END USER GUIDE

Online Yearbook Software

2019-20

Version 6.1

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1 Introduction

Welcome to YBLive!

This software uses the latest HTML5 web-based application technology to make creating your school yearbook fun and easy, while also offering a broad selection of features and creative tools. And since it's completely online, you can login and work on your yearbook from anywhere!

The basic process for creating your yearbook will involve defining the book using a planning ladder and then designing individual sections using a robust set of page design tools. You'll be able to combine templates, photos, text, clip art and other elements into custom-designed, finished sections.

Multiple users can collaborate on the yearbook simultaneously, each working on their own sections. Finished sections will be checked into an adviser for review. The adviser will then have the opportunity to approve or reject each section, with online comments and interaction.

Once all sections of your yearbook have been created and approved, the yearbook will be ready for print! Sale of the finished book can be accomplished traditionally in the classroom, or online with a Shopping Cart.

1.1 Using this User Guide

This *User Guide* describes the process for creating your yearbook using all of the features in the software.

Helpful Tips and **Important** things to note are emphasized in blue text.

Shortcut links to other relevant sections of the User Guide are shown as underlined. Clicking the underlined link will take you to that specific section.

1.2 Configuration and Preparation

Before you start, your software should have been configured with a blank book, or as requested, in the appropriate style and number of pages. If you have any questions about this configuration, please contact YearbookLife.

Once this has been accomplished, you are ready to begin creating your yearbook. In preparation you should have a plan for the organization of the sections in your yearbook, and the expected number of pages per section. It is also helpful to have your candid photos organized for each section.

Finally, if multiple people will work together to create your book, such as in a Yearbook Class, you should have a list with the names and e-mail addresses of each person that will be involved, along with an idea of their individual responsibility. This planning will help to assure that the creation process goes smoothly.

1.3 Software and System Requirements

Please be sure that you are using a compatible computer/device and a supported browser to create your yearbook. YBLive is certified to run reliably on the following systems and browsers:

Operating System	Device	Browser
Apple Macintosh	Laptop computers Desktop computers	Apple Safari Mozilla Firefox Google Chrome
Windows	Laptop computers Desktop computers	Mozilla Firefox Google Chrome Microsoft Edge
Apple iOS	iPad tablet	Safari
Android	Tablet computers	Google Chrome
Chrome OS	Chromebook	Google Chrome

Note that new operating systems, browser versions and devices are constantly being made available, and we are committed to providing compatibility with the most popular platforms. If you have any questions about a specific device or operating environment, please contact your representative.

IMPORTANT! For the best software performance, you need to have a reliable high-speed Internet connection.

1.4 The Basic Steps

Below are the basic steps for creating your yearbook using the software. Each of these steps is described in detail in the User Guide. Click the link if you'd like to go directly to the section.

1. **Add users to the software**
2. **Add sections to your book, and assign sections to individual users (if applicable)**
3. **Upload and organize photos for use in your yearbook**
4. **Edit the sections of your book**
5. **Submit sections for review and approval**
6. **Submit the final book for print!**

1.5 Help Within the Software

In addition to the information in this User Guide, you can also click the *Help Video* link at the top of each page of the software for a video overview of the main features on each page.

Click the *Help* link at the top of each page for online access to this User Guide.

Now, let's get started on your yearbook!

2 Using the Software

Your yearbook software has its own web site. You should have been given a link to your yearbook site by your adviser or administrator, along with a user name and password. Each time you use the software you will go to this site and login on the home page.

2.1 User Login

On the home page of your site, you will see your school name, with a login section below it. To login, enter your username and password then click the *Login* button. If you do not have login information, please contact your adviser or administrator.

Login to your account to get started.

Forgot Password?

If you forgot your password, or your password isn't working, click the *Forgot Password* link. You will be redirected to the Forgot Password page. Type in the e-mail address that you registered with, and then click *Send*. You will receive an email with instructions for changing your password.

If you did not create an account using an e-mail address, or if you are not sure that you have an account, please contact your Yearbook Adviser for further assistance.

2.2 The Navigation Bar

The *Navigation Bar* provides access to all of the features in the software.

Main features are organized on five different pages, which will be available to you based on the permissions granted by your adviser or administrator.

Depending on your permissions you may see buttons for some or all of the major functions, each of which is described below. The *Users* section of this document describes the permission levels required to view each of the main features.

2.2.1 The Activity Page

The *Activity* page is the main dashboard page that you see when you log into the software. The Activity page provides information about the book and overall progress.

2.2.2 The Yearbook Page

The Yearbook page allows you to set up and organize your yearbook using a planning ladder, arrange and modify individual sections, assign sections to different users, and check out sections for editing.

2.2.3 The Users Page

The *Users* page allows you to add users to the site and modify their permissions.

2.2.4 The Photos Page

The *Photos* page allows you to add and organize candid and portrait photos and clip art for your yearbook.

2.2.5 The Sales Page

The Sales page allows you to track sales of yearbooks, yearbook ads and other products sold online.

2.2.6 Help Video

Click the *Help Video* link at the top of each page of the software for a video overview of the main features on each page.

TIP: We recommend that new users of the software watch the Help Video tutorial at the top of each page. This is a great way to learn the software quickly!

2.2.7 Help

Click *Help* to view any current help or warning messages from the software. A message indicator will appear when there is a new help message.

Below any alert messages you will also see a link to this *User Guide*. Clicking the link will open the User Guide in a new browser tab, showing the section related to your current location in the software.

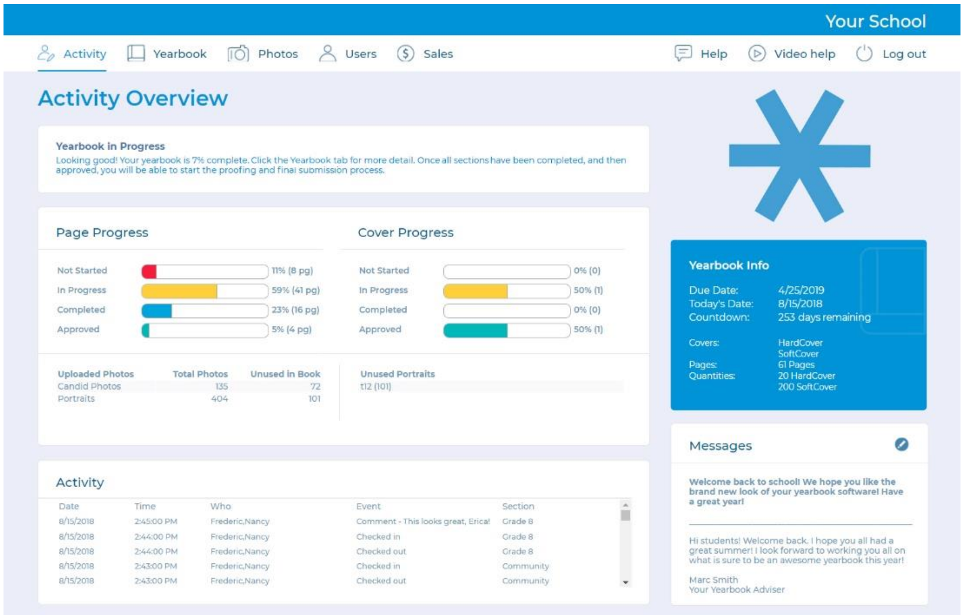
2.2.8 Logout

Click *Logout* to exit and log out of the software.

The following chapters describe each of the main features organized by function.

3 The Activity Page

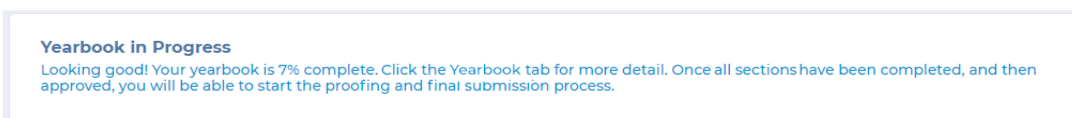
Each time you login to the site, you'll see the *Activity Page*. This is your starting point for accessing all of the features in the yearbook software.



The Activity Page of the site provides access to all major features.

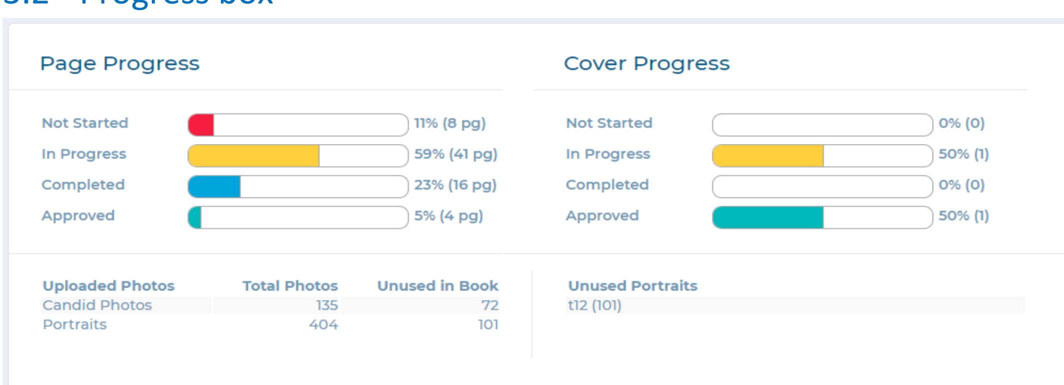
All of the functionality on the Activity Page is organized into sections, or 'boxes.' Here's a description of the main sections on the Activity Page:

3.1 Status box



The *Status box* at the top of the page displays information about the current status of the book, and the next steps.

3.2 Progress box



The Progress Box provide a real-time visual overview of progress for the Book Pages and for the Cover, with a set of color-*coded* progress meters.

The *Not Started* progress meter shows the percentage or number of pages that have not yet been started, in red.

The *In Progress* progress meter shows the percentage or number of pages that have been started and are in progress, in yellow.

The *Completed* progress meter shows the percentage or number of pages that have been marked complete by an editor, in blue.

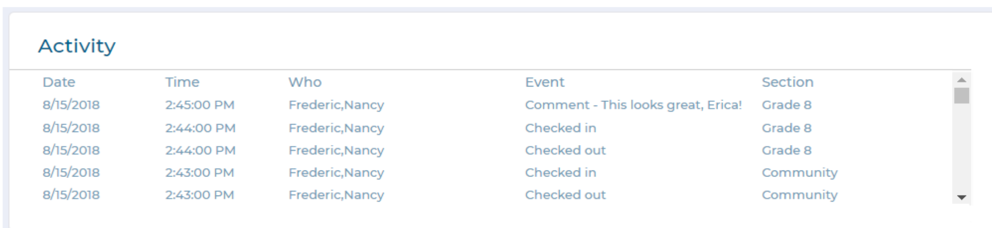
The *Approved* progress meter shows the percentage or number of pages that have been approved by an adviser, in green.

In general, as you glance at the progress meters, more red and less green means the book is in an early stage. As you progress though the design process, you will see more green and less red, to indicate that the book is nearing completion.

Candid and Portraits Status

The *Candid and Portraits Status* section shows the total number of Candid Photos and Portraits that have been uploaded to the software, and the number of each that has not yet been used in the book.

3.3 Activity Log

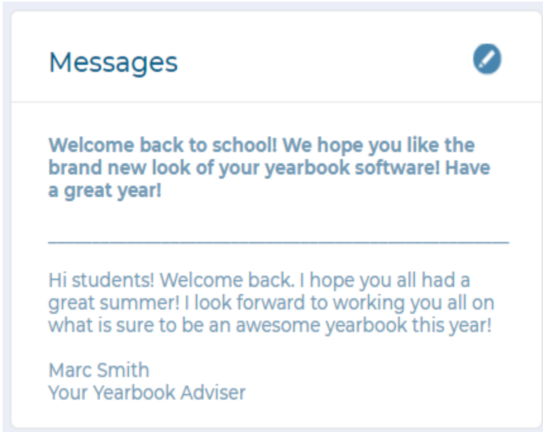


The *Activity Log* box shows a real-time log of all user activity in the book. Items are arranged chronologically with the most recent at the top of the list, and the user and book section are shown for each event. You can scroll through the Activity log to see a complete history of the book.

3.4 Due Date box

The *Due Date* box displays the Due Date for your yearbook, along with today's date, and a countdown of days remaining. Below the due date information, you will also see the book specification, including Cover Type, Number of Pages, and Quantity ordered.

3.5 Message box

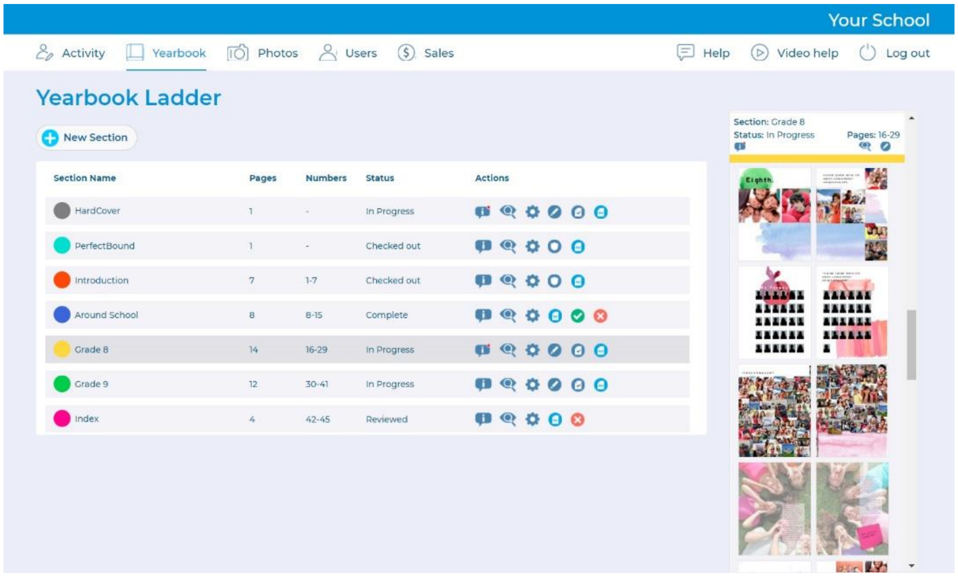


The *Message* box displays any important messages or announcements from YearbookLife and from your yearbook adviser.

Any user with Adviser privileges can add or update the adviser message by clicking the Edit icon, and then typing in a new message.

4 The Yearbook Page

On the *Yearbook* page, you can set up and organize your yearbook, arrange and modify individual sections, assign sections to different users, and check out sections for editing.



The Yearbook Page contains a Ladder for creating and managing your book.

The *Yearbook Planning Ladder*, located on the left side of the Yearbook page, is a valuable tool that graphically illustrates all of the pages of your yearbook, arranged into sections as they will appear in the finished book, with page numbers. The ladder helps you organize the book and determine the overall number of pages needed. In the case of a collaborative effort, the planning ladder can also be used to allow individual users to work on different sections of the book.

