



SUBMITTING YOUR PICTAVO YEARBOOK – HOW TO

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

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", go to the Ladder. Click on the completed page(s). A blue check mark will appear in the corner of the page(s). In the light blue bar at the top of the Ladder, click on the **Check-Mark** icon to mark the pages as "Ready for Approval".

2. Each page should then be reviewed and approved by the Admin. To mark a page as "Approved", go to the Ladder. Click on the page(s) you want to approve. A blue check mark will appear in the corner of the page(s). In the light blue bar at the top of the Ladder, click on the **Thumbs-Up** icon to mark the page(s) as "Approved". NOTE: Only the Administrator can approve a page.

Both steps can be done on each page individually, or on all of the pages at once by clicking the "Select All" button in the light blue bar.

NOTE: Be sure to check all the warning messages on each page before approving. These warnings can be reviewed in the Ladder.

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

1. Make sure that the cover is submitted and that all pages are Approved. You can confirm that the pages are approved in Ladder view. All approved pages will have a blue outside border bar with the status as "Approved".

2. From the Ladder, click on the blue **Submit** icon in the upper right corner. This will open the "Submit Your Project" Window.

3. Click "*Submit Pages*".

4. 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. Remember that most of the options available through the submission form are considered upgrades. Please contact us at 888-680-0143 for pricing information before adding any upgrades to your book.

More detailed instructions for submitting your book/pages can be found in the Pictavo Help Menu. If you have any questions about the submission process or need assistance, please contact Technical Support at [1-800-887-0414](tel:1-800-887-0414).