Pictavo Community

Encourage others to contribute photos
and purchase their books online

pictavo™

Picture the Possibilities

Quick Start Guide

A quick overview of the power of Pictavo!

Welcome to Pictavo

From the very first moment you open and begin using Pictavo, you'll find Pictavo's user-interface to be inviting, intuitive and full of features that are ready when you need them!

Navigating Pictavo

This Quick Start Guide will introduce you to Pictavo by taking you through a high-level overview of the main areas you will encounter.
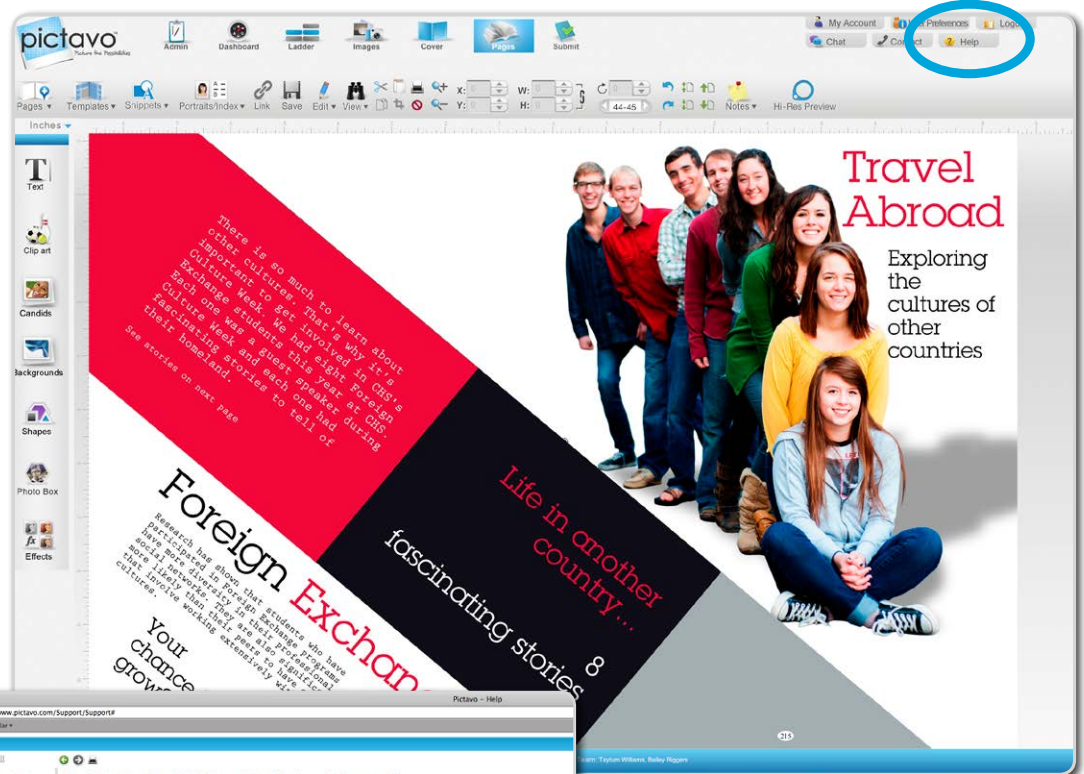
Getting Started with Pictavo

As you get started with Pictavo, please know that Help is always available via online Help, phone or email.

Help

For in-depth help, including video tutorials about specific topics, just click on the "Help" button at the top right of the screen when logged into your Pictavo account.

Here you'll find a list of topics that answer popular questions and teach you how to use Pictavo features through step-by step guides and videos.
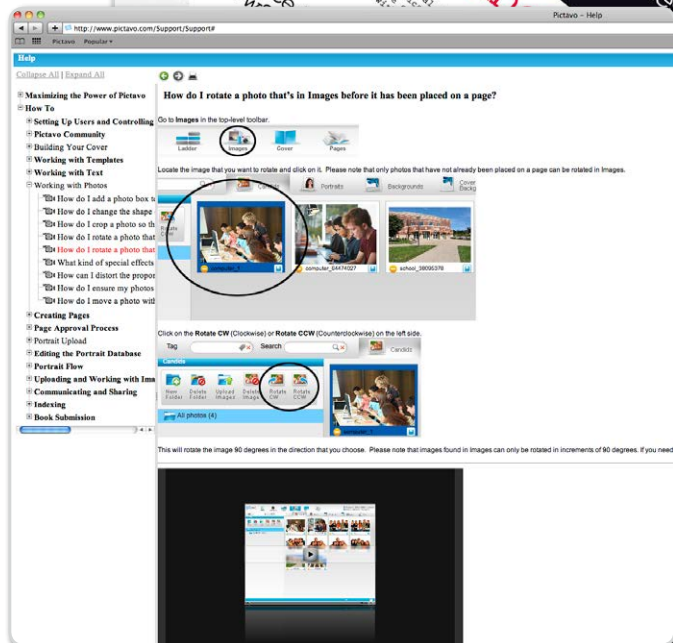
Look for the "Help" icon throughout this guide for the specific topics and areas you can find additional help in Pictavo.

For additional help, call our skilled tech support team at 1-800-594-2324 or email us at support@pictavo.com

Main Navigation Tools

Top level navigation buttons serve as a constant frame of reference, while second level navigation buttons fluctuate based on which top-level button is selected.

Top Level Navigation Buttons

Admin · **Dashboard** · **Ladder** · **Images** · **Cover**

ADMIN
- Where the yearbook adviser manages all aspects of the book.
- Add users/groups and set permission levels.
- Choose your settings.
- Manage your Pictavo Community.
- View all chats/messages.

DASHBOARD
- View the status of your entire book at a quick glance!
- Includes page progress status, photos used, coverage reports and team statistics.

LADDER
- Get a complete, organizational view of your book.
- View and assign users/groups to pages.
- Set pages to private.
- Share and create PDFs for review.
- Submit, approve and reject pages.

IMAGES
- Upload and organize all of your images and graphics in one location.
- Easily upload images into folders you create.
- Tag photos and search by name or file to easily find.

COVER
- Design your own cover or choose a stock cover!
- Share and create PDFs for review.
- Submit, approve and reject a design.

Second Level Navigation Buttons

Pages ▼ · **Templates ▼** · **Snippets ▼** · **Portraits/Index ▼** · **Link** · **Save** · **Edit ▼** · **View ▼**

PAGES
- Click here to see thumbnails of all your pages at a glance.
- Simply double-click to go directly to the desired page.
- Use the icons on the page to add, delete, share, create a PDF, submit, reject and approve pages.

