Pictavo Community

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

pictavo™

Picture the Possibilities

Quick Start Guide

A quick overview of the power of Pictavo!

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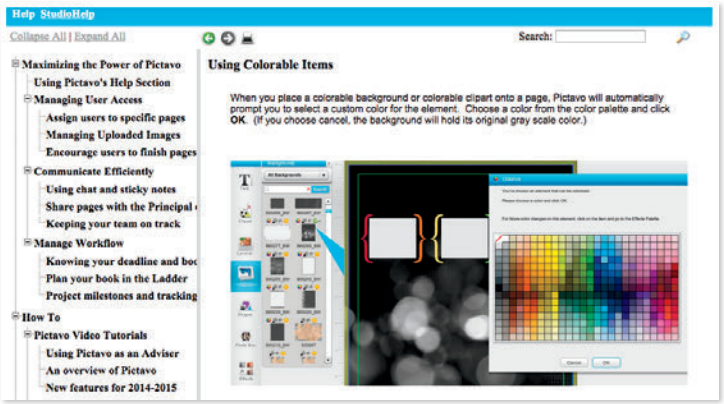
Pictavo Help

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!

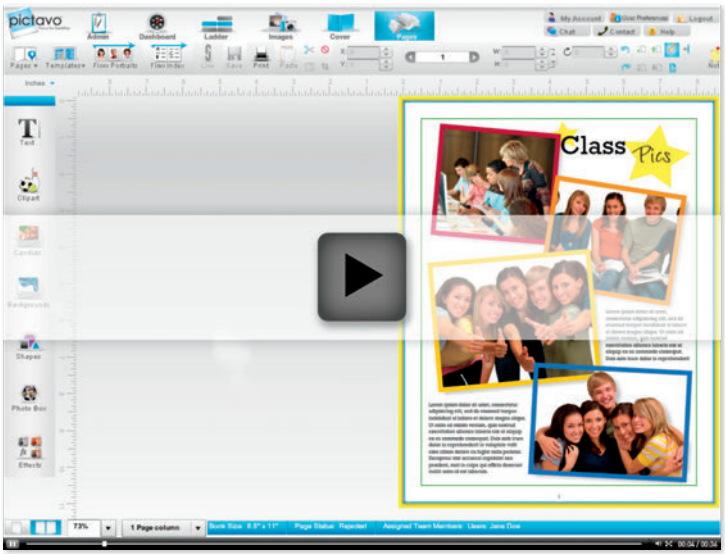


Keyword Search

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.



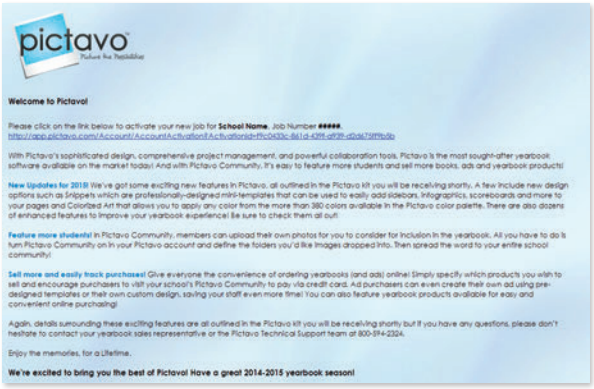
Still have questions? Technical support is just a phone call or email away to answer any questions that may arise as you work on your yearbook. ***1-800-594-2324*** or ***support@pictavo.com***.

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 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.

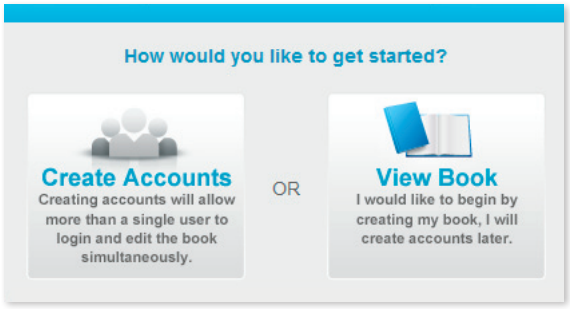


2. Logging In

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)

Admin

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)
- 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

Book Set Up Working With Teams

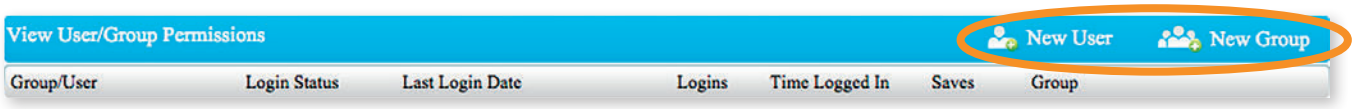
Admin

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

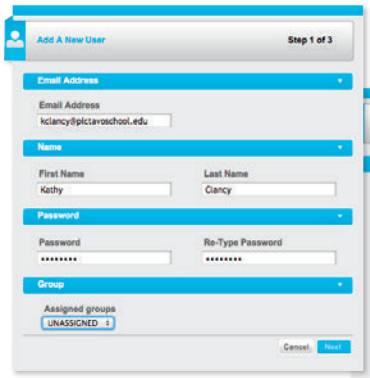
When multiple users will receive similar permissions, create a group, set group permissions and assign them as users to the group.

1. Choose New User or New Group

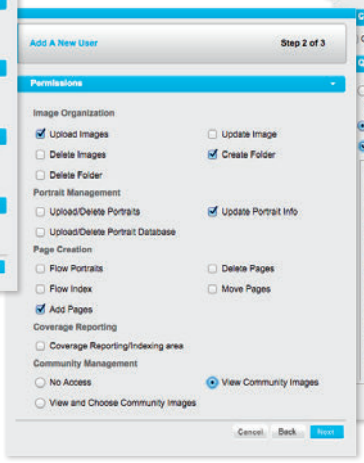


2. Add a New User or Group

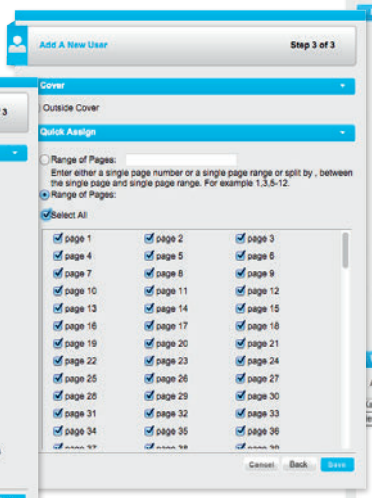
Follow the prompts and fill out the information based on the permissions the user or group will have.