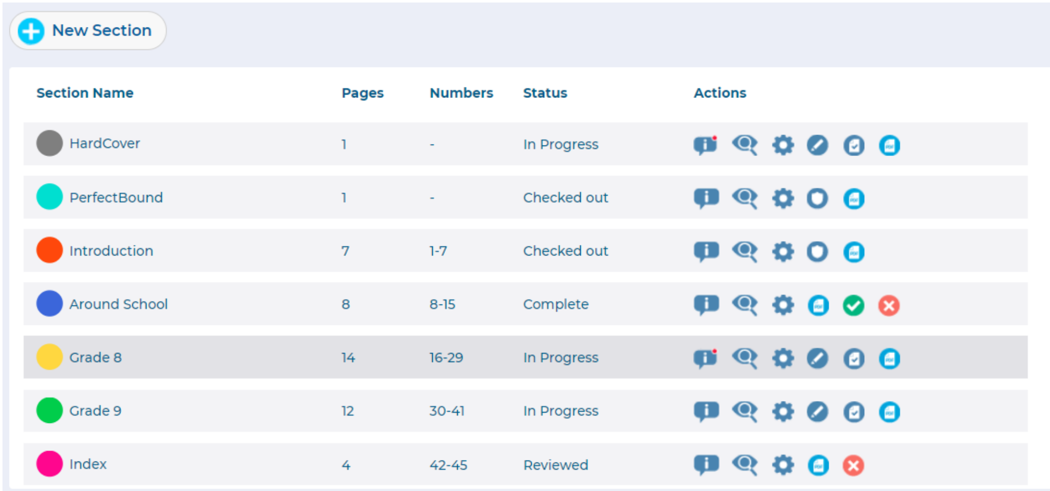
The *Section View*, located on the right side of the Yearbook page, displays a current thumbnail version of each section in the book, and provides shortcut access to key functionality.

TIP: Clicking on a section in the Yearbook Ladder will scroll that section into view in the Section View.

The Yearbook page is accessible by users with *Adviser*, *Editor* and *Staff* privileges. If you don't see the Yearbook button on the Navigation Bar, you have not been provided access.

4.1 Organizing Your Yearbook Using the Yearbook Ladder

It's helpful to plan and organize your yearbook 'off-line' before you get started with the software. You can then use the yearbook ladder to easily set up your yearbook.

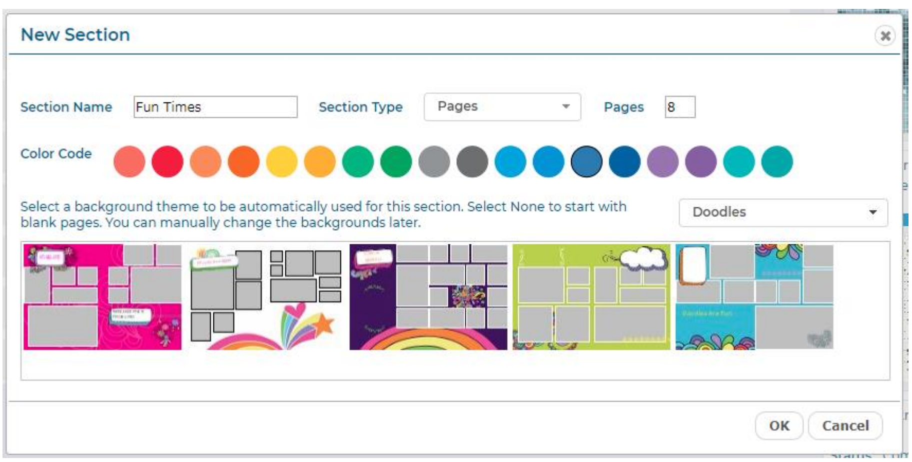


The Yearbook Ladder allows you to organize your book into color-coded sections.

You can use the Yearbook Ladder to navigate through your book. Clicking on a colored section will highlight it in the *Section Name* column, and thumbnails for the section will scroll into view in the Section View.

4.1.1 Adding New Sections to Your Book

Start configuring your yearbook in the software by adding a new section. Click the *New Section* button to add a new section to your yearbook. Then enter the *Section Name*, number of *Pages* for the section, choose a *Color Code* for the Yearbook Ladder, and choose a *Background Theme*.



Create sections using the New Section dialog.

The *Section Name* will be referenced in the Section Name column and should represent the subject of the section. Note that you can also change the section name later at any time.

For *Section Type*, select *Pages* for all main sections of your book.

The *Color Code* will be used to identify the new section in the yearbook ladder. The software will select a new color automatically, or you can click on the color swatch and choose a different color from the color picker.

Enter the number of *Pages* for the section. You can add more pages to the section any time later.

Finally, choose a *Theme* for the section from the dropdown menu. The theme will be automatically applied to pages in your section, giving you a great head start on the design. You can make any changes that you'd like later. If you don't want to start with a theme, and would instead prefer blank pages, choose *None* from the menu.

When you’re finished configuring your new section, click *OK*. The section will now appear in the Section Name list and on the yearbook ladder. Page numbers will be added automatically.

Repeat this process for each new section in your yearbook.

TIP: You can drag-and-drop the sections in the Section Name column to rearrange your yearbook. However, you cannot do this if the change will affect a section that is currently checked out by another user.

4.1.2 Pages and Page Numbers

The *Pages* column shows the current number of pages in each section.

The *Numbers* column shows the current page number range for each section. The numbers will be updated as any changes are made that affect them, such as adding pages to a section, or moving a section.

4.1.3 Understanding Section Status in the Status Column

On the Manage and Design Book page users can *Check Out* and work on individual sections of the book. Once they are finished with their page designs, they can *Mark the Section Complete*, which will submit it to an adviser for review. The adviser can then either *Approve* the section as finished, or *Reject* the section with a comment. Once all sections have been approved, the book is considered complete and can be ordered.

During this process, the status of each section may change regularly. The *Status* column next to a section shows the current status for that section, and whether or not it is available for editing by each user. There are four different section statuses: 1) In Progress, 2) Checked Out, 3) Complete and 4) Reviewed.

A status of *In Progress* means the section has been started but not completed. If you have been given Editor or Staff privileges and are assigned to this section, you will see a *Check out for editing* button. You can click on *Check out for editing* to check out this section and work on its design.

A status of *Checked Out* means the section is currently being edited by someone, and cannot be modified by anyone else. Only one person at a time can check out and work on a section. However, multiple sections can be checked out by different users at the same time.

If you are an adviser you can click *Force Check-In* to force the section to be checked in, if you know it is not currently being worked on. The section will be saved and then checked in, where it will then be available for editing.

A status of *Complete* means the section has been submitted and is waiting for an adviser to review it and provide feedback. In order to mark a section as complete, click the *Mark Complete* button. This will send an email to each Adviser letting them know that the section has been checked in.

Once you Check In a section, you will not be able to make any changes to the section until it has been *Rejected* by an Adviser and once again shows a status of In Progress.

A status of *Reviewed* means the section has been reviewed and approved by an adviser, and is ready to be printed when the other sections are complete. You will not be able to make any changes to the section unless it is *Rejected* by an adviser and once again shows a status of In Progress. See the *Adviser Review* section of this User Guide for more information.

4.1.4 Using the Actions Toolbar

The *Actions Toolbar* contains a set of features that allow you to arrange and modify individual sections, assign sections to different users, check out sections for editing, and submit sections for review and approval.

Features are accessed by clicking a toolbar icon, each of which are described below. Not all icons will be available at all times. The set of available icons will change depending on the status of the section, and your specific user privileges.

The Actions column toolbar, with icons for key features.

Info/Messaging

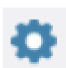
Click the *Info/Messaging* icon to view a complete history of the section.

You can also *Add a Comment* that will be available to anyone who can view the section. To add a comment, type your comment into the text field, then click the *Comment* button. A yellow alert icon will appear in the section name column to indicate that a new comment has been posted.

Preview

Click the *Preview* icon see an online preview of the selected section. You can turn the pages of the preview and navigate through the entire yearbook.

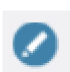
Settings



Users with Editor or Adviser privileges can perform advanced section management functions using the menu items that can be accessed by clicking the *Settings* icon.

See the following section, *Advanced Section Management*, for more detail.

Edit

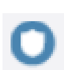


Click *the Edit* icon to check out a section of the yearbook and work on its design. You will be taken to the *Advanced Design* page.

While you are working on a section its status will be shown to other users as *Checked Out,* and no one else will be able to work on it.

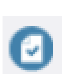
Please see the *Designing Your Yearbook* section of this guide for more information about designing and editing your pages.

Force Check-in



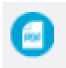
Users with Adviser privileges can click the *Force Check-in* icon to gain access to a section that is currently checked out. This feature is intended to be used when the user forgot to properly check in the section after they were finished working. If a user is currently working on the section when this icon is clicked, they will lose access immediately.

Mark Complete



Click the *Mark Complete* icon when you are done editing a section and ready to submit it to an adviser for review. When a section has been marked complete, advisers will be notified via email, and can then review the section and *Approve* it, or *Reject* it with their comments.

PDF Proof

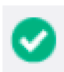


Users with Adviser privileges can click the *PDF Proof* icon to render PDF that can be printed locally for review.

You will see an option that allows you to select the sections that will be included in the PDF. Click *Select All* to select all sections in the book. Once you've selected your sections, click *OK*. The PDF will be generated and will appear in a new window.

The Online PDF is intended for local proofing only and is not the final production PDF. It is thus lower resolution and contains a PROOF watermark.

Approve

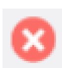


Users with Adviser privileges can click the *Approve* icon to approve a section that has been marked complete by the designer. Before clicking Approve, be sure to review the section in detail for any errors or required changes.

Click Approve once the section is complete and ready for the finished book. The section will be marked as *Reviewed*. While it has a status of Reviewed, the section will not be able to be checked out for further editing. Click the *Reject* icon to make the section once again available or editing.

Once all sections have been approved by an adviser, and have a status of *Reviewed*, it's time to submit your yearbook for printing. Please see the *Submitting Your Yearbook for Print* section of this guide for more detail.

Reject

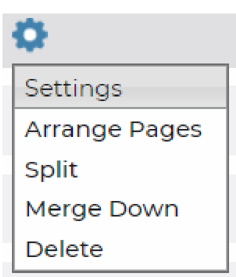


Users with Adviser privileges can click the *Reject* icon to reject a section and give the editor an opportunity to make changes. You will be prompted to add a reason that the section has been rejected. Your comment will appear in the Info/Message dialog and become part of the history of the section.

Once a section has been rejected, the section status will return to *In Progress*, and the Info/Message icon will update to notify the designer that there is a new comment. Any user can click the Info/Message icon to review the comment.

4.1.5 Advanced Section Management using the Settings Menu

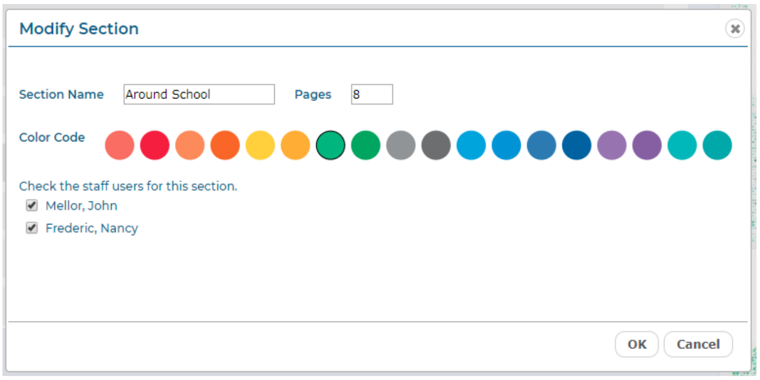
Users with Editor or Adviser privileges can perform advanced section management functions using the menu items that can be accessed by clicking the Settings icon. Click the Settings icon, then scroll down to the appropriate menu item, to select a feature.



Items in the Settings icon menu.

Settings

Select Settings to bring up the *Modify Section* dialog. Here you can update section details, add and delete pages, and assign users to work on a section.



The Modify Section dialog.

Change the *Section Name* to rename the section.

Change the *Pages* to adjust the number of pages in the section. If you increase the page count, new pages will be added at the end of the section. If you decrease the number of pages, pages will be deleted from the end of the section. A warning will appear asking you to confirm. Once pages are deleted, they cannot be retrieved.

If you change the page count by an odd number, the updated section will potentially break a spread in subsequent sections. In other words, left-hand pages will become right-hand pages, and right-hand pages will become left-hand pages. If you do this, a warning will appear asking you to confirm. You will not be allowed to break a spread if any of the affected sections have a status of *Checked Out*, *Complete*, or *Reviewed*.

Click a *Color Code* to choose a color for the section.

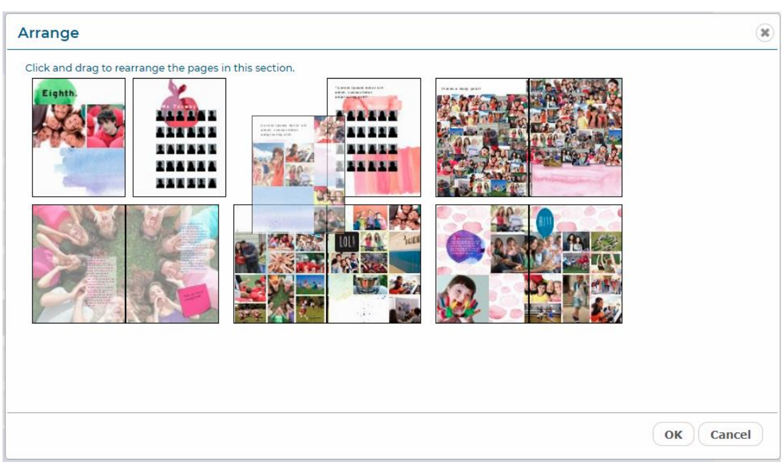
Check the box next to the name of the any Staff user(s) to give them permission to edit the section. Multiple users can be assigned to the same section.

Click *OK* when finished.

Arrange Pages

Select *Arrange Pages* under the Settings icon to bring up the Arrange Pages dialog. Here you can rearrange the pages in a section.

You can only arrange pages for a section with a status of *In Progress*. You cannot arrange pages for a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Arrange Pages dialog.

