



Reviewing & Approving Your YBLive Proof Book

Upon receipt of your printed proof book, please review it immediately for any errors. **You will have 48 hours to review your proof and submit it for print. Failure to submit your final order within that time will result in delivery delays.**

Review the entire book for accuracy. Be sure to pay attention to the following:

- Make sure names match faces and names are spelled correctly.
- Check that no images or text have "fallen off" the page. If so, you may have placed these items outside the margins.
- Check your cover - make sure your school name is spelled correctly with the current school year.
- Check for spelling throughout your book - Principal and Dr. Seuss are often spelled incorrectly.

? Is your book error-free and ready to be printed? If so, please do the following:

1. Log back into your book.
2. Go to **Yearbook**
3. Click on **Accept Proof** to send your order in for printing. **NOTE: The number of books that will be printed is what appears on your Home Activity page. If you need to change that quantity, you must contact Customer Service at 888-680-0143 before you click the "Accept Proof".*
4. Review the terms of the acceptance policy and click OK.
5. This will submit your order for printing. You will receive notification once the books ship.

? Do you have corrections to make in your book? If so, please do the following:

1. Log back into your book.
2. Go to **Yearbook**.
3. Click **Reject Proof**.
4. This will unlock your book, so you can reject the individual sections to make your edits, then approve them.

Once all the corrected sections are approved, you can submit your book for printing as follows:

1. Go back to the **Yearbook** section.
2. Click **Submit Proof** and then immediately click **Accept Proof**. Failure to accept the final submitted proof may result in a second proof being generated. This will cause delays in your yearbook delivery and additional charges for proofing. **NOTE: The number of books that will be printed is what appears on your Home Activity page. If you need to change that quantity, you must contact Customer Service at 888-680-0143 before you click "Accept Proof".*
3. Review the terms of the acceptance policy and click OK.
4. This will submit your order for printing. You will receive notification once the books ship.

For more detailed instructions, refer to pages 72-73 of the [YBLive End User Guide](#).