

Creating Your Personalized Photo Memory Book in 4 Easy Steps

1. Check Address, Decide Whether to Submit Book Online or by Mail, and Select Photo Book Options

Check your pre-printed name & address on your kit sheet and if you have any changes, cross out & neatly print in the new information. Then decide whether to submit your photo book on line or through the mail (sorry, you cannot upload some photos online and then mail in others), and then select your Photo Book options: duplicate photo books, cover options, theme, type style, and additional pages.

2. Select Your Photos and Photo Layouts

You may choose from 1 to 4 photos per page and any one of 6 different photo layouts for each page. Then, on the page of stickers provided with your kit, write your 7 digit kit number, the photo book page number, circle the photo layout desired for that photo, and affix a sticker to the back lower right-hand corner of each photo. The book comes with 20 pages but you may order additional pages if needed (up to 20 additional pages).

3. Check for Defects on Photos Before Submitting

Any dirt, markings, tape or other defects on photos will show on printed Photo Book. Please fix all problems before submitting photos. If photo is soft focus, it will look even fuzzier when we enlarge it. Remove all "red eye" from photos with a red eye pen before submitting (we sell red eye pens for your convenience). Make sure that all photo edges are straight and properly trimmed. (Sorry, we CANNOT trim your photos.)

4. Send or Upload Kit and Photos Back to Happy Kids

Mail or upload your photos and kit sheet back to us. If mailing, use our enclosed envelope. We suggest using one piece of cardboard to protect your photos. Don't forget to include your kit sheet. Your photos will be returned to you with your finished photo book.

Any questions call customer service at 1-800-543-7687

Photo Selection Basics and Tips

- **If mailing photos to us, please arrange them in page order.**
- Select photos that are in sharp focus. We enlarge all photos to fit the page (a fuzzy photo will look even fuzzier when enlarged).
- Choose photos where the faces are in bright light and not in shadow. Overall bright colors will reproduce better than muted or washed out colors.
- We accept photos as small as 2" x 3" and as large as 10" x 11".
- We will not accept photos containing nudity with the exception of infant photos.
- We do not accept negatives, slides, CDs, or discs.
- Do not send in rare one-of-a-kind photos. Make copies of them and send the copies. If a photo gets lost or damaged at Happy Kids, we will reimburse you \$5.00 towards replacing that photo.
- Trim all white edges from around your photos before sending them in. This allows us to enlarge photos to maximum size.
- All photos with a copyright or studio name must be accompanied by a release from the studio.

Guide for Uploading Photos

Before beginning, make sure you know where in your computer to find the photos you want to use. Our software will allow you to easily upload them so you can view them and place them in the photo book as you go along. If you decide you want to upload additional photos later, the software will allow you to do that also. You don't have to finish putting your book together in one sitting. The software will allow you to save what you did and come back later and finish it. Once you've selected a theme, the software will put in a suggested layout. You can always change any layout you want as you go along. The software has a special cropping tool to allow you to focus in on any part of the photo and a rotating tool that allows you to change the orientation of the photo.

Volume Discounts for Fundraisers and Corporate Programs

Happy Kids Keepsake Photo Books make a truly unique fundraiser. Your organization can earn up to 65% profit by selling our Photo Books, and they are perfect for schools, churches, sports teams and any other type of organization. Keepsake Photo Books also make a great corporate gift or a unique way to advertise your company.

Our very attractive pricing for volume orders for fundraisers and corporate photo books starts at \$8.50 and goes as low as \$6.95. Please contact us for a price quote at 1-800-543-7687 and ask for our fundraising/corporate program department.

Please retain a copy of your kit sheet with your kit# in case you need to call us with questions. If you mailed us photos, your original photos will be returned with your finished Photo Book(s).

Occasionally photos get lost or damaged. Happy Kids' liability for lost or damaged photos we handle is limited to \$5.00 to replace the photos.