


## welcome.

A BIG thank you for signing up for In One Hundred Pages! I'm really excited to have you participate...but more importantly...for you to finish your photo book!

My goal is to have everyone start and finish a book before the holidays. That means, in thirty days (maybe a little less, maybe a little more), you'll press submit on a gorgeous photo book.

It doesn't matter if you are someone who has...
» Never made a book before,
» Made a couple of books before,
» Gave up after the first photo book, or
»Started about 5 photo books but never finished any of them.

This workshop is about designing a very specific type of photo book. It will guide you through a straightforward, fun and non-stressful process.
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A problem well-stated is a problem half-solved.


## 100 pages.

First, let's talk about the title.

Why the name: In One Hundred Pages?

I want you to tell the story of your year...in one hundred pages. This defining parameter limits your photo selection and design process. It acts as a goal that you can easily target and one that you can easily achieve. As Charles Kettering indicates, defining the problem in a clear and methodical manner is half the battle. Once the problem is clearly defined, you can work more effectively and solve the problem faster.

Plus, I love one hundred page photo books. It's a perfect size for a book. Believe me, I've made books of all sizes, from 20 to 420 pages. One hundred pages is that perfect middle ground. It's enough to really show a wide variety of your year without it becoming too overwhelming

So go with me on this one. Agree to make a one hundred page photo book. Now, let's get started!

The secret of getting started is breaking your complex overwhelming tasks into small manageable tasks, and then starting on the first one.

## at a glance.

Before we get started, I want to share what we're going to cover. If you have thousands (or tens of thousands of photos), the biggest component is organizing, narrowing, and selecting the right photos for your photo book. Here's a brief view of how we'll narrow your photos - quickly and efficiently - for your photo book.

Challenge 01: Collect all of your photos in one place. Note you number. Delete unwanted photos and rate your favorite photos.

Challenge 02: Step 1 of the Two-Tier Method. Collect 1,000-4,000 3-star photos.

Challenge 03: Step 2 of the Two-Tier Method. Collect under 1,000 photos.

Challenge 04 \& 05: Use sharing, important events and the best everyday moments to narrow your photos. Collect 250-500 photos.

Challenge 06: Use the Artifact Uprising standard layouts to finalize the number of photos for your photo book. Smart Collection should have 150 photos.

Once you've selected your photos, I'll show you how to export your carefully curated photos and work with the free Artifact Uprising software to design a photo book. With my process, you've spent the time up-front selecting the right photos for your book, by the time you get to Artifact Uprising's software, the actual book design process is a piece of cake!

One thing I know for sure - you are busy!!!! Selecting photos and designing a book is difficult because you are pulled in all different directions between kid activities, buying groceries, folding laundry and the other responsibilities calling your name. One of the biggest ways to help you accomplish the goal of printing a book is to outline clear expectations of your time. Here is a breakdown of hours you can expect to select the photos and design the pages for your In One Hundred Pages photo book.

Hopefully, this will serve as a goal, or a target, for each task. If you find that you are taking longer than what is listed below, let me know by submitting a question. I'll find a strategy to help you figure out a way to streamline even more. I want to make sure to keep this manageable for you!

1 hour Getting all of your photos in one place.
1 hour Setting up your collections/organizing your catalog.

2-4 hours Tier 1 - Three star photos or main photos you want to sort through (1,000-4,000 photos) This step could depend on how consistent you were throughout the year with labeling your favorites/photos you posted/edited/etc. If you have a lot of photos, this step is where you may want to narrow your context or time frame.

2-4 hours Tier 2-100 Smart Collection photos (under 1,000 photos)
You want to label the serious contenders from Tier 1 with a 100 to pull them into this collection. Ask those 5 questions and determine the photos you think would work the best for your book.

2-8 hours Narrowing your selection (around 150 photos)
This is the biggest range because it depends on how indecisive you are...
Look at distinct events/moments and try to select 1 photo. Or you can select in groups of 2, 3, or 4. Use the standard layouts as a guide to help you narrow your photos.

2-3 hours Designing the pages of your book

1 hour Review and order your book

## Total

10-12 hours (20-24 hours maximum)

Remember, we are starting this in advance, so you have 4-5 weeks to space this out. A good average to shoot for is about 2-3 hours a week working on your photo book. Following this guide, you should be able to design a book in time for the Holidays. If you get started a little later, keep in mind the Holiday shipping dates and adjust accordingly.

# 01 photo book company 

selecting a


## company options.

Tip: If you choose to use a different photo book company, you can still apply many of the lessons in this workshop. The goal is to streamline the process which means selecting photos with intent and limiting the number of layouts you use.

There are many different options for making a photo book. Shutterfly, Blurb, Adoramapix, My Publisher, Artifact Uprising, and many others. Each have their own benefits and strengths. If you have made a photo book before, you might even have your own preferences. If you haven't made a book before, maybe you feel paralyzed by the various options out there.

For this photo book challenge, I recommend the photo book company Artifact Uprising. There are many reasons for this. The software program is simple and easy to use. The standard layouts are geared for typical photo proportions. Finally, the photo books are stylish and unique. Plus you'll get a coupon code! If you haven't given their products a chance, now is the time!


## \$152



## product options.

Now that we've defined the number of pages and the photo book company, the next step is to define the cover type. You have two options: hard cover and soft cover.

Above, I've included the Fall 2021 prices for Artifact Uprising cover options. For a one hundred page photo book, there is only a $\$ 54$ price difference between the two. It is well worth it, in my opinion, to spring for the hard cover book. It's timeless, holds up better and makes a more beautiful, professional photo book.

I've made both a hard cover and soft cover photo book with Artifact Uprising and the hard cover book was my favorite, hands down. The soft cover book did not hold up as well as I would have preferred. In addition, the hard cover linen color and dust jacket options are really what makes this company unique.

## recommendation: hard cover



## clarify

 yourvision

## my closet.

This is my closet. The whole thing. Dresses, shirts, pants, workout clothes, shoes. Everything.

I'm very minimal when it comes to my clothing purchases. My wardrobe is basic - simple colors, few patterns, versatile pieces and 1-2 stylish outfits.

When it comes to picking out clothing, I simply determine what's appropriate for the situation, factor in the weather and then I have about $4-5$ choices to select from.

Even if you have a much larger closet, you still go through the same process, right? The clothing you wear to work is different than your workout clothes or the dress you'd wear to the hot new restaurant in town.

