

2016-2017



**Pictavo—powerful yearbook software designed to help you collaborate, manage, create and sell yearbooks.**

Featuring the ability to gather photos from your entire school community and sell yearbooks, ads and other school products online!



**Pictavo™**  
[www.pictavo.com](http://www.pictavo.com)

Pictavo is an advanced, browser-based page layout and design software used by thousands of schools to create yearbooks. Whether you're a beginner or have years of experience, Pictavo makes it easy to produce a yearbook you can be proud of!

- ADVANCED PAGE LAYOUT TOOLS
- SOPHISTICATED DESIGN TOOLS
- COMPREHENSIVE PROJECT MANAGEMENT
- POWERFUL COLLABORATION

**Pictavo™ Community**  
[www.pictavocommunity.com](http://www.pictavocommunity.com)

Pictavo Community is where parents, students and other community members can go to upload photos for consideration by the yearbook staff. This online community also makes it easy to purchase yearbooks, ads and other school products.

- EASY PHOTO UPLOAD
- ONLINE SHOPPING
- MOBILE APP

**ACCESS PICTAVO COMMUNITY WHEREVER  
YOU GO WITH THE MOBILE APP!**



# New Features and Fan Favorites!

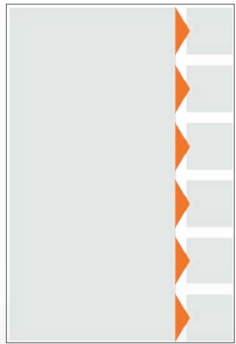
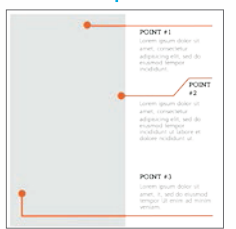
Pictavo is always at the cutting edge of technology with new features and robust capabilities that keep it the leading yearbook design software!

**NEW • TAKE TYPOGRAPHY TO THE NEXT LEVEL WITH NEGATIVE CHARACTER AND LINE SPACING**

**NEW • USE TEXT WRAPPING TO COMPLEMENT THE SHAPE OF IMAGES AND ART ELEMENTS**

- Improve accuracy of drawing lines with enhanced line tool
- Add an outline or drop shadow to your text
- Search, find, filter and save favorite design elements for quicker access
- Further customize your yearbook with theme or school colors using Pictavo's expanded colorable art library
- Drag and drop current events right onto your pages as backgrounds or clip art

**EASILY CREATE A CLEAN, MODULAR PAGE DESIGN WITH MORE COORDINATING SNIPPETS**



88 SPORTS & CLUBS CHEER SQUAD

## YOU'RE A FAN SHOW IT

**MEET THE CAPTAIN**

**CONCENTRATION**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**THE LODGE**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**ENDURANCE**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**If you're a fan and you know it Our team's counting on you to show it!**

89

90

91

## REAL WORLD EXPERIENCE

Your student experience doesn't end in your classroom. Make friends and take learning on the road through our high school field trips. Community coordinators, parents, and teachers arrange many trips for students each year. You and your classmates can visit many destinations together: museums, historic sites, botanical gardens, state parks and capitals, and more.

*"The freedom to explore different career fields has helped guide my college decision with confidence"*  
-Tim Meyers, Senior

As a high school student, you'll also have the opportunity to explore life after graduation. Your school offers trips to colleges and universities, college fairs, and businesses to help you learn about all your post-graduation options.

In today's world, relevance, usefulness, and real-world application need to inform every dimension of the high school experience. When students are engaged in real-world learning, they tackle the kinds of tricky, complex problems that do not always have clear answers—just like life. If the solution can be found in the back of a book, then chances are it's not real-world learning.

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# Advanced Page Layout Tools

Discover how advanced page layout tools, automatic portrait flow and index generation make your yearbook creation process easier than ever in Pictavo.

The screenshot displays the Pictavo software interface for creating a yearbook page. The top navigation bar includes options like Admin, Dashboard, Ladder, Images, Cover, Pages, and Submit. A secondary toolbar offers various editing tools such as Pages, Templates, Snippets, Portraits/Index, Link, Save, Edit, View, and a ruler. The main workspace shows a page layout for 'Class Competitions' with several photo thumbnails and text blocks.

**Class Competitions**

Throughout the school year the students compete in many different activities to earn points for their grade. They have participated in games during cons, scavenger hunts, red and black Fridays, fundraisers, penny drives and many other things.