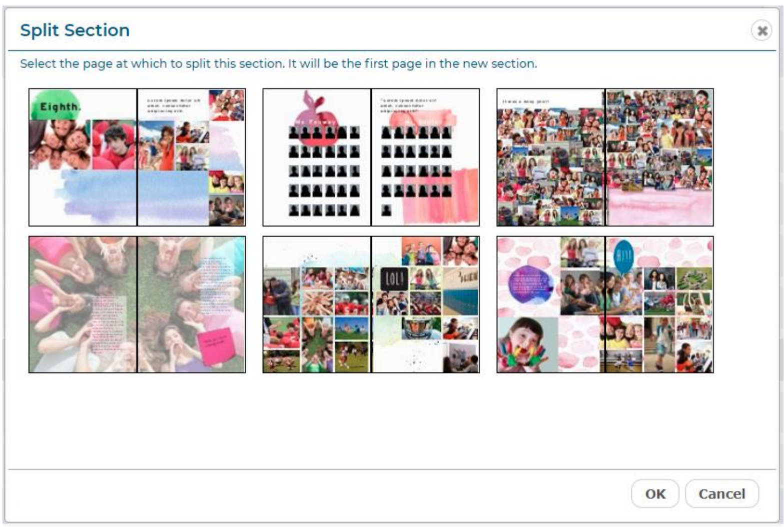
Click and drag a page and then drop it in the desired location.

Click *OK* when complete. The section will be updated with the new page order.

Split

Select *Split* under the Settings icon to bring up the Split Section dialog. Here you can split a section into two separate sections.

You can only split a section with a status of *In Progress*. You cannot split a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Split Section dialog.

Select the page which you would like to be the first page of the new section.

Click *OK* when complete. The section will be split at the point you selected, and a new section will be created.

Merge Down

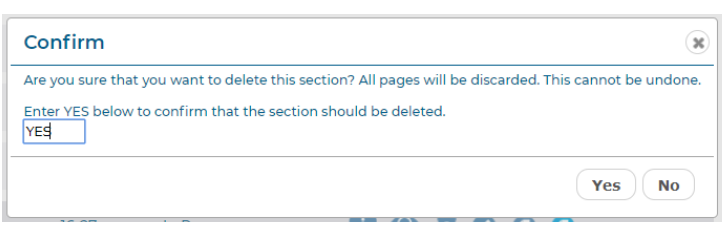
Select *Merge Down* under the gear icon to merge the current section with the section below it. The two sections will be merged together. The current page order will be maintained.

You can only merge two sections that are adjacent to each other in the book, and only if each has a status of *In Progress*. You cannot merge sections if either of them has a status of *Checked Out*, *Complete*, or *Reviewed*.

Delete

Select *Delete* under the gear icon to delete the current section.

You can only delete a section with a status of *In Progress*. You cannot delete a section with a status of *Checked Out*, *Complete*, or *Reviewed*.



The Confirm Delete dialog.

You must type YES into the Delete Confirmation dialog in order to confirm that you want to delete the section. Then click OK.

Important! Deletion of a section is permanent and cannot be undone.

Copy Cover

When you select Settings for a Cover section, you will see a Copy Cover option under the gear icon. This feature allows you to copy the design from one cover type (such as Hard Cover) to another cover type (such as Perfect Bound). When you select Copy Cover, the Copy Cover dialog will appear.

The Copy Cover dialog.

Make the appropriate selection from the dialog, then click OK.

Important! Each cover type has a different specification as required for printing. Once you've copied a design from one cover type to another, be sure to review each cover to make sure all design elements are properly aligned, and that they appear within the safe area as expected.

4.2 Working in the Section View

The *Section View*, located on the right side of the Yearbook page, displays a current thumbnail version page, and provides shortcut access to key functionality.

The Section View on the Yearbook page.

The *Section View*, located on the right side of the Yearbook page, displays a current thumbnail version of each section in the book, and provides shortcut access to key functionality.

Clicking on a section in the Yearbook Ladder will scroll that section into view in the Section View.

Each section in the Section View is color-coded with the ladder color for that section, and displays the Section Name, Status, and Page Range.

Icons on the Section View provide access to key functionality from the Yearbook Ladder.

Click the *Info/Messaging* icon to view a history of the section or *Add a Comment* that will be available to anyone who can view the section.

Click the *Preview* icon see an online preview of the selected section. You can turn the pages of the preview and navigate through the entire yearbook.

Click *the Edit* icon to check out a section of the yearbook and work on its design. You will be taken to the *Advanced Design* page.

TIP: Users with Editor or Adviser privileges can double-click on a section thumbnail to bring up the Modify Sections dialog.

5 Designing Your Yearbook

5.1 Preparation

Designing your yearbook pages is fun and easy! It is recommended that you spend some time familiarizing yourself with this chapter and the main features of the software before getting started. It's also ok to play around with some of the features before starting the actual design process. Once you have a basic understanding of how the software works, you will become an expert in no time!

If a *Background Theme* was chosen for the section when it was created, you will see that a set of layouts and backgrounds have already been automatically applied to pages in your section, giving you a great head start on the design. Note that you can change these layouts and backgrounds if you'd like.

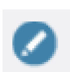
We recommend you proceed with the design of your pages in this basic order:

1. **Select layouts for your pages**
2. **Select backgrounds for your pages**
3. **Add photos to the photo frames**
4. **Add text to the text frames**
5. **Add clip art if desired**
6. **Customize!**

The following sections describe all of the available functionality.

5.2 Using the Advanced Design Page

Click the *Edit* icon on the *Actions Toolbar* on the *Activity* page to check out a section of the yearbook and work on its design. You will be taken to the *Advanced Design* page.



Click the Edit icon to edit a section.

It's now time to start customizing your yearbook! The *Advanced Design* page provides a preview of the section you are working on and allows you to customize each page individually. You can add layouts and backgrounds, photos, text captions, and clip art, and make other design changes. You can also create your portrait Panel pages, and Index pages, using automated features.

The Advanced Design page contains a wealth of features for designing the pages of your yearbook.

Click the *Help Video* link at the top of the page for a video overview of the main features.

Click *Help* to view any current help or warning messages. A message indicator will appear when there is a new help message.

The *Section Name* is displayed at the top of the page, along with the specific page numbers for that section.

The *Main Toolbar* across the top of the page, above the section preview, provides access to the main features for working with your yearbook.

The *Cancel and Exit* button allows you to leave the Advanced Design page without saving any of your changes.

The *Save and Exit* button allows you to leave the Advanced Design page and save all of your changes.

TIP: All of your changes are saved automatically as you design your page, so there's no need to worry about having to save them manually! However, you can click *Cancel and Exit* if you want to leave the page without saving anything. If you leave the page without clicking *Cancel and Exit* or *Save and Exit*, all changes will be saved.

The *Tab Bar* on the left contains all of the page design components, which can be dragged and dropped onto the pages of the yearbook.

The *Section Preview* in the center of the page is your working area and contains a real-time preview of the section you are working on.

Below the Section Preview, are *Page Navigation* controls that allow you to scroll between pages of the section.

5.2.1 Trim and Safe Areas

A dark gray border around the section preview represents the *trim area*. You should not place any design elements within this area, as they will be trimmed off in production.

A light gray border around the preview represents the *safe area*. You should be careful with any elements placed within this area, as they will be very close to the edge of the page in the finished book.

5.2.2 Alerts and Warnings

When an error on the page occurs, an Alert dialog will appear, containing a description of the error and information about how to correct it.

Once you dismiss the dialog, a yellow Alert icon will appear on the page at the location of the error. Alert icons will disappear once the issues have been corrected. Note that an icon may signify that there is more than one issue.

The Alert icon.

Until the errors have been resolved, the message text will be available by clicking the Help icon at the top left of the page. A message indicator on the Help icon will indicate when there Is a new error.

Common errors include:

- You have a low resolution photo. Choose a different photo or reduce the size of the photo frame.
- You may have placed a text frame too close to the edge of the page. We recommend you move the text box inside the gray ‘safe area’ to ensure that it will not be trimmed off in production.
- Your pages may have been rearranged and affect a frame (photo or clip art) that was on both sides of the spread. This frame now displays a warning icon. Please review and make any changes.
- You may have a Portrait photo that is being overlapped by another photo or design element.

IMPORTANT! When an error occurs on the page, it’s very important that you locate and correct it before submitting your final book. You will be responsible for any uncorrected errors that show up in the final yearbook. If you have any questions about a specific error or message, please contact YearbookLife.

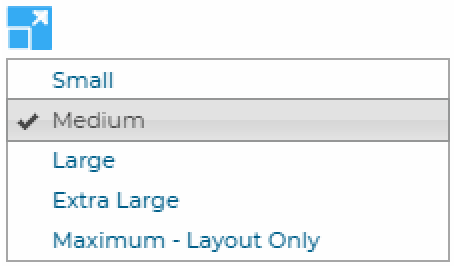
5.3 Using the Main Toolbar

The *Main Toolbar* provides access to the main features for working with your yearbook. Move your mouse over any of the tool icons to see a description of the tool.

The Editing Toolbar on the Advanced Design page.

Click the *Undo* icon to reverse the previous action. You can undo up to 5 previous actions in a row.

Click the *Redo* icon to reapply an action that has been reversed. You can redo up to 5 actions in a row.



Click the *Enlarge Layout* icon to enlarge or reduce the preview area to the optimum size for your screen. Clicking the button will provide a dropdown menu, with 5 different size options: Small, Medium, Large, Extra Large, and Maximum - Layout Only.

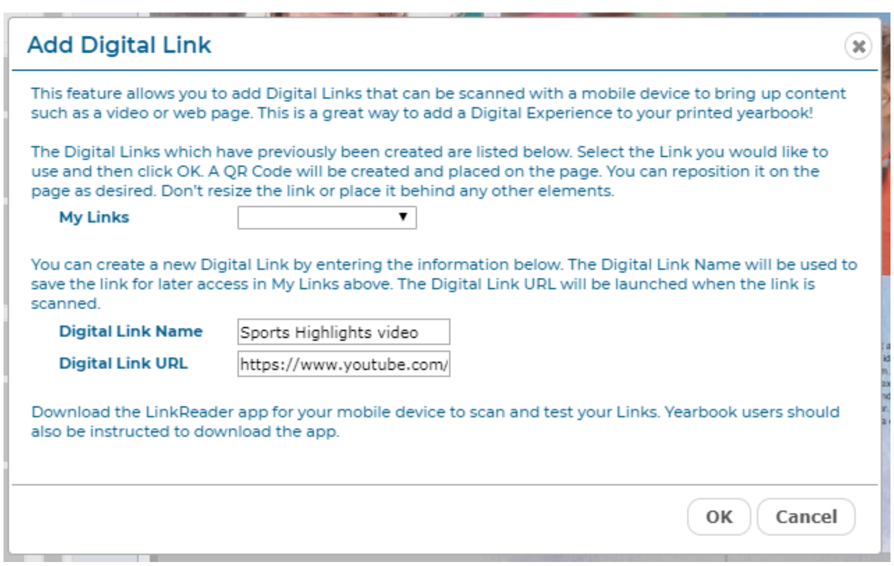
Select the size that best fits the layout area on your monitor. Your selection will be saved and automatically used for future sessions with the software. Once you have chosen a size, we recommend you click the *Refresh* button on your browser, as this is often required for the browser to fully update to the new size.

IMPORTANT! The *Maximum – Layout Only* size option may take time to load depending on the speed of your Internet connection. Maximum size is intended to be used only for detailed layout and alignment tasks, and does not provide full editing functionality, or show edge effects that have been applied to a photo.

Click the *Add Image Frame* icon to add a new image frame to the page. You can then drag and drop a photo from the Photos tab into the new frame.

Click the *Add Text Frame* icon to add a new text frame to the page. You can then click the T icon on the *Text toolbar* to add text to the frame.

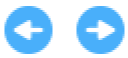
Click the *Add Digital Link* icon to add a link in your printed yearbook to digital content, such as a web site or an online video, using HP technology. When you click the Add Digital Link button, the *Add Digital Link* dialog will appear. Type in a name for your link, and the URL to link it to. Click OK. You will see a new QR Code link on your page. Position it anywhere you'd like.



The Add Digital Link dialog.

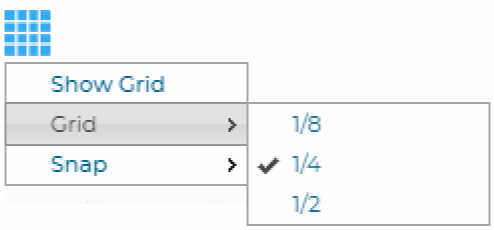
Once your yearbook is printed, students can download the Free HP LinkReader App and use it to scan the printed link and view the digital content on their mobile device. This is a great way to add multimedia content to your yearbook, and you can add as many Digital Links as you'd like for free!

IMPORTANT! When you use the Digital Link feature, be sure to add a note in the yearbook telling viewers to 'Download the Free HP LinkReader App' in order to view the included digital content. You should also be sure to test the link in a Proof before printing the final yearbook, to make sure it's what you want.



Click the *Previous Page* and *Next Page* icons to move forward and backward through the section.

Click the *Grid Settings* icon to turn on and adjust the grid. The grid will help in aligning text, images and other floating design elements. Clicking the button will provide a dropdown menu.



Select Show Grid to display a grid overlay on the page. Select 1/8", 1/4" or 1/2" from the Grid menu to choose the spacing between the grid lines. Items will automatically snap to the grid as you move them. Select 1/8" or 1/4" from the Snap menu to determine the grid increments to which the items will align. Note that the snap increment you choose may be different than the grid spacing. When in the Extra Large layout view, you will have an additional option of 1/16" in the Snap menu. When in the Maximum - Layout Only view, you will have additional options of 1/16" and 1/32" in the Snap menu.

Click the *Flip Layout* icon to flip the current layout horizontally. Clicking the icon will provide a dialog, with the option to flip only the Left page, only the Right page, or Both pages together. Select your preference, click OK, then the layout will be flipped.

Click the *Save Layout* icon to save the current layout as a new layout. This will allow you to design your own layouts and use them on other pages in your yearbook. Your saved layouts will be available on the Saved Layouts tab. You can drag and drop a custom layout to the page, just like a standard layout.

Click the *Adjust Background* icon to clear the page background, or adjust the lightness. Clicking the icon will provide a dropdown menu. Select Clear to remove the background. Select Lightness, and then choose the desired setting, to make the background lighter or darker. Choose Reset to remove all adjustments and set the page background to the original.

Click the *Preview* icon to see an animated on-screen preview of your book.

5.4 Adding Layouts and Backgrounds

The pages of your yearbook are primarily made up of *layouts* and *backgrounds*.

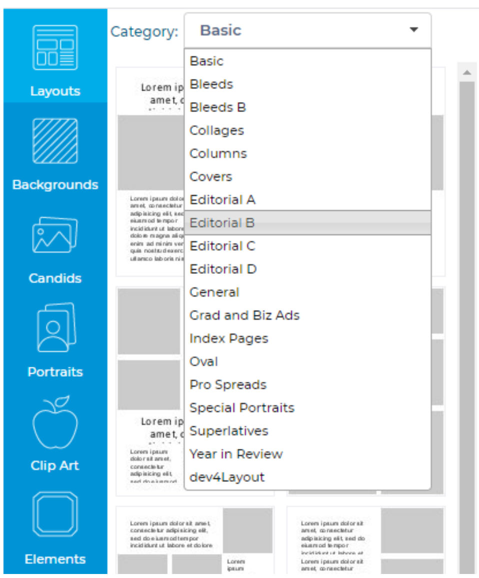
Layouts are templates that contain *photo frames* and *text frames*. Photo frames contain photos that are dragged directly into the frame. Text frames contain text that is typed into the software and then applied to the frame.

