

## READ THIS FIRST!!!

In this kit you will find everything needed to safely start the production of your one-of-a-kind hardbound memory book. Along with this "Easy 2 Follow" Instruction Sheet, we have included the following items to make the ordering process as simple as possible.

### CONTENTS OF YOUR KIT

- (30) Padded Foam Placeholders (12" x 12" x 1/16")
  - DO NOT SEND your albums or clear page protectors
  - Please use our supplied padded sheets in between your layouts
  - These will also help us process your order faster
- (30) Layout/Page Placeholder Labels (1.5" x .5")
  - These consecutively numbered labels are used to indicate the pagination of your layouts
  - Please do not apply to your layouts- apply on the padded foam placeholders
- (1) Water-safe Poly Bag (18" x 24")
  - We advise that you put your layouts in this poly bag before placing in the box
- (1) Reinforced Corrugated Box (13" x 13" x 3")
  - Pre-Paid FedEx Ground Bar-coded Label
  - This box is insured for \$100 (for additional insurance please call our Help-Desk for details)
- (1) Pre-Addressed FedEx Ground Address Label
  - This label is addressed to the B2R Image Capture Center for your convenience

Please check to make sure you have all the items listed above. If you have any questions during the ordering process, please don't hesitate to call our Help Desk or visit us on-line.

480.699.3989 AZ Residents    888.385.BOOK (2665) Toll Free    [www.bound2remember.com](http://www.bound2remember.com)

## 1) Choose and Organize your Layouts

### Materials Needed

Any existing scrapbook layouts you have created over the years. Remember, you are the artist, author and editor of this one of a kind book! The only restriction we place on you, the book must consist of at least 20 page layouts.

### Tips 2 Remember - When Choosing Your Layouts or Photographs:

- This book can be a compilation of many layouts from many different albums
- All layouts must be the same size (either all 12" x 12" or all 8.5" x 11" or all 8" x 8", etc.)
- Embellishments that hang off the page can not be reproduced in the book
- Fold-out designs can only be captured in one static position
- The pages of this book will be printed edge-to-edge and it is possible that as much as 1/8" of your layouts will not make the finished book
- Any small print may be even harder to read if you ask us to scale down the original page to a smaller size.

If you have more page layouts than what will fit into the box and not enough packaging materials to safely send us your order, additional kits need to be purchased. This kit is designed to hold up to 30 scrapbook layouts.

## 2) Paginate Your Layouts (Label Your Pages)

### Materials Needed

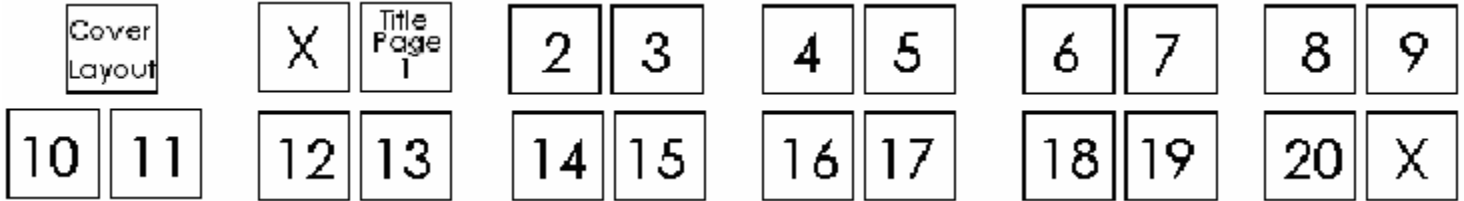
- Your selected layouts
- 12" x 12" x 1/16" padded foam placeholders (supplied)
- 1.5" x .5" Layout/Page Placeholder Labels (supplied)
- Page Schematic (see below)

### Tips 2 Remember - When Paginating your Layouts

- Each 12" x 12" or 8.5" x 11" layout is considered a page in your book
- The pages of this book will be printed 2-sided
- Odd numbered pages will appear on the right
- Even numbered pages will appear on the left

Now that you have selected your favorite layouts for your book, it is very important to understand the pagination process for production of a side-sewn hardbound book. Here is how we recommend organizing your layouts before sending them to us for printing.

A) Spread out the padded placeholders in a line as seen in the schematic drawing.



B) Apply the numbered Layout/Page Labels on to the padded placeholders just as they appear in the schematic drawing.

C) Place each of your desired hand-scraped layouts on top of the placeholders in the order you wish them to appear in your book

NOTE: Page 1 is typically a "Title Page" and will not print side-by-side with another layout. If you want two layouts/pages to appear together in your book, they must be on either placeholders (2 and 3) and/or (4 and 5) and/or (6 and 7) etc...

D) Place your layouts with the appropriate padded numbered placeholders below them, into a stack.

- Layout/Page 1 should be on the top of the stack with its coordinating placeholder below it.
- The padded placeholder labeled PAGE 1 should be on top of Layout/Page 2
- The padded placeholder labeled PAGE 2 should be on top of Layout/Page 3
- ...And so on, until your last padded placeholder rests on the bottom

NOTE: If your book has an odd number of layouts/pages, a blank page will be left on the back of your last page. We recommend an even numbered page count for your book.

E) Please wait until your order form is completed before putting your stack of layouts and padded placeholders into the supplied poly bag and in the box.

## 3) Include a Copy of your Order Confirmation Receipt and Ship Your Layouts

### Materials Needed:

- 18" x 24" Water safe Poly Bag (supplied)
- 13" x 13" x 3" or 12" x 9" x 3" Corrugated Box with Pre-Paid FedEx Ground Barcode Label (supplied)
- Pre-Addressed FedEx Label to B2R Image Capture Center (supplied)

### Tips 2 Remember -

- Be sure to include a copy of your Order Confirmation Receipt in with your layouts.
- Please feel free to attach any additional instructions not listed on your order form.
- Write your Order Confirmation # on the box.

### FINAL STEPS

- Put the Order Confirmation Receipt the poly bag with your layouts and padded placeholders.
- Copy the FedEx tracking number if you want to track this shipment.
- Place the bag of layouts in the Pre-Paid FedEx Ground Box (BARCODE LABEL is already on the box)
- Write your return address on the supplied FedEx Ground Address Label and affix to box.
- Drop off at your local FedEx Ground Drop location