**Class Competition scores**  
as of April 23, 2014  
Freshmen 34  
Sophomores 23  
Juniors 35.5  
Seniors 72.5

100% 1 Page column Book Size: 8.5 x 11 Page Status: In Progress Assigned Team: Tayum Williams, Bailey Rogers

## ADVANCED PAGE LAYOUT

- Search, find, filter and save favorite design elements for quicker use
- Maintain a clean and consistent appearance on all pages with column guides
- Group elements together to easily move them as a unit
- Quickly and easily zoom in and out of areas on a page
- Work in inches or picas—whichever you prefer
- Rotate design elements (including shapes, photos, clip art and Snippets) in 1-degree increments
- Optional grid view and guides enable perfect accuracy
- Snap-to-grid and snap-to-guides features enable precise placement of page elements
- Easily align and distribute elements for consistent, uniform spacing

## TIMESAIVING TEMPLATES

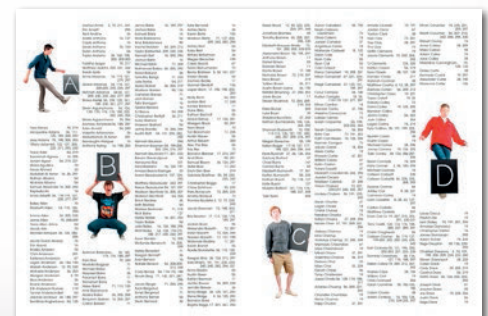
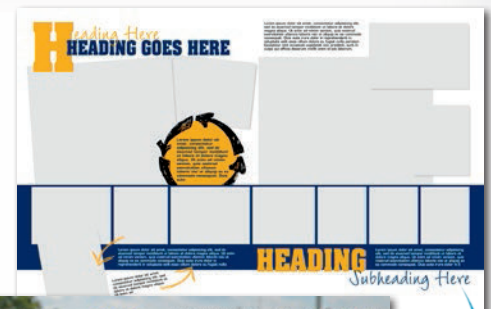
- Choose from hundreds of professionally designed templates
- Easily add callouts, lists, polls, scoreboards and more with Snippets
- Designs available in Snippets, single pages and spreads
- Placeholder text helps you envision final page layout
- Use as-is or make adjustments and edits as desired
- Create and save your own

## AUTOMATIC PORTRAIT FLOWS

- Quickly flow portraits and names onto pages
- Choose multiple flow types throughout book (teacher, grade, homeroom, etc.)
- Alter portraits on the page without needing to re-flow
- Calculate how many pages the portraits will need before flowing

## INDEXING

- Create your index in record time
- Review and make edits before flowing index onto pages
- Define the appearance of your index and leave space for images to add visual interest
- Enhanced indexing reflects page edits immediately—no need to reflow





# Sophisticated Design Tools

Students will reach new heights of creativity with Pictavo! Easy-to-use design tools deliver powerful, professional results without the complicated steps found in other design programs.

The screenshot displays the Pictavo web design interface. At the top, there is a navigation bar with icons for Admin, Dashboard, Ladder, Images, Cover, Pages, and Submit. A secondary bar includes My Account, User Preferences, Logout, Chat, Contact, and Help. Below these are various toolbars for Pages, Templates, Snippets, Portraits/Index, Link, Save, Edit, View, and a zoom control set to 44-45%. The main workspace shows a 'Senior Year' project layout with a blue background and white text. The layout includes several photographs of students, decorative patterns, and text blocks. The text 'Senior Year' is prominently displayed in a large, white, serif font, with the subtitle 'What does that mean?' in a smaller, cursive font. Below this, there are two columns of text. The left column discusses the author's senior year experiences, mentioning football games and a senior project. The right column discusses the author's senior project and the challenges of graduating. The layout also features a 'Senior Class' section with a group photo and a 'last chance to make it memorable!' section with a group photo. The bottom of the interface shows a status bar with '100%' zoom, '1 Page column', 'Book Size: 8.5 x 11', 'Page Status: In Progress', and 'Assigned Team: Taylor Wilkins, Bailey Rogers'.

**Senior Year**  
*What does that mean?*

Being a senior to me means more than just one thing. It means my last ten football games, senior project and, graduating. It seems like yesterday that I was in eighth grade watching my brother play football on the same field I am now. Back then being a senior in high school seemed so far away that I never took the time to think about it or anything. Now that it's here I wonder where the time went.

When I look back I remember that ninety percent of my life in high school was dedicated to football. All I thought about as a freshman was working hard and doing my best so that I could be moved up to varsity.

Now that time is here and I can't believe how fast the time went. There are only ten games left and then my high school football career is over. After the season is over the rest of the year is dedicated to homework and senior project.

It seems like just the other day that my brother was making me sit and listen to his boring speech about god knows what for his senior project. Now it is my turn to do the senior project and make him sit and listen to me go on and on about a whole bunch of nothing. The project seems scary but I know that staying on track and doing things on time or ahead of time will make the whole project go a lot more smoothly. Completing the senior project will also make graduating easier too.

Talking about my last football games and the senior project makes me think about graduating and leaving La Serena. Lots of people do not want to graduate and move on because they don't know what is ahead of them. I have been fortunate enough to have three older siblings that have all graduated and moved on in life. I have seen what happens after high school and it is not scary at all.