TEMPLATES
- Browse through hundreds of pre-designed templates, and simply drag and drop them onto your pages and edit as needed.
- Search by keyword/descriptor or item number.
- "Star" favorites to be saved in a "Favorites" folder.

SNIPPETS
- Browse through pre-designed mini-templates, and simply drag and drop them onto your pages and edit as needed.
- Search by keyword/descriptor or item number.
- "Star" favorites to be saved in a "Favorites" folder.

PORTRAITS/INDEX
- Select your portrait parameters/style and quickly flow.
- Easily edit your portrait flows.
- Create your index in just a few simple steps!

LINK
- Link two pages of your book together, so they can be designed as a spread!

SAVE
- Pictavo only saves when YOU want—save as often as you like!
- You will be prompted to save before leaving a page.

VIEW
- Use rulers, guides (including snap-to), or a grid to ensure page elements appear exactly where you want them.

EDIT
- Alignment, distribution, grouping and spacing tools allow for simplified moving and layout of multiple objects.
- Lock an item in place on your page so you don't unintentionally grab or move it.
- Fill an entire page with a photo in just a quick click!

Pages **Submit**   My Account User Preferences Logout Chat Contact Help

PAGES
- Experience the powerful page layout and design tools!
- Add notes for your team.
- Preview pages in high-resolution.
- Share and create PDFs for review.
- Submit, approve and reject pages.

SUBMIT
- Submit your book for publishing after all pages have been approved.

MY ACCOUNT
- Easily update or make changes to your username and password.

CHAT
- Exchange instant messages with other online users, or leave messages for offline users to view when they next log in.

USER PREFERENCES
- Customize your preferences to work the way you do.
- Set warnings, design features and visibility.

CONTACT
- Technical support is just an email or phone call away!
- 1-800-594-2324 or support@pictavo.com

LOGOUT
- Short on time? Simply logout and come back later!
- For security, Pictavo logs you out if you've been idle for 60 min.

HELP
- Take advantage of extensive help topics, including video tutorials!

X: 0 W: 0 0 44-45 Notes ▾ Hi-Res Preview
Y: 0 H: 0

CUT, COPY, PASTE
- Quickly cut and copy items onto your clipboard to be pasted onto pages.

DELETE
- Easily remove an item by selecting it and clicking on the delete button.

LOCATION
- X & Y coordinates ensure precise placement of items based on the page's axis.

ROTATE
- Choose an exact degree to rotate an item or use the rotation tool on the item and see the degree reflected here.

ARRANGE
- Use these layer tools to bring overlapping items to the front or back and forward or backward on your page.

HI-RES PREVIEW
- View any page in high-resolution to see how images and page details will print.

CROP
- Easily crop, size and position your images—using just your mouse.

ZOOM
- Use the zoom tools to quickly zoom into or out of specific areas on your page.

SIZE
- Easily define the exact height (H) and width (W) of an item.
- Lock the item to maintain its aspect ration when resizing.

REVIZE
- Unlimited undo and redo capabilities until you choose to save prevents unwanted changes and mistakes.

NOTES
- Relay messages to other team members by sticking a note on the page or onto a specific item.

Easily set up your own school's store that allows community members to upload photos, design ads and purchase products online!

UPLOAD SETTINGS

- Define the list of categories that community members can upload photos into. A list is pre-populated and you can add or remove categories as you see fit.

- Determine if you'd like community members to be notified once their image(s) have been used.

- Set the maximum number of images community members can upload.

- Set the last date you will accept uploaded images.

SHOP SCHOOL SETTINGS

- Decide if you'd like to offer discounts to qualified purchasers.

- Determine how the required 5% service fee is displayed.

- Enter the bank account information and address where the reimbursement check will be sent for money collected through Pictavo Community.

- Add the required tax rate, if applicable.

SHOP PRODUCT SETTINGS

- Define the products available for purchase and set your desired prices.

- Options include yearbooks, recognition and business ads, and other products you wish to offer.

- Describe each product and set the order deadline date(s).

- Indicate whether each product is taxable.

- Set the maximum amount available for purchase.

In-depth help located in the *Pictavo Community* section of Pictavo's Help area.

Manage Sales

Easily account for every sale—regardless of whether it was paid by credit card, check or cash.

(found in Admin area)

Sales at a Glance

Sales at a Glance

Atwater Middle School — 211 ORDERS | 124 This Week | 0 Today | $12,025 SALES

Product Offered	Number or Orders				Sales			
Arrange by...	Credit Card	Cash	Check	Total Orders ▲	Credit Card	Cash	Check	Total Sales
Yearbooks	90	5	5	100	$4,500	$250	$250	$5,000
Personalized Yearbooks	5	4	1	10	$275	$220	$55	$550
Recognition Ad - 1/8 Page	10	5	5	20	$250	$125	$125	$500
Recognition Ad - 1/4 Page	40	5	5	50	$2,000	$250	$250	$2,500
Recogntion Ad - 1/2 Page	5	3	2	10	$500	$300	$200	$1,000
Recognition Ad - 1 Page	3	1	1	5	$600	$200	$200	$1,000
Business Ad - 1/8 Page	3	0	2	5	$75	--	$50	$125
Business Ad - 1/4 Page	1	1	1	3	$50	$50	$50	$150
Business Ad - 1/2 Page	3	2	1	6	$300	$200	$100	$600
Business Ad - 1 Page	1	1	1	3	$200	$200	$200	$600
TOTALS	**161**	**27**	**24**	**211**	**$8,750**	**$1,795**	**$1,480**	**$12.025**

NOTE: The *Total Sales* amount INCLUDES any applicable sales tax, which is collected based on the tax rate you indicated in Shop School Settings.

SALES AT A GLANCE

• Keep a constant pulse on all sales through an automatic report.

• See individual product sales by number of orders and amount collected.

• Track purchaser's credit card, check and cash payments by product type.

ADD ORDERS

• Use one convenient system for tracking online (credit card) and offline (checks and cash) orders.

• Track whether each purchaser has received the product(s) they ordered.

• Make a note of any individual circumstances related to a particular order (e.g. special delivery instructions).

Add an Order

Required fields are noted in bold.

