



## Pictavo Community

Encourage others to contribute photos  
and purchase their books online  
(see pages 6 & 8 for more details)



# Quick Start Guide

A quick overview of the power of Pictavo!



# Table of Contents

## Help

Pictavo Help .....	2
--------------------	---

Keyword Search

Topics & Articles

Contacting Us.....	2
--------------------	---

## Getting Started

Activating Your Account.....	3
------------------------------	---

## Book Set Up

Choosing 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 Custom Design Elements

Gathering Photos .....	8
------------------------	---

Uploading Candid

Uploading Portraits

Using Pictavo Community to Gather Images

Organizing Your Pages .....	9
-----------------------------	---

## Page Design

Design Elements .....	10
-----------------------	----

Templates

Snippets

Backgrounds & Clip Art

Current Events

Design Tools.....	11-12
-------------------	-------

Communication Tools.....	13
--------------------------	----

Chat

Messages

Sticky Notes

Tagging Photos

Flowing Your Portraits .....	14-15
------------------------------	-------

Flowing Portraits

Editing Portraits

Editing Portrait Info

Portrait Flow Settings

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
---------------------------	----

Tagging Photos

Flowing Your Index

## Designing Your Cover

Stock Cover .....	18
-------------------	----

Custom Cover .....	18
--------------------	----

Designing with Pictavo

Uploading Your Own Design

Inside Cover or Endsheets.....	18
--------------------------------	----

## Book Management

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 Sales

Adding Orders

Viewing Orders

## Finalizing Your Book

Proofing .....	23
----------------	----

Page Warnings

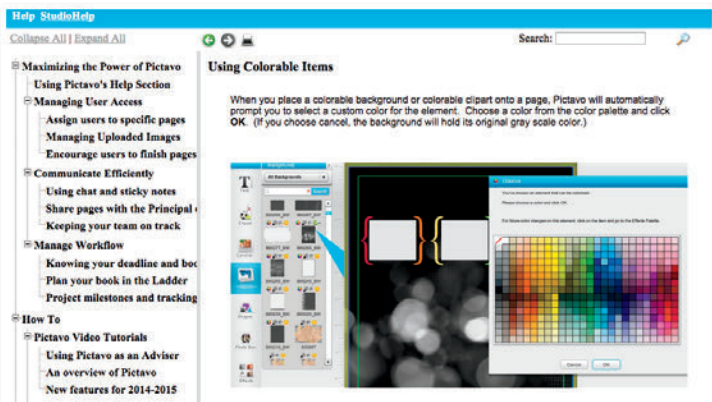
Page Approval

Submitting .....	24
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# Pictavo Help

**NEED HELP?** Find comprehensive help topics, FAQs and video tutorials within Pictavo. This area is full of in-depth, step-by-step guides that will help answer frequently asked questions and teach you how to use the many features in Pictavo!

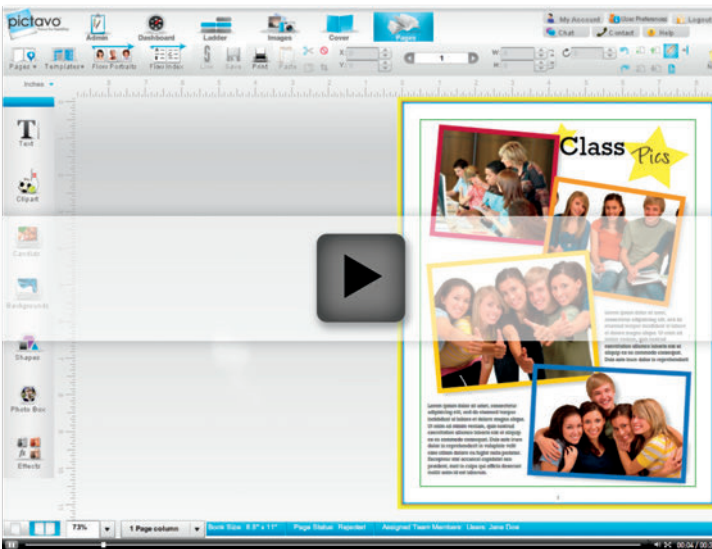


## Keyword Search

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 action you need help with.

## Sections & Articles

Browse sections to find help categories related to specific categories. To view related articles, use the plus sign to expand the category. Many articles contain video tutorials that thoroughly explain program features and functions.



Still have questions? 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**.

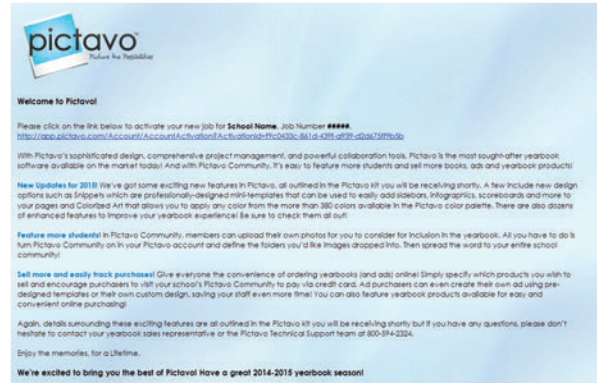


# Getting Started Activating Your Account

Pictavo is full of robust features and tools to help manage and design a top-notch yearbook. In order to get the most out of Pictavo, this guide will familiarize you with all of the features our software tools has to offer. Let's begin with activating your account. Once activated, books can be logged into anytime, anywhere you have internet access.

## 1. Activating Your Account

Use the link in your activation email to get to the **Activation Screen** in Pictavo.

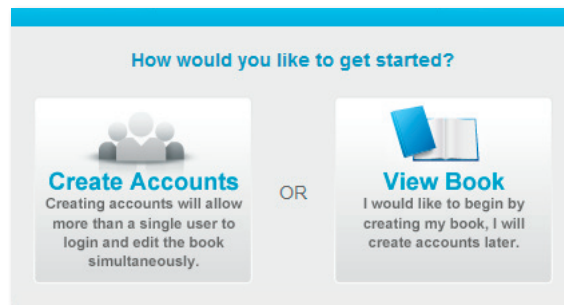
The image shows the Pictavo activation screen. At the top, the Pictavo logo is displayed with the tagline "Picture the Possibilities". Below the logo, a message asks the user to activate their book's admin account by entering their email, first name, last name, and password. The form includes fields for Email (pre-filled with yearbookadviser@pictavoschool.com), First Name (pre-filled with John), Last Name, Buck, Password, and Re-type password. There is a checkbox for "I agree to the Pictavo Terms of Use" and an "Activate" button. The background features a collage of student photos.

## 2. Logging In

Enter 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 users will be working on the book, select **Create Accounts** to set up additional users and groups. To begin working on your book right away, select **View Book**. Additional users and groups can be set up at a later time.

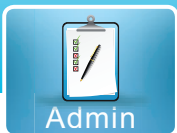


## Repeat Pictavo User

If your school has used Pictavo to create a book in the past, some settings and items may be carried over into your new book. These settings may be deleted or modified at any time.

