QUICK START

pictavo™

NEW!

Dottie

NEXT GENERATION, INTERACTIVE ASSISTANCE

meet Dottie

NEXT GENERATION, INTERACTIVE ASSISTANCE

Let's face it. We all need a little help sometimes—especially with software or tasks we aren't familiar with. That's where Dottie comes in.
Dottie empowers your entire yearbook team to work independently and collaboratively by explaining layout tools, walking users through new processes, and contributing design ideas—all without leaving the Pictavo interface.

If you hover over a tool and see a Dottie "dot" **?**, assistance is available—just click on the dot and Dottie will appear. Don't need help? Just click on the tool itself to dive in!

If you want to search for specific resources, access Dottie using the Help icon.

Pictavo™

LEARN ABOUT ART

Pictavo's Art Libraries are LOADED with art that makes creating a one-of-a-kind yearbook a snap.

- Want to get familiar with what's available? Read this article.
- Learn how to create your own Template or Snippet.
- Want endless customization possibilities? Read about colorable art.
- Need to easily find the same art over and over? Learn about favorites.
- Discover the specifics of linking pages.

Want to learn even more about what Pictavo's Art Libraries have to offer?

Watch a video   Maybe Later   *Dottie*

SHARE & PRINT PAGES

Sharing is an easy way to distribute pages with teachers or school admin for proofing purposes without needing to coach anyone on how to navigate Pictavo. Printing and PDF generation happen from this same area.

Want to learn more about Share/Print pages?

Yes, read the article   I've got this   *Dottie*

ADDING A PORTRAIT GRID & FLOWING PORTRAITS

If you prefer reading about a process before trying it out, see our article about flowing portraits.

For a hands-on learning experience, click 'Let's Go' and follow the step-by-step instructions. You'll want to be on the page that you'd like portraits to appear on before beginning.

Let's Go   Not now   *Dottie*

There when you need assistance, on standby when you don't.
That's Dottie. Your new best friend.

pictavo™

WE'RE HERE TO HELP

Pictavo is full of robust features and tools to help manage and design a top-notch yearbook. In order to get the most out of Pictavo, this guide will familiarize you with all of the tools our software has to offer.

This symbol indicates helpful tips on where to find more information in Pictavo Help. Watch for it throughout the Quick Start Guide.

GET STARTED

ACTIVATE YOUR ACCOUNT

Before diving into the ultimate yearbook design experience, you need to activate your Pictavo account and create a login. Once activated, projects can be logged into anytime, anywhere there is internet access.
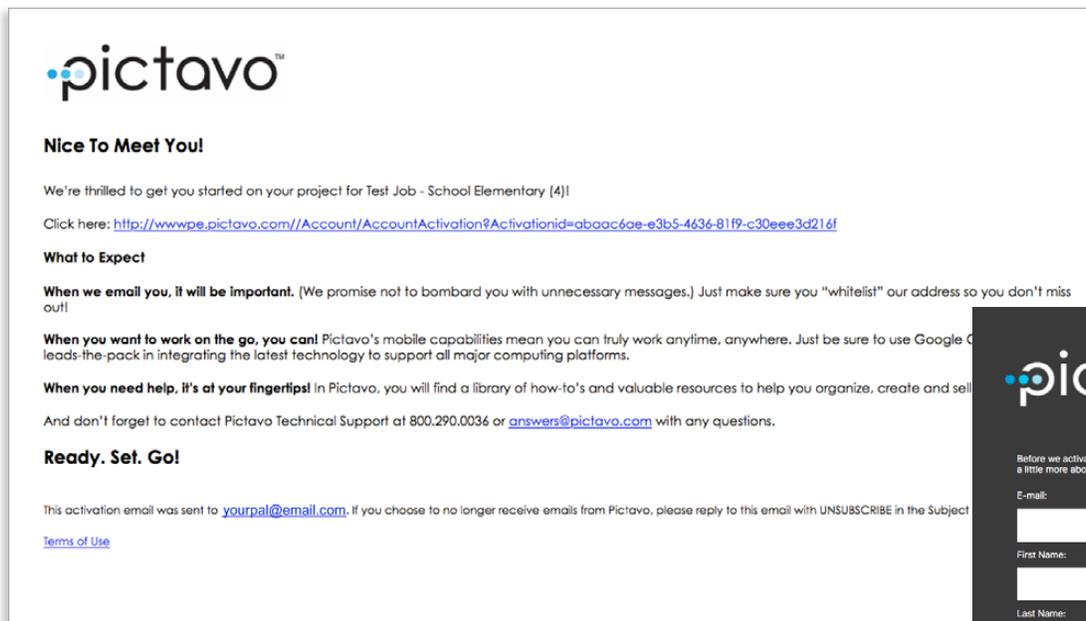
Use the link in your activation email to get to the Activation Screen in Pictavo

Nice To Meet You!

We're thrilled to get you started on your project for Test Job - School Elementary (4)!

Click here: http://wwwpe.pictavo.com//Account/AccountActivation?Activationid=abaac6ae-e3b5-4636-81f9-c30eee3d216f

What to Expect

When we email you, it will be important. (We promise not to bombard you with unnecessary messages.) Just make sure you "whitelist" our address so you don't miss out!

When you want to work on the go, you can! Pictavo's mobile capabilities mean you can truly work anytime, anywhere. Just be sure to use Google leads-the-pack in integrating the latest technology to support all major computing platforms.

When you need help, it's at your fingertips! In Pictavo, you will find a library of how-to's and valuable resources to help you organize, create and sell

And don't forget to contact Pictavo Technical Support at 800.290.0036 or answers@pictavo.com with any questions.

Ready. Set. Go!

This activation email was sent to yourpal@email.com. If you choose to no longer receive emails from Pictavo, please reply to this email with UNSUBSCRIBE in the Subject

Terms of Use

LOGGING IN
Enter contact info and a password to activate your book.

Need direction on setting up users in your project and assigning them to groups?

Dottie
CAN HELP

USERS & GROUPS

Pictavo makes it easy to stay organized by creating permissions-based Users and Groups. This allows you to keep track of progress and participation on your project.

pictavo   Users & Groups
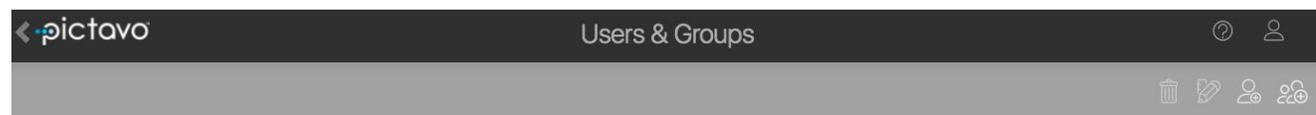
SELECT NEW USER OR NEW GROUP TO BEGIN   A B

A NEW USER
Enter the new user's name, email address and password. Then assign their individual permissions and pages.