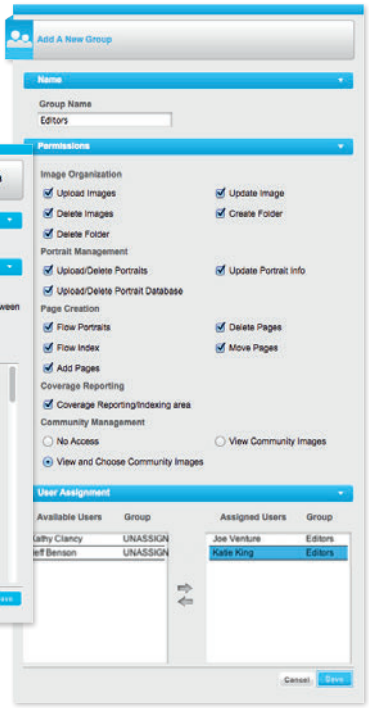
Add User Info



Choose Permissions

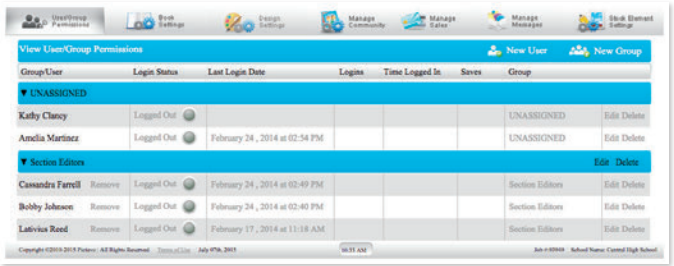


Assign Pages



Add Group Info

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



View Your Team

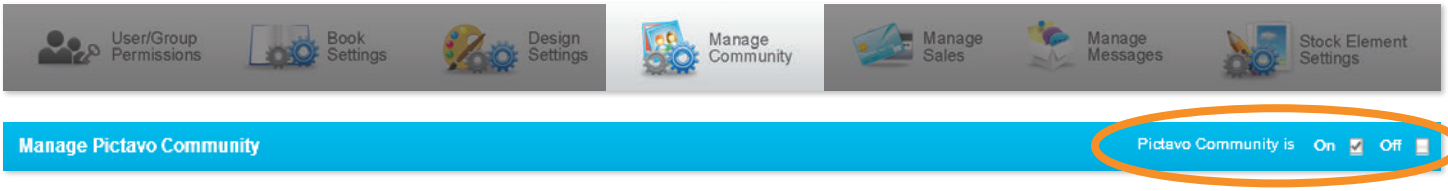
Come back anytime to quickly see each user's status, edit their permissions and add or delete users or groups.

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

Admin

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.

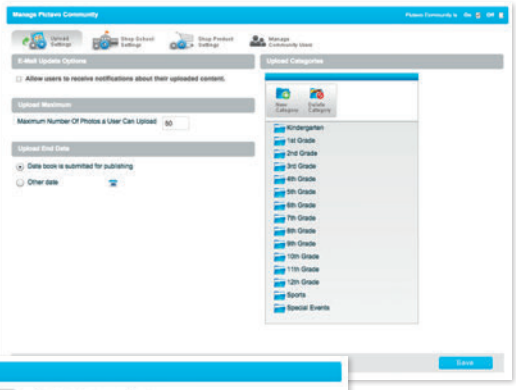


Upload Settings

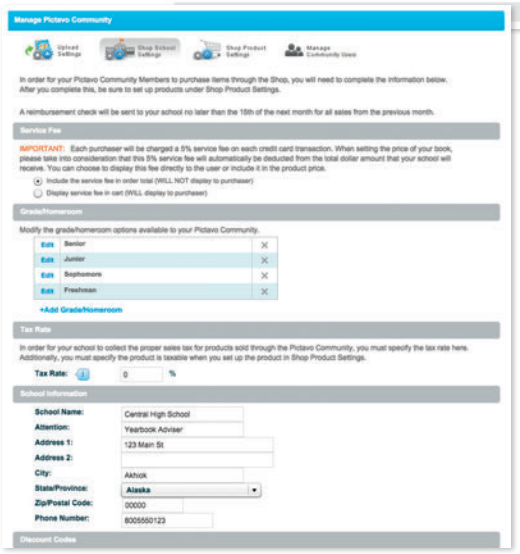
Define the list of categories that community members can upload photos into. A list is pre-populated and you can add or remove categories as you see fit.

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.

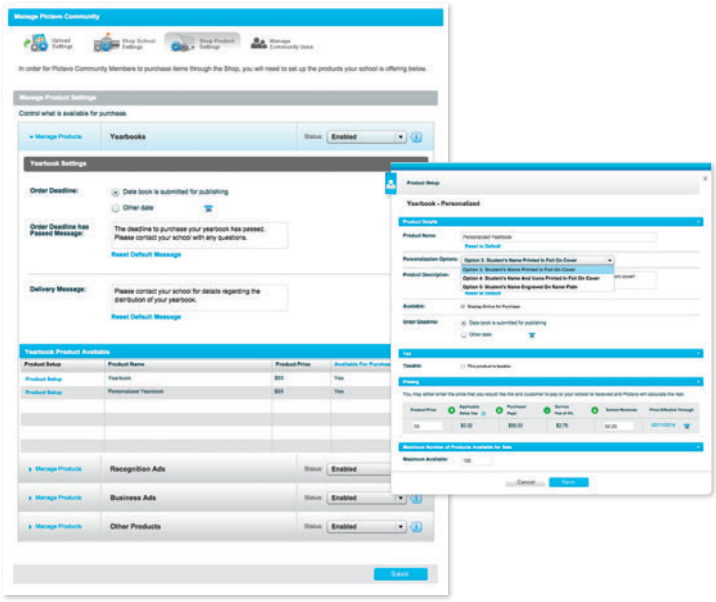


Shop School Settings

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:

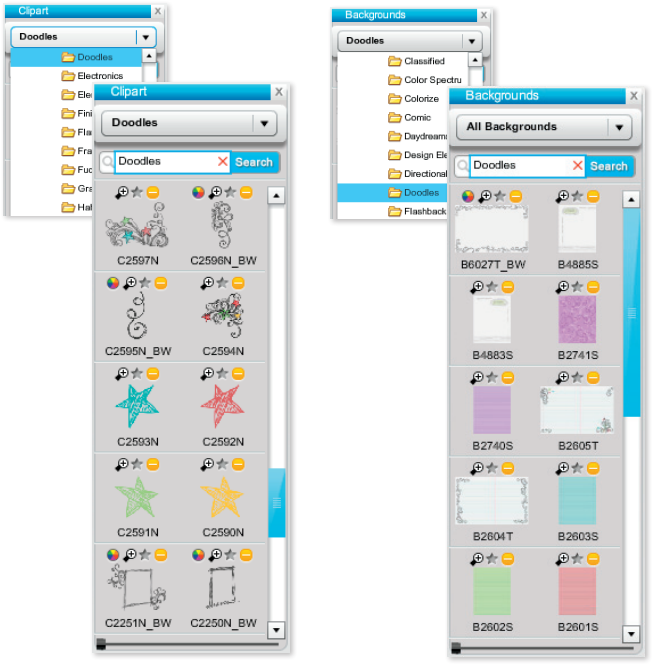
- Describe each product and customize a delivery message.
- Set the maximum products available to purchase.
- Set an overall deadline for products or specify individual deadlines.

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.

