



2017- 18

End User Guide

YBLive Online Yearbook Software
version 5.3

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1 Introduction

Welcome to YearbookLife's YBLive software!

This software uses the latest HTML5 web-based application technology to make creating your school yearbook fun and easy, while also offering a broad selection of features and creative tools. And since it's completely online, you can login and work on your yearbook from anywhere!

The basic process for creating your yearbook will involve defining the book using a planning ladder and then designing individual sections using a robust set of page design tools. You'll be able to combine templates, photos, text, clip art and other elements into custom-designed, finished sections.

Multiple users can collaborate on the yearbook simultaneously, each working on their own sections. Finished sections will be checked into an adviser for review. The adviser will then have the opportunity to approve or reject each section, with online comments and interaction.

Once all sections of your yearbook have been created and approved, the yearbook will be ready for print! Sale of the finished book can be accomplished traditionally in the classroom, or online with a Shopping Cart.

This User Guide describes the process for creating your yearbook. You can also click the Help and Video Help links in the software for additional information or quick assistance with a particular feature.

1.1 What's New for the 2017- 18 School Year?

Below is a summary of the major new features you will see in the YBLive online yearbook software for the 2017-18 school year. You may also notice numerous other minor changes and enhancements!

2017-18 Season Feature Highlights

- **Larger editing options:** the 'Zoom' tool on the editor is now a dropdown menu, with an additional (larger) option, plus a 'layout' mode, with twice the zoom as the previous normal mode, for detailed page editing.
- **Additional grid options:** The 'Grid' tool on the editor is now a dropdown menu, and there are additional finer grid options available, including 1/16" and 1/32", with a snap-to-grid option.
- **Ability to adjust backgrounds:** A new button on the Editing Toolbar allows for adjustment of the lightness and darkness of page backgrounds.
- **Updated Portrait Wizard performance:** The Portrait Wizard now provides instant feedback on all changes, with no wait cursor.
- **Updated page numbering:** Page numbers are now edited independently, and can no longer be 'Sent to Back' or updated using 'Update All' on a text caption.
- **Enhanced messaging:** Additional messaging provides more detail about resolution and other warnings accessible on the editing page, in addition to in the standard message box. Messaging has also been enhanced and expanded during the proofing process, as well as in other areas of the software.
- **Photo Post app for candid submission:** A new school-branded secure web page allows you to direct parents, students, and supporters to privately submit photos for inclusion in the

yearbook. Yearbook advisers can invite photo submissions, review them, and organize them along with other yearbook candids.

- **New toolbar on the Manage Photos page:** A new toolbar on the Manage Photos page provides easy access to all major operations such as moving, copying, selecting and editing photos.
- **Select All sections for proofing:** On the Adviser Review page, you can now select all or select individual sections for a local proof.
- **Localized time stamp:** The Section Info dialog now shows the time for all user actions in the appropriate local time zone, and uses the user's preferred date format (mm/dd/yyyy).
- **Expanded reporting for advisers:** On the Adviser Review page, advisers can now run detailed reports of online and offline Yearbook, Yearbook Ad, and other product sales. The report can also be copied and pasted into a spreadsheet.
- **Additional Admin reporting:** An additional, simplified Admin report has been added for tracking sales of yearbooks, personalized yearbooks, and ads.
- **Offline order tracking:** Advisers can now enter offline (paper check) yearbook orders into the system, allowing you to generate a single report that contains all online and offline Yearbook orders.
- **New backgrounds, elements and clip art:** Hundreds of new backgrounds have been added to the most popular categories from last year, and to several new categories. A 'New' category has also been added to the top of the Backgrounds list. In addition, new Clip Art and Elements have been added in several categories. We'll also be providing 'Year In Review' pages this year!
- **Additional clip art management:** Custom clip art folders can now be deleted. In addition, YBLive customers can add and manage custom clip art sets for their schools.
- **Enhancements to School Storefront:** We've simplified and enhanced setup capabilities for the Storefront, making it easy to get your schools set up to sell yearbooks, yearbook ads, and other personalized photo products almost immediately! season!)

1.2 Configuration and Preparation

Before you start, your software should have been configured with a blank book, in the appropriate style and number of pages. If you have any questions about this configuration please contact us.

Once this has been accomplished, you are ready to begin creating your yearbook. In preparation, you should have a plan for the organization of the sections in your yearbook, and the expected number of pages per section. It is also helpful to have your candid photos organized for each section.

Finally, if multiple people will work together to create your book, such as in a Yearbook Class, you should have a list with the names and e-mail addresses of each person that will be involved, along with an idea of their individual responsibility. This planning will help to assure that the creation process goes smoothly.

1.3 Software and System Requirements

Please be sure that you are using a compatible computer/device and a supported browser to create your yearbook. YBLive is certified to run reliably on the following systems and browsers:

Operating System	Device	Browser
Apple Macintosh	Laptop computers	Apple Safari
	Desktop computers	Mozilla Firefox
		Google Chrome
Windows	Laptop computers	Mozilla Firefox
	Desktop computers	Google Chrome
		Microsoft Internet Explorer
		Microsoft Edge
Apple iOS	iPad tablet	Safari
Android	Tablet computers	Google Chrome
Chrome OS	Chromebook	Google Chrome

Note that new operating systems, browser versions and devices are constantly being made available and we are working consistently to provide compatibility with the most popular platforms. If you have any questions about a specific device or operating environment, please contact your representative.

IMPORTANT NOTE: For the best software performance, you should also have a reliable high-speed Internet connection.

1.4 The Basic Steps

Below are the basic steps for creating your yearbook using the software. Each step is described in detail in the User Guide.

- Add users to the software
- Add the sections for your book, and assign sections to individual users (if applicable)
- Upload and organize photos for use in your yearbook
- Edit the sections of your book
- Submit sections for review and approval process
- Submit the final book for print!

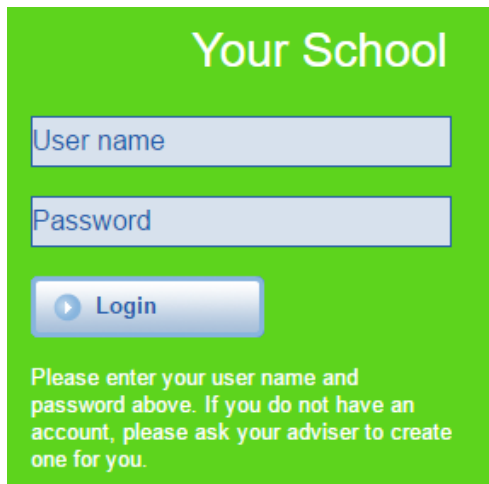
Now, let's get started!

2 Using the Software

Your yearbook software has its own web site. You should have been given a link to your yearbook site by your adviser or administrator, along with a user name and password. Each time you use the software you will go to this site and login on the home page.

2.1 User Login

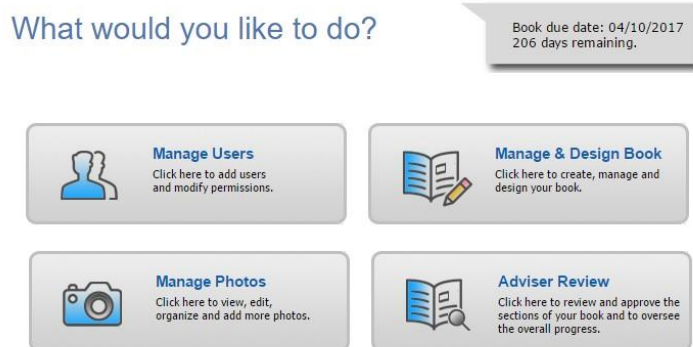
On the home page of your site, you will see your school name, with a login section below it. To login, enter your username and password then click the *Login* button. If you do not have login information, please contact your adviser or administrator.



Login to your account to get started.

2.2 Main Dashboard

When you login to the site, the main dashboard will appear. This is your starting point for accessing all of the major features of the yearbook application.



The main dashboard of the site provides access to all major features.

Features are organized into four major functional areas, which will be available to you based on the permissions granted by your adviser or administrator. Depending on your permissions you may see buttons for some or all of the major functions, each of which is described below.

- *Manage Users* allows you to add users to the site and modify their permissions.

- *Manage and Design Book* allows you to set up and organize your yearbook using a planning ladder, arrange and modify individual sections, assign sections to different users, and check out sections for editing.
- *Manage Photos* allows you to add and organize photos and clip art for your yearbook.
- *Adviser Review* allows you to review and approve finished sections of the book, oversee progress, run sales reports, and submit the final yearbook for print.

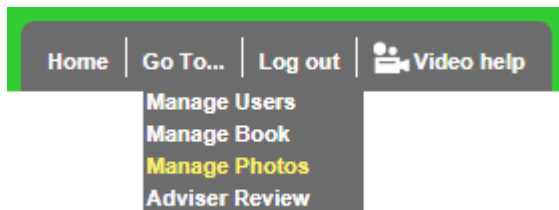
You can click on the button to access the features for any available function.

The *Manage Users* section of this document describes the permission levels required to view each of the main features.

If enabled, the *Due Date* for your yearbook, and a countdown of days remaining, will appear at the top right of the dashboard.

2.3 Help and Navigation

The header at the top of each page contains features for navigating through the software, and for accessing the available help features.



Navigation and help features are available at the top of each page.

- You can navigate directly to each page of the software using the *Go to:* dropdown located at the top of each page.
- Click *Video help* to view a video tutorial for the current page of the software. These videos are helpful in describing how to navigate through and use the features of the software.

TIP: We highly recommend that new users of the software watch the Video help tutorial at the top of each page. This is a great way to learn the software quickly!

- Click *Home page* to go back to the main dashboard.
- Click *Log out* to exit the software.

The following chapters describe each of the main features organized by function.

3 The Manage Users Page



In order to login and work on the yearbook, a user must first be added to the site. On the Manage Users page you can add new users, and give them roles based on their individual responsibilities.

This feature is accessible by users with *Adviser* or *Editor* privileges. If you don't see this feature on your dashboard, you have not been provided access.

3.1 Adding Users

To add a new user click *New User*, and then enter a User ID, or the users e-mail address, name, and password. Click *OK* when finished.

An email address is not required, but if an email address is used, the user will receive communication from the software regarding major activities and status changes in the book. This is particularly helpful for advisers.

Enter the requested information to add a new user.

3.2 Assigning Roles

Once you've added a user, you will need to assign them a role. Check the appropriate box(es) next to the users name according to their role in the creation of the yearbook. Different functionality will be made available to each user based on these settings. A single user can have multiple roles.

Be sure to click Submit to make any changes take effect, before exiting the page.

Definitions of each unique role are listed on the page, and also below:

Viewer: Users with this role can only view the book from the Manage & Design Book page. They will have no ability to edit or otherwise modify the yearbook. This role should be applied to anyone who would like to view progress of the book, but is not an active participant.

Photographer: Users with this role can upload and manage all photos and clip art from the Manage Photos page. This role should be applied to those responsible for taking and/or organizing photos for the sections of the yearbook.

Staff: Users with this role can perform all of the above, plus edit the yearbook for the sections which they were assigned, on the Manage and Design Book page. This role should be applied to those responsible for creating and designing individual sections of the yearbook, such as designers and copywriters.

Editor: Users with this role can perform all of the above, plus create sections, organize the yearbook, and edit any section on the Manage and Design Book page. They can also modify user access levels on the Manage Users page. This role should be applied to those responsible for organizing the yearbook and determining who is responsible for each section.

Adviser: This role provides full access to the software. Users with this role can perform all of the above, plus modify user accounts and access levels on the Manage Users page, and review then approve or reject sections, and submit the final yearbook for printing on the Adviser Review page. An administrator or teacher would typically be assigned to this role. Click Submit to apply any changes that you have made to user roles.

3.3 Removing Users and Modifying Passwords

If you uncheck all of the roles for a user, they will be removed from the user list, and will no longer be able to login to the site.

Users that have been removed can be added back again with the same user name, by clicking *New User*.

If you double-click on an existing users, name you can modify their name or password.

4 The Manage and Design Book Page



On the Manage and Design Book page, you can set up and organize your yearbook using a *yearbook planning ladder*, arrange and modify individual sections, assign sections to different users, and check out sections for editing.

This feature is accessible by users with *Adviser*, *Editor* and *Staff* privileges. If you don't see this feature on your dashboard, you have not been provided access.

4.1 Setting Up and Organizing Your Yearbook Using the Yearbook Ladder

The yearbook planning ladder is a valuable tool that graphically illustrates all of the pages of your yearbook, arranged into sections as they will appear in the finished book, with page numbers. The ladder helps you organize the book and determine the overall number of pages needed. In the case of a collaborative effort, the planning ladder can also be used to allow individual users to work on different sections of the book.

It would be helpful to plan and organize your yearbook 'off-line' before you get started with the software. You can then use the yearbook ladder in the software to easily set up your yearbook.

On the Manage and Design Book page you will configure your yearbook, section by section. Each section will be color coded so that you can distinguish them from one another on the yearbook ladder.

Manage and Design Book

Section Name	Pages	Numbers	Status	Actions
HardCover	1	-	In Progress	Preview Info Check out for editing Mark Complete
SoftCover	1	-	In Progress	Preview Info Check out for editing Mark Complete
Introduction	9	1-9	Checked out	Preview Info Checked out by Nicholas Hackstaff Force Check-in
Clubs	10	10-19	Checked out	Preview Info Checked out by me Continue Editing
Grade 8	10	20-29	Complete	Preview Info Settings
Around School	12	30-41	Reviewed	Preview Info Settings
Index	8	42-49	In Progress	Preview Info Check out for editing Mark Complete

[New Section](#)

☐ Show images

HardCover
 SoftCover
 2 3
 4 5
 6 7
 8 9
 10 11
 12 13
 14 15
 16 17
 18 19
 20 21
 22 23
 24 25
 26 27
 28 29
 30 31

The Manage and Design Book page is where you will configure your yearbook. The yearbook ladder format allows you to organize sections according to color code.

If you click the *Show Images* checkbox above the yearbook ladder, you will see a thumbnail view of the current pages in your book.

If you click on a colored section in the yearbook ladder, you will see the corresponding section highlighted in the *Section Name* column.

4.2 Adding New Sections to Your Book

You can start configuring your yearbook in the software by adding a new section. Click *New Section* to add a new section to your yearbook. Then enter the *Section Name*, *Section Type*, *Color Code*, number of *Pages* for the section, and choose a *Background Theme*.



Create sections using the New Section dialog.

The *Section Name* will be referenced in the Section Name column and should represent the subject of the section. Note that you can also change the section name later at any time.

For *Section Type*, select *Pages* for all main sections of your book. If your book will include Customizable Pages, you may see a *Custom* option in the menu. See *Creating Customizable Pages*, below, for more information.

The *Color Code* will be used to identify the new section in the yearbook ladder. The software will select a new color automatically, or you can click on the color swatch and choose a different color from the color picker.

Enter the number of *Pages* for the section. You can add more pages to the section any time later.

Finally, choose a *Theme* for the section from the dropdown menu. The theme will be automatically applied to pages in your section, giving you a great head start on the design. You can make any changes that you'd like later. If you don't want to start with a theme, choose *None* from the menu.

When you're finished configuring your new section, click *OK*. The section will now appear in the Section Name list and on the yearbook ladder. Page numbers will be added automatically.

Repeat this process for each new section in your yearbook.

TIP: You can drag-and-drop the sections in the Section Name column to rearrange your yearbook.

4.3 Pages and Page Numbers

The *Pages* column shows the current number of pages in each section.

The *Numbers* column shows the current page number range for each section. The numbers will be updated as any changes are made that affect them, such as adding pages to a section, or moving a section.

4.4 Understanding Section Status in the Status Column

On the Manage and Design Book page users can *Check Out* and work on individual sections of the book. Once they are finished with their page designs, they can *Mark the Section Complete*, which will submit it to an adviser for review. The adviser can then either *Approve* the section as finished, or *Reject* the section with a comment. Once all sections have been approved, the book is considered complete and can be ordered.

During this process, the status of each section may change regularly. The *Status* column next to a section shows the current status for that section, and whether or not it is available for editing by each user. There are four different section statuses: 1) In Progress, 2) Checked Out, 3) Complete and 4) Reviewed.

