtesy of [PrincessCrafts.com](http://PrincessCrafts.com) and [1-Computer-Scrapbook.com](http://1-Computer-Scrapbook.com)