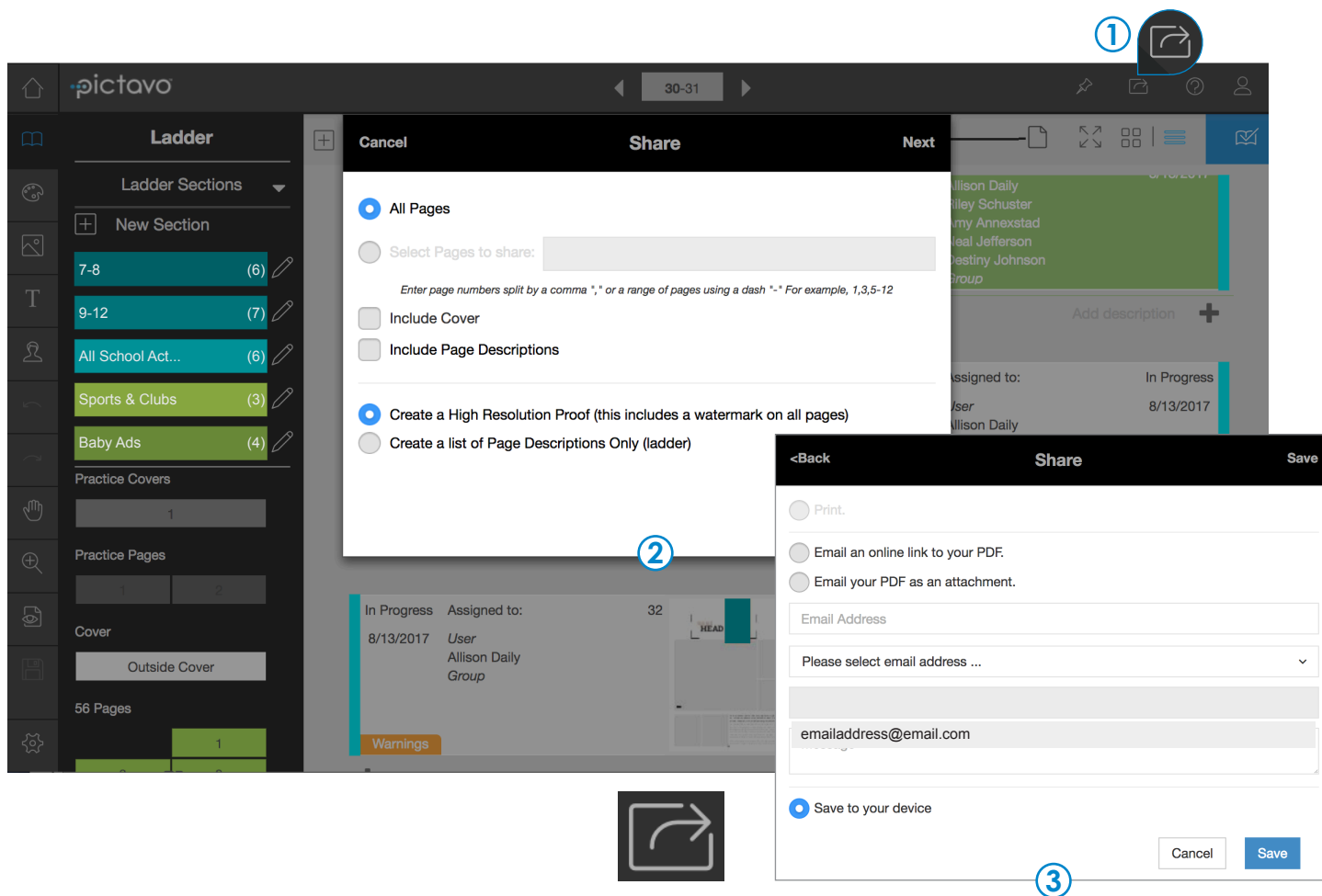


BOOK PROOFING TIPS

sharing pages • printing pages • creating a PDF



① SHARING PAGES

Use the Share button (accessible from the Ladder, Cover or Page Designer) to generate the most current version of your book. Proof your yearbook throughout the design process and again before submitting your book.

② PRINTING PAGES

From the Share Menu, select which parts of the book to include in your proof. You may choose all pages or specify a particular page range.

③ CREATING A PDF

Now it's time to generate and share your proof. Options include: print, email a link to the PDF, email the PDF as an attachment, or save the PDF to your device.