Assessing the context helps determine what clothing you need to select.

Use this exact method of context to select photos for your photo book. Determine your purpose, look and feel you want for your photo book...then select photos that match your vision.

Photo books can be overwhelming because if undefined, it's so generic. It's open-ended.

But when I say a 100 Page Photo Book, it already starts to put the project in context. It gives it a purpose. So when you select photos, you have a mission for your selection. Selecting photos for a vacation book is very different than a portfolio-style book.

## MY SHOCKINGLY

 SMALL CLOSETdresses + shirts
jewelry
shirts
pants shoes



WORK


## WORKOUT



NIGHTOUT



## book types.

Here are some photo book concepts you can consider for your photo book.

- Photo Book of favorite photos from the year
- Vacation Photo Book
- Black \& White Photo Book
- Photo Book of portraits
- Photo Book of a photography project
- Photo Book of photos from inside your house
- Photo Book of photos from outside of your house
- Photo Book of macro photography
- Photo Book of colors
- Portfolio Photo Book

Use the context of your book to refine the photos your select for your photo book.


## book example 1.

Workshop Photo Book
Cover: Hard Cover, Image Wrap
Size: $13 \times 11$
Pages: 72
Photos: 66
Time Span: 4 weeks
Look: professional, modern, subtle
For this photo book, I wanted to include the photos I took during a photography workshop. I spent a lot of time and effort crafting these photos - specifically prepared for lessons and assignments. As a result, I wanted to include photos that particularly conveyed my trial and error. My photo selection process showed intention and purpose. A lot of the photos were converted to black and white which went into the book design itself. Most of the pages have a black or white background with a modern gray font. Looking at the entire book, it has a more professional feel to the design.


## book example 2.

Vacation Photo Book
Cover: Hard Cover, Image Wrap
Size: $12 \times 12$
Pages: 40
Photos: 74
Time Span: 1 week
Look: fun, colorful, lively

Since this photo book was all about family fun, I included way more snapshots into the page layouts. My photo selection was much more about documenting the fun events than solely including stellar photos. I used patterns, colors and a fun font style to add to the lively atmosphere in the book.


## book example 3.

Second Birthday Photo Book
Cover: Hard Cover, Image Wrap
Size: $7 \times 7$
Pages: 20
Photos: 20
Time Span: 2 hours
Look: simple, white, bare

What's a great way to celebrate a birthday? A photo book. Well, if you're me. This photo book was not about the party with balloons, cake and presents. It was about capturing my daughter as she was at that very moment. This photo book uses photos from a 1-2 hour time span where she danced around the bed and played make-believe tea party. I selected my favorite 20 photos from this moment and put them into a simple and straightforward book.


## your book.

You have now seen three very different types of books. Notice the connection between the type of book, the number of photos selected with the total number of pages in the photo book. Now, you may be asking how this relates to your photo book? To this specific project?

I want you to think about what photo book theme or concept you want to design. Think about the photos you have in your library and what type of photos you primarily want to include. For example, what if you really love shooting black and white photos. This is a great way to narrow your focus and only select those photos for your book. You'll save a lot of time in photo selection if you refine your book concept.

If you're undecided, I recommend a photo book of your favorite 2021 photos. This is a chance for you to select about 150-200 of your very favorite photos from the year. It should include those perfectly imperfect photos that capture your life and photos that make you happy.

## recommendation: favorite 2021 photos



## organize

 your

## collect.

Before you can even think about designing a photo book - you must organize your photos. The best way to organize your photos is to get them into one place. I recommend three programs: iPhoto, Lightroom, or Bridge.

If you have an apple computer, iPhoto is free. For those just starting out, this is a great program to organize, edit and share your photos. If you have a pc, I recommend Windows Photo Viewer.

Lightroom and Bridge are Adobe products that you purchase, but they are definitely worth it! The ability to organize and edit your photos within these programs is remarkable. Of course, the level of sophistication does take some practice but once you get the hang of it, you'll never look back.

Collect all of your photos in one place. This includes photos from your dslr, mirrorless, point and shoot, underwater, film or smart phone camera. How many 2021 photos do you have?

## smart collections.

Once you collect your photos in one place, the next step is to gather your favorites in a separate album or collection. This is crucial for designing photo books because you can see your book start to come together before you even design the pages.

Here is how to rate your photos in iPhoto, Lightroom and Bridge and then collect them into a Smart Album or Collection. Refer to the video of your preferred catalog and start to organize your photos with Smart Collections. It's about to become your best friend. ;)

iPhoto


Bridge
(click image above to play)

# CHALLENGE Ol 

Collect all of your 2021 photos in one program.


Look for something different. Look for something funny or sad or remarkable or to recognize the transience of one picture... Use human judgement of what is beautiful.

Or what is just beautiful to [youl.



## rate.

The first step in selecting photos for a book is to gather your preferred photos. These are the photos that you liked immediately upon import or when you decide which photos you want to blog, share, or come back to for more editing.

If you have a preferred method of gathering these photos (star, color, flag, etc), continue with this method.

If you don't have a method or have never assembled your favorite photos in a systematic approach, I recommend giving the photos you like: 3 stars. This is a really easy way to rank your photos. With most programs, you can hit the number 3 on your keyboard to quickly move through your library.

But...when you're making a photo book, particularly a 100 page photo book, you can't use all of the photos you like. You have to narrow and select with intention. This can seem impossible at first. So l've developed the two-tier method to break down the selection process into a more manageable task.


Tier 1:
The first step is to select photos you want to consider and give them a 3 star rating.

These should be photos you: Like
Love
Edited
Posted
Shared
Generally, you'll want to rate photos with three stars that are an immediate favorite and capture a specific moment in your family, be it an everyday moment or something from an event. Create a smart collection or album to gather these photos in one place. This step is the first way to collect the photos you like from the year in one place. You don't have to be completely ruthless, yet.


## a tip.

When you are going through your photos, select the entire year and switch to small thumbnails. This allows you to look through your entire year of photos as you rate them.

The reason I prefer looking at thumbnails during Tier 1, is to speed up the process. I don't want to spend too much time with each photo. At a glance, I want to be able to decide if it's a good photo with potential for a photo book. In Tier 1, you want to make very quick decisions. Use your gut to decide what you initially like at a very high level. You don't have to know why or rationalize the photos you select. That's for Tier 2.