A status of *In Progress* means the section has been started but not completed. If you have been given Editor or Staff privileges and are assigned to this section, you will see a *Check out for editing* button. You can click on *Check out for editing* to check out this section and work on its design.

A status of *Checked Out* means the section is currently being edited by someone, and cannot be modified by anyone else. Only one person at a time can check out and work on a section. However, multiple sections can be checked out by different users at the same time.

If you are an adviser you can click *Force Check-In* to force the section to be checked in, if you know it is not currently being worked on. The section will be saved and then checked in, where it will then be available for editing.

A status of *Complete* means the section has been submitted and is waiting for an adviser to review it and provide feedback. In order to mark a section as complete, click the *Mark Complete* button. This will send an email to each Adviser letting them know that the section has been checked in.

Once you Check In a section, you will not be able to make any changes to the section until it has been *Rejected* by an Adviser and once again shows a status of In Progress.

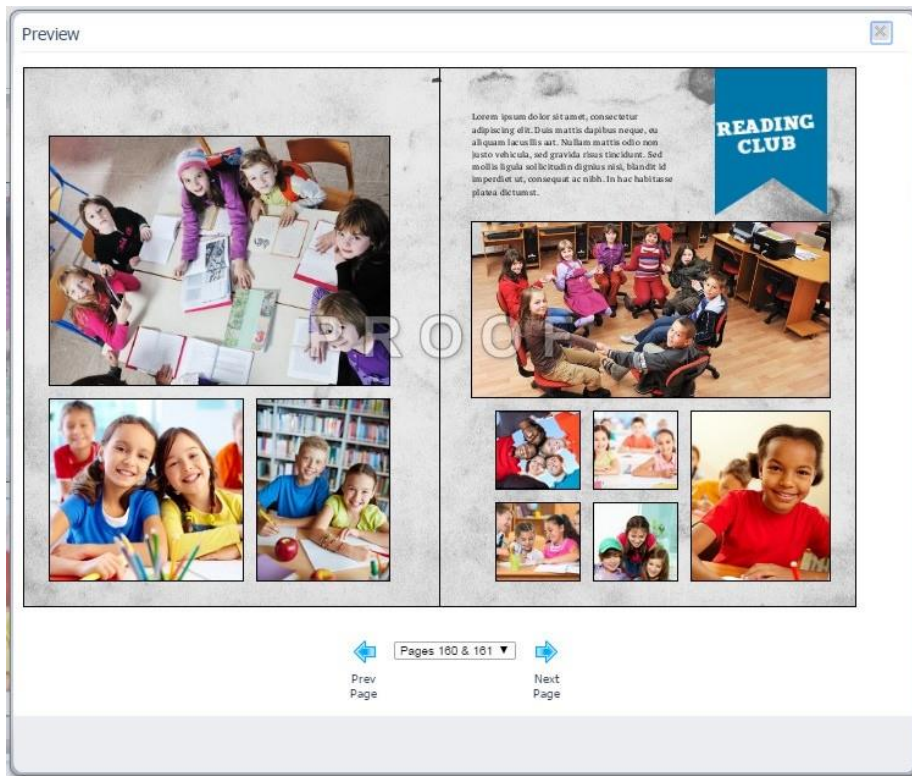
A status of *Reviewed* means the section has been reviewed and approved by an adviser, and is ready to be printed when the other sections are complete. You will not be able to make any changes to the section unless it is *Rejected* by an adviser and once again shows a status of In Progress. See the *Adviser Review* section of this User Guide for more information.

4.5 Using the Actions Column

The Actions Column contains access to features that allow you to arrange and modify individual sections, assign sections to different users, and check out sections for editing.

4.5.1 The Preview Button

Click *Preview* see an online preview of the selected section. You can turn the pages of the preview, and navigate through the entire yearbook.



The Preview dialog.

4.5.2 The Info Button

Click *Info* to view a complete history of the section.

You can also *Add a Comment* that will be available to anyone who can view the section. To add a comment, type your comment into the text field, then click the *Comment* button. A yellow alert icon will appear in the section name column to indicate that a new comment has been posted.

Click *OK* when finished.

4.5.3 The Gear Icon Menu

Users with Editor or Adviser privileges can perform advanced section management functions using the menu items that can be accessed by clicking the gear icon.

See the following section of this guide, *Advanced Section Management*, for more detail.

4.5.4 The Check Out for Editing Button

Click *Check out for editing* to check out a section of the yearbook and work on its design. You will be taken to the *Advanced Design* page.

While you are working on a section its status will be shown to other users as *Checked Out*, and no one else will be able to work on it.

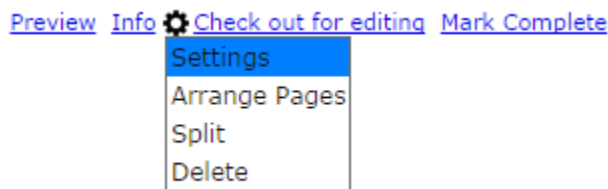
Please see the *Designing Your Yearbook* section of this guide for more information about designing and editing your pages.

4.5.5 The Mark Complete button

Click *Mark Complete* when you are done editing a section and ready to submit it to an adviser for review. When a section has been marked complete, advisers will be notified via email, and can then review the section and *Approve* it, or *Reject* it with their comments. See the *Adviser Review* section of this User Guide for more information.

4.6 Advanced Section Management using the Gear Icon Menu

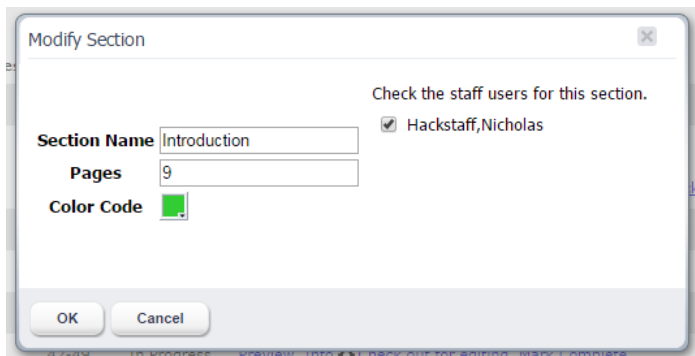
Users with Editor or Adviser privileges can perform advanced section management functions using the menu items that can be accessed by clicking the gear icon. Click on the gear icon, then scroll down to the appropriate menu item, to select a feature.



Items in the gear icon menu.

4.6.1 Settings

Select Settings under the gear icon to bring up the *Modify Section* dialog. Here you can update section details, add and delete pages, and assign users to work on a section.



The Modify Section dialog.

Change the *Section Name* to rename the section.

Change the *Pages* to adjust the number of pages in the section. If you increase the page count, new pages will be added at the end of the section. If you decrease the number of pages, pages will be deleted from the end of the section. A warning will appear asking you to confirm. Once pages are deleted they cannot be retrieved.

If you change the page count by an odd number, the updated section will potentially break a spread in subsequent sections. In other words, left-hand pages will become right-hand pages, and right-hand pages will become left-hand pages. If you do this, a warning will appear asking you to confirm. You will not be allowed to break a spread if any of the affected sections have a status of *Checked Out*, *Complete*, or *Reviewed*.

Click the *Color Code* color swatch to choose a different color for the section from the color picker.

Check the box next to the name of the any Staff user(s) to give them permission to edit the section. Multiple users can be assigned to the same section.

Click *OK* when finished.

4.6.2 Arrange Pages

Select *Arrange Pages* under the gear icon to bring up the Arrange Pages dialog. Here you can rearrange the pages in a section.

You can only arrange pages for a section with a status of *In Progress*. You cannot arrange pages for a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Arrange Pages dialog.

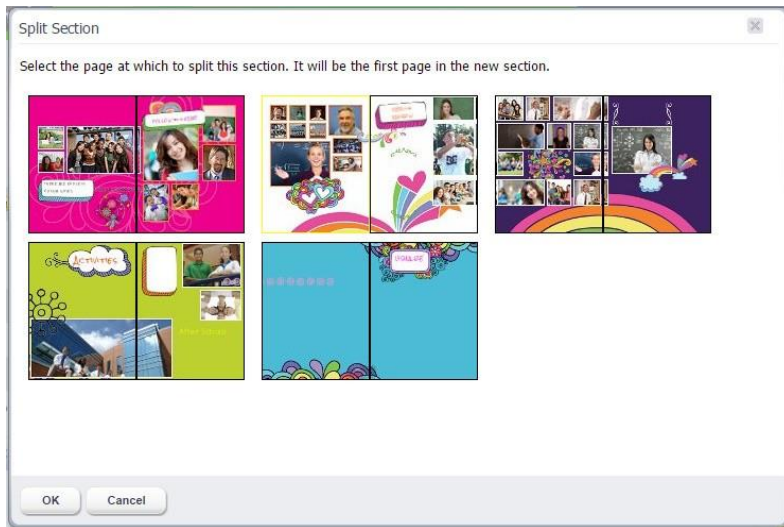
Click and drag a page and then drop it in the desired location.

Click *OK* when complete. The section will be updated with the new page order.

4.6.3 Split

Select *Split* under the gear icon to bring up the Split Section dialog. Here you can split a section into two separate sections.

You can only split a section with a status of *In Progress*. You cannot split a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Split Section dialog.

Select the page which you would like to be the first page of the new section.

Click *OK* when complete. The section will be split at the point you selected, and a new section will be created.

4.6.4 Merge Down

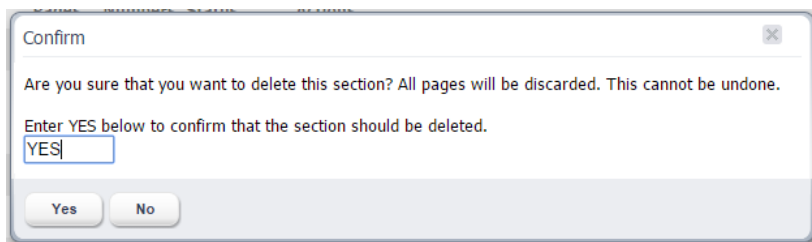
Select *Merge Down* under the gear icon to merge the current section with the section below it. The two sections will be merged together. The current page order will be maintained.

You can only merge two sections that are adjacent to each other in the book, and only if each has a status of *In Progress*. You cannot merge sections if either of them has a status of *Checked Out*, *Complete*, or *Reviewed*.

4.6.5 Delete

Select *Delete* under the gear icon to delete the current section.

You can only delete a section with a status of *In Progress*. You cannot delete a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Confirm Delete dialog.

You must type YES into the Delete Confirmation dialog in order to confirm that you want to delete the section. Then click *OK*. Deletion of a section is permanent and cannot be undone.

5 Designing Your Yearbook

5.1 Preparation

Designing your yearbook pages is fun and easy! It is recommended that you spend some time familiarizing yourself with this chapter and the main features of the software before getting started. It's also ok to play around with some of the features before starting the actual design process. Once you have a basic understanding of how the software works, you will become an expert in no time!

If a *Background Theme* was chosen for the section when it was created, you will see that a set of layouts and backgrounds have already been automatically applied to pages in your section, giving you a great head start on the design. Note that you can change these layouts and backgrounds if you'd like.

We recommend you proceed with the design of your pages in this basic order:

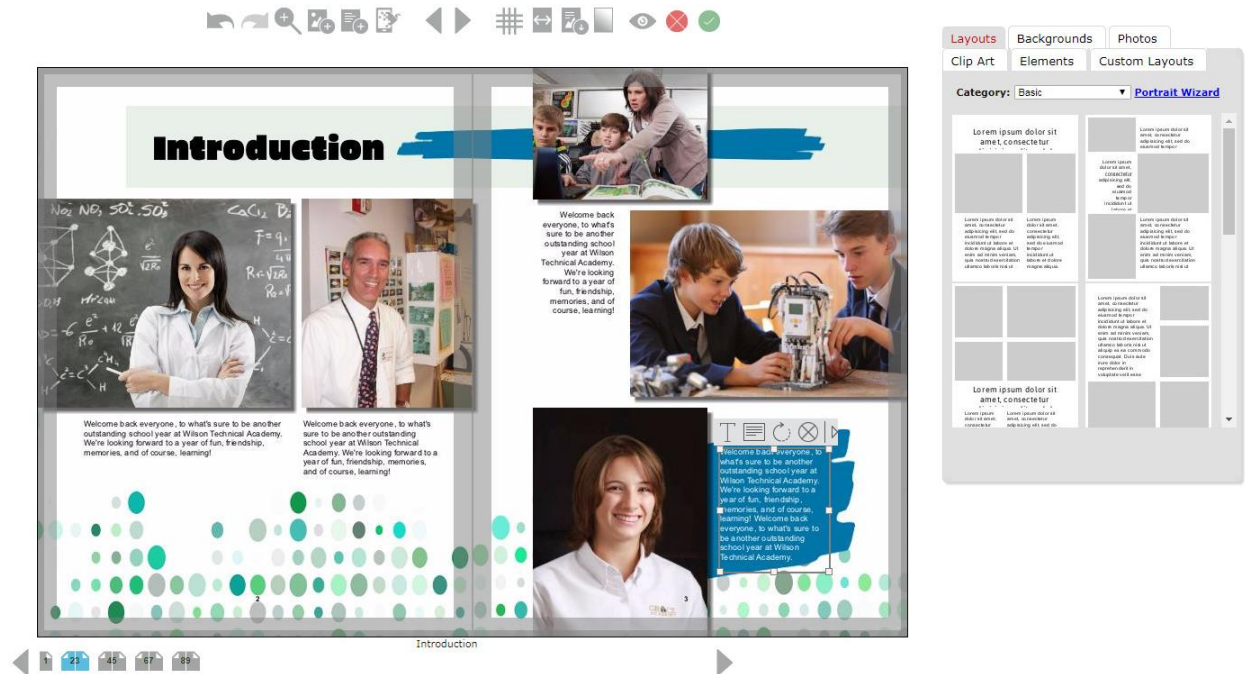
1. Select layouts for your pages
2. Select backgrounds for your pages
3. Add photos to the photo frames
4. Add text to the text frames
5. Add clip art if desired
6. Customize!

The following sections describe all of the available functionality.

IMPORTANT NOTE: All of your changes are saved automatically as you design your page, so there is no need to worry about having to save them manually. However, when you are done editing your page, you will also have the option to cancel your changes and leave the page without saving anything.

5.2 Using the Advanced Design Page

It's time to start customizing your yearbook! The *Advanced Design* page provides a preview of the section you are working on, and allows you to customize each page individually. You can add layouts and backgrounds, photos, text captions, and clip art, and make other design changes. You can also create your portrait Panel pages, and Index pages, using automated functionality.



The Advanced Design page contains a wealth of features for designing the pages of your yearbook.

The *section preview* in the center of the page is your working area, and contains a real-time preview of the section you are working on.

The pages of the section preview are primarily made up of *layouts* and *backgrounds*.

Layouts are templates that contain *photo frames* and *text frames*. Photo frames contain photos that are dragged directly into the frame. Text frames contain text that is typed into the software and then applied to the frame.

Backgrounds are designs in various categories, which appear behind the layouts, and often provide the overall style for the page.

The *Main Toolbar* across the top of the page, above the section preview, provides access to the main features for working with your yearbook.

The *Tabs* on the right contain design elements, in several categories, that can be dragged and dropped onto the pages of the yearbook.

5.2.1 Trim and Safe Areas

A dark gray border around the section preview represents the *trim area*. You should not place any design elements within this area, as they will be trimmed off in production.

A light gray border around the preview represents the *safe area*. You should be careful with any elements placed within this area, as they will be very close to the edge of the page in the finished book.

5.2.2 Alerts and Warnings

When an error on the page occurs, an Alert dialog will appear, containing a description of the error and information about how to correct it. Once you dismiss the dialog, a flashing yellow Alert icon will appear at the top left of the Advanced Design page. You can click the icon to once again display the Alert dialog.

In addition, the yellow Alert icon will appear on the page at the location of the error.

Alert icons will disappear once the issues have been corrected. Note that an icon may signify that there is more than one issue.



The yellow Alert icon.

Common errors include:

You have a low resolution photo. Choose a different photo or reduce the size of the photo frame.

