

Organizing Content is **EASY!**

Step 1 Name Photos

(see page 2)



Step 2 Print Out Photo Templates

(see page 3)



Step 3 Add Captions

Do not enter any text on these templates. You will type your text into the TEXT FILE found on the website.



Step 4 Mail Everything to Us

(see page 6)

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STEP 1 Name Your Photos

Name Your Photos As 4 Digit Numbers

0802.jpg

page #8

photo #2

Name Photos for Normal Pages

1. Get all files on your computer. If you have your photos on CD copy them to your computer. Use Windows Explorer to work with your files.
2. Once the files are on your computer you can add the 4 digit numbers to the beginning of each filename. Click the filename, hesitate, then click it again. The name will be highlighted and you can change it.
3. Name cover file "cover01". Save files to one folder to a CD.

0801.jpg
0802.jpg
0803.jpg

Name Photos for Portrait Pages

1. Put all the files to be alphabetized in a folder named "Portraits".
2. Name each filename with the person's last name then first name.

adams jeff.jpg
adams john.jpg
carson ted.jpg

Name Paper Photos

1. Write the 4 digit photo number on the back of each photo.
2. Submit all paper photos in envelopes by page number.
3. Write the page number on the outside of each envelope.

STEP 2 Print Photo Templates

This document contains a selection of photo templates. Choose the templates you want to use and **PRINT** out as many of each one as you will need. Use a pen or pencil to write your photo numbers on the templates.

Example Template

The example template is a rectangular page with a heading 'Heading 1' at the top center. It contains four photo slots arranged in a 2x2 grid. Each slot consists of a square frame containing a circle. Inside each circle, the text 'Photo Number' is centered above a horizontal line. Below the line, a four-digit number is printed in red: '0801' in the top-left, '0802' in the top-right, '0803' in the bottom-left, and '0804' in the bottom-right. Below each photo slot is a text area: 'Text 1 - Text will go here.' under the top-left, 'Text 2 - Text will go here.' under the top-right, 'Text 3 - Text will go here.' under the bottom-left, and 'Text 4 - Text will go here.' under the bottom-right. At the bottom left of the page, the text 'Page 8' is printed, with the number '8' positioned above a horizontal line. Three green arrows point to these elements: one to the '0801' number, one to the 'Text 3' area, and one to the 'Page 8' line. Red text annotations provide instructions: 'Put the 4 digit photo filenames here' points to the first arrow, 'Text 1, Text 2...shows where text will be placed later. Do not worry about this now. You will enter your text in the text file found on the website. When we receive all of your content we will place the text in these areas.' points to the second arrow, and 'Write page number here.' points to the third arrow.

Put the 4 digit photo filenames here

Text 1, Text 2...shows where text will be placed later. Do not worry about this now. You will enter your text in the text file found on the website. When we receive all of your content we will place the text in these areas.

Write page number here.

Don't Forget

Every page needs a template including the cover. Total interior pages must be a multiple of 4 such as 12,16,20... and a multiple of 8 for small books such as 16,24,32... If you do not find a template that suits your needs you may draw your own. These templates are at standard book size so set your printer settings at 50% to print these templates at the small book size.



Alternate Spreadsheet Method for the Portrait & Directory Sections

Set up your laptop with the spreadsheet open and provide column headings for whatever information you want to collect. Make sure you are using spreadsheet software such as Microsoft Excel and not word processing software such as Microsoft Word.

STEP 1

STEP 2 **As you photograph each family** either you, your assistant, or the family can enter the text information.

Submit Your Spreadsheet Like This

	A	B	C	D	E	F
1	Photo Filename	Names	Kids Names	Address	City, State, Zip	Phone
2	smith john.jpg	Smith, John & Jane	Samantha	123 Main St.	Anytown, CA 55555	555-555-5555
3	adams jeff.jpg	Adams, Jeff & Carol	Ted, Jeff, & Tim	567 Forest Dr.	Anytown, CA 55555	555-555-5555
4	adams tim.jpg	Adams, Tim & Pam Hill		456 Lima Dr.	Anytown, CA 55555	555-555-5555

**And We Will Print The Entire
Alphabetical Portrait Section
and the Text Roster for you!**

STEP 3
Enter Photo Filenames
(last name first name)

**See FAQ on the website Get Started page if you
want a pre formatted Excel spreadsheet.**

Note that if you need different name information for the portrait and the roster sections you can submit 2 separate spreadsheets. Portraits will only need columns A, B, and C. Rosters will only need B - F

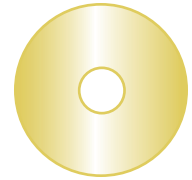


Alternate Spreadsheet Method for the Portrait & Directory Sections

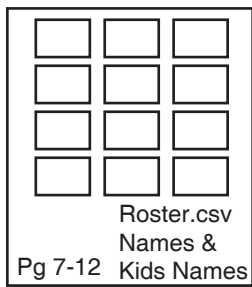
Save as "Roster.csv".

When you save your file choose "save as type" and choose "comma delimited". Also make sure all the photos for this alphabetized section are named "last name first name.jpg" and put them in a folder named "Portraits" and save to a CD.

STEP 4



STEP 5



Choose a layout for the portrait section.

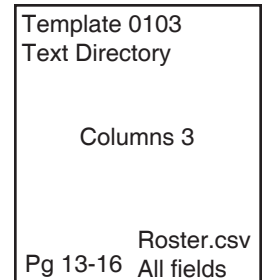
Print out a photo template. Put the page range at the bottom such as Pgs 6-17. On the NOTES line write the field names for the text you want included such as "Names, & Kids Names".



STEP 6

Print Template 0103 for the text roster.

Enter the page range at the bottom. This just helps keep track of the total page count.



That's It!

Now you only have to fill out templates and text file captions for the other pages of your book. The Portraits and Roster sections are completed.

Spreadsheet Advantages:

- ➔ Faster
- ➔ No need to fill out templates
- ➔ No need to alphabetize

STEP 4 Mail Your Content To Us

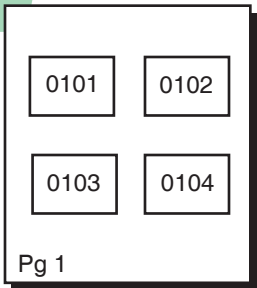
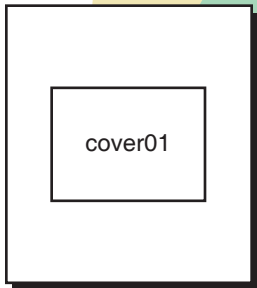
1
Burn files to CD



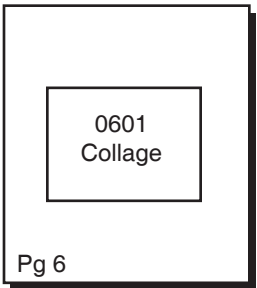
- PORTRAITS**
- adams jeff.jpg
 - adams john.jpg
 - benton jerry.jpg
 - caspar susan.jpg
 - daves barry.jpg
 - etc...

- OTHER FILES**
- 0101.jpg
 - 0102.jpg
 - 0103.jpg
 - 0104.jpg
 - 0201.jpg
 - 0202.jpg
 - 0301.jpg
 - 0401.jpg
 - 0501.jpg
 - 0502.jpg
 - 0503.jpg
 - 0504.jpg
 - 0505.jpg
 - 0506.jpg
 - 0601 Collage.jpg
 - cover01.jpg
 - Roster.csv
 - Text.rtf

2
Gather Printed Photo Templates



(Pg 2-5 Not Shown)



Portraits

Roster.csv
Names &
Kids Names

Pg 7-12

Roster

Template 0103
Text Directory

Columns 3

Roster.csv
Pg 13-16 All fields

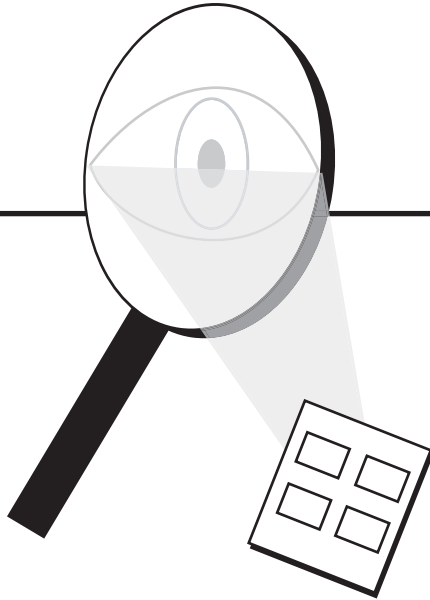
Spreadsheet Method

3
Order Form & Check



Mail to:

Memorybooklets, Inc.
205 Spring Valley Dr.
Paducah, KY 42003



Double Check Your Content!

Double check to be sure all photos and text are correct. When you submit your content it should be your final version. The purpose of the approval copy we send you is to verify image quality and to make sure the book contains the correct photo and text information according to the content submitted. The purpose is not to check for submission errors. Content submitted should already be error free. If the book requires changes due to submission errors additional rework charges may apply. Sending error free content is an important step to speeding up your order and insuring you receive the best books possible.

Common Mistakes to Avoid

Misspelled words

Spaces after commas

Capitalization

Outdated names on rosters

Outdated addresses on rosters

Missing photos

Wrong photos

Wrong names for portraits

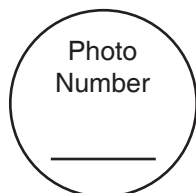
Here's a Tip!

Photographers,

It is a really good idea to have the church double check the portrait photos and roster before you submit them to us. It will save you a lot of headaches!

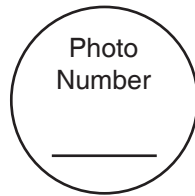
Your Design

We will place your image file on this page (.jpg, .tif, .pdf).
Just name your file with a 4 digit number. If this was
page 5 you could name your file 0501.jpg



Collage Page

We will place your collage file on this page (.jpg, .tif, .pdf).
Just name your file with a 4 digit number. If this was
page 5 you could name your file 0501.jpg



If you can not produce the collage with software you may
cut up your photos, arrange on paper, and scan the page.
(If you do not have a scanner we can scan for you - see order form for prices)

Template 0103

text only roster

other text only pgs

Heading 1

Membership Roster (text only)

This template is just a page holder for your membership roster to help keep an accurate count on total pages used. The only thing you need to do with this page is write a page number at the bottom. If you will have multiple pages of text just write the page range at the bottom such as "Page Number 12-16".

You will enter your text into the text file on the website (see text file example #2). Or if you have your roster in a database you can export it or "save as" a separate file named "roster.csv" in comma delimited format. Be sure that your roster is up to date. Delete unwanted records and fields so that the file we get contains only the information you want printed.

These are pages with only text - no photos. We will format your text into 3 columns unless you specify otherwise. Each 3 column page has 165 lines including spaces which will hold about 30 records with the format shown below. To calculate how many records you can fit per page take the number of lines in one of your records plus one line for the space between records and divide that number into 165.

Example of a Typical Record

John Adams
123 Main Street
New York City, NY 12345
333-333-3333

Other Text Only Pages

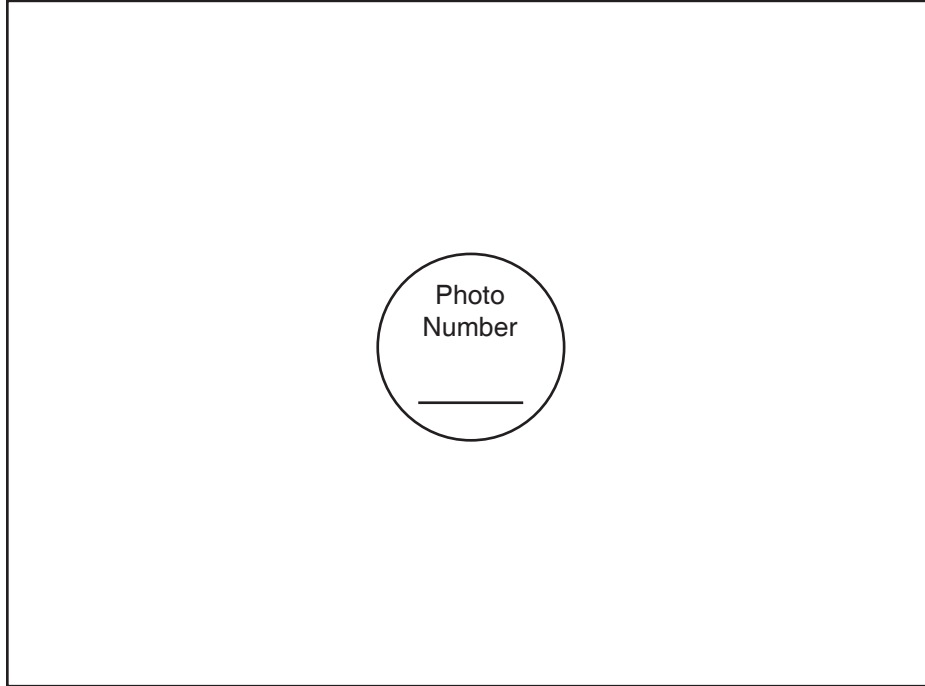
Use this template for other pages that will contain only text.
(see text file example #3)

Number of Columns _____

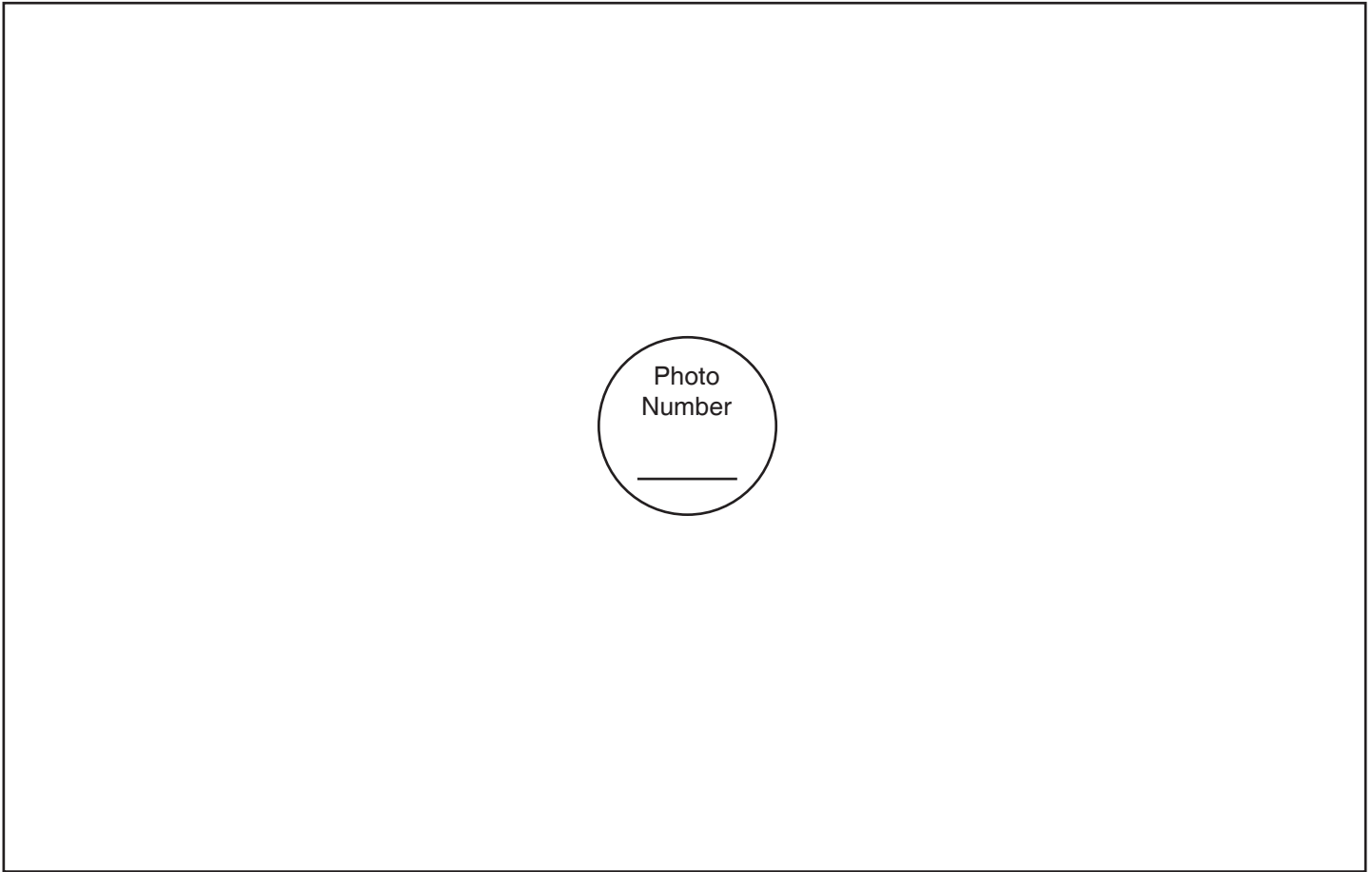
Page Number _____

Notes _____

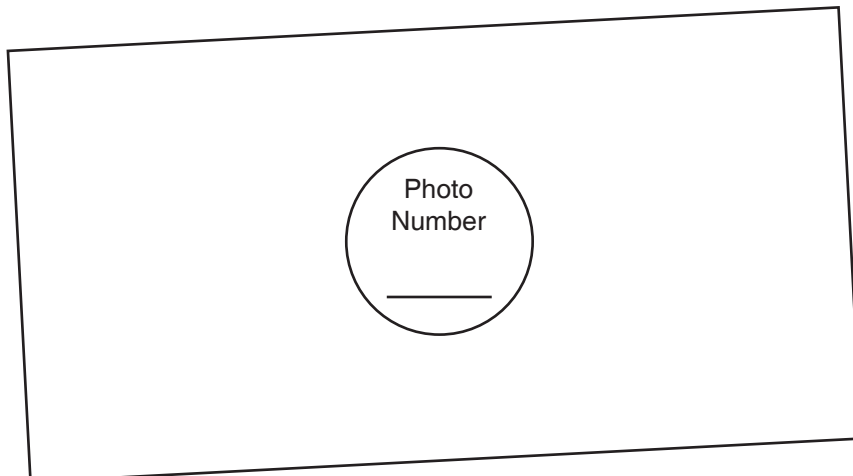
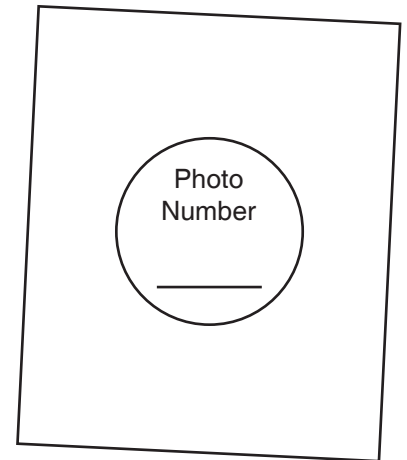
Heading 1



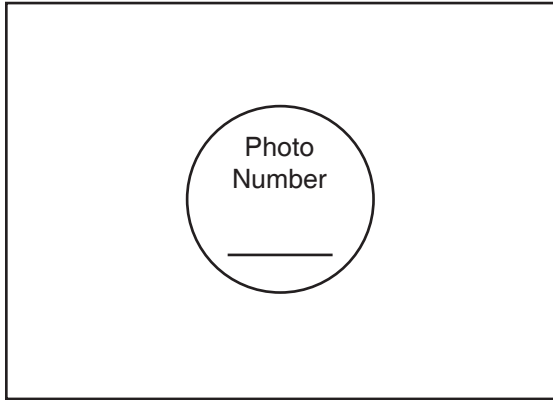
Text 1 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page. This text will start repeating so you can visualize what a paragraph will look like on your finished page.