It took me about 1 hour to go through 3,000 photos and give them a 3-star rating.

To put it another way, it's roughly 1 second per photo. That's how fast you need to be in this first step. Use this as a guide to consider how much time you'll need to get through this first round. In fact, see if you can beat my time. This first step should cut your photos in half, maybe thirds!


## consistency.

What if I haven't been consistent with my 3 star rating all year?

No problem! In fact, I'm raising my hand too! My goal is to immediately delete unnecessary photos and rate my 3-star photos upon import. But that doesn't always happen.

To make sure I don't miss any photos that I forgot to designate with 3 stars, I create a separate collection of all of my photos with less than 3 stars. Then I very, very quickly (like $1 / 2$ second per photo) scan through these photos to make sure there is nothing that I missed. If I see a photo I want to include for consideration, I give it 3 stars.

After this process, I'm confident that all of the photos from the year that I initially preferred are in my 3 Star Smart Collection.

# CHALLENGE 02 

Complete Tier 1 of the Two Tier Method.
You should have about 1,000-4,000 photos in your 3-star Smart Collection/Album.


Tier 2:

Set up a smart collection for photo book photos only.

Now that you have a smaller group of photos, you want to start being a little more ruthless with your photos. I want you to go through your 3-Star Collection and give the photos you want to go in your photo book a keyword: 100.

Create a new smart collection to gather these photos. I title my smart collection with the year + project name, aka: 100 Pages. There are a couple of reasons for creating a separate collection.

1) just because you don't include a photo in your photo book, doesn't mean you like it any less. It still deserves the 3 stars. Maybe you'll want to make a $4 \times 6$ print. Or use it in a larger, more comprehensive photo book.
2) It really helps to see all of the photos you have narrowed specifically for your book in one place. Before you export, you can make sure you've covered everything you want. By examining this 100 Smart Collection, you may notice that you missed a kids' birthday. Or forgot a photo from your weekend trip to visit your mom.


If you're wondering how to select the photos from your first tier into your second tier, I suggest you look through each photo with these 5 questions in mind. If your photo doesn't answer one of these questions, don't give it the keyword 100.

1 : Does it have a strong emotional pull?
2 : Does it tell a story in one frame?
3 : Does it capture the essence of the person, event, moment?
4 : Does it encapsulate your artistic vision?
5 : Does it have significance for your family?

What if they all do? You're going to have to select the one that answers the most questions, in the strongest way. For example, if you have 25 birthday photos, which 4-5 photos are the most authoritative in addressing the 5 questions.

# CHALLENGE 03 

Complete Tier 2 of the Two Tier Method.
You should have under 1,000 photos in your 100 Smart Collection/Album.


## help.

If you're not anywhere close to under 1,000 photos in your 100 Smart Collection, you need to go back through the collection and take another look. Run through the 5 questions again.

Going back to the birthday example. Let's say you started with 25 birthday photos with 3 stars. By asking the 5 questions you found 4-5 photos that you placed in the 100 Smart Collection. However, you still have 1,500 photos for your book. You need to go back to the birthday photos and see if you there is 1 photo that you can select instead of 4-5.

Keep going through this process until you get to under 1,000 photos.

Sometimes all it takes is a fresh, objective eye to help you determine which photos you should use. Post a screenshot using the Question Contact Form on the website for my feedback. To submit a screenshot, my recommendation is to click the arrows in the Library Module to remove the side bars and maximize the area of thumbnails. Then take a screenshot using Print Screen (PC) or shift + open apple +3 (Apple)

## 05 <br> your photos

narrow

# "The only thing that really matters, is the one thing I cant seem to do." 



## refinement.

That's right! We are still narrowing our photos!!!

I want you to have under 200 photos in your 100 Smart Collection. In fact, it's even better if you can get to around 150 photos.

If you started with over 10,000+ photos, it may sound crazy that you could ever narrow your photos to around 150; however, you can do it. It's why you took the photos to begin with, right? To see your favorites and share them with those you love.

So even though it seems like the hardest thing to do, it really is the most important thing. And I know you can do it! The next few pages are going to provide the extra push you need to meet this target.


## multiple photos.

Often times with photo selection, it seems so final and obvious, because you only see the end result. You are left wondering what they were choosing from... and how their selection process applies to your specific photos...and what you should select for your photo book.

I'm going to show you my selection process from the initial photos, to getting feedback from others and to designing the final page.

To start, here's a screenshot of my photos from a particular day. As you see in this screenshot, there were several photos in contention. \{insert giggle\}

I was a bit of a shutterbug at the moment but my son was somewhat cooperating. I asked him to act out several scenarios: "Look happy. Look confused. Look serious." while I was busily snapping each different face he made.


## tier l: 3-star photos.

Utilizing my two-tier method, I highlighted the photos I liked with three stars. This immediately narrowed my photos from 48 down to 20.

Even within my three star photos, there are several photos that are very similar to each other. As I'm going through them, I select which expression I prefer. This makes going from step 1 to step 2 , very quick and easy.

One more point to discuss, I have not edited all of my 3 star photos. I go through one more selection process before I finalize my edits. The few that l've converted to black and white were after I added my keyword (and in this case, a purple tag which I use for images posted to my blog).


## tier 2: four photos.

Once I had my three star photos picked out, I choose approximately 4 photos to consider for the keyword: "100".

In the end, you may decide that you want all four selected photos on the page. But for the most part, you will be selecting one of these four photos to go in your book.

Are you wondering how I decided which photo to use?


## feedback.

One option is to ask for feedback. I included these four photos on my facebook page and asked people which one was their favorite


In the end, any one of the four would work, however, I selected this for my layout. In my gut, this was the one to go with. I preferred the lighting and the conversion. I liked how prominent and intense his eyes were in the frame. I thought it would work the best as a singular photo on the page.


Here are two other examples of four photos I posted on social media. In much the same way, I like all four, but do not feel the need to use all of them for my photo book.

Use the LR Print Module template I've provided to post four of your favorite photos on facebook. See if you agree with the comments. Or maybe reading the comments may persuade you that you prefer one of the photos they are not selecting.


## CHALLENGE 04

Use feedback and sharing on social media to help you select your favorite photos.

Continue to lower the number of photos in your "100" Smart Collection / Album.