You may have placed a text frame too close to the edge of the page. We recommend you move the text box inside the gray 'safe area' to ensure that it will not be trimmed off in production.

Your pages may have been rearranged, and affect a frame (photo or clip art) that was on both sides of the spread. This frame now displays a warning icon. Please review and make any changes.

5.3 Using the Main Toolbar

The *Main Toolbar* provides access to the main features for working with your yearbook. Move your mouse over any of the tools to see a description of the tool.

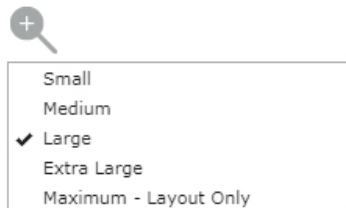


The Editing Toolbar on the Advanced Design page.

Click the *Undo* button to reverse the previous action. You can undo up to 5 previous actions in a row.

Click the *Redo* button to reapply an action that has been reversed. You can redo up to 5 actions in a row.

Click the *Enlarge Layout* button to enlarge or reduce the preview area to the optimum size for your screen. Clicking the button will provide a dropdown menu, with 5 different size options: Small, Medium, Large, Extra Large, and Maximum - Layout Only.



The Enlarge Layout menu.

Select the size that best fits the layout area on your monitor. Your selection will be saved and automatically used for future sessions with the software. Once you have chosen a size, we recommend you click the *Refresh* button on your browser, as this is often required for the browser to fully update to the new size.

IMPORTANT NOTE: The *Maximum – Layout Only* size option may take time to load depending on the speed of your Internet connection. Maximum size is intended to be used only for detailed layout and alignment tasks, and does not provide full editing functionality, or show edge effects that have been applied to a photo.

Click the *Add Image Frame* button to add a new image frame to the page. You can then drag and drop a photo from the Photos tab into the new frame.

Click the *Add Text Frame* button to add a new text frame to the page. You can then click the T icon on the *Text toolbar* to add text to the frame.

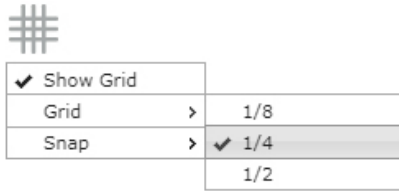
Click the *Add Digital Link* button to add a link in your printed yearbook to digital content, such as a web site or an online video, using HP technology. When you click the Add Digital Link button, the Create a Digital Link dialog will appear. Type in a name for your link, and the URL to link it to. Click OK. You will see a new QR Code link on your page. Position it anywhere you'd like.

Once your yearbook is printed, students can download the Free HP LinkReader App and use it to scan the printed link and view the digital content on their mobile device. This is a great way to add multimedia content to your yearbook, and you can add as many Digital Links as you'd like for free!

IMPORTANT NOTE: When you use the Digital Link feature in your yearbook, be sure to add a note in the book telling viewers to 'Download the Free HP LinkReader App' in order to view the included digital content. You should also be sure to test the link in a Proof before printing the final yearbook, to make sure it's what you want.

Click the *Previous Page* and *Next Page* buttons to move forward and backward through the section.

Click the *Grid Settings button* to turn on and adjust the grid. The grid will help in aligning text, images and other floating design elements. Clicking the button will provide a dropdown menu.



The Grid Settings menu.

Select *Show Grid* to display a grid overlay on the page. Select 1/8", 1/4" or 1/2" from the Grid menu to choose the spacing between the grid lines. Items will automatically snap to the grid as you move them. Select 1/8" or 1/4" from the Snap menu to determine the grid increments to which the items will align. Note that the snap increment you choose may be different than the grid spacing. When in the Extra Large layout view, you will have an additional option of 1/16" in the Snap menu. When in the Maximum - Layout Only view, you will have additional options of 1/16" and 1/32" in the Snap menu.

Click the *Flip Layout* button to flip the current layout horizontally. Clicking the button will provide a dialog, with the option to flip only the Left page, only the Right page, or Both pages together. Select your preference, click OK, then the layout will be flipped.

Click the *Save Layout* button to save the current layout as a new layout. This will allow you to design your own layouts and use them on other pages in your yearbook. Your saved layouts will be available on the Custom Layouts tab. You can drag and drop a custom layout to the page, just like a standard layout.

Click the *Adjust Background* button to clear the page background, or adjust the lightness. Clicking the button will provide a dropdown menu. Select Clear to remove the background. Select Lightness, and then choose the desired setting, to make the background lighter or darker. Choose Reset to remove all adjustments and set the page background to the original.

Click the *Preview* button to see an animated on-screen preview of your book.

Click the *Cancel* button to leave the Advanced Design page without saving any of your changes. Note that all of your changes are saved as you design your page, so if you leave the page without cancelling, any changes will be saved automatically.

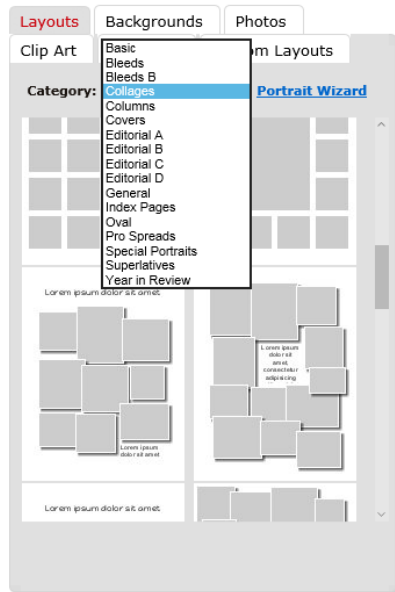
Click the *Done* button to leave the Advanced Design page and save all of your changes.

5.4 Adding Layouts and Backgrounds

Layouts and *Backgrounds* are located on their respective tabs, to the right of the section preview. You can change the layout for each individual page independently, while backgrounds apply to the entire spread.

IMPORTANT NOTE: Please refer to the *Content Reference Guide* for a complete listing of all of the available Backgrounds, Layouts, Clip Art, Elements and Fonts. This is an excellent tool to aid in your yearbook planning and design.

Layouts are organized into categories based on type and design style. Click on the *Layouts* tab, and then use the *Category* menu to browse and view the available layouts. To change the layout for a page, select a layout thumbnail, then drag and drop it from right to left onto the page. Note that any existing text and photos will be flowed into the new layout.



Choose from a wide variety of layouts on the Layouts tab.

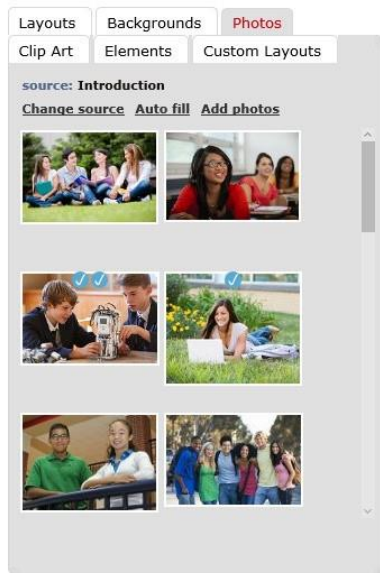
Backgrounds are organized into categories and sub-categories by theme. Click on the *Backgrounds* tab, and then use the *Category* and *Sub-category* menus to browse and view the available backgrounds. To change the background for a spread, select a background thumbnail, then drag and drop it from right to left onto the spread.



Browse and select backgrounds on the Backgrounds tab.

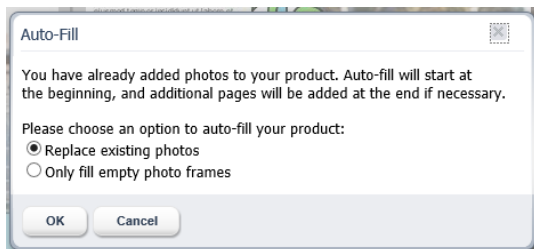
5.5 Adding Photos to Your Pages

Photos are uploaded in the *Manage Photos* section of the software, and are then available on the *Photos* tab. When you first click on the Photos tab you will see the photos that are located in the same folder as the name of your section.



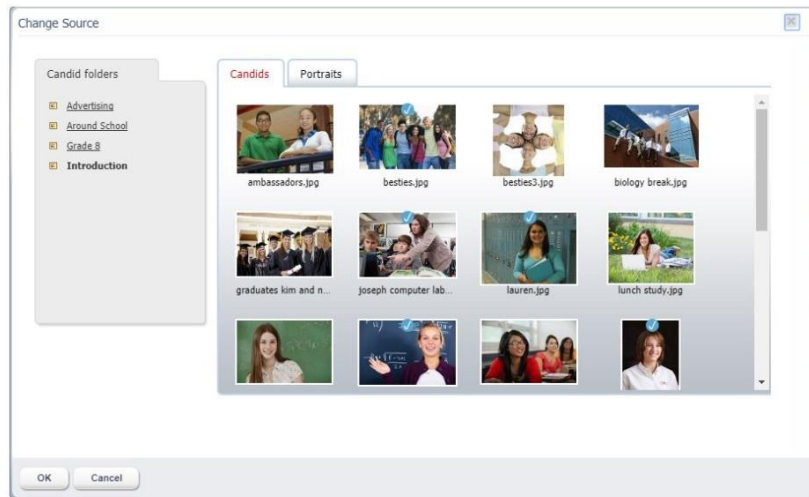
To add photos to your section click on a photo, and drag and drop it from right to left into an image frame on the page. To replace an existing photo, simply drag a new photo onto it.

Click *Autofill* to automatically flow photos from the current folder into the image frames in the section. You will have the option to *Replace the existing photos*, or to *Only fill the empty photo frames*. Click the button next to your selection, then click *OK*. Photos will be flowed throughout the section until there are no more photos, or no more frames.



The Auto fill dialog.

To select a different folder of photos, click on *Change Source*. The Change Source dialog will appear. Click on a photo folder to select it, then click *OK*. The photos in the newly selected folder will now be available on the Photos tab.



Choosing photos using the Change Source dialog.

You can also click the *Add Image Frame* button on the toolbar to add a new frame to the page. Then click on a photo, and drag and drop it onto the new frame.

In addition, you can simply drag a photo from the Photos tab to any empty part of the page, and then release it.

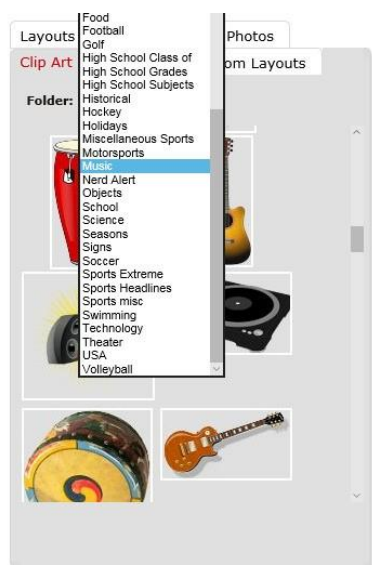
Click and drag on an image frame to move the photo around on the page.

Click and drag the handle on any corner of an image frame to scale the image.

Click and drag the handle on the top or side of any image frame to crop the image.

5.6 Adding Clip Art to Your Pages

The *Clip Art* tab contains a wide selection of clip art, organized into numerous subjects, that can be used to enhance your page designs. Click on the *Clip Art* tab, and then use the *Category* menu to browse and view the available clip art.



The Clip Art tab.

To add clip art to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the clip art frame to scale to a larger or smaller size.



Selected Clip art and the Editing Toolbar.

When you click to select a clip art object, you will see the *Editing Toolbar*.

Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the clip art.

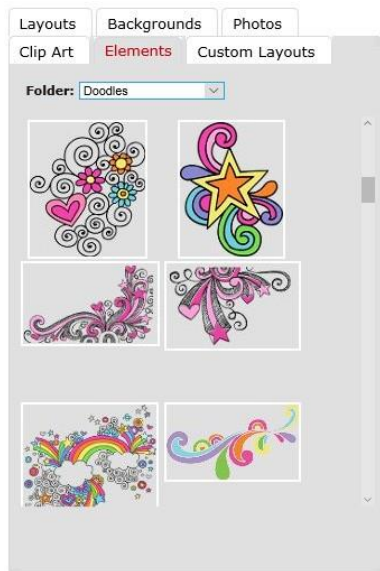
Click the *Delete* icon to delete the clip art.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the clip art.

Click the *More* arrow, then select from the *Layer* menu to move the clip art forward or backward with relation to other items on the page.

5.7 Adding Elements to Your Pages

The *Elements* tab contains a wide selection of design elements that can be used to enhance your pages. Click on the *Elements* tab, and then use the *Category* menu to browse and view the available elements.



The Elements tab.

To add an element to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the element frame to scale to a larger or smaller size.



Selected Element and the Element Toolbar.

When you click to select an element, you will see the *Editing Toolbar*.

Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the element.

Click the *Delete* icon to delete the element.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the element.

Click the *More* arrow, then select from the *Layer* menu to move the element forward or backward with relation to other items on the page.

5.8 Editing Photos

To edit a photo, click on it to select it, and you will see the *Photo Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.



The Photo Editing Toolbar.

5.8.1 Cropping Using the Crop Tool



Click on the *Crop tool* to crop the photo. The crop dialog will appear. The yellow crop triangle represents the area of the photo that will be cropped. Click in the center of the crop triangle and drag to reposition it. Click and drag a corner to scale it. Click *Apply* to close the dialog and apply your changes to the photo. Click anywhere outside of the dialog to close it without making any changes.



Cropping a photo in the Crop dialog.

5.8.2 Applying Borders Using the Border Tool



Click on the *Borders tool* to apply a border the photo. The borders dialog will appear. Drag the *thickness slider* to adjust the thickness of the border. Click on the *color swatch* to change the color of the border. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.



Applying a border in the Borders dialog.

5.8.3 Adding Custom Colors to the Color Picker

You can select *custom colors* from other elements on the page, and add them to the bottom row of the color picker. To select a custom color for your border, click on an empty swatch at the bottom of the color picker, then while still holding down your mouse button, move the cursor around the page to a color you would like to use. You will see the current color appear in the color swatch you selected. Let go of the cursor when you have found a color you like. The color will now be available in the color picker.



Adding a custom color to the color picker.

Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.

5.8.4 Rotating and Flipping Using the Rotate Tool



Click on the *Rotate tool* to rotate or flip the photo. A dropdown menu will appear with several options for flipping your photos, or rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the photo.

5.8.5 Applying Effects Using the Effects Tool



Click on the *Effects tool* to choose image filters or special effects to apply to the photo. A dropdown menu will appear with several options organized into submenus. Select your option from the menu. Your selection will be automatically applied to the photo.

Select *Sharpen* to sharpen the edges of your photo.

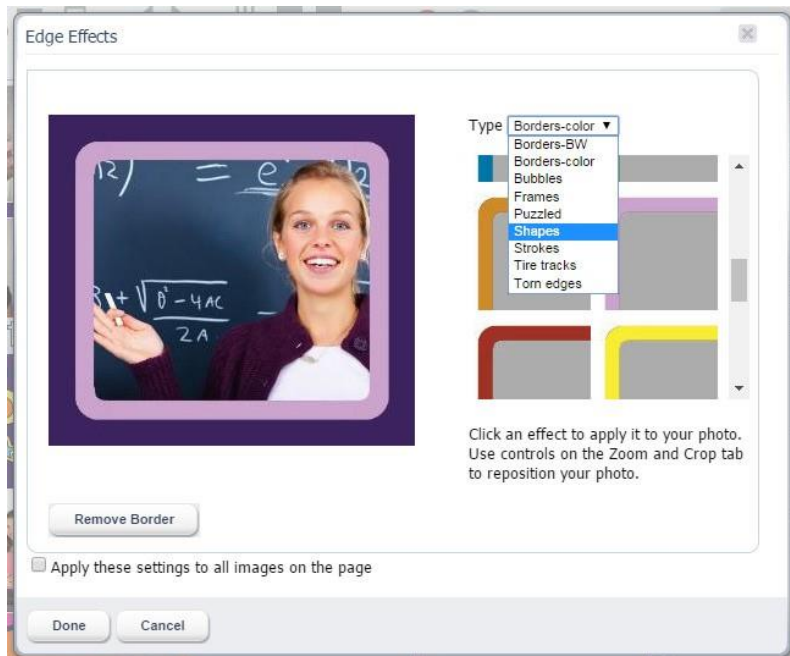
Select from the *Image Effects* menu to apply global effects such as *AutoFix*, *Grayscale*, and *Sepia*. To remove the filter, select *None*.

