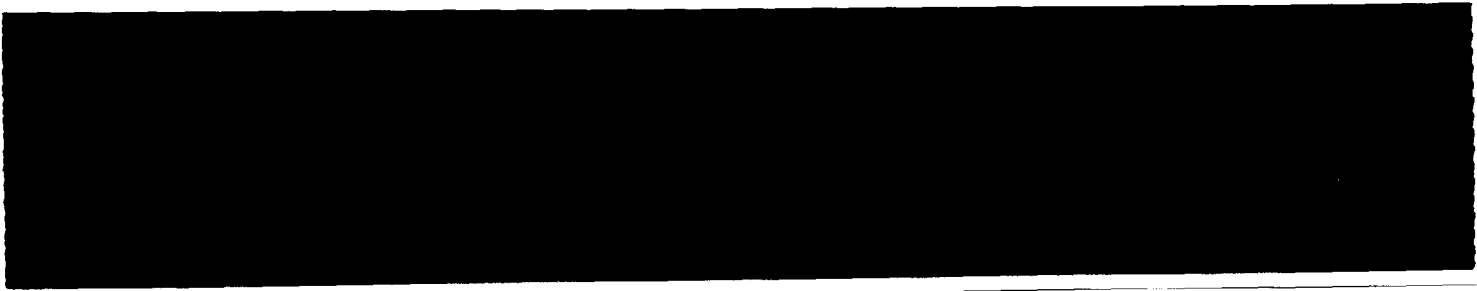


PROJECT ACTIVITIES GUIDE

PROJECT ACTIVITIES GUIDE



Project Activity Guide

Introduction

The Project Activity Guide has been created to spark ideas on how to use your camera as well as how to take advantage of some of the special features.

This guide is organized into the following sections: business, home, electronic, and special group activities (for organizations such as Scouts or church groups). But feel free to read through all of the activities until you find something you might like to try. The function of the guide is an idea starter—to give you some ideas on how you can use your camera in addition to some of the traditional ones that may have prompted you to purchase the camera.

We hope you will enjoy using this guide. And, if you would like to share your special creations, send them to: Ricoh Consumer Products Group c/o Digital Project Activity Manager, 475 Lillard Drive, Sparks, NV 89434. We would enjoy hearing from you.

Tips on Organizing Your Photo Files

The key to enjoying using your photos is finding them on your computer when you are ready to do a project. This also saves time. You may wish to save your photos by album with dates—i.e. vacation and then by specific —i.e. big animals. If you have the images stored in two locations, it is easy to reference. Or, you can also do a search, if you have identified each photo in your album, using PhotoBase—the software that came with your digital camera. Your best practice is to create a folder with an appropriate name. Each time you save a photo that pertains to that topic, place it there.

Getting the Most Out of Your Camera Features

The Ricoh RDC-4200 digital camera has some nice features you may wish to use for some of these projects:

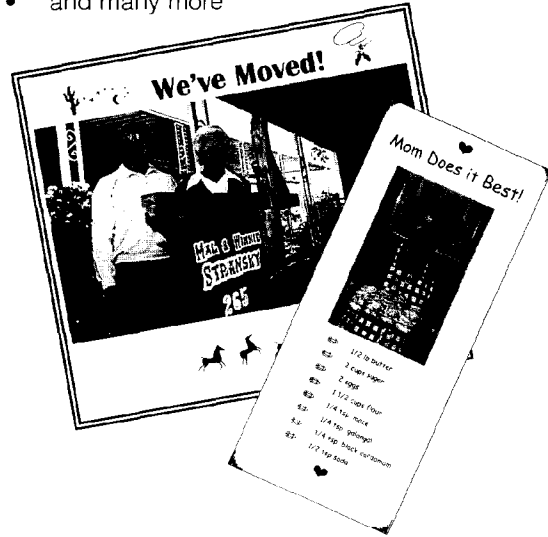
- time lapse for capturing sunsets, flowers opening
- sepia for adding an antique or aged look to images
- black and white photos for special effects
- zoom for capturing distant subjects
- macro for detailed close-ups
- uncompressed TIFF file format for large 8 x 10 prints

Be sure to look in your camera manual or check your tip card to see how to operate and use these special features.