## events.

Another way to decisively narrow the photos for your photo book is to consider the major events throughout the year. You shouldn't focus on every single time you documented trips to the park, grocery store, Target, or the library (unless you got a really great photo!). Instead, think about the more defining events like your spring break stay-cation, Easter egg hunt, family summer trip, picnic in the park, a visit to the pumpkin patch, and thanksgiving dinner.

Take out a piece of paper and see if you can define $\mathbf{2 0}$ events from your year.

Do this small exercise while you are away from your computer. No sneak peeks into your photo library! You want to think about what was memorable in your mind - absent of the type or quantity of photos you have.

Once you've compiled your list, open up your "100" Collection and make sure all of those events have some representation. Then see if there are any photos from events that you didn't list that can be removed from this catalogue. You shouldn't remove them all. Just use the fact that they weren't from a major event to decide if they are worth staying in your collection.


## everyday moments.

You don't have to only consider major events for your photo book. I kept the list to 20 for a reason! So you would have room for smaller moments as well. You should also include the everyday moments in and around your home. Go through your "100" collection and make sure that you've included little snapshots from your family life as well.

You want to think of these events (major or everyday) as 1-photo, 2-photos, 3-photos, or 4-photos groups This will make it much easier to reduce your number of photos and design your pages. You can use multiple pages for one event, but I only recommend this if you are maintaining the targeted goal of photos. If you still have over 200 photos in your collection, you'll need to go back through and cull.

Run each photo in your 100 collection through the following factors:

1) Try to select the best and most representative photo or
2) If you are having a hard time selecting only one photo, select in groups of 2,3 or 4 photos.

# CHALLENGE 05 

Narrow your photographs based on important events and everyday moments.

# using layouts to select your photos 


$\square$


## layout options.

Once you've narrowed down your photos as much as you can, the last step to reduce your photos is to consider the actual page layout that you intend to use. More often than not, if you know what layout to use, the task of making your final selection becomes so much easier.

Artifact Uprising really helps in this regard. All of their layouts are simple, clean and elegant. They also are ideally suited to meet the typical proportions you shoot: $4 \times 6$ portrait/landscape and $1 \times 1$ square. They do have a few specialty boxes as well

I'll show you how to create your own photo boxes too, however, for this project, it really helps to stick with their standard layouts. If you are looking to create your own layouts, I suggest my Document Your Year Workshop.

As you will see from the layouts listed above, a majority of the layouts are for singular photos on the page This is great because it makes the design process straightforward and efficient. It's also why I kept urging you to select your favorite - or the most representative photo. Since you took the time up front, the photos for your book will more than likely fit one per page.

Use the multiple photos on a page to go back through your "100" collection and make sure the groups of photos you have from a particular moment or event, end up fitting the standard layouts. If you need to go back to your "3-Star" Collection to find an additional photo to fill out a layout - that works!


## one photo.

We're going to start with the easiest layout of all. One photo per page.

This type of layout should be the majority of the page layouts used in your book. The more of these you have in your book, the less time it will take to design.

The main factor you'll want to consider is which type of 1-photo layout to use.

Options include a full page bleed - this means the photo will extend to the edge on all sides of the page. (If you are familiar with bleed lines, Artifact Uprising (AU) software takes care of this for you when you place the image as long as you don't move it around too much. If you are not familiar with bleed lines, than forget I ever mentioned it. And try not to move the image around too much on the page.)

You can also include a full page photo with a small white margin around the edge. This adds a nice clean look to the page and looks great next to a layout with more white space. (Plus you don't have to worry about the bleed line.)


Then there are the smaller, centered portrait, landscape, and square photo box options. There are several different sizes so the main consideration is how much of the photo do you want to see versus the white space.

One thing I consider is the quality of the photo. If I slightly missed focus on a photo but I really love the moment, I will include it a little smaller on the page. I still love the photo but don't necessarily want to see my technical error blown up in size.



Here is an example from my Lightroom catalog. One morning I decided to set up my tripod and get in the frame with my kids. You'll see we had a lot of missteps and outtakes and very little "great" shots. But I still want to include at least one photo in my book.

My selection thought process went as follows: I know I only want one of these photos, it doesn't have to be large on the page and it will work nicely in square format. The crop removes the clutter on the left and/or right side of the frame and zeroes in on the three of us.

You'll notice in my selection above, some of the photos have already been cropped to a $1: 1$ ratio. So I selected one photo that had the most sense of humor within the frame to remind me how funny this little "Let's get in a photo with mommy" episode turned out to be.



## two photos.

There are two ways to include 2-photos per page. Either side by side portraits or side by side landscape photos. Pretty easy, right?!?

When to use a 2-photo layout? Consider photos that have a clear before and after. Or front and back. A photo that describes a "this" then "that". You should also use the 2-photo layout for two photos from the same moment or event.

Obviously, when you select this layout (and select 2 photos to go together), you'll have some idea in mind as to why they go together. If you don't have a reason, skip this layout.

I'll be honest, I do not use this layout all that frequently. However, I have two examples to help illustrate why certain photos call for a two-photo layout.


In this example, it was one of those quiet Saturday morning, let's-play-on-mommy's-bed. I got a wide variety of my daughter, being playful and pensive. But here's what stood out to me, particularly from a layout standpoint: I loved one photo of her facing the camera. She's standing defiantly. Then, in a second photo, I only captured her backside, with her feet turned up, just so. It was the contrast of the two photos that really called for a 2-photo layout.

The actual layout is on the next page. Below this example, I share an layout of two horizontal photos together. Even though these photos weren't taken at the same time, they have enough similarities to work together on the page.




## three photos.

Three photo layouts take the most planning. You have to find the right mix of photos to complete this layout. For layouts (a) and (b), you'll need to find one vertical photo and two horizontal photos. For some people, this may be a natural way of shooting. Therefore, you may gravitate toward these layouts. For others, if you primarily shoot portrait or landscape and rarely mix it up when you're shooting, you may find that you have no need for these layouts.

For layout (c), available for the Instagram-friendly photo books, creating a series of photographs works perfectly in this setup. Include photos that tell a beginning, middle, and end - or - a quick story arc that can be captured in three simple photos. You may also want to include three different perspectives or facial gestures. The proximity of the photo boxes will play up the connection between the photos.

The next page shares an example of how layouts help you select photos. If you took 20 photos of your son playing soccer and you want to include a series of him scoring a goal...you only need 3 of these photos for a layout. Decide on the right three and then move on to the next event.