Purchaser:	John	Smith
Student:	Max	Smith
Grade / Homeroom:	Mrs. Jan Jones 10b	
Product / Item #:	Yearbook - Personalized (301-33001-001)	
Personalization:	Max Smith	
	Yearbook (101-33001-001)	
	+ Add Product	
Payment Method:	Check	1208
Discount Code: [i]	LESS10M	

Purchaser Paid: Product(s) Price ⊕ | Applicable Sales Tax [i] $0.00 ⊖ | School Receives

Order Date: 08/24/2012

Ad Design Received: ⊙ No ◯ Yes

Delivered to Purchaser: ⊙ No ◯ Yes

Notes: Please deliver this order to older sister Megan in Mrs. Jones Homeroom 12A, since Max will be in Euope on his class trip during the time of delivery.

SAVE ORDER   Clear Fields

View Orders

View Orders By: Product | Product: All | Export to Excel | **+ ADD ORDER**

View Orders

Delivered	Ad Design Received	Purchaser Name	Student Name	Product	Order #	Payment Method	Discount Code	Notes	Edit	Delete Order
☐		Simmons, Abigail	Simmons, Kim	Yearbook (01-12345-01)	28974	Cash	LESS10M	Please deliver to...	Edit	🗑
☐		Brown, Annie	Rickford, Alyssa	Yearbook (01-12345-01)	82916	Credit Card	LESS10M		Edit	🗑
☐	☑	Brown, Annie	Rickford, Alyssa	Recognition Ad 1/2 Pa...	82916	Credit Card	LESS10M		Edit	🗑
☑		Pietan, Chester	Pietan, Jim	Yearbook (01-12345-01)	76324	Check	LESS10M		Edit	🗑
☐		Kopka, Charlie	Kopka, Macalester	Yearbook (01-12345-01)	28251	Cash	LESS10M		Edit	🗑
☐		Farnsworth, Donald	Nishay, Brad	Yearbook (01-12345-01)	04835	Credit Card	LESS10M	Brad will be on v...	Edit	🗑
☐		Jones, Debra	Jones, Jesse	Yearbook (01-12345-01)	27254	Check	LESS10M		Edit	🗑
☐		Smith, Ester	Smith, Garrett	Yearbook (01-12345-01)	09575	Check	LESS10M		Edit	🗑
☐		Smith, Ester	Smith, Samantha	Yearbook Personalized...	09575	Check	LESS10M		Edit	🗑
☐		Johnson, Fartuna	Olander, Lorene	Yearbook (01-12345-01)	83624	Check	LESS10M		Edit	🗑
☐		Campbell, Hilda	Campbell, Erin	Yearbook (01-12345-01)	60678	Credit Card	LESS10M		Edit	🗑
☐		Pietan, Ike	Pietan, Jenna	Yearbook (01-12345-01)	29345	Credit Card	LESS10M		Edit	🗑
☐		Nicolson, Jack	Bass, Chelsey	Yearbook Personalized...	39464	Cash	LESS10M		Edit	🗑
☐		Lorene, Kimberly	Bode, Rick	Yearbook Personalized...	69783	Credit Card	LESS15B		Edit	🗑
☑	☐	Erdmann, Linda	Hulke, Christine	Yearbook Personalized...	01239	Check	LESS15B		Edit	🗑
☐		Fuller, Megan	Fuller, Julie	Yearbook Personalized...	73624	Check	LESS15B		Edit	🗑
☐	☑	Campbell, Maria	Campbell, Erin	Recognition Ad 1/2 Pa...	04836	Cash	LESS15B		Edit	🗑
☐	☑	Pietan, Nicole	Pietan, Jenna	Recognition Ad 1/2 Pa...	76154	Credit Card	LESS15B		Edit	🗑
☐	☐	Nicolson, Nancy	Bass, Chelsey	Recognition Ad 1/2 Pa...	91274	Credit Card	LESS15B		Edit	🗑
☐	☐	Lorene, Olga	Bode, Rick	Recognition Ad 1/4 Pa...	23857	Credit Card	LESS15B			🗑

VIEW ORDERS

• Easily review all data collected from each purchaser's order.

• Filter data to see only the information you're interested in.

• See how much tax has been collected, if applicable, so you can submit it as required by law.

• Export data into Microsoft® Excel® for even greater report customization.

Tools for the Yearbook Adviser

User/Group Permissions	Book Settings	Design Settings	Manage Community	Manage Sales	Manage Messages	Stock Element Settings

USER/GROUP PERMISSIONS
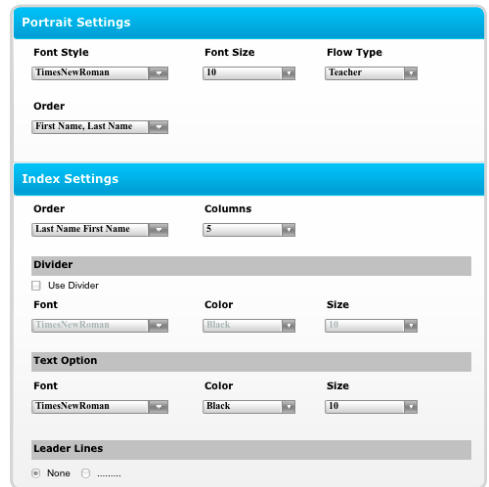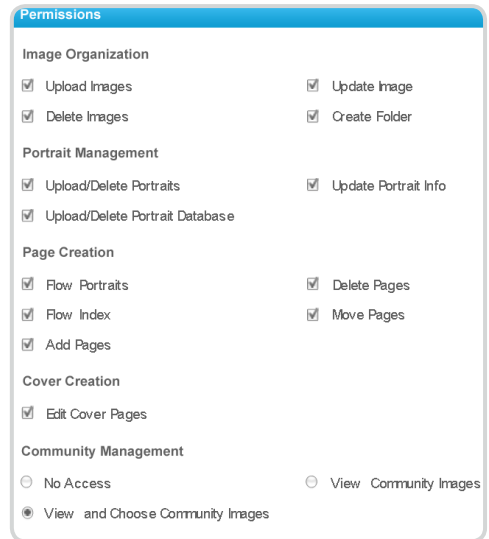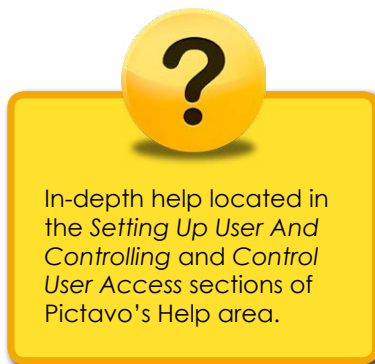• Create Individual Users or Groups and assign specific access privileges.