Settings include:

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



# Book Set Up Choosing Settings

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



## Book Settings

View and edit your book's overall book 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)
- Custom Endsheets (if applicable)



## Design Settings

View and edit book 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



## Stock Element Settings

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



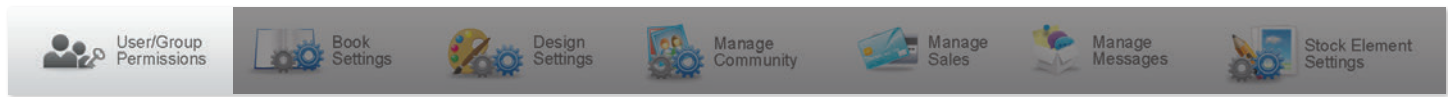
View and edit stock element settings, such as:

- Backgrounds
- Clip Art
- Templates
- Snippets
- Colors
- Fonts





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



## Adding a User or Group

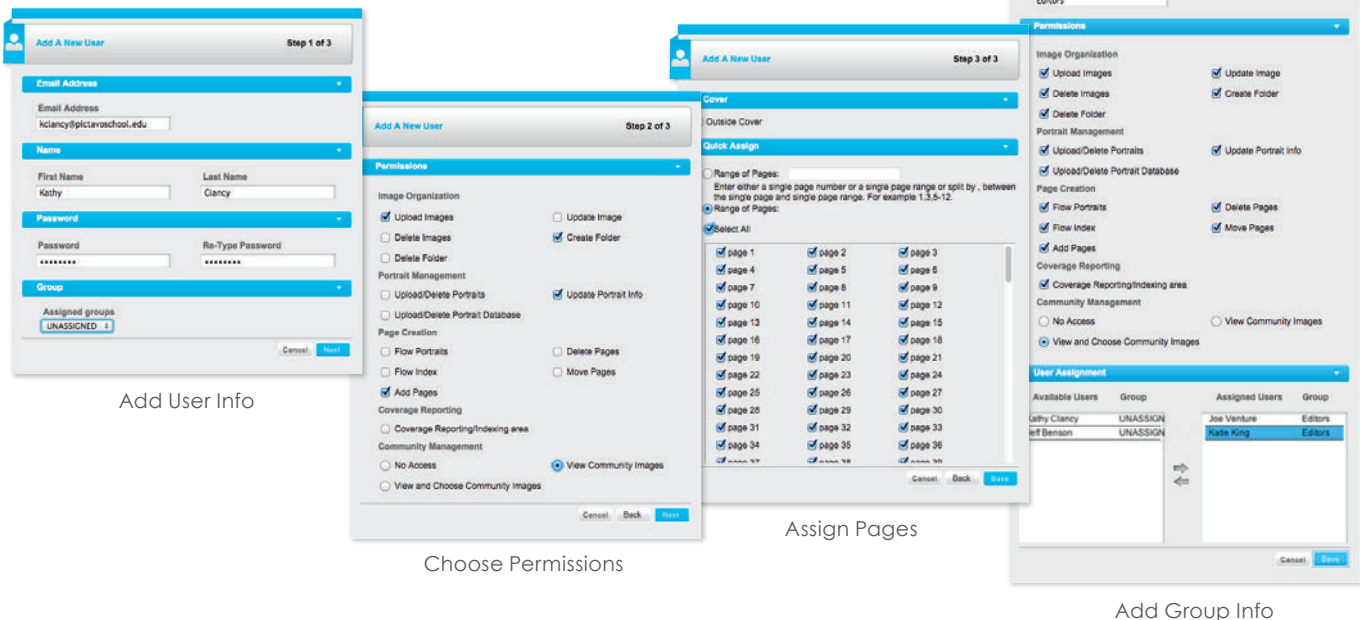
When multiple users will receive similar permissions, create a group, set group permissions and assign them as users to the group.

### 1. Choose New User or New Group

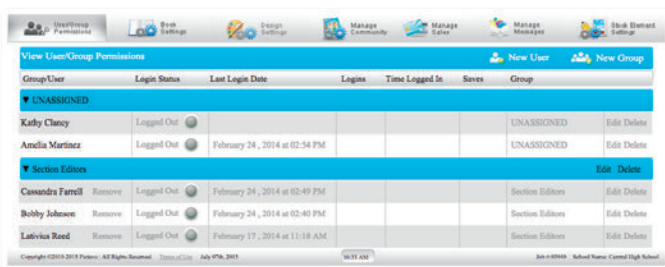


### 2. Add a New User or Group

Follow the prompts and fill out the information based on the permissions the user or group will have.



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

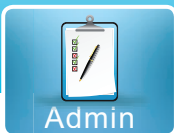


### View Your Team

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 users that no longer need access to the book. Have a user who now needs to be able to do more? Edit their permissions to grant more access.



# Book Set Up Selling Online

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



## Manage Pictavo Community

Pictavo Community is **On** ☒ **Off** ☐

## 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.

Users can also:

- Decide if members are notified once their image(s) have been used.
- Set the maximum number of images each member can upload.
- Set the last date to accept uploaded images.

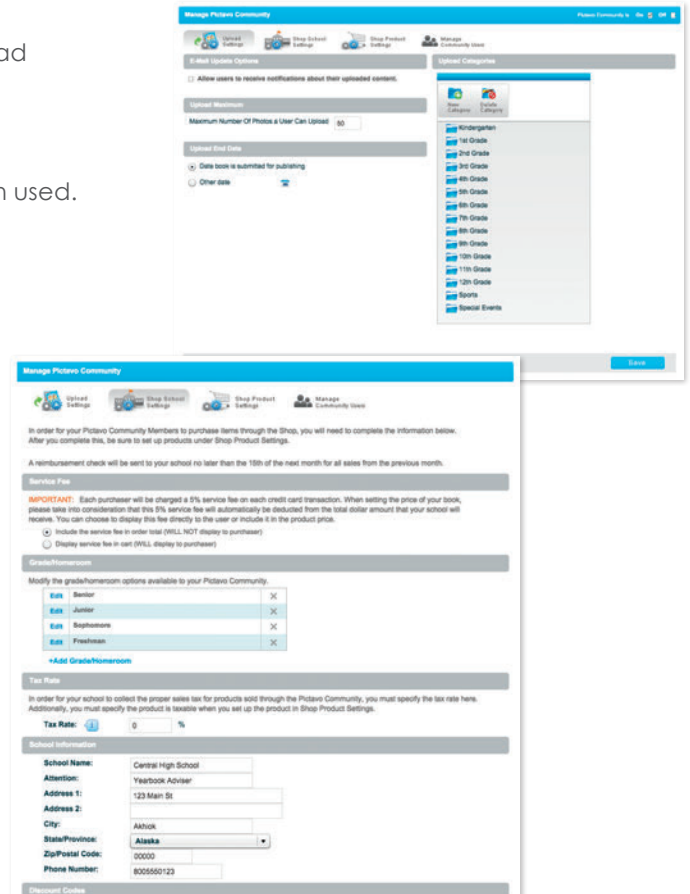
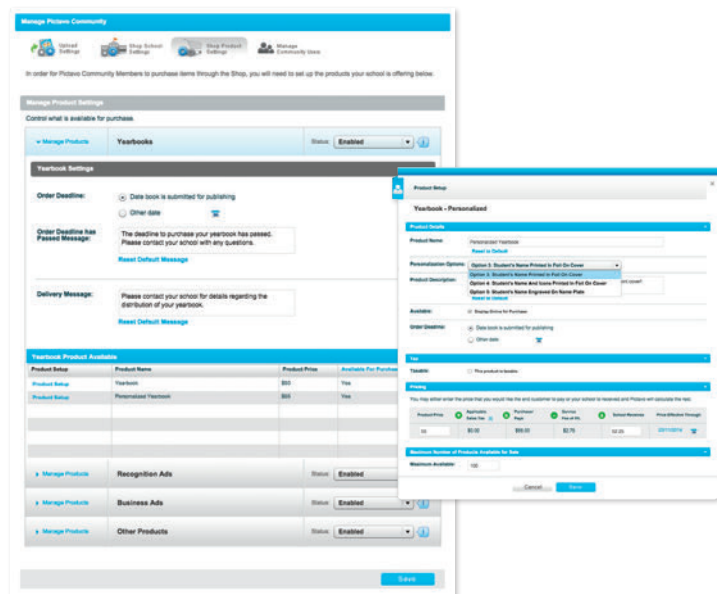
Be sure to save these settings before advancing to Shop School Settings.