## four photos.

Four is the maximum number of photos you can include on one page for an Artifact Uprising standard book. (AU Instagram photo books have a layout with a grid of nine photos.) When you use a 4-photo page layout, you have a little more opportunity to capture an event or mood. But with only four photos, you still have to be strict as to which four are going to tell the story.

You have two options for 4-photo layouts. A layout with all landscape photos or one with four square boxes. Therefore, you need to look for photos that have a similar orientation. With this layout, you can not mix vertical and horizontal photos together.


For these snowflake photos shot with my macro lens, I could have easily selected one photo and had it large on the page. But I couldn't select just one. I loved how each photo conveyed a different arrangement of snowflakes. And all snowflakes are different, right? So I decided to use a 4-photo layout to capture the variety and individuality.



This is a fun one! My daughter found the tape dispenser and discovered she could cover her mouth almost Pee Wee Herman style. Including more than one photo shows her experimentation with the tape. The quantity of photos adds to the story. In fact, it's the main part of the story.

For these photos, I used the square layouts because there was plenty of area to crop on either side of my daughter in the frame.



The cover. Probably the most important layout to consider as you are selecting your photos. For my annual photo books (and in my Document Your Year Workshop), I save the cover design and photo selection to the end. However, for this type of book, I'm recommending that you have an understanding of which photo(s) you want to include for the cover, from the very beginning.

Tip: Now that you have seen these layouts, you may want to look back through your "3-star" collection and find photos that you can use for your cover. In my case, I wanted to use a more abstract or landscape photo for at least the front or the back cover. I ended up going back through my "3-star" collection and found a sky photo to include.

As you are getting closer and closer to narrowing your selection down to 150 photos, find the cover photo(s) and make sure you designate them in your mind for the dust jacket and not some other layout in your book.

The next page features the various cover layout options for Artifact Uprising photo books. You can include one photo, two photos, or four photos on the cover. One thing to keep in mind, most of the layouts with multiple photos on the cover are in a vertical orientation. This may limit the number of potential candidates for the cover. One other aspect to keep in mind is the text. Refer to how each layout utilizes text. Where is located? What is the scale? Do you want to include a title or simply include photos?



## end pages.

Finally, in the photo selection process, you'll want to pay attention to the end pages. Each book must start with a right-hand page and end with a left-hand page. This means you have one page to start the book. And one page to end the book.

This is your opportunity to kick off your photo book. To make an announcement or set the tone. It's also a way to conclude. To put a final note onto the 2021 chapter of your life.

For my 2013 photo book, I wanted to have a portrait of my kids together to close out the book. I tried really hard to get a great portrait of them. It was an elusive goal. The best I could do was this photo of my son being extra stoic and my daughter making a silly face without the silliness in her eyes. I didn't know you could go through the motions of a silly face without being silly until I met my daughter.

After I thought about it, this was the perfect photo of my two kids at that moment and the perfect photo to end my photo book.

backgrounds

In my 2014 photo book, I paired these two photos of my son to symbolize the beginning and the end of the book. When someone opens my photo book, the first page is my son looking directly into their eyes. The last page, is my son looking out. Yes, out into the future. The upcoming year.

It may sound forced but I do think it impacts the feeling of my book. The first page turns the attention toward the page. It commands attention. Once the viewer has completed the book, the last page symbolizes a sense of completion.

When you are selecting photos, think about how you want to start and end your book? What is the first and last thing you want people to see when the book is in their hands.

## CHALLENGE 06

Consider the layouts to further refine your photos.
Reduce your selection to 150 photos in your 100 Smart Collection/Album.
export and
design


## editing.

Another great tip for making your design workflow more efficient is to check the entire collection of photos for your book before you export. What are you checking for?

The main thing to review is your editing. If you haven't edited all of your photos throughout the year, now is the time. You want to make sure there is consistency across your photos. Not every photo has to be edited in the same way, but the edits should be cohesive. Especially the photos on the adjacent page(s). You don't want a photo with a heavy filter right next to a photo that hasn't been edited yet.

Another thing to review is the crop to make sure everything is showing (or not showing) that you want. Scan the photo and see if any rotation is required to straighten it.

Take an hour to go through your entire set and confirm the photos are exactly as you want them before you exit out of the photo editing software. Once you are in design mode, you want to stay in the design program and not have to flip back and forth for minor edits.

iPhoto: To export in iPhoto, under the File menu, select "Export" (or open apple + E). You want to export to a jpeg at "High" quality level and either select by filename (especially if the file name includes the date) or sequential. Set up a folder on your desktop and select that folder for your exported photos in the next dialogue box.


## exporting.

Now it's time to export!

This signals the switch from photo selection process to book design. Are you ready? Of course you are!

When it comes to photo book design, exporting is a detailed topic and is something that I cover more extensively in my Document Your Year Workshop. However, it's an important step for any book design, so I'm going to share what I do for my In One Hundred Pages photo book.

Since the photos are going to be printed, you want to export out at the highest quality setting or 300 pixels per inch. I did not set or adjust the size of my photos and I sharpened for Matte Paper.

In Lightroom, a couple of additional settings I prefer are to export to my desktop with the box checked for a subfolder which I named: "inonehundredpages". I also select the File Naming: "Date - Filename". These two settings place all of my photo book photos into one folder on my desktop in sequential order by date. This saves a tremendous amount of time during design! Trust me.


## design.

As you know, for this project I'm recommending Artifact Uprising. Not only because their books are beautiful but also because their software program is very easy to use. If you've never made a book before, I promise this part of the process will be easy. Even if you're entering this portion with trepidation, your concerns will be easily dissuaded.

Over the next few pages, I'm walking you through the entire Artifact Uprising design website. Every decision and tool will be explained.

If you are looking for the fastest and easiest way to make your photo book, I encourage you to stick to the standard layouts and don't add any text or special features. This will not devalue the beauty of your book in the slightest. When you receive your book, it will be an elegant and sophisticated object documenting your life.

If you are familiar with making Artifact Uprising photo books, you can use this opportunity to branch out. Maybe you'll want to add a few text boxes to caption the photos or add some color to the page.

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## Hardcover Photo Book

From $\$ 69$
Featuring $100 \%$ recycled interior pages and editorial cover designs, the Hardcover Photo Book touts classic appeal and archival quality. Just add your photos to make it your own.

