How to: Design the Dementia Adventure photobook

Step One - Locating the photos:

- Locate the email sent by us giving you access to a google folder for the holiday you will be creating a book for.
- You will need to download these photos to your computer as they cannot be uploaded directly to Bonusprint from the Shared folder.
- In this folder you will find a photo of each of the guests (in couples/doubles) named
- In this folder you will also find a copy of the itinerary for that holiday week.
- In most cases photos will be sorted into days, if not then the first task by using the itinerary supplied is to sort them into days.
- The photos need to be JPGs and so if they are in another format e.g. HEIC (unlikely but does occasionally happen) then they will need to be converted to JPGs - if this is a challenge please don't hesitate to contact us for help.

Step Two - Logging in to BonusPrint:

Visit: www.bonusprint.co.uk
- My Account
- Log In
- Email volunteering@dementiaadventure.co.uk
- Password: D3mentia

Step Three - Creating a new photobook:

After logging in to BonusPrint:

- My Account should load (if not, go to 'My account')
- To create a new book, on the right-hand side underneath 'Saved Projects' click on the DA Photobook 'TEMPLATE 2023'
- Then click on 'Save As' (top left) and name it according to the holiday, month & year (See other books for examples). DO NOT OVERWRITE IN THE TEMPLATE.
- To view other Photobooks that you might be working on, click to view all your projects and select the relevant Photobook
- Click on 'Upload photos' to upload photos to that book (into a column on the left)
- Click and drag photos into position
- You can delete any photos that you upload that you decide not to use by clicking on the 3 dots on that photo (from column on left)

Step Four - Design and layout your photobook:

GENERIC
- Have a look at the other books that have been done under Saved Projects to get some ideas
- Background should always be white.
- The font colour should be **dark grey** and **size 24 or 28**
- Add in the days of the week at the start of a new day set of photos
- Maximum of 4 photos on a page
- Small gap between each photo (Do not overlap photos as easier to see if separate)
- Crop photos of unnecessary background to enhance the photo
- Make sure the blue line of the text box sits slightly below the dotted grey outline of the photobook. If not, the text will run across the top of the page without a gap.
- If possible, use keywords to jog a memory i.e. the name of the place visited
- Try where possible to keep the number of photos of guests about even throughout the book
- Do not leave any pages blank, and don't add more pages than the 24.
- Keep 'saving' your project!

SPECIFIC:
- COVER PAGE: Where possible the front cover page should be a group shot (preference) or scenery, and add where the holiday was, what month and what year e.g. **Norfolk July 2022 (This should be size 32 font, and dark grey font)**
- On the spine of the book specify the location exact dates and year e.g. **Norfolk 17th - 21st July 2023 (dark grey font)**
- FIRST INTERNAL PAGE: The first page should ideally be a photo of the accommodation
- 2ND & 3RD PAGES: The 2nd and 3rd pages should have photos of all those attending the holiday and their names. Name the guests as they appear, ie the person on the left of the couple or duo first and then their companion. Do not use the '&' sign, write 'and'. Use full words as easier for those living with dementia to understand eg, Barbara and Dave)
- FINAL PAGE: Use a nice group or scenery photo and add the words at the bottom; **This photobook was lovingly created for you by XXXX (insert your name), a Dementia Adventure volunteer**

Step Five - Selecting and saving the 'Best Pics' for our comms team:

Once the Photobook is complete there is one final task!

- Choose a selection of the best pics out of all you have already downloaded to your computer, and upload them to the 'Best pics - full promotional consent' folder (in the same photo folder you are already in).
- Notes re best pics:
  - Please include a named photo of each couple/guest
  - Include some pics of holiday guests (& volunteers) involved in a variety of activities
  - Close-ups are better for comms to use rather than long distance
  - Pics of people smiling and having a good time are wonderful!

Step Six - Deleting all images from any personal devices

The final thing left to do is to delete any downloaded photos or images from your laptop, phone, or any other personal device. We do not have permission to retain any images on personal devices and so to be GDPR compliant please ensure that once you have finished the book, all images are deleted. THANK YOU.