**Senior Class**

**last chance to make it memorable!**

(L) Greg Barnum and Lance Green  
(R) Brooke Matby, Alex Choe, Kimerly Johnson

(L) Lisa Rivera and Megan Westphal  
(R) Tyler Sorensen and Anita Hayes

100% | 1 Page column | Book Size: 8.5 x 11 | Page Status: In Progress | Assigned Team: Taylor Wilkins, Bailey Rogers

## ADVANCED TEXT FEATURES

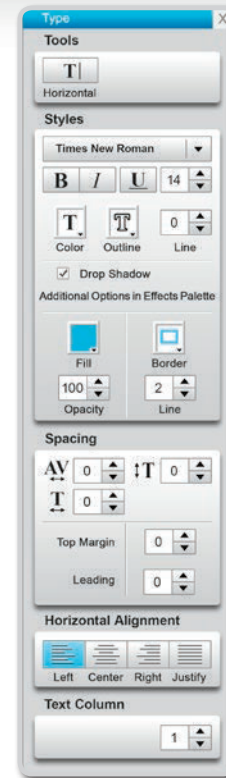
- More than 130 of the latest fonts in styles that include serif, sans serif, decorative and handwritten
- One text box can hold multiple type styles, sizes and columns
- Choose among a wide range of special characters
- Easily adjust text spacing, leading, alignment and style
- Choose from a variety of text box effects including transparency, borders, outline and more
- Reduce errors with the real-time spell-checker

## PICTURE-PERFECT PHOTO EFFECTS

- Erase and crop out parts of images
- Change photos to black and white or sepia tone
- Manipulate photos by adjusting brightness, contrast and transparency or adding drop shadows to achieve the desired look
- Quickly zoom, crop, resize, flip photos or distort the proportion for a special effect

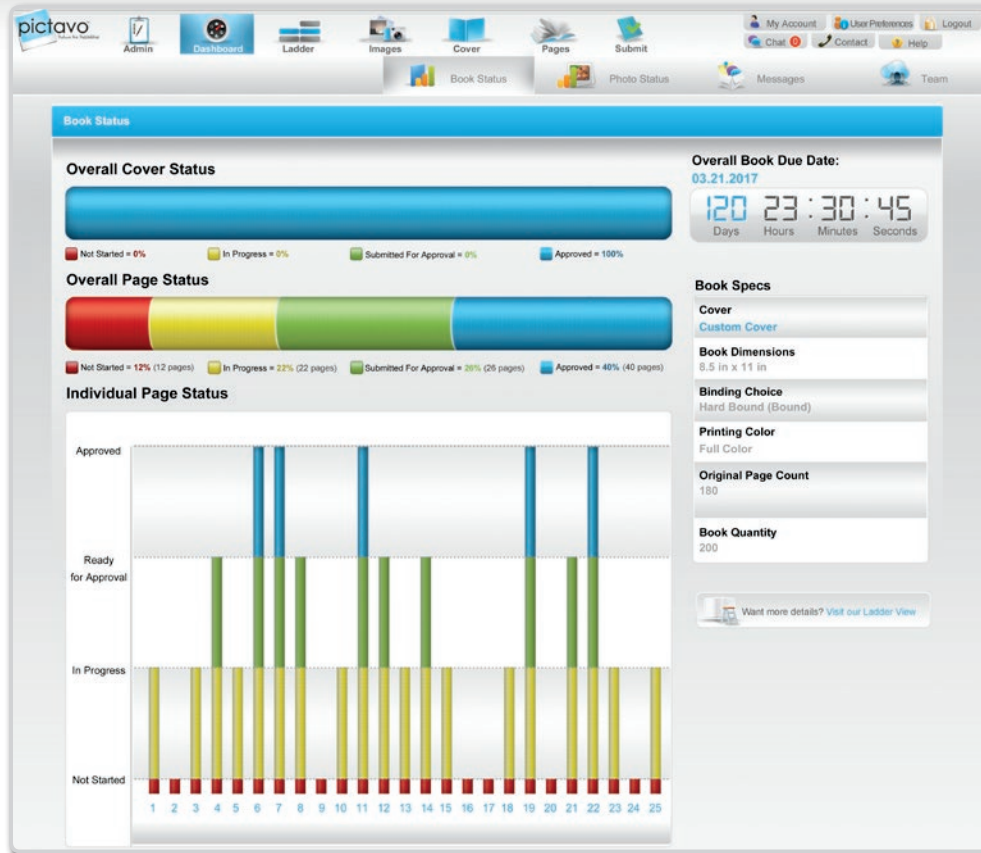
## GET CREATIVE WITH THE ART LIBRARY

- Thousands of choices, professionally designed specifically for schools
- New additions added every year
- Flag your favorites in separate 'Favorites' folders to easily access
- Search function helps narrow down or find choices
- Add your own custom art
- Flip backgrounds and clip art horizontally and vertically
- Use the Pictavo color palette to customize a variety of grayscale backgrounds and clip art
- Current Events Backgrounds and Clip Art are available to drag and drop onto any page



# Comprehensive Project Management

Easy management of access rights, process flow and page tracking allows you to focus on what's really important — helping your students create a great yearbook!