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| :---: | :---: | :---: | :---: |
| $8.5 \times 8.5$ " | $8.25 \times 11^{\prime \prime}$ | $11 \times 8.25^{\prime \prime}$ |  |
|  |  |  |  |

fabric color

book jacket


MAKE Your book

## step 1.

Once you select "Photo Book" under the products tab on the homepage, the first decision you need to make is the size of your photo book. There is really no wrong answer when it comes to the size of your book. It's all about your personal preference. Here are some things to consider:

Portrait: A little more unique, the scale and proportion of a portrait book will immediately stand out on your coffee table. This is ideal if you tend to shoot a lot of vertical shots, but it should not limit you if you shoot a variety of orientations. It has layout options for landscape and square photos too.

Square: The smallest option of the three, the square book feels more condensed and compact. Because it's square, it feels uniform and equitable. You don't necessarily need to shoot/crop to square photos. There are portrait \& landscape layout options, but it will add more white space around the page.

Landscape: This is the most common size, making it a safe bet. With this book option, you will have a variety of layouts to choose and it's probably most suited to the style of your photos.

## recommendation: landscape book



## step 2.



Ideas: Artifact Uprising shares examples on their website. If you are looking for inspiration, check out this page.

Selecting the linen cover color may be the hardest step in this initial process. I love how Artifact Uprising allows you to select the cover color but it does add a bit of anxiety for me because decision-making is not one of my strengths.

Recently, Artifact Uprising has updated the color palette of linen covers. All of their choices, except for the yellow, are muted colors that offer refined yet subtle choices. Select a color that you love, a color that coordinates with your cover photo, or even a color that works with the color palette in your home.

Keep in mind, if you use a full dust jacket, you won't see the colors as prominently. You may prefer an extra color surprise peaking out from the dust jacket.



## Hardcover Photo Book

From $\$ 69$
Featuring $100 \%$ recycled interior pages and editorial cover designs, the Hardicover Photo Book touts classic appeal and archival quality. Just add your photos to make it your own.
book size
$8.5 \times 55^{\prime \prime} 8.25 \times 11{ }^{\prime \prime} 11 \times 8.25^{\prime \prime}$

full jacket

## partial jacket

## step 3.



Artifact Uprising is unique in offering a full dust jacket or a partial dust jacket. Once again, this is a personal preference. No wrong answer here.

If you are looking for something really different, I recommend the partial dust jacket. If you go this route, you will want to consider the linen cover color (Step 2) and the photo you select for the cover. This is more important with the partial jacket because all components will be visible when the book is on your table.

For example, you don't want an olive green linen cover color with a cover photo that has another really bright conflicting color that will compete or contrast in a negative way. One year, I selected the partial jacket and wanted a bold, fun color. I paired the striking yellow linen cover color with a vacation photo that had a lot of blue from the ocean and sky to complement the yellow.

Finally, even if you go with a full dust jacket (as I did this year), all covers on Artifact Uprising books are special. They have a particular feel that elevates the book. You'll understand what I mean when you get your book!

For the best book, plan for 1-2 images per page. Additional pages $\$ 1.00$ per page.

$<$ BACK TO STEP 1
STEP 2

## step 4.

Step 4 is perhaps the easiest and fastest decision in the entire process. The number of pages.
I've already recommended a 100 page photo book. So this is an easy one!
One thing I did want to mention here, once you are in the design program, you can add or delete pages. So if you wanted to be a rebel and add a couple of pages, you'll still have that option. ;) If you know from the beginning that you want to make a more comprehensive book, go ahead and select the 150 page option. This will be a better starting point because you won't have to add as many pages.

As you notice in each category, there are a minimum and maximum number of pages that you can add/ delete to Artifact Uprising books. Keep this in mind when you make your selection.


Once you've made all of your selections, click "Make Your Book" and it's time to get into designing the pages.

Tip: Here is an important tip. Once
you select the size, number of pages, dust jacket, and linen color, you can not change these items later. If you decide you want to switch one of these features after you've started your page design, you will have to start a new project.


## step 5.

| $=$ | $=$ |
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Here we are in the design software! It is finally time to import our photos and design some layouts! Before we actually start designing, I want to introduce the program tools and features.
a.

Here are the basic image and design tools. Image panel is where you can import photos and select particular photos for layouts. The layout panel contains all potential layouts for your book. Text panel adds a caption or page title to a layout. You can rearrange pages (by spread) in the organize panel. Finally, the preview panel will show you the pages of the book without all of the tool panels you see.
b.

In the lower left corner is where you can undo or redo an action. If you make an accident, simply use the undo arrow to go back one step. If you have a question, click the question mark to get help.
c.

The program will automatically save your work every few minutes, but you can always save for extra security. The shopping cart is when you are finished with your project and ready to place your order!



## step 6.

Before you can start designing you must import your photos. You have several options: a folder on your computer (recommended), photos from your instagram or facebeook feed, dropbox, or a saved gallery of photos (more advanced).

I had a hard time connecting my dropbox account with the Artifact Uprising program. The transfer process was much slower than uploading from my computer. If you are having trouble connecting to dropbox as well, I recommend switching to a direct upload from your computer.

Once your photos have loaded, click "Add Selects to Project". This gives you the option to unselect particular photos you've imported.

Within the Artifact Uprising software, you have the option to Autofill; however, I do not recommend this feature unless you consistent photos (ie: in orientation) and adjust the pages to be one photo layouts.


The next step is selecting the cover design. This is something that we already covered in photo selection so yet again, this should be a straightforward step for you.

Don't you love how planning ahead pays off in the end!



## navigation.

Tip: When you place a photo into a photo box a small check mark appears on the photo in the thumbnail strip. This is helpful to see which photos you have already used and which ones you have left to place. When I'm designing a book of my favorite photos in one hundred pages, I don't want to repeat the photos (unless it's placed on the cover). Before I place a photo, I make sure there is no check mark next to the photo.
a.

These arrows move from page to page. You can only move forward a spread (left and right page together) at a time and there is no way to move all the way to the end (or beginning) of the book in one click. That's why I recommended you export your photos by date because you will want to design your pages one by one with minimal page skipping
b.

The left hand side is where you select your photos and layouts. When you are on the images panel (in the blue bar) you'll see all of the photos you've imported. When you are on the layout panel, you'll see the various standard layouts you can use. Simply drag and drop your preferred photo or layout onto the page.
c.