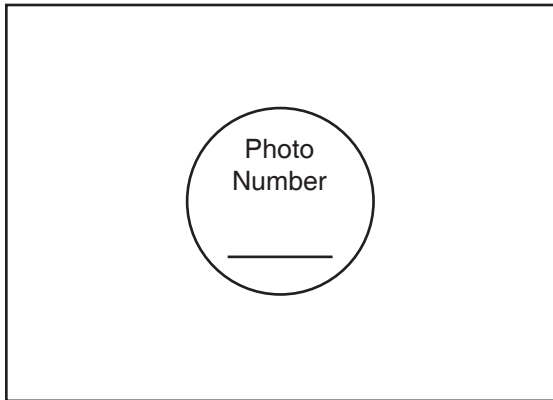
Text 1 - We will place text that you enter in the text file here.
We display this text to show how much space you will have
for your text when you enter it in the text file.



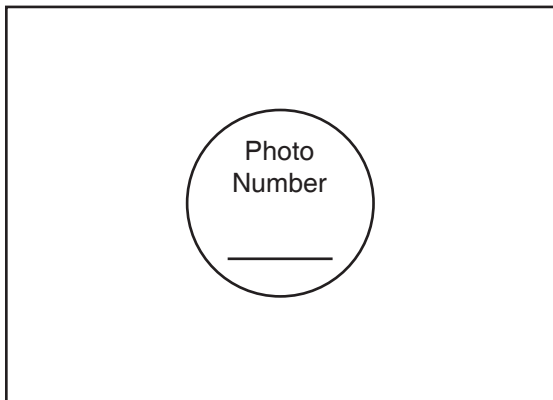
Heading 1



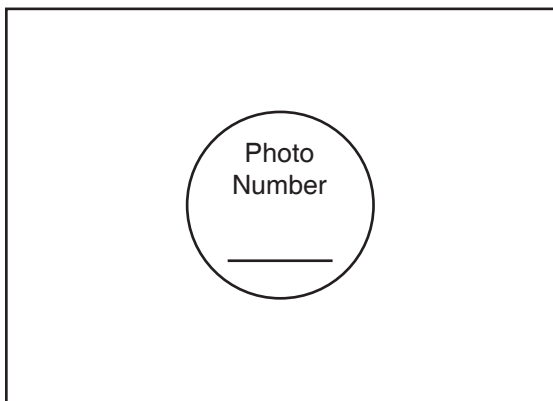
Text 1 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.



Text 2 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.

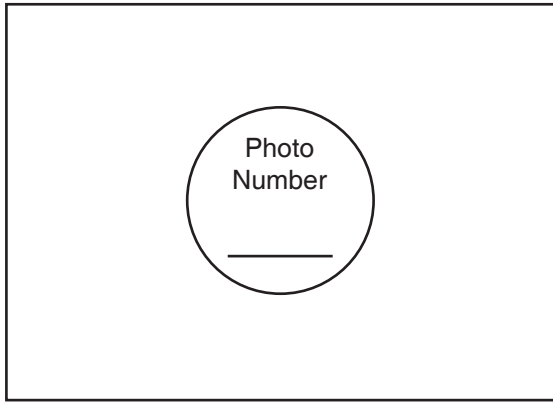


Text 3 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.



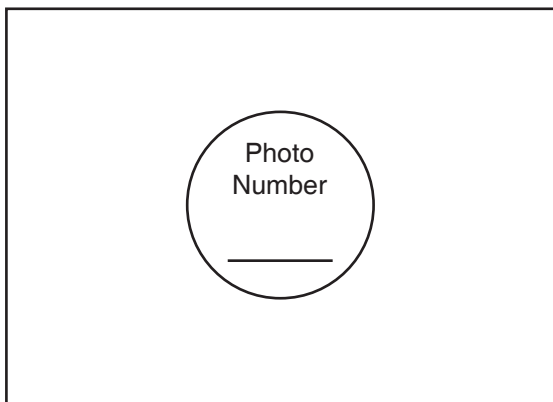
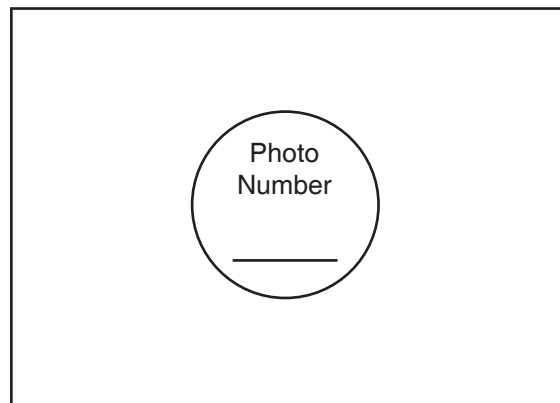
Text 4 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.

Heading 1



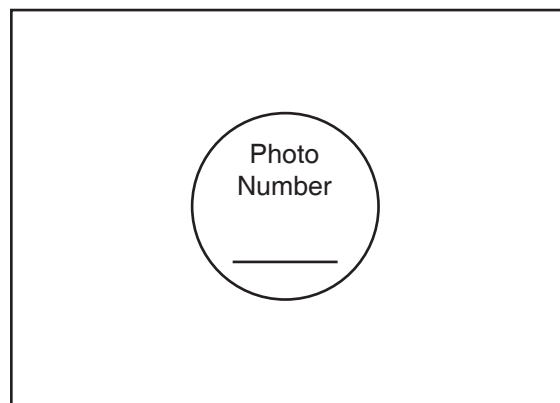
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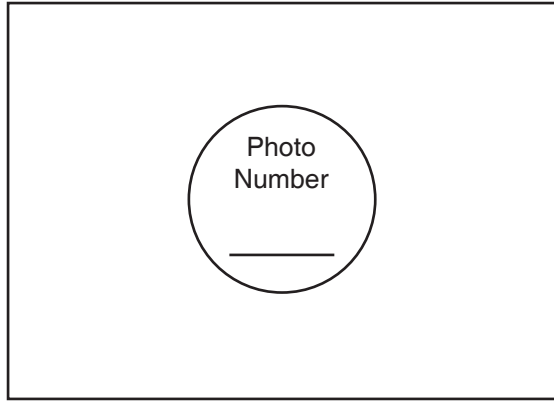


Text 3 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.

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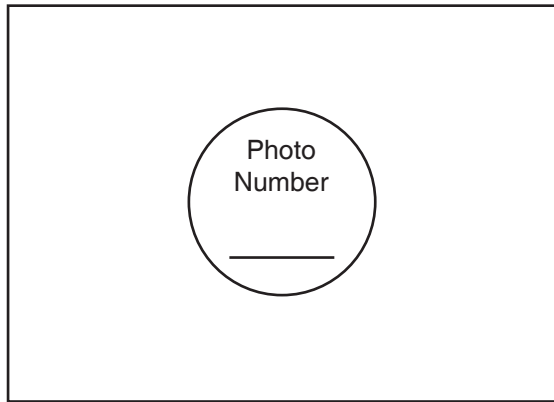
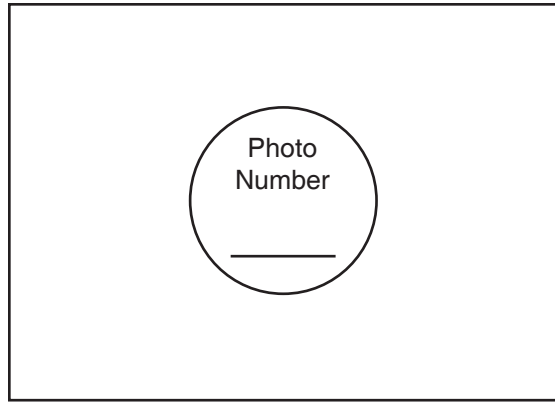


Heading 1



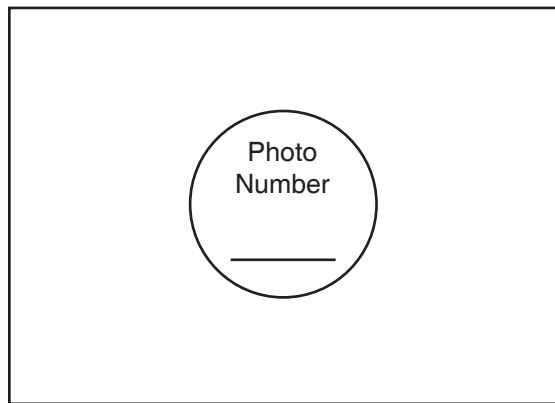
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Text 2 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.

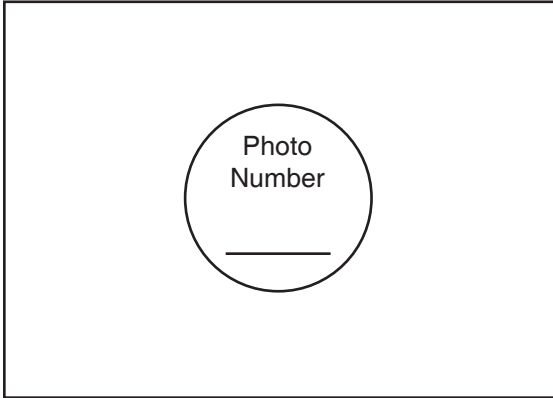


Text 3 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.

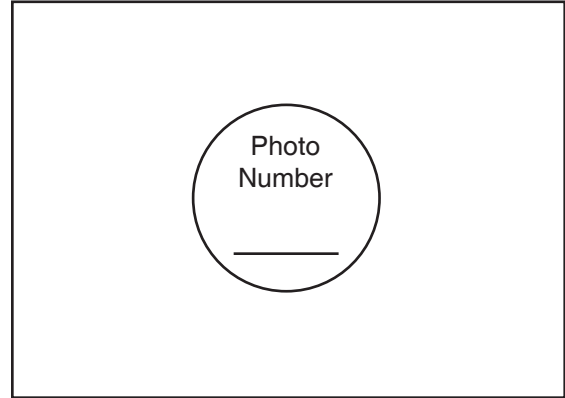
Text 4 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file. This text will let you visualize what a paragraph will look like on your finished page.



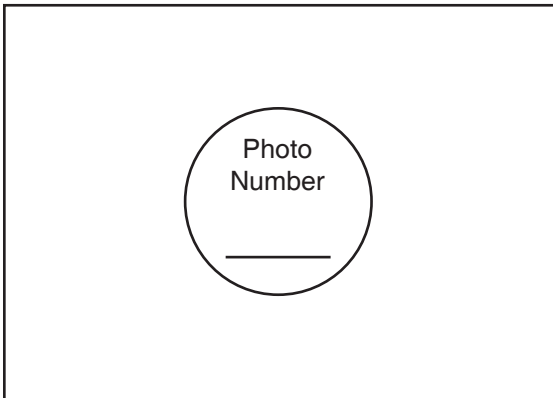
Heading 1



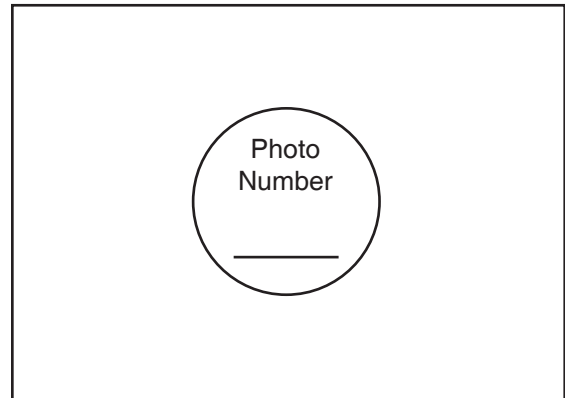
Text 1 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.



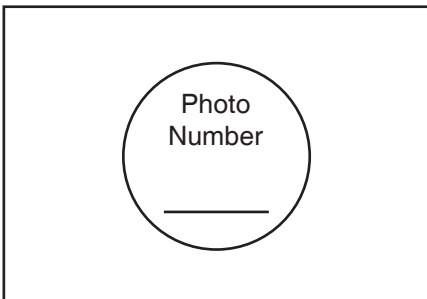
Text 2 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.



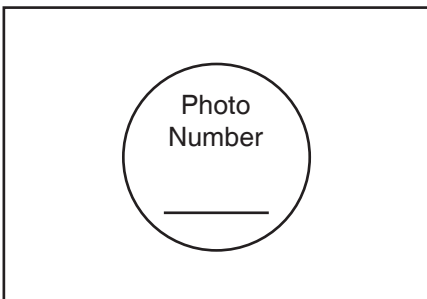
Text 3 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.



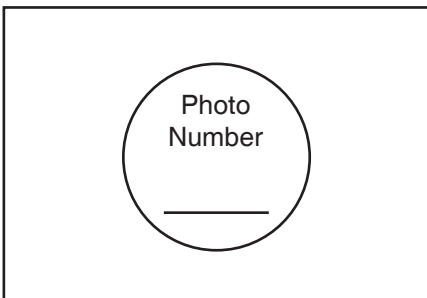
Text 4 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.