Backgrounds are designs in various categories, which appear behind the layouts, and often provide the overall style for the page.

Layouts and *Backgrounds* are located on their respective tabs, to the left of the section preview. You can change the layout for each page independently, while backgrounds apply to the entire spread.

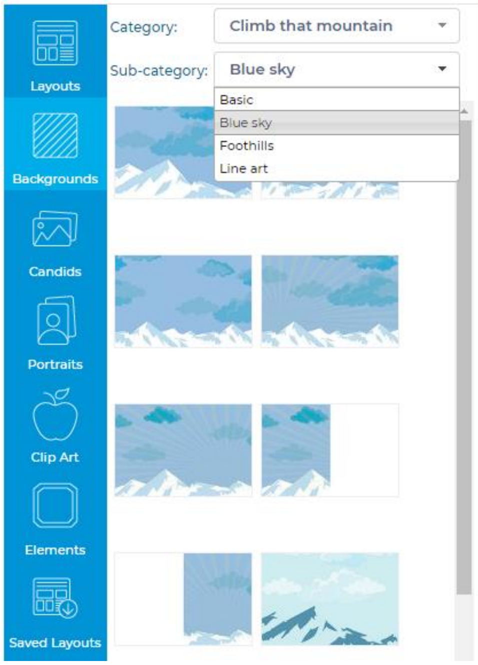
TIP: Refer to the *Content Reference Guide* for a complete listing of all of the available Backgrounds, Layouts, Clip Art, Elements and Fonts. This is an excellent tool to aid in your yearbook planning and design!

Layouts are organized into categories based on type and design style. Click on the *Layouts* tab, and then use the *Category* menu to browse and view the available layouts. To change the layout for a page, select a layout thumbnail, then drag and drop it from left to right onto the page. Note that any existing text and photos will be flowed into the new layout.



Choose from a wide variety of layouts on the Layouts tab.

Backgrounds are organized into categories and sub-categories by theme. Click on the *Backgrounds* tab, and then use the *Category* and *Sub-category* menus to browse and view the available backgrounds. To change the background for a spread, select a background thumbnail, then drag and drop it from left to right onto the spread.



Browse and select backgrounds on the Backgrounds tab.

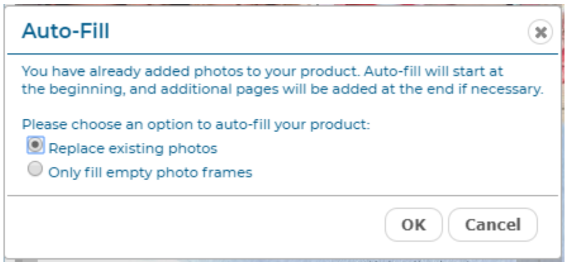
5.5 Working with Candid Photos

Candid Photos are [uploaded on the *Photos* page] of the software, and are then available on the *Candid*s tab. When you first click on the Candids tab you will see the photos that are located in the same folder as the name of your section. Use the *Folder* menu to choose a different folder of photos.

The Candids tab.

To add photos to a page click on a photo, and drag and drop it from left to right into an image frame on the page. To replace an existing photo, simply drag a new photo onto it.

Click *Autofill* to automatically flow photos from the current folder into the image frames in the section. You will have the option to *Replace the existing photos*, or to *Only fill the empty photo frames*. Click the button next to your selection, then click *OK*. Photos will be flowed throughout the section until there are no more photos, or no more frames.



The Auto fill dialog.

You can also click the *Add Image Frame* button on the toolbar to add a new frame to the page. Then click on a photo and drag and drop it onto the new frame.

In addition, you can simply drag a photo from the Photos tab to any empty part of the page, and then release it.

Click and drag on an image frame to move the photo around on the page.

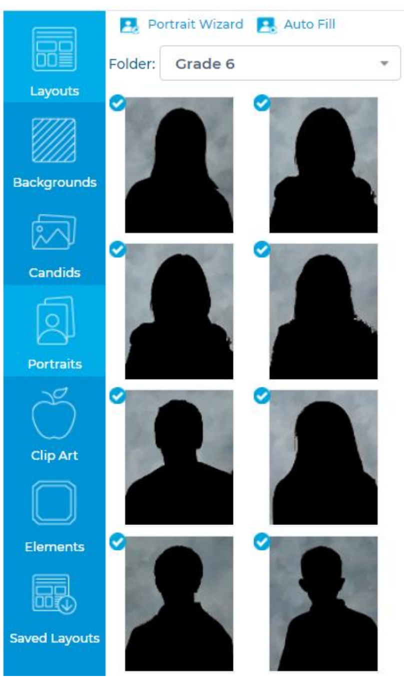
Click and drag the handle on any corner of an image frame to scale the image.

Click and drag the handle on the top or side of any image frame to crop the image.

Refer to the Editing Photos section for more information about editing candid photos.

5.6 Working with Portrait Photos

Portrait Photos are uploaded on the *Photos* page of the software, and are then available on the *Portraits* tab. Use the *Folder* menu on the Portraits tab to choose a different folder of portraits.



The Portraits tab.

You can drag and drop any portrait photos from the Portraits tab into any image frame.

You can click *Autofill* to automatically flow portrait photos from the current folder into any special Portraits layouts, selected from the Layouts tab. You can also click *Autofill* to flow portrait photos into layouts created using the Portrait Wizard.

5.6.1 Using the Portrait Wizard to Create Your Panel Pages

To create your *Panel Pages*, or *Portrait Pages*, it's recommended that you use the *Portrait Wizard*. The *Portrait Wizard* will automate the design of your pages and manage the placement of portraits.

Once your portrait pages have been created, you can choose to make changes and add design elements using the same advanced tools available for your candid photo layouts.

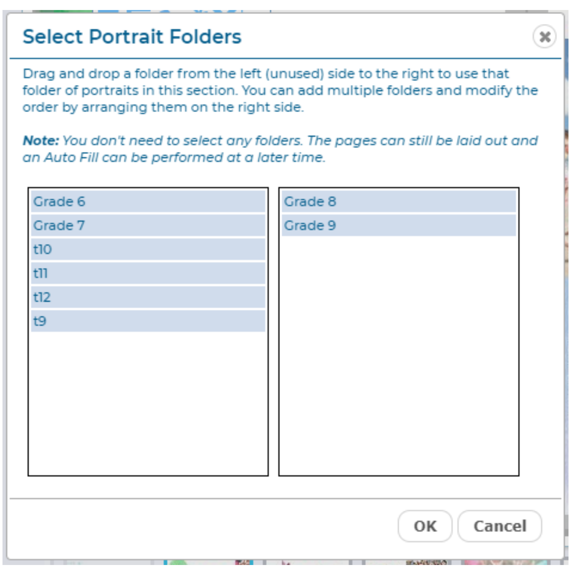
TIP: Before you start building your portrait pages it's helpful to have a basic idea of how many portraits you will have in the section, and how many portraits you would like on each page. You should then create a new section for your book with the appropriate number of pages. It's ok to add extra pages just in case, which you can delete later.

When you're ready to get started, click *Edit* on the Yearbook page to open the appropriate section into the Advanced Design page. Then click on the *Portrait Wizard* icon, on the Portraits tab.

The Portrait Wizard icon on the Portraits tab.

Selecting Your Photos

When you click on *Portrait Wizard*, the *Select Portrait Folders* dialog will open. Here you can select the folder, or folders, of portraits that you would like to flow into the section. To select a folder, drag it from the left pane to the right pane. You can flow as many portraits as you'd like into a single section.



The Select Portrait Folders dialog.

TIP: You may choose to add your photos later. In this case you can proceed past this step, and use the Portrait Wizard to layout your pages without photos. You can then choose Auto fill from the Photos tab to add your photos when you are ready.

When you're finished, click *OK*. The *Portrait Wizard* dialog will open.

Building Your Pages

The *Portrait Wizard* allows you to easily build and modify your panel pages, while viewing your changes in real time.

Settings are organized into *Portrait Settings*, *Text Settings*, and *Flow Settings*.

Save and Load Settings allows you to save your current Portrait Wizard settings for later use, or for use in another section

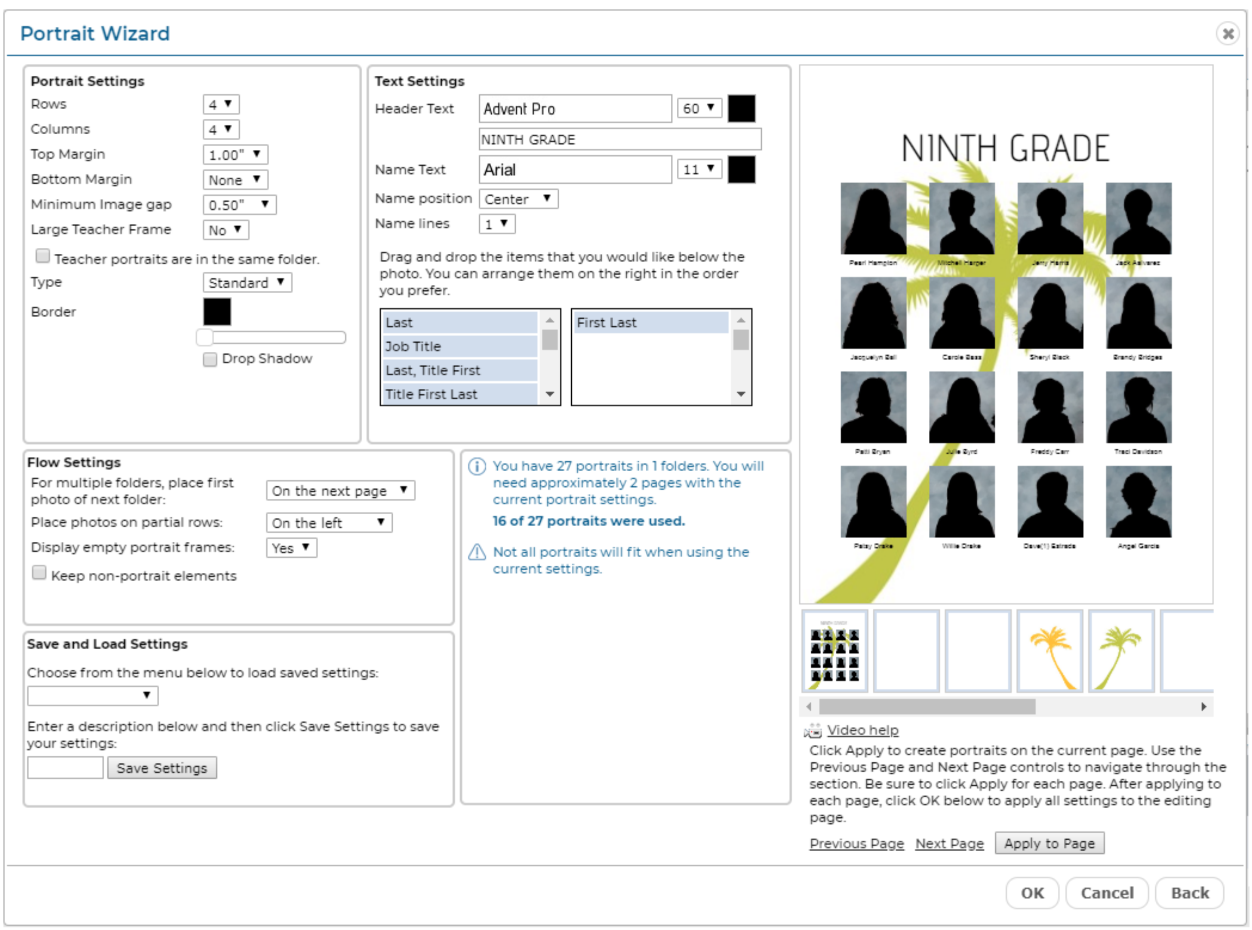
The *Preview* at the right shows a live update of all settings, with *Page Navigation icons* below that show the number of pages in the section you are currently working on.

You can apply your current settings to pages in the Preview by clicking the *Apply to* Page button, which is also located below the Preview. Click the *Previous Page* and *Next Page* buttons to navigate through the current section.

Alerts appear at the lower center of the dialog, to the left of the Preview. The text at the top of the Alerts section tells you the number of pages you will need, based on the number of portrait photos you have selected and the current portrait settings. This text will update as you make changes that affect the number of pages required.

Video help also appears below the Preview. Click to watch the tutorial video.

TIP: We recommend that users watch the tutorial video before using the Portrait Wizard for the first time. This is a great way to get started!



The Portrait Wizard showing a panel page in progress.

Adjusting the Portrait Settings

The *Portrait Settings* allow you to define and adjust the layout of portraits on the page.

Select from the *Rows* and *Columns* menus to specify the number of rows and columns you would like on your portrait page. Note that the number of pages required may change based on this setting.

Select a *Top Margin* setting from the menu to add additional space to the top of the page.

Select a *Bottom Margin* setting from the menu to add additional space to the bottom of the page.

Select a *Minimum Image Gap* setting from the menu to adjust the minimum amount of space between your portraits. A smaller minimum image gap will bring the portraits closer together and will result in larger portraits.

Select from the *Type* menu to change the shape of the portrait frames between standard (rectangular) or oval.

Drag the *Borders slider* to add a border to the portraits, and to adjust the thickness of the border. Click on the *color swatch* to change the color of the border.

Click the *Drop Shadow* checkbox to add a drop shadow to the portraits.

Options for Working with Teacher Portraits

You can choose to flow your teachers onto the page in larger teacher frames, or in smaller frames ahead of the student portraits.

To add larger frames for your teacher photos, select from the *Large Teacher Frame* menu to add the number of frames you'll need. If you do not choose to add larger teacher frames, teacher portraits can be placed into smaller frames ahead of the student portraits.

TIP: The number of available Large Teacher Frames depends on the number of portrait columns you have available. The maximum number of Large Teacher Frames is 3, which become available with 6 or more columns.

Check the checkbox *if teacher portraits are located in the same folder* as the student portraits. This will cause the teacher portraits to flow automatically into the appropriate teacher frames. You can designate which portrait is a teacher and set the order that each teacher appears on the page using the controls on the Photos page.

If your teacher portraits are in a different folder than your student portraits, you can drag and drop teacher photos into their frames from the Photos tab.

Adjusting the Text Settings

The *Text Settings* allow you to define and adjust the attributes of all text on the page.

Use the *Header Text* functionality to add a text header to the top of the page. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Use the *Name Text* functionality to adjust the type characteristics of the student names. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Select from the *Name position* menu to adjust placement of student names. Select *Outside* to place the names to the outside of the page. Select *Center to place the names below* the frames.