The very small thumbnails at the bottom show the entire book at a small glance. There are also arrows in this zone to scroll through the pages.


Once you place a photo, an "Edit Image" panel automatically appears (a). You can rotate or zoom the image as well as adjust the brightness and contrast. My recommendation is to use this panel sparingly. For the most part, you should edit the brightness and contrast in your preferred editing program. There may be an occasion you need to rotate or zoom in on the image within the photo box. I would minimize the amount of zooming because it affects the image resolution.

For the most part, Artifact Uprising layouts are ideally sized to a native photo size. However, there are some new layouts that do not confirm to this proportion. For these photos boxes, photos are centered within the frame. You have the ability to move a photo around in the frame but you want to be careful to align the photo to all sides of the box. In other words, if the photo is sized to vertically fit the frame, only move the image horizontally. You want to make sure the photo fills the entire frame, particularly when it aligns with another photo box on the opposite page.


## photo box tools.

Each layout has a slightly gray band around the page. This represents the edge of the page that might be cut when assembling the book. You want to make sure you avoid having anything important in this area.

If you place a photo box or a text box in this area, the program will alert you in red that it may be clipped or cropped. It will let you keep boxes in this area, though, so pay attention to make sure you aren't cutting off sections that you want.


## workflow.

Working within the Artifact Uprising software is a very simple drag and drop application.

I begin by looking at the photos in my thumbnail strip. At this point, I have a pretty good idea of what layout I need for the photos. The main determination I make is if I will be looking for a singular photo layout or a multiple photo layout.

Next, I switch to the "page layouts" tab. I go through the layouts to find the proper one for my photos.

Once selected, I drag and drop the layout onto the page

Then I move back to the "images" tab and drag and drop my photos into the proper box on the page.

That's it!


## custom photo boxes.

I don't recommend creating custom layouts or adding extra photo boxes to Artifact Uprising layouts. I think it over-complicates the layouts and can easily make the book appear cluttered.

But...just in case you want to...here's how you would add photo boxes to the page.

Select the "New Image" from the bottom of the panel. A photo box will automatically appear on the page. To adjust the size, click on the two angles in the lower right corner of the box. Drag out the box (while holding down the mouse) until you get the desired size. Hold your shift key to keep the same proportion as you are scaling up or down. You'll notice a box with the dimensions appear as you are adjusting the size.

To move it around the page, click anywhere on the photo, then drag and drop until the box is where you want it. No longer want the photo box? Simply click the " $x$ " in the upper left corner. So easy!

I recommend you start with the blank layout (all white page) if you want to customize a layout. You can also add a photo box to a standard layout as well.


## adding text.

You have the option of adding captions or titles to the pages in your book.

To add text, click the text panel and the "Add Text Box" (a). This will place a text box in the middle of the selected page (b). Adjusting the size, moving, and deleting the box is exactly the same procedure as with adding photos

When you are ready to type, click on the pencil icon. A new dialogue box will open (c). This is where you actually type...but also where you will adjust your settings. In the top row, from left to right, you have the justification, size, font style, and text color. Once you are finished typing and adjusting the settings, click "Save Text" and you're done.

You will get a warning if your text is too large to fit within the text box. If you receive this warning, adjust the size of the text box or you can reduce the size of the font (by clicking on the pencil symbol again). Move the text box around so it works with the image or the negative space on the page (d).


## rearranging pages.

A new feature in the Artifact Uprising software is the ability to rearrange the pages. To add, remove or rearrange pages, select the organize panel. All of the pages are shown as thumbnails. When rearranging the pages, adding or removing pages, all of the actions occur as spreads (both left and right page).

To add pages: Select "Add Pages". As a default, the pages will be added to the end of the book. To add pages in a particular location, select the spread (will be highlighted in blue) then click "Add Pages". Two new pages will appear after the page you highlighted. Note, you can only add 2 pages at a time.

To rearrange: Select the spread you want to move and then drag and drop it to the desired position.

To delete pages: Highlight the pages you want to remove and click the blue trashcan icon in the lower left corner below the thumbnail.

While it's nice to have this option, I still recommend designing the pages in proper order as you go. At least as much as you can!


## diptych.

Tip: I don't think that every page needs to fulfill an artistic semblance or vision. However, understanding how some photos look together or conceptually relate to each will strengthen your book. It establishes intention and cohesiveness. It can also help you select your photos. If you are having a really hard time selecting between a few, considering how it will fit with another photo can help you decide.

Up to this point, the major portion of the design has come from the actual selection of the photos. Believe me, I think there is an art to selecting photos. It's a crucial part of photography. It represents our eye. It's how we act as our own curators.

Selection is important but another facet to book design is how you combine and pair photographs together. As a curator, the arrangement is just as important as the selection.

You may be thinking, wait, you told me to export and layout photos chronologically. True. However, there is still an art to how these photos pair together on the spread. Particularly when you have one photo per page, the photo you place on the left could have a relationship with the photo on the right. It doesn't have to be explicit but it's how you begin to impart your own artistic voice into your book.

Designing a photo book spread is a version of a diptych. Stemming from Greek origin, di "two" + ptychĕ "fold", a diptych presents two distinct parts into a new work when viewed together. Over the next few pages, I'll share a couple of examples on how to implement this concept into your book.


For my first example, these two photos were taken within a couple of hours of each other. It's hard to tell but my kids are both in their pajamas. This symbolizes morning time - consistent on both pages.

Next, there is dramatic light in both instances. The light is harder with my son illustrated by the edge of the light dividing his face down the middle. The light is softer in the photo of my daughter. The light was a big reason I used my son on the left and daughter on the right page. Directionally, light is coming from the left and as your eye scans toward the right, the light becomes softer.

Finally, there are very strong lines with their arms and glances that almost forms a " $V$ " when placed together. It's subtle and not necessary that anyone knows this when they look at my book. However, it gives the layout that cohesiveness I'm looking for.

Even though one photo is in black and white and the other is in color, these subsequent factors tie the two photos together and make a perfect fit for the spread.


In this example, both of the photographs are in black and white but the stark contrast is in the pairing of a portrait and landscape orientation.

The connection between these photos may be a bit more obvious than the previous example. Both of my kids are reclining and their body creates very strong lines within the frame. There's also the connection of the wood floor, grounding them. Finally, there is a secondary object introduced in each frame: the sofa and the pillow.