Taking Advantage of the Included Software

Sometimes images do not come out as nicely as expected or photo situations are not ideal. Using the photo editing software that comes with the RDC-4200 digital camera, you can improve images as well as add special effects. As an example:

- sharpen or soften image
- crop extraneous areas
- add contrast
- stitch together images for collages
- and many more



Storing Images

If you do not want to store the images on your hard drive, you may wish to invest in a CD-RW (CD-ReWritable) drive from Ricoh. These drives are inexpensive devices for saving images and can provide you with a means of sending many images inexpensively to your friends, relatives or business associates. The CD can then be read on nearly any CD-ROM drive.

Business Applications

Today small businesses can compete effectively with large businesses if they have the right tools and know how to use them. With a minimum investment in the right software, hardware, and marketing smarts, your home office could have the same image as a large company.

Computers, printers, and digital cameras are typically purchased with software. Before you buy additional software, you may wish to take an inventory of the types and functions of software that you presently own. Many software packages come with templates that are easy to use—simply drop your digital images in and you can create professional appearing cards and reports. It is easy to customize these templates with your own logo, color selection and digital image.

Before you get started, check your printer

Depending on your printer, be sure to check the following before getting started:

- always check to see if you have the paper you need and a backup ink cartridge(s)
- low cost printers that are three-color are not recommended for printing photos
- when printing on special paper types, check the Paper tab of the Print Settings dialog box.
- if you are getting streaks or a faded image, check the print cartridge; if it is dry, replace it. If it still has ink, shake it and reinstall, making sure to snap it firmly into place. If the problem persists, replace it.
- if your images still do not look good, check

to see if you have selected the right print quality on your printer—if may be set at “economy” or for low resolution quality.

- be sure to consult your printer manual.

Choosing the right paper

Each paper projects a different image and is designed to be used with specific printing technology.

- 20-pound paper is usually used in plain paper fax machines, printers or copiers where quality is not a consideration—it is also relatively inexpensive and good for trial or proof copies
- 80-pound cover is recommended for business cards, invitations and postcards. Always check to make sure your printer will handle the heavier card stock before investing
- 24-pound stationery with a watermark is ideal for stationery
- the more absorbent a paper’s surface is, the more likely ink is to spread, creating a fuzzy image and dull colors—coated papers have a glossier appearance and will make colors and photos “pop”
- be careful using textured paper—it may impact the effect of your digital image; additionally not all textured papers work well in ink jet or other printers
- consult your printer manual for other paper recommendations





LOOKING FOR SPECIAL SUPPLIES?

Greeting card paper

- www.paperdirect.com
- www.avery.com

Sign paper

- www.unioncamp.com/paper

Transfer Paper

- www.hanes2u.com

Plastic Shrink of Jewlery

- www.makeitcool.com

Awards Ribbons

- www.paper-paper.com

Magnets, counter cards

- www.huntmsg.com

Coffee mugs

- www.fargo.com

Labels, stickers

- www.avery.com
- www.dogbyte.com

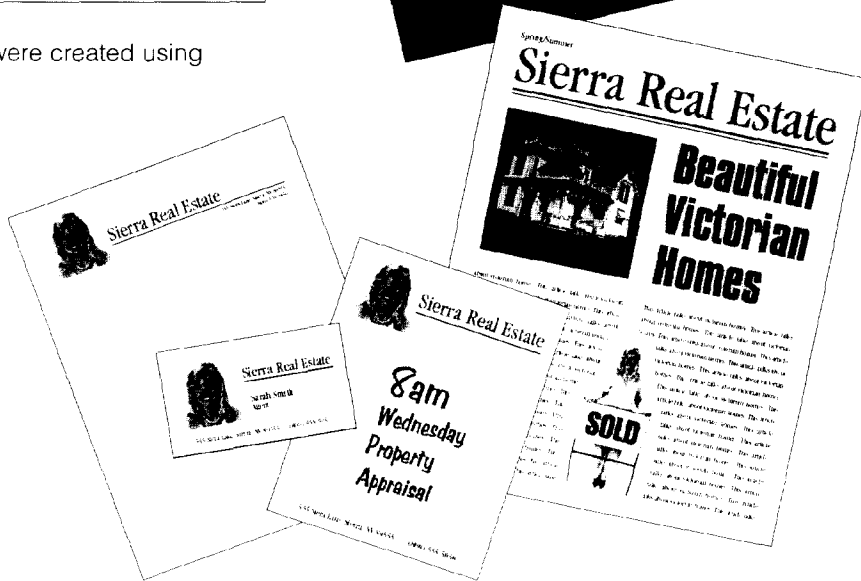
Videotape

- www.dogbyte.com



The following examples were created using templates.

