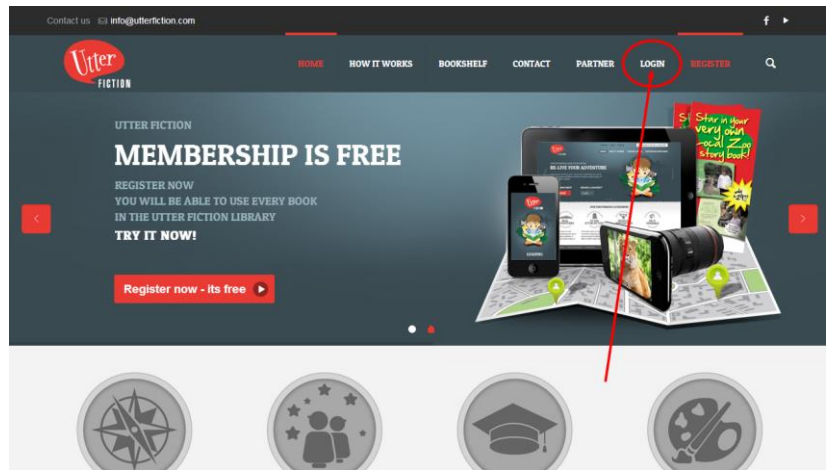
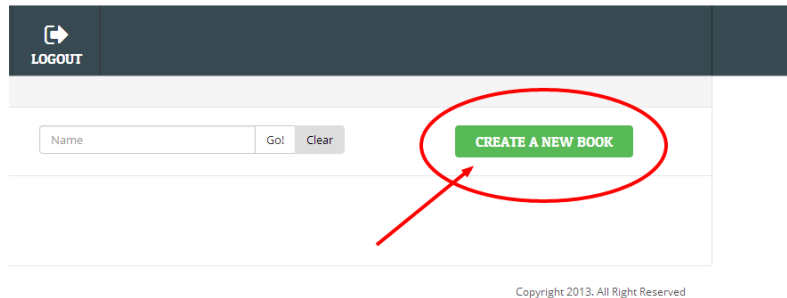


Register your name and email address at www.utterfiction.com

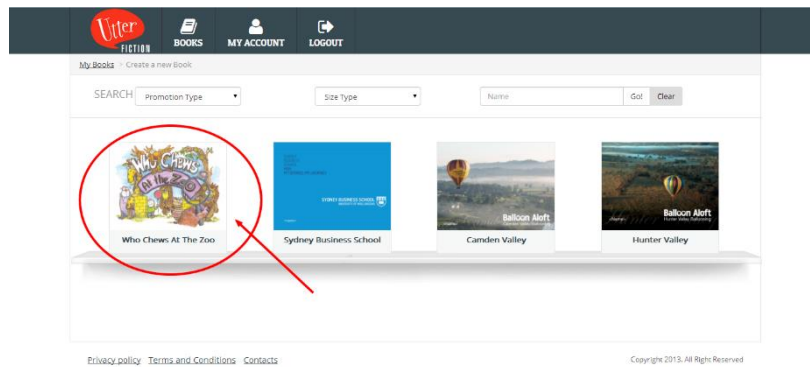
Once you have registered, log-in to your account



Select the *Create a New Book* tab



Select a book from the bookshelf.

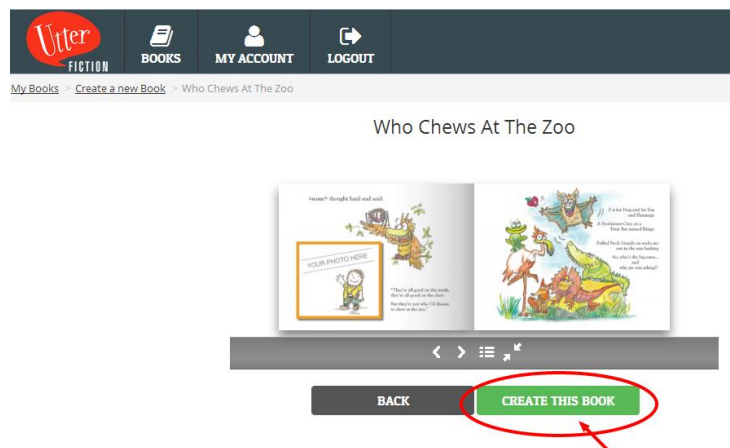


To read a sample of your chosen book, expand the viewing area and flick through the pages.