B NEW GROUP
Create a group name and assign permissions for the members of this group. You can assign and unassign users in this window, as well.

VIEW YOUR TEAM
Come back anytime to quickly see each user's status, edit their permissions and add or delete users or groups.

Have a user or group that has completed their task?
Delete users that no longer need access to the book.

Have a user who now needs to be able to do more?
Edit their permissions to grant more access.

YOU ARE HERE

You're going to spend a lot of time in Pictavo. Get to know the 'environments' you'll likely be spending the most time in. These same areas are frequently referenced throughout the Quick Start Guide.

DASHBOARD

KEEP TABS ON YOUR PROJECT
The Dashboard is a quick look at your project and easy access to project management tools. Here, you'll have access to your calendar to create and assign events or tasks to your staff. As Project Administrator (Admin), you have privileges that others do not like setting up users, assigning permissions and creating groups.
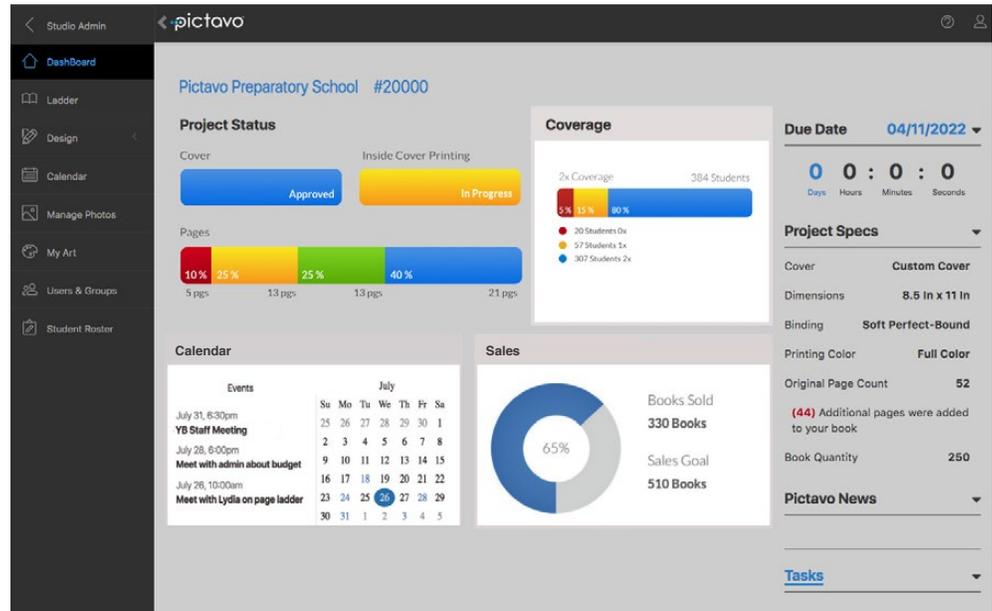
LADDER

CREATE A BLUEPRINT
Pages and sections of your yearbook can be labeled and even color-coded to keep everyone organized. Page assignments, progress and warnings are all visible from the Ladder view. Add pages, track user log ins and share high resolution proofs all with the click of a button. Add practice pages to your project to play with ideas before committing to a page.

FOR THE MOST THOROUGH INTRODUCTION TO PICTAVO,
WATCH THE OVERVIEW VIDEO AVAILABLE UNDER QUICK LINKS IN PICTAVO HELP

Dottie
CAN HELP

DESIGN

DRAG AND DROP
It doesn't get any simpler than 'drag and drop.' Anything in Pictavo's industry-leading art library is available with one simple motion.
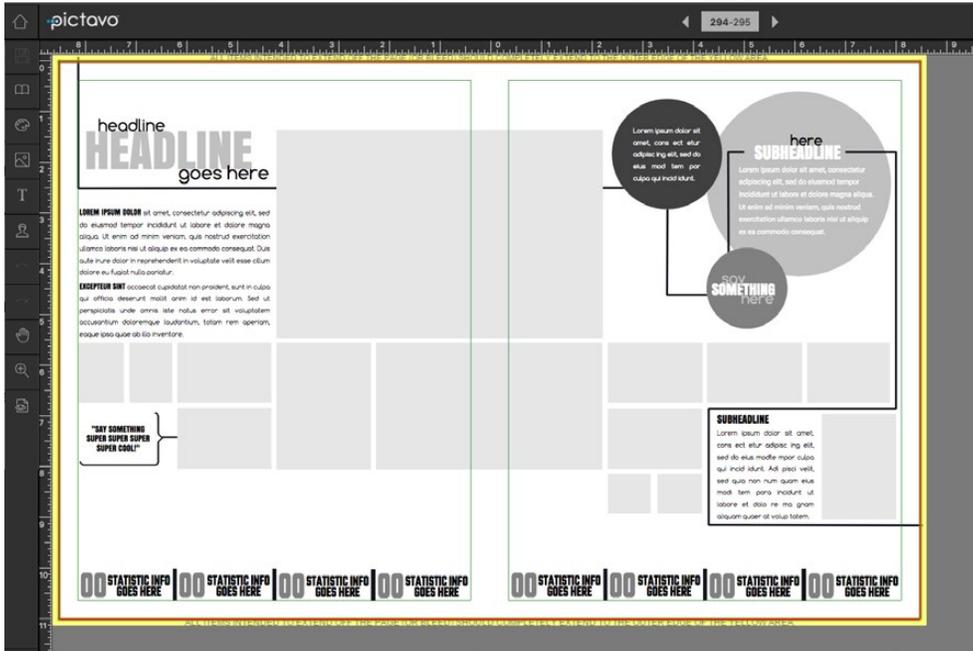
MANAGE MY PHOTOS

GET THE SHOTS, KEEP THEM ORGANIZED
Choose your best images and keep them organized with multi-layer album organization capabilities. Rename, 'favorite', tag, rotate and preview photos from one convenient window. Drag and drop images from your desktop directly into the photo management area or use the traditional upload feature.
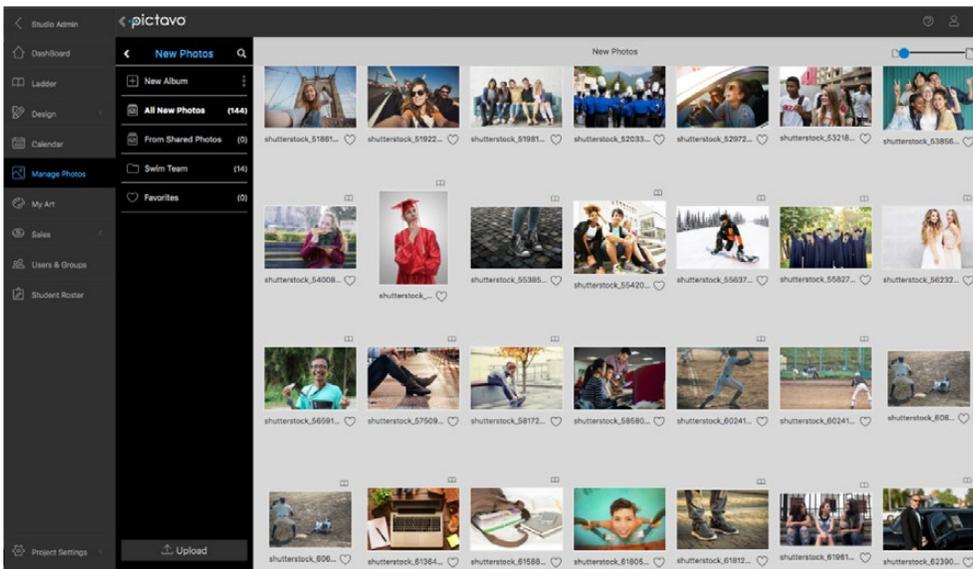
ORGANIZE