Select from the *Image Filters* menu to apply special effects filters such as *Pixellate*, *Posterize*, *Emboss* and *Cartoon*. To remove the filter, select *None* in the menu.

Select from the *Image Fill* menu to adjust the placement of the photo in the frame. The *Scale to Fit* option will fit the entire photo in the frame, even if the frame has a different aspect ratio. The *Scale to Fill* option will fill the frame with the photo, from the center out. If the frame has a different aspect ratio than the photo, the photo may be cropped equally on all sides to fit the frame. The *Scale to Fill (Top)* option will fill the frame with the photo, from the top down. If the frame has a different aspect ratio than the photo, the photo may be cropped on the bottom and sides to fit the frame.

Select *Edge Effects* to apply edge effects and frames to the photo. The Edge Effects dialog will appear. Scroll through the *Type* menu to browse the available effects. Click on an effect to add it to the preview. Click *Remove* to remove the effect or frame. Click the *Apply these settings to all images on the page* checkbox to apply the effect to all photos in the current two-page spread. Click *Done* to close the dialog.

and apply the current setting to the photo(s). Click *Cancel* to close the dialog without applying any changes.



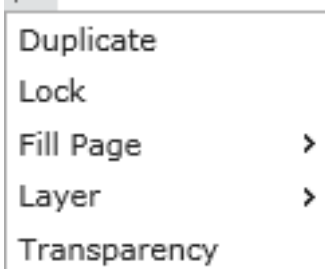
The Edge Effects dialog.

5.8.6 Deleting a Photo or Frame Using the Delete Tool



Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire image frame. Choose *Clear Image* to only delete the photo and leave the image frame in place.

5.8.7 Advanced Photo Editing



Click on the *arrow icon* at the right of the *Photo Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the photo.

Select *Lock* from the menu to lock the photo so that it cannot be moved. Select *Unlock* to unlock the photo.

The *Fill Page* options allow you to fill the page with a photo, or use a photo as the background, in one simple step. Select *Fill Page* to fill the current page with the photo. Select *Fill Page/Send to Back* to fill the page with the current photo, then send it to the back, making it the background. Select *Fill Spread* to fill the whole spread with the photo. Select *Fill Spread/Send to Back* to fill the whole spread with the current photo, then send it to the back, making it the background.

The *Layer* options allow you to move the photo forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Click *Transparency* to adjust the transparency of the photo. Drag the slider to the desired transparency, ranging from 0% (opaque) to 100% (completely transparent). The photo will update automatically when the slider is adjusted.

5.9 Adding and Editing Text

To add or edit text, click on a text frame to select it, and you will see the *Text Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.

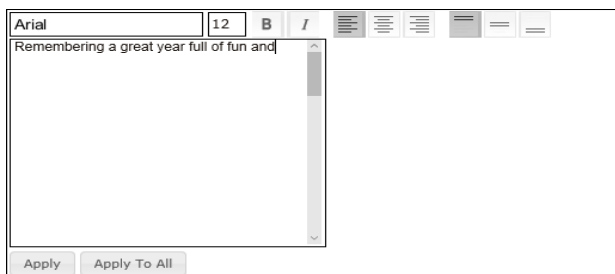


The Text Editing Toolbar.

5.9.1 Adding and Editing Text Using the Text Edit Tool



Click on the *Text Edit tool* to add text to the frame, or edit existing text. The text editing dialog will appear. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click the *Bold* or *Italic* button to change the style of the text. Click the *Left*, *Center* or *Right Alignment* button to change the horizontal alignment of the text. Click the *Top*, *Center* or *Bottom Alignment* button to change the vertical alignment of the text. Click *Apply* to close the dialog and apply your changes to the photo. Click *Apply All* to close the dialog and apply the font changes to all text frames on the page. This will not change the font size in the other frames. Click anywhere outside of the dialog to close it without making any changes.



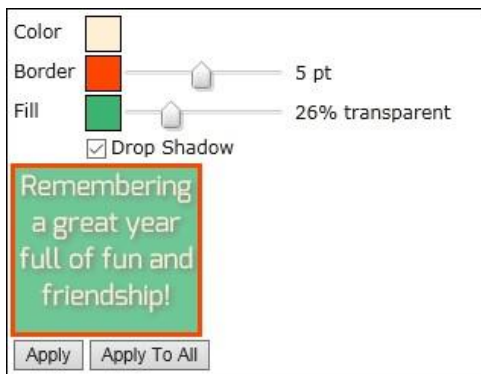
Adding text in the Text Editing dialog.

IMPORTANT NOTE: Not all of the available fonts contain styles for Bold and Italic. Therefore, these settings may not work for some of the fonts.

5.9.2 Applying Color and Borders Using the Borders Tool



Click on the *Borders tool* to apply color to the text, and to apply a border and fill to the text frame. The borders dialog will appear. Click on the *Color* color swatch to change the color of the text. Click on the *Border* color swatch to change the border color for the text frame. Drag the *Border* slider to adjust the thickness of the border. Click the *Fill* color swatch to change the fill color for the text frame. Drag the slider to the desired transparency for the fill. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current text frame. Click *Apply All* to close the dialog and apply your changes to all text frames in the spread. Click anywhere outside of the dialog to close it without making any changes.



The Text Borders dialog.

5.9.3 Rotating Text Using the Rotate Tool



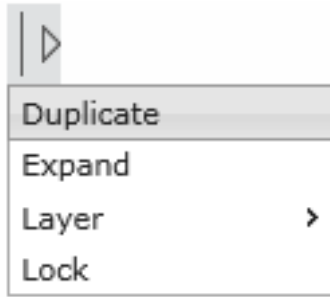
Click on the *Rotate tool* to rotate the text frame. A dropdown menu will appear with several options for rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the text frame.

5.9.4 Deleting Text or a Text Frame Using the Delete Tool



Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire text frame. Choose *Clear Text* to only delete the photo and leave the text frame in place.

5.9.5 Advanced Text Editing



Click on the *arrow* icon at the right of the *Text Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the text frame.

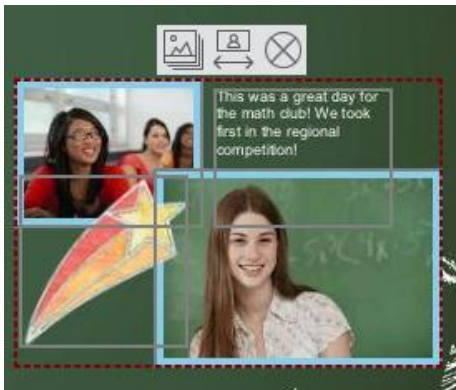
Select *Expand* from the menu to slightly expand the width of the text frame. This feature is helpful for fine tuning text placement.

The *Layer* options allow you to move the text frame forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Select *Lock* from the menu to lock the text frame so that it cannot be moved. Select *Unlock* to unlock the frame.

5.10 Selecting and Editing Multiple Frames Together

You can select multiple frames at once, including image frames, text frames, clip art, and elements, and then apply changes to the entire selection. To select multiple frames, hold the Control (CTRL) key on your keyboard, and click on each frame. When you have more than one frame selected, you will see a red dotted line around the selection, and the *Multi-select Toolbar* will appear above the selection. Move your mouse over any of the tools to see a description of the tool.



Selecting multiple frames at once.



The Multi-select Toolbar.

5.10.1 Duplicating Multiple Frames Using the Duplicate Tool



Click the *Duplicate tool* to duplicate the selection of frames.

5.10.2 Aligning Multiple Frames Using the Align Tool



Click the *Align tool* to align the selection of frames. A dropdown menu will appear.



The Align dropdown menu.

Choose *Align Left*, *Right*, *Bottom* or *Top* to line up all of the frames together on the chosen side.

Choose *Same Width* or *Same Height* to resize all of the frames to either the same width or height.

5.10.3 Deleting Multiple Frames Using the Delete Tool



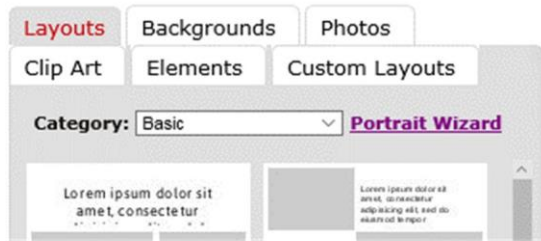
Click the *Delete tool* to delete all of the selected frames.

5.11 Creating your Portrait Panel Page Layouts

The *Portrait Wizard* will automate placement and management of your portrait photos on the panel pages. Once your portrait photos have been laid out, you can make changes and add design elements using the same tools available for your candid photo layouts.

Before you start building your portrait pages it is helpful to have a basic idea of how many portraits you will have in the section, and how many portraits you would like be placed on each page. You should then create the section, in Manage and Edit Book, with the appropriate number of pages. Next, from the Manage and Edit Book page, click *Check out for editing* for to open the section into the Advanced Design page.

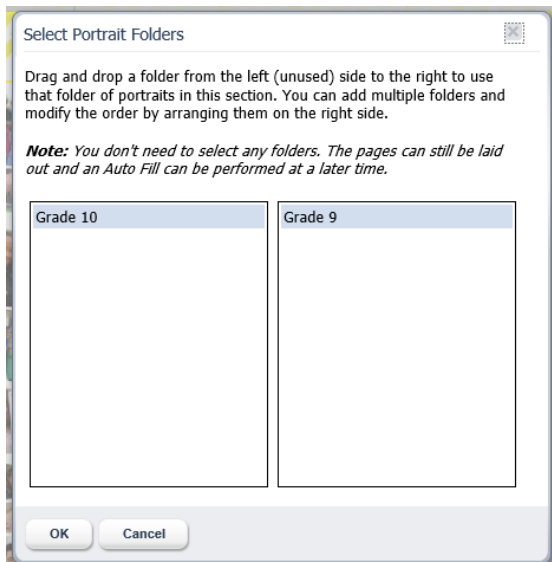
To get started, click on the *Layouts tab*, then click on *Portrait Wizard*.



The Portrait Wizard is accessed from the Layouts tab.

5.11.1 Selecting Your Photos

When you click on *Portrait Wizard*, the *Select Portrait Folders* dialog will open. Here you can select the folder, or folders, of portraits that you would like to flow into the section. To select a folder, drag it from the left pane to the right pane. You can flow as many portraits as you'd like into a single section.



The Select Portrait Folders dialog.

IMPORTANT NOTE: You may choose to add your photos later. In this case you can proceed past this step, and use the *Portrait Wizard* to layout your pages without photos. You can then choose *Auto fill* from the *Photos* tab to add your photos when you are ready.

When you are finished, click *OK*. The *Portrait Wizard* dialog will open.

5.11.2 Using the Portrait Wizard

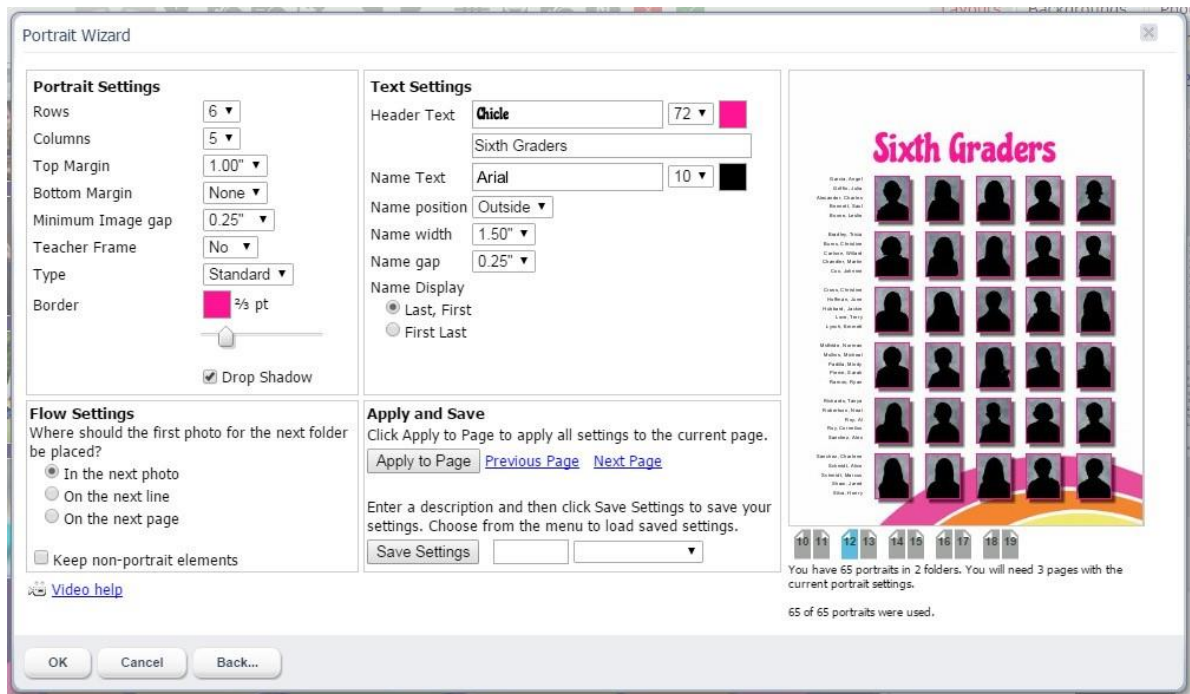
The *Portrait Wizard* will allow you to easily build and modify your panel pages, while viewing your changes in real time.

Settings are organized into *Portrait Settings*, *Text Settings*, *Flow Settings*, and *Apply and Save*. The *Preview* at the right shows a live update of all settings, with *Page Navigation icons* below that show the number of pages in the section and highlight the page you are currently working on.

The text below the preview tells you the number of pages you will need, based on the number of portrait photos you have selected and the current portrait settings. This text will update as you make changes that affect the number of pages required.

Alerts appear at the lower left of the dialog.

Video help also appears at the lower left of the dialog. Click to watch the tutorial video. We highly recommend that new users of the Portrait Wizard watch the video.



The Portrait Wizard showing a panel page in progress.

Adjusting the Portrait Settings

The *Portrait Settings* allow you to define and adjust the layout of portraits on the page.

Select from the *Rows* and *Columns* menus to specify the number of rows and columns you would like on your portrait page. Note that the number of pages required may change based on this setting.

Select a *Top Margin* setting from the menu to add additional space to the top of the page.

Select a *Bottom Margin* setting from the menu to add additional space to the bottom of the page.

Select a *Minimum Image Gap* setting from the menu to adjust the minimum amount of space between your portraits. A smaller minimum image gap will bring the portraits closer together, and will result in larger portraits.

Select from the *Teacher Frame* menu to add a larger frame for a teacher photo to the page. You can then drag and drop a teacher photo into this frame from the Photos tab.

IMPORTANT NOTE: As an alternative to a teacher frame, if your teachers are in the same folder as the student portraits you can make them appear first on the page. To do this go to the *Manage Photos* page, click on the *Portraits* tab, then hold the mouse pointer over the teacher photo and click the *Preview/Info* icon. Finally, check the checkbox that says *Check if this is a teacher photo*. You can do this for multiple photos. These photos will now flow into the first position(s) on the panel page.

Select from the *Type* menu to change the shape of the portrait frames between standard (rectangular) or oval.

Drag the *Borders slider* to add a border to the portraits, and to adjust the thickness of the border. Click on the *color swatch* to change the color of the border.

Click the *Drop Shadow* checkbox to add a drop shadow to the portraits.

Adjusting the Text Settings

The *Text Settings* allow you to define and adjust the attributes of all text on the page.

Use the *Header Text* functionality to add a text header to the top of the page. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Use the *Name Text* functionality to adjust the type characteristics of the student names. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Select from the *Name position* menu to adjust placement of student names. Select *Outside* to place the names to the outside of the page. Select *Center to place the names below* the frames.

If you select *Outside*, you will see menus to adjust the *Name width* and *Name gap*. Change the *Name width* to adjust the width of the text frames. Change the *Text gap* to adjust the amount of space between the text frames and portraits.