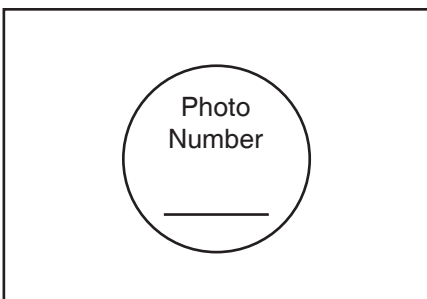
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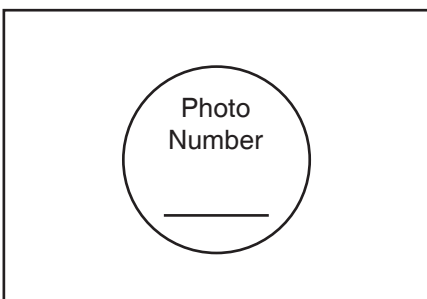
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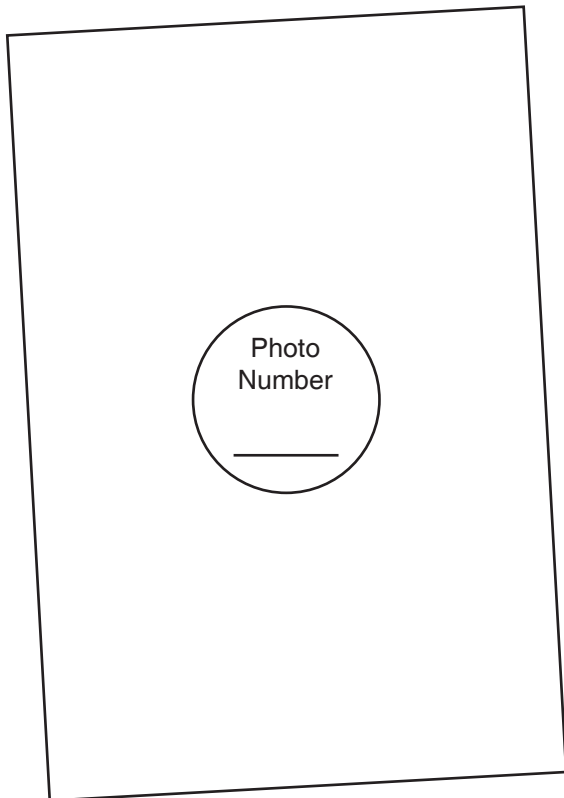
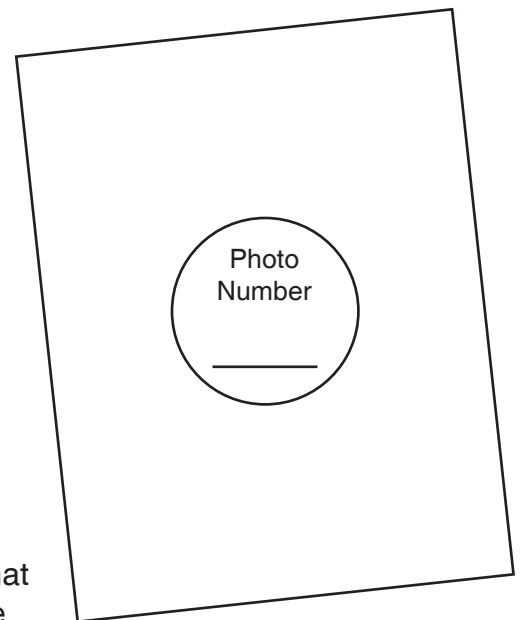
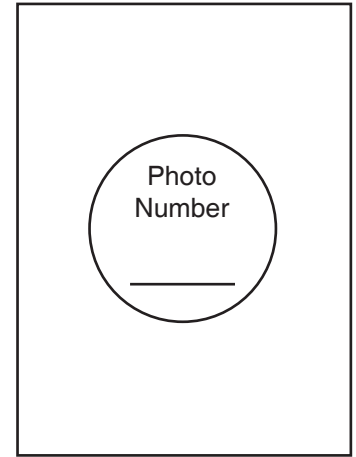
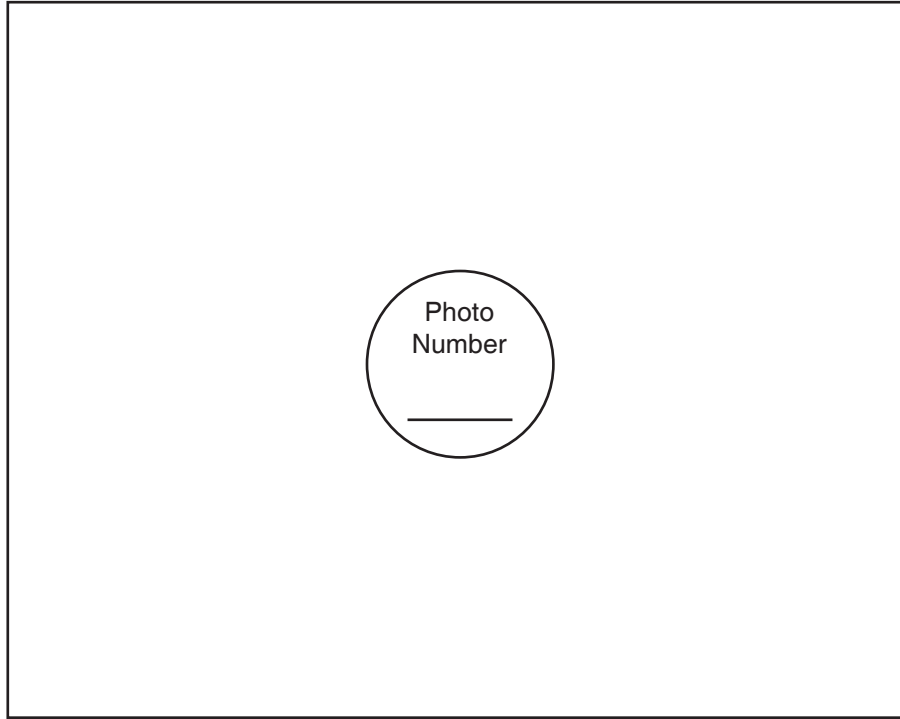
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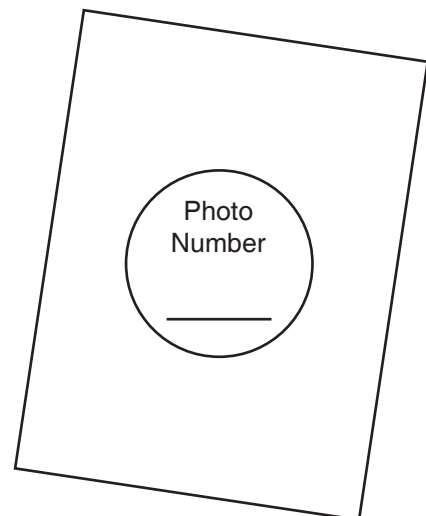
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Heading 1



Text 1 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.



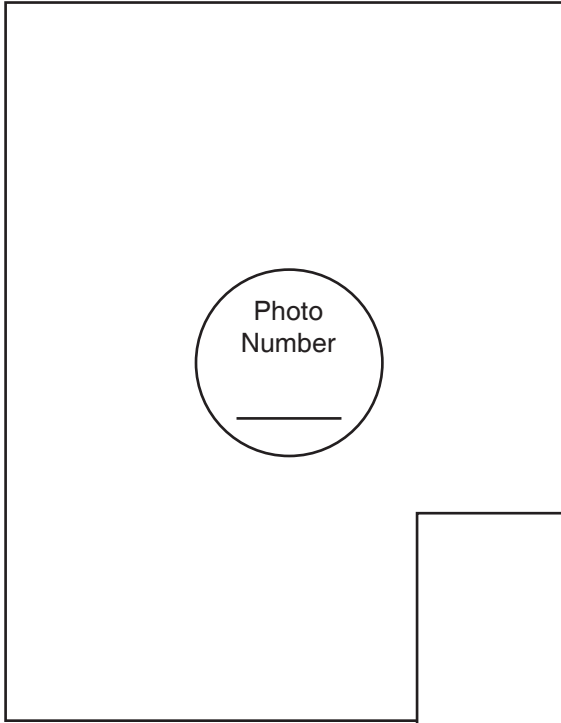


Photo
Number

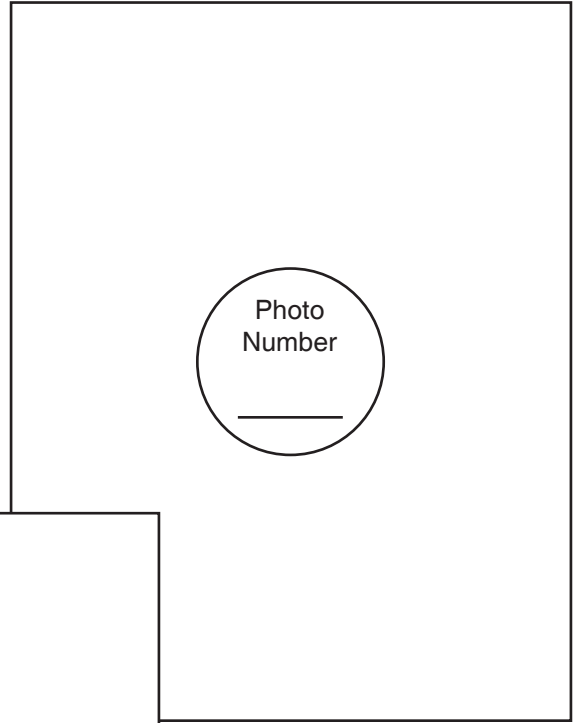


Photo
Number

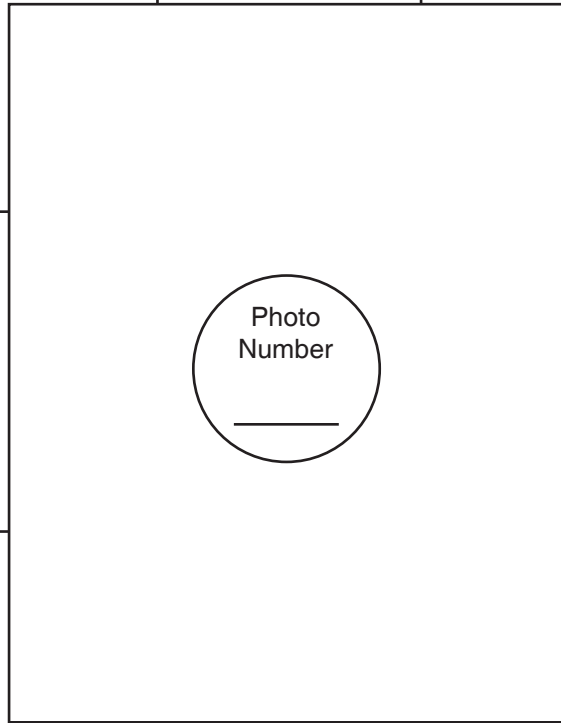


Photo
Number

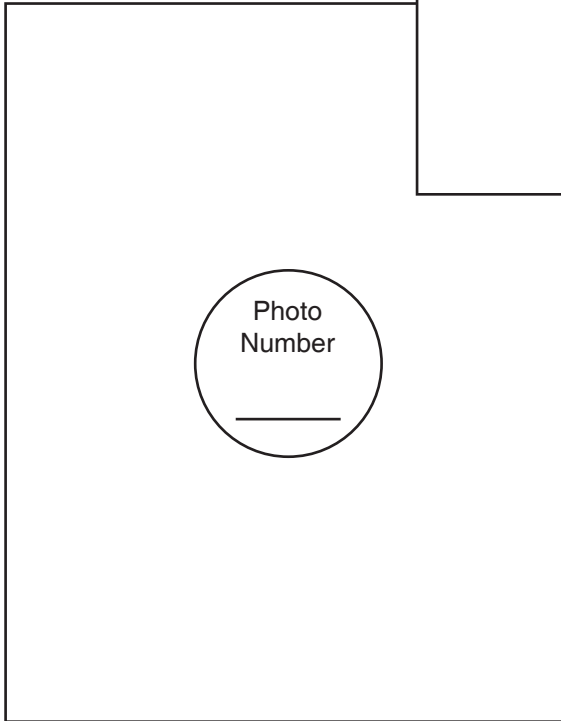


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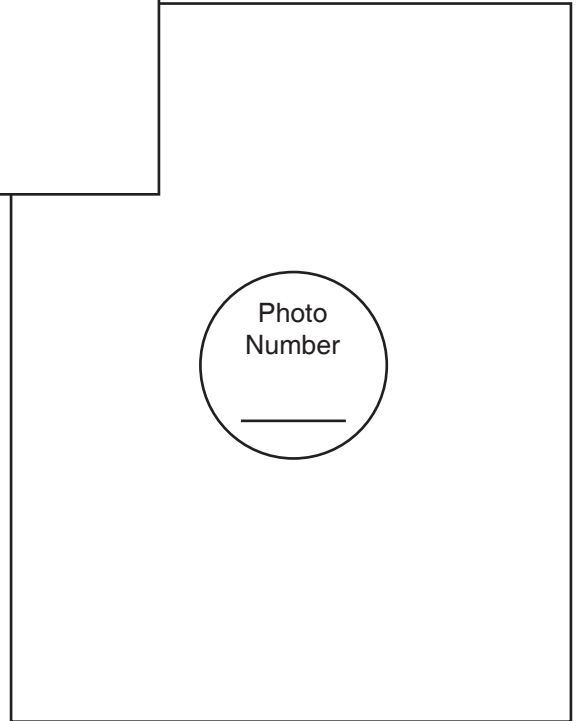
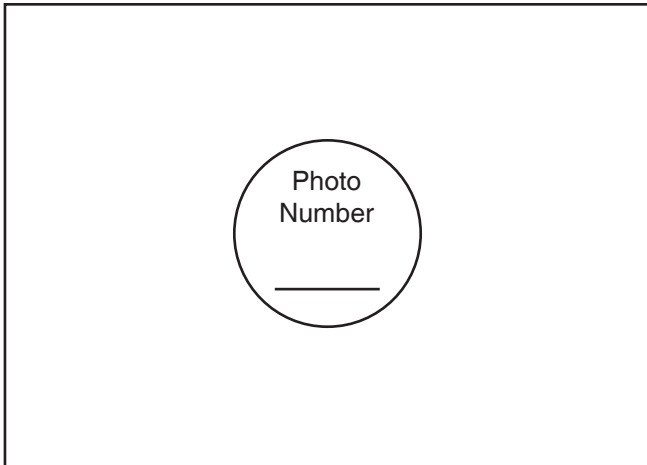
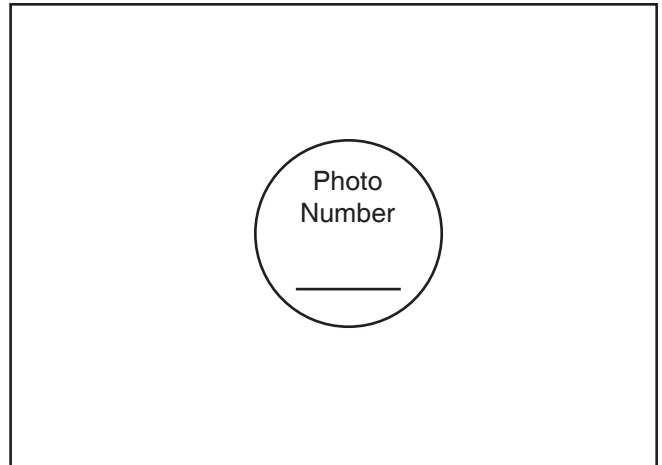


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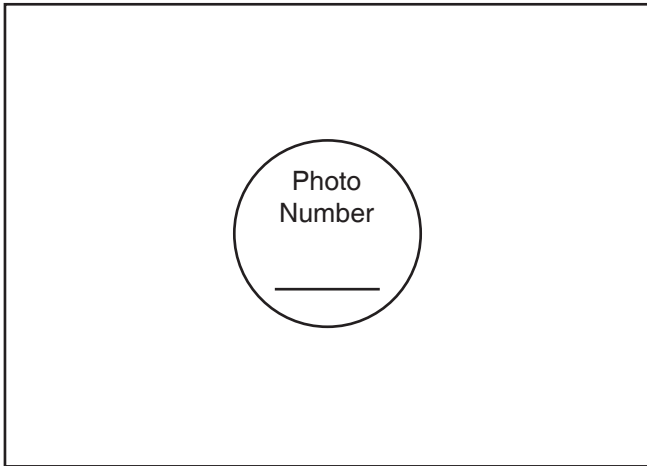
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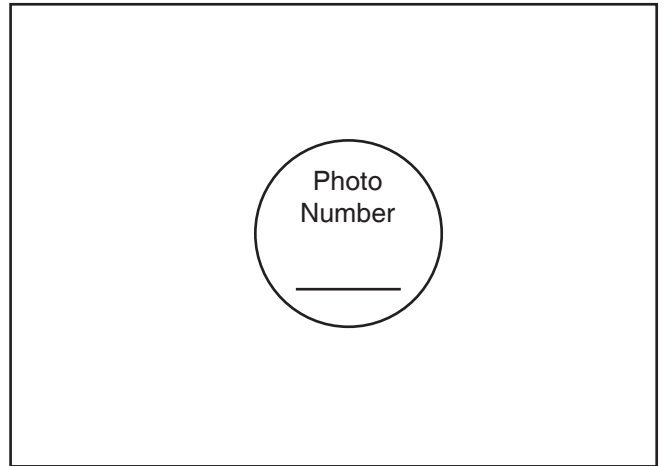
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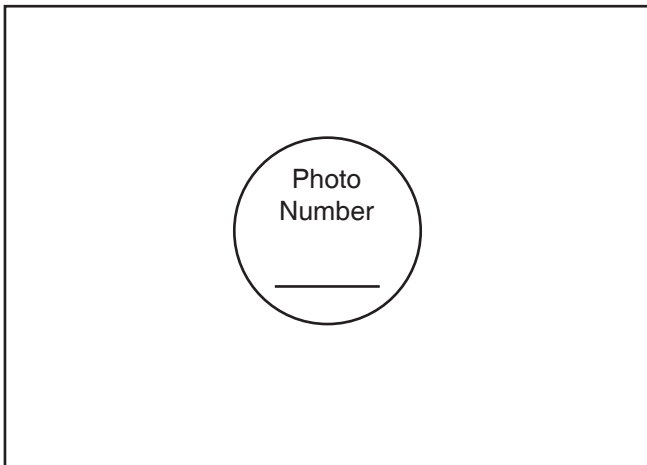
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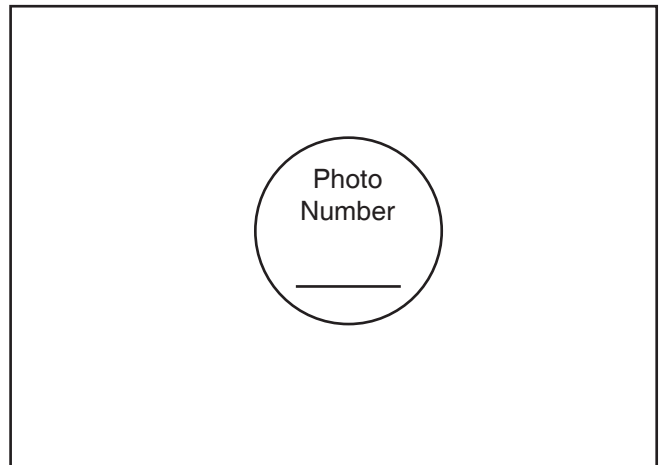
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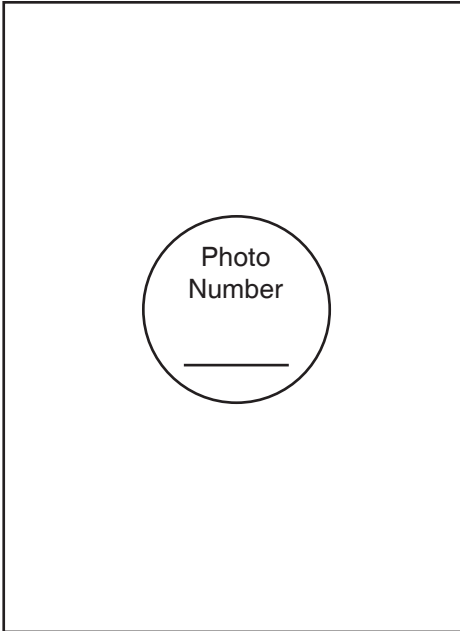