DASHBOARD

Whenever a user logs in to Pictavo, they will land on the Dashboard. Here you will see not only a snapshot of a project's status, but also the icons that allow users to move easily to other areas of a project.

A PROJECT STATUS THERMOMETERS
see an "at-a-glance" status of project progress:

Not in Progress
In Progress
Ready for Admin Approval
Approved

B DUE DATE COUNTDOWN CLOCK
your one and only deadline for submitting your pages

C PROJECT SPECS
basic details of your project

D COVERAGE TRACKER
monitor student coverage as you build your yearbook

E CALENDAR
events and tasks created by staff

F TASKS
user specific tasks

G INSPIRATION GALLERY
links to Pictavo Yearbook Inspiration boards on Pinterest
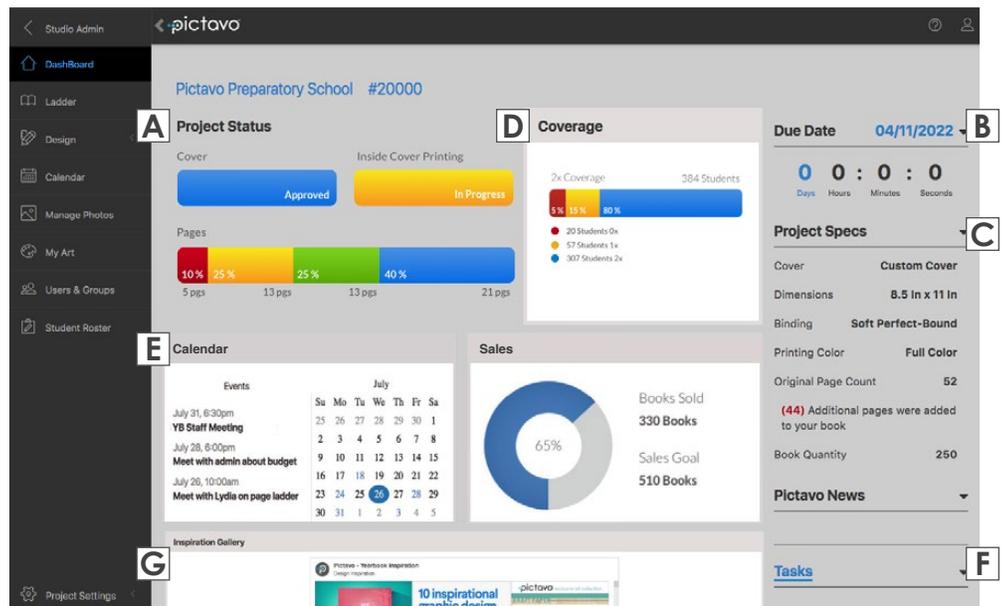
NAVIGATE AWAY FROM THE DASHBOARD BY USING THE ICONS IN THE COLUMN TO THE LEFT OF YOUR DASHBOARD VIEW

ORGANIZATIONAL TOOLS — Ladder

DESIGN PAGES OR COVER — Design

SEE ALL SCHEDULED EVENTS AND TASKS — Calendar

ORGANIZE YOUR IMAGES INTO ALBUMS — Manage Photos

UPLOAD YOUR OWN BACKGROUNDS OR ACCENTS — My Art

CREATE USER ACCOUNTS AND ASSIGN PERMISSIONS, PAGES AND/OR GROUPS TO THESE USERS — Users & Groups

UPLOAD YOUR STUDENT ROSTER, TRACK COVERAGE AND CREATE AN INDEX FOR YOUR BOOK — Student Roster

THE PROFILE MENU ALLOWS YOU TO MAKE BASIC PROFILE CHANGES, SEE ALERTS, TASKS, AND PICTAVO SUPPORT INFORMATION

Profile
News & Alerts
Tasks
Support
Projects
Log Out

READ 'GET TO KNOW THE DASHBOARD' IN PICTAVO HELP FOR A MORE THOROUGH EXPLANATION OF DASHBOARD FEATURES. (BETTER YET, WATCH THE VIDEO FOUND AT THE END OF THE ARTICLE!)
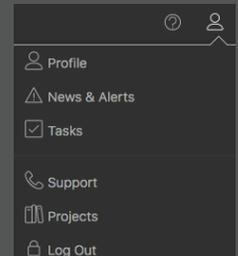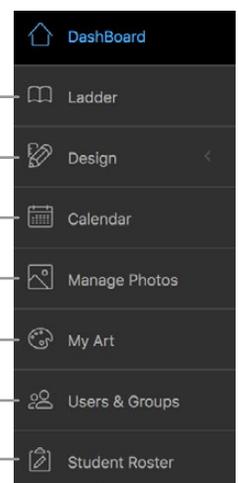
LADDER

The Ladder is both an organizational and collaborative tool. All users can view the Ladder and see an organized, detailed outline of their project including sections, page assignments, color-coding and page status.

A **ADD A NEW SECTION**
assign pages, users and a section color

B **EDIT SECTION INFORMATION**
make changes to section details as your project progresses

C **SORT**
sort by user/group, page status or section

D **ADD PAGES**
choose type of page, number of pages and where to place new pages in your book

E **USAGE AND TRACKING**
see user activity including most recent saves and log ins

F **ASSIGN USERS**
assign pages to users connected to your project

G **SHARE AND PRINT**
select your entire book, single pages or ranges to print, PDF or email

H **ADD DESCRIPTION**
add a brief description of page contents under page thumbnails

Once a page or spread is selected, a blue outline will appear around the thumbnail and a new selection of icons make themselves available:

EDIT	**USAGE AND TRACKING**	**MOVE**	**READY FOR APPROVAL**	**REJECT**	**APPROVE**	**MAKE PRIVATE**	**DELETE**
JUMP TO THE SELECTED PAGE IN THE PAGE DESIGN AREA	VIEW SAVES AND LOGINS FROM ALL USERS FOR THE SELECTED PAGE	MOVE SELECTED PAGES WITH PRECISION BY CHOOSING SPECIFIC PLACEMENT	USERS CAN INDICATE WHAT PAGES ARE WAITING FOR APPROVAL	PAGE IS NOT APPROVED AS IS	PAGE IS APPROVED	ONLY AN ADMIN AND USERS ASSIGNED AFTER A PAGE HAS BEEN MADE PRIVATE CAN VIEW A PRIVATE PAGE	DISCARD SELECTED PAGES

FOR MORE DETAILS ABOUT USING THE TOOLS WITHIN THE LADDER, TAKE A LOOK AT 'LEARN ABOUT THE LADDER' IN PICTAVO HELP.

