



SUBMITTING YOUR PICTAVO YEARBOOK – HOW TO

1. As each page is completed it should be marked as "Ready for Approval" by the designer. To mark a page as "Ready for Approval", click on the "Pages" drop down menu in the secondary tool bar and click on the green check mark.

2. Each page should then be reviewed and approved by the Admin. To mark a page as "Approved", click on the "Pages" drop down menu in the secondary tool bar and click on the blue star to "Approve" the page. NOTE: Only the Administrator can Approve a Page.

Both of these steps can be done on each page individually, or on multiple pages through the "Pages" drop down menu. To mark multiple pages as either "Ready for Approval" or "Approved", click on the first page you want to approve, then hold down the "Shift" key on your keyboard and click on last page you want to approve. This will highlight all of the pages in between and allow you to approve them all at once.

NOTE: Be sure to check all of the warning messages on each page before submitting. These can be seen on your Ladder View.

Once all of the pages are approved, the Admin completes the following:

3. Click on the Submit Icon on the top level tool bar.

4. Click on the blue "Submit Pages" button.

5. Complete the Submission Form (be sure to confirm the number of books and pages, and indicate if you want the Autograph Supplement pages or any other options.) NOTE: Your book is not submitted into production until this form is complete.

This is a multi-step process. If you are both designer and administrator of the pages, you still have to go through this process. Each step only takes a few seconds.

If you are also submitting your cover while you are submitting your pages, you will follow similar steps, all starting with the Cover Icon. The cover must also be marked as "ready for approval", then "approved", then submitted. There will be a separate production form for the cover. Make sure you complete both forms.

If you have any questions, please contact Technical Support at [1-800-887-0414](tel:1-800-887-0414).