BOOK SETTINGS
• View and edit Overall Book Settings, such as:

- Page Count   - Binding Type
- Book Quantity   - Autograph Pages
- Book Dimensions

Overall Book Settings

Cover Settings

• View and edit Cover Settings, such as:

- Custom or Stock   - Cover Personalization
- Inside Cover Printing - Custom Endsheets

DESIGN SETTINGS
• Portrait Settings
- Font Style and Size for portrait names
- Flow Type – Teacher or Grade
- Name Order – First Name, Last Name or Last Name, First Name

• Page Number Settings
- Placement on page
- Font color
- Background shape

• Index Settings
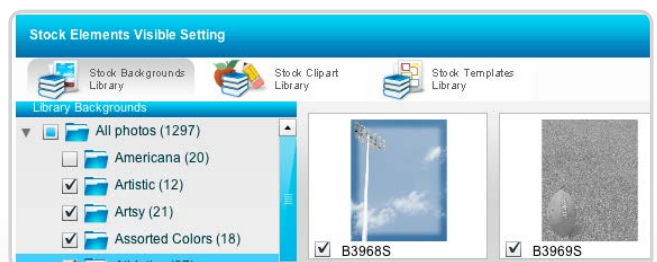- Number of Columns
- Divider Style
- Font Style and Size

?

In-depth help located in the *Setting Up User And Controlling* and *Control User Access* sections of Pictavo's Help area.

MANAGE MESSAGES
• Keep staff members on task by monitoring chats and sticky notes.

View Chats

Arrange by: Received		Date ▲	Time	From
Hi Renee, how are things looking today?	Delete	04.0...	10:09 AM	Dale
Hi Mrs. Belina, Could you tell me if we are st...	Delete	04.0...	1:00 PM	Dale
When are the articles for Student Life due?	Delete	04.1...	12:56 PM	Dale
Hi Renee, Where are the photos for Homeco...	Delete	06.1...	10:10 AM	Dale
Hi Renee, Another question is where is the ...	Delete	06.1...	12:16 PM	Dale
Hi Renee, Just so you know, Yearbook ...	Delete	06.1...	11:35 AM	Dale
Renee, I can't make any changes to my pa...	Delete	06.2...	2:09 PM	Todd
Hi Renee, Also, have you finished the copy f...	Delete	06.2...	12:26 PM	Dale

Permissions

Image Organization
- ☑ Upload Images   ☑ Update Image
- ☑ Delete Images   ☑ Create Folder

Portrait Management
- ☑ Upload/Delete Portraits   ☑ Update Portrait Info
- ☑ Upload/Delete Portrait Database

Page Creation
- ☑ Flow Portraits   ☑ Delete Pages
- ☑ Flow Index   ☑ Move Pages
- ☑ Add Pages

Cover Creation
- ☑ Edit Cover Pages

Community Management
- ○ No Access   ○ View Community Images
- ◉ View and Choose Community Images

Portrait Settings

Font Style	Font Size	Flow Type
TimesNewRoman	10	Teacher

Order
First Name, Last Name

Index Settings

Order	Columns
Last Name First Name	5

Divider
☐ Use Divider

Font	Color	Size
TimesNewRoman	Black	10

Text Option

Font	Color	Size
TimesNewRoman	Black	10

Leader Lines
◉ None ○ ....

STOCK ELEMENT SETTINGS
• Choose or limit which backgrounds, clip art, Snippets, fonts, colors and templates can be used to help maintain a consistent, fully coordinated book.

Stock Elements Visible Setting

Stock Backgrounds Library	Stock Clipart Library	Stock Templates Library

Library Backgrounds
- ▼ ☑ All photos (1297)
  - ☐ Americana (20)
  - ☑ Artistic (12)
  - ☑ Artsy (21)
  - ☑ Assorted Colors (18)
  - ☑ Athletics (87)

☑ B3968S   ☑ B3969S

Book Status	Photo Status	Coverage Reporting/Indexing	Messages	Team

BOOK STATUS
- Get a quick glance of project status
  - Overall Page Status
  - Cover and Individual Page Status
  - Main Book Specs
  - Overall Book Due Date with Countdown

Overall Book Due Date:
04.12.2015

265 Days **12** Hours **49** Minutes **44** Seconds
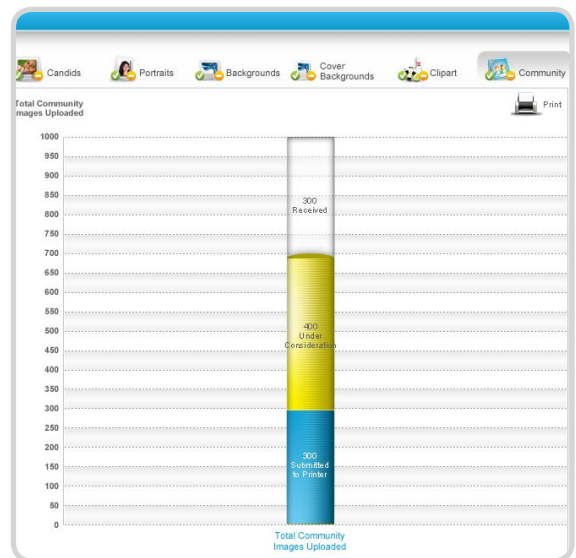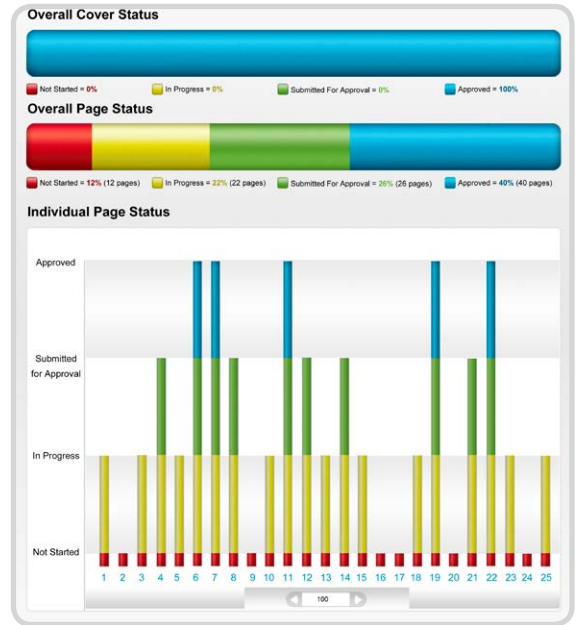
PHOTO STATUS
- Track helpful information about your photo usage:

  - Candids, Backgrounds and Clip Art
    - Used/UnUsed in the book
    - Tagged/UnTagged with data

  - Portraits
    - Complete/Missing Data
    - Flowed/UnFlowed onto a page

  - Community Images
    - Received/Used in the book

COVERAGE REPORTING/INDEXING
- Tag photos to quickly identify individuals while editing a page.