Team Statistics									
Team Members	Total Assigned Pages	Not Started		In Progress		Ready for Approval		Approved	
Darian Ross	3	(0)		(3)	18, 23, 25	(0)		(0)	
Alex Anderson	3	(2)	16, 17	(3)	10, 13, 15	(1)	21	(1)	22
Bailey Riggers	3	(1)	9	(2)	3, 5	(2)	12, 14	(1)	19
Taytum Williams	7	(1)	2	(1)	1	(2)	4, 8	(3)	6,7,11
Beckett Vondra	2	(0)		(2)	26-27	(0)		(0)	



## POWERFUL ORGANIZATION TOOLS

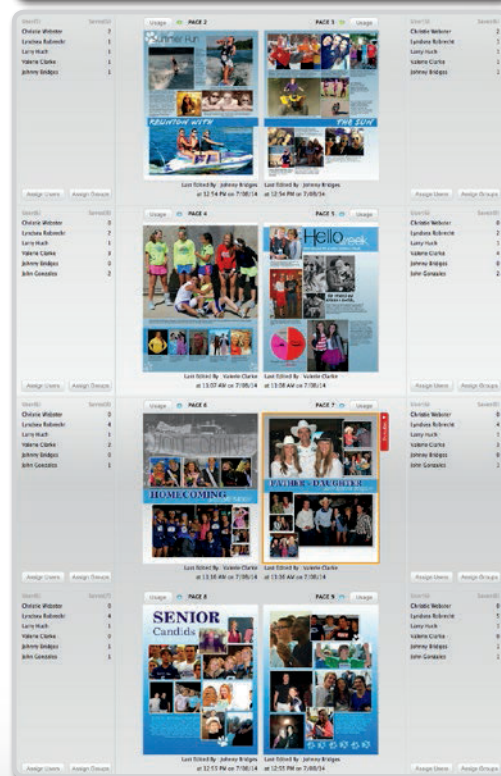
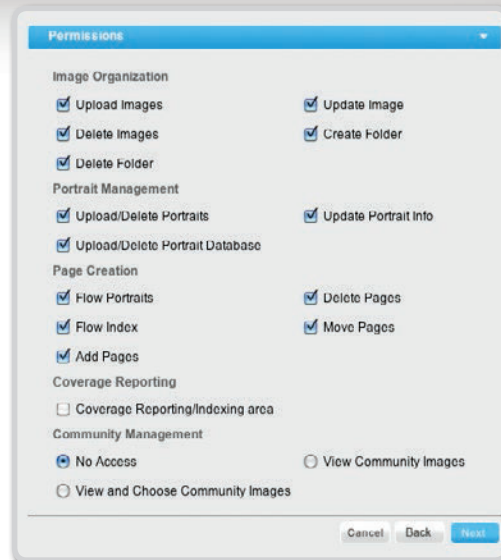
- Assign users to any number of pages upon account creation
- Advanced adviser control over permissions and access rights
- Advisers can create groups and assign users with specific access privileges
- Pages are easily organized with page descriptions in the ladder
- One deadline only—no worrying about multiple deadlines

## PROJECT STATUS

- Enhanced user tracking lets you see who has been on which pages, when and for how long
- Quickly view a status report, get specific data for grading or a closer look at progress and edits
- Dashboard gives quick view of overall book status, page status, countdown to book deadline and book specs
- Production status is tracked by page and individual
- Approve pages individually or approve multiple pages at once—and lock pages after adviser approval
- Instantly see where attention is needed most

## QUALITY CHECKS

- Photo tracking capabilities allow for easy student coverage—tag photos upon upload or while editing a page
- Easily view how many times a person is tagged in photos throughout the book
- Reduce errors with enhanced trim line, submission warnings, and image resolution checks
- Ability to lock spreads ensure pages designed together, stay together
- Limit font and color selections to maintain consistency and design concept throughout book



# Powerful Collaboration

Communication is key when creating your school's yearbook. Pictavo gives you and your staff the tools necessary to easily coordinate and work as a team.

The screenshot displays the Pictavo web application interface. At the top, there is a navigation bar with icons for Admin, Dashboard, Ladder, Images, Cover, Pages, and Submit. Below this is a toolbar with various editing tools like Text, Clip art, Candid, Backgrounds, Shapes, Photo Box, and Effects. The main workspace shows a page layout for a volleyball team. The title is "VOLLEYBALL Takes it to the court" by Molly Branhan. The layout includes several images of the team and players in action, along with text blocks and a scoreboard. The scoreboard shows a record of 16 Wins and 3 Losses. The interface also includes a sidebar with navigation options and a bottom status bar with page information.