- stationery
- business cards
- postcards
- flyers
- counter card
- newsletter
- sales presentations
- business reports
- sales lead insert
- name tags
- tickets



GOT THE DIGITAL IMAGE BUT WANT SOMEONE ELSE TO PRINT IT?

Custom clothing, mouse pads, mugs, rubber stamps, watches, paper cubes, doll clothes, aprons and more!

- www.iprint.com
- www.pix.com

Digital image on cookies or cake

- www.freedombakery.com

Cross stitch pattern creation

- www.hobbyware.com

Jigsaw puzzle or deck of cards

- 1-800-772-1760



If you have a product launch or any other special event in your business, you can easily personalize the event. Create your own custom wine labels, invitation to the event, thank you cards and even certificates documenting the event. This will recognize those contributing to the success and make it memorable!!



Home

People today are very busy but lately there has been a trend towards crafts and craft-type activities. Crafts have become a cottage industry inspired, perhaps, by people like Martha Stewart and a number of craft-type magazines. Coupled with this industry is a raft of products to make projects easy using special software, paper, and your favorite printer.

Personalized gifts are truly gifts of self-expression that convey a lot of thought and care about the recipient. Some of these gifts will be saved for years to come to give to grand kids and great-grand kids just like the handicrafts of the past.

Personalized gifts do not need to be complicated nor time-consuming. The following are just a few that you could be doing that would make great gifts for family or friends on special occasions.

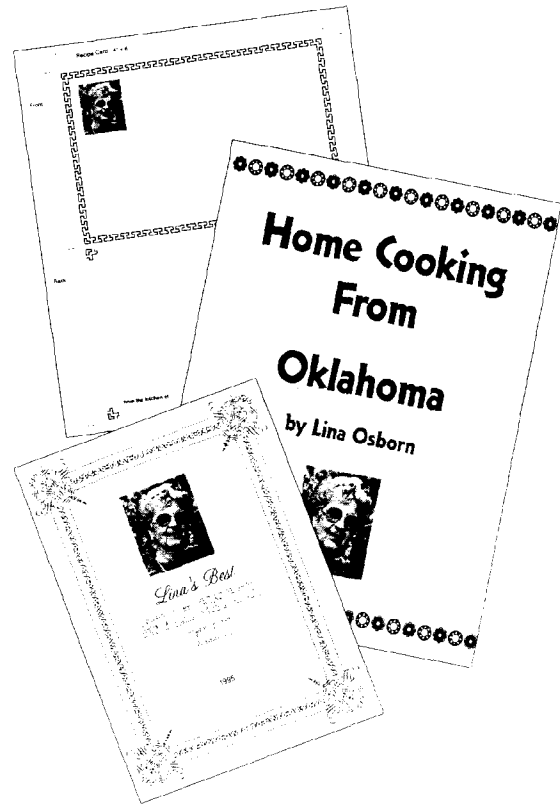
- mugs
- calendars
- greeting cards



Today, many people are interested in gourmet cooking and have developed special recipes. Create your own family cookbook with either favorite recipes or ones you've developed on your own. These make great wedding gifts or heirloom gifts to pass along.

