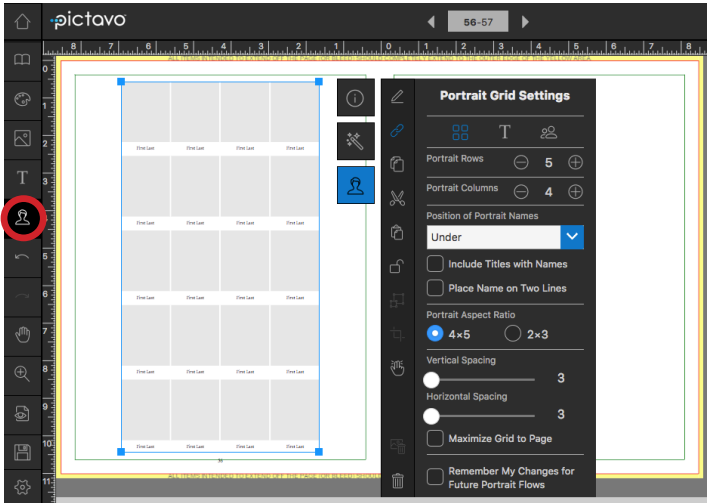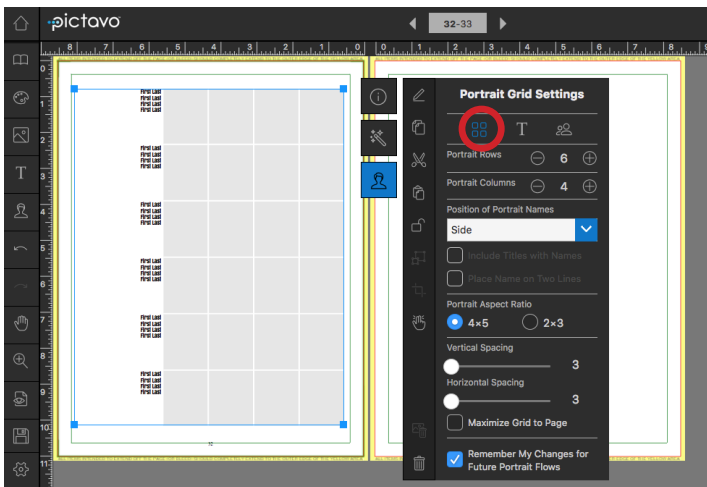# FLOWING PORTRAITS OVER MULTIPLE PAGES

Pictavo makes it easy to design portrait pages at any time during the year—even before receiving your school's portraits from your photographer! You simply place a portrait grid on your page and adjust its size and style to fit your needs. Then flow portraits into each grid and make any portrait edits without having to reflow portraits. If you want to use the same grid style on future pages, save its settings so it's as simple as one click!
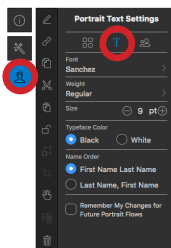
ADD AN EMPTY PORTRAIT GRID

Once your portrait database is uploaded, click the **PORTRAIT** icon. This will add an empty portrait grid to the page you are currently on.
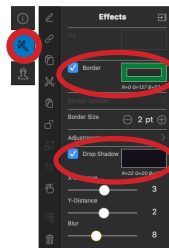
ADJUST GRID TO FIT YOUR NEEDS

Using the **Portrait Grid Settings** pane, change rows, columns, name placement and spacing as you wish. If you want to use the same grid design on future pages, click the box next to **Remember My Changes For Future Portrait Flows**.
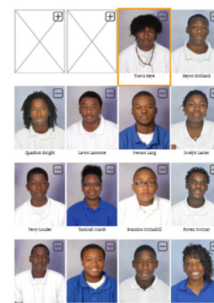
CUSTOMIZE THE LOOK OF YOUR GRID

