Pictavo Community

Encourage others to contribute photos
and purchase their books online
(see pages 6 & 7 for more details)

pictavo™

Picture the Possibilities

Quick Start Guide

A quick overview of the power of Pictavo!

Table of Contents

Help

Help in Pictavo 2
- Keyword Search
- Topics & Articles

Contacting Us 2

Getting Started

Activating Your Account 3

Setting Up Your Book

Choosing Your Settings 4
- Book Settings
- Design Settings
- Stock Element Settings

Working With Teams 5
- Adding Users
- Adding Groups

Selling Online with Pictavo Community 6

Approaching Design 7
- Using Pictavo Design Elements
- Using Your Own Design Elements

Gathering Photos 8
- Uploading Candids
- Uploading Portraits
- Using Pictavo Community to Gather Images

Organizing Your Pages 9

Designing Your Pages

Using Pictavo Design Elements 10
- Templates
- Snippets
- Backgrounds & Clip Art
- Current Events

Using Pictavo Design Tools 11-12

Using Pictavo Communication Tools 13
- Chat
- Messages
- Sticky Notes
- Tagging Photos

Flowing Your Portraits 14-15

Working With Pages 16
- Thumbnail View
- Rearranging Pages
- Adding & Deleting Pages
- Linking Spreads
- Sharing Pages
- High-Res Preview
- Creating a PDF of Pages

Creating Your Index 17

Designing Your Cover

Choosing a Stock Cover 18

Designing a Custom Cover 18
- Designing with Pictavo
- Uploading Your Own Design

Designing an Inside Cover or Endsheets 18

Managing Your Book

Tracking Status 19
- Tracking Book Progress
- Tracking Photo Usage
- Tracking Student Coverage

Tracking Pages 20

Tracking Your Team 21
- Viewing Communication
- Viewing Individual Progress
- Exporting a Usage Report

Managing Sales

Using Pictavo Community 22
- Tracking Orders
- Adding Orders
- Viewing Orders

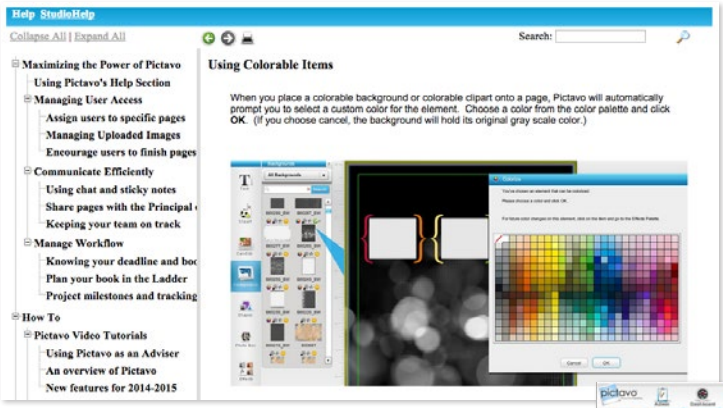
Finalizing Your Book

Proofing 23
- Page Warnings
- Page Approval

Submitting 24

Help in Pictavo

NEED HELP? Go here to find comprehensive help topics, FAQs and video tutorials all right within Pictavo! This area is full of in-depth, step-by-step guides that will help answer popular questions and teach you how to use the many features in Pictavo!

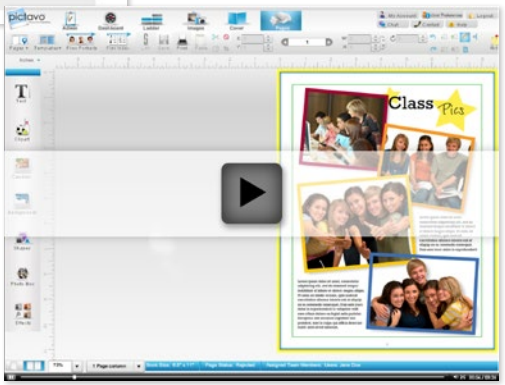


Keyword Search

Use the Search Bar in the upper right hand corner of Pictavo's help area to search by topic or words that describe the area or behavior you need help with.

Sections & Articles

Browse the Sections to find help categories and click the plus sign to see articles related to each topic. Many articles will contain video tutorials by that walk you through each step.



If at any time you need help navigating Pictavo, our extensive ***Help*** area within the program provides comprehensive help topics. Technical support is just a phone call or email away to answer any questions that may arise as you work on your yearbook. ***1-800-594-2324*** or ***support@pictavo.com***.

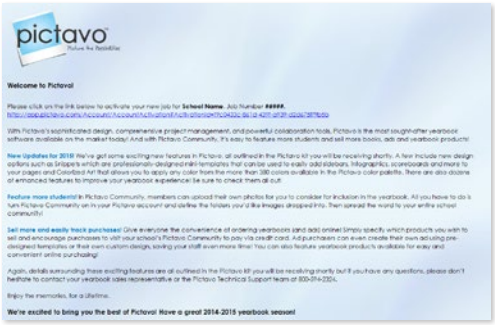
Look for the Help icon throughout this guide for the specific topics and areas you can find additional help within Pictavo.

Getting Started Activating Your Account

Welcome to Pictavo! Pictavo is full of robust features and tools to help you manage and design an awesome book. This guide will take you through an overview of each area to familiarize you with Pictavo so you can get the most out of the program. Get started by activating your account. Once activated, you can log into your book anytime, anywhere you have internet access!

1. Activating Your Account

Click on the link in your activation email which will take you to your account activation screen in Pictavo.

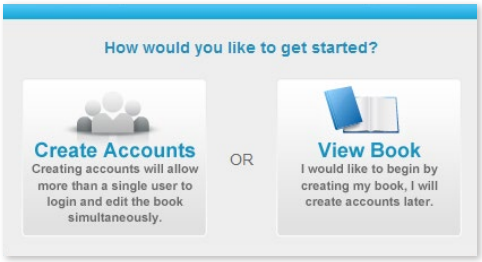


2. Logging In

Enter your contact info and a password to activate your book.

3. Start Working

Choose how you would like to get started on your book. If multiple people will be working on the book, click on ***Create Accounts*** to set up additional users and groups. To begin working on your book right away, click on ***View Book***. You can set up additional users or groups later, too.



* Repeat Pictavo User

If your school has used Pictavo to create a book in the past, some of your settings and items may be carried over into your new book, which you may use again or delete/modify at anytime.

These include:

- Last year's pages (will be saved as templates)
- Custom Clip Art you had uploaded
- Backgrounds and Cover Backgrounds you had uploaded
- Portrait settings
- Users and groups you had created (permissions and page assignment will not carry over)

Setting Up Your Book Choosing Your Settings

Admin

From your overall book specs to the design of your pages, choose the elements and settings you want for your book with just the check of a box.

Book Settings

View and edit your book's overall settings and cover settings, such as:

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

- Custom or Stock
- Cover Personalization (if applicable)
- Inside Cover Printing (if applicable)
- Inside Cover Printing (if applicable)
- Custom Endsheets (if applicable)

Design Settings

View and edit your book's design settings, such as:

Portrait Settings

- Font Style/Size
- Flow Type
- Name Order

Index Settings

- Number of Columns
- Divider Style
- Font Style/Size
- Name Order

Page Number Settings

- Placement on page
- Font color
- Background shape
- Font Style/Size

Stock Element Settings

Choose or limit which design elements can be used in your book to help maintain a consistent, fully-coordinated book.

View and edit your book's stock element settings, such as:

- Backgrounds
- Clip Art
- Templates
- Cover Backgrounds
- Colors
- Fonts

Setting Up Your Book Working With Teams

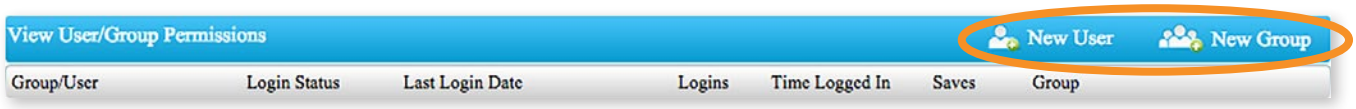
Admin

Get more help in the creation process of your book! Set permissions for people based on how much or how little they will be allowed to do.

Adding a User or Group

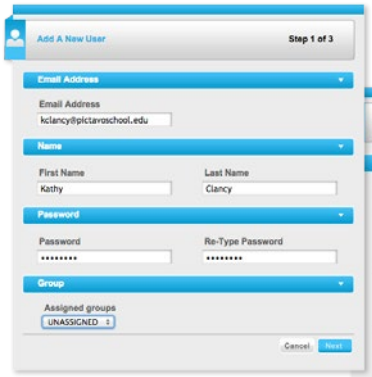
If you have multiple users who will receive similar permissions, it is often easier and faster to create a group, set the group permissions and assign them as users to the group.

