

Evergreen Expressions

Planner Instructions

This page represents page one of your album. It will have only the title you want for your album set against a decorative background. It is a free page and it is not included in the page count for which you are being charged. Please indicate the title you would like to use:

Album Title: _____

How to use Planner Pages

There are two options for printing planner pages. One is where each page uses a letter-sized page. The other has two planner pages on one letter-sized page. They are used in the same way except that the first option gives you more room to write. You would treat the larger size just like two facing pages.

These pages are designed for you to can tell me what photos and other items are to be used together. If you are describing a two-page layout, remember that it will cover the two facing pages so use one planner page or pair of pages to give me the information. Each single page layout must be described as one side of a planner page with another single page layout next to it (these will be facing pages in the finished book.).

Top Section:

Album Page Number – enter the page number if you are ordering an album – this will keep your pages in the proper order in your album.

Page Title – if you want a specific title on your page, enter it here. This is optional and if you leave it blank, the page will not have a separate title unless I think it really needs a title. I may put a title on it, which you can then ask me to remove or to change.

Layout – check “One Page” or “Two Pages” depending on how you want the two adjacent pages to look. If you select one page, then I will design it with just the items designated for that page and will not necessarily try to make the page next to it look the same. If you select two pages, I will spread the items between the two facing pages and use the same colors and papers so that the two pages are obvious companions. You may still want to use both planner pages to list your items depending on how many you have for the two pages.

Blocks for layout:

Please enter a brief description of each item (for example, “photo - woman in long, white dress” or “item – stitched dresser scarf”) or number them on the back or on a post-it note attached to the back to match the number on the line. Put all the pictures for a layout in one envelope and number the envelope with the page number. When writing on photos or notes, be sure to use a photo-safe pen or pencil. Put all oversized pictures in one envelope with a post-it note on the back of each indicating the page number where it is described, unless, of course, all photos are oversized in which case just use oversized envelopes and use one for each layout.

Journaling:

There are many options for managing the narrative for you album or page. This explains a couple of ways but if you want to discuss other options, please call or email me.

If you want journaling on a page, and if you print it on the corresponding page in this booklet, your journaling will be entered on the computer and adjusted to fit on the page using a font style and size that fits with that page. If you want the journaling to appear in your own handwriting,

you will need to write it on plain, white paper using a black pen (preferred) or pencil and include that in the envelope with the pictures for that page. I can adjust the size of whatever journaling block you use but I cannot adjust the shape so I suggest you use paper in the approximate size and shape you want to appear on the page. If your handwriting is large, you might want to use paper a little larger, and I'll reduce it for printing; if your handwriting is small, write on a smaller block and I'll enlarge it a little.

Inclusion of Photos and Other Items

Depending on the page size you are ordering, I can use up to 6 items (see chart). These items can be photos, journal blocks, or representations of memorabilia. You don't have to use the maximum number, sometimes a single photo or maybe two with a narrative will tell the story best – I can adjust the photo sizes in the way that seems to work.

For each page, you may indicate one focal photo by checking the second column. Normally, that photo will be adjusted to be larger than the others on the page and, if appropriate, I'll double mat it or make it stand out in some other way. If you don't tell me which item to highlight, I'll use my own judgment.

Memorabilia

Don't forget that representations of items other than photos can be included on your digital pages. I can successfully scan almost any flat item and many other items such as jewelry, as well. If you have three-dimensional items that you want to include, we should discuss if they should be scanned or photographed.

There are many items that should be represented in your album but which should not or cannot be stored in one – digital albums are perfect for including these items. Every copy of the album has the image of the item when in reality only one person can retain the actual item itself.

Some things that you might want to include in your album as images are things like a fancy tablecloth or handkerchief that belonged to grandma or grandpa's pocket watch, pieces of jewelry, stock certificates, a quilt that was made by or which belonged to someone special or Mom's old cookie jar. Any item to which you have access and which evokes fond memories in you or your family should be included in your album.

We can discuss some creative ways to include those items.

Page Sizes and Your Investment

Page Size	Items Per Page	Per Page	20 page album	Additional Copies	Smaller Copies	Per Copy	Handling Charges*
12 x 12	6	\$40	\$720	\$160	8 x 8 6 x 6	\$120 \$100	\$50
8 x 8	4	\$30	\$540	\$120	6 x 6	\$100	\$50
6 x 6	2	\$25	\$450	\$100	N/A		
8.5 x 11	5	\$35	\$630	\$140	N/A		
5 x 7	2	\$25	\$450	\$100	N/A		

The album figures include a page protector for each pair of pages in a plain album cover. Decorative albums covers are available for an additional investment or you can provide your own.

Custom Sizes Please ask me about any size you want that doesn't fit into this chart

* A \$50 resizing charge applies when additional copies in a reduced size are ordered. This charge is applied only once.

Except for the "Per Page" price, all the other amounts on this chart apply to 20 page albums and will increase if additional pages are involved

Evergreen Expressions

Gayle Opie

12106 Arrowwood Dr.

Austin, TX 78727

512-835-7806

Email: gayle@evergreenexpressions.com