If you select *Outside,* the names will appear to the left of portraits on a left-hand-page, and to the right of portraits on a right-hand page. You will see menus to adjust the *Name width* and *Name gap*. Change the *Name width* to adjust the width of the text frames. Change the *Text gap* to adjust the amount of space between the text frames and portraits.

Select a *Name Display* button to choose whether to organize student names by *Last Name, First Name* or *First Name, Last Name.*

If you select *Center*, the names will appear below the portraits and you will have some additional flexibility in adding text.

You will see a *Name lines* menu that will allow you to adjust the number of lines to be used for student names. You can choose to add between 1 - 4 lines of information below each portrait. Once you've selected the appropriate number of lines, drag and drop the information that you would like to appear on the panel page, from the left to the right.

IMPORTANT! If you see a yellow *Alert icon* on any of the portraits in the preview, this might mean that the amount of text in the student name will not fit in the allotted space. You may see more detail in the Alert section at the lower left of the dialog. You can adjust the font size, name position, and other settings until all of the names fit properly, at which time the alerts will disappear.

Adjusting the Flow Settings

If you selected more than one folder of photos on the *Select Portrait Folders* dialog, the *Flow Settings* will appear, allowing you to determine how to separate the portraits from each subsequent folder, and how you would like a final, partial row of portraits to appear..

In the menu labelled *For multiple folders, place first photo of next folders*, you can choose between *On the next page*, *On the next photo*, or *On the next line*. This will allow you to control the transition from one folder of class portraits to the next.

In the menu labelled *Place photos on partial rows*, you can choose between *On the left, On the right, In the center, On the inside* or *On the outside.* This will allow you to control the appearance of the final row of portraits, when it contains less portraits than the rows above it.

In the menu labelled *Display empty portrait frames*, you can choose *Yes* or *No*. This will allow you to control whether or not empty portrait frames should be shown on the page. If you chose to place partial rows in the center, the *Display empty portrait frames* menu will automatically be set to *No*.

TIP: We recommend you do not delete empty portrait frames. It is best to leave them in place, in case you need to add additional portraits to the class later. The *Display empty portrait frames* feature allows you to hide the frames that are unused, but still keep them available in case you end up needing them.

Click the *Keep non-portrait elements* checkbox to preserve other elements in your page design when changing your portrait layout. If you do not check this box, the Portrait Wizard will delete existing clip art, elements, and floating image and text frames when updating the page.

Alerts

The yellow Alert icon.

If you see a yellow *Alert icon* on your preview, this indicates an error on the page. For example, the amount of text in the student name will not fit in the allotted space. Check the Alerts section at the lower left corner of the Portrait Wizard dialog for additional information. The Alert icon will disappear when there are no issues remaining.

Applying and Saving Settings

Click *Apply to page* to apply the current Portrait Wizard settings to the current page. Refer to the *Page Navigation icons* at the lower right to confirm the page you are working on.

Click on *Previous Page* and *Next Page* to move through the pages in the section. Then click *Apply to page* again to apply the settings to each subsequent page.

Portraits will flow onto the pages automatically as you apply the settings. You can change the settings for a page at any time. Be sure to click *Apply to page* again to apply any changes.

You can save the current Portrait Wizard settings and then apply them to other panel pages. Enter a name for the settings, then click the *Save Settings* button to save the current settings. Your settings will be saved to the *Save Settings* dropdown menu.

To apply your settings to another panel page, open the Portrait Wizard, then select your saved setting from the menu. The Portrait Wizard settings will update. Click *Apply to page* to apply the settings to the current page.

Click *OK* to close the dialog and save your changes. Click *Cancel* to close the dialog without applying any changes. Click *Back* to go back to the Select Portrait Folders dialog.

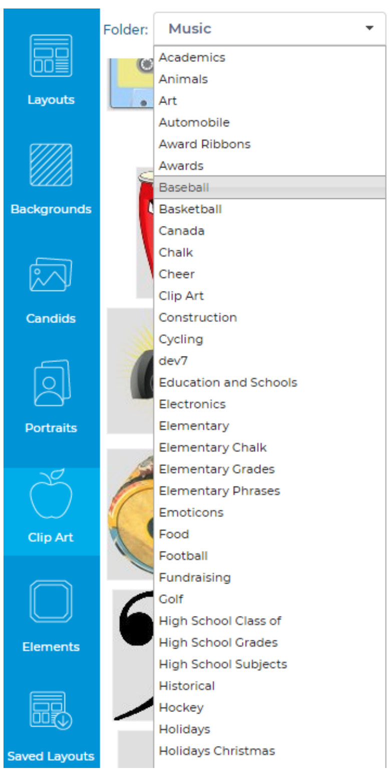
5.6.2 Editing Your Portrait Pages

You can use all of the design functionality for customizing your portrait pages, including changing backgrounds, adding text and candid photos, and adding clip art.

You can also delete or move individual portrait frames. The order of the portraits will be maintained, and portraits will reflow as necessary in response to any changes.

5.7 Adding Clip Art to Your Pages

The *Clip Art tab* contains a wide selection of clip art, organized into numerous subjects, that can be used to enhance your page designs. Click on the *Clip Art* tab, and then use the *Category* menu to browse and view the available clip art.



The Clip Art tab.

To add clip art to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the clip art frame to scale to a larger or smaller size.

Selected Clip art and the Editing Toolbar.

When you click to select a clip art object, you will see the *Editing Toolbar*.

Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the clip art.

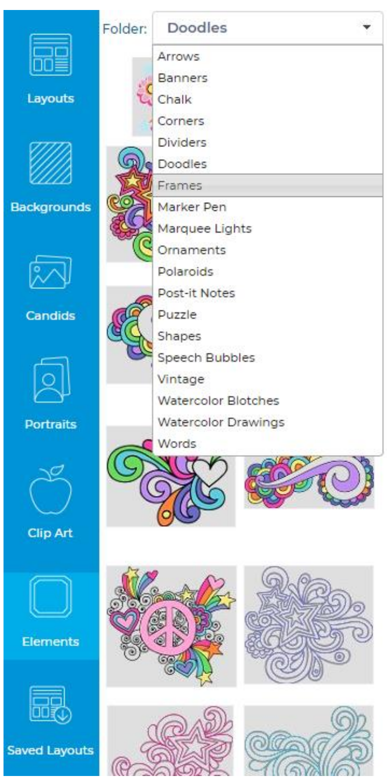
Click the *Delete* icon to delete the clip art.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the clip art.

Click the *More* arrow, then select from the *Layer* menu to move the clip art forward or backward with relation to other items on the page.

5.8 Adding Elements to Your Pages

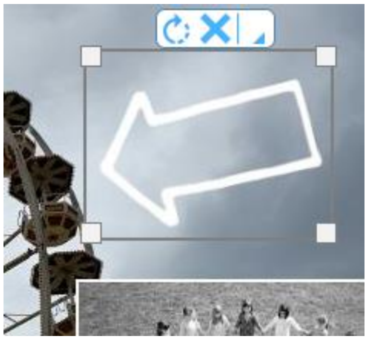
The *Elements tab* contains a wide selection of design elements that can be used to enhance your pages. Click on the *Elements* tab, and then use the *Category* menu to browse and view the available elements.



The Elements tab.

To add an element to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the element frame to scale to a larger or smaller size.



Selected Element and the Element Toolbar.

When you click to select an element, you will see the *Editing Toolbar*.

Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the element.

Click the *Delete* icon to delete the element.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the element.

Click the *More* arrow, then select from the *Layer* menu to move the element forward or backward with relation to other items on the page.

5.9 Editing Photos

To edit a photo, click on it to select it, and you will see the *Photo Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.

The Photo Editing Toolbar.

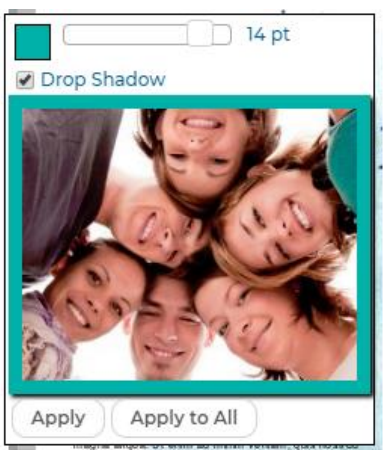
5.9.1 Cropping Using the Crop Tool

Click on the *Crop tool* to crop the photo. The crop dialog will appear. They yellow crop triangle represents the area of the photo that will be cropped. Click in the center of the crop triangle and drag to reposition it. Click and drag a corner to scale it. Click *Apply* to close the dialog and apply your changes to the photo. Click anywhere outside of the dialog to close it without making any changes.

Cropping a photo in the Crop dialog.

5.9.2 Applying Borders Using the Border Tool

Click on the *Borders tool* to apply a border the photo. The borders dialog will appear. Drag the *thickness slider* to adjust the thickness of the border. Click on the *color swatch* to change the color of the border. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.



Applying a border in the Borders dialog.

5.9.3 Adding Custom Colors to the Color Picker

You can select *custom colors* from other elements on the page and add them to the bottom row of the color picker. To select a custom color for your border, click on an empty swatch at the bottom of the color picker, then while still holding down your mouse button, move the cursor around the page to a color you would like to use. You will see the current color appear in the color swatch you selected. Let go of the cursor when you have found a color you like. The color will now be available in the color picker.

Adding a custom color to the color picker.

Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.

5.9.4 Rotating and Flipping Using the Rotate Tool

Click on the *Rotate tool* to rotate or flip the photo. A dropdown menu will appear with several options for flipping your photos or rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the photo.

5.9.5 Applying Effects Using the Effects Tool

Click on the *Effects tool* to choose image filters or special effects to apply to the photo. A dropdown menu will appear with several options organized into submenus. Select your option from the menu. Your selection will be automatically applied to the photo.

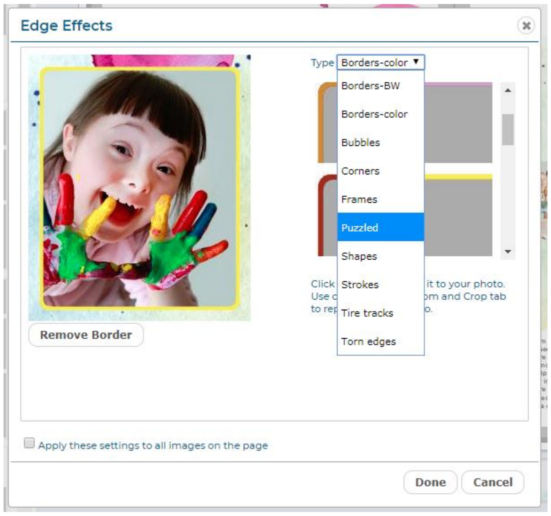
Select *Sharpen* to sharpen the edges of your photo.

Select from the *Image Effects* menu to apply global effects such as *AutoFix*, *Grayscale*, and *Sepia*. To remove the filter, select *None*.

Select from the *Image Filter*s menu to apply special effects filters such as *Pixellate*, *Posterize*, *Emboss* and *Cartoon*. To remove the filter, select *None* in the menu.

Select from the *Image Fill* menu to adjust the placement of the photo in the frame. The *Scale to Fit* option will fit the entire photo in the frame, even if the frame has a different aspect ratio. The *Scale to Fill* option will fill the frame with the photo, from the center out. If the frame has a different aspect ratio than the photo, the photo may be cropped equally on all sides to fit the frame. The *Scale to Fill* (Top) option will fill the frame with the photo, from the top down. If the frame has a different aspect ratio than the photo, the photo may be cropped on the bottom and sides to fit the frame.

Select *Edge Effects* to apply edge effects and frames to the photo. The Edge Effects dialog will appear. Scroll through the *Type* menu to browse the available effects. Click on an effect to add it to the preview. Click *Remove* to remove the effect or frame. Click the *Apply these settings to all images on the page* checkbox to apply the effect to all photos in the current two-page spread. Click *Done* to close the dialog and apply the current setting to the photo(s). Click *Cancel* to close the dialog without applying any changes.



The Edge Effects dialog.

5.9.6 Deleting a Photo or Frame Using the Delete Tool

Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire image frame. Choose *Clear Image* to only delete the photo and leave the image frame in place.

5.9.7 Advanced Photo Editing

Click on the *arrow* icon at the right of the Photo *Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the photo.

Select *Lock* from the menu to lock the photo so that it cannot be moved. Select *Unlock* to unlock the photo.

The *Fill Page* options allow you to fill the page with a photo, or use a photo as the background, in one simple step. Select *Fill Page* to fill the current page with the photo. Select *Fill Page/Send to Back* to fill the page with the current photo, then send it to the back, making it the background. Select *Fill Spread* to fill the whole spread with the photo. Select *Fill Spread/Send to Back* to fill the whole spread with the current photo, then send it to the back, making it the background.

The *Layer* options allow you to move the photo forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Click *Transparency* to adjust the transparency of the photo. Drag the slider to the desired transparency, ranging from 0% (opaque) to 100% (completely transparent). The photo will update automatically when the slider is adjusted.

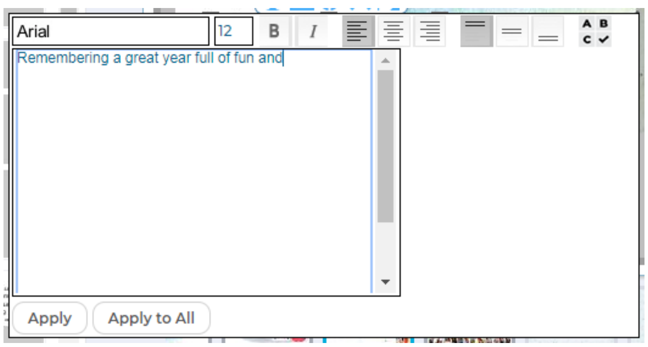
5.10 Adding and Editing Text

To add or edit text, click on a text frame to select it, and you will see the *Text Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.

The Text Editing Toolbar.

5.10.1 Adding and Editing Text Using the Text Edit Tool

Click on the *Text Edit tool* to add text to the frame or edit existing text. The text editing dialog will appear. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click the *Bold* or *Italic* button to change the style of the text. Click the *Left*, *Center* or *Right Alignment* button to change the horizontal alignment of the text. Click the *Top*, *Center* or *Bottom Alignment* button to change the vertical alignment of the text. Click *Apply* to close the dialog and apply your changes to the photo. Click *Apply All* to close the dialog and apply the font changes to all text frames on the page. This will not change the font size in the other frames. Click anywhere outside of the dialog to close it without making any changes.