## Shop School Settings

Enter the address where the reimbursement check will be sent for money collected through Pictavo Community.

Users can also:

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



## Shop Product Settings

Define the product(s) available for purchase and set your desired price(s). Users can also:

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





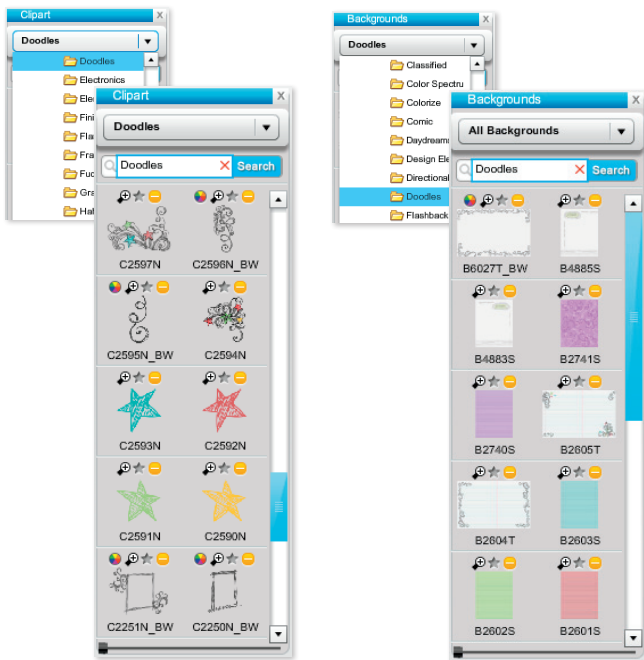
Whether you are using Pictavo design elements, uploading custom elements into Pictavo or creating custom elements within the program, Pictavo makes it easy to incorporate it all into your book.

## Using Pictavo Design Elements

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

Browse through collections to find art that coordinates well together. Search by collection name to display only elements from a specific collection.

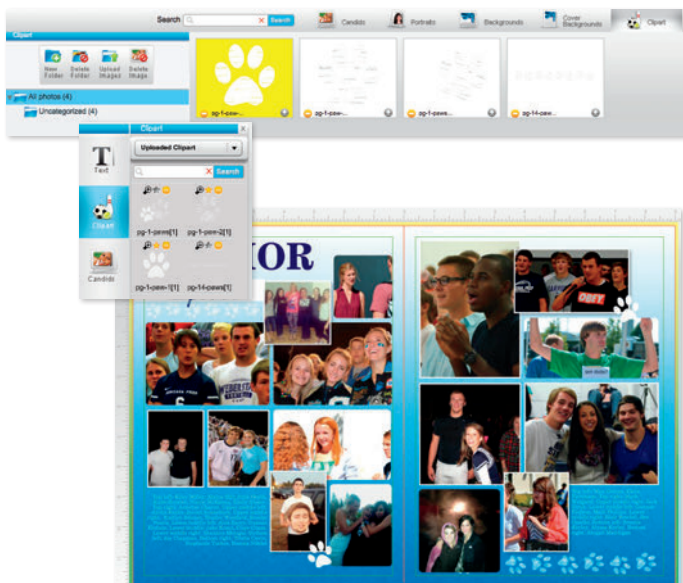
For a book that matches cover-to-cover, use the stock cover number as your search term to find coordinating art that will go well with one of the Pictavo stock covers.



Want to make sure your team only uses certain art throughout your book? Limit what displays by adjusting your Stock Element Settings. **See page 4 for more details.**

## Using Custom Design Elements

Pictavo makes it easy to upload custom design elements for use in your project. If you have purchased an art collection from an outside vendor, want to use art specific to your school (a school emblem or mascot) or have designed elements (or entire pages) in another program, upload your art and organize by creating folders for easy retrieval while 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!



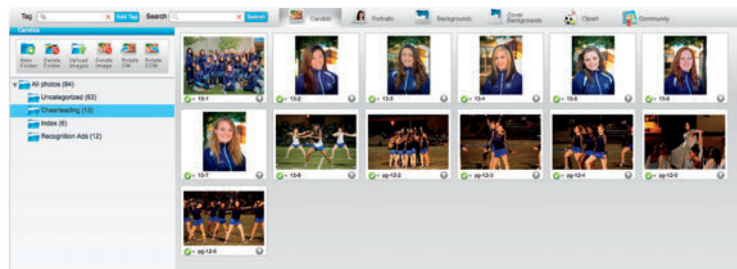
# Book Set Up Gathering Photos

Ready to upload photos? Click **Images**, find the appropriate tab and create folders within the chosen category. Prompts will walk through the upload process and allow multiple image selection for fast and easy uploading.

## Uploading Candids

Use the **Candid** tab to:

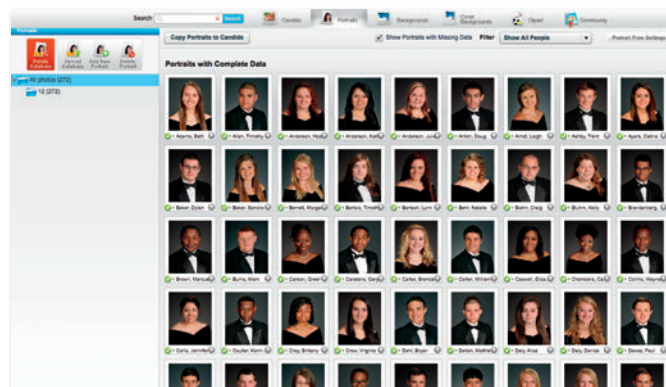
- Easily upload/delete candid images.
- Create folders to organize images for easy retrieval.
- Quickly rotate images to correct the orientation.
- Tag images so names automatically appear in your index.



## 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 portraits and make any edits or adjustments. Click **Upload Database** and the **Portrait Wizard** will walk through the process of uploading your portrait database. Utilize this window to:

- Make and save changes to your database.
- Copy portraits to candid.
- 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.

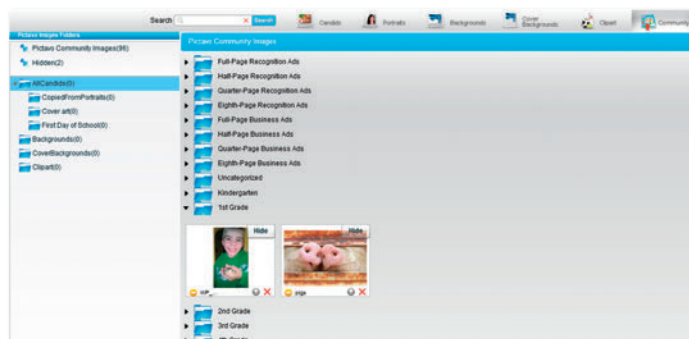


## Using Pictavo Community to Gather Images

**Pictavo Community** opens the door for your entire community to connect and be a part of your yearbook by 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.

Use the **Community** tab to:

- See images submitted through Pictavo Community.
- Select images and drag into your Candid 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 Candid folder to use in your book.