1. Choose New User or New Group

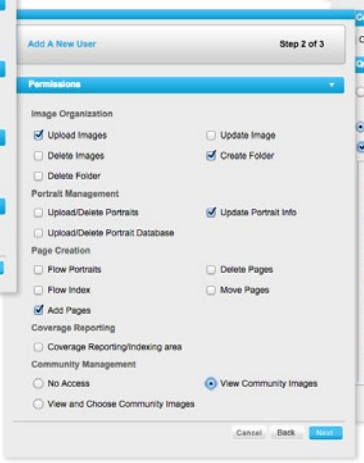


2. Add a New User or Group

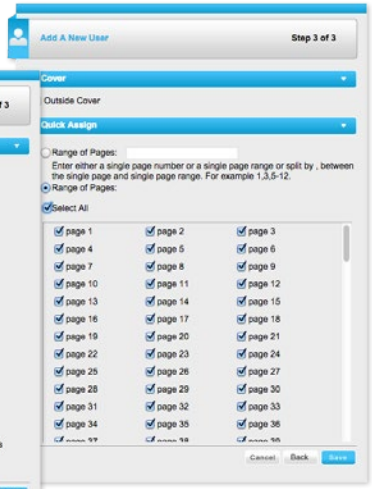
Follow the prompts and fill out the information based on the permissions you would like the user or group to have.



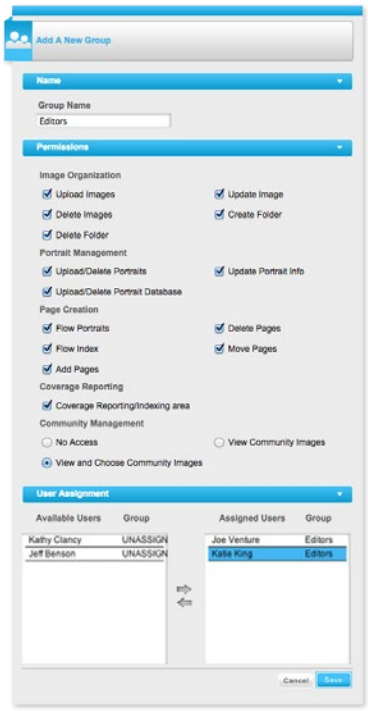
Add User Info



Choose Permissions

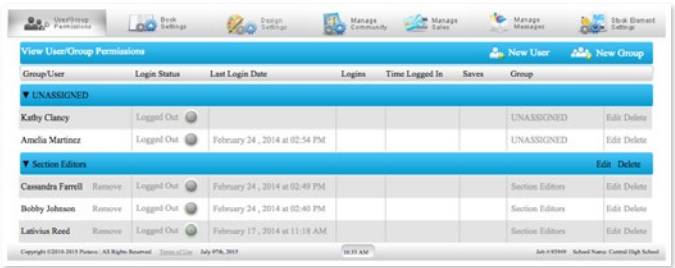


Assign Pages



Add Group Info

Once users/groups are added, you can also assign them to pages using the Ladder. ***See page 20 for more details.***



✻ View Your Team

Come back anytime to quickly see each user's status, edit their permissions and add or delete users or groups.

Have a user or group that has completed their task?

Delete them if they no longer need to have access to the book. Have a user who now needs to be able to do more? Edit their permissions to grant more access.

Find in-depth help in the ***My Account & User Account Management*** section of Pictavo's Help area.

Admin

Setting Up Your Book Selling Online

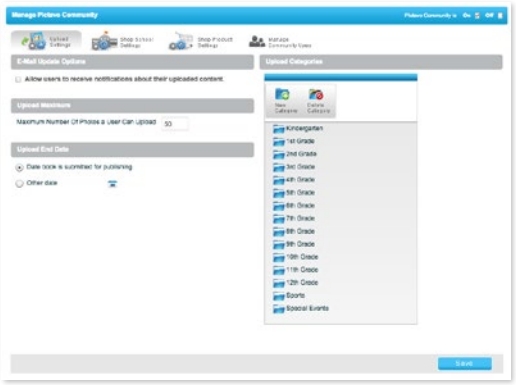
Set up your school's own online community with Pictavo Community to allow members to upload photos, design and purchase ads and purchase products (like their yearbook!). Simply check the box to turn Pictavo Community on and choose the options and settings that you want for your school.

Upload Settings

Here you will 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.

You can also:

- Determine if you'd like members to be notified once their image(s) have been used.
- Set the maximum number of images each member can upload.
- Set the last date you will accept uploaded images.
- Be sure to save these settings before advancing to Shop School Settings.

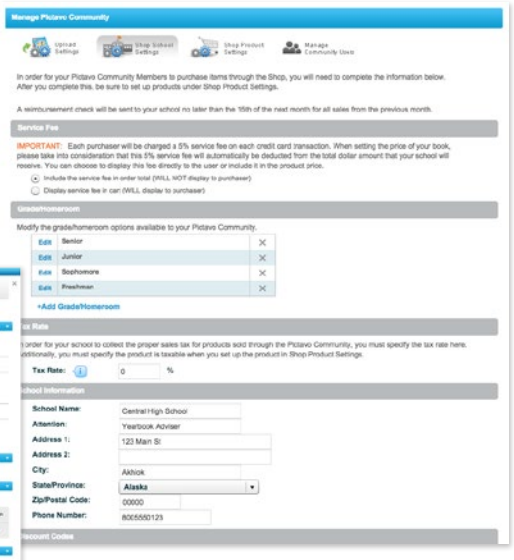


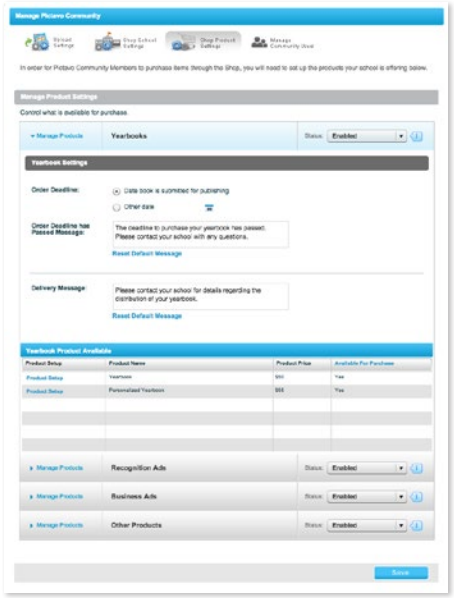
Shop School Settings

Here you will enter the address where the reimbursement check will be sent for money collected through Pictavo Community.

You can also:

- Decide if you'd like to offer discounts to qualified purchasers.
- Add the required sales tax rate, if applicable.
- Determine how the required 5% service fee is displayed.
- Add homeroom/grade for easy distribution.





Shop Product Settings

Here you will define the product(s) available for purchase and set your desired price(s). You can also:

- Describe each product and customize your delivery message.
- Set the maximum products available to purchase.
- Set an overall deadline for products or specify individual deadlines.

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

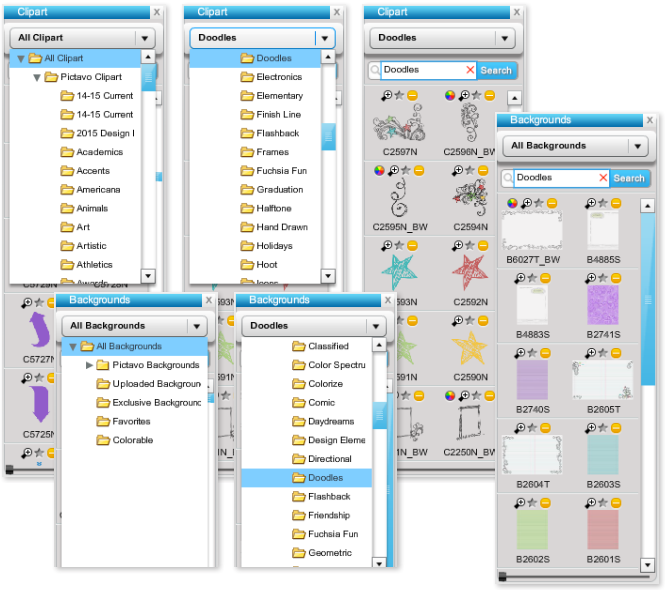
Setting Up Your Book Approaching Design

Whether you are using Pictavo design elements, uploading your own elements into Pictavo or creating custom elements within the program, Pictavo makes it easy to incorporate anything you want into your book.

Using Pictavo Design Elements

Pictavo has an art library full of pre-designed Clip Art, Backgrounds, Templates and Snippets available for you to create your book. Many schools like to use these design elements to create a fully-coordinated book, so we have organized them into collections.

Browse through these collection folders to find art that coordinates well together. You can also search by the collection name and the coordinating elements will be filtered to display.