Who Chews At The Zoo



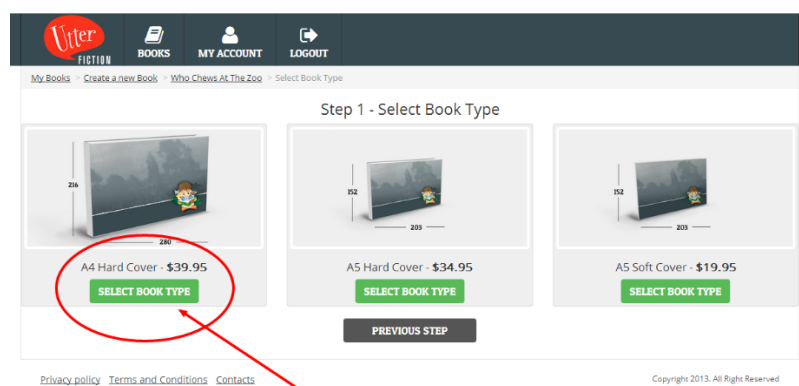
Select *Create this Book*



Choose the size and cover for your book.

Choices generally include:

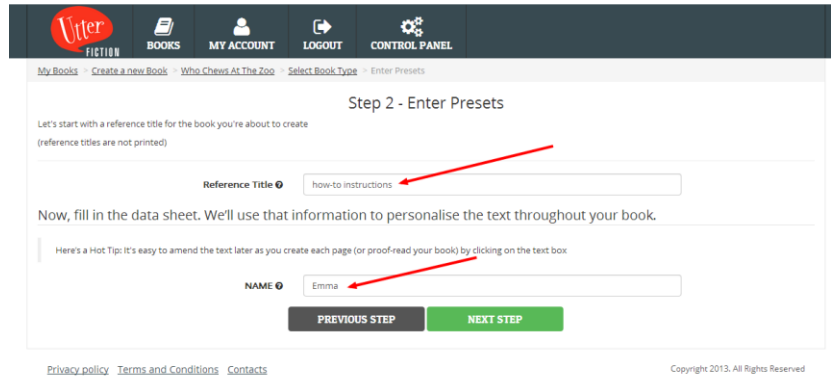
- A4 or A5 size
- hard or soft cover



Fill out the data sheet and any text fields.

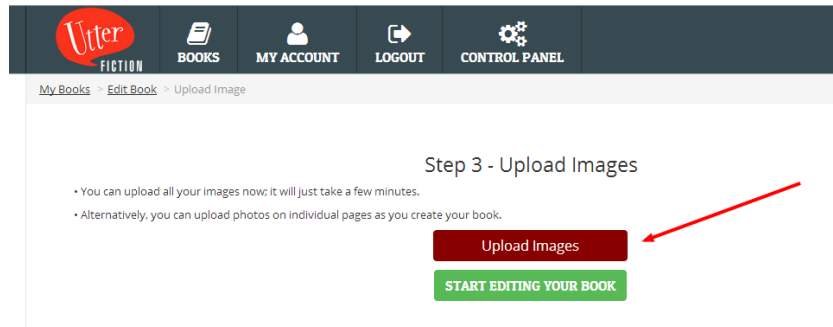
Our software will populate your text field entries throughout your book.

(reference titles will not be printed)

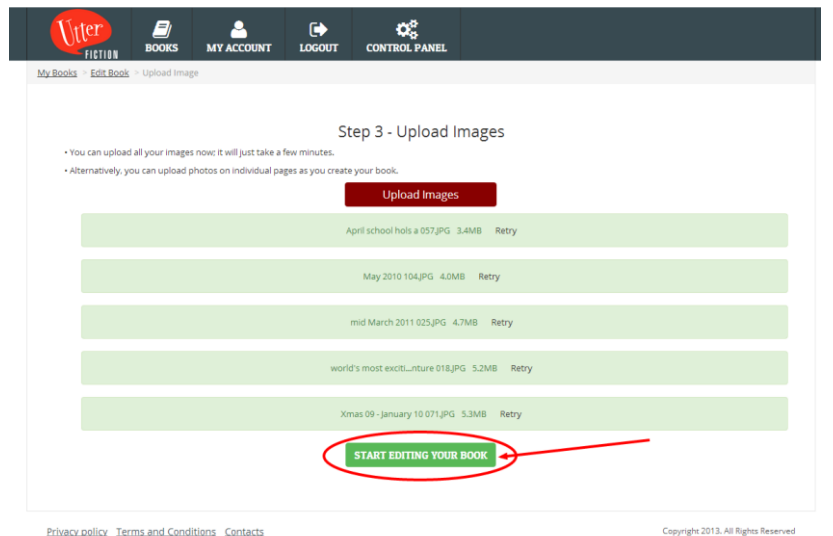


Images can now be selected and uploaded.

