

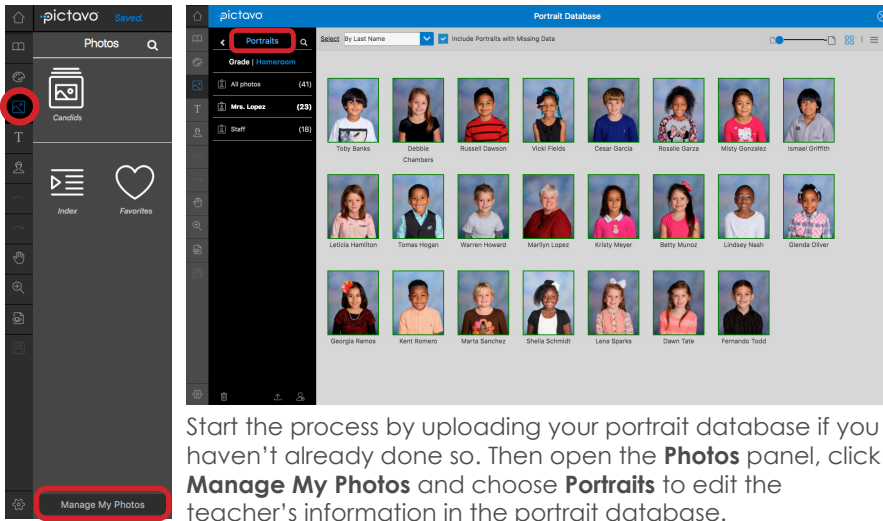
FLOWING PORTRAITS WITH A LARGER TEACHER

Creating portrait pages is a breeze in Pictavo—they can be created even before receiving your school's portraits from your photographer! Just place a portrait grid on a page, adjust its size and style and flow portraits into it. Then save your grid settings or save the entire page as a template and use it over and over!

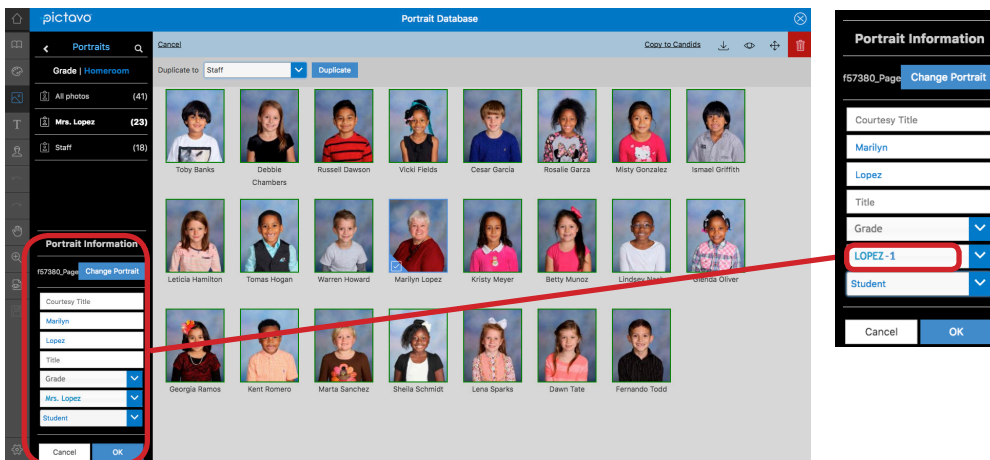


IDENTIFY AND CREATE INDIVIDUAL FLOW GROUPS FOR EACH TEACHER

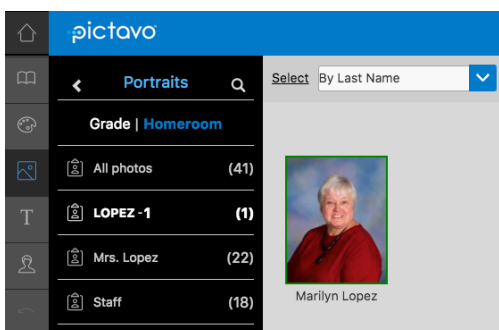
In order for a teacher's portrait to be larger than the student's portraits in his/her class, Pictavo needs to identify and create a specific flow group for just the teacher before placing him/her in their very own grid.