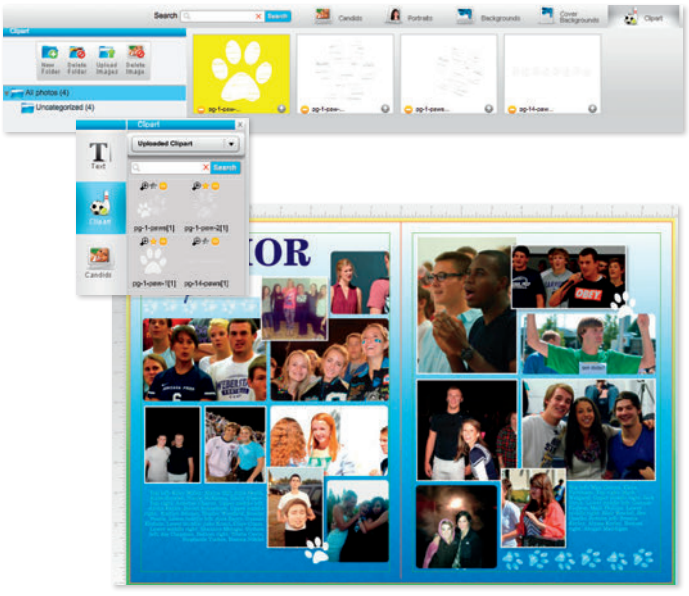


For a book that matches cover-to-cover, use the stock cover number as your search term to find coordinating art that will go well with one of the Pictavo stock covers.

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

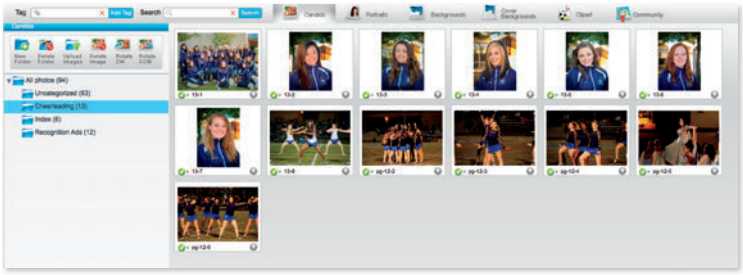
Images

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 ***Candids*** tab to:

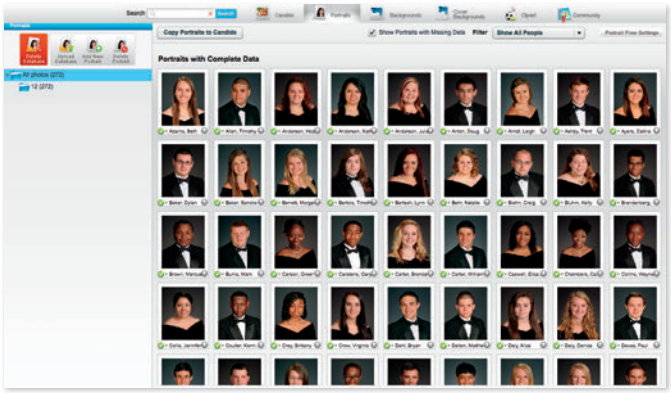
- Easily upload/delete candid images.
- Create folders to organize images for easy retrieval.
- Quickly rotate images to correct the orientation.
- Tag images so names automatically appear in your index.



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 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 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 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.

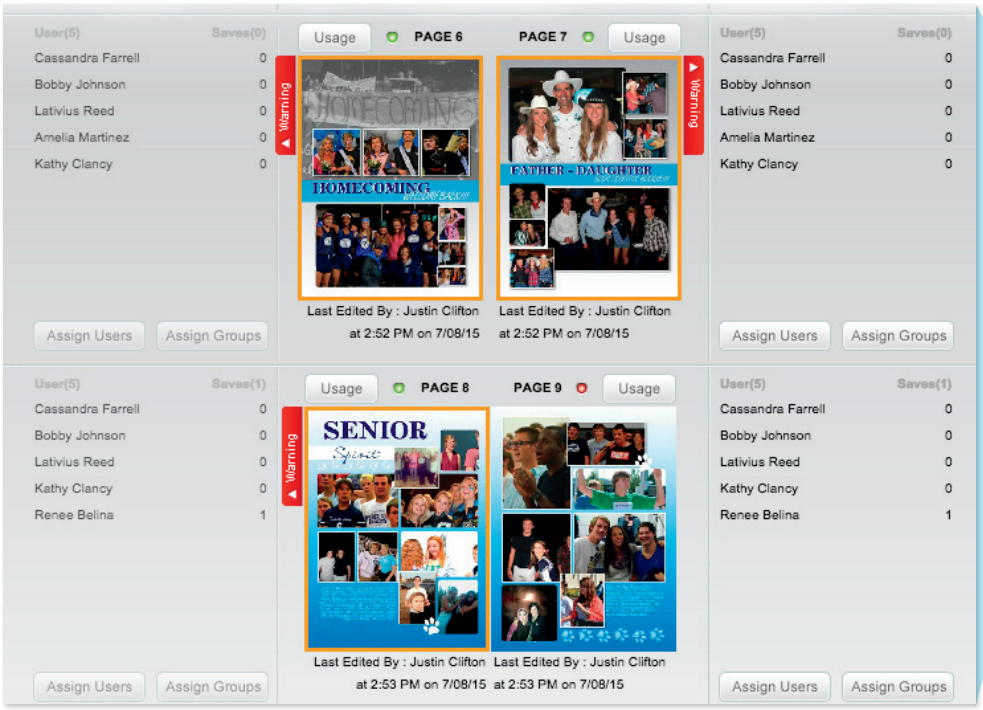
Book Set Up Organizing Your Pages

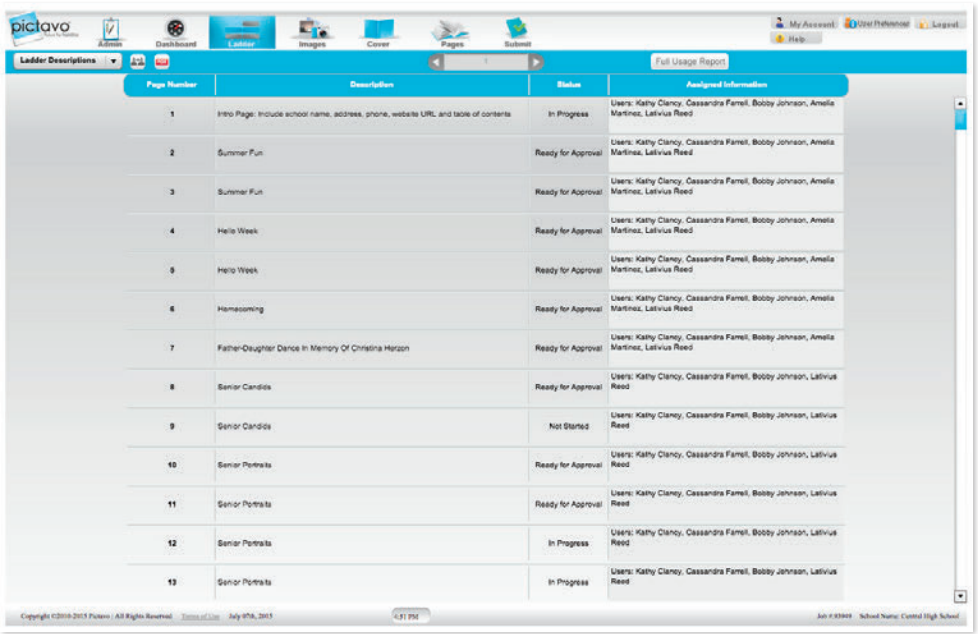
Ladder

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.