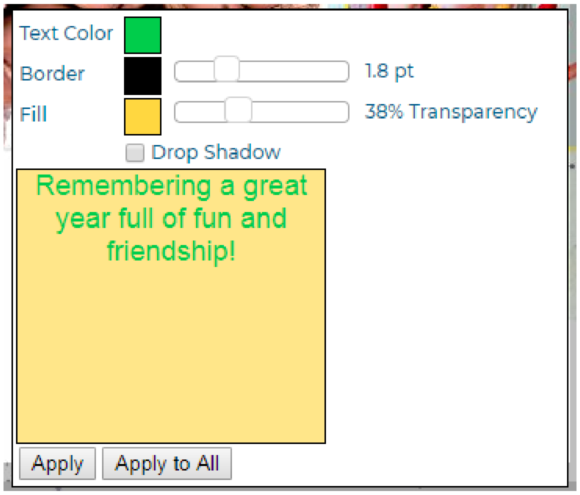


Adding text in the Text Editing dialog.

TIP: Not all of the available fonts contain styles for **Bold** and *Italic*. Therefore these settings may not work for some of the fonts.

5.10.2 Applying Color and Borders Using the Borders Tool

Click on the *Borders tool* to apply color to the text, and to apply a border and fill to the text frame. The borders dialog will appear. Click on the Text *Color color* swatch to change the color of the text. Click on the *Border* color swatch to change the border color for the text frame. Drag the *Border* slider to adjust the thickness of the border. Click the *Fill* color swatch to change the fill color for the text frame. Drag the slider to the desired transparency for the fill. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current text frame. Click *Apply All* to close the dialog and apply your changes to all text frames in the spread. Click anywhere outside of the dialog to close it without making any changes.



The Text Borders dialog.

5.10.3 Rotating Text Using the Rotate Tool

Click on the *Rotate tool* to rotate the text frame. A dropdown menu will appear with several options for rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the text frame.

5.10.4 Deleting Text or a Text Frame Using the Delete Tool

Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire text frame. Choose *Clear Text* to only delete the photo and leave the text frame in place.

5.10.5 Advanced Text Editing

Click on the *arrow* icon at the right of the Text *Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the text frame.

Select *Expand* from the menu to slightly expand the width of the text frame. This feature is helpful for fine tuning text placement.

The *Layer* options allow you to move the text frame forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Select *Lock* from the menu to lock the text frame so that it cannot be moved. Select *Unlock* to unlock the frame.

5.11 Selecting and Editing Multiple Frames Together

You can select multiple frames at once, including image frames, text frames, clip art, and elements, and then apply changes to the entire selection. To select multiple frames, hold the Control (CTRL) key on your keyboard while you click on each frame. When you have more than one frame selected, you will see a red dotted line around the selection, and the *Multi-select Toolbar* will appear above the selection. Move your mouse over any of the tools to see a description of the tool.

Selecting multiple frames at once.

The Multi-select Toolbar.

5.11.1 Duplicating Multiple Frames Using the Duplicate Tool

Click the *Duplicate tool* to duplicate the selection of frames.

5.11.2 Aligning Multiple Frames Using the Align Tool

Click the *Align tool* to align the selection of frames. A dropdown menu will appear.

Choose *Align Left, Right, Bottom* or *Top* to line up all of the frames together on the chosen side.

Choose *Same Width* or *Same Height* to resize all of the frames to either the same width or height.

5.11.3 Deleting Multiple Frames Using the Delete Tool

Click the *Delete tool* to delete all of the selected frames.

5.12 Adding Page Numbers

Page numbers can be added to your yearbook in the Administration pages of the software. To add page numbers, please contact your Adviser or Administrator.

Your administrator can choose from the following settings for your page numbers:

Placement: Top or bottom; inside, centered, or outside

Page number margin, which is the distance from the edge of the page (in inches): 0.25, 0.3125, 0.375, 0.5, 0.625, 0.75

Font: Arial, Comic Sans, Times New Roman, Trebuchet, or Verdana

Font size (points): 9, 10, 11, 12

Page number style: #, -#-, or #/#

Outline: Yes or No

IMPORTANT! Page numbers can be added or modified in the Administration pages any time. However, page numbers can't be added or modified if any sections have a status of *Checked Out*. Be sure that all sections are checked in before asking your Adviser or Administrator to add or adjust page numbers.

Page numbers will appear in a text frame on each page in Advanced Design. Selecting a page number on a specific page will provide a toolbar that allows you to change the color or delete the page number.

5.13 Adding Grad and Biz Ads

If you have the Storefront software enabled, parents and businesses can design Grad and Business Ads online, and then pay for them using a Shopping Cart.

All ads that get ordered will automatically get converted to JPG files, and then transmitted to a new folder on the Manage Photos page called Advertising. You can check the Advertising folder regularly for new Ads. Advisers can also run sales reports for ads on the Adviser Review page. See the Adviser Review section of this user guide for more information.

5.13.1 Creating an Advertising Section

To add your ads to the book, first create a *New Section* on the Manage and Design Book page, just as you would create any other section of the book. Name the new section *Advertising* and specify the number of pages you think you will need. You can add more pages, or delete some, later if needed. Choose *None* for the background theme, so you will have blank pages.

5.13.2 Editing Your Advertising Section

Now that you have created an Advertising section, click *Check out for editing* to open the Advertising section into the Advanced Design page.

On the Advanced Design Page, select the Photos tab. Then click Change Source. Choose the Advertising folder, then click OK.

Your ads will load onto the Photos tab. Hold your mouse over the thumbnail for each ad and you will see whether it is a 1/8-page, 1/4-page, 1/2-page or Full page ad. You will need to know this in order to plan your ad page layouts.

Next, click the Layouts tab. Select *Grad and Biz Ads* from the *Category* menu. You will see a selection of ad page layouts, with various combinations of 1/8-page, 1/4-page, and 1/2-page frames, and a Full page layout. Select a layout according to your current ad selection and drag it onto a page.

Next click the Photos tab. Then drag each ad into the appropriate sized frame on the layout.

Repeat this process to create all of your ad pages.

5.14 Building an Index

The *Index* feature allows you to create a set of index pages in your book, that lists all students in alphabetical order along with the pages number(s) of the book in which they appear.

Student names and their corresponding page numbers are automatically added to the index for all Portrait photos.

For Candid photos you will manually add names for any photos that you would like referenced in the index. Please see the section Previewing Photos, and Adding Captions and Index Entries for instructions on how to add names for your candid photos.

5.14.1 Creating an Index Section

Before you can create your index, you will need an *Index Section* in your book. You can create an Index Section on the Yearbook page, just as you would create any other section of the book. Please refer to [Adding New Sections to Your Book] for instructions on creating a section. Name the new section *Index* and specify the number of pages you will need.

Note that the formatting of the Index pages, and the number of students, will affect the number of pages needed for the Index Section. You may want to add a few more pages than you think you will need. You can delete any unneeded pages pater.

5.14.2 Editing Your Index Section with the Index Wizard

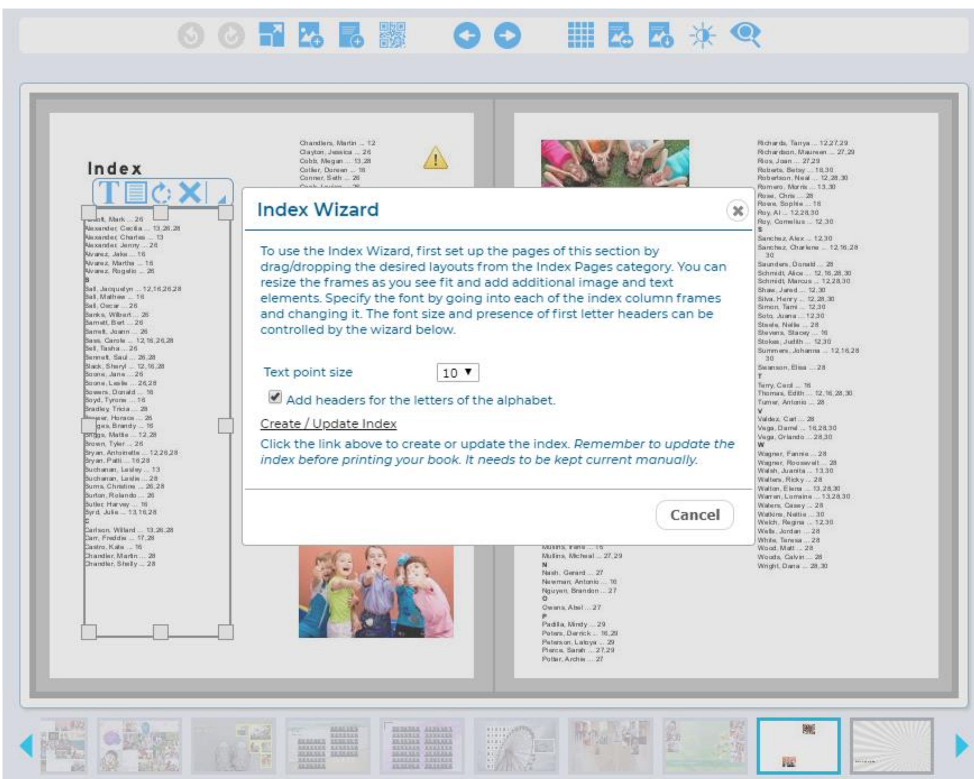
Now that you have setup your Index Section, you can begin editing it. Go to the *Yearbook* page and click *the Edit* icon to edit your Index section. The section will open into Advanced Design.

Next, click on the Layouts tab, and then select *Index Pages* from the Category menu. Here you will see a variety of layouts to choose from for your Index pages. Some of the layouts have photo frames that will allow you to add photos to the index pages. Choose the layouts you want to use and drag them onto your pages. Note that you can change the layouts at any time in the future.

Next, click on the *Index Wizard button.*

The Index Wizard button on the Layouts tab.

The Index Wizard dialog will appear.



Create your index using the Index Wizard.

Click on *Create /Update Index*, and all of your student name information will automatically be flowed into the Index.

Click on the *Add headers for letters of the alphabet* checkbox to add a capital letter at the beginning of each letter of the alphabet in the Index. This will provide some additional organization and is helpful for a large index.

When the index has been successfully created you will get a message to confirm that the Index was completed and that all index information fit in the layouts provided.

If there was not enough room in your layouts to fit the entire index, you will get a message that asks you to either add additional frames or change the point size. In this case you can use the Text point size drop down menu to change the text to a smaller size, and then click *Create / Update Index*. You can also drag a different layout with more room for index entries, such as a 3-column layout with no images, onto the page. Or, you can add additional pages to your Index section.

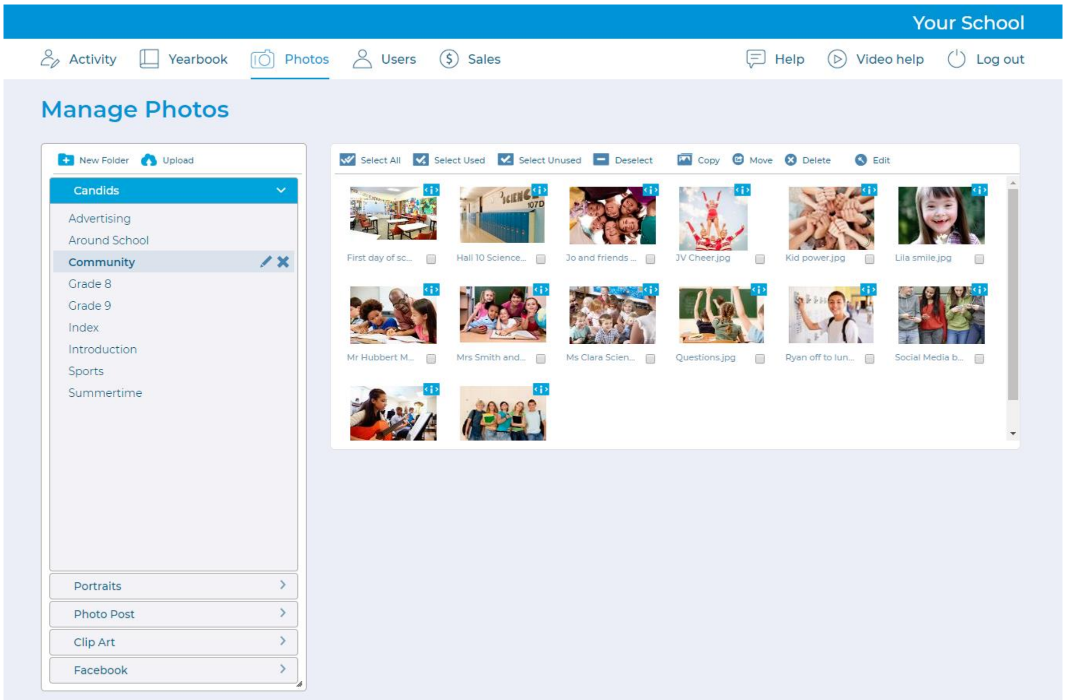
Once you have your Index section layout the way you want it, click the *Create/Update Index* at the bottom of the wizard.

Important! Always remember to update your index in the Index Wizard as a final step before submitting your book for proofing and approval. This will make sure that the index is up to date with all of the changes in the book.

6 The Photos Page

On the Photos page you can add and organize photos and clip art for your yearbook.

This page is accessible by users with *Adviser*, *Editor*, *Staff*, or *Photographer* privileges. If you don't see this page, you have not been provided access.



The Manage Photos page contains functionality for organizing and editing your photos and clip art.

6.1 Organization of the Manage Photos Page

Main features on the *Photos* page are organized on the left in collapsible tabs. Images are organized into folders on each tab.

Clicking a tab will make it active. Clicking a folder on a tab will display thumbnails of the images in that folder in a contact sheet, on the right half of the page.

Features for managing the images are located in a toolbar along the top of the contact sheet.

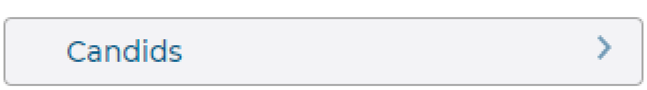
The *Candids*, *Portraits* and *Clip Art* tabs contain the three main types of images that can be managed on this page. If configured, you may also see tabs for *Photo Post* and *Facebook*. These tabs provide additional sources for obtaining photos for your yearbook.

A checkmark icon on a photo thumbnail indicates that the photo has already been used in the book. A plus icon indicates that the photo has been used more than once in the book.

Note that the available features may be different based on the selected tab and your user permissions.

6.2 Working with Candid Photos on the Candids Tab

The *Candids* tab contains all non-portrait photos to be used in your yearbook. These can include candid photos, sports and club photos, etc.



The Candids tab on the Photos page.

Candids are organized into folders. For each section that you created on the *Yearbook* page, a corresponding folder was automatically added on the *Candids* tab. You can add photos for each specific section to these folders, and you can also add your own folders.