COMMON THINGS TO PROOF FOR

- Make sure each student and faculty member is shown in the portrait flow, shown only once, and their name is spelled correctly.
- Check that names and photos in the portrait flow are not covered by other objects and are easy to read against the page background.
- Common misspellings include your school name, and the words: principal, sophomore, and Dr. Seuss.
- Check the Table of Contents for accuracy.
- Avoid page numbers overlapping text/images.
- Check for spelling and punctuation accuracy.

PAGE LAYOUT TIPS

bleeds • margins • spreads



BLEED AREA

① BLEEDS

The yellow border around your Pictavo page is the bleed area. All color blocks, images, etc. that are meant to extend off the page (or bleed) should extend to the outer edge of the yellow area.

Pictavo backgrounds (and backgrounds you import to the Backgrounds folder) will automatically fill the bleed area.

② MARGINS

The thin green line around the edge of each page is the safety margin. Make sure to keep your text and important parts of images (such as faces) within these margins. If items are meant to extend (bleed) off the page, it is acceptable to place them past the margin.

③ SPREADS

Merge two single pages together to design them as a spread, with art and photos spanning across both pages. Use the Link icon to link and unlink pages.

PAGE LAYOUT TIPS

placeholder text • spell check • overflow text

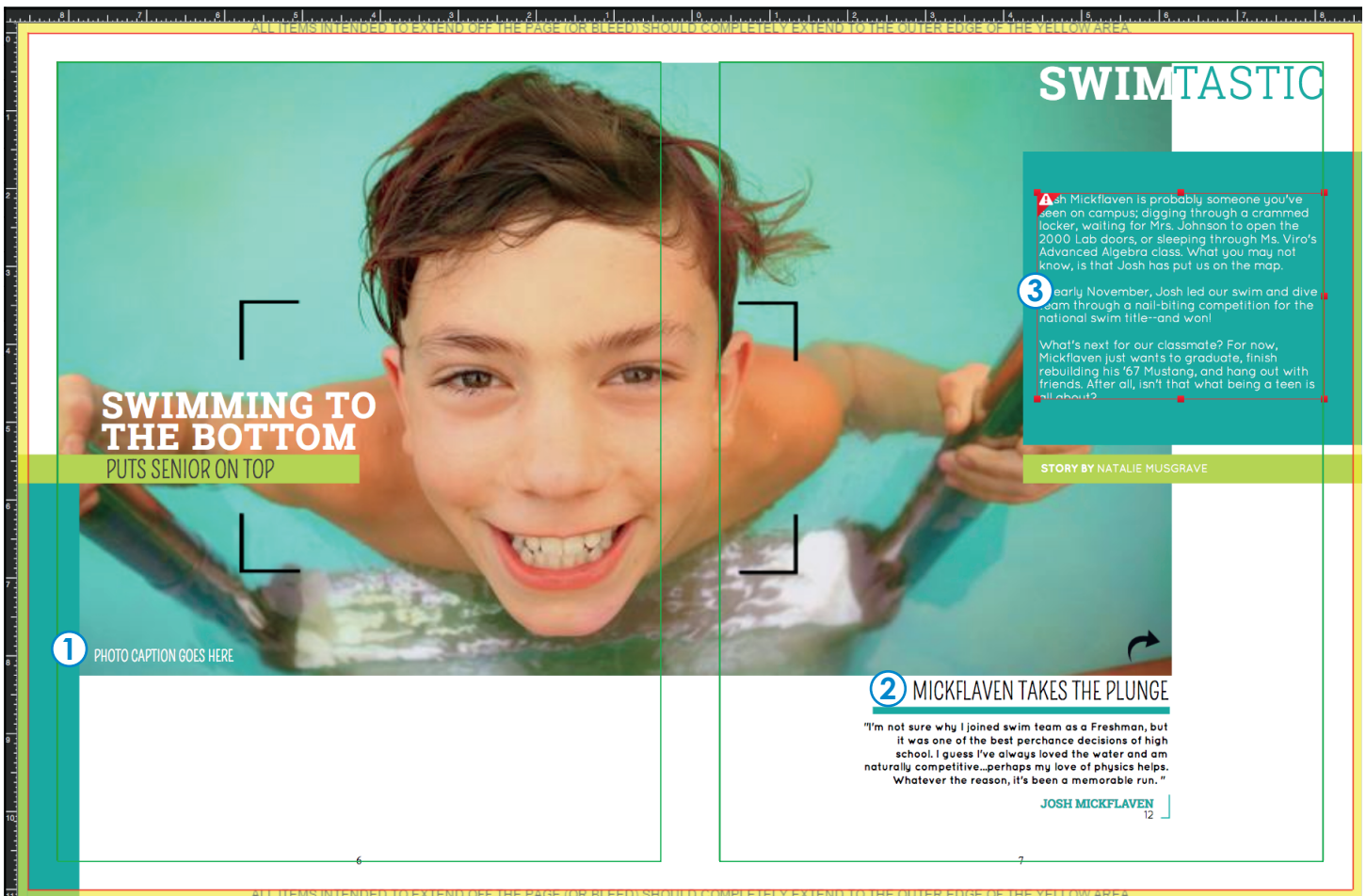


PHOTO CAPTION GOES HERE

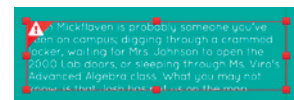
① PLACEHOLDER TEXT

Delete unused text boxes to avoid placeholder text, such as "Add a headline" or "Lorem Ipsum" that automatically appear in new text boxes and in templates.