To change the font, size and color of your text and specify whether you want each student's first name or last name to appear first, click on **Portrait Text Settings**. To apply these settings to all future portrait grids you create, click on **Remember My Changes for Future Portrait Flows**.
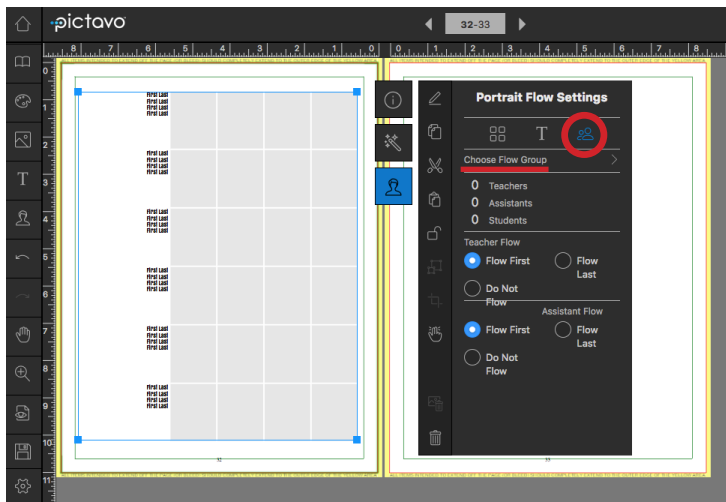

You can also add borders and drop shadows to portraits using the **Effects** palette and change the shape of all portraits in a grid by dragging and dropping a shape on it.

Want to create an inset area within the portrait grid for a headline or other artwork to go in its place? Just double click on the grid and click on the minus sign to make room for it.
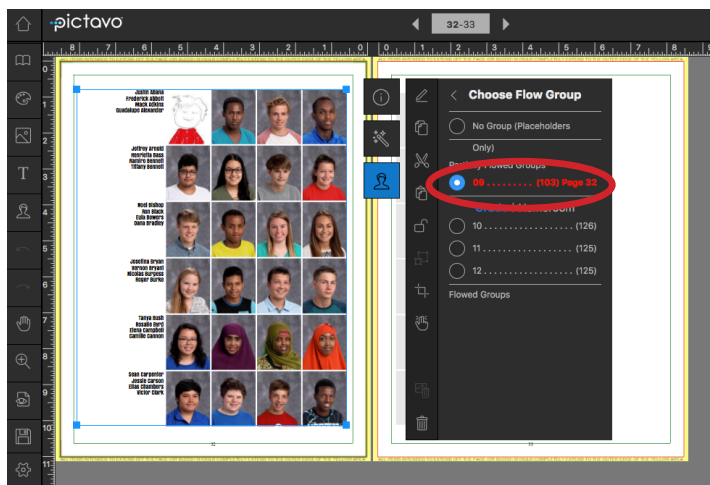
FLOWING PORTRAITS OVER MULTIPLE PAGES
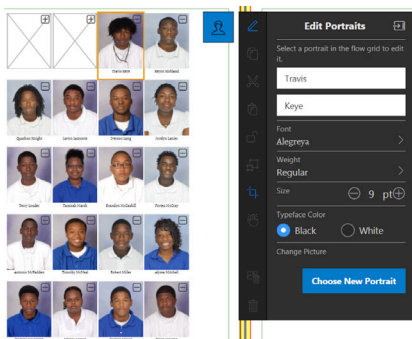
CHOOSE FLOW GROUP

When you're ready to add pictures to your portrait grid, click on the grid and then the **Portrait Flow Settings Icon** and **Choose Flow Group**. A Portrait Save Warning will let you know that the page will need to be saved first and that you will not be able to undo any previous edits.
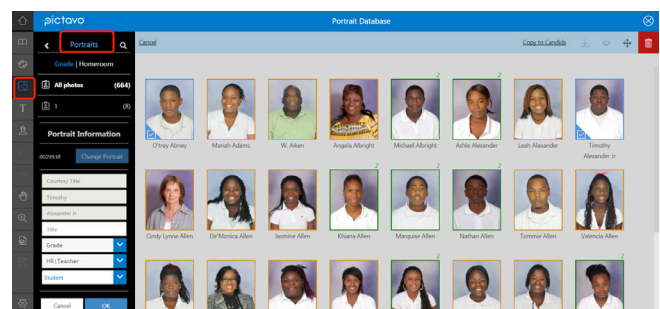
FLOW PORTRAITS INTO GRID