**Text**  
Text

**Clip art**  
Clip art

**Candid**  
Candid

**Backgrounds**  
Backgrounds

**Shapes**  
Shapes

**Photo Box**  
Photo Box

**Effects**  
Effects

**Admin** **Dashboard** **Ladder** **Images** **Cover** **Pages** **Submit**

**My Account** **User Preferences** **Logout**

**Chat** **Contact** **Help**

**Pages** **Templates** **Snippets** **Portraits/Index** **Link** **Save** **Edit** **View** **X: 0** **W: 0** **Y: 0** **H: 0** **44-45** **Notes** **Hi-Res Preview**

**INCHES**

**Text**  
Text

**Clip art**  
Clip art

**Candid**  
Candid

**Backgrounds**  
Backgrounds

**Shapes**  
Shapes

**Photo Box**  
Photo Box

**Effects**  
Effects

**100%** **1 Page column** **Book Size: 8.5 x 11** **Page Status: In Progress** **Assigned Team: Taylor Williams, Bailey Rogers**

**Varsity Volleyball Team**  
Row 1: Heidi Schuch, Halle Hughes, Molly Lohman, Megan Hulscher, Coach Nies, Coach Kirby. Row 2: Liz Carver, Kaylee Enovid, Megan Svir, Abby Leitch, Adri Lopez, Krista Goerger, Jackie Steinbach.

**Slow and steady**  
Kaylee Enovid is patiently waiting for the ball to come her way so she can set up the play for a score.

**Go for it**  
Liz Carver isn't holding anything back as she slams the ball over the net during the game. Ready to defend are Megan Svir and Abby Leitch.

**Practice makes perfect**  
During warmups Jackie Steinbach demonstrates perfect form setting the ball to another teammate.

**Take the jump**  
Halle Hughes jumps to spike the ball with all her power onto the other side of the court. Backing up the play are Megan Svir and Megan Hulscher.

**One last time**  
Seniors Megan Svir, Kaylee Enovid, Molly Lohman, Megan Hulscher, Liz Carver, and Abby Leitch take one last volleyball picture together before the year ends.

**Scoreboard**

Wanna	3-2
Prior Lake	0-3
Assin	3-0
West Tournament	1st Place
Owajin	3-1
W.E.M. Tourney	1st Place
New Prague	3-2 1st
Fairbank	3-0
Wilmot	3-1
Nicollet	3-0
Rochester JHS	3-0
Albert Lea	3-0
LCWN	3-0
Rochester Prep	3-1
Rochester Century	3-0
Fairbank Technical	1st Place
Mankato East	3-0
Hutchinson	3-0
Oxley	0-3

**Wins: 16 Losses: 3**

**Eye on the ball**  
Abby Leitch takes her game to the next level as they play against Prior Lake, a team they were eager to beat.

**For the kill**  
Krista Goerger gets the perfect set and slams the ball over the net.

**Slam it**  
Making it count for the Scarlets is Megan Hulscher. Her hit scores another point for the team.

**Volleyball Teams**

**JV Volleyball**  
Row 1: Coach Kroeber, Jaycee Anderson, Levi Schoper, Lauren Ellis, Alexis Paegle, Haley Klint, Taylor Groen, Macey Gustamante. Row 2: Ashley Ganger, Bailey Brandel, Jordan Schmitz, Tressa Dancy, Maja Roveel.

**B-Team Volleyball**  
Row 1: Coach Hulke, Danville Anderson, Abby Trandahl, Miranda Carter, Sarah Hennes, Marsa Sailer, Kenna Reid. Row 2: Jaine Harben, Shyanne Baynes-Rodriguez, Alexandra Snell, Maggie Cussey, Hannah Val-Otterloo, Gillian Dungan, Nicole Gustafson.

**C-Team Volleyball**  
Row 1: Courtney Bloomer, Anna Olson, Bridget Johnson, Lauren Harroff, Gabby Spence, Shyla Cook. Row 2: Coach Remus, Morgan Weh, Emily Malena, Mackenzie Lancaster, Meghan Leggett, Clare Rehoma. Row 3: Cora Eskridge, Cori Carlson, Miranda Hanson, Nikki Schofield, Phyllys Schumacher.

## PROJECT COLLABORATION

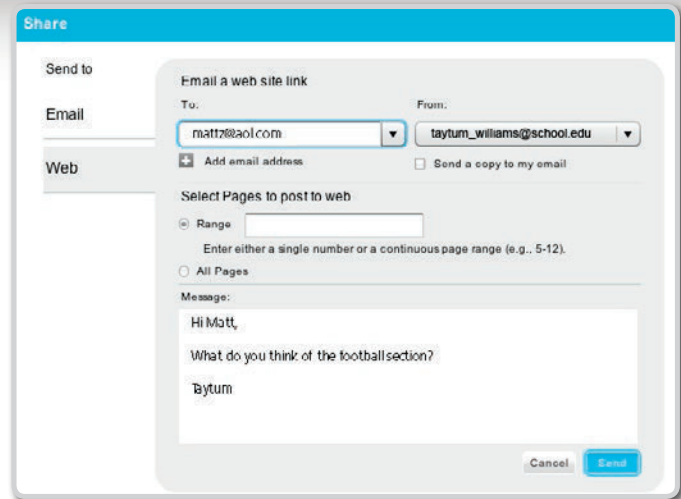
- Multiple users can work at the same time with changes reflected in real time as they save their work
- Create folders and upload images for the whole staff to review and sort
- Add sticky notes to call attention to specific areas of interest
- Advisers can monitor and track sticky notes
- Book-level image tagging lets all users search and find images