PHOTO MANAGEMENT

MANAGE MY PHOTOS

Stay organized and work smart with Pictavo's Manage My Photos area.
Edit information for both candid photos and portrait database from the Manage My Photos area.
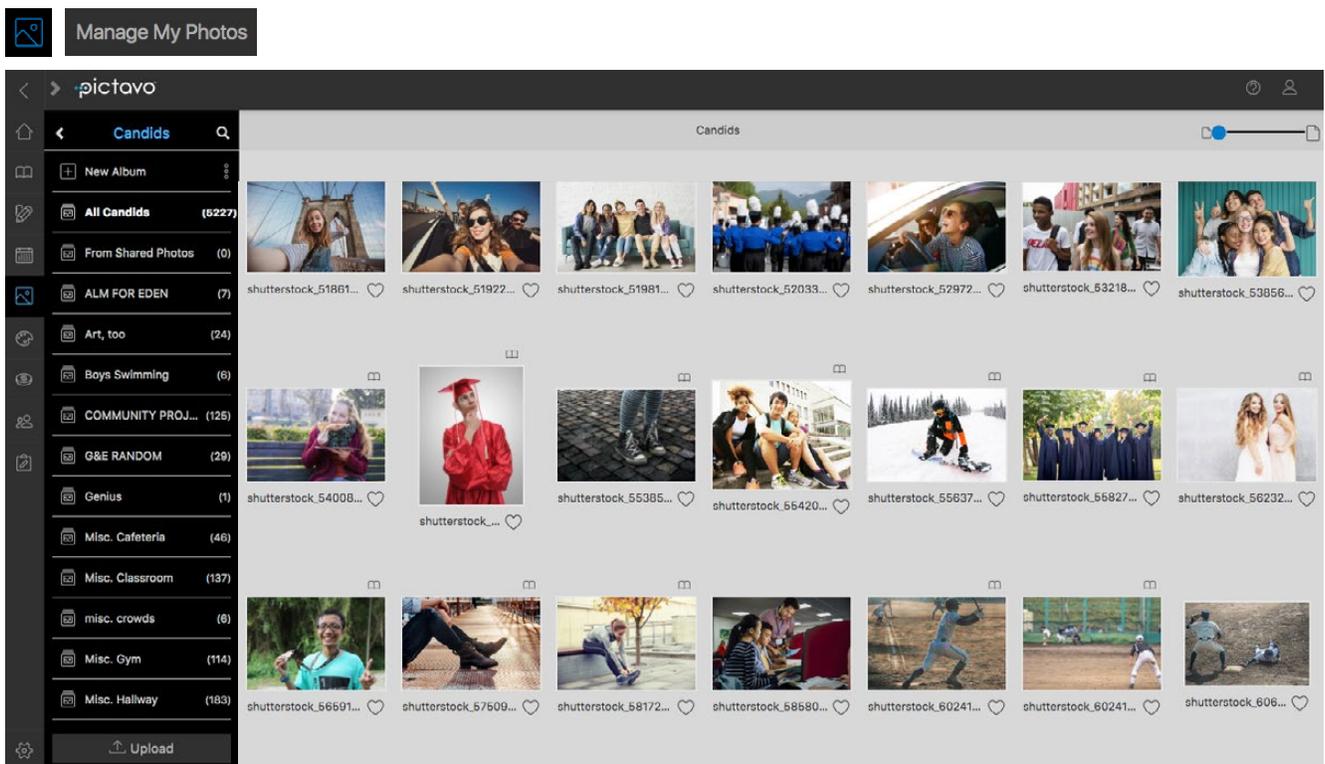
In the **ALL CANDIDS** area, all uploaded candids are present even if they're organized into another folder. You can upload images directly to this folder and organize them later by selecting and dragging your images to a folder OR you can upload images to specific folders by navigating to that folder and uploading directly to it. Any images dragged directly onto a page will also live in the Uncategorized album until placed in a specific folder.
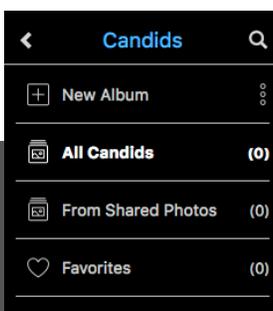
Use the New Album icon to create a new album in any level of your album structure. You can create albums within other albums to help keep your images organized in the way that best suits your project.

Use the Upload button to load candids into whatever album is currently selected. If you accidentally load photos to the wrong folder, don't worry—you can easily move them to another album.

D**o**ttie
CAN HELP

MANAGE MY PHOTOS

The Manage My Photos area is incredibly useful for more than just image organization. Once an image (or in some cases multiple images) is selected, a series of photo management tools make themselves available.

| Cancel Select All | | | | DSC_5615.jpg | | | | | |

A PHOTO WILL HAVE A BLUE BORDER AND CHECK BOX SIGNIFYING IT HAS BEEN SELECTED	'FAVORITE' A PHOTO TO ADD A COPY TO THE FAVORITES ALBUM	INDICATES PHOTO HAS BEEN USED IN THE BOOK	INDICATES PHOTO HAS BEEN TAGGED	ROTATE AN IMAGE 90° IN EITHER DIRECTION	RENAME A PHOTO	TAG AN IMAGE WITH A STUDENT'S NAME OR KEYWORD	DOWNLOAD IMAGE TO YOUR COMPUTER	PREVIEW SELECTED IMAGE	DELETE AN IMAGE
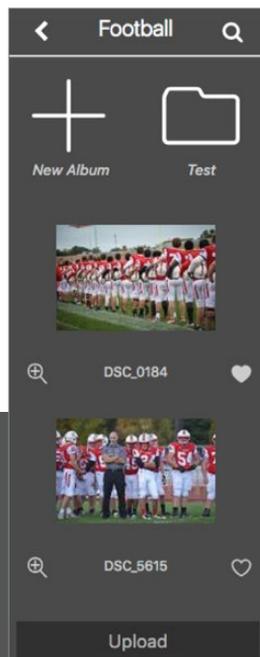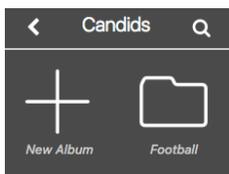
MANAGE MY PHOTOS isn't the only place to upload and organize images. Create albums, favorite images and upload photos from the design screen Photos area.

