

Storybook Tips, Hints and Helps

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FYI: CM's Storybook and Memory Manager Help Line is awesome! **866-440-2420**

As I'm making pages, I find I use some of the same features over and over. So I've decided from now on to take notes and pass them on to you when I think it might help. And now that we have our weekly online trainings called "webinars", you get to *see* these demonstrated; which is great for scrapbookers! Just email me for the information of how to join in on those calls.

I will try to remember to indicate where on the screen to click. If I don't mention it, it's usually because it's on the main menu at the top of the screen. On the lefthand side of your screen are the elements (layers) of the page as you "build the page" and on the right hand side are the things to add to your page: photos, pages, shapes, papers or embellishments. When I mention "clicking", I mean the left click button. I'll tell you when it's a "right" click.

MY FAVORITE THINGS TO KNOW (not in any particular order)

Lock: When you want to work with a certain element, *lock* the other elements so that you won't keep moving the wrong thing. The "elements" are on the left hand on your screen. There's an eyeball that you can click on to "hide" the element to see what the page would look like without it. And below the eyeball is a little paddle lock. That's where you click to lock the element in place while you're working with other parts of the page (elements).

Ctrl Z: works as *undo* (same as the button on the upper lefthand side of the screen). It's your best friend!

Ctrl A: selects ALL with whatever you're doing. So if you're in a text box, pressing *Ctrl A* selects all the text so that you can easily change the font, size or color. If you're using *Ctrl A* on the whole page, it will select all the elements making it easier to *shadow* your elements on the page or to *group* them, etc.

Up, Down, Left, Right Arrows: If you are wanting to move anything slightly up and down, right or left, etc., simply have the item selected and use your arrow keys.

Magnify: If you need to increase the size of the character(s) or items in the photo, you'll click on the photo and on the right hand side, a blue magnifying ball will appear. Grab that ball by holding down the mouse and move it up. The size will increase, then you'll need to move the photo around to have it display what you want. You can also do this with the *Photo* feature on the main menu and move along the slider.

Changing the Default Font for Text: Click on *Text*, click on *Text* again and select *Change default font*. Now choose your favorite font, size and color. You can also have it be bolded, italics, or underlined and where inside the box to place the text. The default is top center. This will be the font for any box that *you create*. You can also choose *Fancy* and select from everyday, vintage and mod (if you've purchased them) and have some really fun titles.

Aspect Ratio

This is another feature that I can't live without. This feature is accessed by *right* clicking on the photo or any element, or by going over to the element on the lefthand side of your screen and clicking on the down arrow.

Here's what I use:

- If you need to change a picture from landscape to portrait or visa versa.
- When you need to crop off the sides or top of the photo. You *unlock aspect ratio*. This allows you to resize anything: photos, paper, shapes, etc. When working with a photo, you'll *unlock* the aspect ratio, and then use your mouse to bring in the sides of the photo. Once you have it the size you'd like, use the mouse hand to recenter the photo and it looks great. You can also magnify the photo (mentioned above) and really zoom in on what you want to see.
- With the *unlock* of Aspect Ratio, you can expand any element in one given direction without it expanding the whole photo, box, etc. Just click on the photo, etc., then right click, click on *Aspect Ratio* then click on *unlock*. Now that it's unlocked you can drag any side of any element and expand.
- If you want to make a perfect circle with your photo: First click on your photo, go to *Photo, Mat, Cutout* and then select the circle shape. Your photo will go into some kind of an oval. Then *accept* it. Now *right* click on your photo and select *aspect ratio*. Then select *Square*. Your picture is now a perfect circle that you can resize. You'll probably need to reposition the photo inside the circle by clicking on the center of the photo and using the *hand* to move the photo around.

Matting Several Photos: If you want to mat more than one photo at a time, click on one of the photos, hold down the shift key and click on the other photos, or select them from the elements on the left side of your screen. With the photos selected, you can go into *Photo, Mat*. Then select the size and color. (Below I explain how to matt a photo with paper).

Sample Color: Speaking of color, when you want to match a shirt color, leaf, background, etc., when in the *select color* for matting, fonts, hue, etc., click on the little dropper that says "sample color". Then go to item that you want to match, click on that and now you have the exact color. It's magic. *Remember* that if you're changing the color of your font, you have to select the text first (I like to do that with *Ctrl A*).