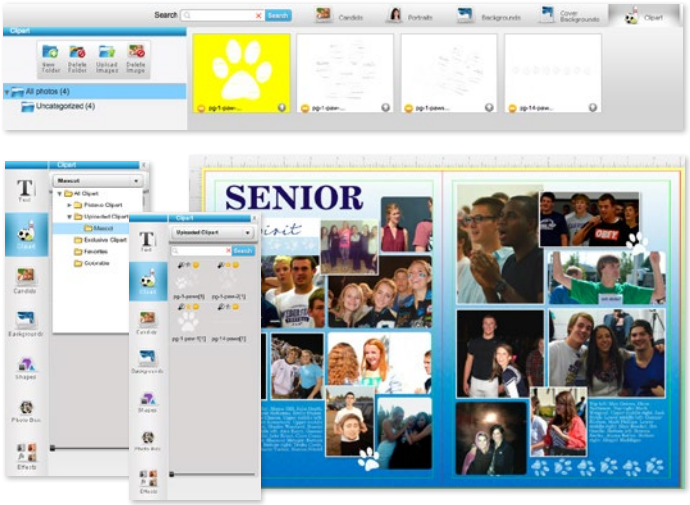


For a book that matches cover-to-cover, search by a stock cover number to find coordinating art that would go well with one of the Pictavo stock covers.

If you have chosen a certain theme/collection and only want those design elements to appear (often great if you have multiple people working on the book), you can limit what displays by adjusting your Stock Element Settings. ***See page 4 for more details.***

Using Your Own Design Elements

Some schools purchase an art collection from an outside vendor, want to use art not found in the Pictavo library (like their school emblem or mascot) and/or design pages or elements in other programs. Pictavo makes it easy to upload and use your own design elements so you can have exactly what you want!



Upload your art and organize it by creating folders for easy retrieval when designing.

You can also create and save your own templates, and Snippets using the Pictavo design tools. You can start from scratch or use an existing Pictavo design element and modify it however you like, then save it as a custom piece!

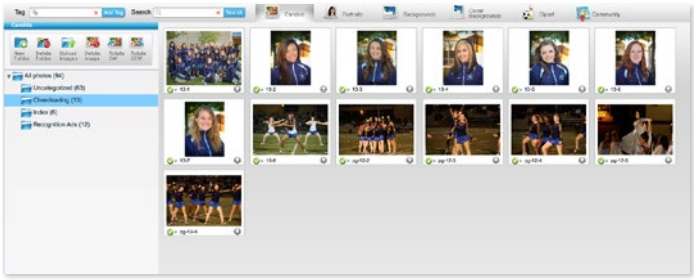
Setting Up Your Book Gathering Photos

Ready to upload photos? Just click on 'Images' and the tab of the type of images you are uploading and create folders within the chosen category (as applicable) to keep your images organized and easy to find. Prompts will walk you through the upload process and let you select multiple images at once for fast and easy uploading.

Uploading Candids

Go to the Candids tab to:

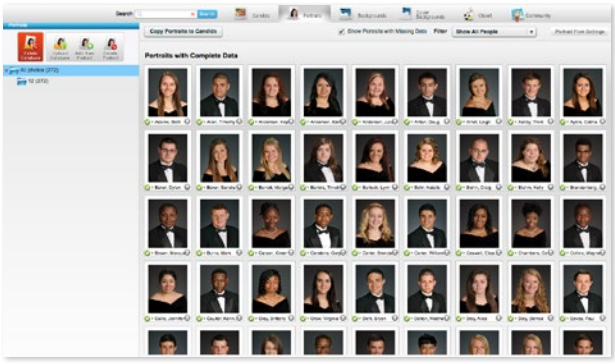
- Easily upload/delete your candid images.
- Create folders to organize images for easy retrieval.
- Quickly rotate images to correct the orientation.
- Tag images so names automatically appear in your index.



Uploading Portraits

With your PSPA-compatible CD/DVD provided by your photographer, you can quickly and easily upload your portraits, select the settings you desire, automatically flow them and make any edits or adjustments whenever you need. Just click on ***Upload Database*** and the Portrait Wizard will walk you through the process of uploading your portrait database. You can also:

- Make and save changes to your database.
- Copy Portraits to candids.
- Show portraits with missing data.
- Filter to quickly find duplicates.
- Delete an individual portrait or the entire database.
- Add new portraits at any time.
- Make a duplicate portrait if you want that portrait on multiple pages.
- Verify or edit portrait and portrait flow settings information.



Using Pictavo Community to Gather Images

Pictavo Community opens the door for your entire community to connect and be a part of your yearbook, increasing coverage and potential sales. When members upload and submit photos for your consideration in the yearbook via the mobile app or online site, the photos are placed in the Community area in Pictavo where you can view and select which to include.

Go to the Community tab to:

- See images submitted through Pictavo Community.
- Select images and drag into your Candids folders so they can be used in your book.
- Hide images that won't be used.
- View submitted recognition/business ads and drag into your Candids folder to use in your book.

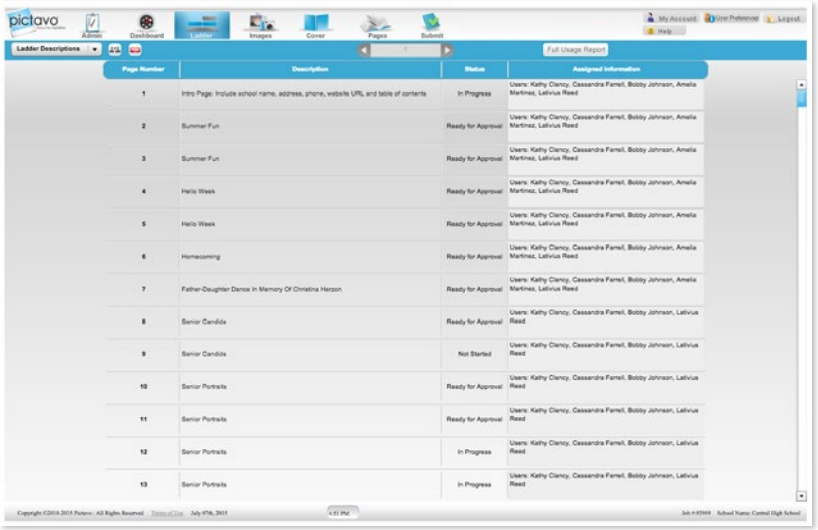
Find in-depth help with uploading your photos and importing Pictavo Community images in the ***Uploading/Working With Images*** and ***Pictavo Community*** sections of Pictavo's Help area.

Setting Up Your Book Organizing Your Pages

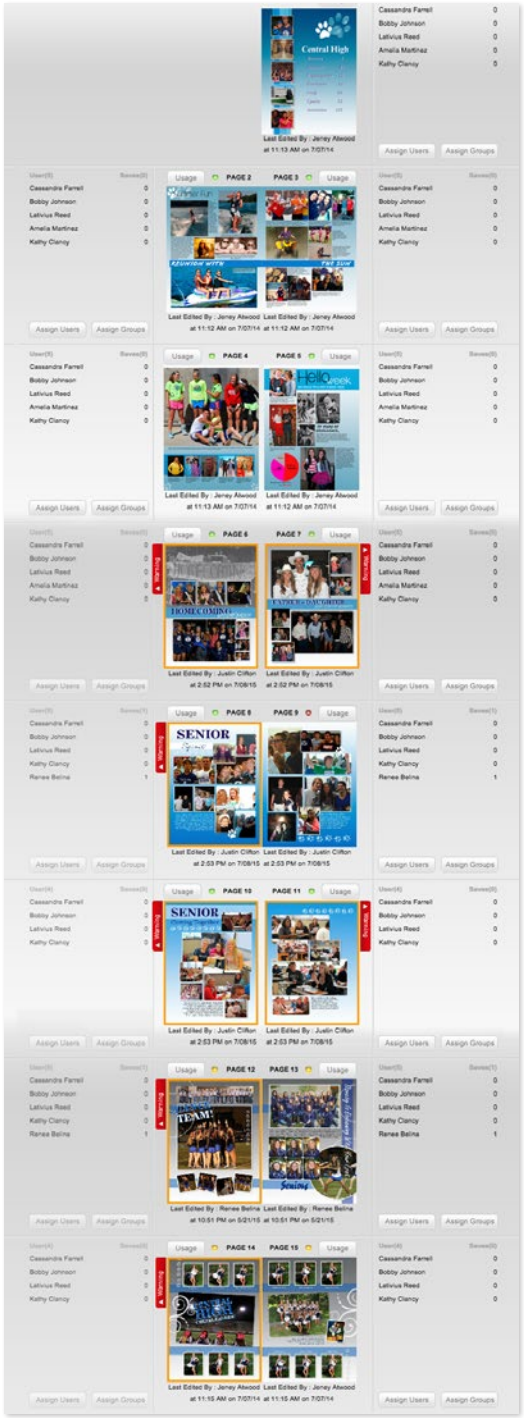
Get started planning your book by using the Ladder Descriptions in Pictavo to indicate what content will go on each page and which users are assigned to the page. Simply go to 'Ladder' and choose 'Ladder Descriptions' in the drop-down.