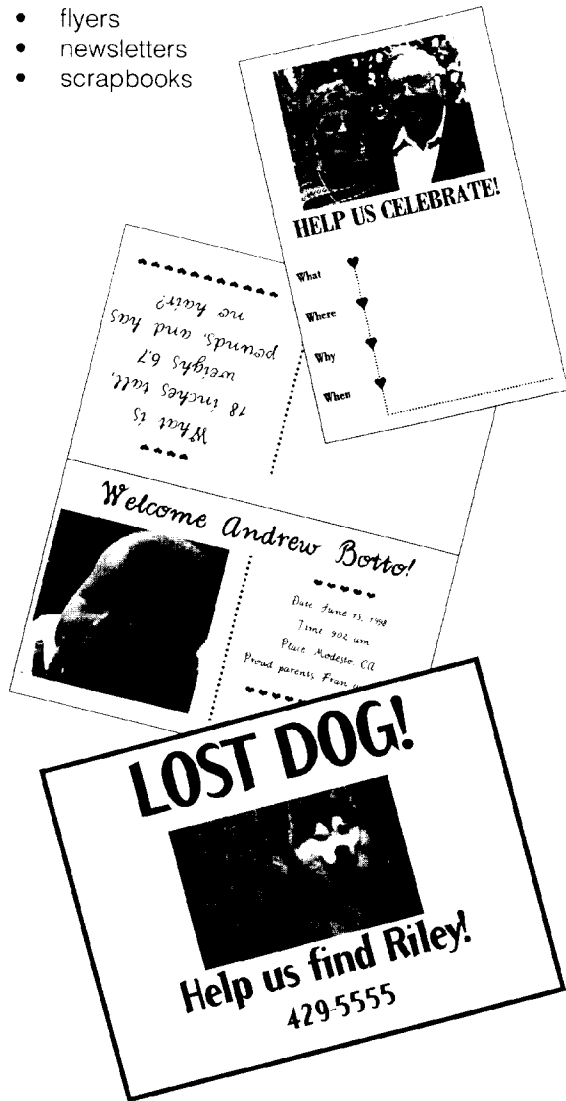
You can also create special recipe cards with your own name and recipes as a gift; as well as custom labels for jams, jellies, flavored vinegar or even bottled beer or wine.

- family cookbook
- family recipe cards
- mugs
- labels for jam/jelly etc.
- labels for beer, root beer, wine
- labels for special flavored vinegar
- labels for homemade potpourri



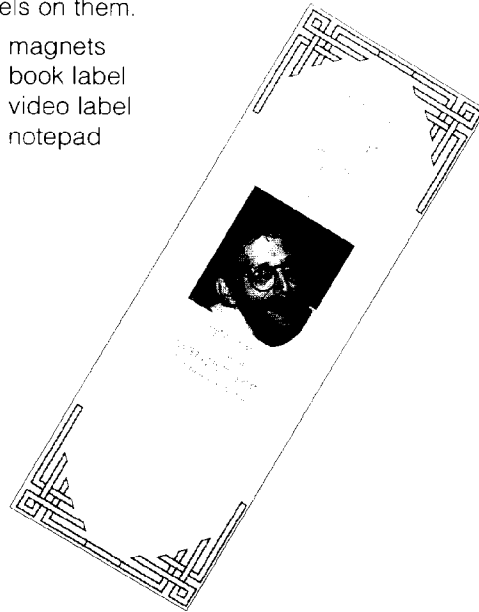
Oops, can't find the family pet? Create a flyer and blanket the neighborhood. Or, want to share the year's events with friends and family, create a newsletter to send with your holiday card. Start a scrapbook for your child, documenting events in his/her life. Or let the child maintain, creating special stickers to make the book even more interesting.

- flyers
- newsletters
- scrapbooks

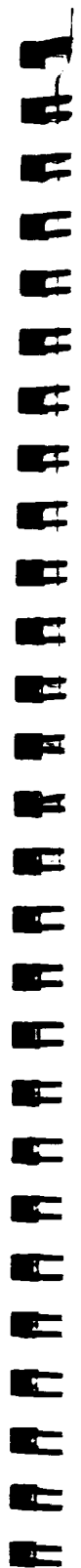
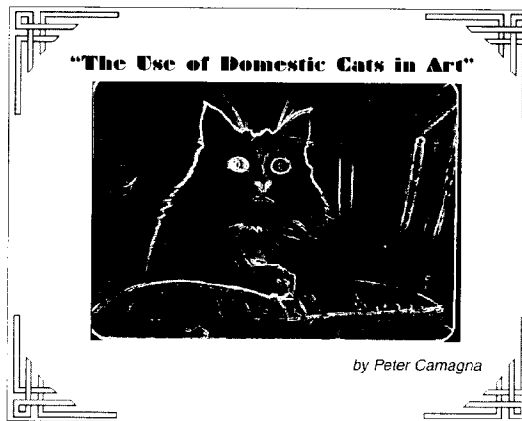


Keep organized with photo-oriented magnets for your refrigerator; stationery; notepads. Retrieve books and videos easily by placing custom labels on them.

- magnets
- book label
- video label
- notepad



Create special book covers and reports using your digital images. You can make covers appear differently by applying special image enhancement software—use the sketch enhancement using crayon or pencil for a special treatment.



Tracing one's roots has become popular during the last few years. And, certainly digital images make it easy. You can use the macro or close up feature to shoot existing old photos, thus saving scanning time; shoot images in black and white or sepia/antique tone for special effects.