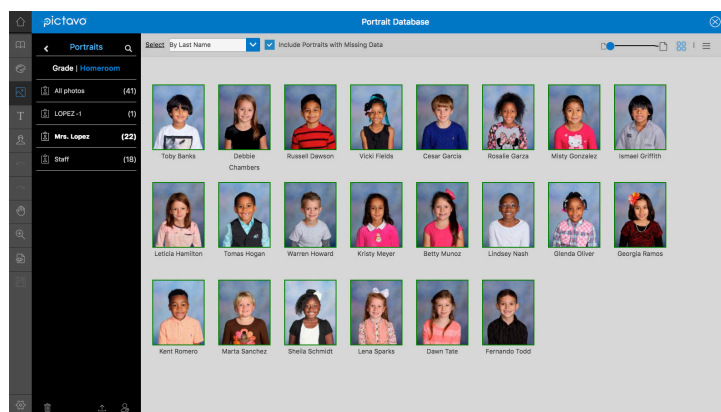
Start the process by uploading your portrait database if you haven't already done so. Then open the **Photos** panel, click **Manage My Photos** and choose **Portraits** to edit the teacher's information in the portrait database.



Click on the teacher's portrait and notice the **Portrait Information** appearing in the lower portion of the **Portraits** panel. To create a separate group just for her, click on the homeroom field and name it something descriptive like "TEACHER'S LAST NAME—GRADE#." In this case, "LOPEZ-1."



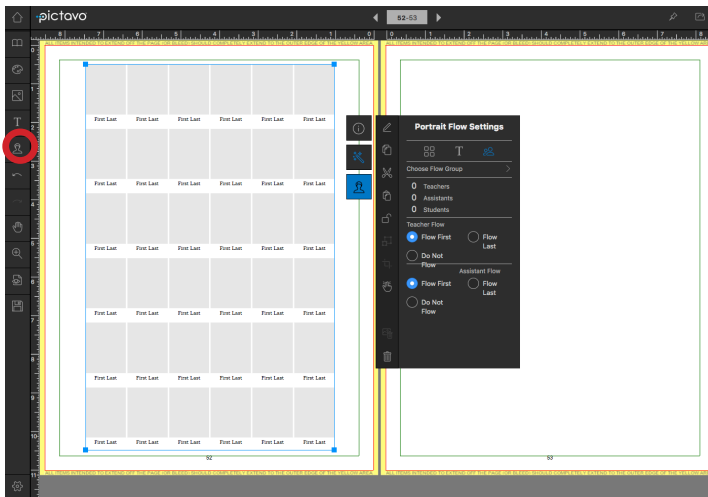
Pictavo will save the changes so the teacher appears in her own homeroom (LOPEZ-1) in the portrait database and can be treated separately from her class.



Now you are ready to place two portrait grids on the page—one for Mrs. Lopez and one for the students. Let's start with the students!

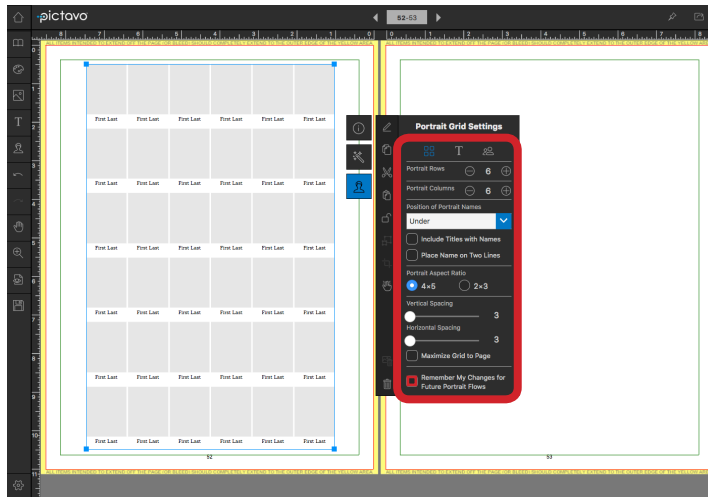
FLOWING PORTRAITS WITH A LARGER TEACHER

ADD AN EMPTY PORTRAIT GRID FOR THE STUDENT'S PORTRAITS



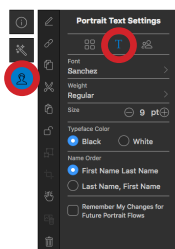
Go to the page where you'd like to create your first portrait grid. (In this case, the page for Mrs. Lopez's class.) Click the **Portrait** icon to add an empty portrait grid to the page.

ADJUST GRID TO FIT YOUR NEEDS

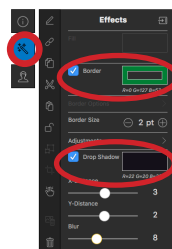


Using the **Portrait Grid Settings** pane, change rows, columns, name placement and spacing as you wish. If you want to use the same grid design on future pages, click the box next to **Remember My Changes For Future Portrait Flows**.