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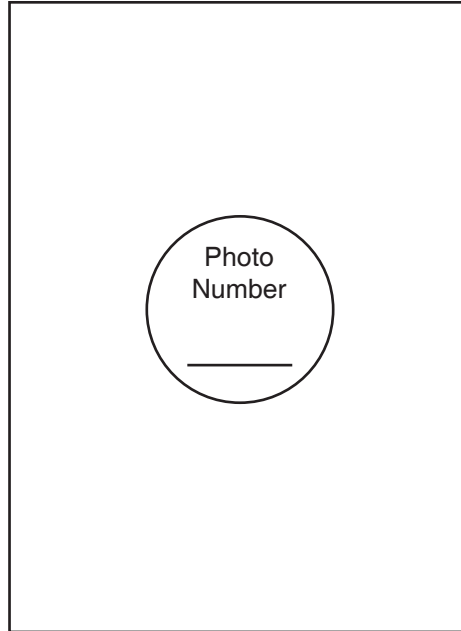


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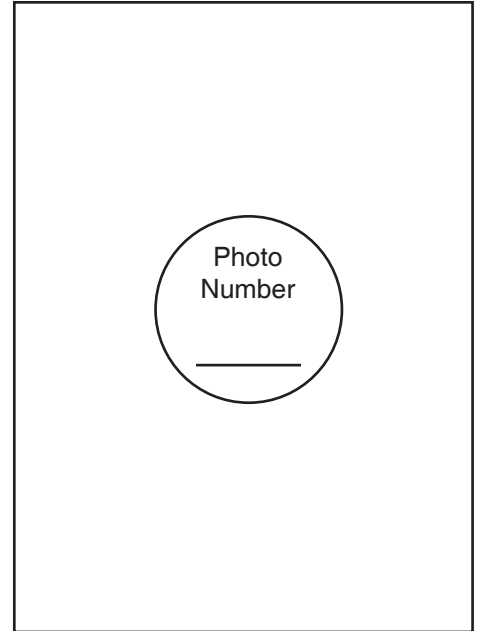
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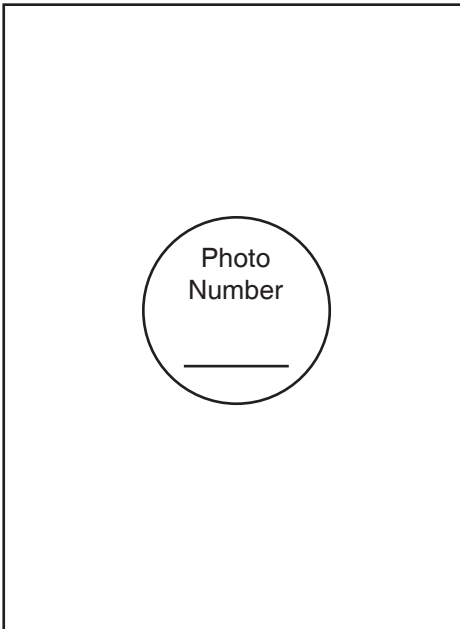
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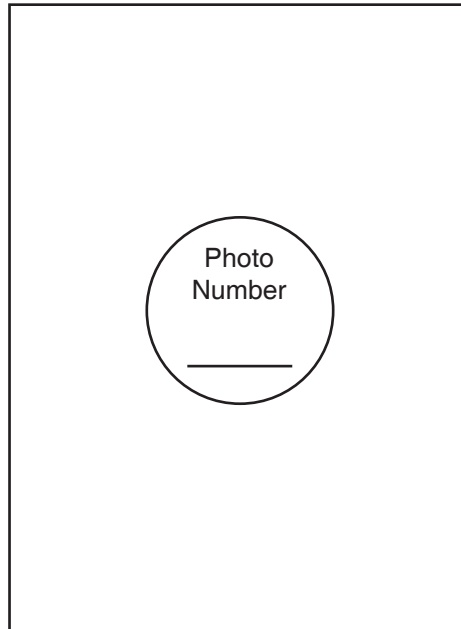
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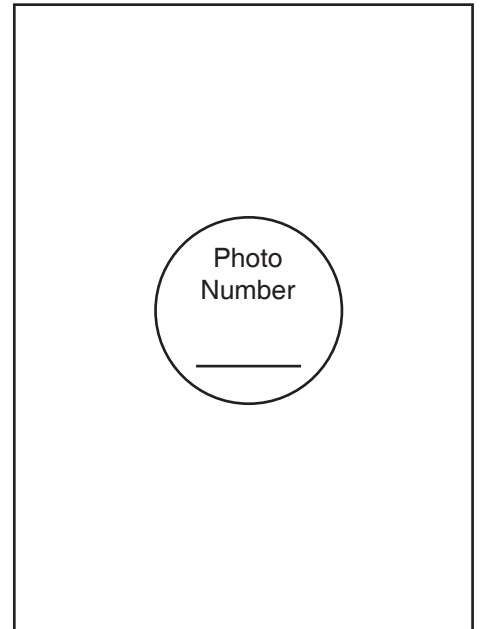
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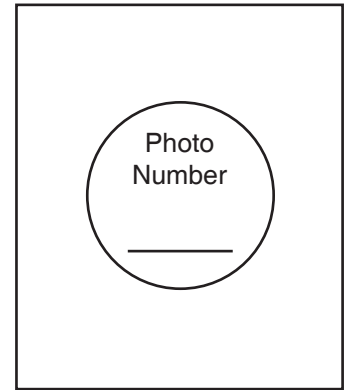
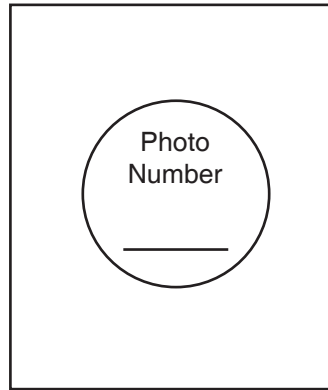
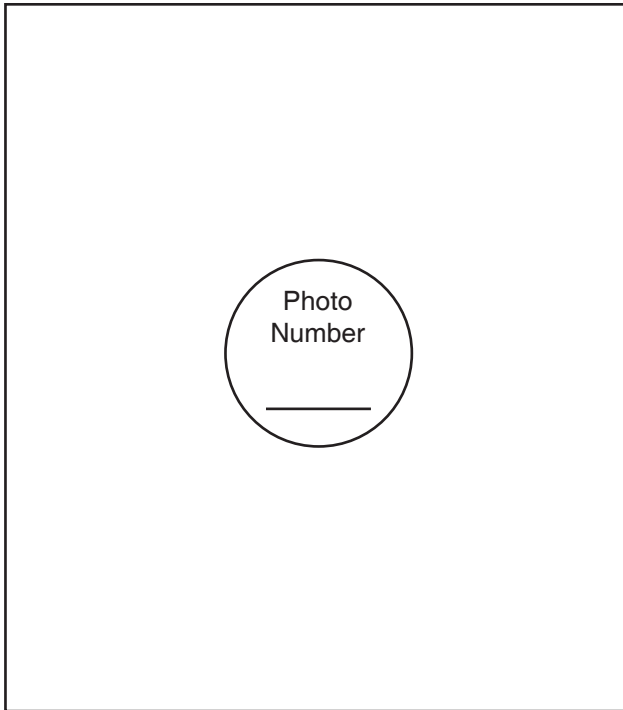


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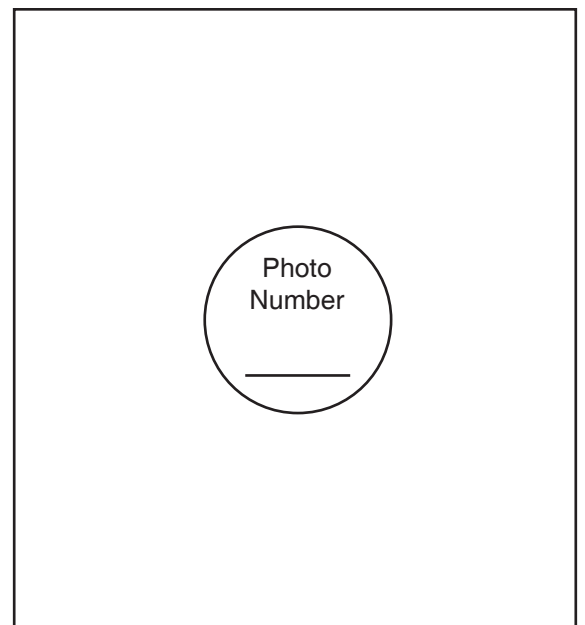
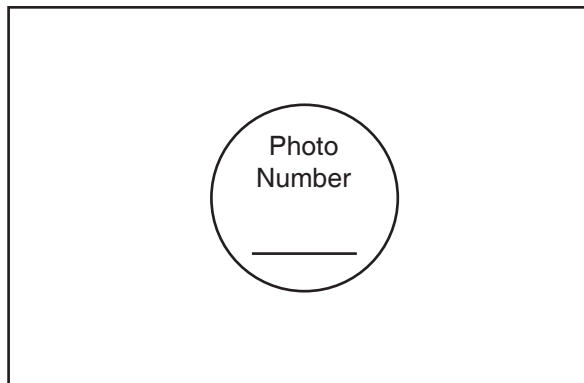
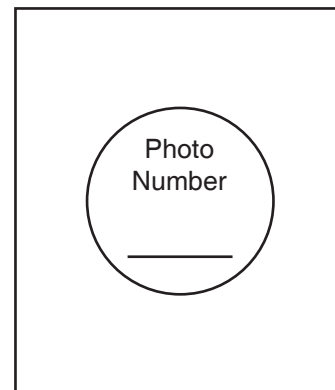
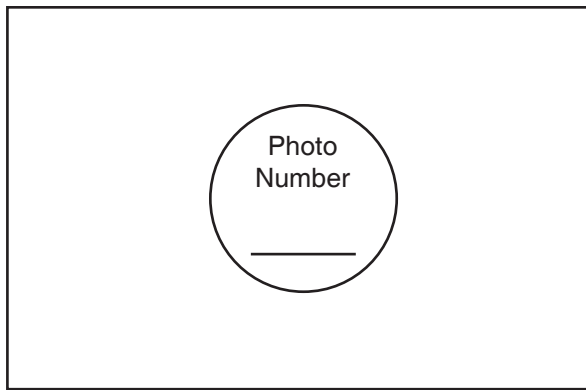


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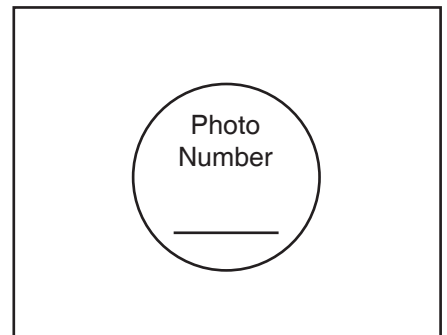
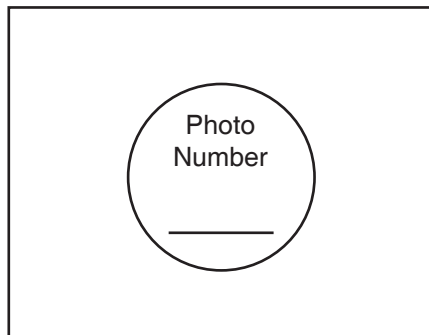
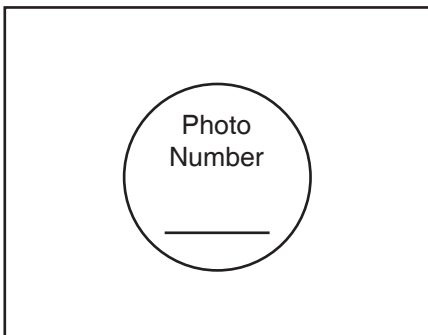
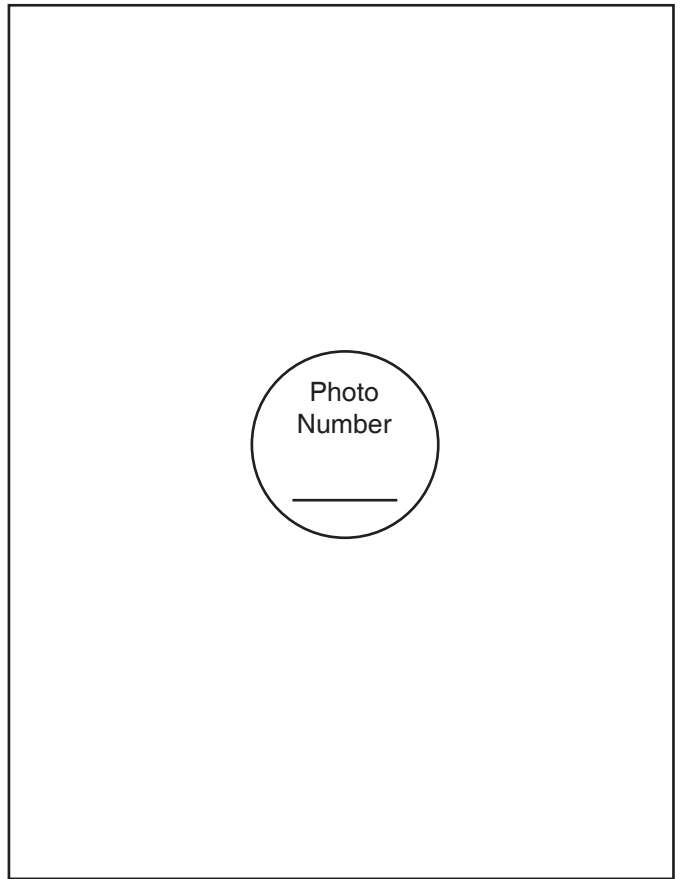
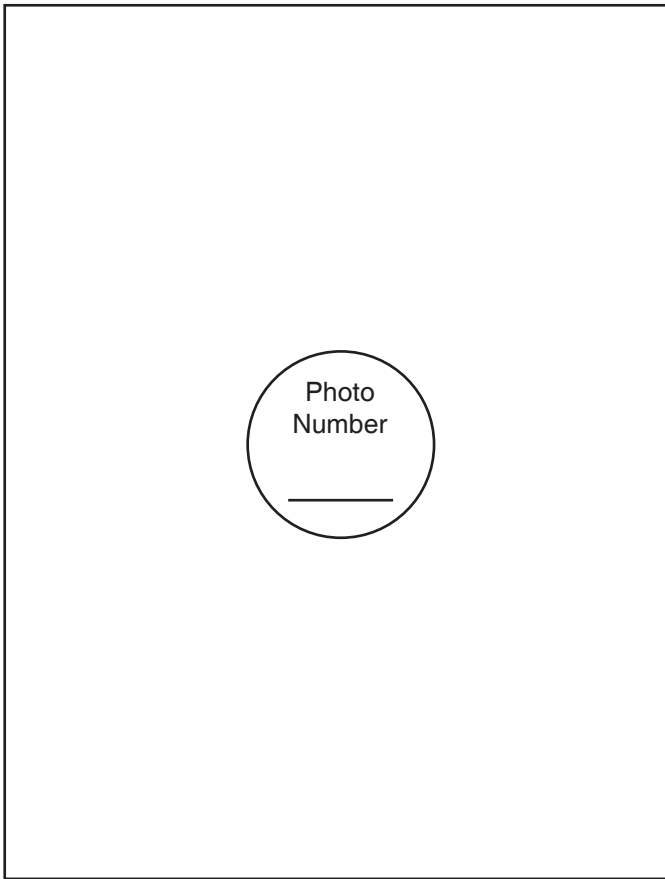
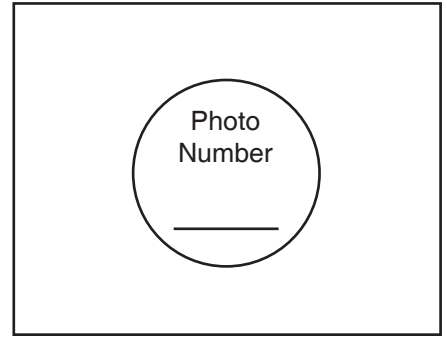
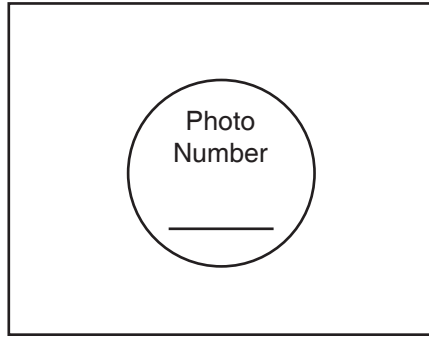
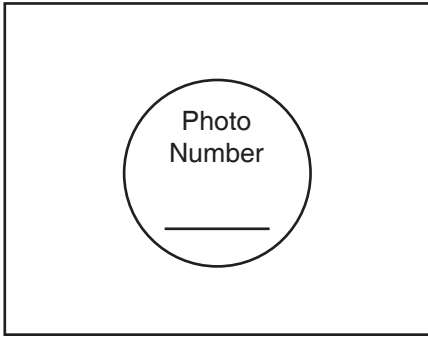
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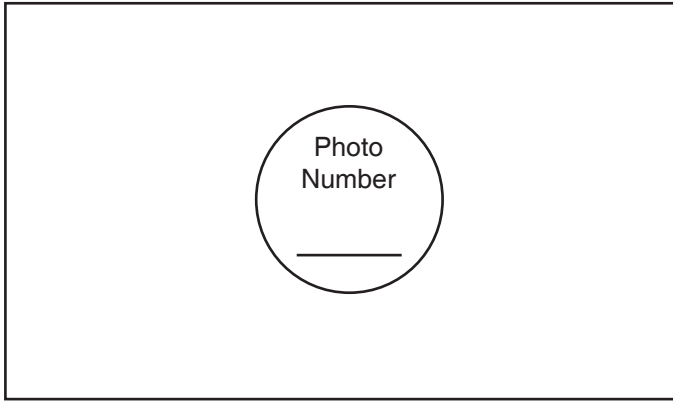


