



Step by Step - Simple Instructions:



- **REGISTER** or **LOGIN**
 - ✧ We only require your basic email confirmation as you prepare your book build
 - ✧ Your contact details will only be used by us as part of our Customer Service
 - ✧ Delivery and charge information is required at the time of Ordering your printed copy (ie. at the completion of your book build)

- Select your desired **TEMPLATES** theme
 - ✧ The pre designed templates have been lovingly created to take care of the design element task when you create your Story Book
 - ✧ Our themes appeal to all ages – “from birth and beyond!”
 - ✧ Customisation projects can be arranged – please contact us for details

- Click on **BUILD NOW**
 - ✧ **NO DOWNLOADING OF SOFTWARE REQUIRED**
 - ✧ Your Account will create the page layouts for your selected theme
 - ✧ Two pages you do not need to change are:
 - Introduction page - 2nd page after cover
 - Samples page - very last page
 - ✧ What you see is what you get!

- All you need to do to prepare your Inner Nutshell Story Book ready for print is:
 - ✧ (Double) click on **BROWSE** to upload your photos or scanned images
 - ✧ Our cropping tool ensures your precious images fit perfectly into the pre designed photo boxes
 - ✧ Where two photos are required, simply upload and crop your first image and then your second
 - ✧ Fill in the text boxes with **YOUR OWN STORY** in your own voice
 - ✧ The red prompts above the text box are to help inspire you to write whatever you need in the space provided

- Click on **SAVE**
 - ✧ If an image or text does not appear immediately on your view, **SAVE** again or **SAVE NEXT**, you can always go **BACK** if you need to edit further, once your story has been uploaded
 - ✧ Enjoy the process of your personal Story Book coming to life before your eyes

- **PREVIEW** your **PDF** at any time
 - ✧ By clicking on the pre set last page, ie. Samples Page
 - ✧ The PDF layout of your Story Book enables you to view the order of pages and get a greater sense of your completed Story Book
 - ✧ Return to the Book Build page to edit and **SAVE** any final changes – you’re nearly ready to **ORDER NOW**
 - ✧ All pages with your story or images saved appear in the PDF, any unedited pages do not appear
 - ✧ You are able to **ORDER NOW** once all pages are complete, otherwise a prompt advises “Book Not Complete!”



Step by Step - Simple Instructions:



- **ORDER NOW**
 - ✧ Takes you to our Secure payment system
 - ✧ You are able to pay by Credit Card, whether or not you have a PayPal account
 - ✧ Select the number of copies you require for this order
 - ✧ Multiple copies are charged at a lesser \$30 (plus GST) after the initial order of this transaction

- **RECEIPT, PRINT and DISPATCHED** emails are generated to keep you updated of the progress of your **ORDER ID**

- **CONTACT US**
 - ✧ Inner Nutshell is an innovative and progressive Keep it Simple Strategy to enable you to create your own personal Story Books
 - ✧ Your **FEEDBACK** is important to us and we will endeavour to respond to your CONTACT within 24 hours
 - ✧ Once you Register with us you become part of the Inner Nutshell (IN) family and we pride ourselves on providing personal service, which is why we will check in with you from time to time to see if there is anything we can do to enhance our CUSTOMER SATISFACTION
 - ✧ Positive and constructive TESTIMONIALS are always welcome