Using Your Ladder

- Easily make edits to descriptions.
- Visually break down the book project into manageable segments.
- Ensure that you have adequate coverage of all the content of your book without missing anything important.
- Get an accurate estimate of how many pictures you'll be able to use per topic so users don't select or expect to use more than there is room.
- See the progress that you're making as the book comes together.



You can also quickly see the status of the page here to get an idea of what has or hasn't been worked on. ***See page 20 for more details.***



Designing Your Pages Design Elements

Pictavo has an extensive library of design elements to help you design a great-looking book!

Templates

Browse through hundreds of pre-designed templates. Search by number of photo boxes or item number to easily find specific ones, or create and save your own! Just drag and drop them onto your page and use them as is or as a starting place to your own design. Star your favorites to save into your 'Favorites' folder to quickly find again!

Snippets

Simply drag and drop these pre-designed mini-templates onto your page and edit as needed. Search by keyword, description or item number to easily find specific snippets, or create and save your own in the ***Custom*** folder! Star to save into your 'Favorites' folder to quickly find again!

Backgrounds & Clip Art

Browse through the extensive art library of pre-designed backgrounds and clip art organized by collections, or search by keyword or item number. You can also upload and save your own. Drag and drop your item right onto the page and edit using the 'Effects' palette. Look for the color wheel symbol for items that you can change to any color in the Pictavo color palette. ***See page 7 and 11 for more details.***

Current Events

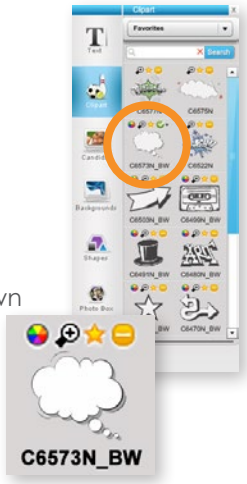
Current Events are available as Clip Art and Backgrounds in Pictavo. Just drag and drop them onto your page! Select from a variety of single-page pre-designed backgrounds and individual story clip art. Add as many as you like and enjoy the flexibility of choosing placement and specific current events appropriate for your school!

Designing Your Pages Design Tools

Design and edit your pages using these robust, yet easy-to-use design palettes and tools.

Favorites

Quickly find your favorite design elements. Simply click on the star above the element and it will be saved in the ***Favorites*** folder for that category. Backgrounds, Templates, Clip Art, Snippets and Candids all have their own "Favorites" folders for quick access to flagged items.

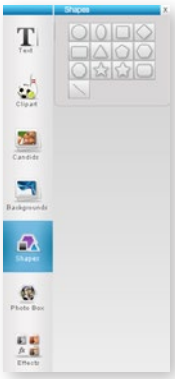


Colorable Art

Pictavo offers a variety of backgrounds and clip art available for custom coloring. Just look for the color wheel icon next to the grayscale item to quickly find those available for customization. Drag and drop the art or background onto your page and choose any color from the entire Pictavo color palette to achieve the look you want!

Text Tools

Click on the text box icon and draw on the page where you want your new text box to go. Double-click to add text into the text box. To make edits to your text box, simply use the tools to adjust.



Shapes

Choose from a variety of shapes to add to your page. Simply click on the desired shape and draw it on the page. Then click on ***Effects*** to adjust the fill and border color.

Effects

This palette allows you to make adjustments to your art and images. Just click on the item you want to edit and choose among the options, including color, placement, transparency and more!

Photo Boxes

Create a photo box using a variety of shapes. Simply click on the desired shape and draw it on the page. Then click on Candids and choose the photo you want to drag and drop into the shape. Double-click on the photo to adjust the portion of the image that is visible within the shape. Use the ***Effects*** palette to make additional adjustments.

Candids

Just drag and drop the photo onto the page and use the ***Effects*** palette to edit for things like color, transparency, brightness, contrast, drop shadows and more. Star your favorite images and go into your 'Favorites' folder to quickly view them.

Designing Your Pages Design Tools

Design and edit your pages using these robust, yet easy-to-use design tools.

Link
Link two pages of your book together so they can be designed as a spread.

Save
To prevent unwanted changes from being saved, Pictavo only saves when YOU tell it to. Save as often as you want. You will also be reminded to save before leaving a page.

Edit
Click here to erase a background or crop out parts of an image. Lock an item or fill an entire page with a photo in just a quick click. Grouping, spacing, alignment and distribution tools for multiple objects are also found here.

View
View rulers, guides, snap-to guides and grids on your pages while designing to ensure page elements appear exactly where you want.

Cut, Copy, Paste
These tools let you quickly cut and copy items onto your clipboard to paste onto your page. You can also easily cut or copy items from one page and paste onto another.

Crop
Use this tool to easily crop, re-size and position images.

Print
Print a low res copy of all pages, a specific range or just one. You can also print your notes or ladder descriptions, too!

Delete
Remove an item or image from your page by selecting it and clicking the delete button.

Zoom
Use these tools to zoom into or out of specific areas on your page. Just select the corresponding button and click on the page area where you want to zoom.

Position
Use the coordinates for exact positioning of objects based on the page's X and Y coordinates to ensure precise placement on multiple pages.

Size
Easily define the exact height and width of an object. You can also lock the height and width together to maintain proper proportions when resizing.

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

Pages
Quickly see which pages you're working on and jump to the pages before or after by clicking on the arrow. You can also type in a page number to skip right to it.

Undo, Redo
Enjoy unlimited undo and redo capabilities until you choose to save your page!

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

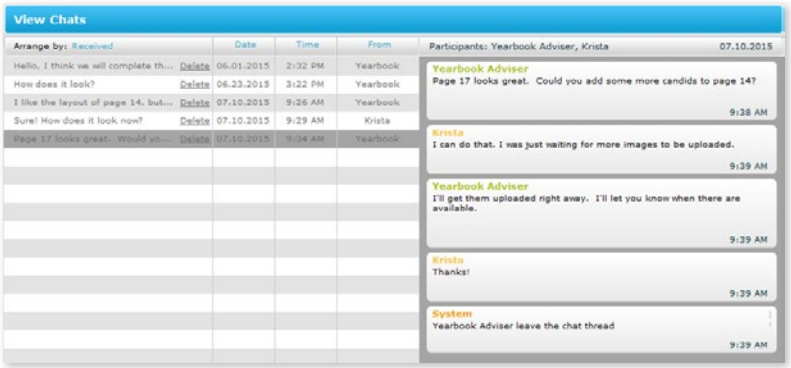
Notes
Relay messages to other team members by simply sticking a note on the page and/or item. Notes will not print when your book is published.

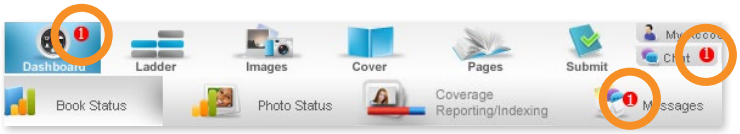
Hi-Res Preview
View any page in high resolution to get an accurate look at how all images, items and page details will print.

Pictavo makes it easy to collaborate with your team while working on your book. Use these tools to stay connected and improve workflow.

Chat

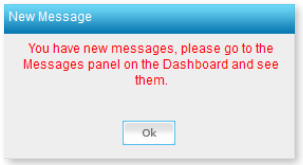
When you log into your book, you can click on the chat button to see all the other users who are currently working on the book. This is a great way to quickly check-in with someone and make sure that everything is progressing. However, if you don't see a user is logged in, the chat feature can be used to deliver a message to them the next time they log in.





Messages

If you received a message while you were offline, Pictavo will alert you with a popup message upon log in.



To view the message, click on the Dashboard in the top-level toolbar and click on the Messages tab in the second-level toolbar. Any chat messages that you have not yet read will be displayed here in a bold font. Click on the message to read it.