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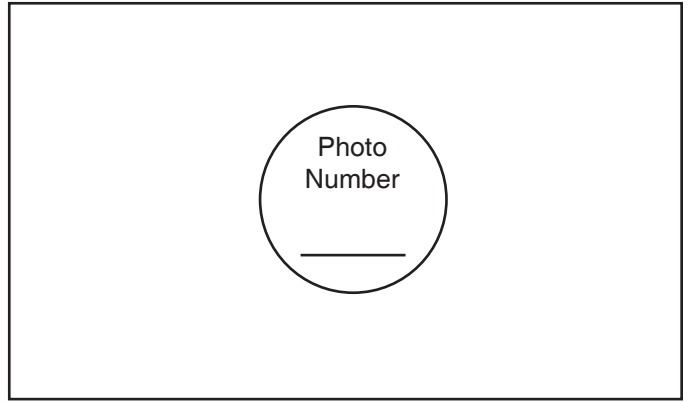


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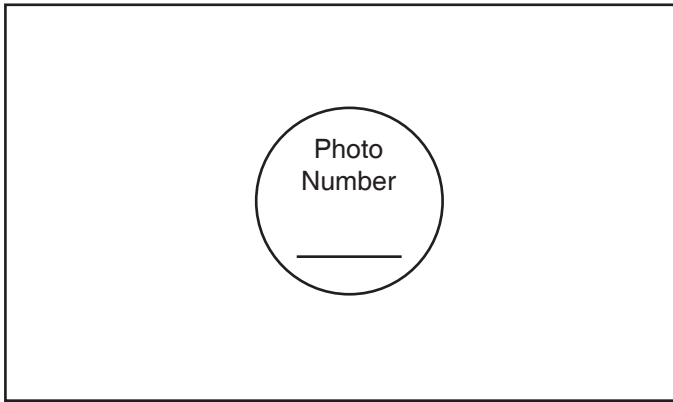


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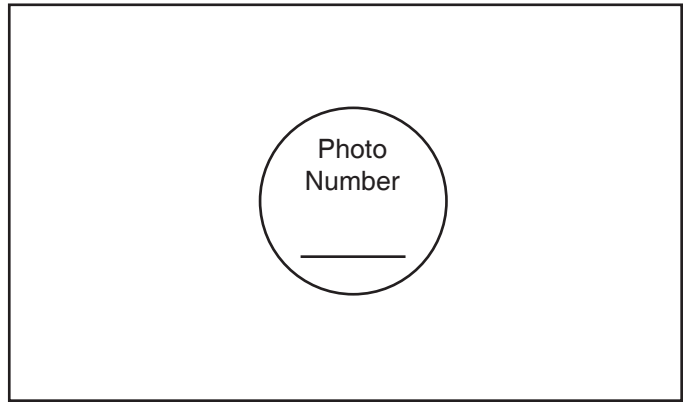


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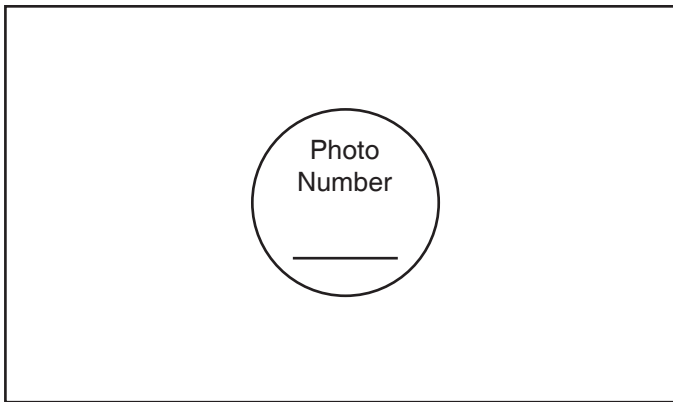


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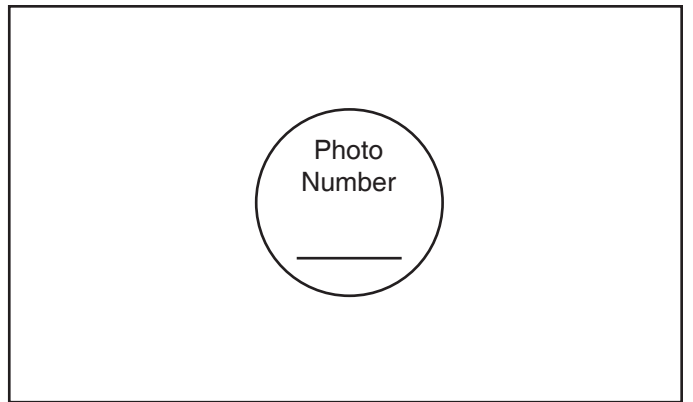


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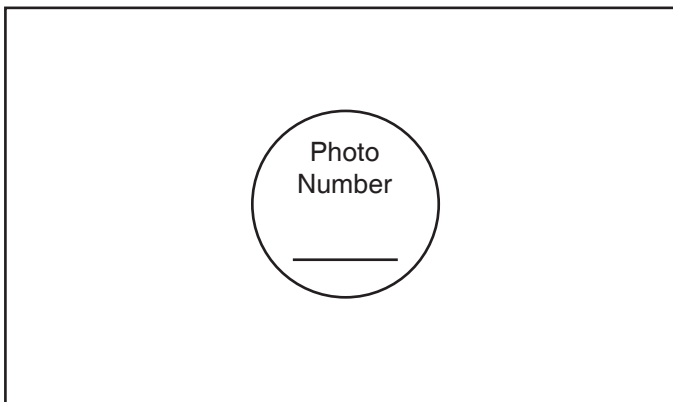


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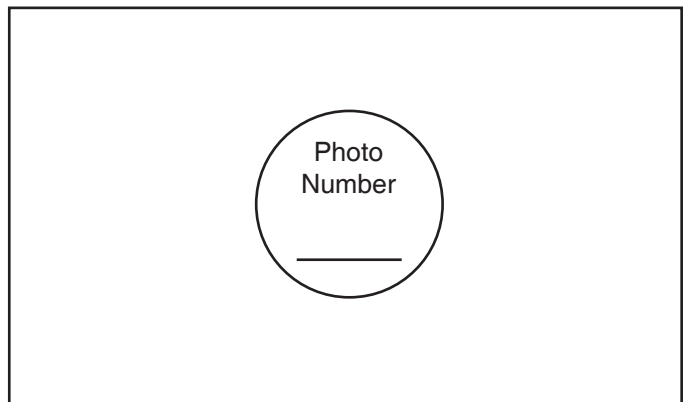
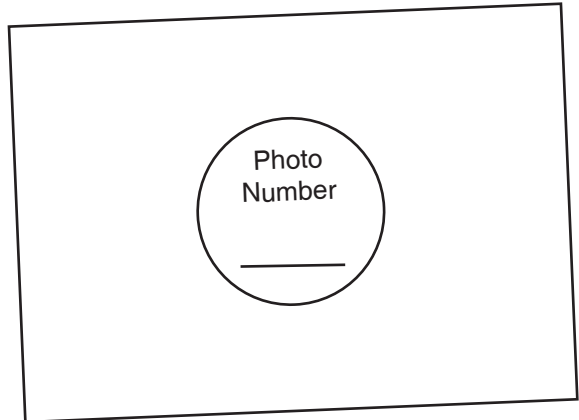
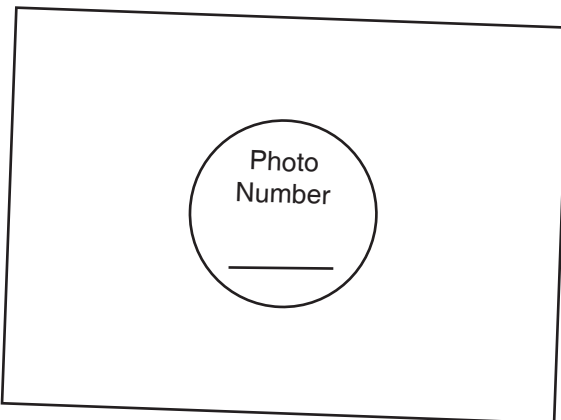
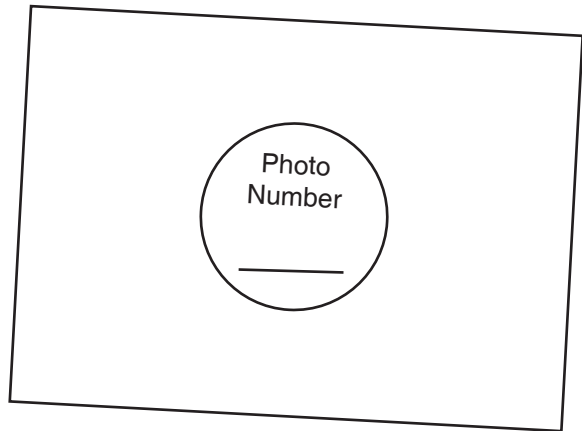
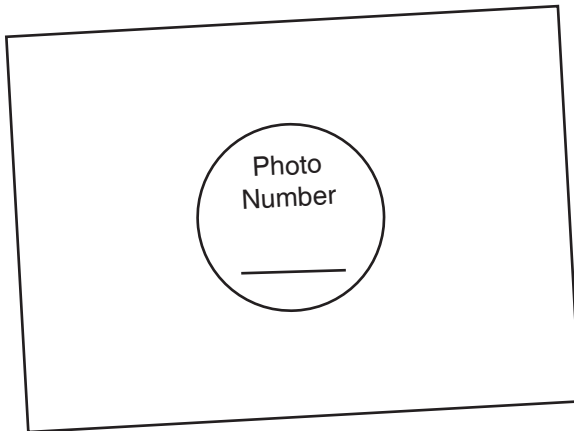
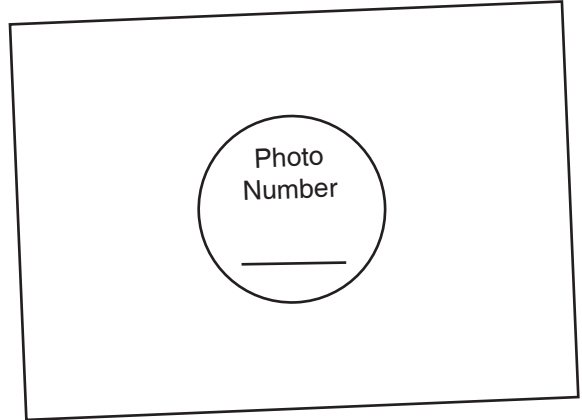
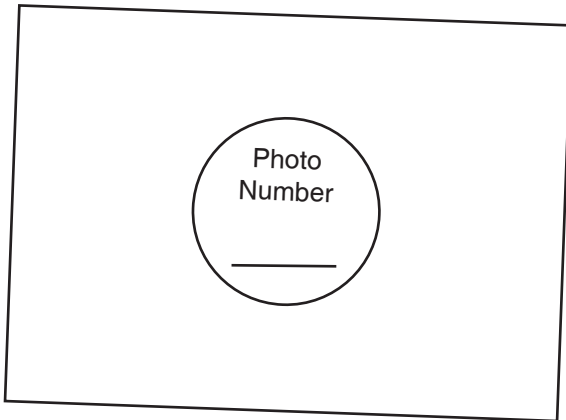
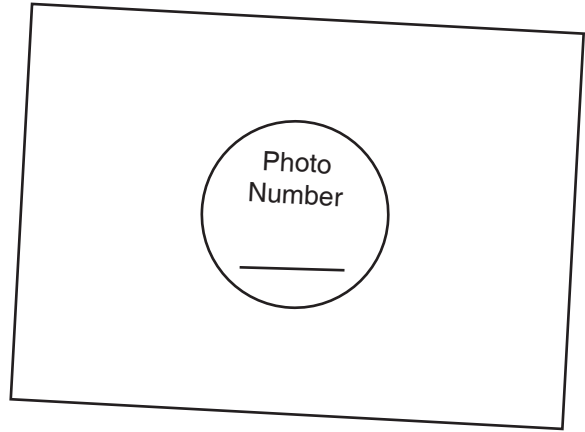
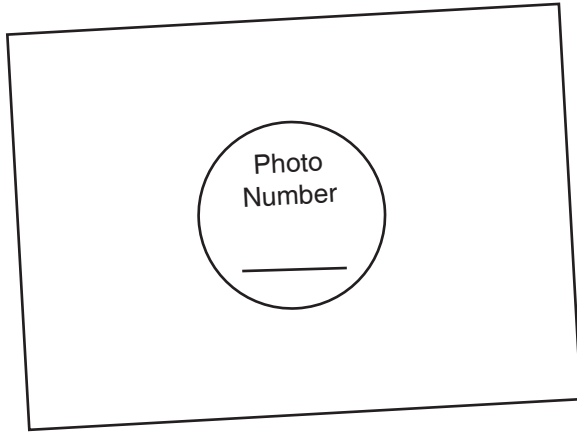
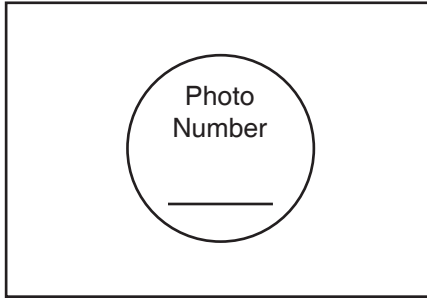


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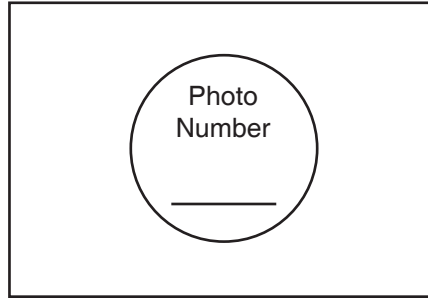
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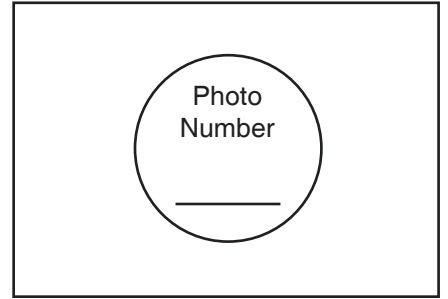
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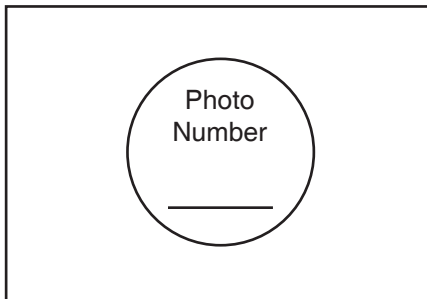
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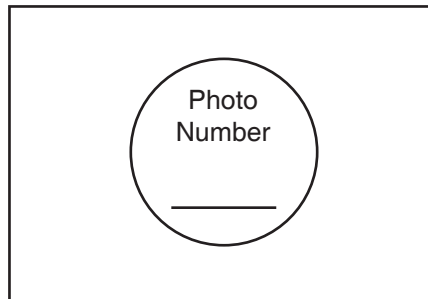
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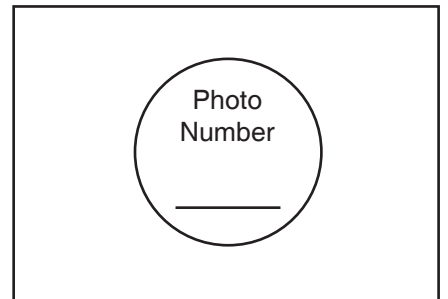
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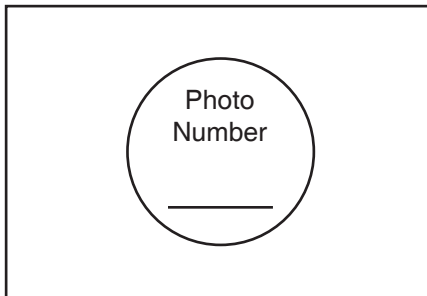
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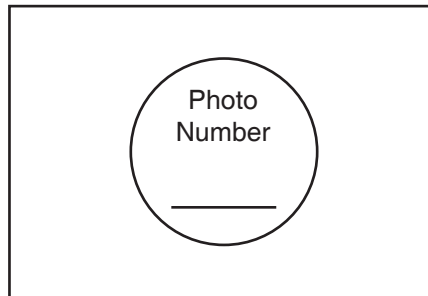
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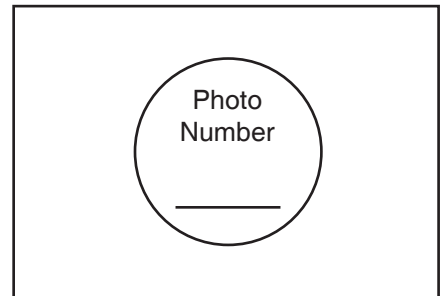
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Text 7 - We will place text that you enter in the text file here. We display this text to show how much space you will have for your text when you enter it in the text file.