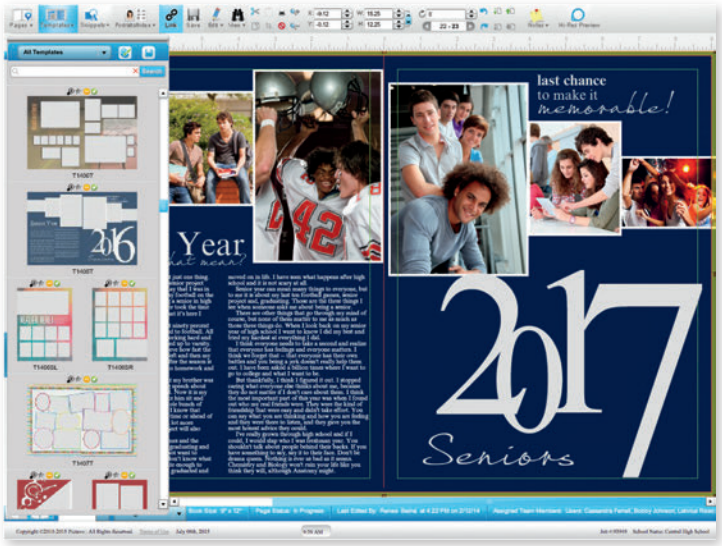
See the status of pages here to get an idea of what has or hasn't been worked on.
See page 20 for more details.

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

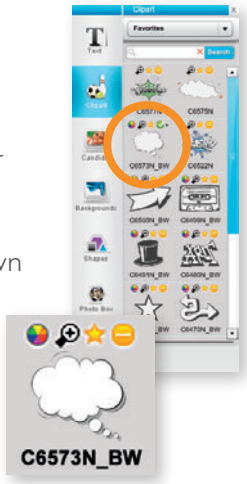
Current Events are available as Clip Art and Backgrounds in Pictavo. Select from a variety of single-page pre-designed backgrounds or individual story clip art. Enjoy the flexibility of choosing placement and specific current events appropriate for your school!

Page Design 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. Click the star above the element to save 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.



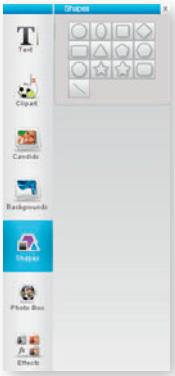
Colorable Art

Pictavo offers a variety of backgrounds and clip art available for custom coloring. 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 candids 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.

Candids

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

Pages

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.

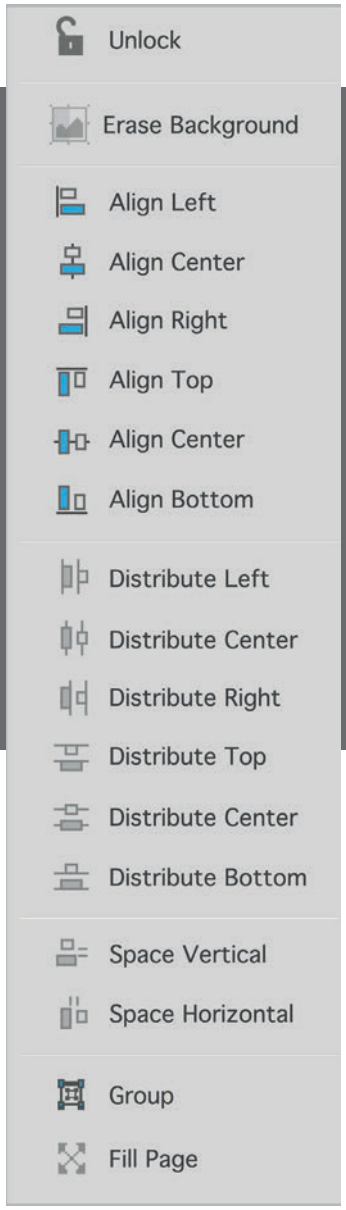
Lock/Unlock
Prevents objects from moving.

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.

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.

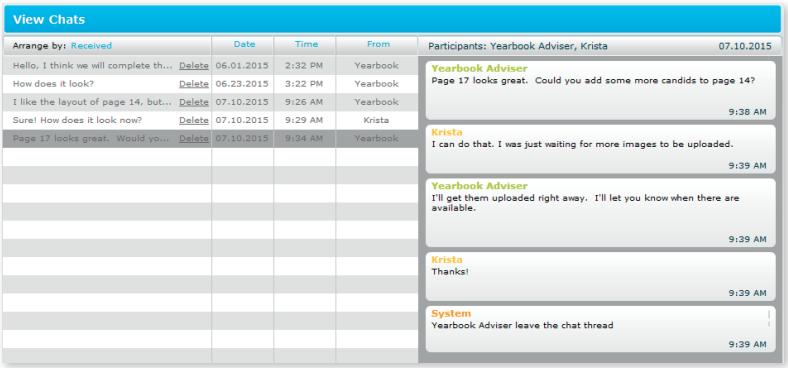
Hi-Res Preview
View any page in high resolution to get an accurate look at how all images, items and page details will print.

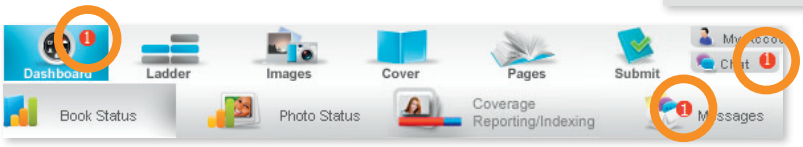
Page Design Communication Tools

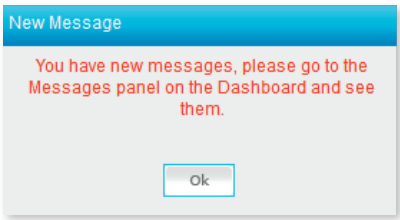
Pictavo makes it easy to collaborate with your team while working on your book. Use these tools to stay connected and improve workflow.

Chat

When logged into your book, use the chat button to see all other users who are currently working on the book. Quickly check-in with team members' progress. If a user is not 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 messages, select the Messages tab under the dashboard toolbar. Any new messages will be displayed here in bold. Select messages to read.

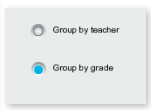
Sticky Notes

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.