# Book Set Up Organizing Your Pages



Get started planning your book by using **Ladder Descriptions** in Pictavo to indicate what content pages will contain and user assignments. Choose **Ladder Descriptions** in the **Ladder** drop-down menu.

## Using Your Ladder

- Easily make edits to descriptions.
- Visually break down the book project into manageable segments.
- Ensure adequate coverage of all events and topics.
- Get an accurate estimate of number of images needed and templates used.
- See 'at-a-glance' progress as the book comes together.

The screenshot shows the Ladder interface with a grid of pages. Each page has a title, a thumbnail image, and a list of users assigned to it. The interface includes a 'Warning' icon and 'Assign Users'/'Assign Groups' buttons.

A vertical stack of five screenshots showing different pages in the Ladder interface. Each screenshot displays a page with a title, a thumbnail image, and a list of users assigned to it. The interface includes a 'Warning' icon and 'Assign Users'/'Assign Groups' buttons.

Page Number	Description	Status	Assigned Information
1	Intro Page: Include school name, address, phone, website URL, and table of contents	In Progress	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
2	Summer Fun	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
3	Summer Fun	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
4	Homecoming	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
5	Homecoming	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
6	Homecoming	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
7	Father-Daughter Dance in Memory Of Christina Herzon	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Amelia Martinez, Lativius Reed
8	Senior Candida	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed
9	Senior Candida	Not Started	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed
10	Senior Portraits	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed
11	Senior Portraits	Ready for Approval	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed
12	Senior Portraits	In Progress	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed
13	Senior Portraits	In Progress	Users: Kathy Clancy, Cassandra Farrell, Bobby Johnson, Lativius Reed

See the status of pages here to get an idea of what has or hasn't been worked on.

**See page 20 for more details.**





# Page Design Design Elements

Pictavo's extensive library of design elements will help you design a great-looking book!

## Templates

Browse hundreds of pre-designed templates and use as is or as a starting point for your own layout design. Search by number of photo boxes or item number to easily find a specific template or create and save your own. **'Star'** your favorites quickly to easily find again!



## Snippets

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'** your favorites quickly to easily find again!



## Backgrounds & Clip Art

Browse through the extensive library of pre-designed backgrounds and clip art organized by collection, keyword or item number. Users can also upload and save custom created art. Drag and drop pieces onto the page and edit using the **Effects** palette. Look for the color wheel symbol signifying colorable art. **See page 7 and 11 for more details.**



## Current Events

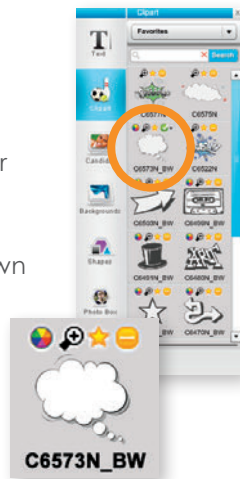
**Current Events** are available as Clip Art and Backgrounds in Pictavo. Select from a variety of single-page pre-designed backgrounds or individual story clip art. Enjoy the flexibility of choosing placement and specific current events appropriate for your school!



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

## ★ Favorites

Quickly find your favorite design elements. Click the star above the element to save in the **Favorites** folder for that category. Backgrounds, Templates, Clip Art, Snippets and Candid photos all have their own "Favorites" folders for quick access to flagged items.



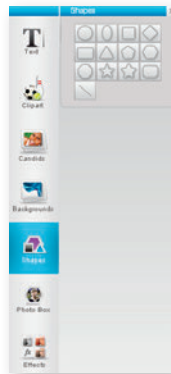
## Colorable Art

Pictavo offers a variety of backgrounds and clip art available for custom coloring. Look for the color wheel icon next to the item to quickly identify colorable art. Once the art or background is on your page, choose any color from the Pictavo color palette to achieve the look you want!



## Text Tools

Choose the text box icon, draw a text box anywhere on the page and double-click to edit text. To make further edits, use tools to adjust.



## Shapes

Choose from a variety of shapes to add to your page. Highlight the desired shape and drag to draw it on the page, then use **Effects** to adjust the fill and border color.



## Effects

This palette allows you to make adjustments to art and images. Select the item and choose from options including color, placement, transparency and more!



## Photo Boxes

Create a photo box in a variety of shapes at any size. Select the desired shape and drag to draw it on the page. Choose a photo from the candid photos folder, 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.



## Candid

Drag and drop photos onto the page and use the **Effects** palette to edit for things like color, transparency, brightness, contrast, drop shadows and more. 'Favorite' images to quickly view and access them.



# Page Design Design Tools

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



## Link

Link two pages of your book together to design 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

A selection of indispensable layout tools in the drop-down Edit menu.

### Lock/Unlock

Prevents objects from moving.

### Erase Background

Remove areas of images to create a cutout effect.

### Alignment, Distribute and Space

Select multiple objects and apply one or more alignment positions.

### Group

Link one or more objects together to easily move on the page.

### Fill Page

Enlarge an image or shape to fill the entire page or spread.

## 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.

## Delete

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

## View

View rulers, guides, snap-to guides and grids on your pages while designing to ensure page elements are placed exactly where intended.

## Cut, Copy, Paste

Quickly cut and copy items onto your clipboard to paste onto your page. Easily cut or copy items from one page and paste onto another.



Unlock



Erase Background



Align Left



Align Center



Align Right



Align Top



Align Center



Align Bottom



Distribute Left



Distribute Center



Distribute Right



Distribute Top



Distribute Center



Distribute Bottom



Space Vertical



Space Horizontal



Group



Fill Page

## Zoom

Use these tools to zoom in or out of specific areas on your page. Select the corresponding tool and click on the page area where you want to zoom.

## Position

Use coordinates for exact positioning of objects based on page's X and Y coordinates. Using coordinates ensures consistent placement of objects from one page to the next.

## Size

Easily define the exact height and width of an object. Lock the height and width together to maintain proper proportions when resizing.

## Rotate

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

## Pages

Quickly see pages you're working on and jump to the pages before or after by using the arrow. Type in a page number to move directly to it.

## Undo, Redo

Enjoy unlimited undo and redo capabilities until your page is saved.

## Layer

Move overlapping items forward or backward on the page.

## Notes

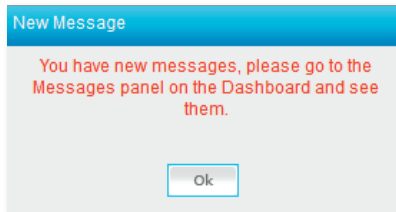
Relay messages to other team members by adding a note to the page and/or item. Notes will not print.

## Hi-Res Preview

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

## Chat

View Chats						
Arrange by: Received		Date	Time	From	Participants: Yearbook Adviser, Krista	07.10.2015
Hello, I think we will complete th...	Delete	06.01.2015	2:32 PM	Yearbook	<b>Yearbook Adviser</b>	
How does it look?	Delete	06.23.2015	3:22 PM	Yearbook	Page 17 looks great. Could you add some more candids to page 14?	
I like the layout of page 14, but...	Delete	07.10.2015	9:26 AM	Yearbook	9:38 AM	
Sure! How does it look now?	Delete	07.10.2015	9:29 AM	Krista	<b>Krista</b>	
Page 17 looks great. Would you...	Delete	07.10.2015	9:34 AM	Yearbook	I can do that. I was just waiting for more images to be uploaded.	
					9:39 AM	
					<b>Yearbook Adviser</b>	
					I'll get them uploaded right away. I'll let you know when there are available.	
					9:39 AM	
					<b>Krista</b>	
					Thanks!	
					9:39 AM	
					<b>System</b>	
					Yearbook Adviser leave the chat thread	
					9:39 AM	



Use sticky notes to make comments, ask questions, or give instructions regarding a particular page. Pictavo's electronic **Sticky Notes** appear on a page so all users can read and respond accordingly.