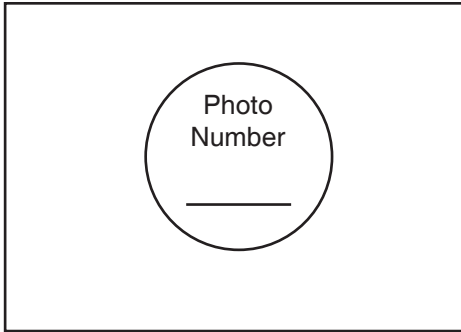


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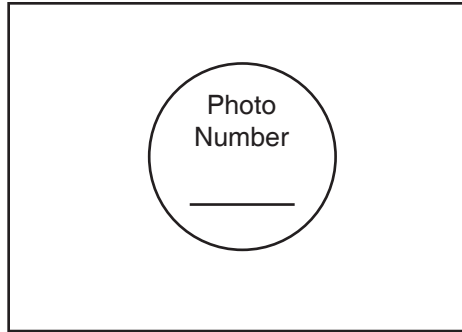


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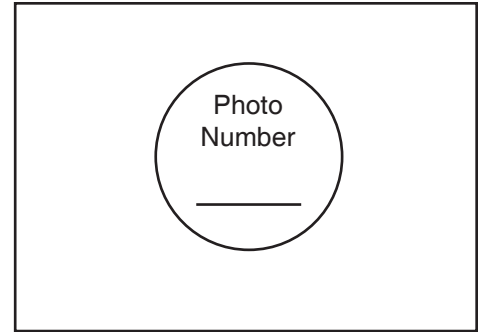
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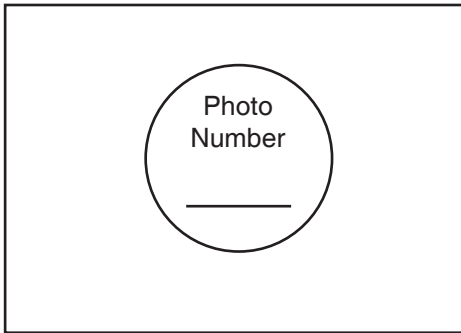
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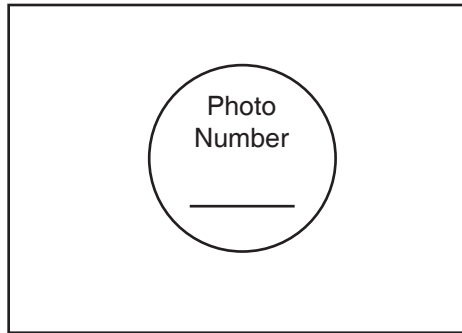
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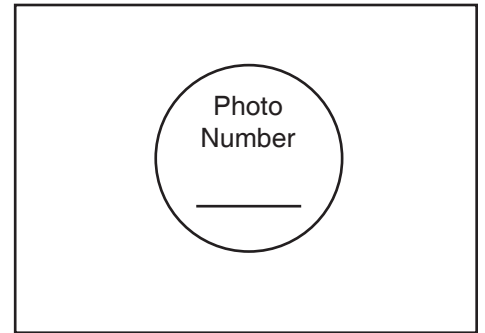
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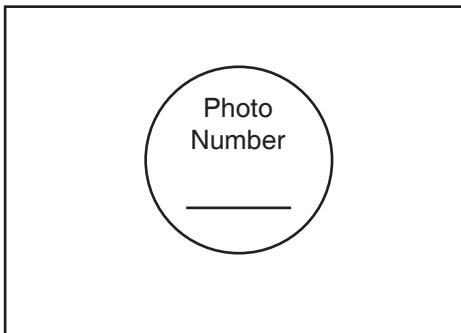
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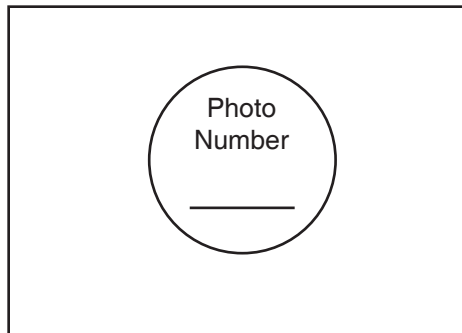
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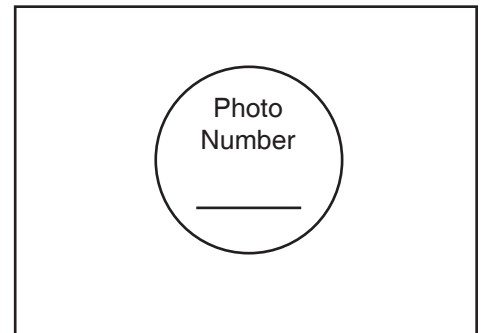
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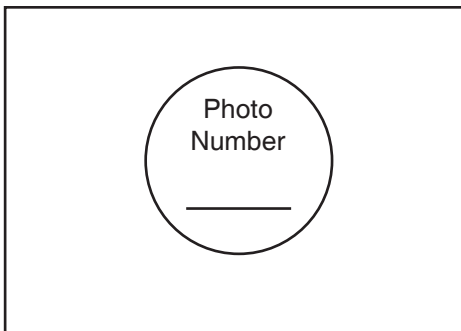
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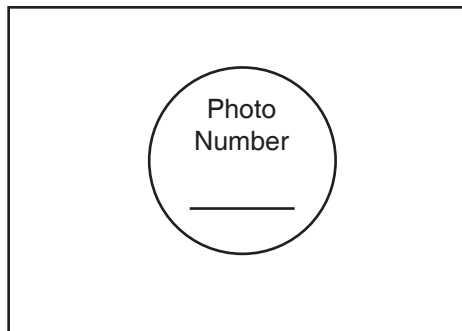
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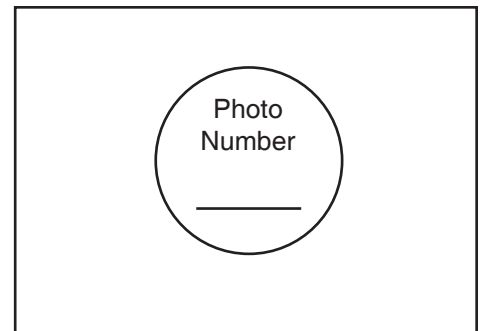
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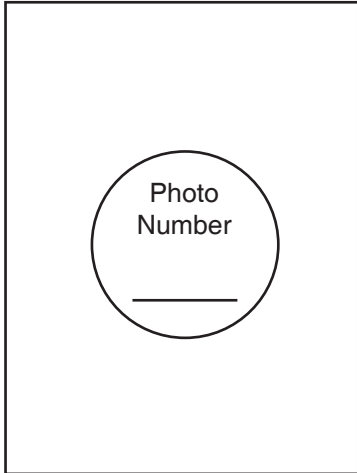
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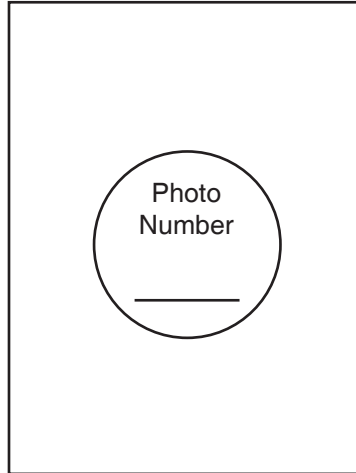
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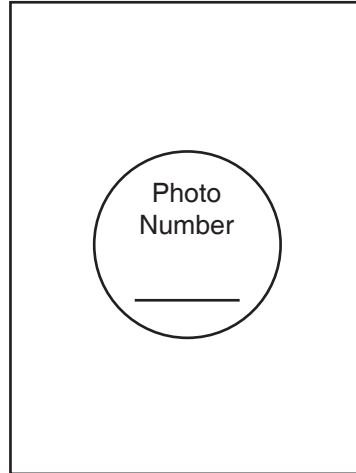
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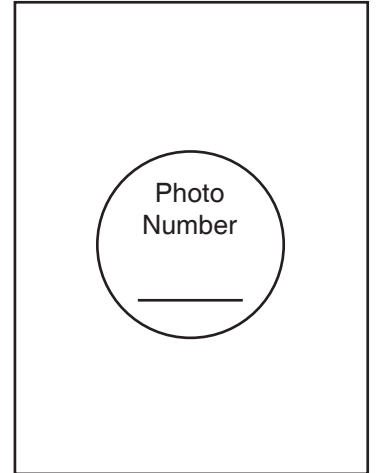
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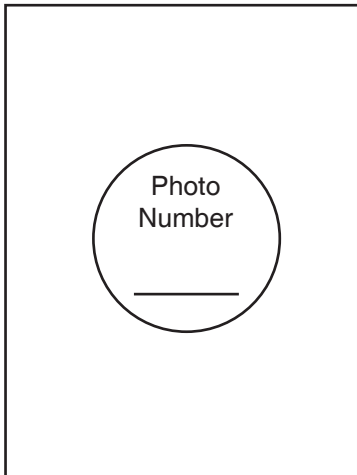
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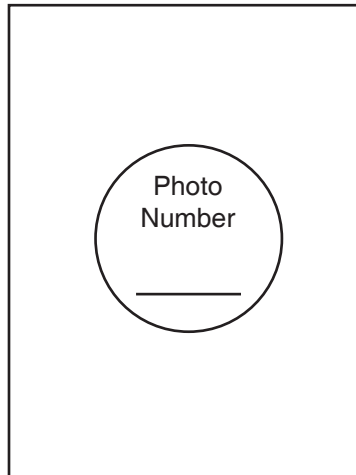
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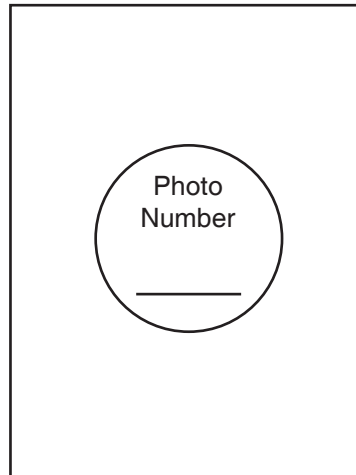
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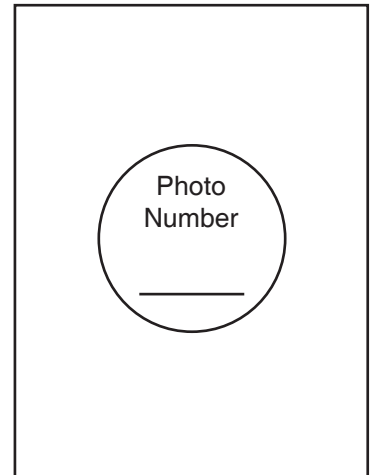
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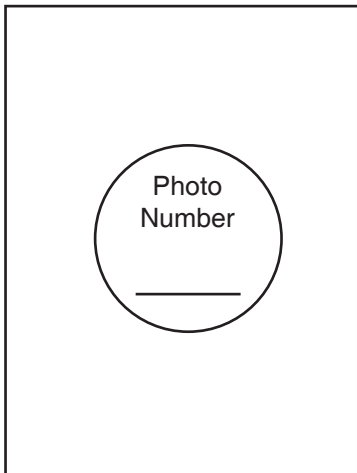
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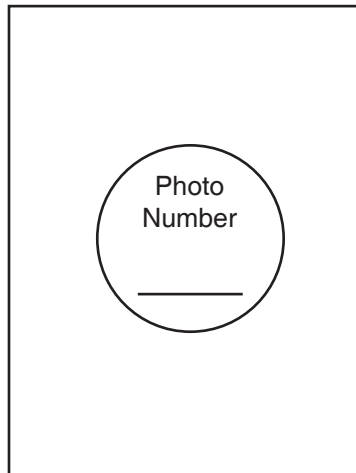
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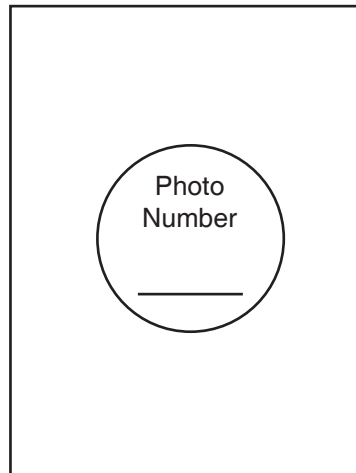
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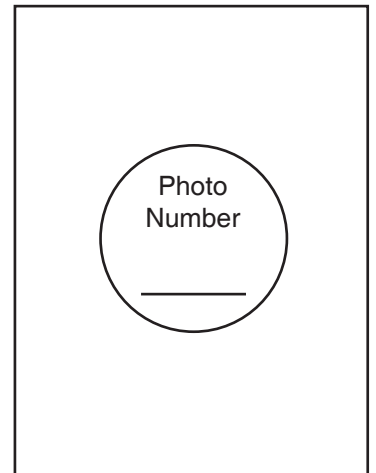
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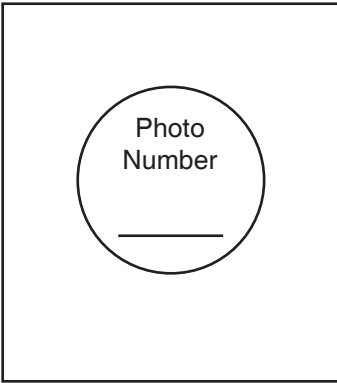
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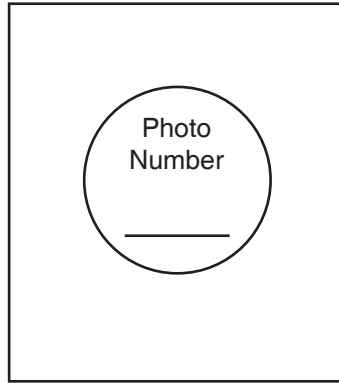
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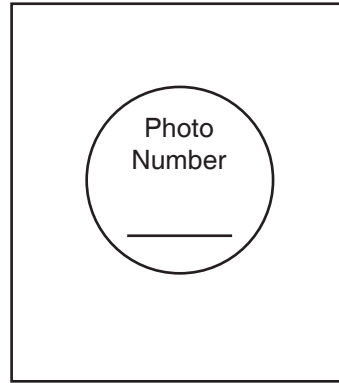
Text 12 - We will place text that you enter in the text file



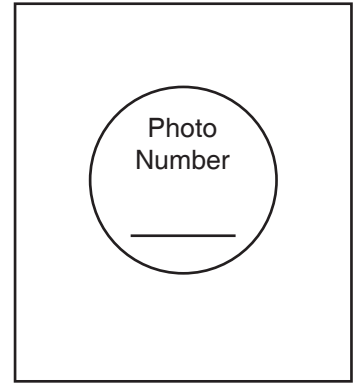
Text 1 - We will place your text here.



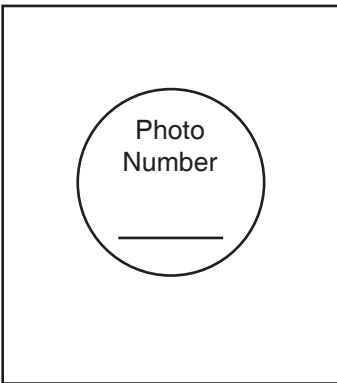
Text 2 - We will place your text here.