Tagging Photos

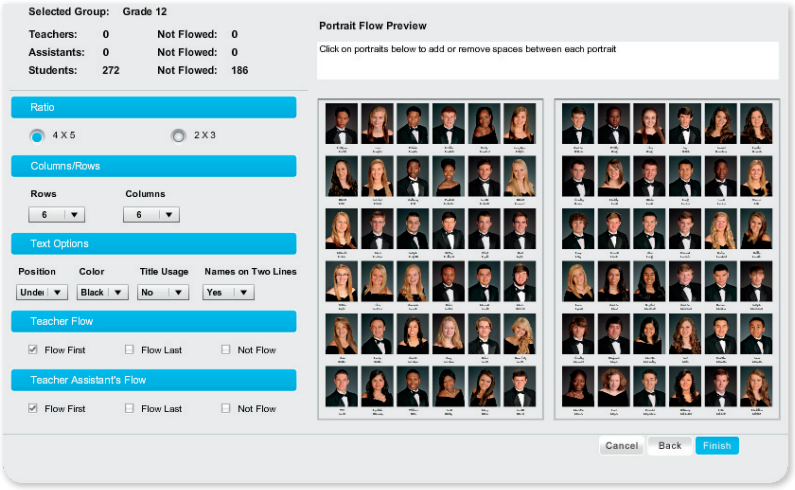
Tag people in photos as they are placed on pages. Team members can collaborate making this a great tool for caption writing and indexing. ***See page 17 for more details***.

Page Design Flowing Your Portraits



Step 1

Step 2



Step 3

Flowing Portraits

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

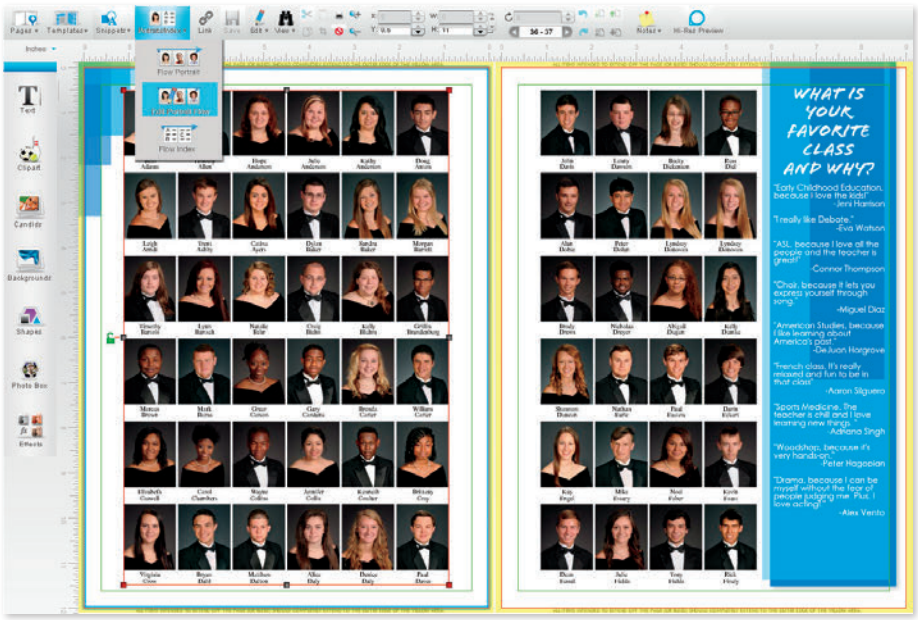
The ***Portrait Flow Wizard*** will need to know the following:

- 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).

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.



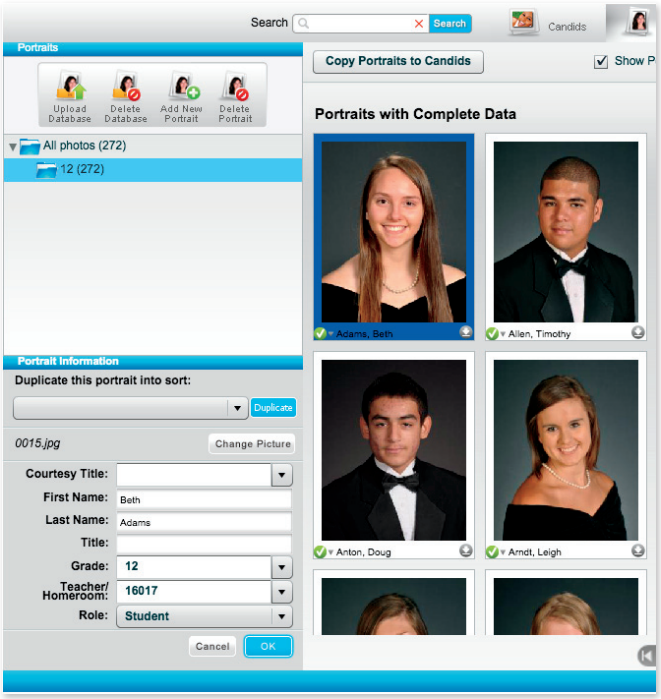
Editing Portrait Information

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.

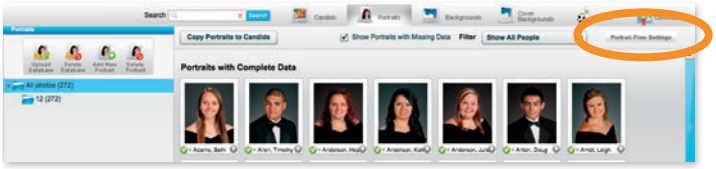
Once information is saved, portrait flows will automatically update to reflect changes.

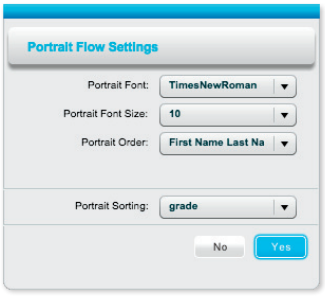


Portrait Flow Settings

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:

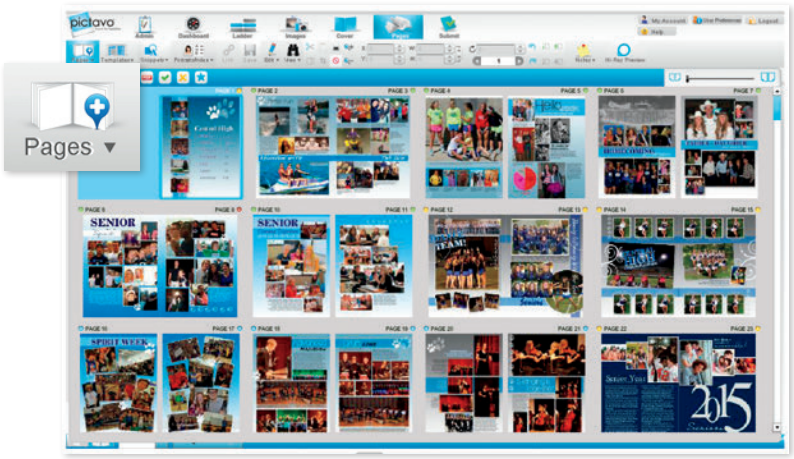
- Font type and size
- Order of first and last name
- Sorting organization (grade, teacher)





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.

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.