MICKFLAVEN TAKES THE PLUNGE

② SPELL CHECK

When typing in a text box, a red jagged line will appear beneath any word that is not in the Pictavo dictionary. Right click on the unknown word to see suggested alternatives. If the word is correct, you may choose to add it to the Pictavo dictionary.



③ OVERFLOW TEXT

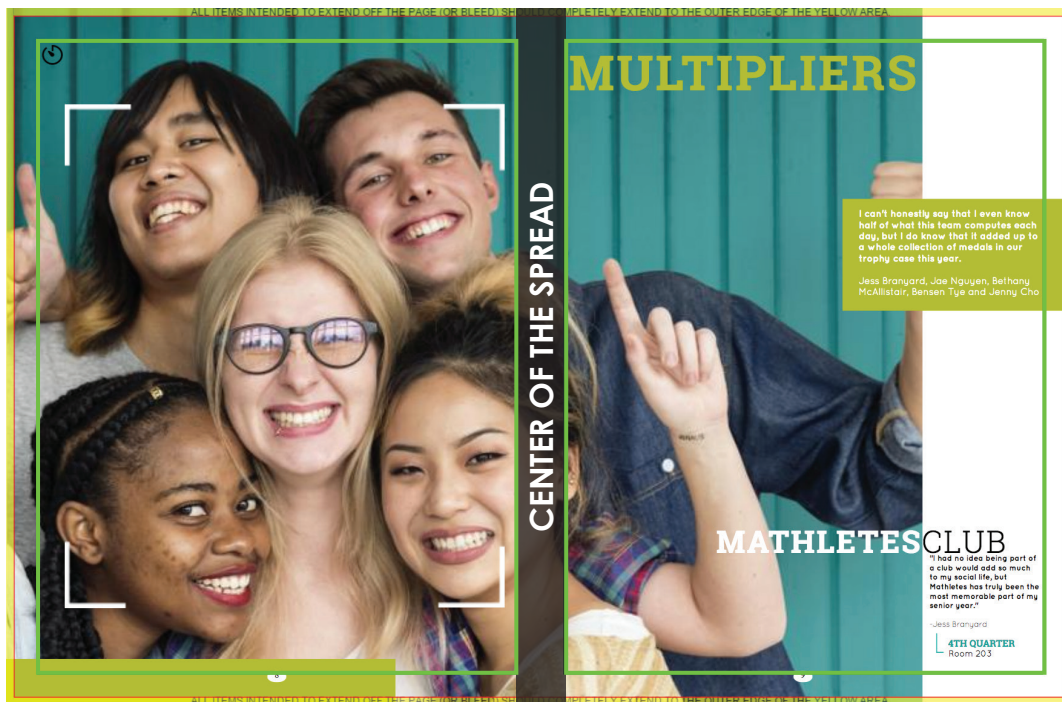
If a text box is not large enough to fit all of your text, the text box will become red and a warning icon will appear in the upper left corner. Simply increase the size of your text box to allow enough space for all text to be shown.

USING ART ACROSS A SPREAD

Applies to standard hard cover books only

When standard hard cover books are bound, the inside edge of the page (or center of a spread) is pulled tightly together, making that part of the page difficult to see. Always keep text, faces and important elements within the green safety margins for the best results.

✗ CORRECT



In this example, the main photo has been placed so that the most important parts (faces, in this instance) will be visible once the book is bound. The text across the top of the page is also within the safety margin.

We've darkened the center of the spread past the safety margin to illustrate the parts of your spread that will not be fully visible once the book is bound.

✗ INCORRECT



In this instance, the faces and text that fall within the shaded area will not be fully visible after the book is bound. Making conscious design choices will prevent losing important parts of your book into the spine area.