If you select *Center*, you will see a *Name lines* menu that will allow you to adjust the number of lines to be used for student names. Choose either 1 or 2 lines.

Select a *Name Display* button to choose whether to organize student names by *Last Name, First Name* or *First Name, Last Name*.

IMPORTANT NOTE: If you see a yellow *Alert icon* on any of the portraits in the preview, this might mean that the amount of text in the student name will not fit in the allotted space. You may see more detail in the *Alert* section at the lower left of the dialog. You can adjust the font size, name position, and other settings until all of the names fit properly, at which time the alerts will disappear.

Adjusting the Flow Settings

If you selected more than one folder of photos on the *Select Portrait Folders* dialog, the *Flow Settings* will appear, allowing you to determine how to separate the portraits from each subsequent folder.

Select *In the next photo* to add the first portrait from the next folder into the next available portrait frame.

Select *On the next line* to add the first portrait from the next folder on a new line.

Select *On the next page* to add the first portrait from the next folder on a new page.

Click the *Keep non-portrait elements* checkbox to preserve other elements in your page design when changing your portrait layout. If you do not check this box, the Portrait Wizard will delete existing clip art, elements, and floating image and text frames when updating the page.

Alerts



The yellow Alert icon.

If you see a yellow *Alert icon* on your preview, this indicates an error on the page. For example, the amount of text in the student name will not fit in the allotted space. Check the Alerts section at the lower left corner of the Portrait Wizard dialog for additional information. The Alert icon will disappear when there are no issues remaining.

Applying and Saving Settings

Click *Apply to page* to apply the current Portrait Wizard settings to the current page. Refer to the *Page Navigation icons* at the lower right to confirm the page you are working on.

Click on *Previous Page* and *Next Page* to move through the pages in the section. Then click *Apply to page* again to apply the settings to each subsequent page.

Portraits will flow onto the pages automatically as you apply the settings. You can change the settings for a page at any time. Be sure to click *Apply to page* again to apply any changes.

You can save the current Portrait Wizard settings and then apply them to other panel pages. Enter a name for the settings, then click the *Save Settings* button to save the current settings. Your settings will be saved to the *Save Settings* dropdown menu.

To apply your settings to another panel page, open the Portrait Wizard, then select your saved setting from the menu. The Portrait Wizard settings will update. Click *Apply to page* to apply the settings to the current page.

Click *OK* to close the dialog and save your changes. Click *Cancel* to close the dialog without applying any changes. Click *Back* to go back to the Select Portrait Folders dialog.

5.11.3 Editing Your Panel Pages

You can use all of the design functionality for customizing your panel pages, including changing backgrounds, adding text and candid photos, and adding clip art.

You can also delete or move individual portrait frames. The order of the portraits will be maintained, and portraits will reflow as necessary in response to any changes.

5.12 Adding Page Numbers

Page numbers can be added to your yearbook by YearbookLife. To add page numbers, please have the yearbook Administrator contact us.

You can choose from the following settings for your page numbers:

Placement: Top or bottom; inside, centered, or outside

Page number margin, which is the distance from the edge of the page (in inches): 0.25, 0.3125, 0.375, 0.5, 0.625, 0.75

Font: Arial, Comic Sans, Times New Roman, Trebuchet, or Verdana

Font size (points): 9, 10, 11, 12

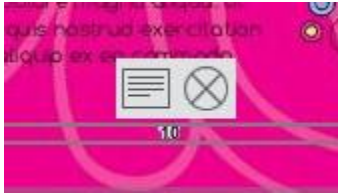
Page number style: #, -#-, or #/#

Outline: Yes or No

IMPORTANT NOTE: Page numbers can be added or modified for you by YearbookLife at any time. However, page numbers can't be added or modified if any sections have a status of *Checked Out*. Be

sure that all sections are checked in before asking us to add or adjust page numbers.

Page numbers will appear in a text frame on each page in Advanced Design. Selecting a page number on a specific page will provide a toolbar that allows you to change the color, or delete the page number.



A page number showing the Page Number Toolbar on the Advanced Design page.

5.13 Adding Grad and Biz Ads

If you have the Storefront software enabled, parents and businesses can design Grad and Business Ads online, and then pay for them using a Shopping Cart.

All ads that get ordered will automatically get converted to JPG files, and then transmitted to a new folder on the Manage Photos page called Advertising. You can check the Advertising folder regularly for new Ads. Advisers can also run sales reports for ads on the Adviser Review page. See the Adviser Review section of this user guide for more information.

5.13.1 Create an Advertising Section

To add your ads to the book, first create a *New Section* on the Manage and Design Book page, just as you would create any other section of the book. Name the new section *Advertising*, and specify the number of pages you think you will need. You can add more pages, or delete some, later if needed. Choose *None* for the background theme, so you will have blank pages.

5.13.2 Editing Your Advertising Section

Now that you have created an Advertising section, click *Check out for editing* to open the Advertising section into the Advanced Design page.

On the Advanced Design Page, select the Photos tab. Then click Change Source. Choose the Advertising folder, then click OK.

Your ads will load onto the Photos tab. Hold your mouse over the thumbnail for each ad and you will see whether it is a 1/8-page, 1/4-page, 1/2-page or Full page ad. You will need to know this in order to plan your ad page layouts.

Next, click the Layouts tab. Select *Grad and Biz Ads* from the *Category* menu. You will see a selection of ad page layouts, with various combinations of 1/8-page, 1/4-page, and 1/2-page frames, and a Full page layout. Select a layout according to your current ad selection, and drag it onto a page.

Next click the Photos tab. Then drag each ad into the appropriate sized frame on the layout.

Repeat this process to create all of your ad pages.

5.14 Building an Index

The *Index* feature allows you to create a set of index pages in your book, that list all students in alphabetical along with the pages number(s) of the book in which they appear.

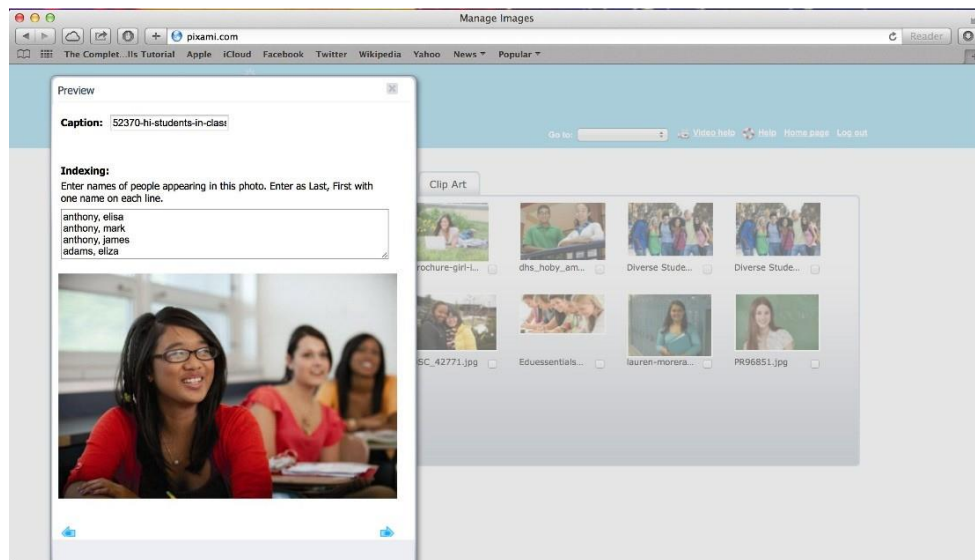
Student names are automatically added to the index for all Portrait photos. For Candid photos you will manually add names for any photos that you would like referenced in the index.

5.14.1 Adding Student Names to your Photos

To add names to your Candid photos, go to the *Manage Photos* page of the software, then click on the *Photos* tab. Next, select the folder of photos that you'd like to work on. Then move your mouse cursor over a photo thumbnail and you will see the *Preview/Info* icon. Click the icon to bring up the *Preview* dialog.



The Preview/Info icon.



Adding student names to candid photos in the Preview dialog.

To add names for the index, type the names of people appearing in the photo into the *Indexing* field. Names should be entered as Last Name, First Name, with one name on each line.

Use the Blue Arrows to move to the next or previous photo in the folder. Click the x to close the dialog once you are complete.

5.14.2 Creating an Index Section

Before you can create your index, you will need an *Index Section* in your book. You can create an Index Section on the Manage and Design Book page, just as you would create any other section of the book. Name the new section *Index*, and specify the number of pages you will need.

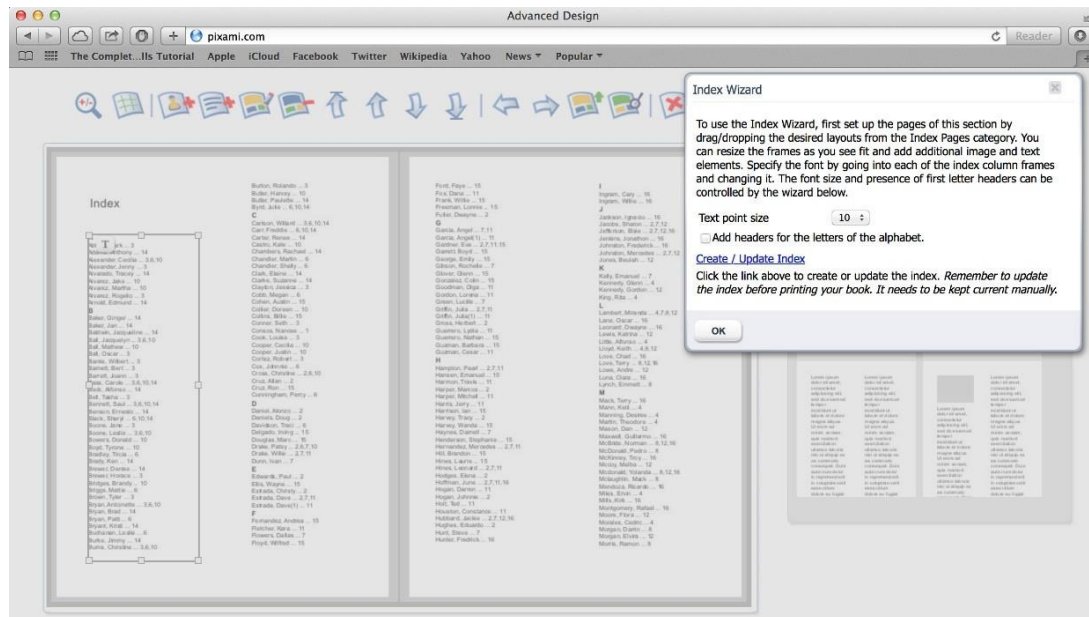
Note that the formatting of the Index pages, and the number of students, will affect the number of pages needed for the Index Section. You may want to add a couple more pages than you think you will need. You can always delete any unneeded pages later.

5.14.3 Editing Your Index Section with the Index Wizard

Now that you have setup your Index Section, you can begin editing it. Go to the *Manage and Design Book* page and click *Check out for editing* to edit your Index section. The section will open into Advanced Design.

Next, click on the Layouts tab, and then select *Index Pages* from the Category menu. Here you will see a variety of layouts to choose from for your Index pages. Some of the layouts have photo frames that will allow you to add photos to the index pages. Choose the layouts you want to use, and drag them onto your pages. Note that you can change the layouts at any time in the future.

Next, click on *Index Wizard*. The Index Wizard dialog will come up.



Create your index using the Index Wizard.

Click on *Create / Update Index*, and all of your student name information will automatically be flowed into the Index.

Click on the *Add headers for letters of the alphabet* checkbox to add a capital letter at the beginning of each latter of the alphabet in the Index. This will provide some additional organization and is helpful for a large index.

When the index has been successfully created you will get a message to confirm that the Index was completed and that all index information fit in the layouts provided.

If there was not enough room in your layouts to fit the entire index, you will get a message that asks you to either add additional frames or change the point size. In this case you can use the Text point size drop down menu to change the text to a smaller size, and then click *Create / Update Index*. You can also drag a different layout with more room for index entries, such as a 3-column layout with no images, onto the page. Or, you can add additional pages to your Index section.

Once you have your Index section layout the way you want it, click the *Create/Update Index* at the bottom of the wizard.

Finally, remember to update your index in the Index Wizard as a final step before submitting your finished book to print. This will make sure that the index is up to date with all changes in the book.

6 The Manage Photos Page



On the Manage Photos page you can add and organize photos and clip art for your yearbook.

This feature is accessible by users with *Adviser*, *Editor*, *Staff*, or *Photographer* privileges. If you don't see this feature on your dashboard, you have not been provided access.



The Manage Photos page contains functionality for organizing and editing your photos and clip art.

6.1 Organization of the Manage Photos Page

The *Candid*s, *Portraits* and *Clip Art* tabs across the top of the page contain the three main types of images that can be managed on this page.

If configured, you may also see tabs for *Photo Post* and *Facebook*. These tabs provide additional sources for obtaining photos for your yearbook.

The *Folders* section on the left side of the page allows you to navigate between folders, and provides functionality for organization. Images in the currently selected folder are displayed as thumbnails.

A checkmark icon on a photo thumbnail indicates that the photo has already been used in the book. A plus icon indicates that the photo has been used more than once in the book.

Note that the available features may be different based on the selected tab and your user permissions.

6.2 Working with Candid Photos on the Candids Tab

The *Candid*s tab contains all non-portrait photos to be used in your yearbook. These can include candid photos, sports and club photos, etc.

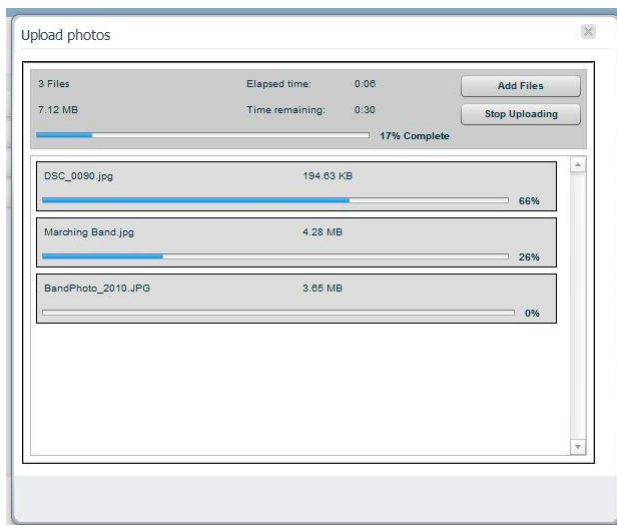
Candid photos are organized into folders. For each section that you created on the *Manage and Design Book* page, a corresponding folder is automatically added under *Candid Folders*. You can add photos for each specific section to these folders, and you can also add your own folders.

6.2.1 Adding Photos for Use in Your Yearbook

In order to make photos available for use in your yearbook you will need to upload them into the software.

To upload photos from your PC, select the folder you want to upload your photos into, then click *Upload photos*. Next click *Add Files*, and locate the photos that you want to upload. Click *Open* to start the upload process.

Progress indicators will provide a status during the upload process, and you will be notified when it is complete.



Use the Upload photos dialog to add photos onto the site for your yearbook.

6.2.2 Managing Your Photos

Click *Add new folder* to add a new folder for organizing your photos. Enter a name for the folder when prompted, then click *OK*.

Click *Rename folder* to rename the selected folder. Enter a new name for the folder when prompted, then click *OK*.

Click *Delete folder* to delete the current folder.

To *Preview* a photo in a larger window, change the *Name* or *Caption*, and add *Index* information, hold the mouse pointer over the photo, then click the *Preview/Info* icon. The Preview dialog will appear. To change the name of the photo, type the new name into the Caption field. To add names for the index, type the names of people appearing in the photo into the *Indexing* field. Names should be entered as Last Name, First Name, with one name on each line.

To delete a photo, hold the mouse pointer over the photo, then click the *Delete* icon.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can select multiple photos at a time.

Click *Select All* to select all of the photos in the current folder.

Click *Select Used* to select only the photos in the current folder that have been used in the book. These photos display a checkmark icon.

Click *Select Unused* to select only the photos in the current folder that have not been used in the book.

Click *Deselect* to deselect all photos in the current folder.