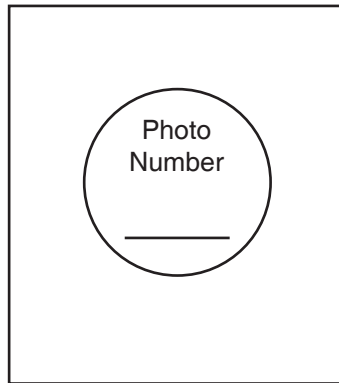
Text 3 - We will place your text here.



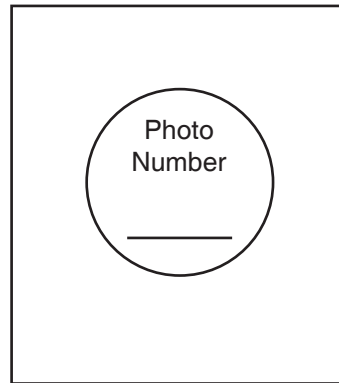
Text 4 - We will place your text here.



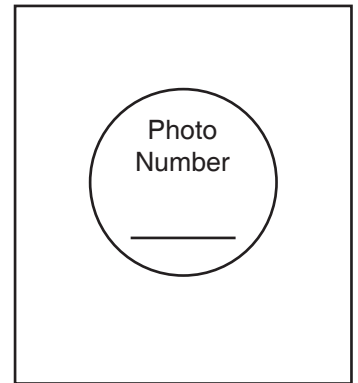
Text 5 - We will place your text here.



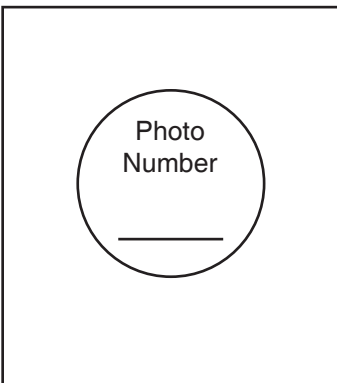
Text 6 - We will place your text here.



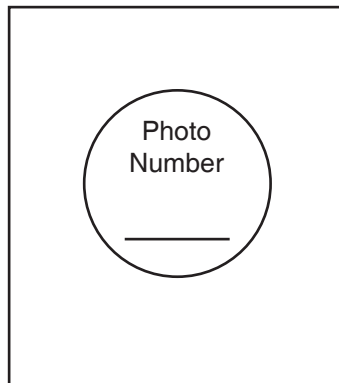
Text 7 - We will place your text here.



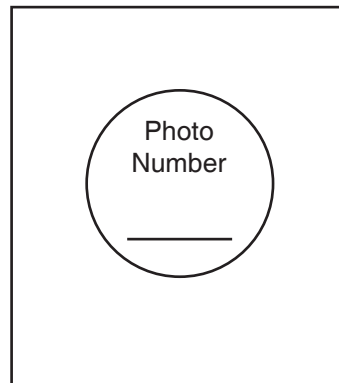
Text 8 - We will place your text here.



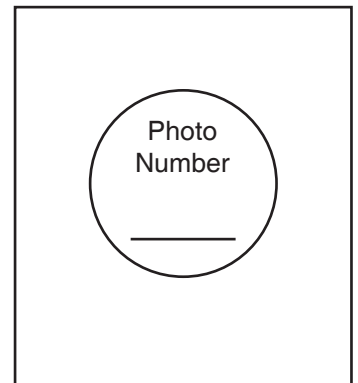
Text 9 - We will place your text here.



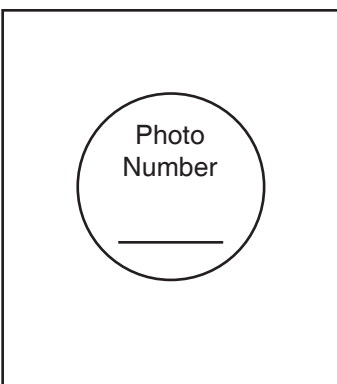
Text 10 - We will place your text here.



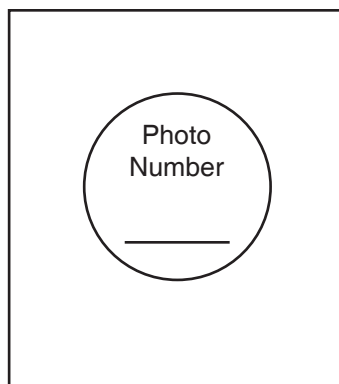
Text 11 - We will place your text here.



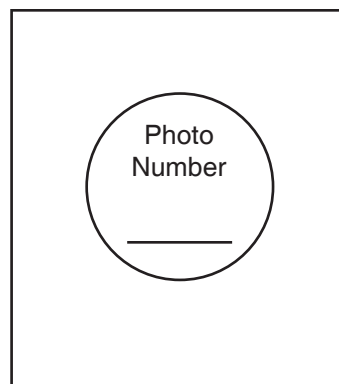
Text 12 - We will place your text here.



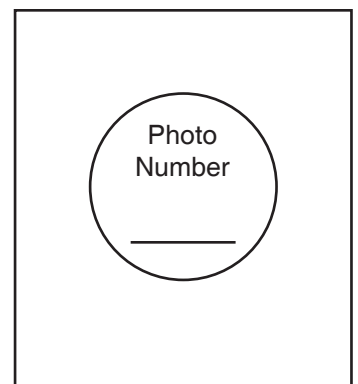
Text 13 - We will place your text here.



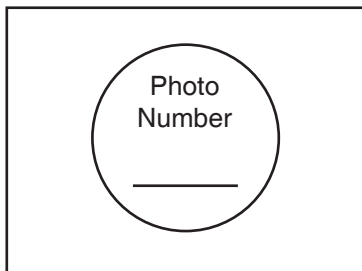
Text 14 - We will place your text here.



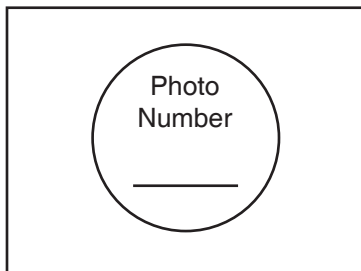
Text 15 - We will place your text here.



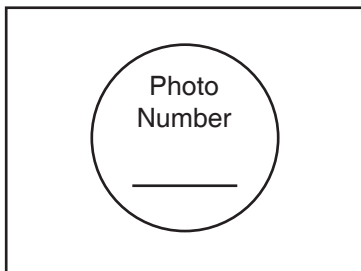
Text 16 - We will place your text here.



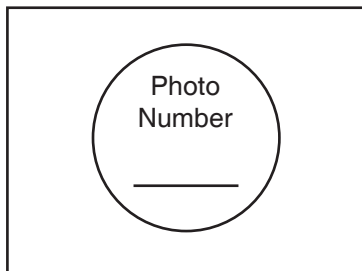
Text 1 - We will place text that you enter in the text file here.



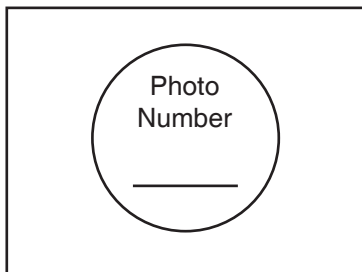
Text 2 - We will place text that you enter in the text file here.



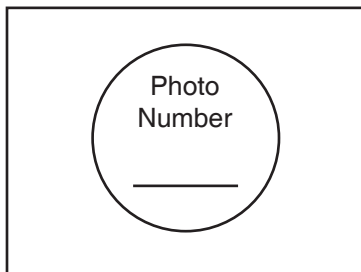
Text 3 - We will place text that you enter in the text file here.



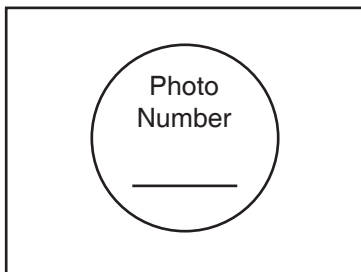
Text 4 - We will place text that you enter in the text file here.



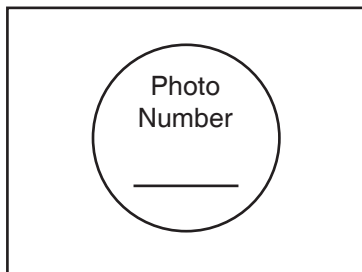
Text 5 - We will place text that you enter in the text file here.



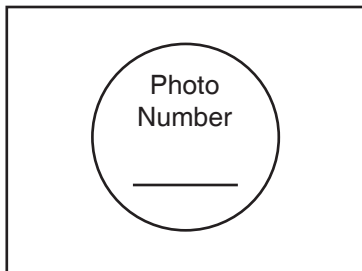
Text 6 - We will place text that you enter in the text file here.



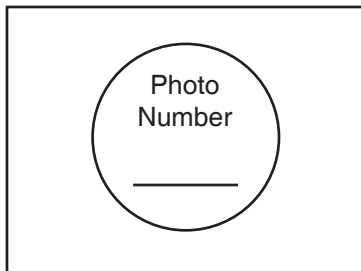
Text 7 - We will place text that you enter in the text file here.



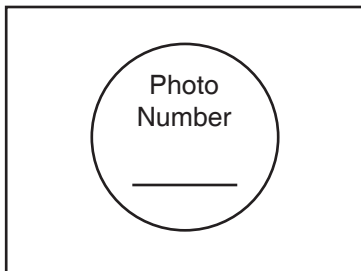
Text 8 - We will place text that you enter in the text file here.



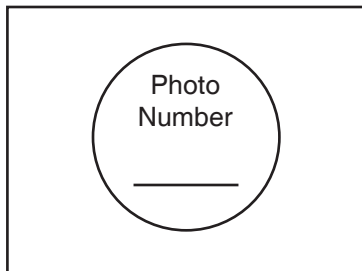
Text 9 - We will place text that you enter in the text file here.



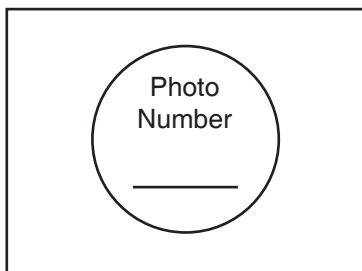
Text 10 - We will place text that you enter in the text file



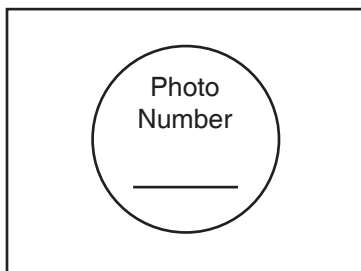
Text 11 - We will place text that you enter in the text file



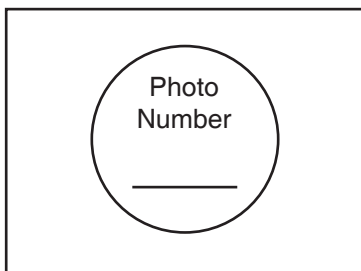
Text 12 - We will place text that you enter in the text file



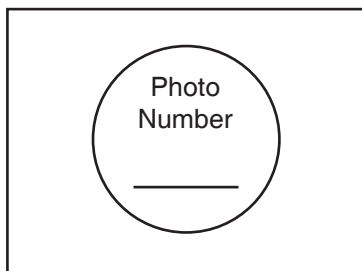
Text 13 - We will place text that you enter in the text file



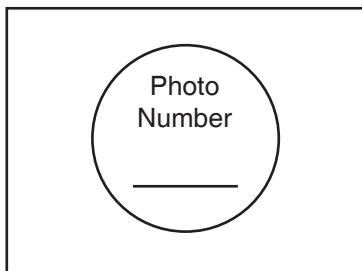
Text 14 - We will place text that you enter in the text file



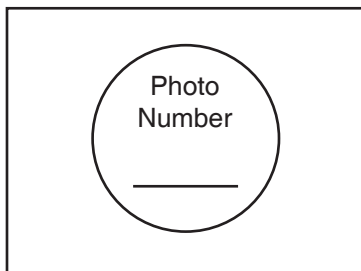
Text 15 - We will place text that you enter in the text file



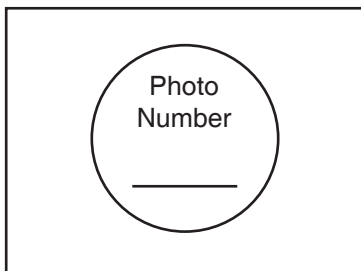
Text 16 - We will place text that you enter in the text file



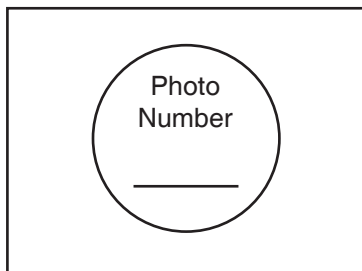
Text 17 - We will place text that you enter in the text file



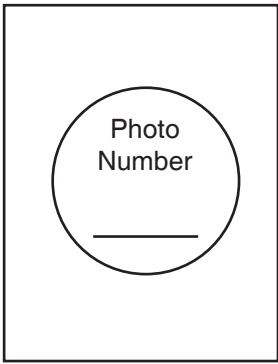
Text 18 - We will place text that you enter in the text file



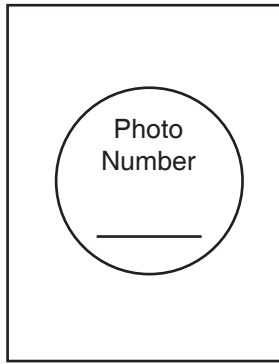
Text 19 - We will place text that you enter in the text file



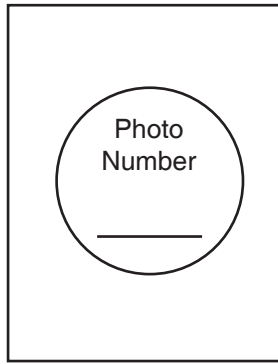
Text 20 - We will place text that you enter in the text file



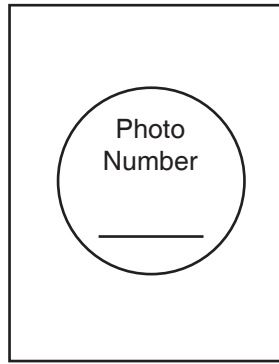
Text 1 - We will place your text here.



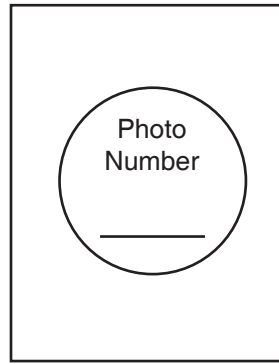
Text 2 - We will place your text here.



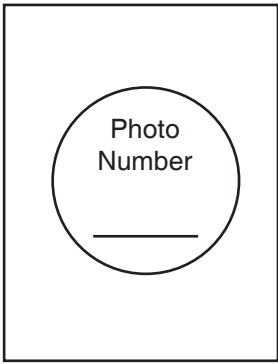
Text 3 - We will place your text here.



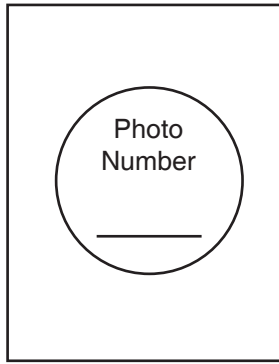
Text 4 - We will place your text here.



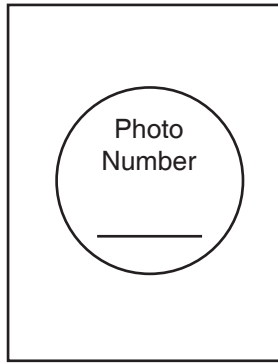
Text 5 - We will place your text here.



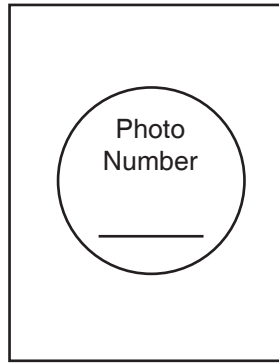
Text 6 - We will place your text here.



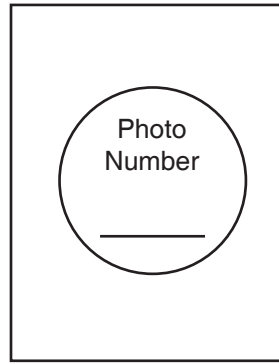
Text 7 - We will place your text here.



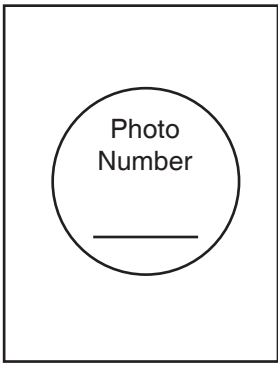
Text 8 - We will place your text here.



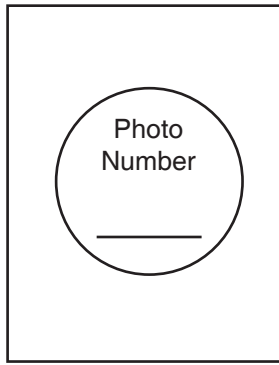
Text 9 - We will place your text here.