Your photo pairings can be obvious or impossible to discern. You can play off subtleties or find more direct connections. Or if you find this too challenging, you can ignore it all together!

Personally, I love trying to figure out which two photos are going to pair up on the spread. It makes designing the layouts more fun and inspiring. I save time using the standard layouts but pour my creativity into how the photos work together.




## creative layouts.

Recently Artifact Uprising introduced a few new standard layouts. On the next few pages, I'm sharing how you can use these layouts effectively on a spread. Pay attention to how the photo boxes align on the left and right page. Be deliberate as to when you use a centered photo box versus an offset photo box. Focus on combining layouts that work together as a spread as well as suited to the content of the photos.

Refer to the combinations on the next page as you are designing.
Even though this project focuses on standard layouts, it doesn't mean that thought and intention doesn't go into designing a layout. Share in the private facebook group when you've created a spread that shows off your photos and works well as a cohesive layout.


# CHALLENGE 07 

Export your selected photos to a folder on your desktop.

Design your photo book from start to finish.

## order

08
your
photo book


## review.

Before you order your photo book, you will want to do one final check. Or if you are me, a couple of final checks. You know, just to be sure everything is right. ;)

When I review my photo book, I run once through all of the pages in the main screen. Then I click the "preview" icon in the tools and check the entire book full screen. During this review, I scan each page. I check how the image is displayed and how the page pairing works.

Typically, I find the review process for photo books that primarily use standard layouts to be easier. However, it's still something you should do before you click "order".


## order.

Okay. Now you've clicked "order'. The process is straightforward but l've included screenshots of my latest order so you can see if it matches your experience.

As a participant of the In One Hundred Pages workshop, you'll receive a special discount code for $10 \%$ off your Artifact Uprising photo book. You will enter this code before you select "Proceed to Checkout".

After you that, you'll enter your credit card information and receive your confirmation via email.
Next step is to easily share your order. I'd love to see a screenshot of your confirmation so I can celebrate with you. Post to the facebook group or your favorite social media channel and tag \#inonehundredpages and/or @bookthisproject.

The only thing left is to wait for your book to arrive!

## CHALLENGE 08

Order! Receive! Happy Dance!

## 09

## giving your photo book as a gift



## wrapping your book.

If you intend to give your photo book as a gift, I want to provide a few examples for wrapping your thoughtful present. After all, you've put all of this effort into creating a beautiful object, you should want to package it in a pretty way.

I've created a pinterest board and will be collecting ideas throughout the fall.

Becky Higgins, Founder of Project Life, has a great post on her favorite wrapping paper.

Plus, there are some really cute wrapping paper ideas on this Huffington Post Home article.

## CHALLENGE 09

If you are giving your photo book as a gift, find a special way to wrap your book.

## 10

your
photography


## assess your photos.

This time of year is always for reflection and goal setting. Over the past few years, I've seen the photo documentation of my kids improve. Of course, improvement happens because of tutorials, workshops and lots of practice

But when l've grown the most, it's because l've reflected back on my work and set an intention for my growth. Photo books are an amazing tool in which to peer into the last 10-12 months and chart your path for the upcoming year.

When I put together my photo book last year, it wasn't purely about printing photos. Sure, that was a part of it. But more importantly, I wanted to fall in love with my photos. I wanted to prove to myself that I did have photos I was proud of and made me happy.

For most of the year, I was in a rut. I was spending a lot of time 'learning' but I never felt as though I could accomplish what I wanted. Or perhaps, the 'look' that I thought I was supposed to get from my camera.


## grow your skills.

In the summer of 2013, I started a portfolio and went through a mentoring process. While it felt great to finally assemble my work into a collection...the critiquing of my work made it feel more of a to-do list rather than a sense of accomplishment.

When I sat down to make my book, I used some of the photos from my initial portfolio review, plus those that I had taken in the fall. Here's the crucial difference: I was not selecting photos purely because someone else indicated they were my best. I included photos that made me happy. Photos that brought a smile to my face.

Once I finally received my photo book, I gained that sense of accomplishment I'd been looking for. I had something that I enjoyed. I had a book that I was excited to share with family and friends. I had a document that in one place illustrated where I am on my photography journey but also where I want to go.


## accomplish goals.

Here are my 5 Valuable Lessons Learned from my first In 100 Pages book:

1. I take a lot of indoor photos.

Most of my favorite photos happen within my home. They are personal, intimate and capture my kids' personalities the best. It feels comfortable for me to shoot in my home and I should embrace this joy!
2. I need to work on my outdoor photos.

It's rare for me to take photos outdoors, unless I'm on vacation. While I don't feel it's necessary to take more photos outside, when I do, I should really work on the quality of light and compositions.
3. I capture a wide variety of emotions.

I love having a full range of emotions in my favorite photos from the year. This is something I want to keep up in my photography. I want to find new ways of documenting the happy, sad, angry, frustrated, and elated moments in our everyday

4. I love negative space in photos.

I am so drawn to negative space. Whether it's inside or outside, I seek out extra space in the frame. Recognizing this common feature in my photographs, I want to continue to look for this in the upcoming year.
5. I was ready to take workshop on defining my voice.

After numerous workshops, portfolio review and mentoring, I finally felt ready to explore my own voice within my photography.

Even before I started working on my next photo book, I'm really proud of what I've accomplished this year. And I love that I was able to set my photography goals for the next year by examining the photos I selected for this first In One Hundred Pages book.


As you are assessing the photos you included in your photo book, here are some questions to ask:

1) What type of photos were you most drawn to? What is the common ground to a majority of the photos?
2) Are your favorites defined by the action, the emotion, the location, the light, the composition, the color?
3) What is missing from your favorite photos? Is there something you treasured about your year but you don't have represented in your book?
4) Do you have any surprises? Photos that you were unsure about but when you received your book - you loved? Or did you get a compliment on a photo you didn't expect others to enjoy?
5) What is the next step you would like for your photography? What would you like to see in next year's photo book?

## CHALLENGE 10

Use your photo book as a tool to assess your photography and set goals for the upcoming year.

What are the photos you love? Why? Where do you want to improve?

## THANK YOU!

Thank you so much for participating in the In One Hundred Pages workshop.

I hope you have learned a lot and implemented the lessons I've shared. More importantly, I hope you finish your photo book!

Thanks again! Stacey