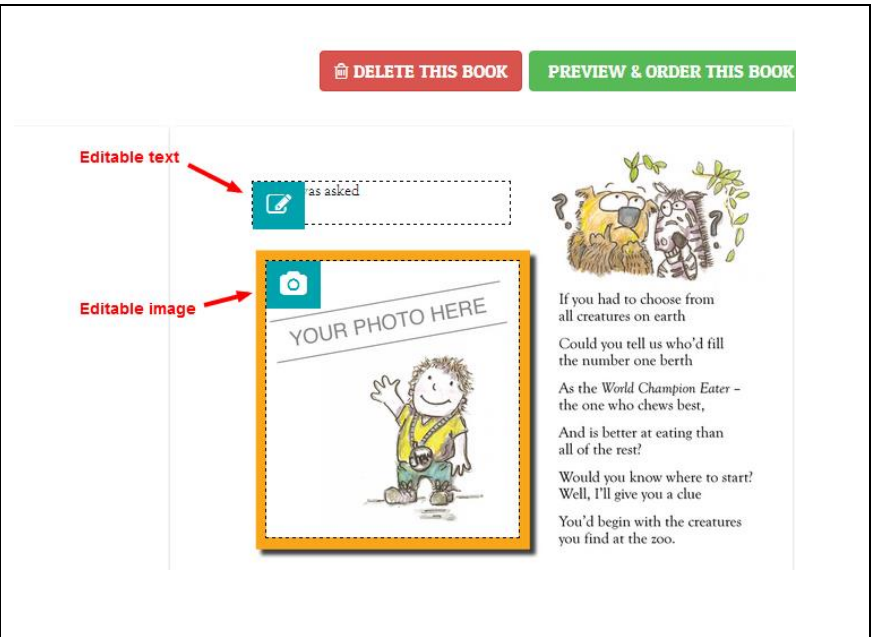
NB: Additional images can be uploaded as pages are customised



After your images have loaded select ***Start Editing Your Book***



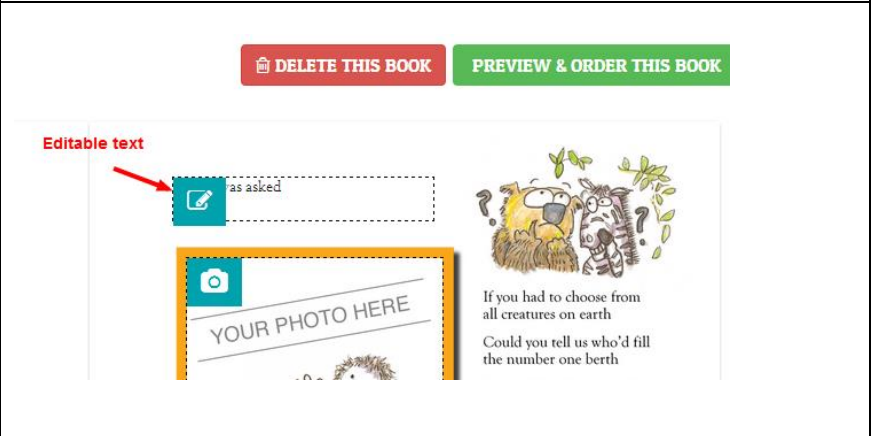
Distinctive icons show any editable assets on a page