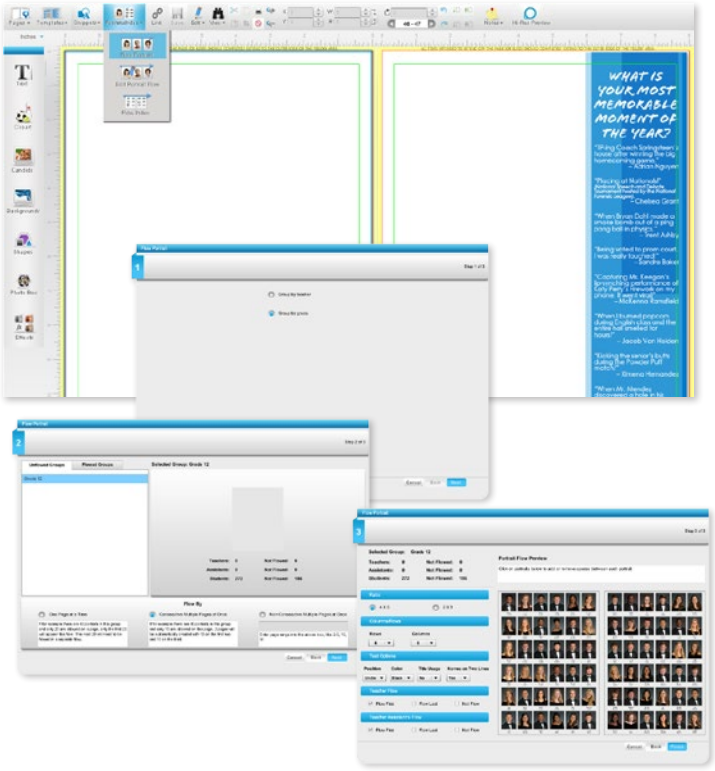
Sticky Notes

You can also use sticky notes to make comments, ask questions, or give instructions regarding a particular page. Just like physical sticky notes that can be placed on a piece of paper, Pictavo's electronic Sticky Notes appear on a page so that each user accessing it can read the note and respond accordingly.

Tagging Photos

Communicate to your team who is in each photo by tagging them while working on the page. Great for caption writing and indexing to quickly view who is in the photo! ***See page 17 for more details.***

Designing Your Pages Flowing Your Portraits



Flowing Portraits

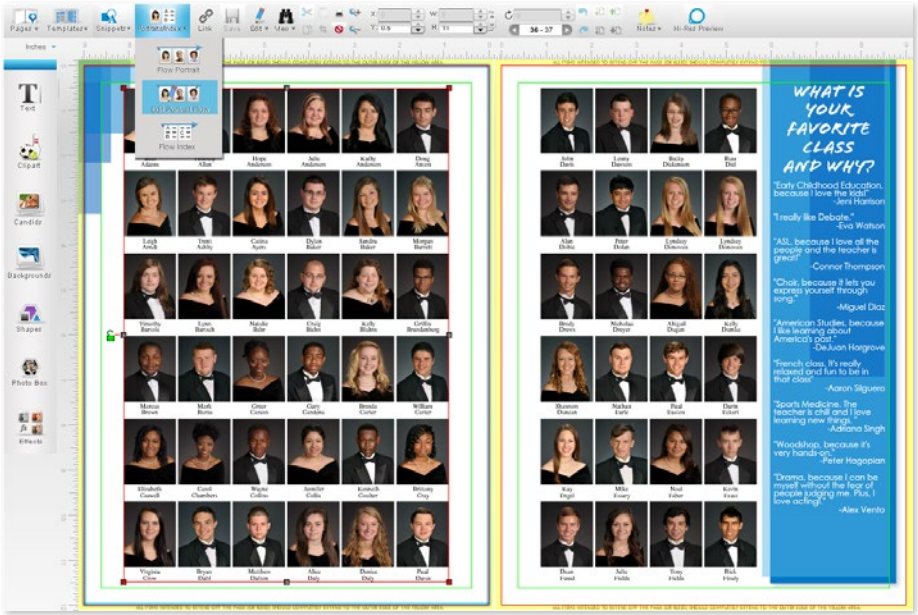
Once your PSPA CD/DVD has been uploaded, the Portrait Flow Wizard will walk you through the following selections and then automatically lay out your portrait pages:

- Which group(s) of portraits you'd like to flow onto your pages.
- How many pages on which you want your portraits to appear.
- Whether or not you want teachers and assistants included in the flow.
- How many rows and columns in which you'd like the portraits to fill.
- The location of the name in relation to the portrait (e.g. next to the portrait or underneath).

Editing Portraits

You can make edits to your portraits after they have been flowed by simply selecting the portrait group on the page and clicking on ***Edit Portrait Flow***.

You can also make adjustments to names by double-clicking on the name text box right on the page.



Find in-depth help located in the ***Portrait Flow*** and ***Editing the Portrait Database*** sections of Pictavo's Help area.

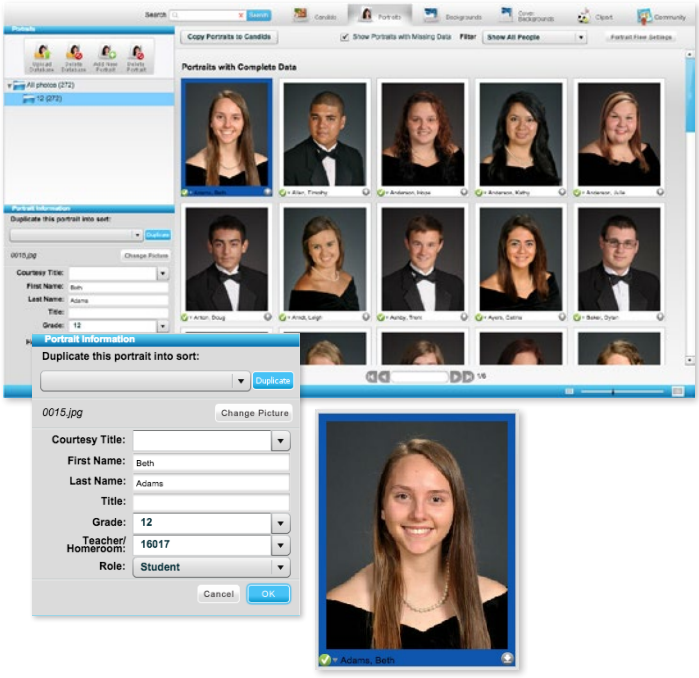
Editing Portrait Information

You can edit and make any changes to the data contained in a portrait by going to ***Images***, clicking on the ***Portraits*** tab and selecting the portrait you wish to edit. Edits can be made right in the portrait information box. You can also:

- Move someone to a different group by dragging and dropping their image into the folder you want them to be in.
- Duplicate a portrait by choosing where you want the duplicate photo to be placed and clicking the ***Duplicate*** button next to the chosen folder.

When you are done, make sure you click ***Ok*** to ensure all your changes have been saved.

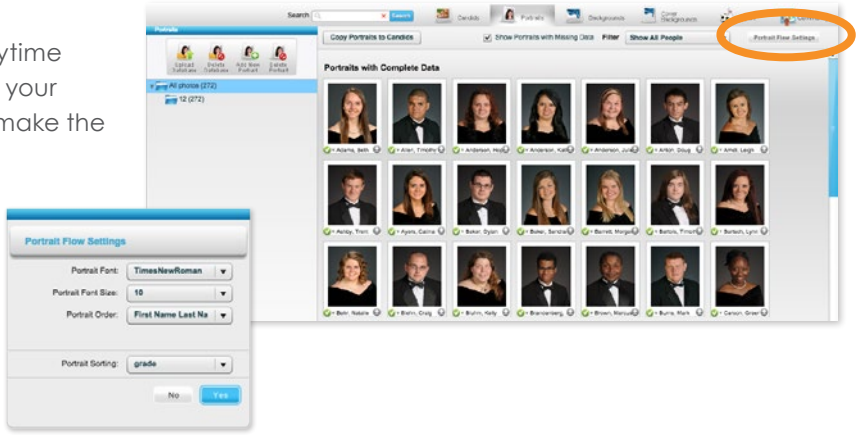
Once you save the information, the portrait flows will also automatically update to reflect your changes.



Portrait Flow Settings

You can change your portrait flow settings at anytime and your portraits will automatically re-flow onto your pages. Just click on "Portrait Flow Settings" and make the changes you desire, including:

- Font type and size
- Order of first and last name
- Sorting organization (grade, teacher)



Find in-depth help located in the ***Portrait Upload*** and ***Editing the Portrait Database*** sections of Pictavo's Help area.

Thumbnail View

Click here to see a thumbnail of all of your pages at a glance. Double-click on any page to go directly to that page in the page designer.

Rearranging Pages

To move a page or spread, simply select it and drag it to the spot you wish to move it. A red line will indicate where the page will be placed.

Adding & Deleting Pages

Add a page(s) anywhere you want by defining in the box where you want it to go. Easily remove pages by selecting the page(s) you wish to delete and clicking the delete button.

Linking Spreads

To keep two pages together (spread), simply click on the Link button. Click on it again to unlink them. Linked pages will move together while unlinked pages can be moved individually.

Sharing Pages

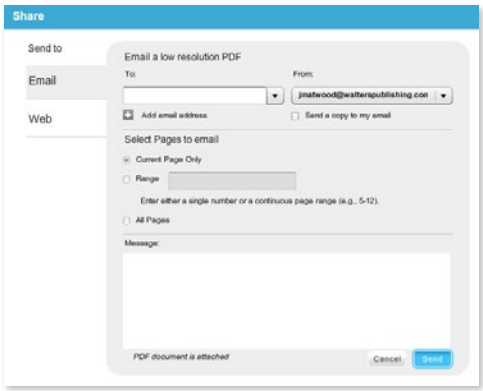
Email a watermarked PDF or weblink of a page, a range of pages or your entire book to recipients. Great tool for getting approval or feedback from administration, faculty and others!