REFERENCE

INTERFACE TOOLS AND ICONS

SAVE

PHOTOS

REDO

PAGE DESIGN SETTINGS

DASHBOARD/ HOME

TEXT

DRAG

LADDER

ADD PORTRAIT GRID

ZOOM

ART

UNDO

HI-RES PAGE PREVIEW

Page Design Settings
Show Rulers
Show Grid
Show Guides
Smart Guides

Edit Grid
Grid Rows   4
Grid Columns   4
Gutter Size   0.1 inch
Reset Grid
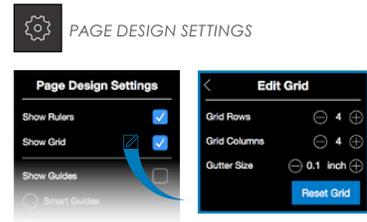
DESIGN PALETTE TOOLS

Effects
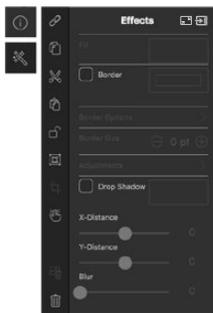
LINK/ UNLINK

LOCK/ UNLOCK

REMOVE PHOTO

COPY

GROUP/ UNGROUP

DELETE

CUT

EDIT/ CROP

PASTE

MULTIPLE SELECT

PROPERTIES

Properties

Size
w   1.54 in   h   1.9 in

Position
x   6.73   y   2.11

Flip & Rotate   — 0° +

Opacity
100

Arrangement

Alignment & Spacing

Name: stock4508
DPI: 400
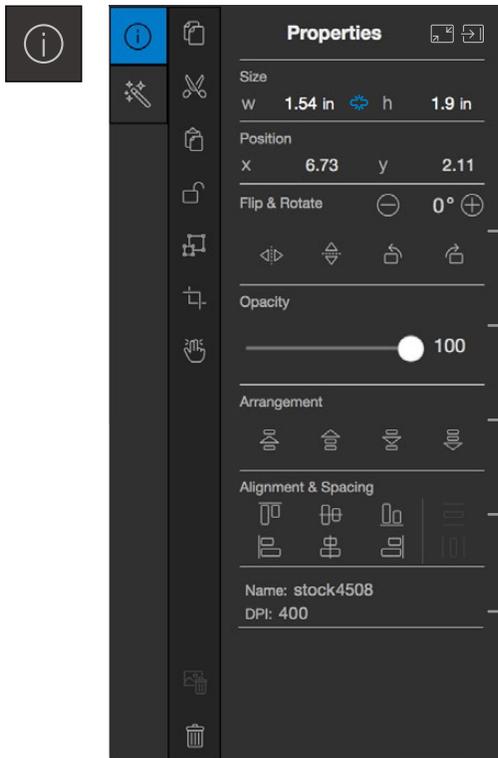
DOCK/UNDOCK MENU

MINIMIZE/MAXIMIZE MENU

CONSTRAIN PROPORTIONS

FLIP AND ROTATE

ADJUST OPACITY

BRING OBJECTS FORWARD OR SEND BACKWARD

ALIGN OBJECTS TO EACH OTHER AND EVENLY SPACE

FILE NAME AND RESOLUTION OF FILE IF AN IMAGE IS SELECTED
(for quality printing, the image should be 300 dpi)

Need to verify
the print quality of
an image?

11 PAGE

Dottie
CAN HELP

EFFECTS

Effects

Fill — R=0 G=165 B=157

FILL COLOR

☑ Border — R=181 G=190 B=0

**APPLY A BORDER AND
SELECT THE COLOR**

Border Options

Border Size ⊖ 1 pt ⊕ — **BORDER SIZE**

Adjustments — **ADJUSTMENTS (FOR IMAGES)**

☑ Drop Shadow — R=22 G=20 B=29

**APPLY AND CUSTOMIZE A DROP
SHADOW TO SELECTED OBJECT**

X-Distance ———— 4
Y-Distance ———— 4
Blur ———— 10

Fill Color

No Fill | Previous | Current

Saturations

Values

Opacity ———— 100

Project Saved Colors ＋

Remove Saved Colors

User Saved Colors

＋

Remove Saved Colors

Adjust the value, saturation and opacity
of the selected color.

Use the ＋ button in Saved Colors to add
the current color. Only a project admin
can edit the Project Saved Colors.

Click here to see the RGB and
CMYK values of your color.

TEXT SETTINGS

Text Settings

Font
Century Gothic — **SELECT FONT**

Weight
Regular — **SELECT FONT WEIGHT/STYLE**

Size ⊖ 14 pt ⊕ — **INCREASE/DECREASE FONT SIZE**

Character Spacing
☑ Auto ⊖ % ⊕ — **UNCHECK BOX TO ADJUST
SPACING (TRACKING)**

Line Height
☑ Auto ⊖ % ⊕ — **UNCHECK BOX TO ADJUST
LINE HEIGHT (LEADING)**

Column ⊖ 1 ⊕ — **ADD/REDUCE COLUMNS**

100% 100% — **ALTER HEIGHT/WIDTH OF TEXT**

≡ ≡ ≡ ≡ — **ALIGN TEXT**

TT T — **SET TO ALL UPPER/LOWERCASE
TEXT AND/OR UNDERLINED TEXT**

DESIGN

ART

Pictavo's extensive library of design elements will help you design a great-looking book, coordinated from start to finish.

BACKGROUND

art designed to fill the entire background of your page; usually with a subtle texture or pattern

TEMPLATE

a pre-designed layout including art, photo boxes and possibly portrait grids
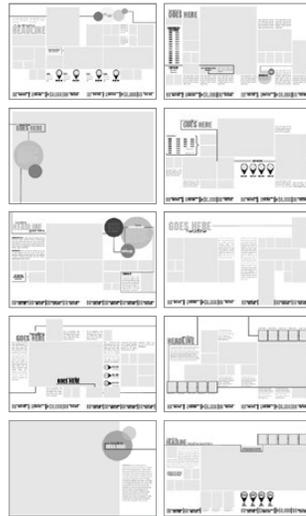
SNIPPET

a mini-template designed to fill only part of a page; found only in Pictavo
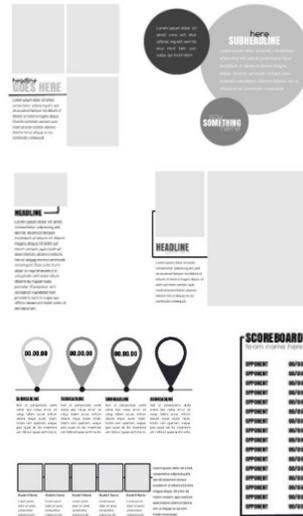
ACCENT

small design elements that complement a layout

Become familiar with and learn how to use Pictavo's extensive Art Libraries in the Inspiration Guide found in your yearbook kit.