Linking Spreads

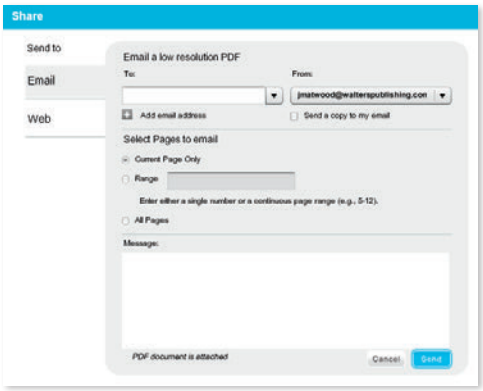
To link two pages (create a spread), click on the ***Link*** button. Click again to unlink. Linked pages will move together while unlinked pages move individually.

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.

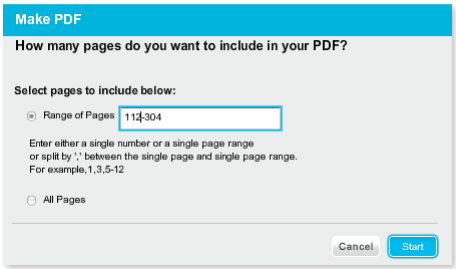
Sharing Pages

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!



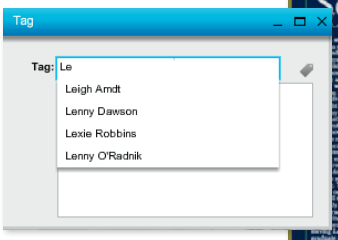
Creating a PDF of Pages

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



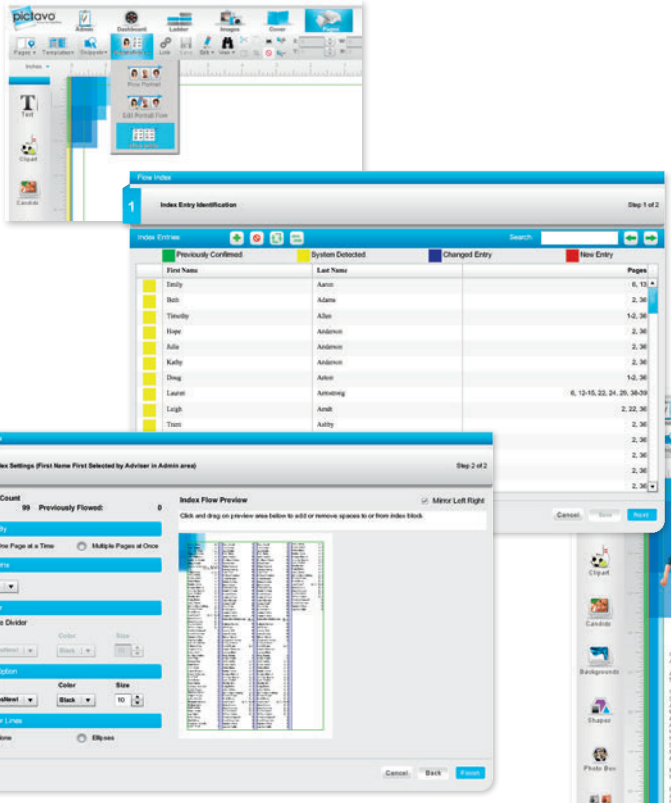
Tagging Photos

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.

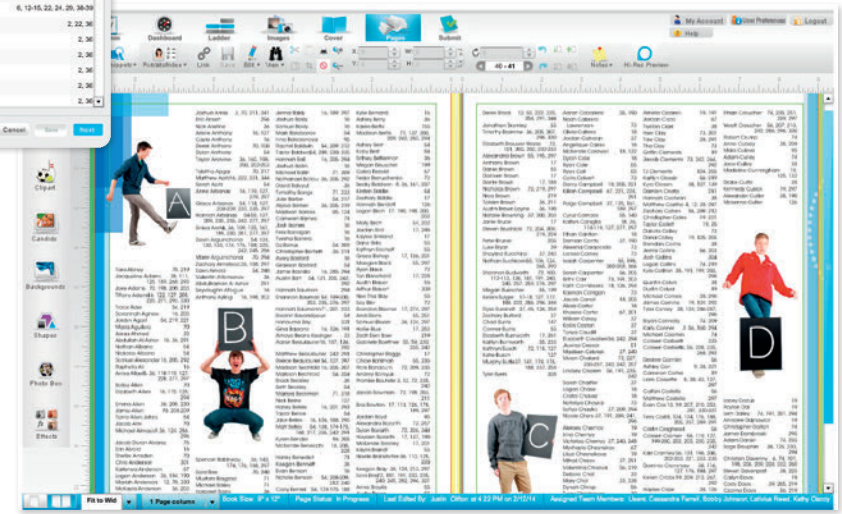


Flowing Your Index

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:

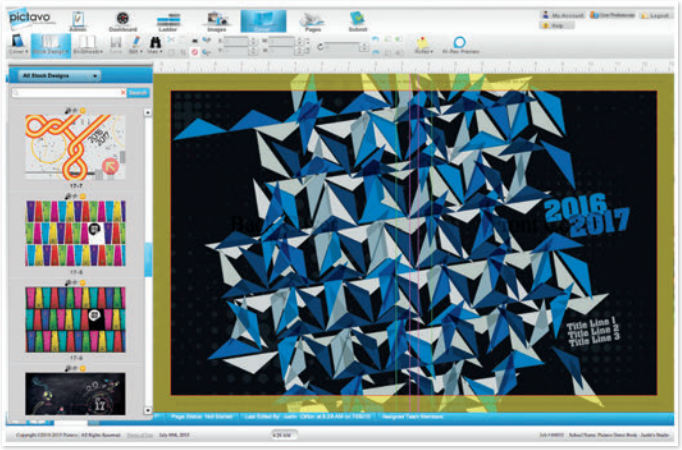


- Edit name entries
- Define number of pages for index
- Number of columns
- Divider font, color and size or none
- Text font, color and size
- Lines, ellipses or none
- Designated areas you want to leave blank or flow around
- Mirror layout on opposite page



Cover Design

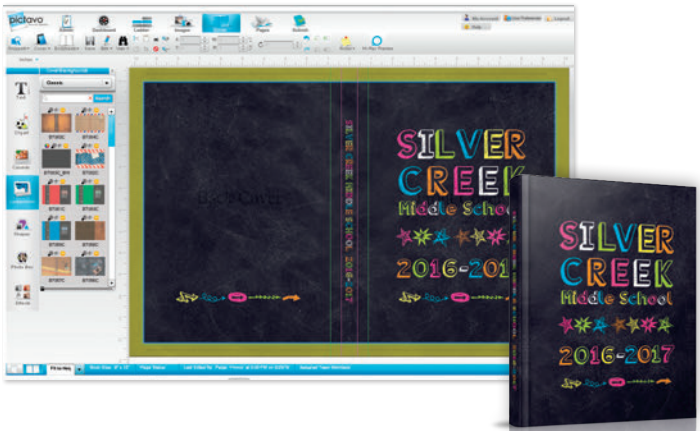
Pictavo offers three options for cover design. Please note, the cost of your book is based on your cover/endsheets/inside cover printing selection. Contact your yearbook representative for more information about making changes to these settings.