Choosing another shape for your photo(s): Select the Photo(s) you'd like. Go into *Photo, Mat, Cutout* then browse through the many shapes. (The rounded rectangle can give a corner-rounded look).

Layout on the main menu: The layout tool is another best friend. I simply size a photo the way I want and when I want other photos to be the same size, I simply click on the first photo, hold down the *shift* key and select the other photos making sure that the photo that is the size I want is the *last* photo I select. Then I go to *Layout* and select the icon in the lower left hand corner that says "make selected elements same size as last as last selected element" and click on that and they're now all the same size. The same thing works for the same height or width and to align with different parts of the page. Just make sure that the last photo you select is the example that you want to follow.

To mat a photo that has been cut into another shape: After cutting your photo into another shape, go to the *Shapes* feature and select that same cutout. Right click on the shape and select *Cut out of a piece of paper*. Now here's the fun of digital scrapbooking— You get to cut that shape out of any spot on that paper. Click on OK. Click on the shape you just created. Now click on the photo cut out. Go into *Layout* and select the lower left hand corner to make the selected items the *same size*. The paper mat and photo are now the same size. So reselect the paper box and drag it so it's larger than the photo. (You'll need to move the photo *to the front* to make sure it's on top of the mat). After you have the photo and the paper mat, use the directions below called “Centering one element on top of another.”

Centering one element on top of another: Have you wanted to quickly center a photo (or paper) on top of a mat or another piece of paper? It's a two step process. Click on the top layer, then hold down the shift key and click on the bottom layer. Now go to the *Layout* tab and click on the second option (center vertically) and then the fifth option (center horizontally). This should center the top layer inside the bottom layer. By the way, if your photo is some kind of shape (oval, circle, etc.) and you want to make a perfect mat: Go to *Shapes* and right click on the same shape as the photo. Select *Create this shape* and select the color, and then *create* it. Now click on the photo, hold down the *shift* key and select your shape. Go to the *Layout* tab and click on the lower left side of “make selected elements same size..” Now select the shape again, drag it a little larger and follow the centering feature about.

Matting regular square/rectangle photos with Paper: (This is the same process as matting the photos that have been cut into shapes) Click on *Shapes* from the right. Right click on the square and select *cut this shape out of a piece of paper*. You'll now be in the “cutting board” where you can choose your paper and then position the square over the section of paper that you'd like. You'll notice in the lower right hand corner, it'll show you the dimensions of the box where you can then enlarge or shrink it. Click on *OK* to create the box. Now select the paper box you just made, hold down the *shift* key and select the photo you want to mat. Go into *Layout* on the main menu and select the lower left feature that makes everything selected the *same size*. The paper mat and photo are now the same size. So reselect the paper box and drag it so it's larger than the photo. (You'll need to move the photo *forward* to make sure it's on top of the mat). After you have the photo and the paper mat, use the directions above called “Centering one element on top of another.”

Vellum Journaling Boxes: To put a piece of “vellum” behind text, you'll select *Shapes* from the right hand side of your screen. Select the top one that says *Square* and get the shape you want and the color (usually white) and *Create* it. Then go into *Tools* and then to *Opacity* and lighten it up to like 75. Then make sure that the text is on top of the box. You can go to *Tools* to change the *Color* or select *Paper* to cut the box out of a different paper pattern. I also like to ***Blur*** the edges of the Vellum box. Make sure the vellum box is selected and go to *Photos* and then to *Edge* and *select an edge* and select the first option. You may need to expand your vellum box since the *Edge* feature shrinks it a little.

Gradient: To have a dimensional look to your text and word embellishments, try the *Gradient* feature from the *Tool* menu. Play with one color and then two. (You'll need to “*flatten*” your text first, so make sure your text is the way you want it before you flatten it from the *layout* menu.)

Photo Enhancing: I love all the ways to "fix" the coloring of my photos. My latest, is using the *Curve* feature. Click on your photo, select *Enhance*, *Curve* and drag the line around and see what comes alive. It's fun. I usually select *Photo*, *Color* first to see what that does and then go into *Enhance* to try the other things. Of course, I try to do these things in Memory Manager first.

Viewing your double page spreads: If you want to see what the double page spreads will look like, *Save* the book, then go to the *Home* tab and select *Order*. It's so fun to go through your book!