INSPIRATION GUIDE
pictavo

INSPIRATION GUIDE
pictavo

DESIGN WITH PURPOSE
2019-2020
templates and art

2019-2020

The **K8 INSPIRATION GUIDE** is loaded with art, templates and Snippets perfect for your pre-school, elementary, middle or junior high school.

The **HIGH SCHOOL INSPIRATION GUIDE** covers the basics of clean, modern yearbook design. Take a look at eight art collections full of professionally-designed templates and Snippets!

T
TEXT

Pictavo's text capabilities allow complete creative freedom and total precision when designing with type.

Select the Text icon to open the text panel. Click or tap a text style to add a text box of that style to your page.

Customize everything down to your page numbers—choose font, placement, color and more in the Page Numbers menu.

Edit every aspect of text defaults such as color, character spacing, justification and so much more. With Pictavo's comprehensive and intuitive text options, designing a book with consistent font styles is a snap.

A 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.

B SPELL CHECK

WHEN TYPING IN A TEXT BOX, A RED DOTTED LINE WILL APPEAR BENEATH ANY WORD THAT IS NOT IN THE BROWSER DICTIONARY.

C 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 WILL APPEAR IN THE UPPER LEFT CORNER.

PORTRAITS

PORTRAIT FLOW

With Pictavo's extensive portrait flow customization options, users can create portrait grids even before their portrait databases are loaded.

The initial step in the portrait flow process is always creating a portrait grid.

Select the portrait icon. A default portrait grid will appear on your page. Customize portrait grids using the Portrait Settings Menu.
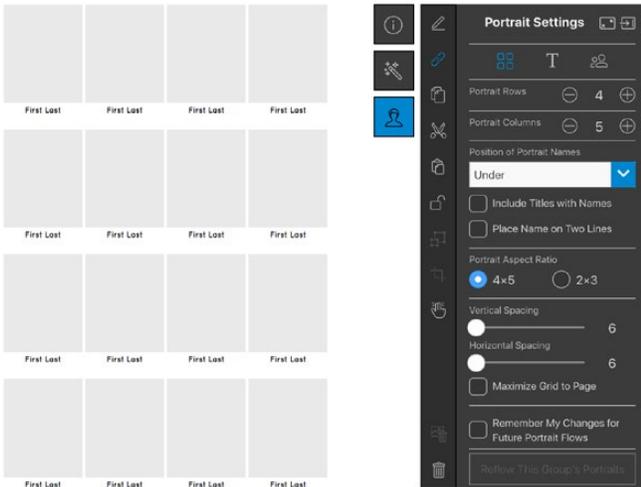
Use the empty grid as a placeholder while designing layouts on pages or custom templates to use later.

If portraits have been uploaded and are ready to flow, click/tap Choose Flow Group in the Portrait Settings menu.

Choose Flow Group

Once portraits are flowed, find more customization options in the various Portrait Settings menus.

Remove individual portrait boxes to create more room for candids or text. Double-click the grid or use the edit icon to allow editing. Use the subtraction button to remove photo boxes and the addition button to add them back in.

Time to upload
portrait retakes and
not sure what to do?

15 PAGE

Dottie
CAN HELP

PORTRAIT GRID SETTINGS

Portrait Settings

Portrait Rows   ⊖ 4 ⊕ — **ADJUST ROWS AND COLUMNS**
Portrait Columns ⊖ 5 ⊕

Position of Portrait Names
Under ⌄ — **POSITION PORTRAIT NAMES**

☐ Include Titles with Names
☐ Place Name on Two Lines

Portrait Aspect Ratio
◉ 4×5   ○ 2×3 — **PORTRAIT ASPECT RATIO**

Vertical Spacing   6 — **ADJUST GRID SPACING**
Horizontal Spacing   6

☐ Maximize Grid to Page — **MAXIMIZE GRID TO PAGE**

☐ Remember My Changes for Future Portrait Flows — **REMEMBER PORTRAIT FLOW SETTINGS**

Reflow This Group's Portraits

Edit Portraits

Select a portrait in the flow grid to edit it.

John

Abbott

Font
Century Gothic >

Weight
Regular >

Size   ⊖ 10 pt ⊕

Typeface Color
○ Black   ◉ White

Change Picture

Choose New Portrait

Click the edit icon or double-click the portrait flow to customize.

PORTRAIT TEXT SETTINGS

Portrait Settings

Font
Quicksand > — **FONT**

Weight
Bold > — **FONT STYLE/WEIGHT**

Size   ⊖ 10 pt ⊕ — **FONT SIZE**

Typeface Color
○ Black   ◉ White — **FONT COLOR**

Name Order
◉ First Name Last Name — **NAME ORDER**
○ Last Name, First Name

☐ Remember My Changes for Future Portrait Flows

PORTRAIT FLOW SETTINGS

Portrait Settings

Choose Flow Group > — **CHOOSE FLOW GROUP**

0 Teachers
0 Assistants — **SEE FLOW GROUP CONTENTS**
0 Students

Teacher Flow
◉ Flow First   ○ Flow Last — **TEACHER FLOW**
○ Do Not Flow

Assistant Flow
◉ Flow First   ○ Flow Last — **ASSISTANT FLOW**
○ Do Not Flow

FINAL STEPS

PROOF

Before submitting your book, proof it thoroughly.
Watch for Pictavo's warning frames alerting you to issues with your layout.

TEXT WARNINGS

PART OF THIS TEXT IS VISIBLY BEING CUT OFF BY THE TEXT BOX
ENLARGE THE BOX TO FIT ALL TEXT

*THERE ARE ADDITIONAL LINES OF TEXT THAT ARE NOT
VISIBLE BECAUSE THE TEXT BOX IS TOO SMALL*
ENLARGE THE BOX TO FIT ALL TEXT

*THIS TEXT BOX EXTENDS PAST THE GREEN SAFETY MARGIN INTO A PART
OF THE LAYOUT NEAR THE TRIM OR BINDING AREA OF A SPREAD*

A RED UNDERLINE SHOWS WORDS NOT FOUND IN THE BROWSER DICTIONARY

IMAGE/ART WARNINGS

THIS ART/IMAGE IS LOW RESOLUTION AND WILL PRINT POORLY
REPLACE WITH HIGH-QUALITY ART/IMAGE

*THIS IMAGE/OBJECT EXTENDS PAST THE GREEN SAFETY MARGIN INTO A
PART OF THE LAYOUT NEAR THE TRIM OR BINDING AREA OF A SPREAD*

*THIS PORTRAIT FLOW CONTAINS ADDITIONAL IMAGES
IN THE FLOW GROUP THAT HAVE NOT BEEN FLOWED YET*
FLOW THE REMAINING IMAGES

COMMON THINGS TO PROOF FOR

• Make sure each student and faculty member is present 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.