Click *Copy* to copy the currently selected photos to another folder. The *Copy selected photos* dialog will appear. Select a destination folder for the photos, then click *OK*.

Click *Move* to move the currently selected photos to another folder. The *Move selected photos* dialog will appear. Select a destination folder for the photos, then click *OK*.

Click *Delete* to delete the currently selected photos.

Click *Edit* to edit a photo. You can only have one photo selected to use the editing feature.

6.2.3 Editing Your Photos

You can make corrections to a photo, and add fun and creative filters and effects. To edit a photo, select it, and then click *Edit*. The photo will be opened into the Photo Editor.



Use features on the Edit Photo dialog to edit your photos and add creative effects.

On this page you can easily apply corrections or creative effects to your photos. There are three main categories of functionality:

The *Essential Tools* provide the most basic corrections for less than perfect photos; the *Effects* filters allow you to apply more creative and fun special effects; and the *Edges* are special edge treatments that you can apply to your photos.

Choose the appropriate editing category by clicking on the Essential Tools, Effects or Edges tab, then select an effect to apply it to your photo. For some of the controls you can adjust the amount of the effect by using the sliders that appear on the page.

Click *Zoom In* and *Zoom Out* if you want to see more or less detail in the preview.

Click *Rotate*, *Flip* and *Mirror* to change the orientation of the photo.

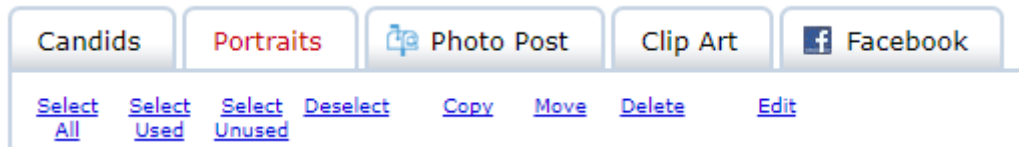
Click *Undo* and *Redo*, once or multiple times, to undo or redo any of your changes.

Click *Revert* to revert back to the original photo with no changes.

Click *Save* to save a duplicate of the photo with your changes, or click *Cancel* to leave the editor without saving any changes. You will be taken back to the *Manage Photos* page.

6.3 Working with Portraits on the Portraits Tab

The *Portraits* tab contains your school portraits. Follow the directions below to upload your portraits or contact us for assistance.

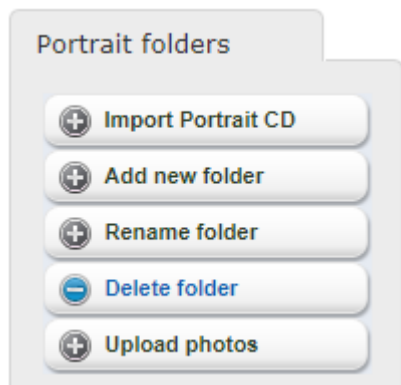


The Portraits Tab on the Manage Photos page.

6.3.1 Adding Portraits for Use in Your Yearbook

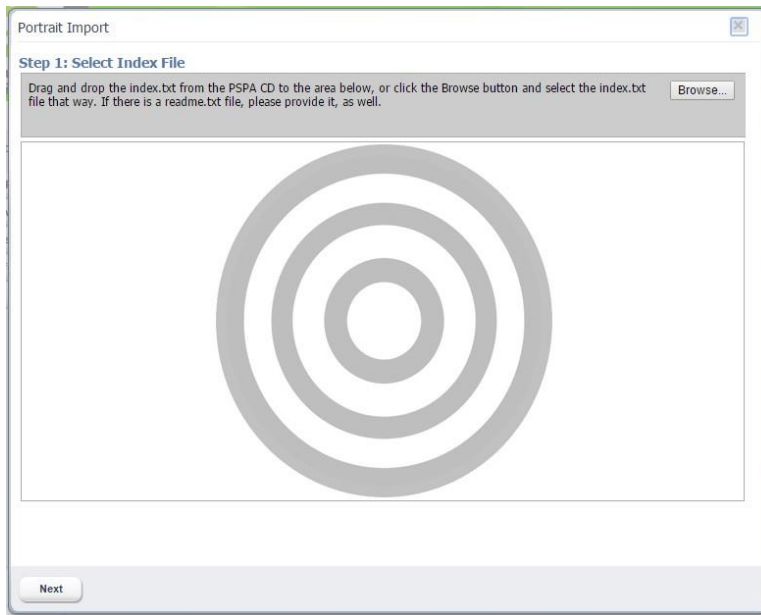
You will need your Portraits available on a CD that conforms to the PSPA standard. To get started, place the PSPA CD in your disc drive, or copy the contents of the CD to your hard drive.

Click the Portraits tab on the Manage Photos page. Then, click the *Import Portrait CD* button at the top of the Portrait Folders section of the Portraits tab.



The Portrait Folders section of the Portraits Tab.

The Portrait Import dialog will launch.



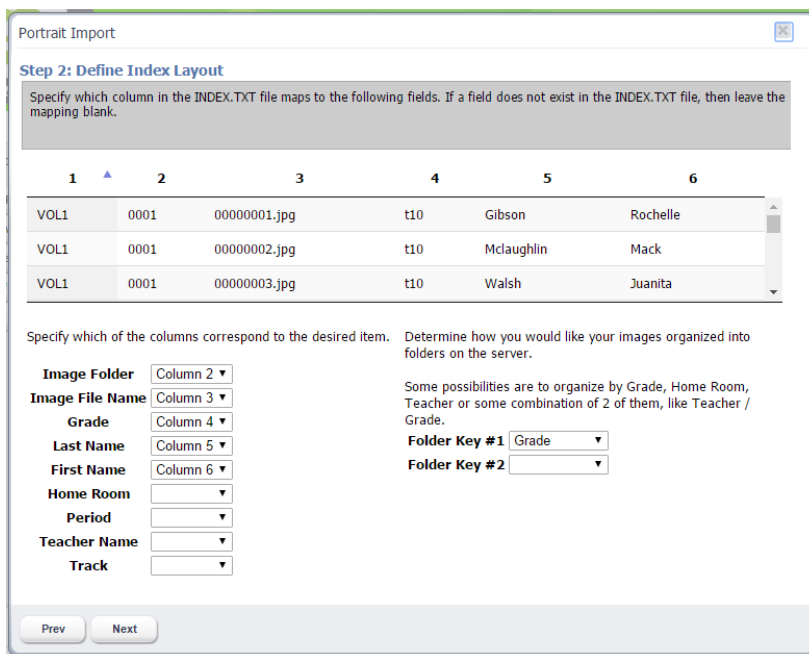
The Portrait Import dialog, Step 1.

The first step to uploading portraits is to upload your *PSPA Index file*, which contains an index of all of the files on the CD. The file may be named *index.txt* or something similar.

Click *Browse*, locate the folder that contains the index file, and then click *OK*.

Or, you can drag and drop the file directly from your hard disk onto the target in the uploader.

Click *Next*. The contents of the index file will be displayed in the Portrait Import dialog.



The Portrait Import dialog, Step 2, organizing contents of the index file.

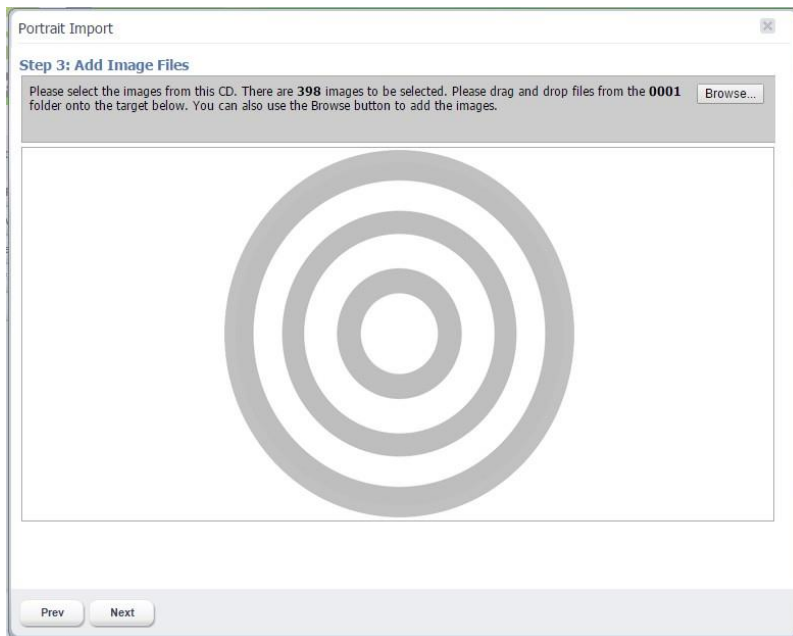
The contents of the index file will be organized into columns. Use the dropdown menus to specify the columns that correspond to the contents of the index.

Using the example above as a reference, you can see that Column 2 lists the name of the Image Folder, Column 3 lists the Image File Name, Column 4 lists the Grade, Column 5 lists the Last Name, and Column 6 lists the First Name.

Use the *Folder Key* menus to specify how you would like your portraits organized in the software. For example, if you choose *Grade*, your portraits will be placed in folders according to the grade of the students. If you choose *Teacher*, the portraits will be placed in folders according to teacher.

You can choose more than one Folder Key based on the information available in the index file. For example, if you choose Teacher for Folder Key #1, and then Grade for Folder Key #2, portraits will be organized in folders labelled Grade/Teacher.

Once you have made your selection, click *Next*. You will be prompted to locate the portrait image files.

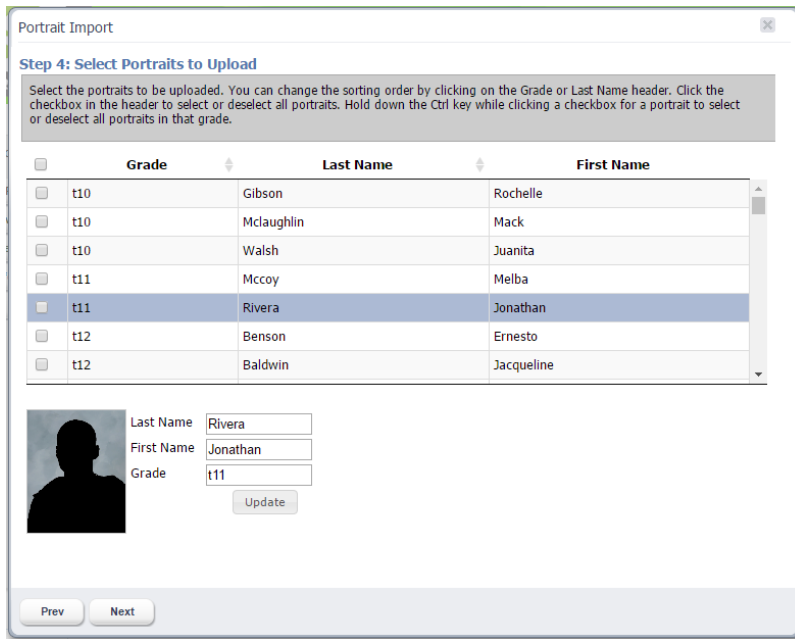


The Portrait Import dialog, Step 3, adding your portrait files.

Click *Browse*, locate the portrait files on the CD or your hard disk, select them, and then click *OK*.

Or, you can drag and drop the files directly onto the target in the uploader.

Click *Next*. The list of portraits will be displayed in the Portrait Import dialog.



The Portrait Import dialog, Step 4, selecting portraits to upload.

Your portrait photos will be listed according to the columns you specified on the previous screen.

You can edit any mistakes by clicking on the specific portrait, and making changes in the *Last Name*, *First Name*, and *Grade* fields at the bottom of the screen. Click *Update* after making any changes.

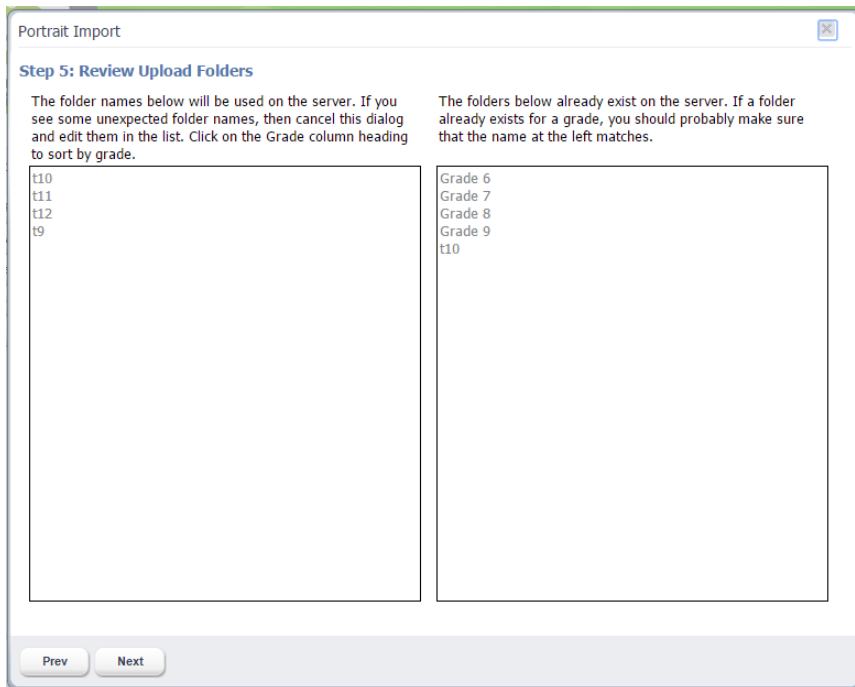
Click the *Grade* heading at the top of the column to sort the portraits by grade. Click the *Last Name* heading at the top of the column to sort the portraits by grade.

Next, select the portraits you would like to upload. To select all portraits, click the checkbox at the top of the first column. Click the checkbox again to deselect all of the portraits.

To select individual portraits, click the checkbox next to each portrait that you would like to upload.

To select an entire Grade, hold the Control Key on your keyboard, then click the checkbox next to a portrait for the grade you want to select. All portraits for that grade will be selected.

Click *Next*. You will be prompted to review and confirm the portrait folders.

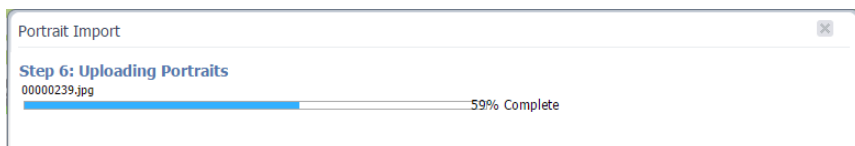


The Portrait Import dialog, Step 5, reviewing the portrait folders.

The folder names to the right represent portrait folders that already exist in the software from a previous portrait upload session. The folder names on the left represent new folders that will be created for this upload.

Review the information to confirm that it is correct.

Click *Next*. The upload process will begin.



The Portrait Import dialog, Step 6, uploading the portraits.

You will see a progress bar while the portraits are being uploaded. Once the upload is complete, the Portrait Import dialog will close and you will be returned to the Portraits tab on the Manage Photos page. You should see your new portraits organized in folders in the Portrait Folders section of the Portraits tab.

IMPORTANT NOTE: If you have uploaded a large number of portraits it may take a few minutes for them to display after the Portrait Import dialog has closed. If they still do not display after a few minutes, try refreshing your browser. You may also need to clear your browser cache in order to force it to load a new page.

6.3.2 Adding Portraits using the Portrait Importer Utility

The *YBLive Portrait Importer Utility* is an alternative method of uploading portraits remotely from the PSPA Portrait CD, without logging into the yearbook software. This is the method typically used by

portrait photographers. Please contact us for more information about this option, and for instructions on how to receive the software and corresponding User Guide.

6.3.3 Managing Your Portraits

Click *Add new folder* to add a new folder for organizing your portraits. Enter a name for the folder when prompted, and then click *OK*.

Click *Rename folder* to rename the selected folder. Enter a new name for the folder when prompted, and then click *OK*.

Click *Delete folder* to delete the current folder.

To *Preview* a portrait photo in a larger window, change the *Name*, and view PSPA, hold the mouse pointer over the photo, then click the *Preview/Info* icon. The Preview dialog will appear. To change the name of the photo, type the new name into the Caption field. The name shown here will be used for the panel pages, and will be automatically included in the Index.