## CHAT

- Online chat allows for quick communication
- Group chat allows multiple users to collaborate on any aspect of the project
- Send messages any time—offline users will receive a prompt when they log in
- Advisers can monitor and track chats

## VIEWING & FILE SHARING

- Take advantage of Pictavo's high resolution page previews to ensure image quality
- PDFs of pages can be emailed and printed for review or approval
- Page PDFs can also be shared as a Web page for quicker access



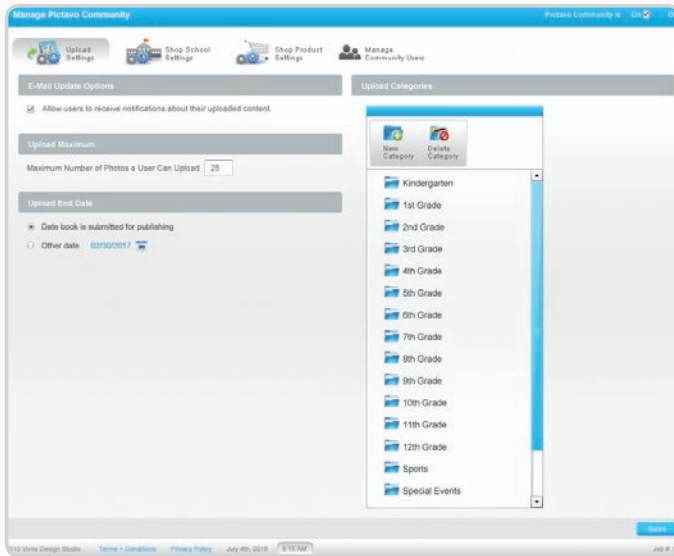
*"I love Pictavo and the background and template options. The program is very user friendly, which is very important to me so my students can create the yearbook."*

*-Laura Burgess  
Ray Graham TC High School*



# Pictavo Community (School Admin View)

Easily set up your own school store that allows community members to upload photos and purchase products online!



## SCHOOL SETTINGS

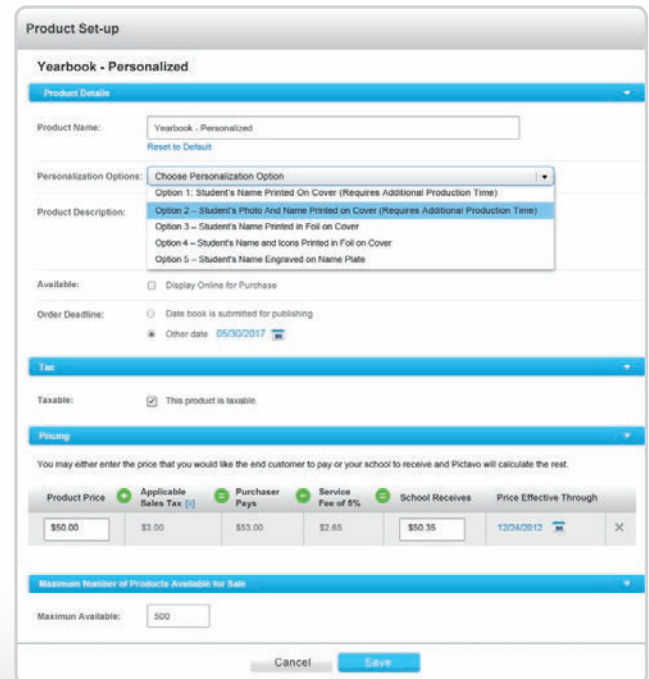
- Determine if you'd like the 5% service fee (assessed to all credit card purchases) to be included in the product price or separated
- Decide if you'd like to offer discounts to qualified purchasers

## PRODUCT SETTINGS

- Define the products you wish to sell online; options include yearbooks, recognition and business ads or other products you wish to offer
- Describe each product and set the order deadline date(s)
- Set product prices and maximum available for purchase

## UPLOAD SETTINGS

- Determine if you'd like community members to be notified once their image(s) have been used
- Set the maximum number of images individual community members are allowed to upload
- Define a list of categories that community members can upload photos to
- Set image submission deadlines for Community members

The screenshot shows the 'Product Set-up' interface for a 'Yearbook - Personalized' product. The 'Product Name' is 'Yearbook - Personalized'. Under 'Personalization Options', a dropdown menu is open showing five options: 'Option 1 - Student's Name Printed On Cover (Requires Additional Production Time)', 'Option 2 - Student's Photo And Name Printed on Cover (Requires Additional Production Time)', 'Option 3 - Student's Name Printed in Foil on Cover', 'Option 4 - Student's Name and Icons Printed in Foil on Cover', and 'Option 5 - Student's Name Engraved on Name Plate'. The 'Product Description' field is empty. The 'Available' checkbox 'Display Online for Purchase' is unchecked. The 'Order Deadline' is set to 'Other date' with a date of 05/30/2017. The 'Tax' section is set to 'Taxable' with a checkbox 'This product is taxable' checked. The 'Pricing' section shows a table with columns: Product Price, Applicable Sales Tax, Purchaser Pays, Service Fee of 5%, School Receives, and Price Effective Through. The values are: Product Price \$50.00, Applicable Sales Tax \$3.00, Purchaser Pays \$53.00, Service Fee of 5% \$2.65, School Receives \$50.35, and Price Effective Through 12/24/2012. Below the table, the 'Maximum Number of Products Available for Sale' is set to 500. The 'Save' button is highlighted.