- Easily view how many times a person is tagged in photos throughout the entire yearbook.

- Generate reports and make changes to how often a person appears throughout the entire yearbook.

TEAM STATISTICS
- Easily monitor individual progress.

? In-depth help located in the *Dashboard* section of Pictavo's Help area.

Overall Cover Status

Not Started = **0%**   In Progress = **0%**   Submitted For Approval = **0%**   Approved = **100%**

Overall Page Status

Not Started = **12%** (12 pages)   In Progress = **22%** (22 pages)   Submitted For Approval = **26%** (26 pages)   Approved = **40%** (40 pages)

Individual Page Status

Candids	Portraits	Backgrounds	Cover Backgrounds	Clipart	Community

Total Community Images Uploaded   Print

- 300 Received
- 400 Under Consideration
- 300 Submitted to Printer

Total Community Images Uploaded

Team Statistics

Team Members	Total Assigned Pages	Not Started	In Progress	Submitted	Complete
Darian Ross	3	(0)	(3) 18, 23, 25	(0)	(0)
Alex Anderson	3	(2) 16, 17	(3) 10, 13, 15	(1) 21	(1) 22
Bailey Riggers	3	(1) 9	(2) 3, 5	(2) 12, 14	(1) 19
Taytum Williams	7	(1) 2	(1) 1	(2) 4, 8	(3) 6,7,11
Beckett Vondra	2	(0)	(2) 26-27	(0)	(0)

A Visual Organizational Tool

ASSIGN USERS / GROUPS
- Users can be assigned to as many—or as few—pages as you'd like.
- Create groups and quickly assign them to pages to give multiple people access at once.

PAGE STATUS INDICATORS
- Small colored dots make it easy to see the status of each page.
  - Red = Not Started
  - Yellow = In Progress
  - Green = Submitted to Adviser for Approval
  - Blue = Complete and ready to be submitted for printing

SET PRIVACY
- Select any page or pages you don't want users to see.

JUMP TO PAGE
- Click on any page to immediately jump to it and begin to edit or address warnings.
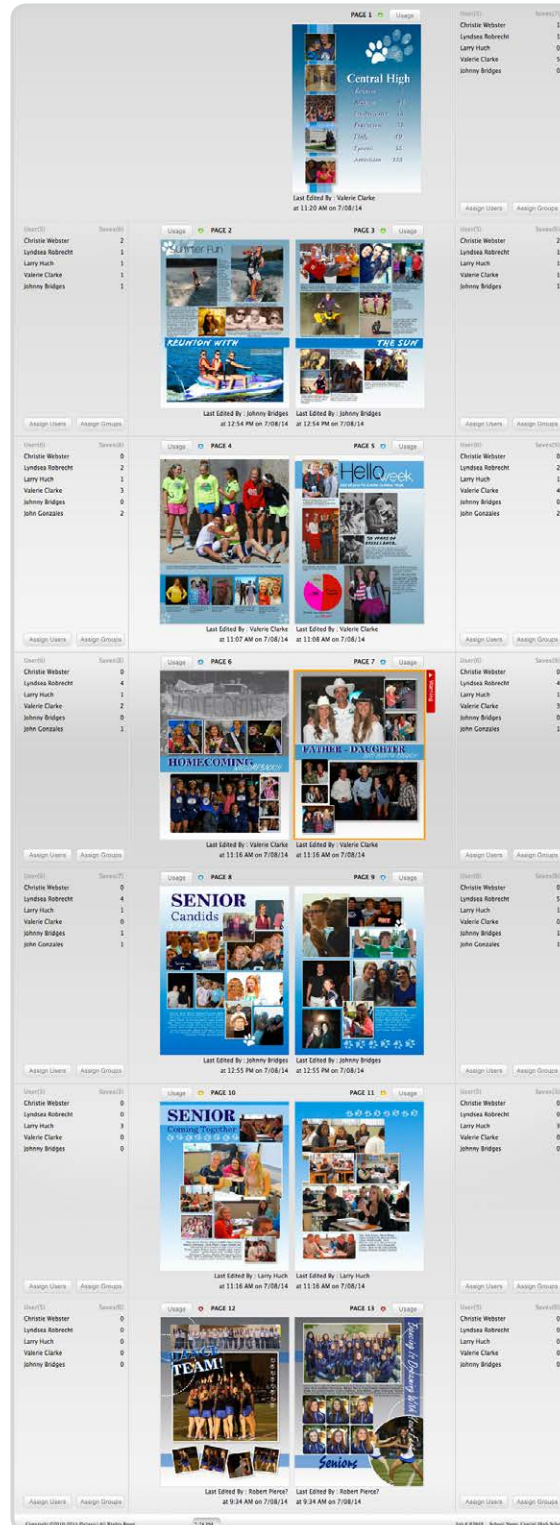
REJECT PAGE
- Review submitted pages and reject any not ready for approval by clicking on the yellow "X".

APPROVE PAGE
- Review submitted pages and approve any ready by clicking on the blue star.

PAGE NUMBER SETTINGS
- Edit your page number specs, including placement, font and color.

SHARE PAGE
- Email a low-resolution PDF of a page or range of pages to multiple recipients or a Web page.

PDF
- Create a low-resolution PDF of a page, range of pages, the entire book and/or cover.

VIEW USERS
- The ladder view allows you to see who is assigned to each page at a glance.

PAGE APPROVAL
- Select pages to submit for approval by clicking on the page and then the green check mark.

PAGE WARNINGS
- Red warning boxes alert users of potential problems with items on the page.
- Warnings include:
  - Low-resolution Images
  - Page elements close to the trim edge

ENHANCED USER TRACKING
- Track details surrounding individual usage and quickly pull a report.
- Get specific data, like
  - Total time spent on each page
  - Total time pages/book accessed
  - Total number of images uploaded

In-depth help located in the *Ladder* section of Pictavo's Help area.

One Location for ALL Images

Candids | Portraits | Backgrounds | Cover Backgrounds | Clipart | Community
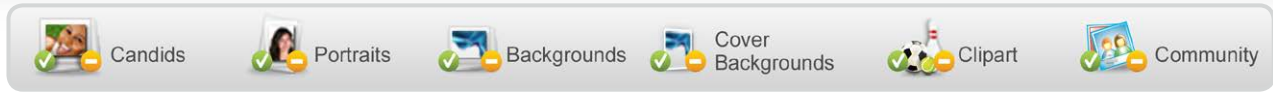
CANDIDS
- Easily import your candid images.
- Organize them into folders to help simplify your layout process.
- Quickly rotate them to correct the orientation.
- Tag photos you want to automatically appear in the index.