CUSTOMIZE THE LOOK OF YOUR GRID



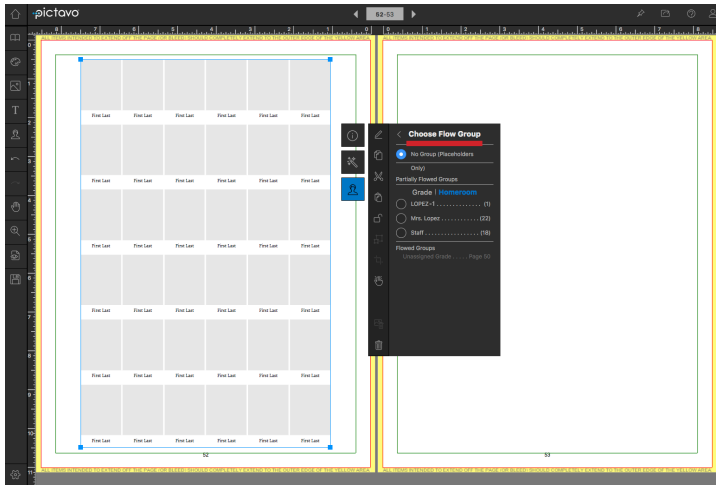
To change the font, size and color of your text and specify whether you want each student's first name or last name to appear first, click on **Portrait Text Settings**. To apply these settings to all future portrait grids you create, click on **Remember My Changes for Future Portrait Flows**.



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.

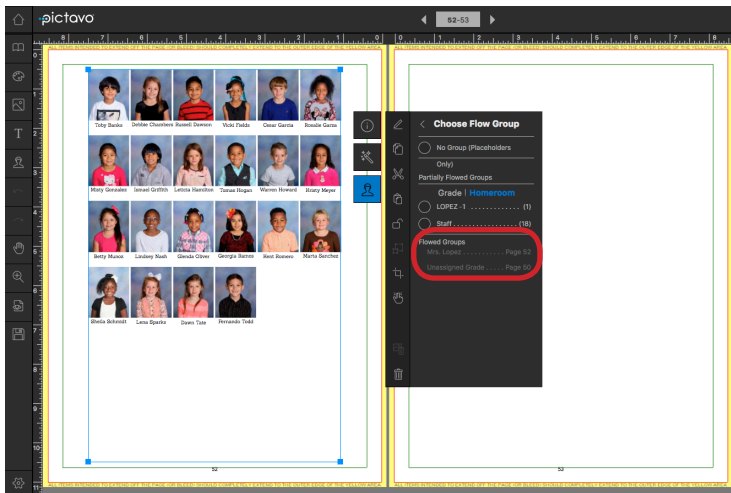
FLOWING PORTRAITS WITH A LARGER TEACHER

CHOOSE FLOW GROUP



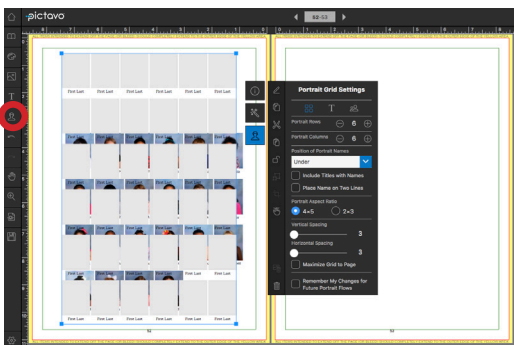
When you're ready to add pictures to your portrait grid, click on the grid and then the **Portrait Flow Settings Icon** and **Choose Flow Group**. A Portrait Save Warning will let you know that the page will need to be saved first and that you will not be able to undo any previous edits.

FLOW STUDENT'S PORTRAITS INTO THE GRID

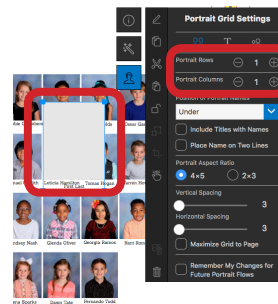


Choose the flow group to be placed in the grid (e.g. grade or homeroom). In this case, choose the students in Mrs. Lopez's homeroom. Once the Flow Group is flowed, it will no longer appear as an option under **Choose Flow Group** and instead will be under **Flowed Groups**.

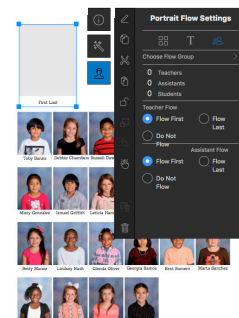
CREATE A SECOND GRID JUST FOR THE TEACHER



Once the students are flowed into their grid, it's time to create a separate grid for the teacher, Mrs. Lopez. When you click the **Portrait** icon again, Pictavo's default grid will appear over the top of the grid you've already created. It looks wrong -- don't panic -- it's part of the process!