To edit text, select this icon

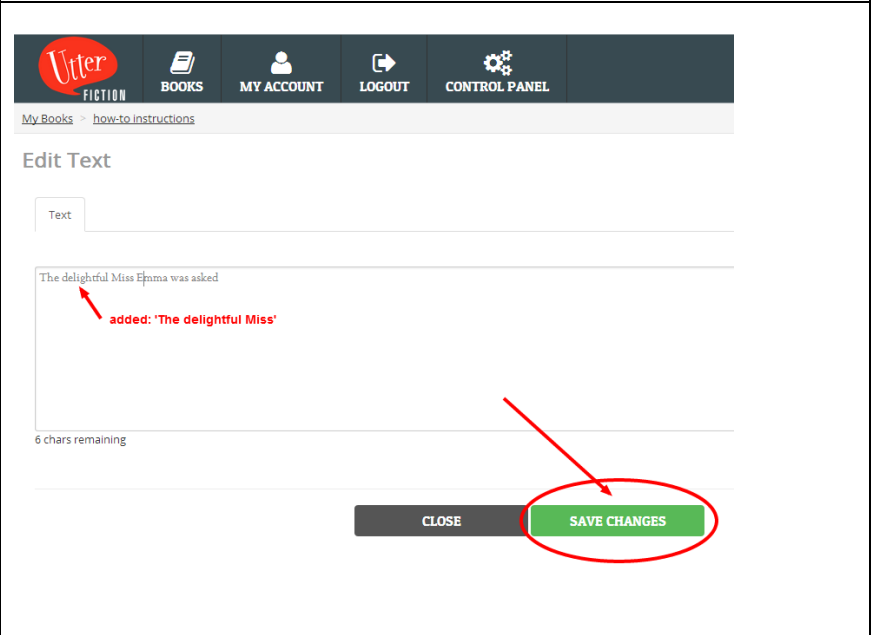


This will present all text within the editable area in a new window.



Customise the text as required and hit *Save Changes*

Be aware that adding text will alter the appearance of a page. Carefully check your Preview before placing your order.



To insert a personal photograph, click the **Image** icon



Editable image



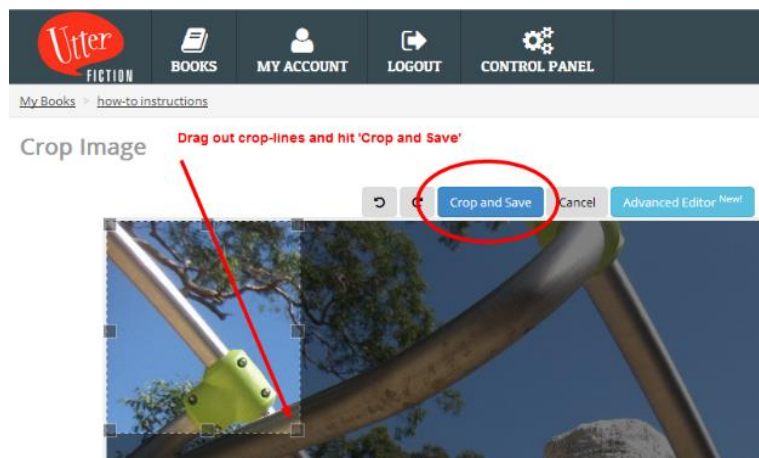
Select an image from your Gallery.

You can also upload additional images from your computer/ hand-held device or via DropBox

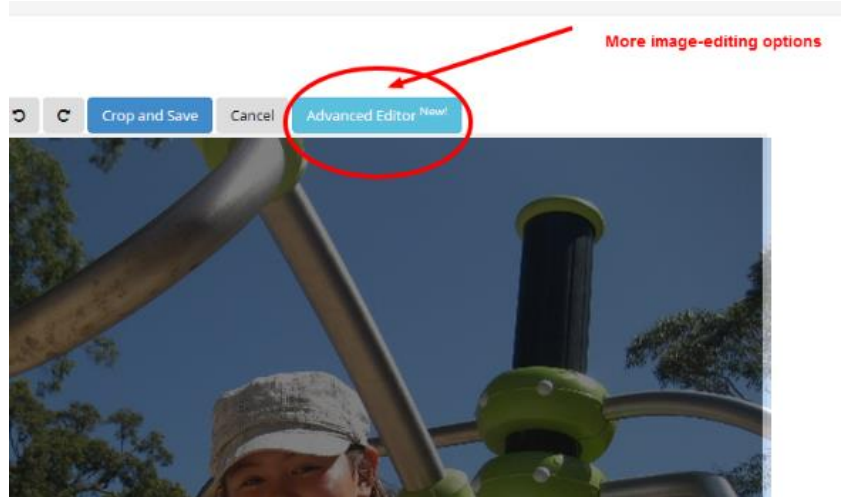


The quickest and easiest way to edit photos is to simply drag out the crop-lines.