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

To view messages, select the Messages tab under the dashboard toolbar. Any new messages will be displayed here in bold. Select messages to read.



Tag people in photos as they are placed on pages. Team members can collaborate making this a great tool for caption writing and indexing.

**See page 17 for more details.**





# Page Design Flowing Your Portraits



Step 2



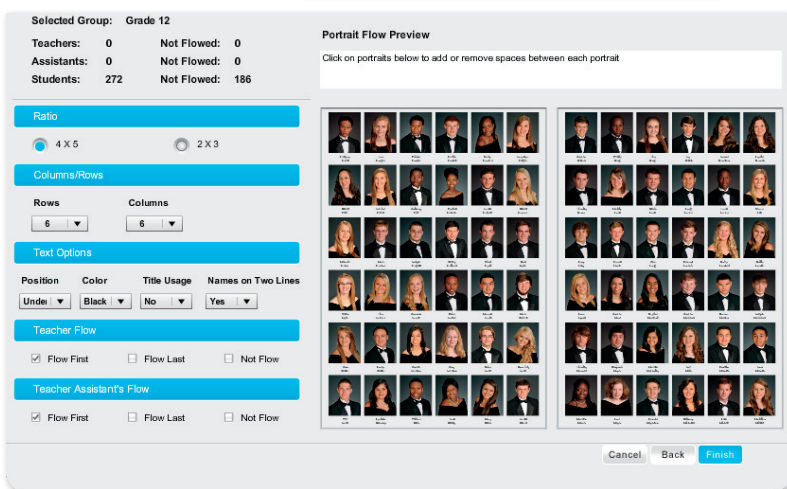
Step 1

## Flowing Portraits

Once your PSPA CD/DVD has been uploaded, follow the **Portrait Flow Wizard** steps to flow headshots onto your page.

The **Portrait Flow Wizard** will need to know the following:

- 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).

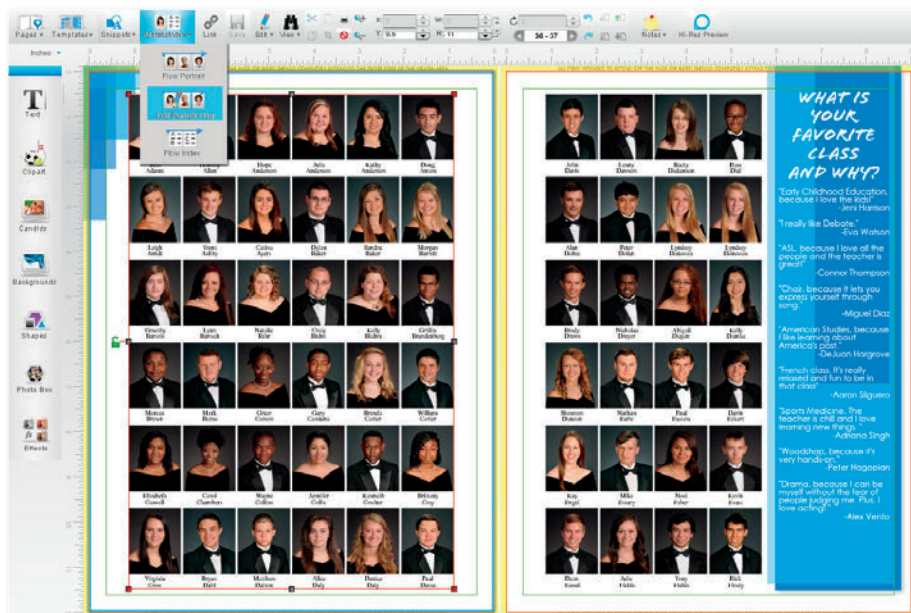


Step 3

## Editing Portraits

Make edits to your portraits after they have been flowed by selecting the portrait group on the page and choosing **Edit Portrait Flow** from the drop-down.

Make adjustments to names by double-clicking on the name text box directly on the page.



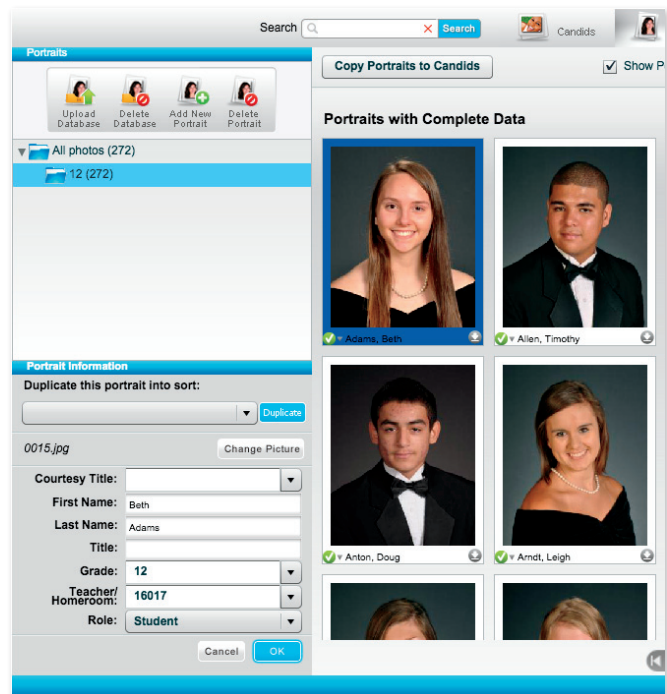
## Editing Portrait Information

Edit and make any changes to the data contained in a portrait by going to **Images**, selecting **Portraits** and then selecting the portrait to edit. Edits can be made right in the portrait information box. Users can also:

- Move someone to a different group by dragging and dropping their image into a different folder.
- Duplicate a portrait by choosing the folder the duplicated photo should be placed in then click **Duplicate** next to the chosen folder.

Make sure to click **OK** to ensure all your changes have been saved.

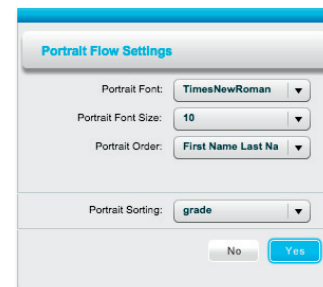
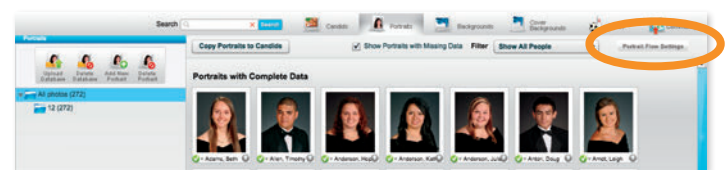
**Once information is saved, portrait flows will automatically update to reflect changes.**



## Portrait Flow Settings

Change portrait flow settings at any time. Portraits will automatically re-flow onto your pages. Select "Portrait Flow Settings" and make the changes needed, including:

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





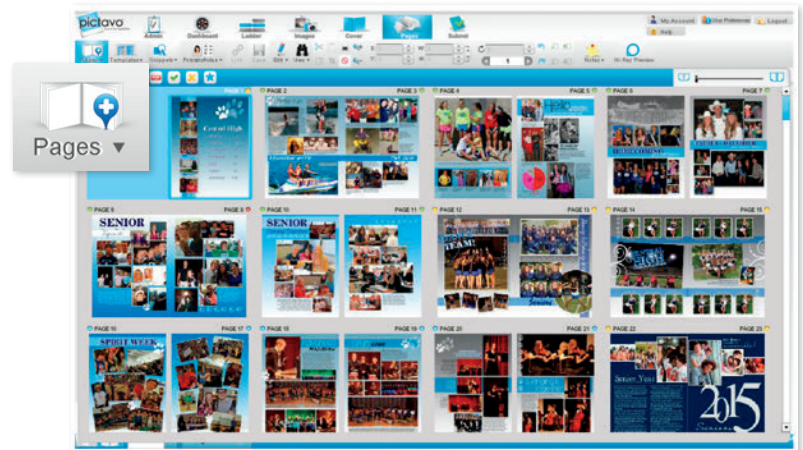
# Page Design Working With Pages

## Thumbnail View

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

## Rearranging Pages

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



## Linking Spreads

To link two pages (create a spread), click on the **Link** button. Click again to unlink. Linked pages will move together while unlinked pages move individually.



## Adding & Deleting Pages

Add a page(s) anywhere by defining how many and where to place in the dialog box. Remove pages by selecting the page(s) and clicking the delete button.



## Hi-Res Preview

Use this tool to view pages in the resolution they will print. Zoom in and out of areas to view in more detail.



## Sharing Pages

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



## Creating a PDF of Pages

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

**Share**

Send to:

Email

Web

Email a low resolution PDF

To:

From:

☐ Add email address ☐ Send a copy to my email

Select Pages to email

☒ Current Page Only

☐ Range

Enter either a single number or a continuous page range (e.g., 5-12).

☐ All Pages

Message:

PDF document is attached

**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



# Page Design Creating Your Index



## Tagging Photos

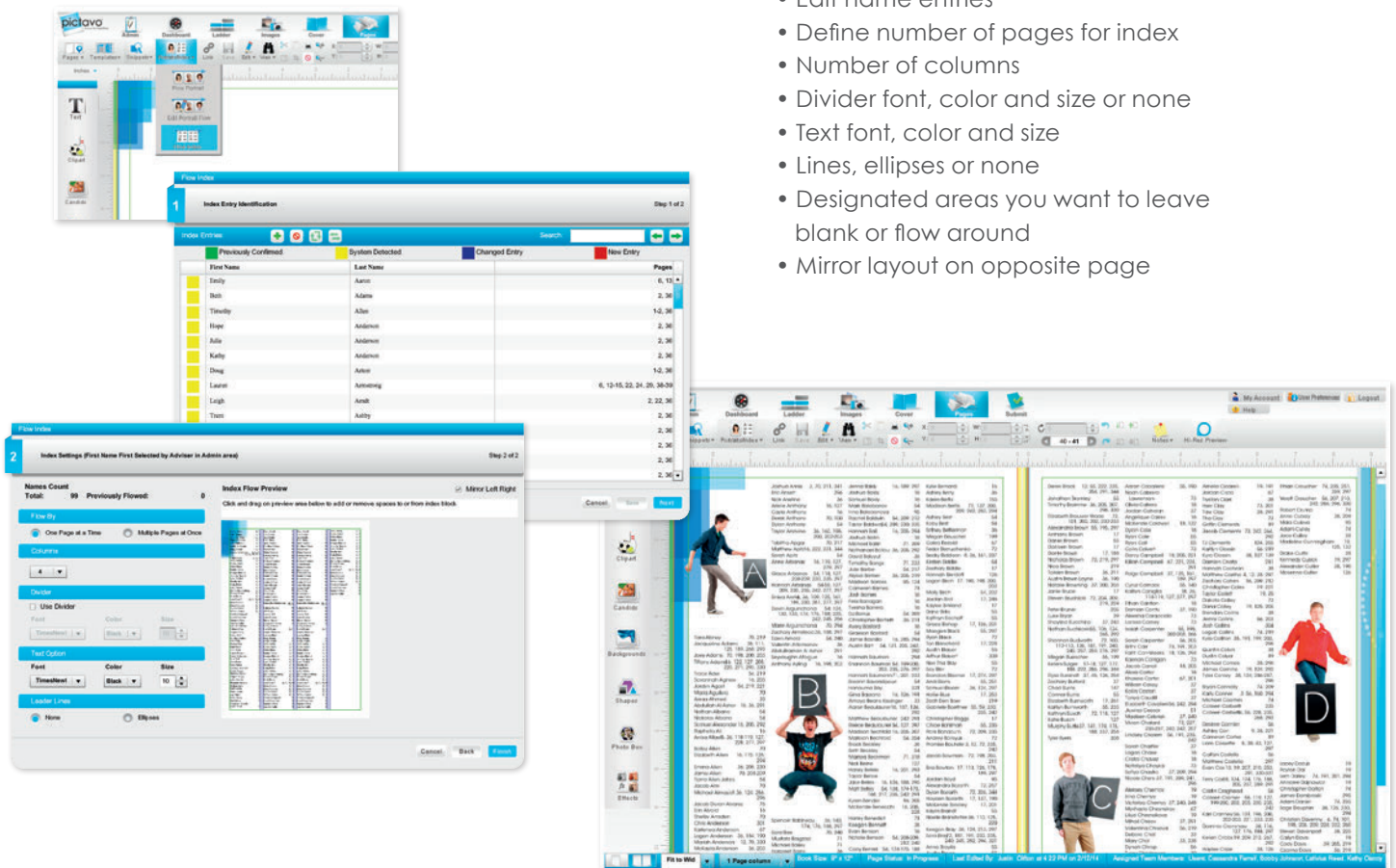
Tag people in photos as you work. Select an image, right click and choose **Tag This Photo**. As a name is typed, Pictavo will prompt with names retrieved from the portrait database. View, delete and add new tags in the same window.



## Flowing Your Index

The **Coverage Report** automatically lists the names of every portrait flowed on your pages and any tagged photos. Use the **Index Flow Wizard** on the page you'd like your index to begin. The **Index Flow Wizard** will walk you through the following selections and before automatically laying out index pages:

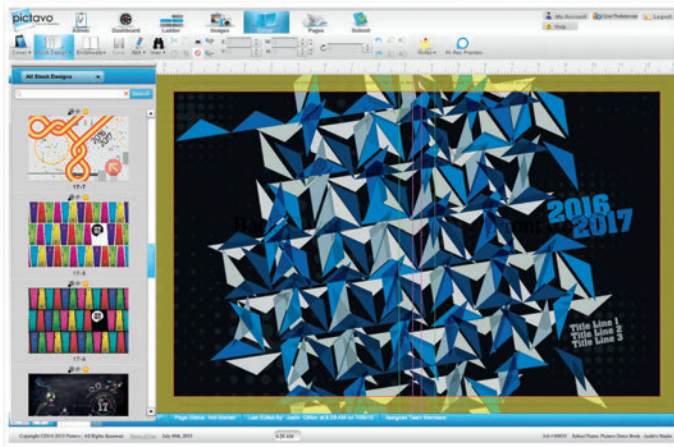
- Edit name entries
- Define number of pages for index
- Number of columns
- Divider font, color and size or none
- Text font, color and size
- Lines, ellipses or none
- Designated areas you want to leave blank or flow around
- Mirror layout on opposite page





# Cover Design

Pictavo offers three options for cover design. Please note, the cost of your book is based on your cover/endsheets/inside cover printing selection. Contact your yearbook representative for more information about making changes to these settings.