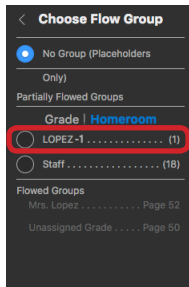
Using **Portrait Grid Settings**, change the column and row count to one. This will create a 1x1 portrait grid.



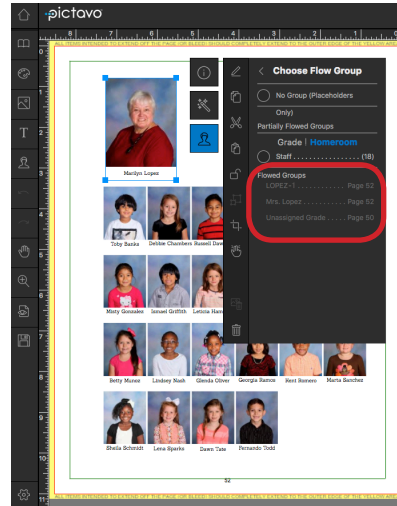
Now take the single box grid and move it wherever you'd like the teacher to appear on your page.

FLOWING PORTRAITS WITH A LARGER TEACHER

FLOW THE TEACHER

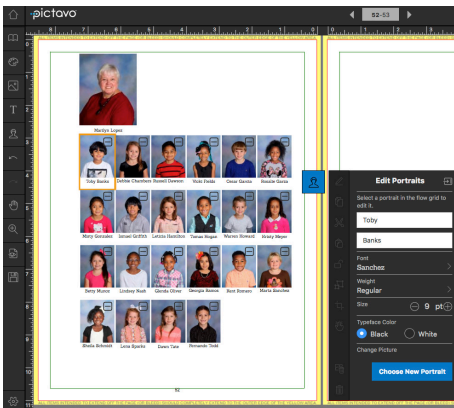


Select your 1x1 grid and then choose your **Flow Group**. This will be the group the teacher is in by herself. (e.g. LOPEZ-1)

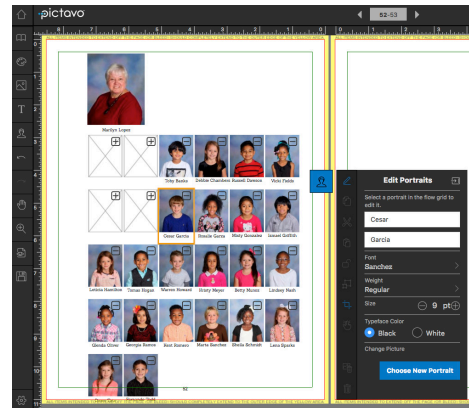


Once again, Pictavo will save the changes to your portrait page. The group that has just been flowed (the teacher alone in her own group) will now appear under **Flowed Groups**.

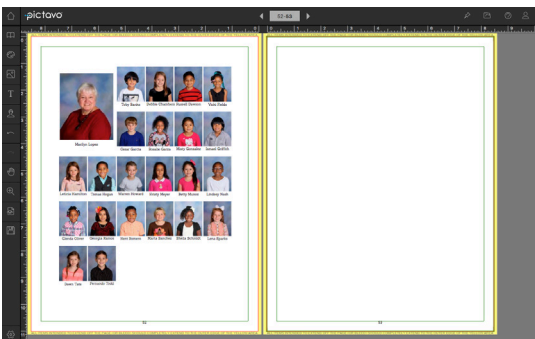
TEACHER INSET WITH CLASS PORTRAITS



If you'd like to create a place to inset the teacher portrait, you'll need to edit the portrait grid. Select the portrait grid and double-click to make the portrait menu appear.



This menu can be used to perform a variety of edits on a selected portrait. For example, if a name is misspelled, you can click on the person's portrait and correct it on the page. (The correction will also automatically update the student database.) In this instance, we're only going to edit our grid. Each portrait will have a subtraction symbol in the corner. By clicking this symbol, that portrait box will become a 'blank' and portraits will be reflowed accordingly. Select enough 'blanks' to create a spot large enough for the teacher.



Move the teacher into the spot you've made for her and resize it if needed. The two portrait flows will be two separate elements that you can continue to move and adjust as you wish.

Congratulations on your first portrait page! Save time and ensure design consistency on future portrait pages by saving your newly-created portrait page as a template. Then drag the template on to your next page, flow the next teacher in to the larger (1 x 1) grid you already created and his/her students in to the student's grid. (Just remember to create a separate flow group for the teacher beforehand.) Before you know it, you'll have all of your portrait pages designed!

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