New Folder · Delete Folder · Upload Images · Delete Image · Rotate CW · Rotate CCW

PORTRAITS
- Simply upload your portrait database.
- Verify or modify portrait information and flow settings.
- Delete duplicate portraits or make a duplicate if you want a portrait on multiple pages.
- Add new portraits at any time.

Upload Database · Delete Database · Add New Portrait · Delete Portrait

Portrait Information

Duplicate this portrait into sort:

STF | Save

00047.jpg | Change Picture

Courtesy Title:
First Name: Justin
Last Name: Tompkins
Title:
Grade: 11
Teacher/Homeroom:
Role: Student

Cancel | OK

BACKGROUNDS
- Easily upload backgrounds and pages designed in other programs (JPEG, TIFF, PNG or PDF file formats).
- Organize your uploaded backgrounds into folders for easy-to-find access later.

New Folder · Delete Folder · Upload Images · Delete Image

COVER BACKGROUNDS
- Quickly upload your custom cover background into Pictavo.
- Easily delete old or unused custom cover backgrounds.

*Upload Images · Delete Image*

CLIPART
- Easily import clip art from other sources.
- Organize your clip art into folders for easy-to-find access later.

New Folder · Delete Folder · Upload Images · Delete Image
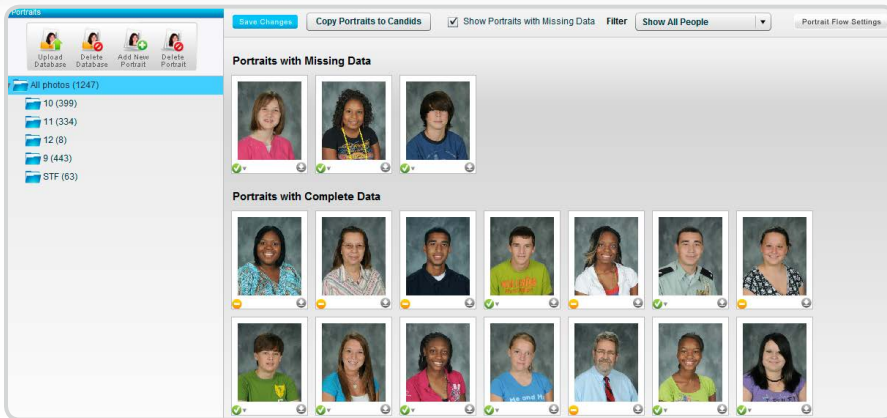
PICTAVO COMMUNITY IMAGES

Community

- View images uploaded by community members from Pictavo Community.
- Move images into your Pictavo images folders so they can be used in your book.

?
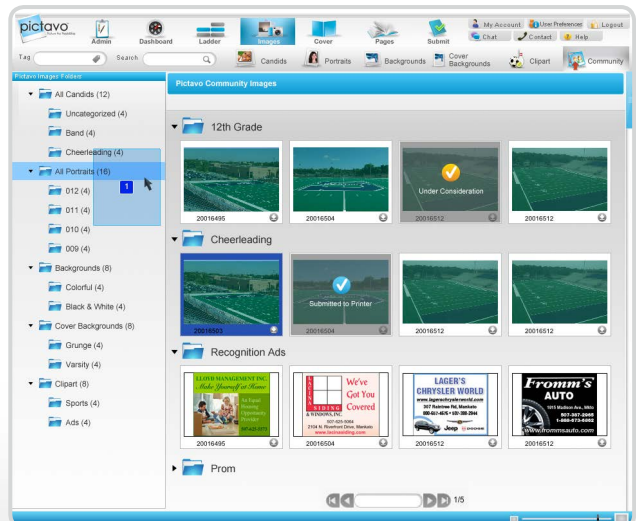
In-depth help located in the *Uploading and Working With Images* section of Pictavo's Help area.

11

Easily lay out half of your book with portrait flows!

MANAGE PORTRAITS
- Upload your portrait database.
- Verify or modify the portrait information.
- Delete duplicates with the click of a button.
- Duplicate portraits if you want a person to appear multiple times.
- Add new portraits at any time.

Portrait Information

Duplicate this portrait into sort:

STF

00047.jpg   Change Picture

Courtesy Title:
First Name: Justin
Last Name: Tompkins
Title:
Grade: 11
Teacher/Homeroom:
Role: Student

Cancel   OK

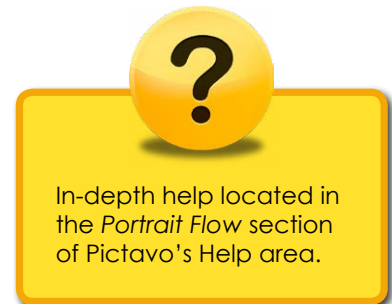**Portrait Flow Settings**

Portrait Font: Shannon
Portrait Font Size: 10
Portrait Order: First Name Last Name

Portrait Sorting: teacher

⚠ Changes to portrait sorting will require you to reflow your portraits, do you wish to continue?

No   Yes

?

In-depth help located in the *Portrait Flow* section of Pictavo's Help area.

Flow Portrait

2   Step 2 of 2

Selected Group: ALI BATOOL's Class

Teachers:	0	Not Flowed:	0
Assistants:	0	Not Flowed:	0
Students:	35	Not Flowed:	35

Portrait Flow Preview

Click on portraits below to add or remove spaces between each portrait

Ratio
- ● 4 X 5
- ○ 2 X 3

Columns/Rows

Rows   5   Columns   4

Text Options

Position: Under   Color: Black   Title Usage: No

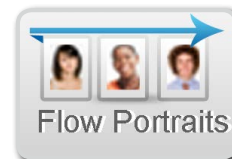**Teacher Flow**
- ☐ Flow First   ☐ Flow Last   ☑ Not Flow