• Check for spelling and punctuation accuracy.

• 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.

SHARE/PRINT PAGES & CREATE A PDF

Print or share current versions of your pages with faculty and administration for proofing purposes or create previews of exciting layouts for sales campaigns.
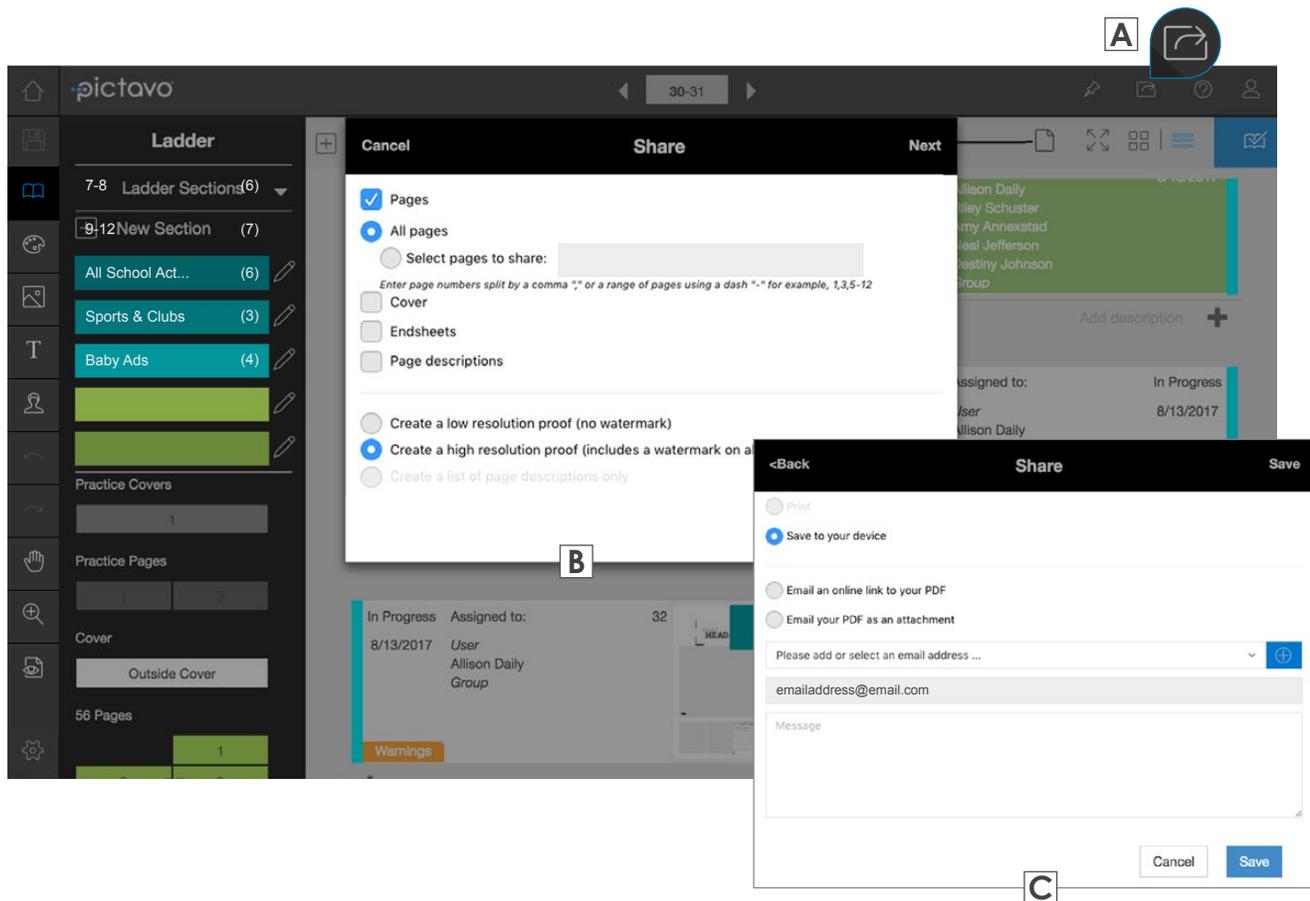
A SHARE
The Share button (accessible from the Ladder, Cover or Page Designer) will allow users to print pages and generate proof PDFs to save or send to others for proofing.

B SELECT
Select specific pages, page ranges or all pages to include in your proof. Choose what type of file to share.

C PRINT OR SAVE
Choose to print selected pages, generate a PDF and email as a link or attachment, or save the current state of selected pages to your device to print or share outside of Pictavo.

FINAL STEPS

APPROVE AND SUBMIT

Once a book is finished, each page needs to be approved by the Admin before book submission.
Page approval and submission happen in the Ladder.

READY FOR APPROVAL

Team members working on a book should mark completed pages as ready for approval.

Pages that need to be approved will have a green bar down the outside edge of the page information box (in list view)

OR
a green dot beneath the page (thumbnail view).
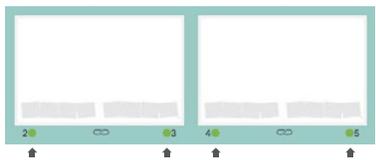
APPROVE PAGES

A Project Admin can review pages and mark them as approved or rejected.

Approved pages will have a blue bar down the outside edge of the page information box (in list view)

OR
a blue dot beneath the page (thumbnail view).
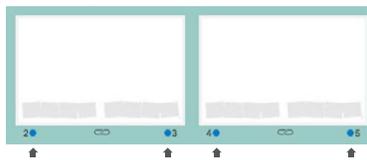
SUBMIT

Once all pages have been approved, SUBMIT.

The submission form will need to be filled out completely before officially submitting your project.

LAST CHANCE CHECKLIST

• Pictavo will alert you if any portraits have been left unflowed.

• Watch for any warnings left unaddressed—make corrections now!

• Confirm order details like number of books and page quantity during submission.

Pictavo Community is where parents, students and other community members can go to upload photos for consideration by the yearbook staff and purchase yearbooks, ads and other school products.

USE PICTAVO COMMUNITY TO EASILY GATHER PHOTOS FROM OTHERS!
By involving community members in the process of collecting photos, you will increase your coverage and sales.