Best of all, you can research your family and create an heirloom book covering your history. Have a special family event with signs, name tags, t-shirts and gather family quotes to go in your book! You can even create photo pin jewelry as special party favors.

- family reunion sign
- family tree book
- family tree bookmark
- family tree t-shirt
- photo pin as a party favor
- posters



Some of the family tree software on the market today includes software for creating custom birthday, anniversary calendars, scrapbook images, mailing labels and name tags, as well as heirloom books.

Want to sell your house? Create custom flyers, and signs that look professional.

Classic Beauty!
774 Cutting Avenue
Orland, CA 95963
(916) 865-5555

The Home: This classic 1920s era California ranch home of approximately 2,900 sq. feet is nestled among olive and orange orchards in the fertile Sacramento Valley. The 10 rooms include 4 bedrooms, 1 3/4 baths, kitchen, formal dining room with sitting room, and spacious living room. Red tile porches grace both the front and side entries. The house is in very good condition with many upgrades, including a new roof in 1990 and new oak cabinets in the kitchen, but no structural changes have been made.

And don't forget your pets! If you want to have a pet driver's license, postcard, carrier/luggage tag, key chain, ID card—e-mail your pet's image to: <http://www.concentric.net/~chloecrd/>.

Tip: For a special effect when creating stationery or a special page for your scrapbook, use pre-printed paper that will run through your inkjet or other printer.

Fabric Tips

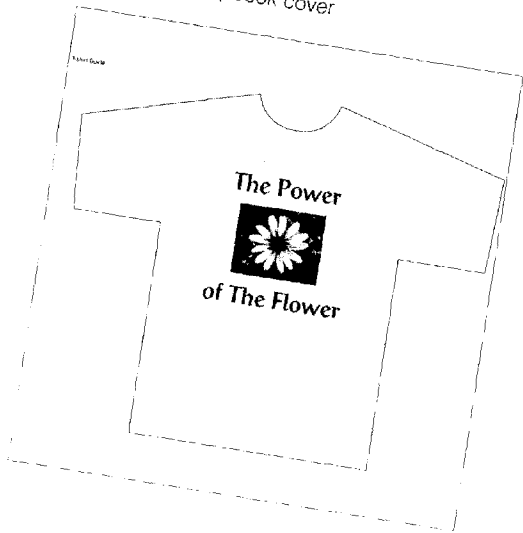
You can transfer your favorite digital images to fabric in a variety of ways. You'll be amazed with the possibilities that you can create in your own home!

- transferring the image will not harm the photo if you follow directions
- choose photos with good contrast and good color; poorest transfers are from photos which are too dark, too light, or have faded colors


- for a special effect, use the black and white setting or sepia setting on your RDC-4200 digital camera when you shoot the image
- if you choose to transfer your image on a textured or printed fabric, the texture or fabric will show through the image
- use photos-to-fabric transfer paper—several brands are available—and make sure the paper is compatible with your printer. Always follow all manufacturer's instructions for the best results
- if you do not want to invest in the paper, you can go to a local copy shop that offers this service
- if you want to transfer your image to fabric and stitch the image, go to www.hobbyware.com for pattern information

Fun examples of what you can create using digital images:

- memory quilt
- pillow
- picture cards
- jewelry
- Christmas ornament
- family scrapbook cover