Choose the flow group to be placed in the grid (e.g. grade or homeroom). Once the grid is full of portraits, Pictavo will update the number of portraits flowed and the number remaining to be flowed in the **Partially Flowed Group** area.
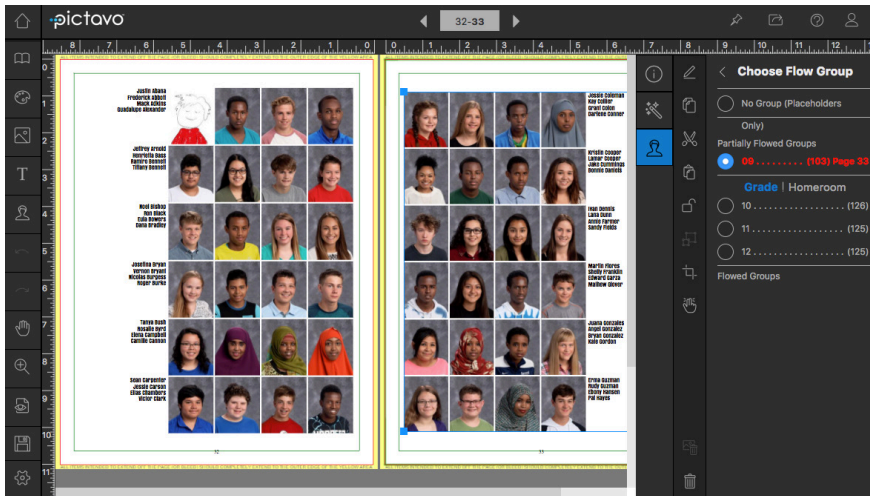
CORRECT PORTRAIT DATA

After portraits are flowed onto the page, make sure you look at them for accuracy. Are any names misspelled? If so, double click on the portrait to see the **Edit Portraits** palette and correct the spelling.

If you notice a student is incorrectly placed on the page or is a duplicate, go to the **Portrait Database** (found in the **Manage Photos** area) change their flow group or delete the duplicate. The page will then reflect the changes without having to reflow all of the portraits!
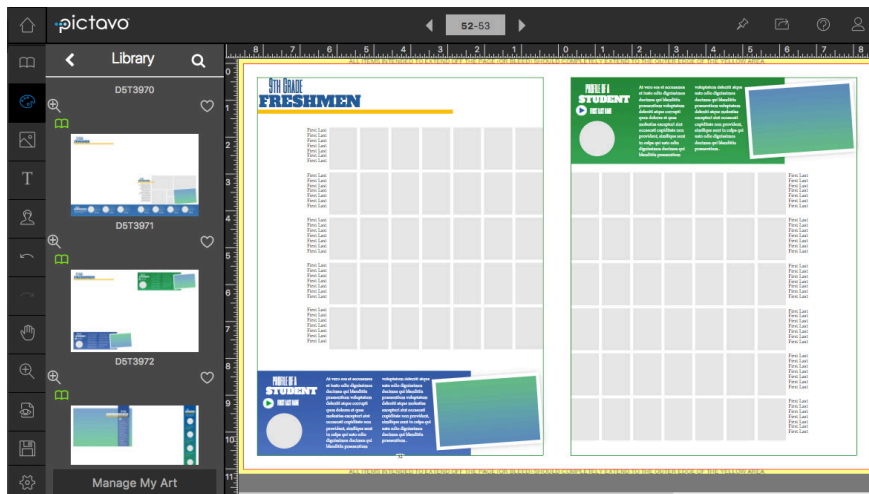
FLOWING PORTRAITS OVER MULTIPLE PAGES

CONTINUE FLOWING PORTRAITS

Move to the next page you'd like to continue flowing portraits into and click the **Portrait Flow Settings** or select the portrait grid you already designed. Once that grid is full, Pictavo will once again update the flow information so you can continue creating portrait grids and flowing portraits until your entire Flow Group has been completed.

EASILY FLOW PORTRAITS INTO PICTAVO TEMPLATES!

Many of the pre-designed templates in Pictavo already have portrait grids placed in the layout. Treat these grids the same as you would a grid that you placed yourself.

Select a grid, select a Flow Group and repeat these steps until you've flowed all portraits in your group!

With Pictavo's sophisticated portrait flowing system, your portrait pages will be easier and faster than ever to design. Need more information? Visit Pictavo's Help section or contact Pictavo Tech Support. **answers@pictavo.com 800.290.0036**