## Option 2

### Custom Cover designed in Pictavo

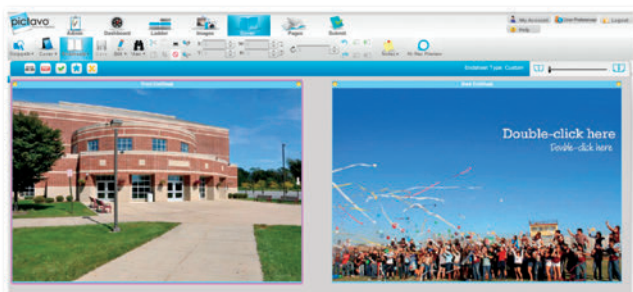
Design in Pictavo and create your own cover or choose a pre-designed custom cover background and customize it however you like.

## Option 3

### Upload a Custom Cover design to Pictavo

- Templates are provided based on book settings and can be downloaded at: [www.pictavo.com/cover-templates](http://www.pictavo.com/cover-templates).
- Go to 'Images' and select the **Cover Backgrounds** tab to upload your design.
- Once uploaded, go to **Cover**, then **Backgrounds** and **Uploaded Custom Cover** to find your design. Drag and drop onto the cover design area.
- Follow directions in the Custom Cover Guide for set up and submission.

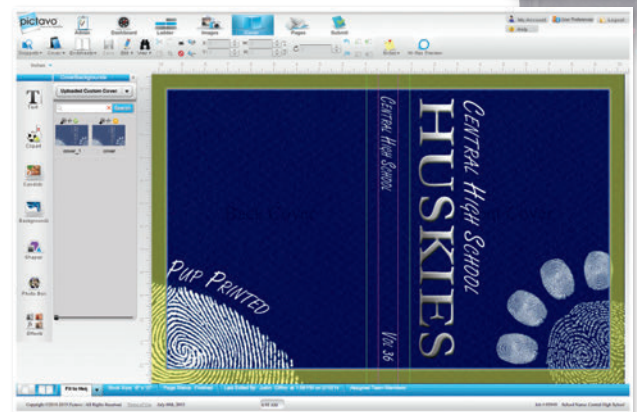
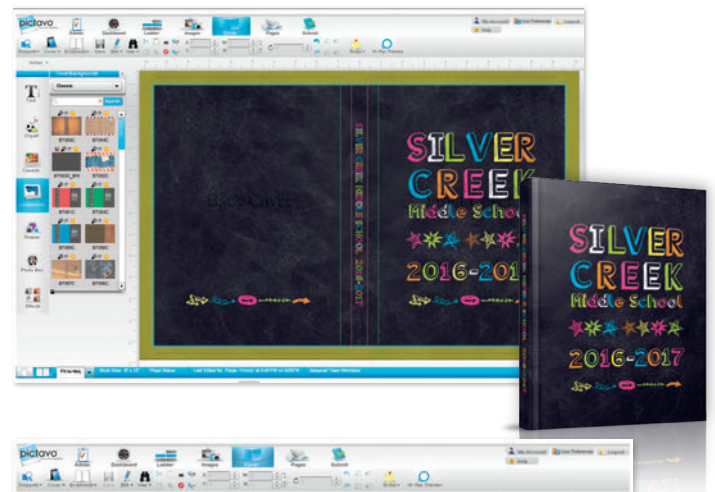
**Don't forget! Extend your design into the yellow bleed/wrap area to ensure proper production of your cover.**



## Option 1

### Stock Cover

- Choose from dozens of professionally designed covers updated every year.
- Customize front cover with your school name and year.
- Pre-selected font color, style and position cannot be edited.

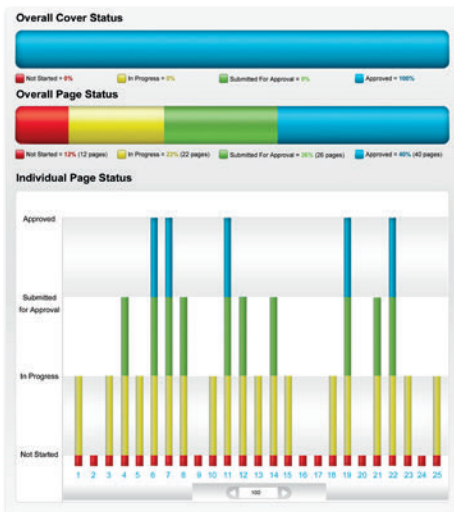


## Inside Cover or Endsheets

- Design directly in Pictavo or upload a design to drag and drop into the design area.
- Share, create a PDF, mark ready for approval, reject and/or approve the design.

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

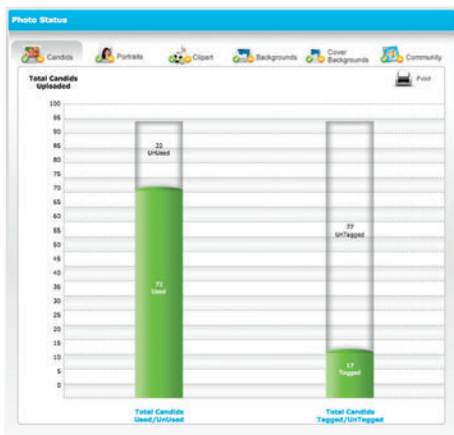
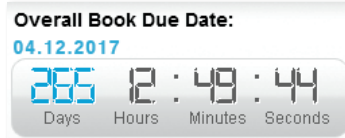




## Tracking Book Progress

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 photo usage.

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

**Coverage Reporting/Indexing**

**Overall Coverage Status**

Number of People Used: 2 Times or Less: 10 Number of People Used: 3 Times or More: 7

View Report By: All

Min # Times in Book: 3

Buttons: Add Name, Export, Merge Duplicates, Delete People

Last Name	First Name	Grade/Homeroom	#Times in Book	Pages	
Algren	Emily		2	5, 13	
Adams	Beth		2	2, 36	
Allen	Timothy		3	1-2, 36	
Anderson	Hope		2	2, 36	
Anderson	Julia		2	2, 36	
Anderson	Kathy		2	2, 36	
Anton	Doug		3	1-2, 36	
Armstrong	Lauren		10	6, 12-15, 22, 24, 29, 38-39	

## Tracking Student Coverage

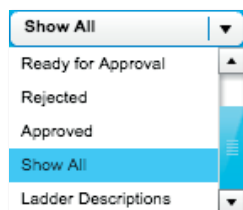
View tagged photos being used on pages to quickly identify individuals.

- 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.



# Book Management Tracking Pages

The Ladder shows a visual organization of all pages, statuses or warnings, and assigned users at a glance. Double-click any page to go directly to the page or click the icons to do any of the following.



## Filter

Filter to view all or only specific pages.

## Page Status Indicators

Color coding makes 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 of page numbers.



## Mark Pages Ready for Approval

Notify admin that pages are 'ready for approval'. Click on the page(s) and select the green check mark.



## Reject Pages

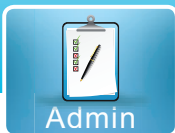
Review pages marked **Ready for Approval** and reject any that need to be edited by selecting the **yellow X**.



## Approve Pages

Review pages marked Ready for Approval and approve by selecting the **blue star**.





# Managing Sales Using Pictavo Community

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



## Tracking Sales

- 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.