If your teachers are in the same folder as the student portraits you can make them appear in the first position on the panel page. To do this check the *Check if this is a teacher photo* checkbox. You can do this for multiple photos. These photos will now flow into the first position on the panel page.

IMPORTANT NOTE: When you make any changes to the naming or organization of your portraits, or add more portraits, you should always update your panel pages to make sure that the changes are applied.

To *delete* a portrait photo, hold the mouse pointer over the photo, then click the *Delete* icon.

You can select a portrait photo by clicking it, or by clicking the checkbox below it. You can select multiple photos at a time.

To move a selection of portrait photos, select them, then click *Move selected photos*. When prompted, select a destination folder for the photos, then click *OK*.

To copy a selection of portrait photos, select them, then click *Copy selected photos*. When prompted, select a destination folder for the photos, then click *OK*.

6.4 Using Photo Post to Collect Candid Photos

Photo Post is a feature that allows you to obtain photos, through a secure web page, from your school community of students, parents, teachers and supporters. You will be able to review submitted photos, and select any that you would like for inclusion in the yearbook.

Photo Post must be enabled in order to be used. If you do not see a Photo Post tab on your Manage Photos page and would like to use it, have your Administrator contact YearbookLife.



The Photo Post tab on the Manage Photos page.

To use Photo Post, click on the Photo Post tab, then click *Add new folder* to add a new folder for your photos. Enter a name for the folder when prompted, then click *OK*.

Next, click *Invite*, to invite someone to submit photos to your folder. The Invite dialog will appear.

The Photo Post Invite dialog.

Type your email address, the email address for the recipient, a subject, message, and signature into the appropriate text fields. Then click the *Invite* button. The email will be sent to the recipient, along with a link to a secure home page. The recipient can click on the link, and will be directed to the Yearbook Home Page.

Welcome!

This is a safe online portal where students, teachers and families can contribute photos for your school's yearbook, access your yearbook software, and, where available, purchase yearbooks, ads and other products. Please choose an option to get started.



Photo Post

Click here to use Photo Post to submit photos for possible inclusion in your school's yearbook. You will be prompted to locate your school.



Yearbook Staff

Click here to access your school's yearbook software. This is for yearbook Staff only, and you must have been provided with an account.

The Photo Post submission button on the Yearbook Home Page.

Next, the recipient will click on the *Photo Post* button, and select their school. They will be prompted to create an account, or login to an existing account. Once logged in, they can Upload photos to the folder you provided, or add a new folder in which to upload photos.

IMPORTANT NOTE: Photo Post users will not be able to see other user's photo submissions, or any yearbook photos, or access the yearbook software.

If you'd like, you can share the link to your Yearbook Home Page directly with others to submit photos. Please contact YearbookLife for the appropriate link.

6.4.1 Selecting Submitted Photos for Your Yearbook

Once photos have been submitted using Photo Post, they will appear in their respective folders on the Photo Post tab. In order to use submitted photos in the yearbook, you will need to move them to the Candids folder.

To *Preview* and scroll through your submitted photos in a larger window, hold the mouse pointer over the photo, then click the *Preview/Info* icon. The Preview dialog will open.



The Preview dialog on the Photo Post tab.

Click the Left and Right arrows to scroll through the photos in the folder. When finished viewing the photos, click the x to close the dialog.

Once you've determined which photos you'd like to use in your yearbook, you will need to select them, and then move them to a folder on the Candids tab.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can select multiple photos at a time.

Click *Select All* to select all of the photos in the current folder.

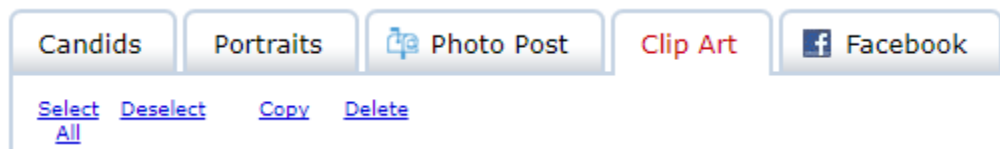
Click *Deselect* to deselect all photos in the current folder.

Click *Move* to move the currently selected photos to a folder on the Candida tab. The *Move selected photos* dialog will appear. Select the appropriate folder for the photos, then click *OK*. Your submitted photos have now been moved, and are ready to be used in your yearbook!

After you've moved the photos that you'd like to use in your yearbook, it's recommended that you delete any submitted photos that you do not plan to use. Click *Delete* to delete the currently selected photos. Click *Delete folder* to delete the current folder.

6.5 Working with Clip Art on the Clip Art Tab

The software contains a standard set of *clip art* for use in designing your pages. In addition, you can add your own clip art. To use this feature, click on the *Clip Art* tab.



The Clip Art tab on the Manage Photos page.

IMPORTANT NOTE: If you would like to create and add your own clip art, it should be saved as a .PNG file, with enough resolution to provide good print quality. We recommend a minimum size of 1200 x 1200 pixels, which will allow you to scale the clip art up to 4 inches square while maintaining good print quality. For irregularly shaped clip art, the background should be transparent.

When you are ready to upload your own clip art, click *Add new folder* to add a new folder for organizing your clip art in the software. Enter a name for the folder when prompted, and then click *OK*.

To upload your clip art from your PC, select the folder you want to upload your clip art into, then click *Upload photos*. Next click *Add Files*, and locate the clip art files that you want to upload. Click *Open* to start the upload process.

To *Preview* clip art in a larger window and change the *Caption*, hold the mouse pointer over the clip art, then click the *Preview* icon.

You can use the additional features to manage your own custom clip art, but you cannot make modifications to the standard set of clip art. If you try to make any changes that are not allowed you will see an alert message.

To delete clip art, hold the mouse pointer over the clip art, then click the *Delete* icon.

You can select clip art by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the clip art has been selected.

Click *Select All* to select all of the clip art in the current folder.

Click *Deselect* to deselect all clip art in the current folder.

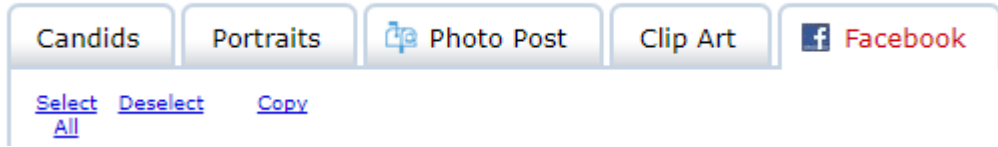
Click *Copy* to copy the currently selected clip art to another folder. The *Copy selected clip art* dialog will appear. Select a destination folder for the clip art, then click *OK*.

Click *Delete* to delete the currently selected clip art.

Click the *Delete Folder* button to delete the current folder of clip art.

6.6 Retrieving Photos from Facebook

You can view photos in a Facebook account, and copy them to the software for use in your yearbook.



The Facebook tab on the Manage Photos page.

To use this feature, click the *Facebook* tab. If you are not already logged into a Facebook account, you will be prompted to log in.

Once you are logged into Facebook, your photos will appear in their respective folders on the Facebook tab. In order to use Facebook photos in the yearbook, you will need to copy them to a folder on the Candids tab.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can select multiple photos at a time.

Click *Select All* to select all of the photos in the current folder.

Click *Deselect* to deselect all photos in the current folder.

Click *Copy* to copy the currently selected photos to a folder on the Candids tab. The *Copy selected photos* dialog will appear. Select the appropriate folder for the photos, then click *OK*. Your Facebook photos have now been copied, and are ready to be used in your yearbook!

7 The Adviser Review Page



On the Adviser Review page, you can review and approve finished sections of the book, oversee progress, run sales reports, and submit the final yearbook for print.

This feature is only accessible by users with *Adviser* privileges. If you don't see this feature on your dashboard, you have not been provided access.

Adviser Review

Book due date: 04/20/2018
218 days remaining.

Book Review Activity E-Commerce

Yearbook in Progress

Looking good! Your yearbook is 27% complete. Click the Activity tab for more detail. Once all sections have been completed, and then approved, you will be able to start the proofing and final submission process.

Section Name	Numbers	Status	Actions
HardCover	-	Checked out	Info Preview Cover Proof
PerfectBound	-	In Progress	Info Preview Cover Proof
Introduction	1-9	Checked out	Info Preview PDF Proof
Around School	10-17	Complete	Info Preview PDF Proof Approve Reject
Grade 8	18-27	Reviewed	Info Preview PDF Proof Reject
Advertising	28-33	In Progress	Info Preview PDF Proof



The Adviser Review page.

The Adviser Review contains three tabs: *Book Review*, *Activity* and *E-Commerce*.

7.1 The Book Review Tab

On the Book Review tab, the adviser can review and then approve or reject the sections of the book. Once all sections have been approved, the book is complete and can be proofed and printed.

If enabled, the *Due Date* for your yearbook, and a countdown of days remaining, will appear at the top right of the dashboard.

The *Progress* message box at the top of the page displays information about the current status of the book, and the next steps.

Yearbook in Progress

Looking good! Your yearbook is 27% complete. Click the Activity tab for more detail. Once all sections have been completed, and then approved, you will be able to start the proofing and final submission process.

The Progress message box on the Adviser Review page.

Just as on the Manage and Design page, the sections of the yearbook are displayed in the yearbook planning ladder format. The *Status* column shows the current status of each section:

A section with a status of *In Progress* has been started but not completed.

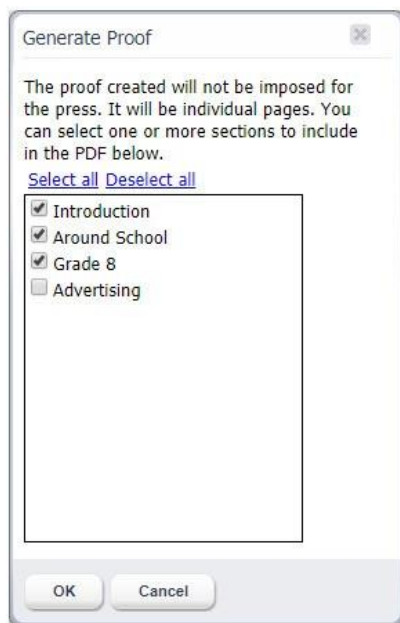
A section with a status of *Checked Out* is currently being worked on.

A section that has a status of *Complete* has been checked in by its editor and is ready for review. When a user marks a section complete, all advisers that are configured to receive emails will get an email notification.

Click *Preview* to review an online proof of the section.

Generating a Local Proof

Click *PDF Proof* to generate a PDF Proof that you can print locally for review. You will see the following dialog, which allows you to select the sections that will be included in the PDF. Click *Select All* to select all sections in the book.



Choosing sections for your PDF proof.

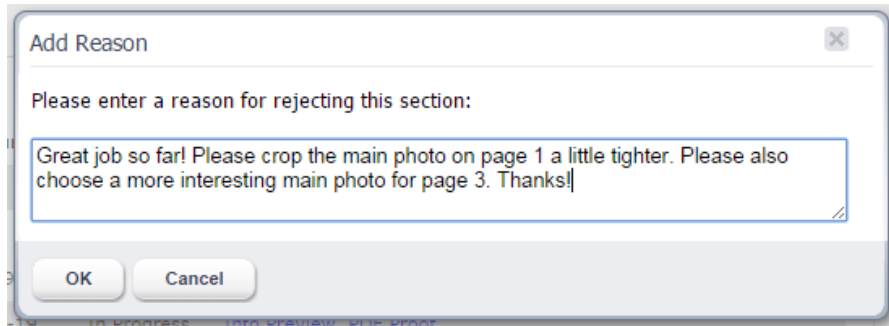
Once you've selected your sections, click *OK*. The PDF will be generated and will appear in a new window. The Online PDF is intended for local proofing only, and is not the final production PDF. It is thus lower resolution, and contains a PROOF watermark.

Approving or Rejecting a Section

Once you've thoroughly reviewed a section that has been marked complete by the designer, you have the option to either Approve it, or Reject it with your comments.

Click *Approve* if the section is complete and ready for the finished book. The section will be marked as *Reviewed*. While it has a status of Reviewed, the section will not be able to be checked out for further editing. Click *Reject* to make the section once again available or editing.

Click *Reject* to reject a section and give the editor an opportunity to make changes. Add a reason that the section has been rejected, and then click *OK*. The section status will return to *In Progress*, and an *Alert icon* will appear next to the Section Name to notify the designer that there is a new comment.



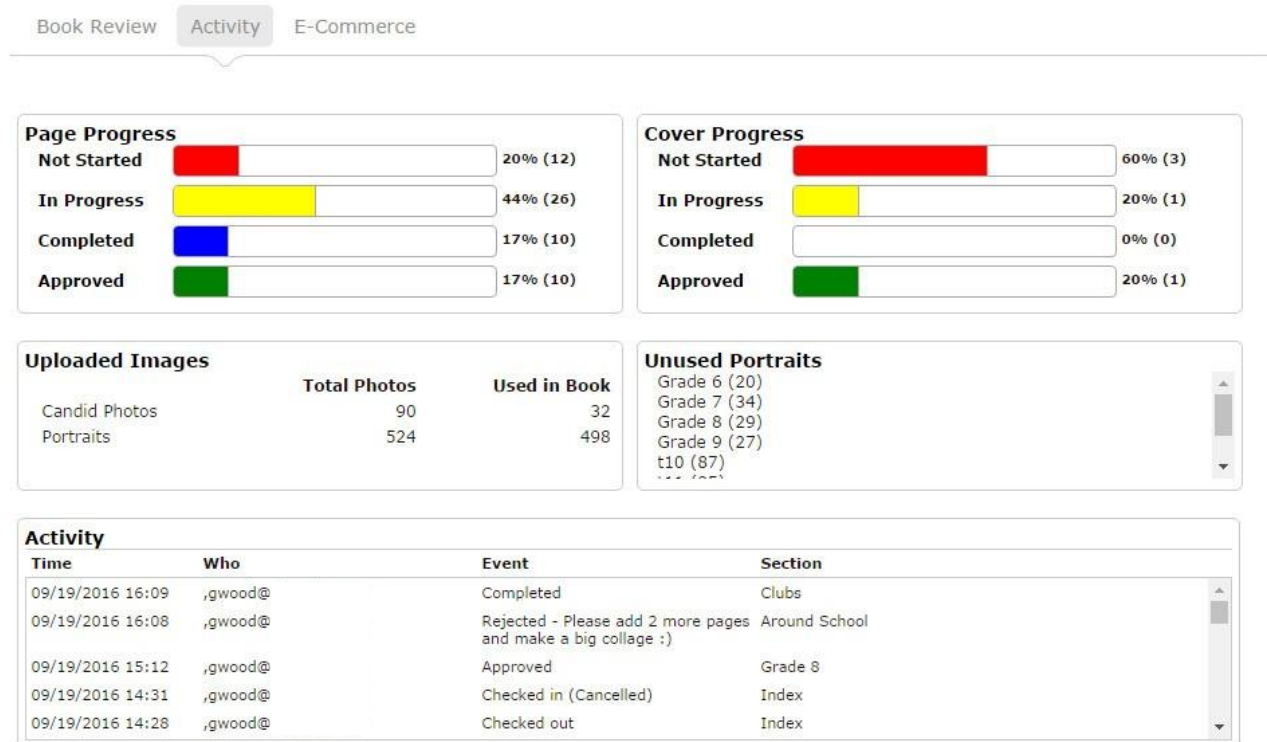
Rejecting a section with comments.

For any section, you can also click *Info* to view any comments as well as a complete history for the section.

Once all sections have been approved by an adviser, and have a status of *Reviewed*, it's time to submit your yearbook for printing. Please see the *Submitting Your Yearbook for Print* section of this guide for more detail.

7.2 The Activity Tab

The Activity Tab provides a real-time visual overview of book progress.



Helpful information on the Activity Tab.

7.2.1 Page and Cover Progress Meters

The *Page Progress* section contains a set of color coded-progress meters that show the current status of the inside pages of the book.

The *Cover Progress* section contains a set of color coded-progress meters that show the current status of the inside pages of the book.