Click or tap on Manage Photos A in the left hand column, then the three dots B next to the Shared Photos album. Check the Shared Photos Enabled button C to allow community members to share their photos with you.
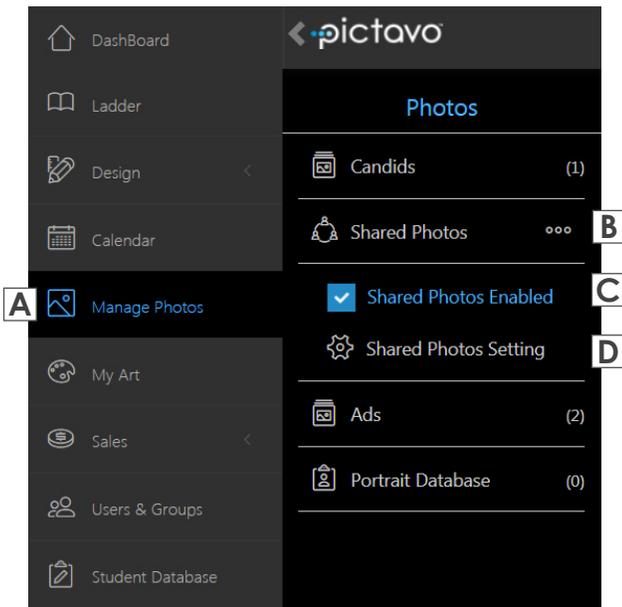
Once community members have uploaded photos, staff members authorized to view shared photos will find them in the Shared Photos album. From there, they can be moved into the desired albums in the Candids area for placement on a page!

If you want to limit the number of photos each user can submit or you would like your cutoff date for receiving them to be different than your book submission date, change the Shared Photos Setting. D
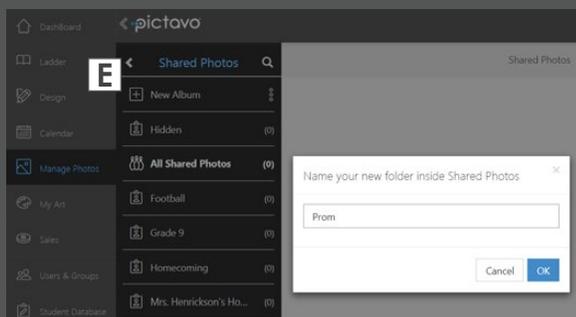
To create specific albums for community members to use when uploading photos, click or tap on Shared Photos E and then New Album to create any number of them. Album names can range from events (e.g. Homecoming, Prom, etc.) to sports (e.g. Football, Girls Track, etc.) to grades and/or homerooms.

COMMUNITY
SELL

PICTAVO COMMUNITY IS ALSO GREAT FOR SELLING YOUR YEARBOOK, ADS AND OTHER PRODUCTS ONLINE!

If you want to sell products online, offline or both, Pictavo Community can help you easily account for every sale paid by credit card, check or cash.

In order to use Pictavo Community, you will first want to enable it in the Sales > Store Setup area.

Store Setup   ✓ Enable Pictavo Community Sales

SCHOOL INFORMATION

In **STORE SETUP**, in the **SCHOOL INFORMATION** area you will:

- Indicate if you would like the required 5% service fee to be displayed to customers.
- Create a menu of Grade or Homeroom options that purchasers will use when choosing a student recipient of any product(s) they buy.
- See the required sales tax rate, if applicable.
- Enter the address where the monthly reimbursement check will be sent for money collected through Pictavo Community.
- Create Custom Discount Codes (if applicable) to be used by qualified purchasers.

PRODUCTS

In the **PRODUCTS** area you will:

- Define the product(s) available for purchase. Options include yearbooks, recognition ads, business ads or other products you wish to offer.
- Include a custom product description, delivery message and thumbnail image if you want.
- Set a price for each product and set tiered prices to encourage early sales.
- Set a deadline for ordering.
- Set the maximum number of products available for purchase.

Want to manage and track orders in Pictavo Community?

D.ttie
CAN HELP

MANAGE

MANAGING SALES

Keep a constant pulse on sales by glancing at the Sales area on the Dashboard.
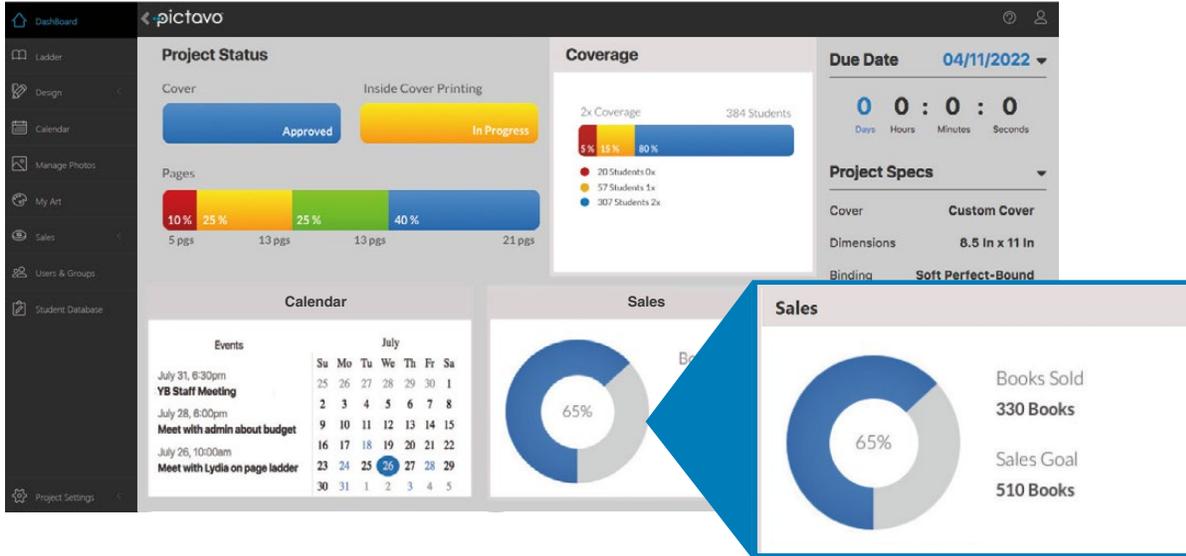
FOR MORE DETAILED SALES REPORTING, GO TO THE MANAGE SALES AREA

VIEWING ORDERS

- Easily review all data collected from each order.
- Filter data to see only the information you're interested in.
- See the amount of tax collected, if applicable.
- Mark whether each purchaser has received their product(s).
- Export data into Microsoft Excel for even greater report customization.

ADDING ORDERS

- Add offline (cash or check) orders to conveniently track all sales in one place.
- Make a note of any individual circumstances related to a particular order (e.g. special delivery instructions).

CONTACT PICTAVO TECHNICAL SUPPORT AT 800-290-0036 WITH ANY QUESTIONS!

ONCE YOUR PICTAVO COMMUNITY IS SET UP, DIRECT PARENTS AND STUDENTS TO COMMPE.PICTAVO.COM TO START UPLOADING PHOTOS AND/OR PURCHASING YEARBOOKS AND ADS.

Looking for step-by-step instructions on more advanced topics?
Find articles about things like building an index or using the
student roster to track coverage in Pictavo Help.

pictavo™