**Sales at a Glance**

Atwater Middle School

211 ORDERS | 124 This Week | 0 Today | \$12,025 SALES

Product Offered	Number of Orders				Sales			
	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
Recognition 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
<b>TOTALS</b>	<b>161</b>	<b>27</b>	<b>24</b>	<b>211</b>	<b>\$6,750</b>	<b>\$1,795</b>	<b>\$1,480</b>	<b>\$12,025</b>

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

**Add an Order**

Purchaser: John Smith

Student: Max Smith

Grade / Homeroom: Mrs. Jan Jones 10th

Product / Item #: Yearbook - Personalized (001-30001-001)

Personalization: Max Smith

Yearbook (101-33001-001)

Payment Method: Check 1208

Discount Code: LESS10M

Purchaser Paid: Product(s) Price: \$1.00, Applicable Sales Tax: \$0.00, School Receives: \$1.00

Order Date: 06/24/2012

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 Europe on his class trip during the time of delivery.

SAVE ORDER Clear Fields

## Adding Orders

- 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

- 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.

**View Orders**

View Order By: Product: All

View Search By: Purchaser Email

Delivered	Purchaser Name	Student Name	Grade/Homeroom	Order Date	Purchase Price	Tax	School Receives	Product	Order#	Payment Method
<input type="checkbox"/>	test test	s/d and	Webster's Dictionary	02/12/2014	0	0	0	0 Eighth-Page Rec	45779	Credit Card
<input type="checkbox"/>	test test	Snare's Snare's	Webster's Dictionary	02/12/2014	0	0	0	0 Another product	45779	Credit Card
<input type="checkbox"/>	test test	Snare's McInerney/Webster's Dictionary	02/19/2014	0	0	0	0	0 Half-Page Rec	48155	Credit Card
<input type="checkbox"/>	test test	Snare's McInerney/Webster's Dictionary	02/08/2014	0	0	0	0	0 Test Personalized	52130	Credit Card
<input checked="" type="checkbox"/>	test test			03/08/2014	7.01	3.01	7.01	0 Half-Page Busine	64433	Check
<input type="checkbox"/>	test test	Snare's Snare's	GRADENHOM	08/04/2014	0	0	0	0 Test Personalized	76277	Credit Card
<input type="checkbox"/>	test test	Snare's Snare's	GRADENHOM	08/04/2014	0	0	0	0 Test Personalized	76277	Credit Card
<input type="checkbox"/>	test test	test test	Webster's Dictionary	08/17/2014	0	0	0	0 Test Personalized	77366	Credit Card
<input type="checkbox"/>	test test	fare fare	GRADENHOM	11/13/2014	0	0	0	0 Full-Page Rec	83252	Credit Card
<input type="checkbox"/>	test test	fare fare	GRADENHOM	11/13/2014	0	0	0	0 Half-Page Rec	83252	Credit Card
<input type="checkbox"/>	test test	fare fare	GRADENHOM	11/13/2014	0	0	0	0 Quarter-Page Rec	83258	Credit Card
<input type="checkbox"/>	test test	fare fare	GRADENHOM	11/13/2014	0	0	0	0 Eighth-Page Rec	83258	Credit Card

SAVE ADD ORDER



## Proofing

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

- Proof on screen in full-screen view by going to the Ladder and selecting 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 on screen.
- 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 users of problems with page elements. Click the red warning box for a full list of 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 page to open, make edits and address warnings.



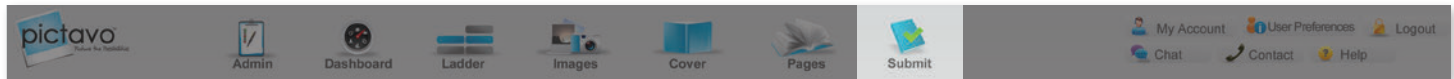
## Page Approval

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

# Submitting Your Book Final Steps



Use the **Submit** menu when your book is ready to be published. Once you've completed the submission process, a green check mark will appear over each submitted piece.



**Pages Submission**

**Page Count**  
Submitted: 24 Original Page Count: 24

**Book Quantity**  
Quantity: 300

**Book Dimensions**  
8.5 inches x 11 inches

**Binding Type**  
Soft Double-Stacked

**Print Color**  
☒ Full Color ☐ Black/White

**Partial Flow Verification**  
Below is a list of all people that haven't been flowed in the project but have been uploaded into portal 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

**Personalized Covers (Additional Charges May Apply)**

☒ None

☐ Option 1 - Student's Names Printed On Cover (Requires Additional Production Time)

☐ Option 2 - Student's Photo And Name Printed On Cover (Requires Additional Production Time)

☐ Option 3 - Student's Names Printed in Gold, Silver, Black or Red Foil

☐ Option 4 - Student's Names and Icons Printed in Gold, Silver, Black or Red Foil

☐ Option 5 - Engraved Student Name on a Gold or Silver Name Plate

Please describe where to place names on the cover:  
In order to process your personalized covers, you must submit your data to your yearbook provider in a separate process.

Number of Personalized Covers:

**Autograph Pages (Additional Charges May Apply)**

☒ Add Autograph Pages

☐ Block Set A ☐ Block Set B ☐ Block Set C

**Position**  
☒ 2-pages in Front/2 in Back ☐ 4-pages in center

**Low Resolution Approval**  
☒ Yes  
☐ No-Contact me if page images are low res.  
NOTE: Any image less than 200 DPI is considered to be low resolution.

**Special Instructions**

**Final Pages Submission**

All pages have been proofed and are now ready for final submission:

We, the publisher, reserve the right to correct any errors up to \$100.00 without prior approval. By submitting these pages, I understand that my book is final and I am no longer able to make any changes without re-submitting. This means my book will begin the production process and any re-submission of my book may result in extra charges plus additional production time.

**Copyright Information:**  
We, the publisher, reserve the right to refuse to print any materials provided for any reason, including but not limited to, materials determined by us, at our discretion, to be offensive, illegal, or in violation of any copyright or other proprietary rights. By submitting this order, and providing photos, trademarks, trademarks, images or other content to us, you are representing that you have the right to have the order printed, with the inclusion of the content supplied, and that our printing of the order, and the use of the content, will not infringe the intellectual property right of any third party. You will defend, indemnify and hold us harmless from any claims, costs, losses or liability (including reasonable attorneys fees and expenses) arising out of, or related to the content or the production of the order as directed by you.

I have read and agree to the terms as outlined by my yearbook publisher. Cancellation fees for projects cancelled after job has been processed will be dependent on the amount of work done. I acknowledge that all of the above information is complete and correct.

**Shipping Address for books**

Name:

Address (NO PO Boxes):

City:  State / Province:  Zip / Postal Code:

Last Day of School:

Please make sure that you download and store any drafts or portrait images that you would like to use next year onto your computer since these images will not be available after you receive your printed books.

☐ I, Lyllie Couffer, Agree and Accept the terms and conditions of this agreement.

## 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.
- Click Submit and verify your book specifications.

## Inside Cover Printing & Endsheets

- If you designed an Inside Cover, complete and approve your design and submit with your cover.
- If you designed Custom Endsheets, a separate submission form is required.

## Submission of Pages

- Once pages are complete and approved, you can submit 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 giving you the opportunity to edit any mistakes.
- Confirm that any additional items are properly ordered (e.g. personalization, autograph pages). Keep in mind that additional charges may apply and consult with your yearbook provider if you wish to change anything.
- Indicate any special instructions in the specified area in the submission process.



[www.pictavo.com](http://www.pictavo.com)

1-800-594-2324 or email us at [support@pictavo.com](mailto:support@pictavo.com)