Teacher Assistant's Flow
- ☐ Flow First   ☐ Flow Last   ☑ Not Flow

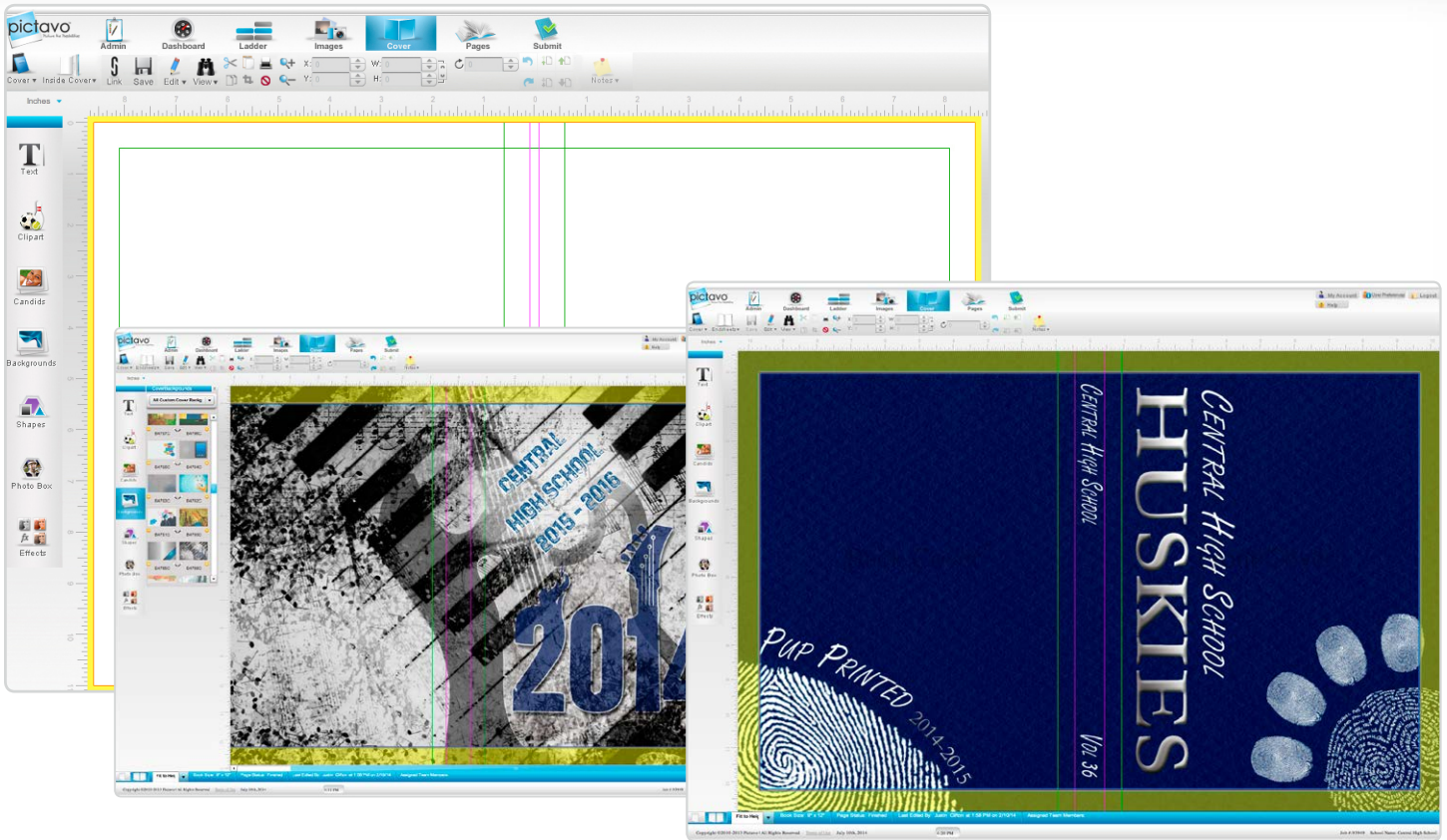Cancel   Back   Finish

Flow Portraits

FLOW PORTRAITS
- Select the group(s) of portraits you'd like to flow onto your page(s).
- Indicate how many rows and columns you'd like the portraits to be flowed into.
- Select the location of the name in relation to the portrait (e.g. next to the portrait or underneath).
- Watch the Portrait Flow Wizard automatically lay out your portrait pages.

CUSTOM COVER
- Templates are provided based on your book settings.
- Design or import your custom background, making sure to extend it into the yellow bleed/wrap area.
- Customize by adding your own title and images.
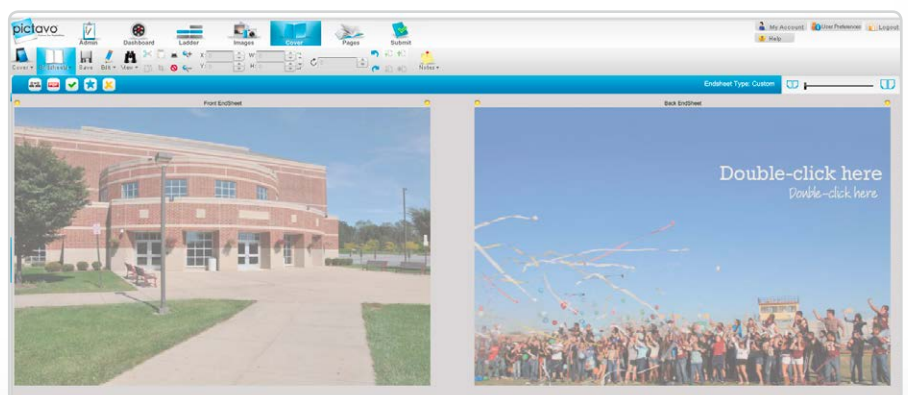
STOCK COVER
- Choose from dozens of professionally-designed covers.
- Make it your own with your school name on the front.

INSIDE COVER PRINTING OR CUSTOM ENDSHEETS
- If either of these options are selected, the corresponding templates will be provided to assist in your design process.

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In-depth help located in the *Building Your Cover* section of Pictavo's Help area.

TEMPLATES
- Choose from hundreds of single- or two-page spread templates
- Use as-is or as a starting point
- Create and save your own

FLOW PORTRAITS
- All the tools you need with the flexibility you want

FLOW INDEX
- Pictavo automatically identifies tagged photos to include in the index—simply review and edit.

ADVANCED PAGE LAYOUT
- Grid view and rulers view
- Set rulers to inches or picas
- Rotate photos and clip art
- Double-click on an image to zoom, crop and resize.
- Align and distribute objects

ADVANCED TEXT FEATURES
- Choose from over 150 fonts
- Use multiple type styles and sizes in one text box
- Tab stops make designing scoreboards and grids easy

PICTURE-PERFECT PHOTOS
- Adjust to black & white or sepia-tone
- Adjust the transparency, brightness and contrast
- Add drop shadows
- Flip photos horizontally or vertically

ART LIBRARY
- Hundreds of choices, professionally designed for schools
- Easily add and use your own custom art.