**Sales at a Glance**

Atwater High School

211 24 0 124 0 \$12,025  
 Books Ads Other This Week Today TOTAL ORDERS TOTAL SALES

Product Offered	Number of Orders			Total Orders	Sales			Total Sales
	Credit Card	Cash	Checks		Credit Card	Cash	Checks	
Yearbooks	90	5	5	100	\$4,500	\$250	\$250	\$5,000
Personalized Yearbooks	5	4	1	10	\$275	\$220	\$55	\$550
Recognition Ad - 1/8 Page	10	5	5	20	\$250	\$125	\$125	\$500
Recognition Ad - 1/4 Page	40	5	5	50	\$2,000	\$250	\$250	\$2,500
Recognition Ad - 1/2 Page	5	3	2	10	\$500	\$300	\$200	\$1,000
Recognition Ad - 1 Page	3	1	1	5	\$600	\$200	\$200	\$1,000
Business Ad - 1/8 Page	3	0	2	5	\$75	-	\$10	\$125
Business Ad - 1/4 Page	1	1	1	3	\$50	\$50	\$50	\$150
Business Ad - 1/2 Page	3	2	1	6	\$300	\$200	\$100	\$600
Business Ad - 1 Page	1	1	1	3	\$200	\$200	\$200	\$600
<b>TOTALS</b>	<b>161</b>	<b>27</b>	<b>24</b>	<b>211</b>	<b>\$8,750</b>	<b>\$1,795</b>	<b>\$1,480</b>	<b>\$12,025</b>

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

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## SALES AT A GLANCE

- Keep a constant watch on all sales through an automatically generated *Sales at a Glance* report
- See individual product sales by number of orders and amount collected
- Track credit card, check and cash payments by product type

## TRACK ORDERS

- Use one convenient system for tracking online orders (credit card) and offline orders (checks, cash, and credit cards)
- Track whether each purchaser has received the product(s) they ordered
- Make a note of any individual circumstances related to a particular order (e.g. special delivery instructions)

## VIEW ORDERS

- Easily review all data collected from each order
- Filter data to see only the information you're interested in
- See how much tax has been collected, if applicable, so you can submit it as required by law
- Export data into Microsoft® Excel® for even greater report customization

Sales at a Glance Add Orders View Orders

View Order By: Product: All Export to Excel + ADD ORDER Show / Hide Columns

View Search By: View Search Content: Purchaser Email Search

Delivered	Ad Design Received	Purchaser Email	Purchaser Name	Student Name	Grade/Homeroom	Order Date	Purchaser Paid	Tax	School Receives	Product	Order#	Payment Method
<input type="checkbox"/>	<input checked="" type="checkbox"/>	arsimmons@gmail.com	Simmons, Abigail	Simmons, Kim	First	12/21/2017	0	0	0	Personalized Yearbook(01-99299	35683	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ambrown@gmail.com	Brown, Annie	Ridford, Alyssa	Ninth	12/15/2017	0	0	0	Quarter-Page Recognition Ad(02-9	35712	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ambrown@gmail.com	Brown, Annie	Ridford, Alyssa	Tenth	12/13/2017	0	0	0	Quarter-Page Recognition Ad(02-	35713	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	crpietan@gmail.com	Pietan, Chester	Pietan, Jim	Tenth	12/21/2017	0	0	0	Half-Page Recognition Ad(02-992	35714	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	ekopka@gmail.com	Kopka, Charlie	Kopka, Macalester	Ninth	12/21/2017	0	0	0	Full-Page Recognition Ad(02-992	35715	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	dwfarnsworth@gm	Farnsworth, Donald	Nishay, Brad	Eleventh	12/15/2017	0	0	0	Full-Page Recognition Ad(02-992	35716	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	dkjones@gmail.com	Jones, Debra	Jones, Jesse	Eleventh	12/15/2017	0	0	0	Quarter-Page Recognition Ad(02-	35717	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	etamith@gmail.com	Smith, Ester	Smith, Garrett	Tenth	12/21/2017	0	0	0	Full-Page Recognition Ad(02-992	35718	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	etamith@gmail.com	Smith, Ester	Smith, Samartha	Ninth	12/15/2017	0	0	0	Half-Page Recognition Ad(02-992	35719	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	fgjohnson@gmail.com	Johnson, Iartuna	Olander, Lorene	Tenth	12/15/2017	0	0	0	Half-Page Recognition Ad(02-992	35720	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	hdhampbell@gmail.com	Campbell, Hilda	Campbell, Erin	Tenth	12/12/2017	0	0	0	Quarter-Page Recognition Ad(02-	35721	Credit Card
<input type="checkbox"/>	<input checked="" type="checkbox"/>	fpietan@gmail.com	Pietan, Ike	Pietan, Jenna	Ninth	12/20/2017	0	0	0	Eight-Page Recognition Ad(02-9	35722	Credit Card