Once you have positioned your crop-lines, hit **Crop and Save**

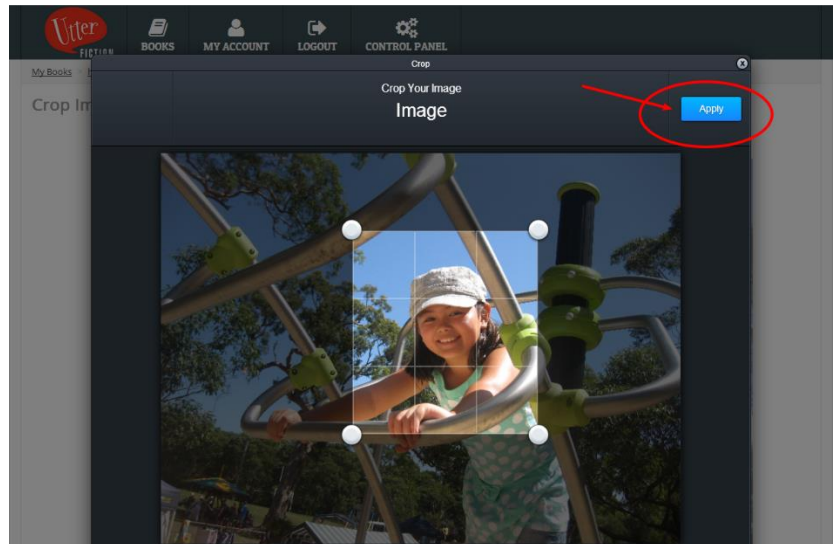


Alternatively, you can use the **Advanced Editor** to access a large array of intuitive photo-editing tools.



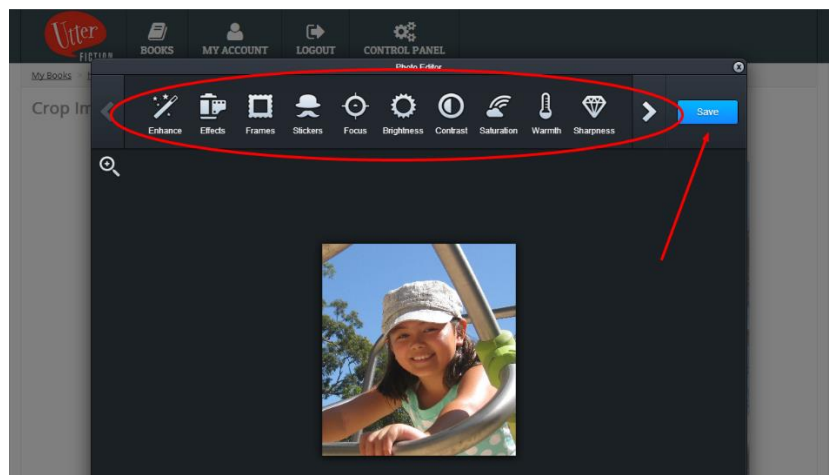
The **Advanced Editor's** first process is to crop the image.

Select **Apply** to save the cropped photograph and proceed to the advanced-editing stage.



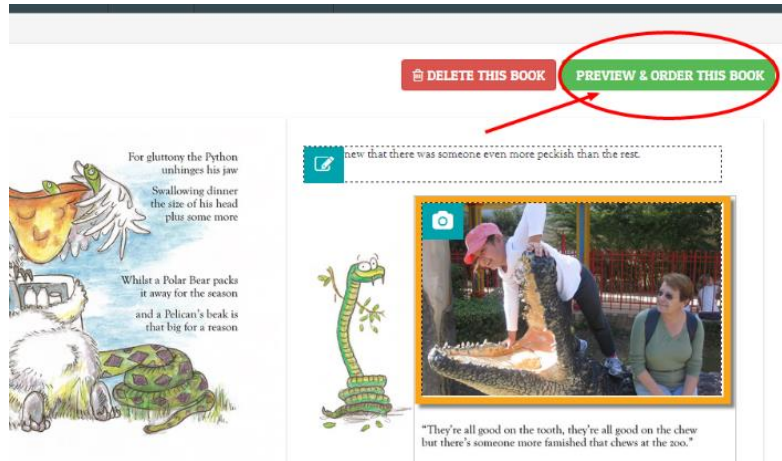
A range of photo-editing tools will become available in a scroll-bar at the top of the page.