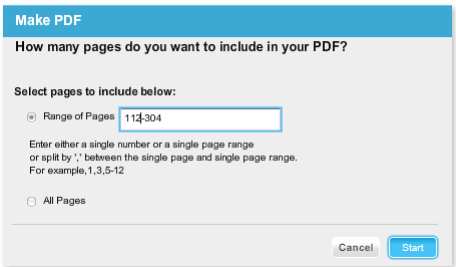
Hi-Res Preview

Use this tool to view your page in the resolution it will print at. Zoom in and out of areas to view in more detail.

Creating a PDF of Pages

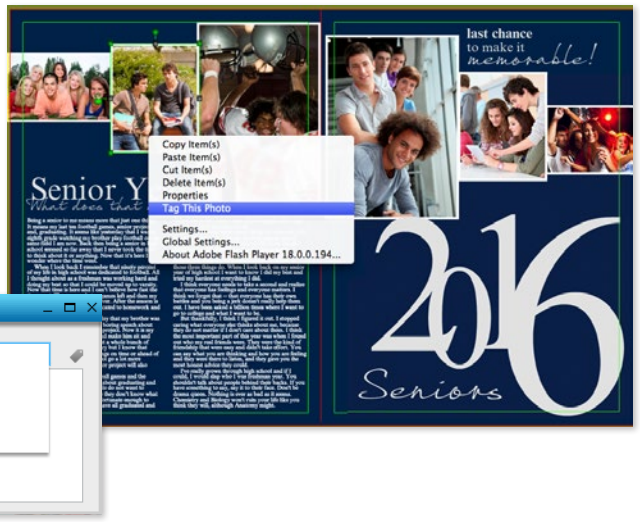
Quickly download a PDF of a page, a range of pages or your entire book right to your computer.

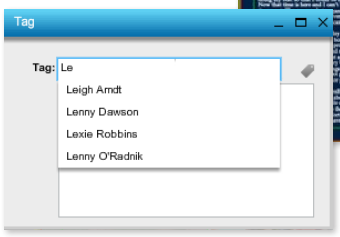




Tagging Photos

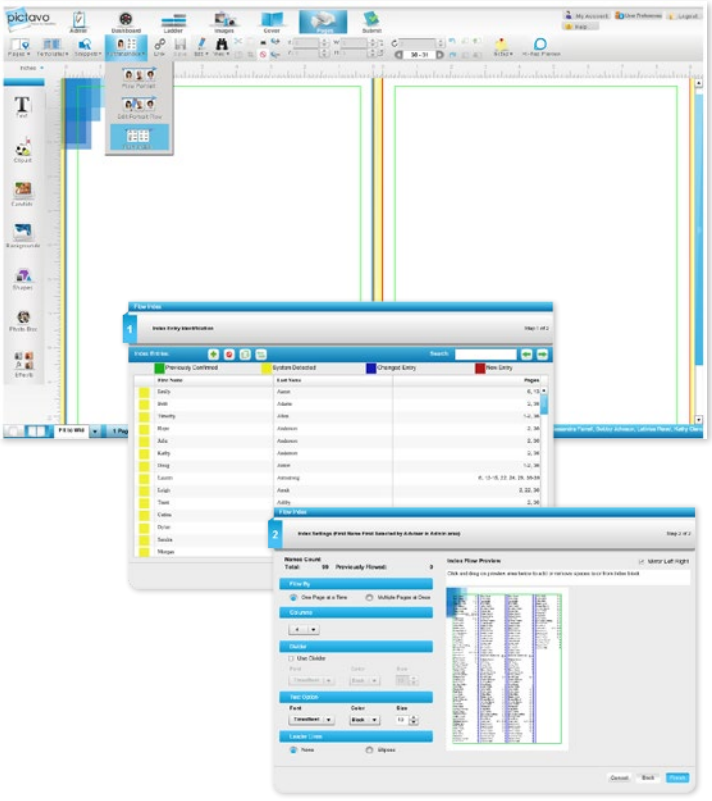
Make sure to tag your photos while working on the page to be picked up by the Index Flow Wizard. Simply right-click on the photo, select "Tag This Photo" and begin typing in the name of the person. Pictavo will pre-populate based on your flowed portraits making it easier to quickly find students and faculty already in the book. View or make edits to a tagged photo the same way.



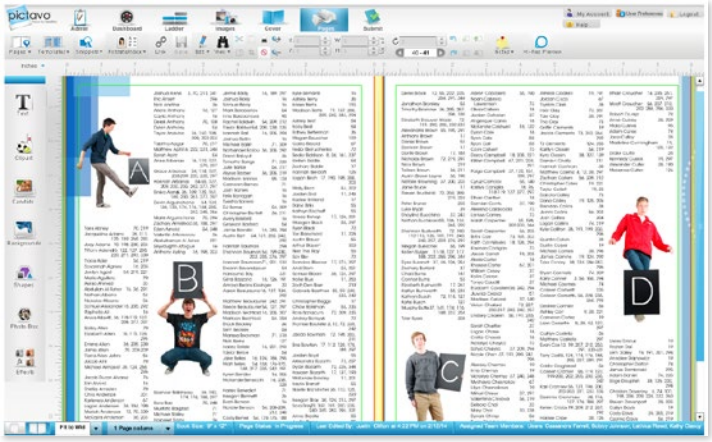


Flowing Your Index

The coverage report automatically lists the names of every portrait flowed on your pages and any tagged photos. Once you are on the page you want your index to start on, the Index Flow Wizard will walk you through the following selections and then automatically lay out your index pages:



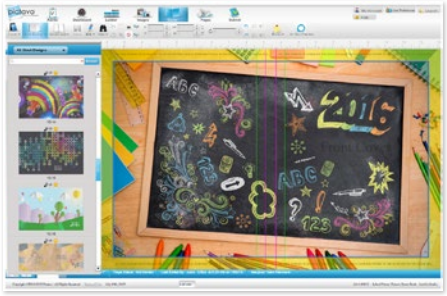
- Edit name entries
- Define number of pages for index
- Number of columns
- Divider font, color and size or none
- Text font, color and size
- Lines, ellipses or none
- Designated areas you want to leave blank or flow around
- Mirror layout on opposite page



Find in-depth help located in the ***Coverage Reporting/Indexing*** section of Pictavo's Help area.

Designing Your Cover

Pictavo offers multiple ways to design your cover. Just note, the cost of your book is based on your cover/endsheets/inside cover printing selection, so please contact your yearbook representative for more information about making changes to these settings.



Choosing a Stock Cover

- Choose from dozens of professionally designed covers updated every year.
- Make it your own with your school name on the front.
- Pre-selected font color, style and position (cannot be edited).

Designing a Custom Cover

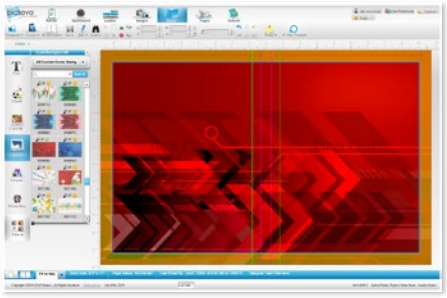
Option One

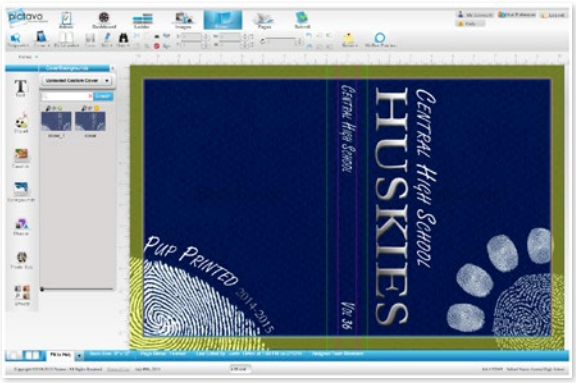
Design in Pictavo from scratch or choose a pre-designed custom cover background and customize it however you like.

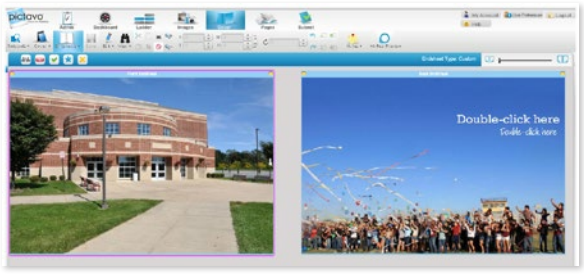
Option Two

Upload your own design into Pictavo.