The *Not Started* progress meter shows the percentage of the pages or cover that have not yet been started, in red. The actual percentage is listed to the right of the progress meter, followed by the number of pages in parentheses. In the example above, 20% of the book, or a total of 12 pages, has not yet been started.

The *In Progress* progress meter shows the percentage of the pages or cover that have been started and are in progress, in yellow. The actual percentage is listed to the right of the progress meter, followed by the number of pages in parentheses.

The *Completed* progress meter shows the percentage of the pages or cover that have been marked complete by an editor, in yellow. The actual percentage is listed to the right of the progress meter, followed by the number of pages in parentheses.

The *Approved* progress meter shows the percentage of the pages or cover that have been approved by an adviser, in green. The actual percentage is listed to the right of the progress meter, followed by the number of pages in parentheses.

In general, as you glance at the progress meters, more red and less green means the book is in an early stage. As you progress through the design process, you will see more green and less red, to indicate that the book is nearing completion.

7.2.2 Images and Portraits

The *Uploaded Images* section of the Activity Tab shows the total number of Candid Photos and Portraits that have been uploaded to the software, and the total number of each that has already been used in the book.

7.2.3 Activity Log

The *Activity* section of the Activity Tab shows a real-time log of all user activity in the book. Items are arranged chronologically with the most recent at the top of the list, and the user and book section are shown for each event. You can scroll the Activity log to see a complete history of the book.





7.3 The E-Commerce Tab

The *E-Commerce Tab* provides a real-time sales report for any items that are being sold in the *E-Commerce Storefront* for your school. This includes Yearbooks and Ads. Please contact us for information to set up your school's storefront.

Book Review Activity **E-Commerce**

Start Date

End Date

	Product	Quantity	Retail Sales
	1/2 Page Ad	2	150
	Business Ad	1	75.00
	Graduation Ad	1	75.00
	7.25x5.125 Flat Card (Single)	1	29.95
	Custom Grad Announcement	1	29.95
	Hard Cover Yearbook	1	94.99
	Soft Cover Yearbook	1	39.99

Sales reporting on the E-Commerce tab.

Choose a *Start Date* and *End Date*, and then click *Refresh*, to view a basic sales report for a specific time period. Items in the report are organized by product category. Click on the green *Plus* icon to see more detail for each product.

Click *Order Report* to view a complete, detailed sales report for yearbooks and other products. The *Order Detail* dialog will open, displaying the report. Click *Text View* to view a version that you can copy and paste into a spreadsheet.

7.3.1 Entering Offline Orders

You can also enter non-E-Commerce yearbook orders into the system, allowing you to generate a single report for both online and offline orders.

Click the *Add Offline Orders* button. The Add Offline Order dialog will appear.

Add Offline Order

If there are more than 2 students in a single order, please break up the order into multiple orders.

Purchaser (First Name)

Purchaser (Last Name)

Number of Books

Check Amount

Type of Book

Student Name

Home Room

Student Name #2

Home Room #2

☐ Add another order

The Add Offline Order dialog on the Adviser Review page.

Fill out all of the information in the text fields, and then click *OK* to enter the order in the system. Check the *Add another folder* checkbox, and then click *OK* if you want to enter more than one order at a time.

8 Submitting Your Yearbook for Print

You can submit your yearbook for proofing and printing once all sections have been approved by an adviser, and have a status of *Reviewed* on the Adviser Review page.

Once a proof or final print has been submitted, the software will automatically generate a high-resolution PDF file and deliver it to production. An email notification will be sent at the time the order is submitted, and another email will be sent once the PDF has been transmitted. Note that it may take up to 2-3 hours to render and then transmit the PDF file.

Quantities for both the proof and final print have also already been configured.

IMPORTANT NOTE: The software provides multiple options for requesting proofs and approving the production version of your yearbook. The specific process, and the functionality available in the software, has been configured by YearbookLife. It is recommended that you complete this final step in conjunction with, or under the direction of YearbookLife. If you have any questions about this process or the available options, please contact us before proceeding.

8.1 Proofing Status and Messaging

There are two important features that will assist you with information during the proofing process.

The *Progress* message box at the top of the Adviser Review page will display information about the current proofing status of the book, and the next steps.

Proofing in Progress

Great job! Your proof order has been submitted. The software has been locked to prevent further editing during the proofing process. Please communicate with your yearbook provider to view, accept or reject the proof, and complete your final book submission.

The Progress message box displaying proofing progress.

In addition, the Proofing History box at the bottom of the page will display a complete history of the proofing process.

8.2 Proofing and Approval of Your Yearbook

There are three options for proofing and approval of your yearbook that can be configured in the Administration pages by YearbookLife: External Proofing, Press Proof, and Digital Proof. Each of these options is described below.

8.2.1 Option 1: External Proofing

The *External Proofing* option allows submission of proofs and assumes that the proof review and final approval will be accomplished using a process external to the software.

If the software has been configured for *External Proofing*, once all sections have been approved on the Adviser Review page, you will see a *Submit Proof* button.

Click *Submit Proof* to submit your proof order. The software will deliver a PDF to YearbookLife, and the software will be locked to prevent further editing.

Please communicate directly with YearbookLife regarding the receipt of the proof, and the details of the proofing process. With your direction, YearbookLife can log into the Administration pages, and *Reject* the proof to unlock the software for further changes, or *Accept* the proof as the final approved yearbook.

8.2.2 Option 2: Press Proofing

The *Press Proof* option provides the ability for the software to track and manage printed proofs and their acceptance or rejection. This option should be used when YearbookLife will be delivering you a printed press proof for review and approval.

If the software has been configured for *Press Proof*, once all sections have been approved on the Adviser Review page, you will see a *Submit Proof* button.

Click *Submit Proof* to submit your proof order. The software will deliver a PDF to YearbookLife, who will then provide a printed proof of the yearbook. Please communicate with YearbookLife regarding the details of the press proof delivery.

During the press proofing process, the book will be locked to prevent further editing.

You will see *Accept Proof* and *Reject Proof* buttons at the bottom of the Adviser Review page.

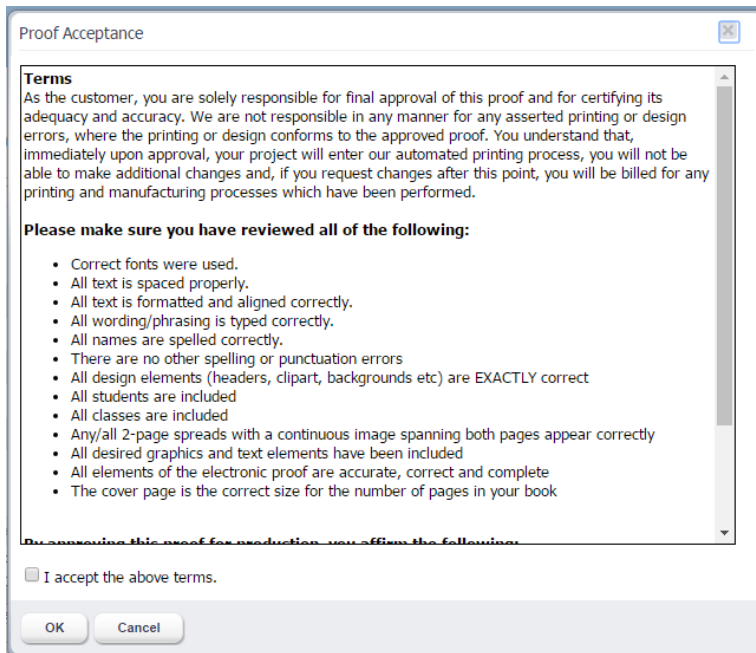


The *Accept Proof* and *Reject Proof* buttons on the Adviser Review page.

Upon reviewing the printed proof, click either *Accept Proof* or *Reject Proof* to proceed.

Accepting Your Press Proof as Final

If the proof is confirmed to be acceptable, with no errors, omissions, or other issues, click *Accept Proof*. The *Proof Acceptance* dialog will appear.



The Proof Acceptance dialog.

When you are ready to submit your final order, review the terms of the acceptance policy, click the checkbox next to *I accept the above terms*, then click **OK**.

A final PDF will be delivered to YearbookLife, and the book will be locked to prevent further editing.

Rejecting Your Press Proof to Make Corrections

If there are corrections to be made, click **Reject Proof**. The book will be unlocked, and individual sections can then be rejected, edited as necessary, and approved.

Once all sections are once again approved, click **Submit Proof** to request another press proof for review.

Click **Accept & Final** to skip a second press proof and submit a final production proof. The Proof Acceptance dialog will appear. Review the terms of the acceptance policy, click the checkbox next to *I accept the above terms*, then click **OK**.

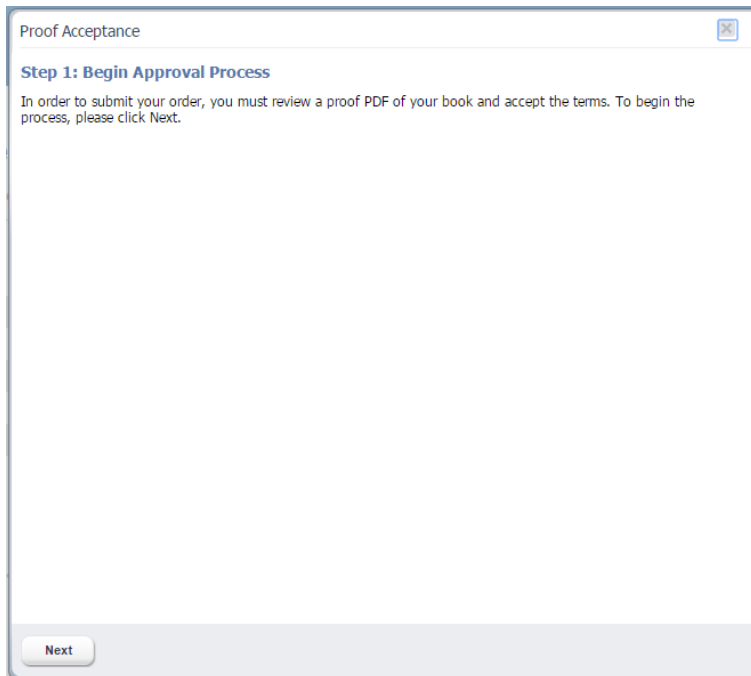
A final PDF will be delivered to YearbookLife, and the book will be locked to prevent further editing.

8.2.3 Option 3: Digital Proofing

The *Digital Proof* option provides an online PDF proof, and allows for online approval of the proof and final order.

If the software has been configured for *Digital Proof*, once all sections have been approved on the Adviser Review page, you will see a **Submit** button.

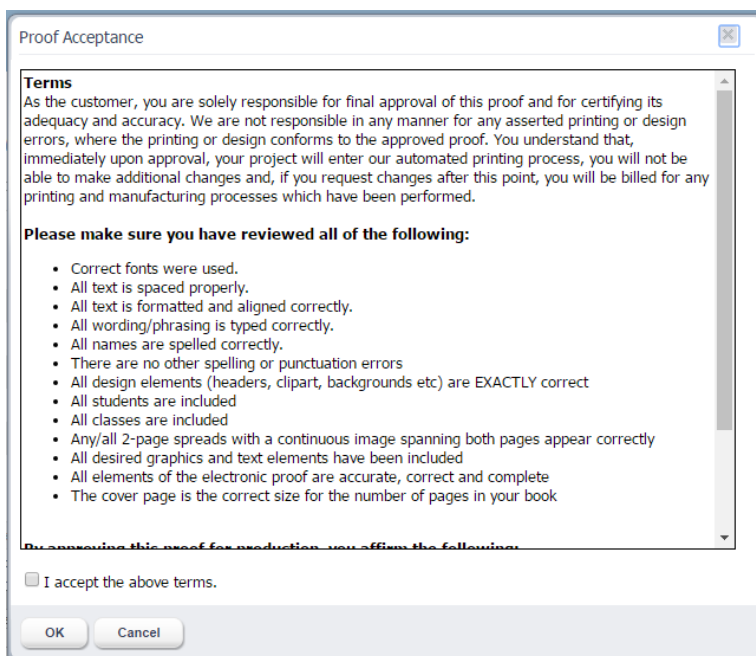
Click **Submit** to begin the proofing and approval process. You will see the *Proof Acceptance* dialog. The software will require review and approval of an online PDF proof of the entire book. Click **Next** to generate the PDF.



The Proof Acceptance dialog.

The software will generate an online PDF. A progress bar will display during this process. Once the PDF is available, click where instructed in order to display it. You will then need to review the entire PDF on our screen. The Online PDF is intended for proofing only, and is not the final production PDF. It is thus lower resolution, and contains a PROOF watermark.

Once you have reviewed the PDF, click *Next* to proceed to the final step. The *Proof Acceptance* dialog will appear.



The Proof Acceptance dialog showing the final Approval step.

When you are ready to submit your final order, review the terms of the acceptance policy, click the checkbox next to *I accept the above terms*, then click *OK*.

If the PDF is not acceptable, has errors, omissions, or other issues, click *Cancel*. You can then return to *Adviser Review*, where you can *Reject* any sections and make the appropriate changes.

Once you have accepted the terms in the *Proof Acceptance* dialog, a final PDF of your yearbook will be delivered to YearbookLife.

9 Customer Support

Thank you for using the YBLive online yearbook software! We hope it has made the process of creating your yearbook fun and easy, and has resulted in a product that everyone in your school will cherish for years to come!

If you have any questions that aren't addressed in this User Guide, please contact YearbookLife or your administrator. We also love to hear your input and suggestions for improvement!

Since the software is 100% web-based, any issues that you experience could likely be caused by a slow or intermittent Internet connection. If you experience any issues please try the following before contacting support:

- Reset your modem or restart your Internet connection
- Restart your browser
- Clear your browser cache

9.1 Clearing Your Browser Cache

The browser cache is a temporary storage location on your computer for files downloaded by your browser to display websites. Your browser will display these 'cached' pages in order to make the page load faster. Sometimes the software requires a new updated page to be displayed, but the browser will continue to display the cached page. This is a common support issue, which can be very easily resolved by clearing your browser cache.

How to Clear Your Cache in Windows Internet Explorer

- Open Internet Explorer and then click on the "Tools" menu bar.
- Choose "Internet Options".
- Click the "General" tab, and then, under "Browsing History", click "Delete".
- From the Delete Browsing History window, select the checkbox next to **Temporary Internet files and website files**. This will clear copies of webpages, images, and media that are saved for faster viewing. Note that you do not have to delete Cookies or History.
- Click "Delete" to complete the process.
- Restart your browser and then try again.

How to Clear Your Cache in Google Chrome

- In the top-right corner of Chrome, click the Chrome menu .
- Select "More tools" > "Clear browsing data".
- In the dialog that appears, select the checkbox next to **Cached images and files**. Note that you do not have to delete Cookies or History.
- Use the menu at the top to select the amount of data that you want to delete. Select "the beginning of time" to delete everything.
- Click "Clear browsing data".
- Restart your browser and then try again.

How to Clear Your Cache in Mozilla Firefox

- Click the menu button and choose “Preferences”.
- Select the “Advanced” panel.
- Click on the “Network” tab.
- In the **Cached Web Content** section, click “Clear Now”.
- Close the “about:preferences” page. Any changes you’ve made will automatically be saved.
- Restart your browser and then try again.

How to Clear Your Cache in Microsoft Edge

- Click the three dots on the top right corner of the browser.
- Select “Settings” from the pull-down menu.
- Select “What to clear”.
- Select **Cached data and files**. Note that you do not have to delete Cookies or History.
- Click “Clear”.
- Restart your browser and then try again.

How to Clear Your Cache in Apple Safari

- In the Safari menu bar, click the “Safari” option.
- Select the “Preferences” link.
- In the Preferences window, click the “Advanced” tab.
- At the bottom of the window, select the “Show Develop menu in menu bar” checkbox.
- Return to the Safari menu bar and click the “Develop” option.
- Select the **Empty Caches** link.
- Restart your browser and then try again.

9.2 Diagnostics

If you scroll down on the main dashboard page, you will see the text *Click here to display diagnostics for technical support*. Clicking this link will bring you to a page with basic system performance diagnostics. This information will aid technical support in troubleshooting any problems that you may have, and you may be asked to display and communicate the contents of this page by support staff.