Option 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.



Option 2

Custom Cover designed in Pictavo

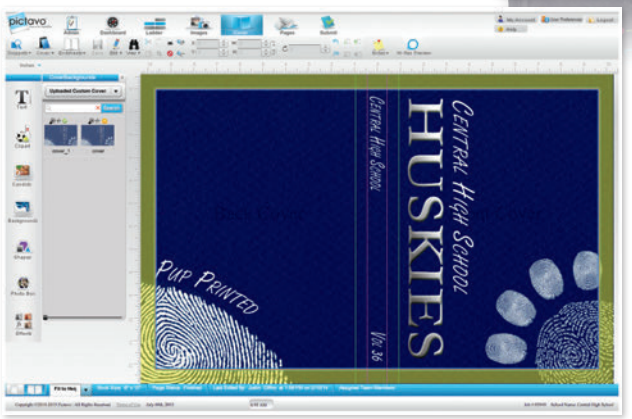
Design in Pictavo and create your own cover or choose a pre-designed custom cover background and customize it however you like.

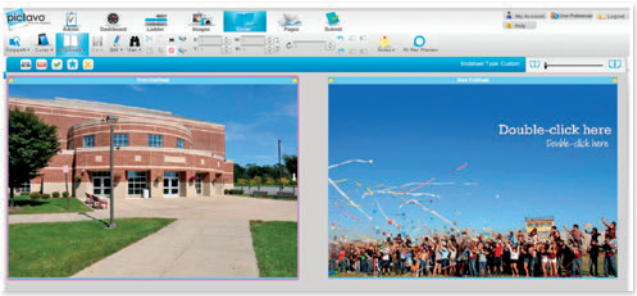
Option 3

Upload a Custom Cover design to Pictavo

- Templates are provided based on book settings and can be downloaded at: ***www.pictavo.com/cover-templates.***
- 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.



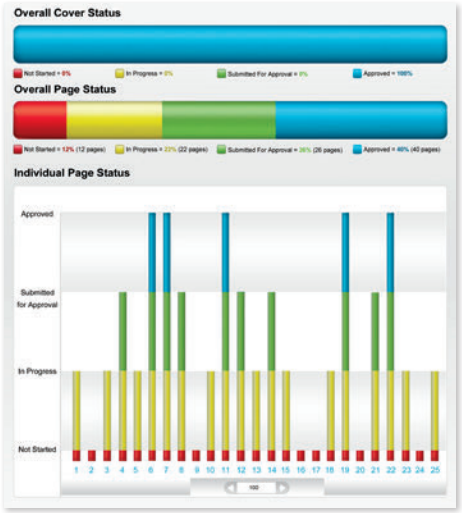


Inside Cover or Endsheets

- 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*** > ***Endsheet Settings***.

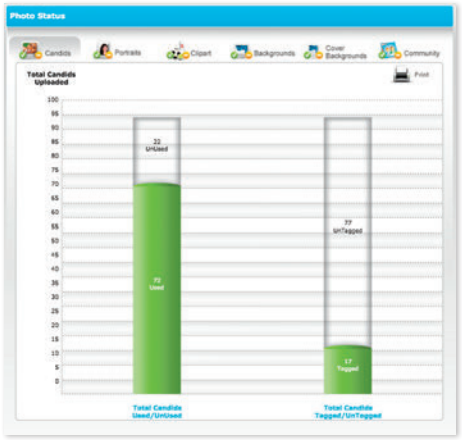
Book Management Tracking Status



Tracking Book Progress

Get a quick glance of project status.

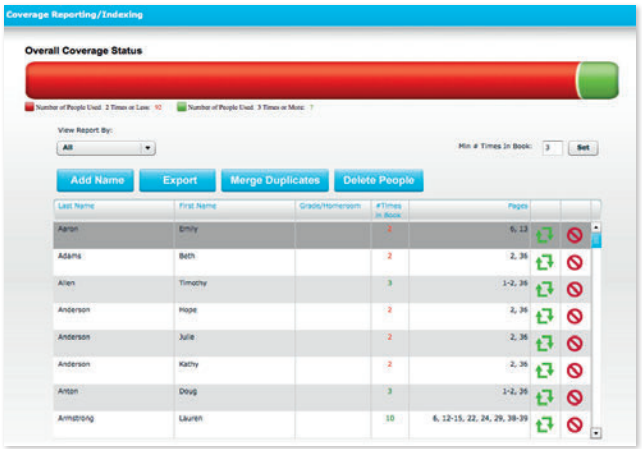
- Overall Page Status
- Cover and Individual Page Status
- Main Book Specs
- Overall Book Due Date with Countdown



Tracking Photo Usage

Track helpful information about 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

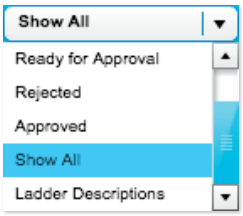
View tagged photos being used on pages to quickly identify individuals.

- 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.

Book Management Tracking Pages

Ladder

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

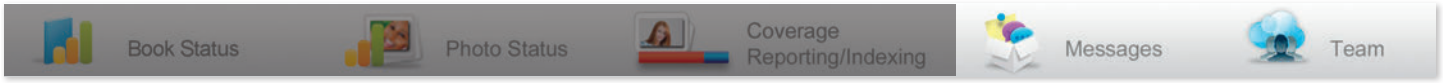
Review pages marked ***Ready for Approval*** and reject any that need to be edited by selecting the ***yellow X***.

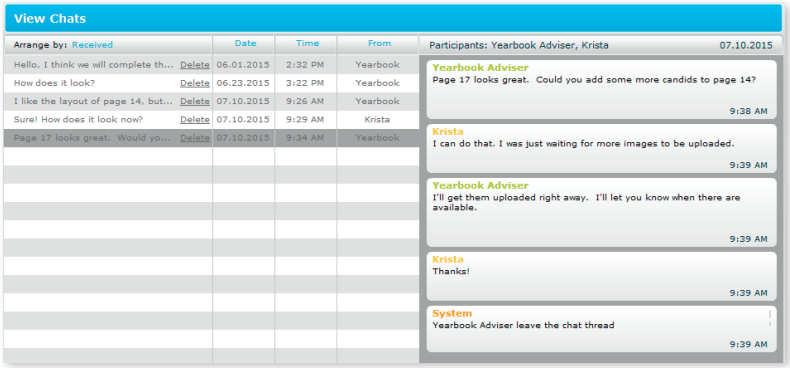
Approve Pages

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

Book Management Tracking Your Team

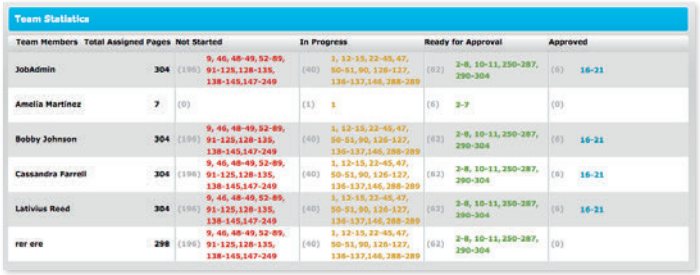
Get specific data about team collaboration and progress to help keep your team on task and make grading easier.