SNIPPETS
- Professionally designed mini-templates featuring items like sidebars, infographics, headlines, scoreboards, polls, quotes and more.
- Use as-is or as a starting place and edit to fit your needs.

FAVORITES
- "Star" your favorite clip art, templates, backgrounds and snippets for easy-to-find access later.
- Simply click on the star above the item and they will save to your Favorites folder.

COLORIZED ART
- Select from a variety of grayscale backgrounds and clip art available for custom coloring.
- Look for the coloring icon to quickly find those available for colorization.
- Choose from the entire 380+ Pictavo color palette to achieve the look you want.

SEARCH & FIND
- Search, filter and find design elements for quicker access.
- Search by item number (found in Design Guide) or keyword/descriptor.
- Includes backgrounds, clip art, templates, Snippets and tagged Candids.

LOCKING ELEMENTS
- Lock candids, clipart, shapes, photo boxes, and text boxes in place on a page to keep them exactly where you want while working on other parts of your page.

Teamwork and Workflow

CHAT
- Online chat allows for quick questions and communication with other Pictavo users.
- Offline users will see the chat message the next time they log in.

STICKY NOTES
- Use sticky notes to call attention to specific areas of interest, make comments, ask questions or give instruction.

SHARE/PDF
- PDFs can be emailed for review or approval by other individuals or administrators.
- PDFs can also be viewed on web pages, saving the reviewer time by not having to download and open a PDF file.

Share

Send to

Email

Web

Email a web site link

To: From:
[▼]   taytum_williams@school.edu [▼]
+ Add email address   ☐ Send a copy to my email

Select Pages to post to web
◉ Range [   ]
    Enter either a single number or a continuous page range (e.g., 5-12).
○ All Pages

Message:
[   ]

Cancel   Send

- Save a low-resolution PDF of single or multiple pages to use for emailing or printing.

Make PDF

How many pages do you want to include in your PDF?

Select pages to include below:

◉ Range of Pages [|]
    Enter either a single number or a single page range
    or split by ',' between the single page and single page range.
    For example,1,3,5–12

○ All Pages

○ Cover

Cancel   Send

PREVIEW
- Click on the full-screen view at any time to preview and flip through your pages as your reader will.

PAGE APPROVAL
- When each page is done, click this button to submit it to the yearbook adviser for approval.
- If further revisions are required on a page, the adviser should click the reject button to allow the user to make revisions.

PAGE COMPLETION
- When each page has been reviewed and approved for printing, click the button to "complete" the page.
- Once all pages are complete, they can be submitted for publishing.

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In-depth help located in the *Communicate Efficiently* section of Pictavo's Help area.

Submit

Let's get our book published!

PROOFING

Before submitting your book make sure you proof it thoroughly. This can be done several ways:
- Proof on-screen in full-screen view by going to the Ladder and clicking on the Full Screen icon.
- View a high-resolution preview of each page to see how page details will print.
- Print out a hard copy or copies of your book to proof.

Ladder   Hi-Res Preview
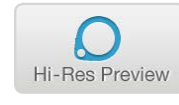
SUBMITTING

Pages Submission

Page Count

Submitted: 180   Original Page Count: 100

Printing Color
- ⦿ Full Color
- ○ Black/White

Book Quantity

Quantity: 200

Book Dimensions

8.5 inches x 11 inches

Binding Type

Standard Hard Cover
Board Thickness: 90 pt. Standard
Paper Weight: 80 lb. Standard

Portrait Flow Verification ▼

Below is a list of all people that haven't been flowed in the project but have been uploaded into the portrait database. If you wish to make any final changes to your portrait flows, click Cancel at the bottom of this page to return to working on your pages.

First Name	Last Name	File Name	Title	Grade	Homeroom	Role
ABEL01	MICHAEL	MacLaughlin_David23.jpg		006		Student
ABEL02	MICHAEL	Tiemey_Kathryn.jpg		006		Student

Personalized Covers (Additional Charges May Apply) ▼

- ○ None
- ○ Option 1 - Student's Names Printed On Cover
  - ⦿ Black ○ White ○ Green ○ Yellow ○ Red ○ Blue
- ○ Option 2 - Student's Photo and Name Printed On Cover
  - ⦿ Black ○ White ○ Green ○ Yellow ○ Red ○ Blue
- ○ Option 3 - Student's Names Printed in Gold or Silver Foil
  - ⦿ Gold Foil ○ Silver Foil
- ○ Option 4 - Student's Names Printed and Icons Printed in Gold or Silver Foil
  - ⦿ Gold Foil ○ Silver Foil
- ○ Option 5 - Engraved Student Name on a Gold or Silver Name Plate
  - ⦿ Gold Foil ○ Silver Foil

Please describe where to place names on the cover:

Note: In order to process your personalized covers, you must submit your data to your yearbook provider in a separate process.

Font Style: Palatino ▼   Number of Personalized Covers

Autograph Pages (Additional Charges May Apply)

☑ Add Stock Autograph Pages

Stock

○ Stock Set A   ⦿ Stock Set B

Position

○ 4 in Front   ⦿ 4 in Center

Image Resolution Quality

☑ I approve any low resolution images in my book.

Special Instructions

CUSTOM COVER SUBMISSION

- If you designed your own cover, you will need to submit it to your publisher earlier than the rest of your book.
- Just click Submit and verify your book specifications.

PAGES SUBMISSION

- After all of your pages are complete and approved, you can submit them for publishing.
- Click Submit and verify your book specifications (e.g. number of pages, quantity of books, binding type).
- You will be alerted if any portraits have not been flowed, so you can fix any mistakes before submitting your book.
- Confirm that any additional items are properly ordered (e.g. personalization, autograph pages). Keep in mind that additional charges may apply so make sure you consult with your yearbook provider if you wish to change anything.
- Indicate any special instructions.

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In-depth help located in the *Book Submission* section of Pictavo's Help area.
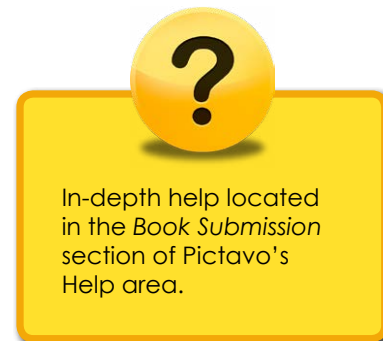
www.pictavo.com

Need help? Skilled tech support is just a phone call away: 1-800-594-2324
or email us at support@pictavo.com