

# OLLI Photo Memory Book Syllabus

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## I. Class 1

- A. Introduction to course
  - i. What to expect
  - ii. Goals for the course
  - iii. How to get the most out of the course
- B. Introduction to instructor
- C. Introduction to students
- D. Ideas for photo book
- E. Photo editing tools
- F. Scanning tools and services

## II. Class 2

- A. Storyboarding your ideas
- B. Introduction to Shutterfly
- C. Using the Help menu
- D. Videos
- E. Introduction to Picasa, Albums and file management
- F. Introduction to Google Images
- G. Creating and editing our first book
- H. Introduction to layouts and designs

## III. Class 3

- A. Modifying book
- B. Remembering your story
- C. Creating a new book
- D. Photo editing, enhancing, retouching
- E. Scanning images
- F. Getting creative with backgrounds and designs

## IV. Class 4

- A. Lab day to work on books
- B. Get (more) creative
- C. Address challenges
- D. Advanced photo editing if necessary

## **V. Class 5**

- A. Finishing touches of book (if you want to order the book this week to have for next week)
- B. Continued Lab Day
- C. Photo retouching, adding, removing photos
- D. Steps for ordering book

## **VI. Class 6**

- A. Final touch up
- B. Begin a new book
- C. Order book