- Templates are provided based on your book settings and can be downloaded at: ***www.pictavo.com/cover-templates.***
- Go to 'Images' and click on the ***Cover Backgrounds*** tab to upload your design.
- Once uploaded, go to ***Cover***, then ***Backgrounds*** and ***Uploaded Custom Cover*** to find your design and drag and drop it onto your cover design area.
- Follow the directions in the Custom Cover Guide and make sure to extend your design into the yellow bleed/wrap area.







Designing an Inside Cover or Endsheets

- Design right in Pictavo or upload your design and drag and drop it onto the design area.
- Share, create a PDF, mark ready for approval, reject and/or approve the design.

To access your inside cover printing settings (soft cover binding only), go to ***Admin*** > ***Book Settings*** > ***Cover Settings.*** To access your endsheet settings (hard cover binding only), go to ***Admin*** > ***Book Settings*** > ***Endsheet Settings.***

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

Managing Your Book Tracking Status

Tracking Book Progress

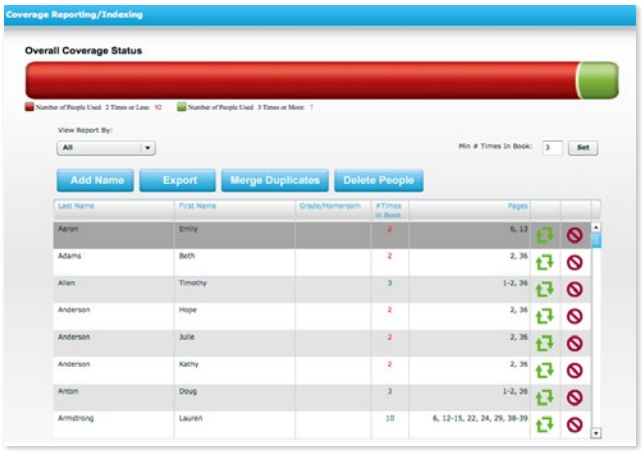
Get a quick glance of project status

- Overall Page Status
- Cover and Individual Page Status
- Main Book Specs
- Overall Book Due Date with Countdown

Tracking Photo Usage

Track helpful information about your photo usage:

- Used or unused Candids, Backgrounds, and Clip Art in the book.
- Candids, Backgrounds, and Clip Art Tagged or UnTagged with data.
- Portraits with complete or missing data.
- Portraits flowed or unflowed onto a page.



Tracking Student Coverage

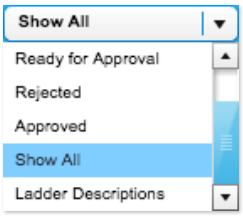
View tagged photos being used on pages to quickly identify individuals.

- 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.

Find in-depth help located in the ***Coverage Reporting/Indexing*** section of Pictavo's Help area.

Managing Your Book Tracking Pages

The Ladder lets you see a visual organization of all of your pages, statuses and warnings, and assigned users at a glance. Double-click on any page to go directly to the page or click on the icons to do any of the following actions listed below.



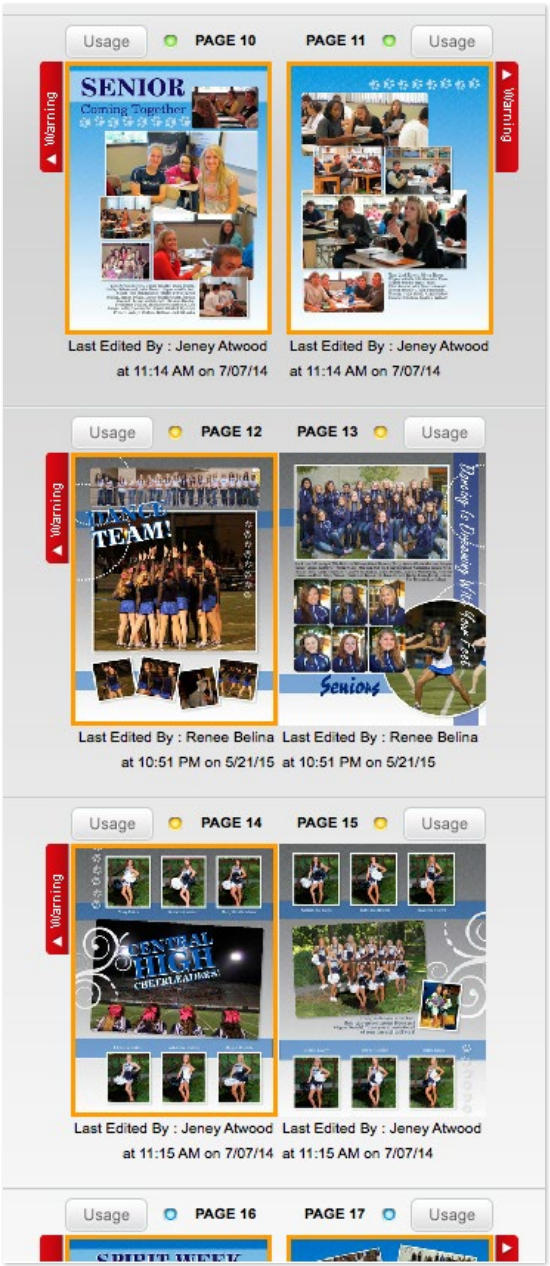
Filter

Filter to view all or only specific pages.

Page Status Indicators

Colored dots make it easy to see the status of each page.

- Red = Not Started
- Yellow = In Progress/Rejected
- Green = Ready for Approval
- Blue = Complete and Ready to be Submitted for Printing



Share Pages

Email a low-resolution PDF or URL of a page or range of pages to one or more recipients.

Create a PDF

Create a low-resolution or watermarked high-resolution PDF of a page, range of pages, or the entire book.

Assign Users or Groups

Quickly assign users to as many—or as few—pages as you'd like. Groups can be assigned to pages to quickly provide access to multiple people at once.

Set Privacy

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

Page Number Settings

Easily edit the placement, font, and color for your page numbers.

Mark Pages Ready for Approval

Mark pages ready for admin approval. Just click on the page(s) and click the green check.

Reject Pages

Review pages marked Ready for Approval and reject any that need to be edited by clicking on the yellow X.

Approve Pages

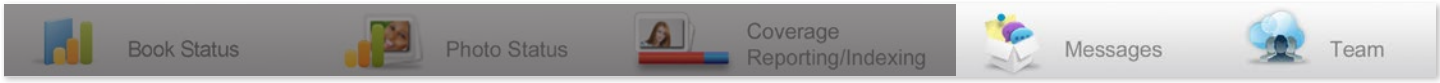
Review pages marked Ready for Approval and approve by clicking on the blue star.

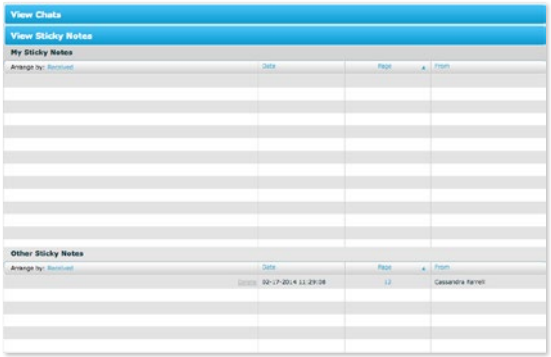
Find in-depth help located in the ***Ladder*** section of Pictavo's Help area.

Managing Your Book Tracking Your Team

Dashboard

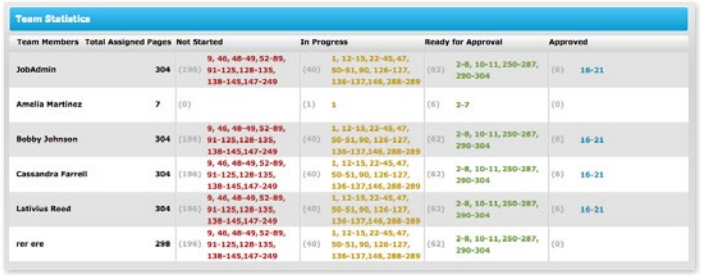
Get specific data about team collaboration and progress to help keep your team on task and make grading easier.





Viewing Communication

View team chats and sticky notes here to track communication among team members.