SAVE + ADD ORDER

# Pictavo Community (Community Member View)

Encourage community members to upload photos for your consideration in the yearbook and to purchase your school's yearbook, recognition or business ads and other products via Pictavo Community.



## EASY PHOTO UPLOAD

Everyone has a chance to be involved! Community members can upload as many photos as allowed. Images stay organized as members must select a pre-defined folder to upload images into along with indicating who is in the photo. Yearbook staff can easily identify and choose the images they see fit for inclusion in the yearbook.



## ONLINE ACCESS

Joining and accessing Pictavo™ Community is easy! Just go to **www.pictavocommunity.com** or the **Mobile App** to create an account or log in. Community members can quickly and easily upload photos, design\* and purchase ads, shop for school products and order their yearbooks all online!

*\*computer only*



## ONLINE SHOPPING

Shop for everything in one place! Community members can view and purchase all the products their school offers, including yearbooks, recognition ads, business ads or any other companion products offered (e.g. signing pens, posters, t-shirts).

Both standard and personalized yearbooks can be ordered at once, no need for additional paperwork.





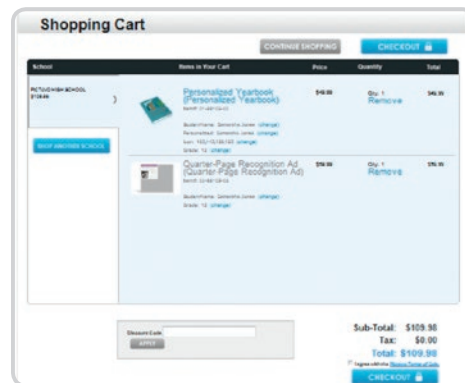
Pictavo Community makes it easy to purchase, design and create recognition and business ads for placement into the school's yearbook.

### AD DESIGNING (COMPUTER ONLY)

Pictavo Community walks purchasers through the process of choosing a design template based on the desired size, importing their images and customizing their ad with text, clipart and backgrounds. A simple user interface makes editing and creating easy enough for anyone to do! Purchasers can also upload their own design.

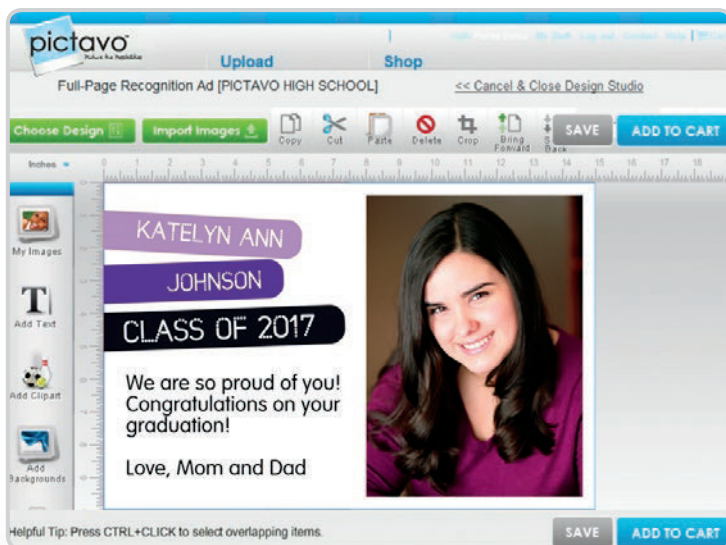
### AD SIZES

With four standard sizes to choose from, purchasers can customize their ads to the sizes you set to offer (full-page, half-page, quarter-page or eighth-page).



### AD PURCHASING

With the Pictavo Community check-out process, purchasers just add the desired ad to their cart, fill out standard credit card and billing information, and submit using the secure shopping cart. It's that simple! A confirmation email will be sent after the order has been submitted.



# www.pictavo.com

Need help? Skilled tech support is just a phone call away:  
1-800-594-2324 or email us at [support@pictavo.com](mailto:support@pictavo.com)

## SUPPORTED BROWSERS

Windows®:

- Microsoft® Internet Explorer®
- Mozilla® Firefox®
- Apple® Safari®
- Google Chrome™

Mac®:

- Mozilla® Firefox®
- Apple® Safari®
- Google Chrome™

## ADDITIONAL REQUIREMENTS

- Adobe® Flash® (most recent version)
- Oracle® Java® (if importing a portrait database)