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:

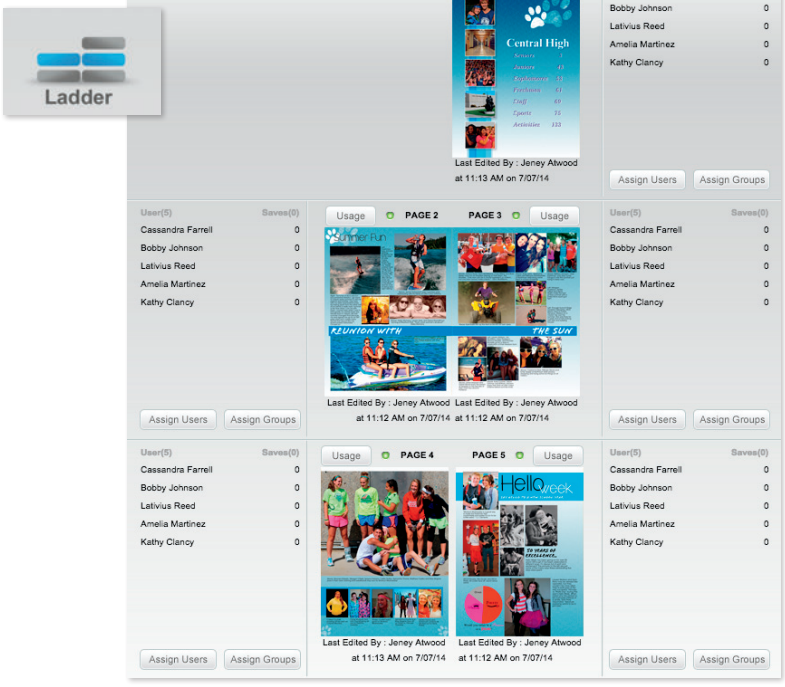
- Total assigned pages
- Pages not started
- Pages in progress
- Pages ready for approval
- Pages approved

Exporting a Usage Report

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

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

View your ***Ladder*** and select ***Full Usage Report***. Pictavo will generate a full usage report in standard spreadsheet format you can view with Microsoft Excel.



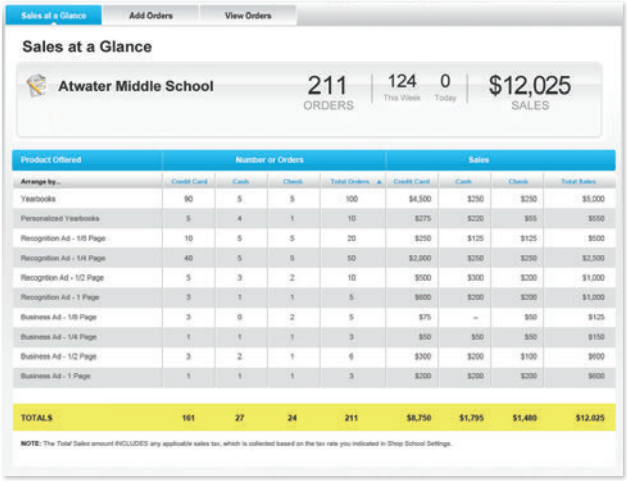
Admin

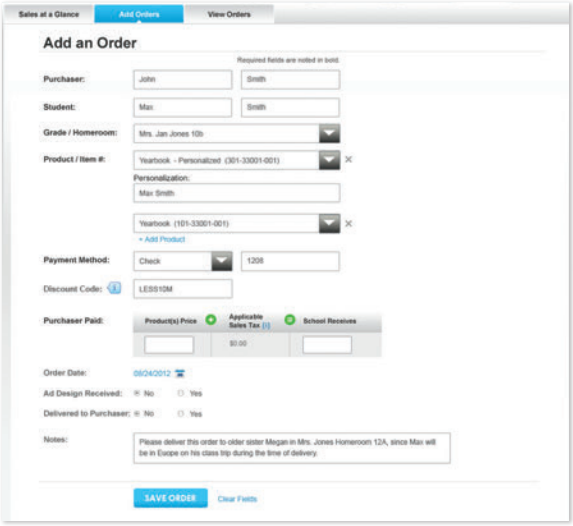
Managing Sales Using Pictavo Community

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.



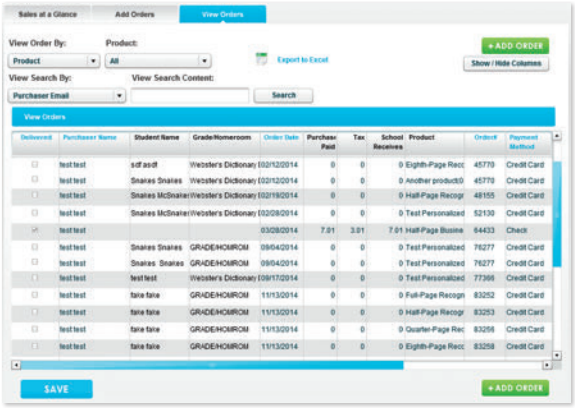


Adding Orders

- 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.



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.

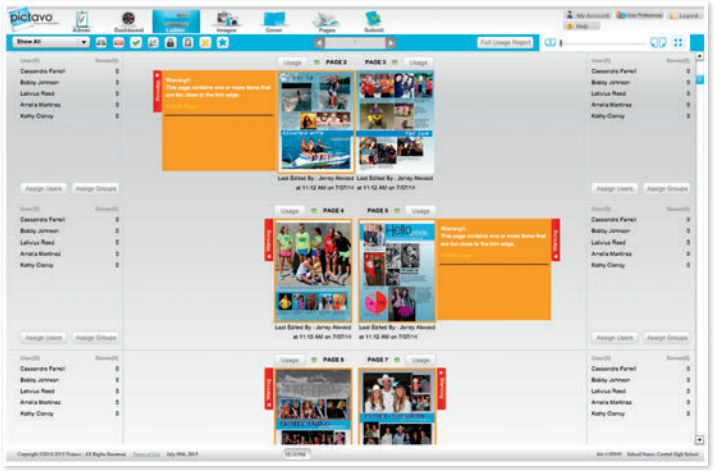
Page Warnings

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.

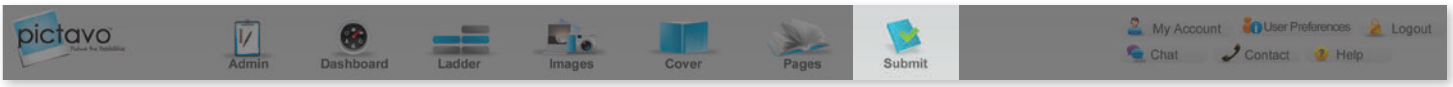


Page Approval

- 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.



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

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

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