Viewing Individual Progress

Quickly see statistics for your entire team, including:

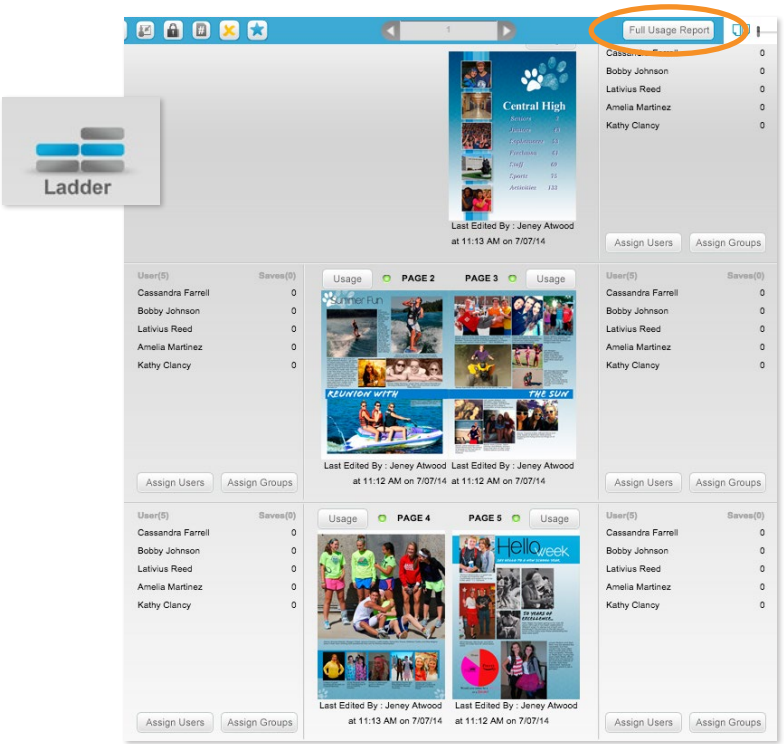
- Total assigned pages
- Pages not started
- Pages in progress
- Pages ready for approval
- Pages approved

Exporting a Usage Report

Track details surrounding individual usage and quickly pull a report, getting specific data like:

- Total time spent on each page
- Total time pages/book accessed
- Total number of images uploaded

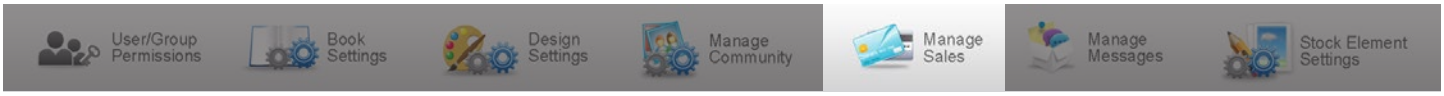
Just go to your ***Ladder*** and click the ***Full Usage Report*** button and Pictavo will generate a full usage report in standard spreadsheet format you can view with Microsoft Excel.



Admin

Managing Sales Using Pictavo Community

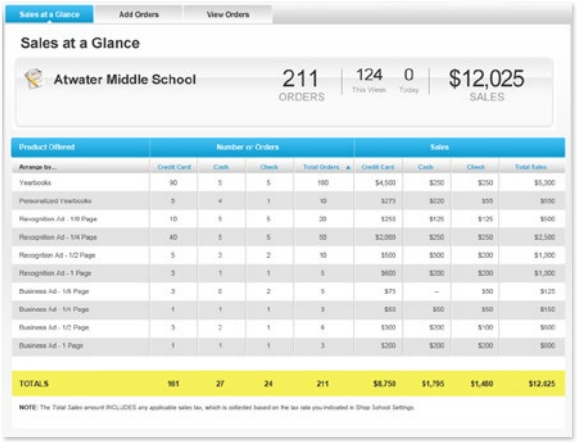
Whether you are selling online, offline or both, easily account for every sale paid by credit card, check or cash. See page 6 for help setting up the item(s) in your Pictavo Community account. Offline orders can be manually added anytime and online sales will show automatically after purchase.

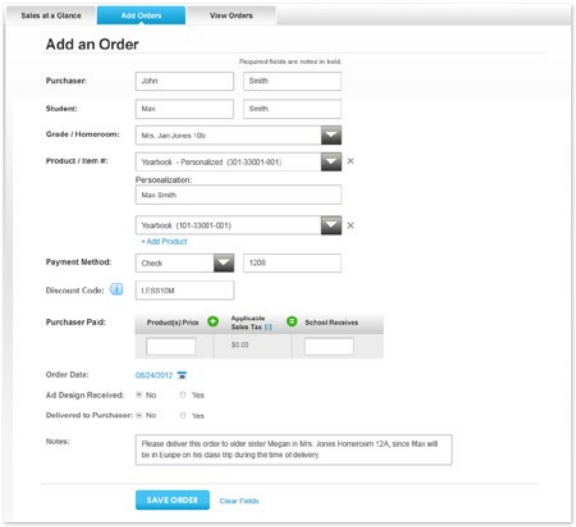


Tracking Sales

Here you can:

- Keep a constant pulse on all sales through an automatic Sales At A Glance report.
- See individual product sales by number of orders and amount collected.
- Track credit card, check and cash payments by product type.





Adding Orders

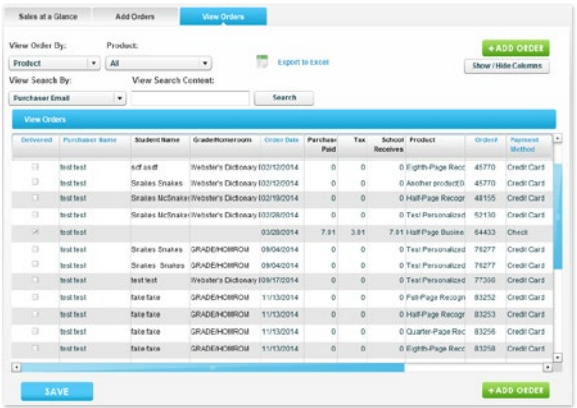
Here you can:

- Add offline (cash or check) orders to conveniently track all sales in one place.
- Make a note of any individual circumstances related to a particular order (e.g. special delivery instructions).

Viewing Orders

Here you can:

- Easily review all data collected from each 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.
- Track whether each purchaser has received the product(s) they ordered.
- Export data into Microsoft Excel for even greater report customization.



Find in-depth help in the ***Tracking Sales*** and ***Adding Offline Orders*** articles in the ***Pictavo Community*** section of Pictavo's Help area.

Ladder

Proofing

Before submitting your book make sure you proof it thoroughly. This can be done in several ways:

- Proof on-screen in full-screen view by going to the Ladder and clicking on the 'Full Screen' icon.
- Save a watermarked high-resolution PDF of each page to see how page details will print or use the hi-res preview button to proof onscreen.
- Print out a hard copy or copies of your book to proof.
- Use warnings viewed from the Ladder to quickly identify and fix potential problems.

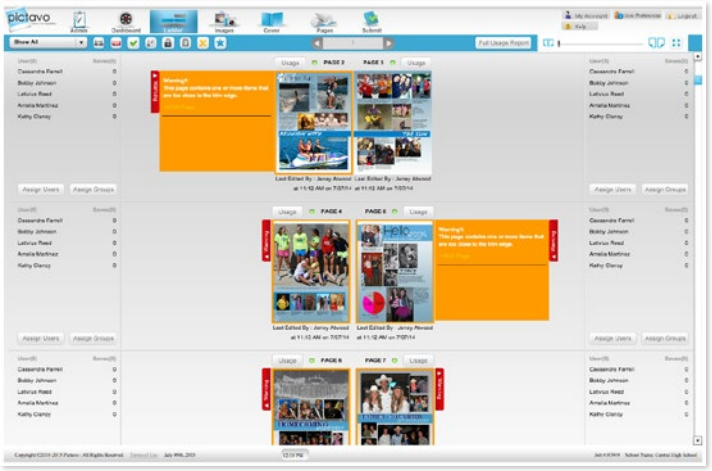
Page Warnings

Warning boxes alert you of potential problems with items on the page. Click on the red warning box for a list of the warnings on that page.

Warnings include:

- Low-resolution images
- Not all portraits are flowed
- Page elements close to the trim edge or extend outside the safe area

Double-click on the page to go directly to it to address the warning.



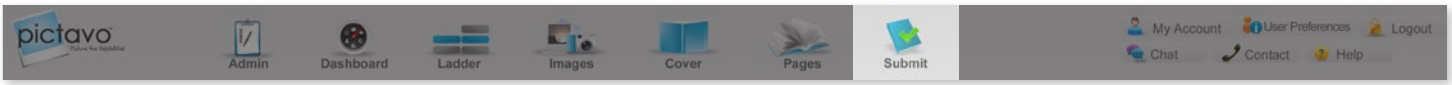
Page Approval

- When each page has been reviewed and approved for printing, click the blue star button to approve the page.
- Once all pages are approved, they can be submitted for publishing.

Find in-depth help located in the ***Page Approval Process*** section of Pictavo's Help area.

Finalizing Your Book Submitting

When you are ready to submit your book for publishing, go to ***Submit***. Once your cover and pages are submitted, you will see a green check mark over each. This indicates that your work is done! Great job!



1. 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.

2. 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.

* Inside Cover Printing & Endsheets

- If you designed an Inside Cover, be sure to complete and approve your design and submit with your cover.
- If you designed Custom Endsheets, it will require a separate submission from the cover.

Find in-depth help located in the ***Book Submission*** section of Pictavo's Help area.

www.pictavo.com

1-800-594-2324 or email us at support@pictavo.com

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