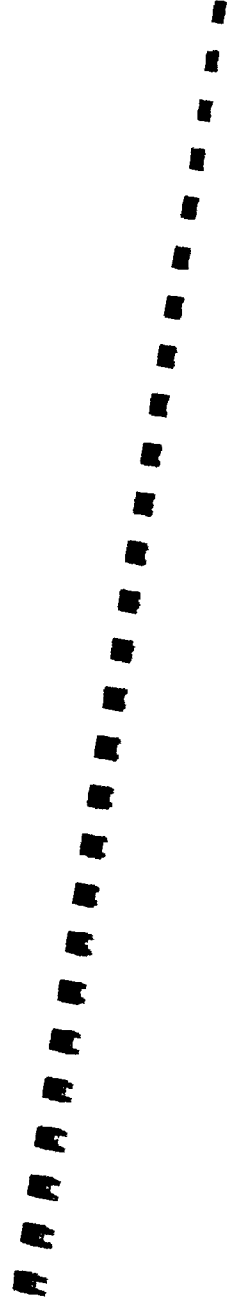
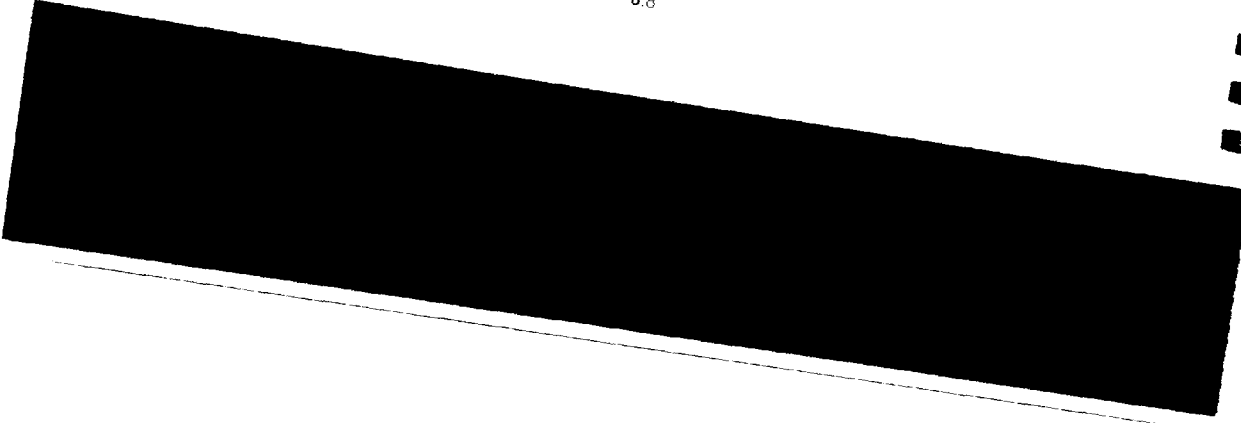
Come and give Thanks!



☞ Date: November 22, 1998
 ☞ Re: Thanksgiving Dinner
 ☞ Time: 1:00-3:00
 ☞ Place: 1480 Heppner Way
 Turlock, CA

Please Come!

We've Moved!

GIFT GIVING TIPS—FAST!!!

Here's a list of fast, easy gifts to make your gift giving special:

- screensaver of a special event, person, or pet
- custom bookmark with a custom book label
- custom cookbook or recipe card
- create a slide show of your last party or even special events of the year (transfer to a CD and distribute it to relatives that live far away)
- gardeners will enjoy their own garden sign printed using special paper, custom seed packets, custom cards with images from their garden and growing instructions



Electronic Tips

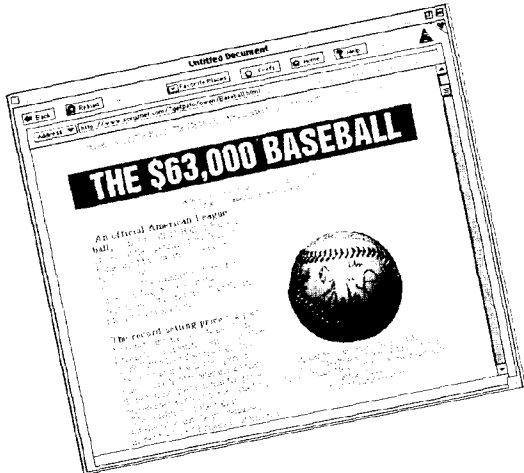
Today it has never been easier to set up your own website either for viewing by family or for business. Using digital images, you can easily update your website on a daily basis. Here are some tips for setting up your website:

- most browsers can display background images. These images can be small rectangular images that fill the window. Don't make background tiles too small—experiment. The larger the tile, the longer it will take to download and for the screen to re-draw. Experiment!
- type selected to go over your background needs to be chosen carefully for readability; put dark type on a light background and light type on a dark background
- once a JPEG image is downloaded, it can be reused in multiple instances
- fancy ruled lines, logos, bullets and even animated icons can bring a dull page to life and won't keep the reader waiting
- by keeping the top portion of the web page free of large graphics, you can start reading the page while the images are downloading

Here are some examples of ways you can use digital images:

- screen saver
- e-mail
- website
- on-line catalog





If you have a local scout group; church group; or sports team—motivate the group with your own hometown newsletter; put the team on your magazine cover; create sports cards for each player; print custom ribbons, certificates or even tickets to the game!!!