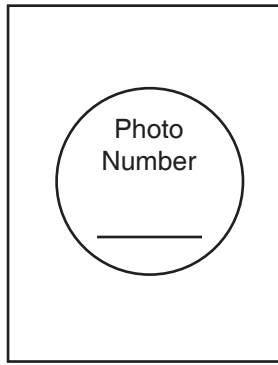
Text 10 - We will place your text here.



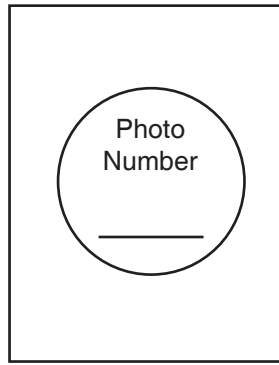
Text 11 - We will place your text here.



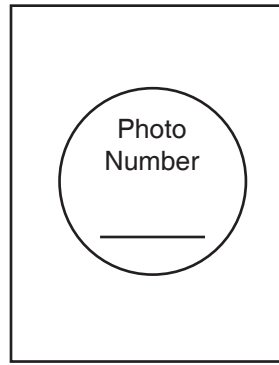
Text 12 - We will place your text here.



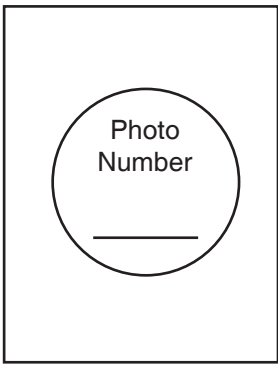
Text 13 - We will place your text here.



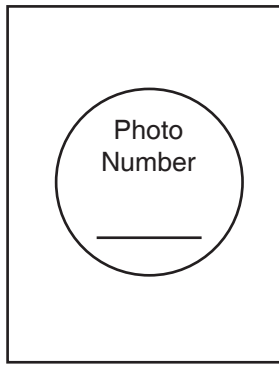
Text 14 - We will place your text here.



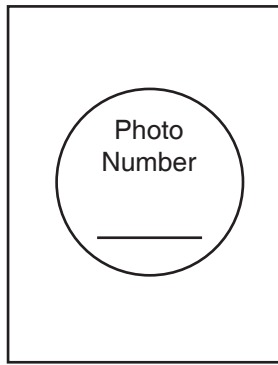
Text 15 - We will place your text here.



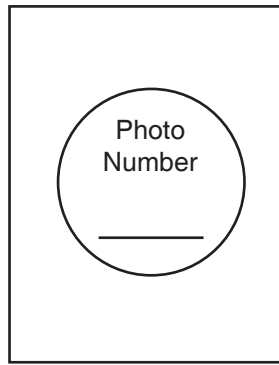
Text 16 - We will place your text here.



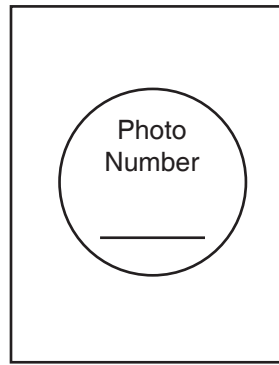
Text 17 - We will place your text here.



Text 18 - We will place your text here.



Text 19 - We will place your text here.



Text 20 - We will place your text here.

Heading 1

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Text 1 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter the first 5 names all under Text 1 in the text file

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Text 2 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter names 6-10 all under Text 2 in the text file

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Text 3 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter names 11-15 all under Text 3 in the text file

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Text 4 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter names 16-20 all under Text 4 in the text file

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Photo
Number

Text 5 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter names 21-25 all under Text 5 in the text file

Photo
Number

Photo
Number

Photo
Number

Photo
Number

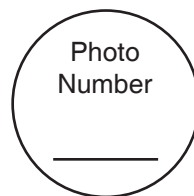
Photo
Number

Text 6 - Text will go here.
Text will go here.
Text will go here.
Text will go here.
Text will go here.

Enter names 26-30 all under Text 6 in the text file

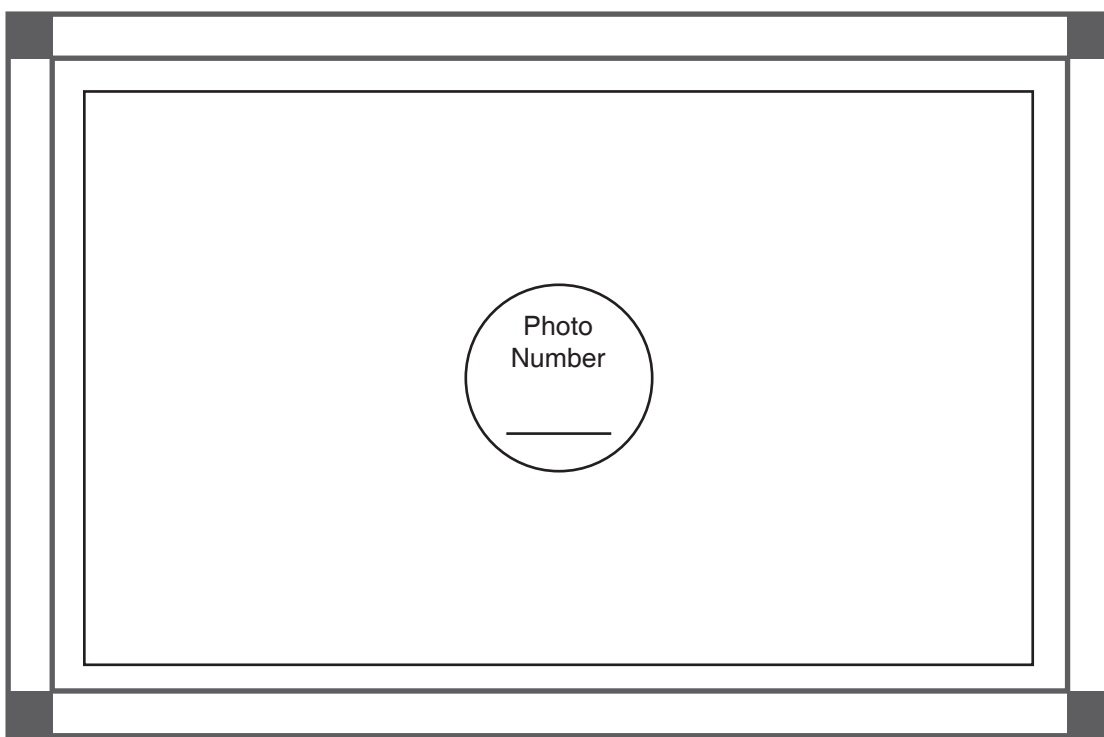
Your Design

We will place your .tif or .jpg image on the cover.
Just name your file cover01.



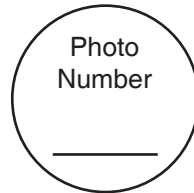
Heading Number 1

Heading 2



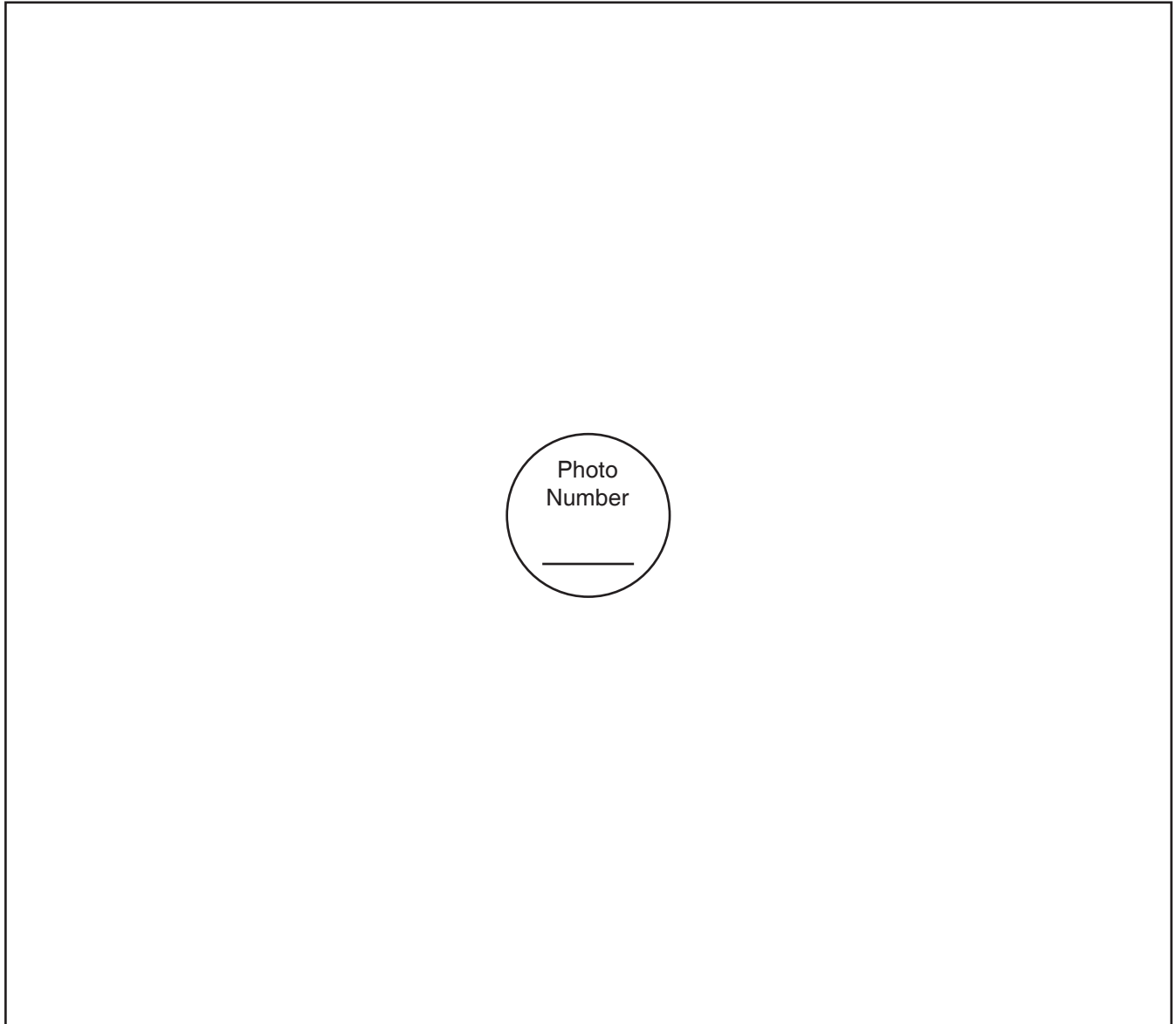
Heading Number 6

Heading Number 1



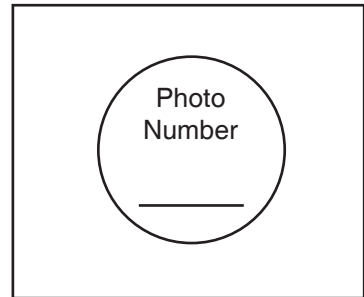
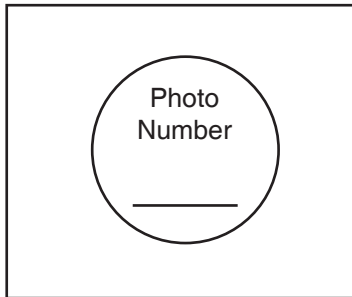
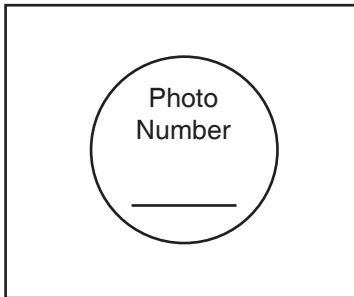
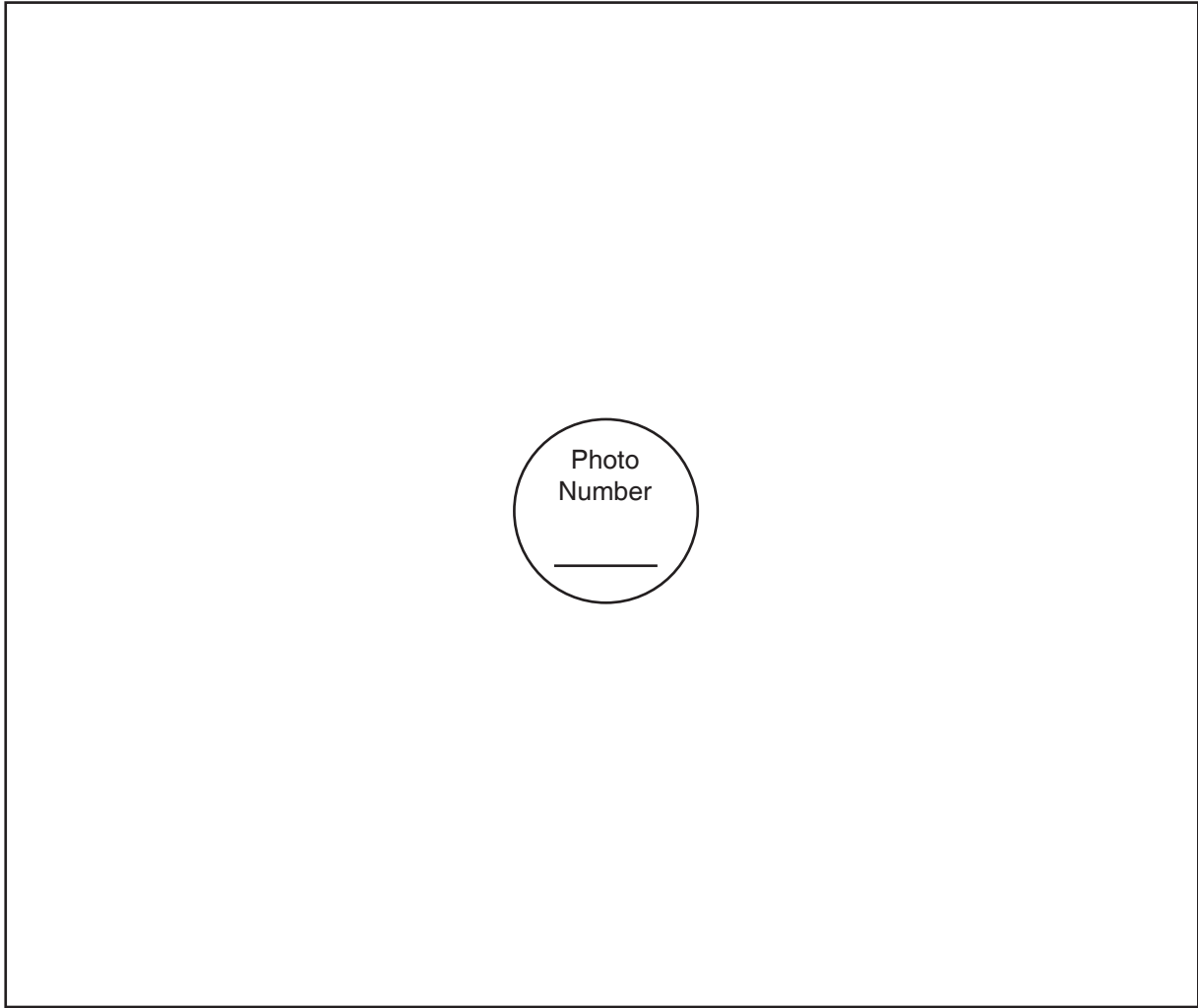
Heading Number 2

Heading Number 1



Heading Number 2

Heading Number 1



Heading Number 2

Border Options for Photos

Unless you specify otherwise, photos will have square corners and no border.

The alphabetical portrait section may have square corners and no border or it may have Bevel Border 5B (see next page). All other photos have the following border options:

Square Corners

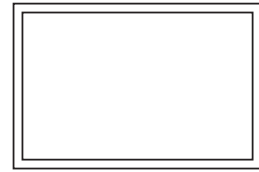
If you do not want borders just leave blank.



1



2



3



4



5



6

Rounded Corners

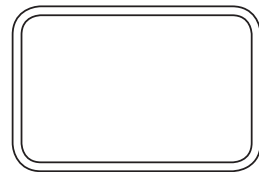
Just write "R" with no number for rounded corners with no border.



1R



2R



3R



4R



5R



6R

Border Options for Photos Continued

Bevel Corners

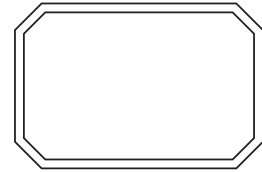
Just write "B" with no number for bevel corners with no border.



1B



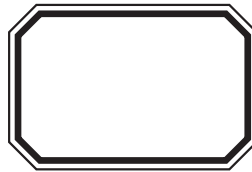
2B



3B



4B



5B



6B

Other Options

You can always design your own page (see Template 0101). Or you can check out the page gallery at <http://memorybooklets.com/samples.html>. You may reference any of the pages in the gallery by writing the page name on your template and we will format your page accordingly. Get a blank sheet of paper to make your template if needed. Also, feel free to submit your own clip art, backgrounds, etc... Just draw them on your template and reference the file name such as "Page 12 Clip Art 1.jpg".