Once editing is complete, hit **Save**



After you have made your image and text changes throughout your book you will generate a Preview.

Select **Preview & Order This Book**



Your Preview is a quality control that shows how your printed book will appear.

If you would prefer to change any text or photographs at this point select **Edit My Book** and make your changes.

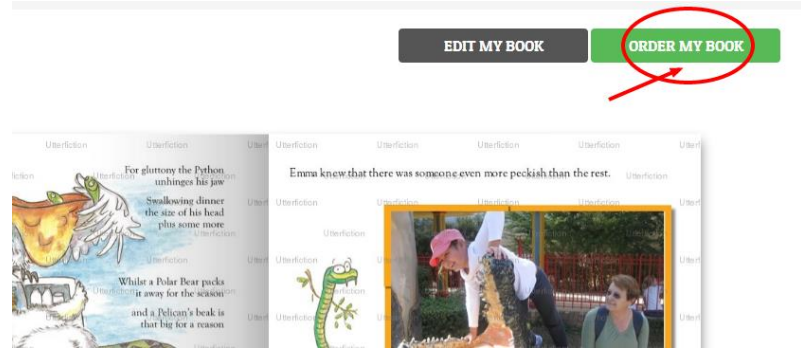
You can generate any number of Previews until you are satisfied with your personalised book.



Our proof-reading confirms all personalised text and image changes are exactly what we would like to have printed.

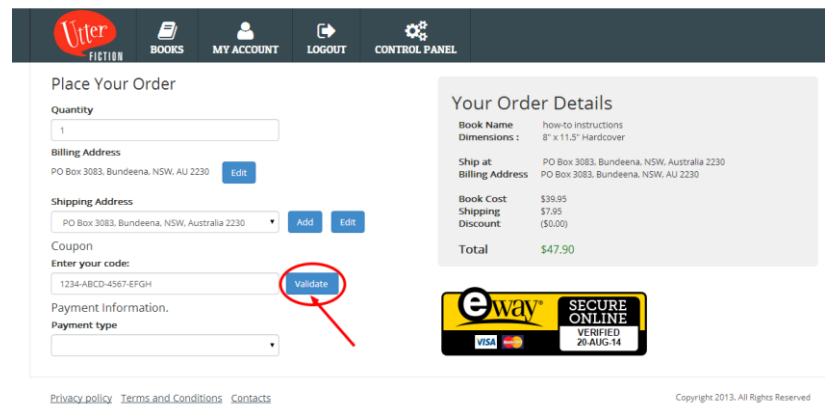


Once satisfied with the Preview, select *Order My Book*



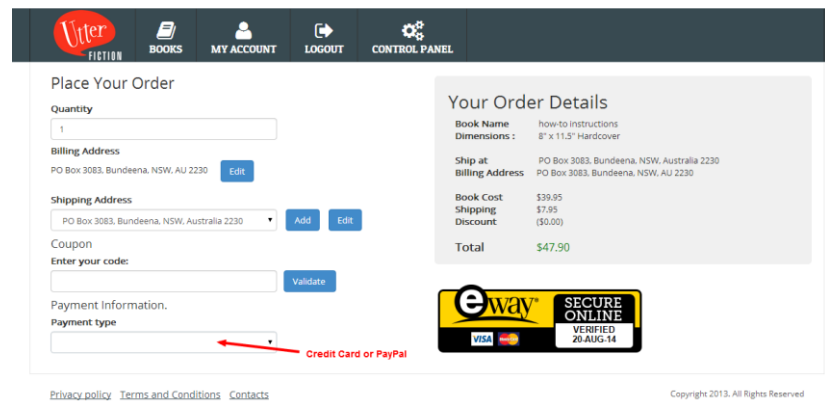
Complete your mailing and payment details.

If you have a Coupon Code, you must enter the code and hit *Validate*.



Payment options include:

- Credit Card
- PayPal



The Utter Fiction team will download your book files, print, bind and conduct physical quality checks.

Your handcrafted book is housed in a protective mailer and delivered via Australia Post.

Delivery to Australian Metropolitan areas is estimated at 7-10 working days.
Regional and international customers may experience longer lead-times.