- newsletters
- ribbons
- sports card
- tickets
- name tag
- certificates
- posters

Sending E-mail Tips

Send and receive digital photos easily. Here are a few tips:

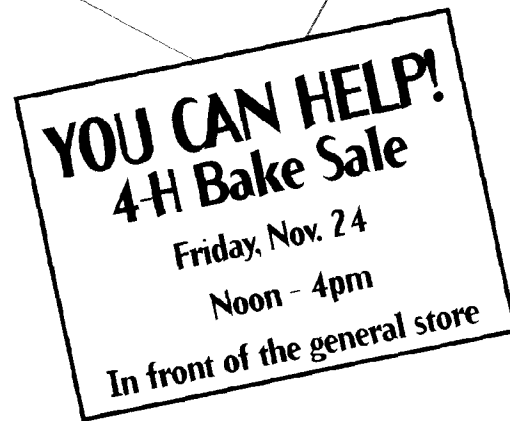
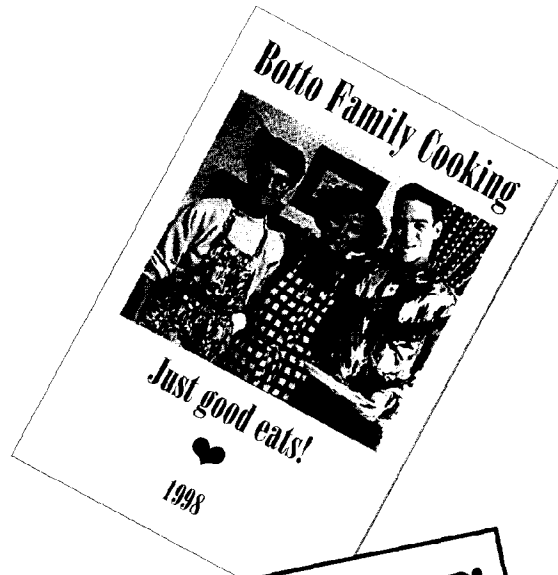
- don't send full-resolution, high quality photos
- compress images to the 100K size—see if you have image compression software to do this
- send photos in small groups or even one at a time
- send photos at night when you don't have to tie up your computer or the Internet lines are less busy

Charity/Fund Raisers/Special Events

Before you get started, one of the best ways to plan an event is to have a theme. By choosing a theme, all items used can tie in to the event and make it more memorable.

Spark your fund raisers with locally created cookbooks, recipe cards and labels. Add interest to the cookbook with images of the food, creative place settings, theme parties, or even photos of local interest.

- cookbook
- menu
- place cards
- invitations



Other types of money raising—pledges for marathons; sell stock (stock certificate) in your team or group to achieve a particular event—all of these can use digital images to make the event special and help sell more.



Health Awareness Program

How You Can Serve Your Community Today

Your Health
 How can you help the most people? ...
 1. ...
 2. ...
 3. ...
 4. ...
 5. ...
 6. ...
 7. ...
 8. ...
 9. ...
 10. ...

Children's health
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Senior Health
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In Recognition of

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HELPING TO RESTORE AND PRESERVE EARLY VISION.

FOR MORE INFORMATION, CALL 800-555-1212

PARTY PLANNING IDEAS

Looking for a way to keep that "slumber party" unique? Or maybe you're having a special event? For kids of all ages or for adults—your digital camera can help make it special.

Snap digital images of the pre-teens or teens and have them try out the various hair styles from "Cosmopolitan Virtual Makeovers" or "Essence Virtual Makeover" software from SegaSoft Networks, Inc.

- (www.virtualmakeover.com).

Snap digital images of the kids and let them create custom drivers licenses, custom cars, trophies, and more. Great activity for a rainy day. (www.mattelmedia.com).

Have a house warming party! Make it special with custom invitations, map to your new home, and posters. Invite your guests to bring items for your time capsule: a special container for placing items your guests bring representing the year or location. Put the items in and include your guests names and addresses and save in a safe place. Be sure to include images of the house and location. Open in 5–10 years and remind your guests of that special day... and be surprised!!

Author's Note: Web sites referenced are for reference only and do not constitute a recommendation by Ricoh.





Postcard



This book belongs to Peter



Your Invited



e-mail
"Always a bridesmaid"



SWIM MEET

Date: Time:
Place:

SKU #776092