6.2.1 Adding Photos for Use in Your Yearbook

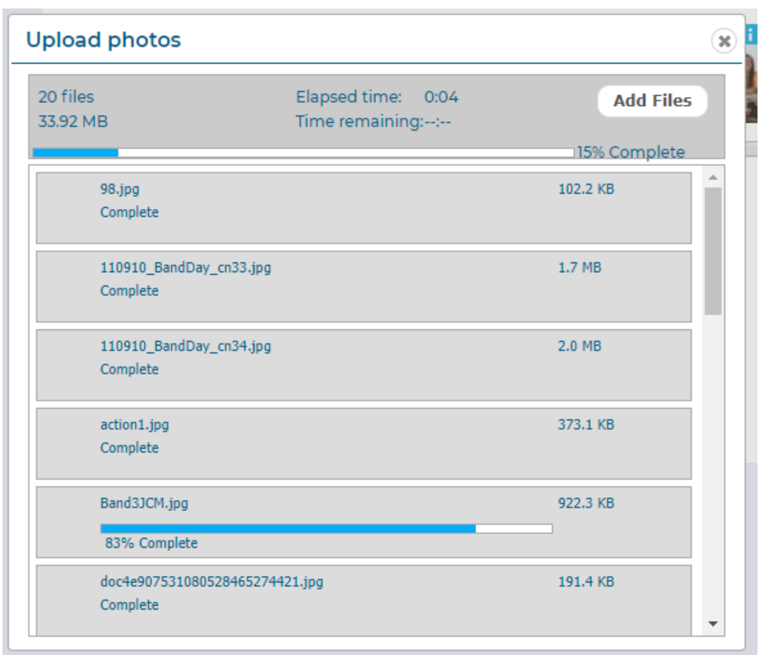
In order to make photos available for use in your yearbook you will need to upload them into the software.

To upload photos from your PC, select the folder you want to upload your photos into, then click the *Upload* button at the top of the tab.

Click Upload to upload photos from your PC.

Next click *Add Files* and locate the photos that you want to upload. Select the specific photos you want to upload, then click *Open* to start the upload process.

Progress indicators will provide status during the upload process, and you will be notified when it is complete.



Uploading photos to use in your yearbook.

6.2.2 Managing Your Candid Photos

Adding a New Folder

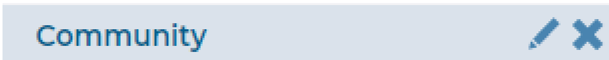
Click the *New Folder* button to add a new folder for organizing your photos. Enter a name for the folder when prompted, then click *OK*.

The New Folder button.

Renaming or Deleting a Folder

Click the *Rename folder* icon next to a folder to rename the folder. Enter a new name for the folder when prompted, then click *OK*.

Click the *Delete folder* icon next to a folder to delete the folder.



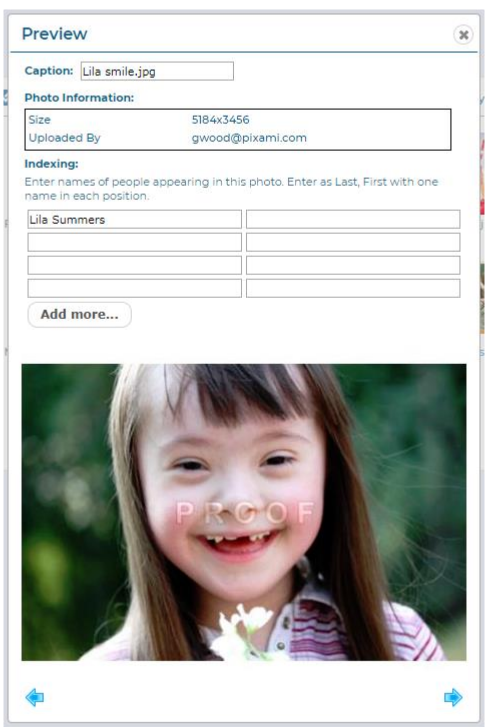
The Rename and Delete icons.

Previewing Photos, and Adding Captions and Index Entries

To *Preview* a photo in a larger window, change the *Name* or *Caption*, and add *Index* information, click the *Preview/Info* icon, at the top right of any photo thumbnail.

The Preview/Info icon shown on a Candid thumbnail.

The *Preview/Info* dialog will appear.



The Preview/Info dialog for a Candid photo.

Click the *Left and Right arrows* to scroll through all of the Photos in the current folder.

To change the name of a photo, type the new name into the *Caption* field.

To add names for the *Index*, start to type the names of people appearing in the photo into the *Indexing* fields. A list of student names will appear. Click to select the appropriate name to add it to the field.

Type a separate name into each field for each person in the photo. Click *Add more…* if you need to add more names. All names entered for a photo will be referenced in the Index, with the appropriate page number for the photo.

Photo Organization Using the Toolbar

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can also select multiple photos at a time.

Use the features on the *toolbar* to organize the photos in a folder.

The toolbar on the Candids tab.

Click *Select All* to select all of the photos in the current folder.

Click *Select Used* to select only the photos in the current folder that have been used in the book. These photos display a checkmark icon.

Click *Select Unused* to select only the photos in the current folder that have not been used in the book.

Click *Deselect* to deselect all photos in the current folder.

Click *Copy* to copy the currently selected photos to another folder. The *Copy selected photos* dialog will appear. Select a destination folder for the photos, then click *OK.*

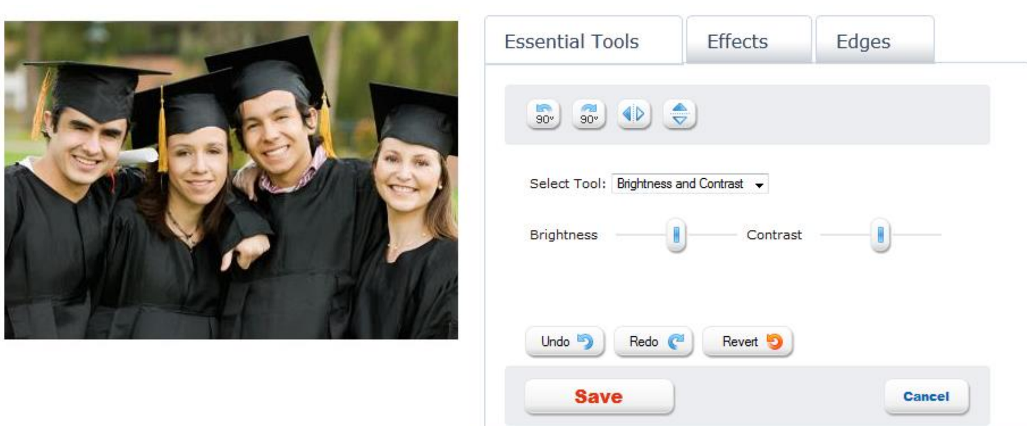
Click *Move* to move the currently selected photos to another folder. The *Move selected photos* dialog will appear. Select a destination folder for the photos, then click *OK.*

Click *Delete to delete* the currently selected photos.

Click *Edit to* the edit a photo. You can only have one photo selected to use the editing feature.

6.2.3 Editing Your Photos

You can make corrections to a photo and add fun and creative filters and effects. To edit a photo, select it, and then click *Edit*. The photo will be opened into the *Photo Editor*.



Use features on the Edit Photo dialog to edit your photos and add creative effects.

On this page you can easily apply corrections or creative effects to your photos. There are three main categories of functionality:

The *Essential Tools* provide the most basic corrections for less than perfect photos; the *Effects* filters allow you to apply more creative and fun special effects; and the *Edges* are special edge treatments that you can apply to your photos.

Choose the appropriate editing category by clicking on the Essential Tools, Effects or Edges tab, then select an effect to apply it to your photo. For some of the controls you can adjust the amount of the effect by using the sliders that appear on the page.

Click *Zoom In* and *Zoom Out* if you want to see more or less detail in the preview.

Click *Rotate, Flip* and *Mirror* to change the orientation of the photo.

Click *Undo* and *Redo*, once or multiple times, to undo or redo any of your changes.

Click *Revert* to revert back to the original photo with no changes.

Click *Save* to save a duplicate of the photo with your changes, or click *Cancel* to leave the editor without saving any changes. You will be taken back to the *Manage Photos* page.

6.3 Working with Portraits on the Portraits Tab

The *Portraits* tab contains your school portraits. These may already be uploaded onto the site by your portrait studio or YearbookLife, or provided to you for uploading to the site. If you are unsure, please check with your yearbook administrator.

The Portraits tab on the Photos page.

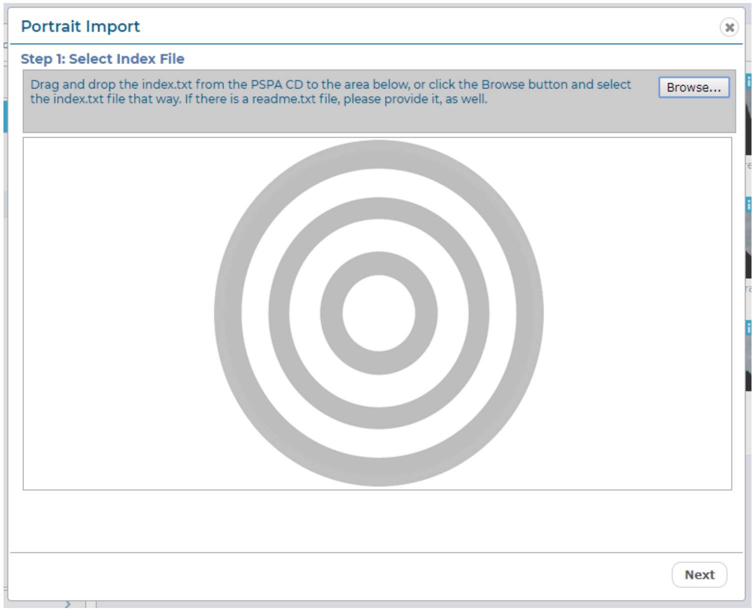
6.3.1 Adding Portraits for Use in Your Yearbook

You will need you your Portraits available on a CD that conforms to the PSPA standard. To get started, place the PSPA CD in your disc drive, or copy the contents of the CD to your hard drive.

Click the *Portraits* tab on the Photos page. Then, click the *Portrait Import* button at the top of the Portraits tab.

The Portrait Import button at the top of the Portraits Tab.

The Portrait Import dialog will launch.



The Portrait Import dialog, Step 1.

Step 1: Select Index File

The first step to uploading portraits is to upload your *PSPA Index file*, which contains an index of all of the files on the CD. The file may be named *index.txt* or something similar.

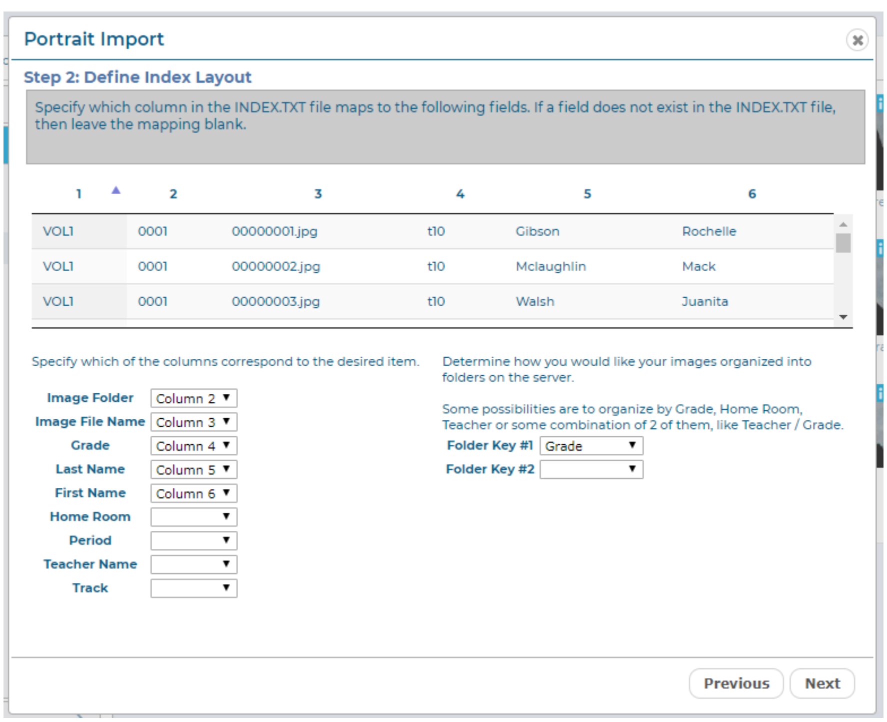
Click *Browse*, locate the folder that contains the index file, and then click *OK*.

Or, you can drag and drop the file directly from your hard disk onto the target in the uploader.

Click *Next*.

Step 2: Define Index Layout

The contents of the index file will be displayed in the Portrait Import dialog.



The Portrait Import dialog, Step 2, organizing contents of the index file.

The contents of the index file will be organized into columns. Use the dropdown menus to specify the columns that correspond to the contents of the index.

Using the example above as a reference, you can see that Column 2 lists the name of the Image Folder, Column 3 lists the Image File Name, Column 4 lists the Grade, Column 5 lists the Last Name, and Column 6 lists the First Name.

Use the *Folder Key* menus to specify how you would like your portraits organized in the software. For example, if you choose *Grade*, your portraits will be placed in folders according to the grade of the students. If you choose *Teacher*, the portraits will be placed in folders according to teacher.

You can choose more than one Folder Key based on the information available in the index file. For example, if you choose Teacher for Folder Key #1, and then Grade for Folder Key #2, portraits will be organized in folders labelled Grade/Teacher.

Once you have made your selection, click *Next*.

Step 3: Add Portrait Files

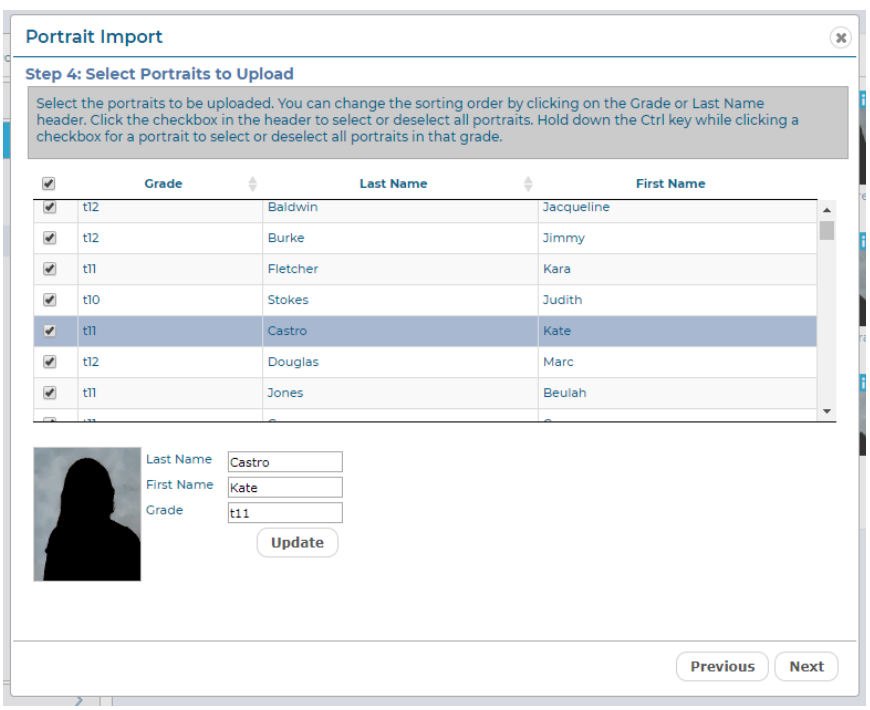
If the software could not find them, you may be prompted to locate and add your portrait files. Click *Browse*, locate the portrait files on the CD or your hard disk, select them, and then click *OK*.