Labeling the Spine of the Storybook

If you'd like to have a date and/or name on the spine of your Storybook, you'll choose *Cover* from the Home Menu. Then go to *View* and then click on *Spine*. Now create a text box. In the text box section on the top of your screen, I select the center *grid* so that the text will be centered. After the text box is created, I go to *Layout*, and then select the rotate that is a 90 degree clockwise (the far right). Now it's rotated vertically and I can position it on the spine where I'd like.

Adding Elements to the Embellishment File

The first thing is to go into *My Stuff* either from the Home Page or clicking on *Organize* on the lower right hand corner when in Storybook and then selecting *My Stuff*.

You will need then click on *File*, *Add Collection* and then give the Collection a name. Some that I have made are Buttons & Dots, Corners & Tags, Metal, Sports, Baby, etc.

Then when you're on a page and you see a fun tag, grommet, or label, right click on the element and select *Save Selection*. Go to the location of where the files are (for example on my computer it would be C:\Users\Madelyn\Creative Memories\My Scrapbook Stuff\Buttons and Dots\Scraps) and give the embellishment a name. I like to name it from the package I got it from and then the color, so like *Little Girl Pink Butterfly*. Once you save it, it should appear in the embellishment right away. If not, you might need to exit Storybook and then go back in.

How to create a postcard, invitation or announcement using Storybook Creator Plus

1. In Storybook Creator Plus on the Home Page, choose *Create a New Project*.
2. Choose one of the 4x6 options (I like landscape) or choose *Custom* and make the size you want.
3. Select *Blank* and then press *Next*.
4. Name your file. I like *4x6 Cards--Landscape* so that I can go back to that file any time I need to create another card.
5. Now play, play, play! There are lots of digital papers and embellishments to choose from. And depending on the paper, you can either *make it the background* or *add to page* with a right click and adjust up, down, left or right.
6. When you're done, go to *Home* and *Save*. Then choose *Save Pages As*. At the top of the screen it will tell you what folder it is being saved in, or you can browse to a new location. Select if you want all the pages, the current page, or selected pages.
7. Click *Save* and now you have a photograph on your desktop that you can put on a CD, or upload to be printed.

TO BACKUP STORYBOOKS:

Please get in a habit of backing up your Storybooks.

The simplest way to do this is from the *Home* menu. Click on *Save* and then choose *Save As*. You will need to give your storybook a different name (and preferably on an external hard drive). This will take a few minutes. *Make sure from then on that you're opening your originally named Storybook*. And repeat the above process *every time* you've make a lot of changes. It will ask if you want to replace it and say *yes*.

Here is another option to saving your file:

When you Open a Project when in Storybook, it will show you where on your computer the storybooks are located.

8. On my computer, I have Vista, they are located at: C:\Madelyn\Documents\Creative Memories\Storybooks
9. With Windows XP they are usually at: C:\My Documents\Creative Memories\StoryBooks

Once you've located the directory, go to the storybook you want to backup. Right click on the Storybook and select COPY.

Then go to the Drive or the Directory where you want to copy the Storybook (preferably an extended drive) Right click and select PASTE. This will take a few minutes to Copy. Please have me show you how to update this as you go along in your project.

TO DELETE STORYBOOKS:

When you *Open a Project* in Storybook, it will show you where on your computer the storybooks are located:

10. On my computer, I have Vista, they are located at: C:\Madelyn\Documents\Creative Memories\Storybooks
11. With Windows XP they are usually at: C:\My Documents\Creative Memories\StoryBooks

Once you've located the directory, go to the storybook you want to delete. Right click on the Storybook and select DELETE. You will be asked if you want to move it to the recycle bin and select Yes. FYI: Anytime you want to permanently delete a file and not have it go to the recycle bin, use the *shift* key along with the *delete* key on your keyboard. You will be asked if you want to permanently delete the file.

DELETING PICTURES OUT OF FILES OR OFF OF YOUR DESKTOP

Once you are confident your photos are within Memory Manager or Storybook, go to where the photos are located on your computer or desktop. Select the photos you want to delete using the shift and ctrl keys and then use the *shift* and *delete* keys on your keyboard to permanently delete the photos. This way you won't fill up your hard drive by them going to the recycle bin.