Or, you can drag and drop the files directly onto the target in the uploader.

Click *Next*.

Step 4: Select Portraits to Upload

The list of portraits will be displayed in the Portrait Import dialog.



The Portrait Import dialog, Step 4, selecting portraits to upload.

Your portrait photos will be listed according to the columns you specified on the previous screen.

You can edit any mistakes by clicking on the specific portrait, and making changes in the *Last Name*, *First Name, and Grade* fields at the bottom of the screen. Click *Update* after making any changes.

Click the *Grade* heading at the top of the column to sort the portraits by grade. Click the *Last Name* heading at the top of the column to sort the portraits by grade.

Next, select the portraits you would like to upload. To select all portraits, click the checkbox at the top of the first column. Click the checkbox again to deselect all of the portraits.

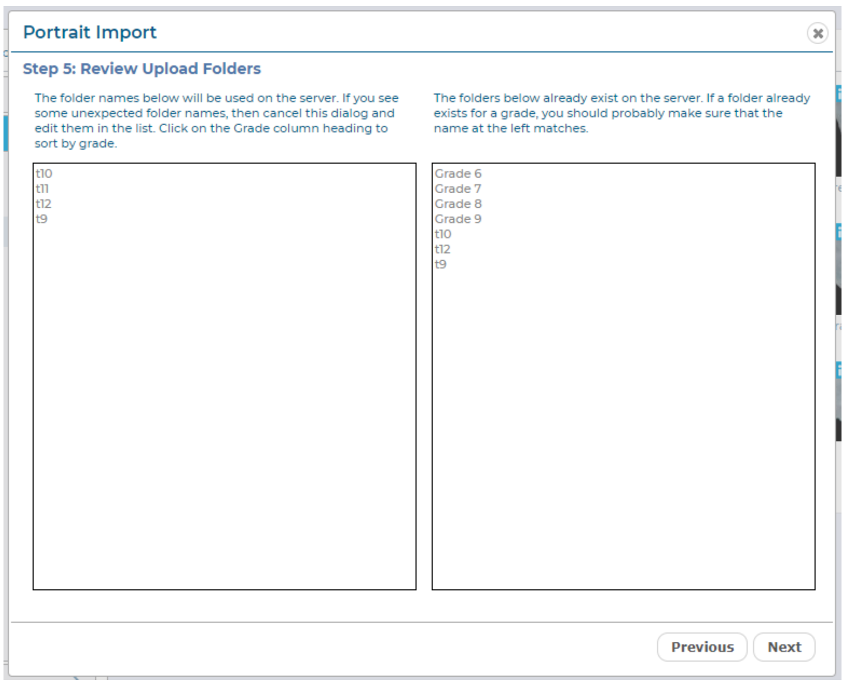
To select individual portraits, click the checkbox next to each portrait that you would like to upload.

To select an entire Grade, hold the Control Key on your keyboard, then click the checkbox next to a portrait for the grade you want to select. All portraits for that grade will be selected.

Click *Next*.

Step 5: Review Upload Folders

You will be prompted to review and confirm the portrait folders as a final step.

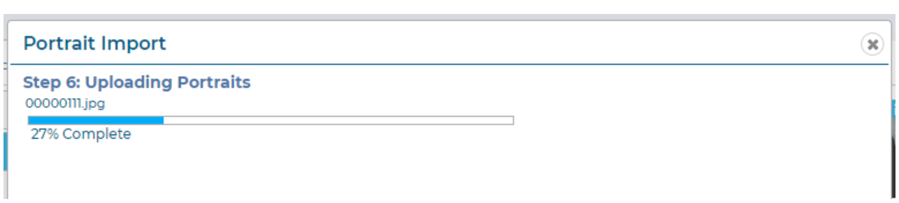


The Portrait Import dialog, Step 5, reviewing the portrait folders.

The folder names to the right represent portrait folders that already exist in the software from any previous portrait upload sessions. The folder names on the left represent new folders that will be created for this upload.

Review the information to confirm that it is correct.

Click *Next*. The upload process will begin.



The Portrait Import dialog, Step 6, uploading the portraits.

You will see a progress bar while the portraits are being uploaded. Once the upload is complete, the Portrait Import dialog will close, and you will be returned to the Portraits tab on the Manage Photos page. You should see your new portraits organized in folders in the Portrait Folders section of the Portraits tab.

TIP: If you have uploaded a large amount of portraits it may take a few minutes for them to display after the Portrait Import dialog has closed. If they still do not display after a few minutes, try refreshing your browser. You may also need to clear your browser cache in order to force it to load a new page.

6.3.2 Using the Optional Portrait Importer Utility

The *Portrait Importer Utility* is an alternative method of uploading portraits remotely from the PSPA Portrait CD, without logging into the yearbook software. This is the method typically used by portrait photographers. Please contact your administrator for more information about this option, and for instructions on how to receive the software and corresponding User Guide.

6.3.3 Managing Your Portraits

Adding a New Folder

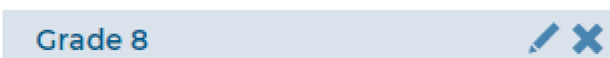
Click the *New Folder* button to add a new folder for organizing your portraits. Enter a name for the folder when prompted, then click *OK*.

The New Folder button.

Renaming or Deleting a Folder

Click the *Rename folder* icon next to a folder to rename the folder. Enter a new name for the folder when prompted, then click *OK*.

Click the *Delete folder* icon next to a folder to delete the folder.



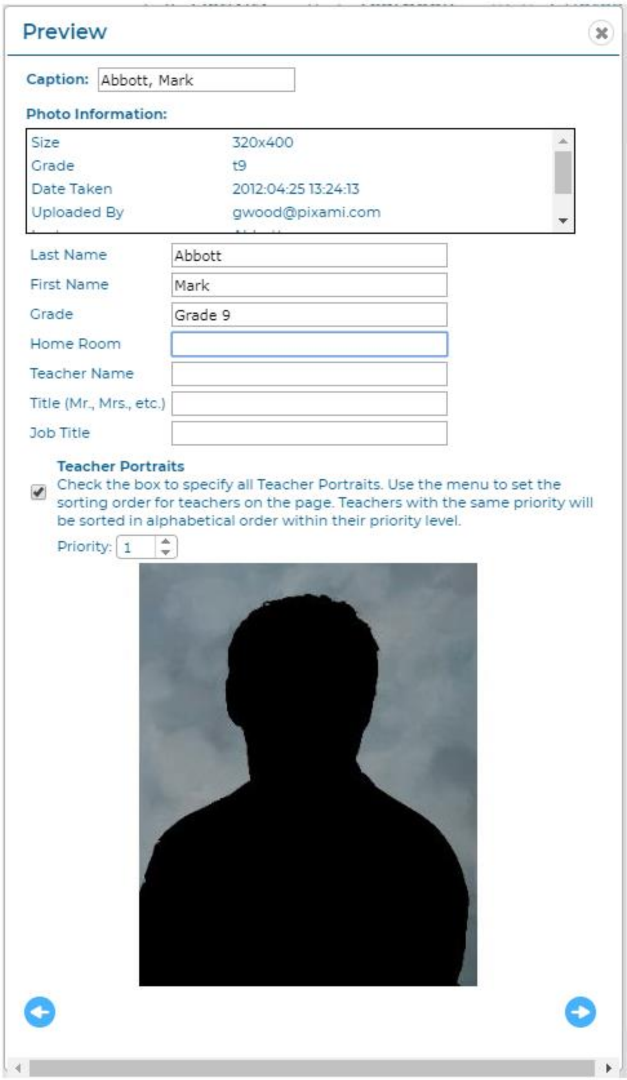
The Rename and Delete icons.

Changing Portrait Information and Prioritizing Teachers

To *Preview* a portrait in a larger window, change the Name, Grade and other info, view Portrait Info, and specify Teacher Portraits and Priorities, click the *Preview/Info* icon, at the top right of any photo thumbnail.

The Preview/Info icon shown on a Candid thumbnail.

The *Preview/Info* dialog will appear.



The Preview/Info dialog for a Portrait photo.

Click the *Left and Right arrows* to scroll through all of the Portraits in the current folder.

To change the Caption for a portrait, type the new name into the *Caption* field.

To change or add the Last Name, First Name, Grade, Home Room, Teacher Name, Title, or Job Title for the portrait, type it into the appropriate field.

If your teachers are in the same folder as the student portraits you can make them appear in the first position(s) on the class portrait page, or automatically flow into a larger teacher frame. Check the *Teacher Portraits checkbox* to specify all teachers in the folder. All portraits with the Teacher Portrait checkbox checked will flow into the first positions on the portrait page, regardless of alphabetical order.

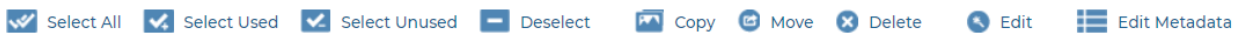
If you have selected more than one portrait as a teacher, you can adjust the order in which they appear by selecting a number from the *Priority* menu. The Priority for each teacher will appear on the thumbnail in the contact sheet.

If you select the same Priority for more than one Teacher Portrait, the portraits will appear on the portrait page in alphabetical order, within that priority level.

Portrait Organization Using the Toolbar

You can select a portrait by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the portrait has been selected. Deselect a portrait by clicking it, or the checkbox, again. You can also select multiple portraits at a time.

Use the features on the *toolbar* to organize the portraits in a folder.



The toolbar on the Portraits tab.

Click *Select All* to select all of the portraits in the current folder.

Click *Select Used* to select only the portraits in the current folder that have been used in the book. These portraits display a checkmark icon.

Click *Select Unused* to select only the portraits in the current folder that have not been used in the book.

Click *Deselect* to deselect all portraits in the current folder.

Click *Copy* to copy the currently selected portraits to another folder. The *Copy selected photos* dialog will appear. Select a destination folder for the portraits, then click *OK.*

Click *Move* to move the currently selected portraits to another folder. The *Move selected photos* dialog will appear. Select a destination folder for the portraits, then click *OK.*

Click *Delete to delete* the currently selected portraits.

Click *Edit to* the edit a portrait. You can only have one portrait selected to use the editing feature.

Click *Edit Metadata* to correct or add any information from the Index file. This feature allows you to make changes to the portrait data after the portraits have been uploaded.

Automatic Updates

When you make changes to your portraits, the layout of existing portrait pages will update automatically if needed. Some changes that may cause your existing portrait pages to update automatically include:

- Changing or correcting the first or last name associated with a portrait
- Adding a portrait or portraits to a class folder
- Removing a portrait or portraits from a class folder
- Moving a portrait or portraits from one class to another

Depending on your layouts, and the specific changes you made, your pages could be significantly altered. An alert may appear under the Help menu, on the Photos page, or on the Advanced Design Page, suggesting that you review your portrait pages after any changes have been made.

IMPORTANT! If you make any changes to your portraits that may affect the layout of existing portrait pages, it is very important that you review the pages in Advanced Design. You can then make sure that everything looks the way you want, and make adjustments as necessary.

6.4 Using Photo Post to Collect Candid Photos

Photo Post is a feature that allows you to obtain photos, through a secure web page, from your school community of students, parents, teachers and supporters. You will be able to review submitted photos, and select any that you would like for inclusion in the yearbook.

Tip: Photo Post is a great way to obtain additional candid photos for your yearbook!

Photo Post must be enabled in order to be used. If you do not see a Photo Post tab on your Manage Photos page and would like to use it, contact your Administrator or YearbookLife.

The Photo Post tab on the Photos page.

6.4.1 Inviting Someone to Submit Photos

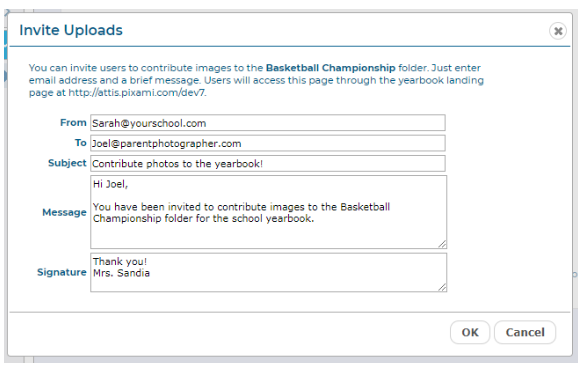
To use Photo Post, click on the Photo Post tab, then click *New folder* to add a new folder for your photos. Enter a name for the folder when prompted, then click *OK*.

The New Folder button.

Next, click the *Invite* button in the toolbar to invite someone to submit photos to your folder.

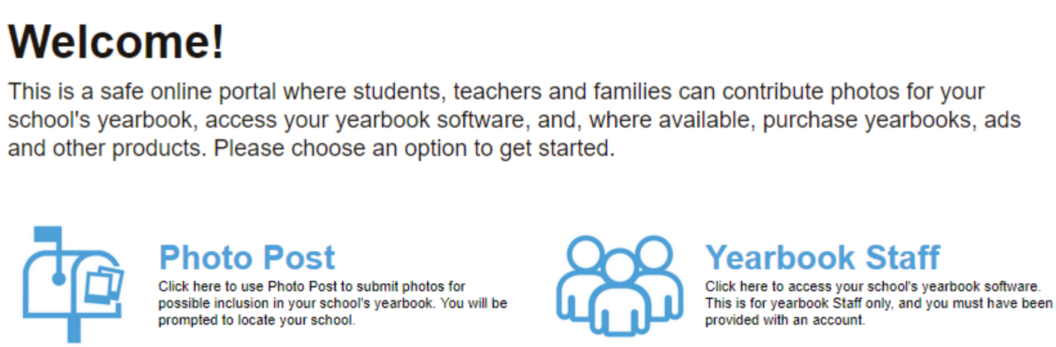
The Photo Post Invite button.

The Invite dialog will appear.



The Photo Post Invite dialog.

Type your email address, the email address for the recipient, a subject, message, and signature into the appropriate text fields. Then click the *Invite* button. The email will be sent to the recipient, along with a link to a secure home page. The recipient can click on the link, and will be directed to the Yearbook Home Page.



The Photo Post submission button on the Yearbook Home Page.

Next, the recipient will click on the *Photo Post* button, and select their school. They will be prompted to create an account, or login to an existing account. Once logged in, they can Upload photos to the folder you provided, or add a new folder in which to upload photos.

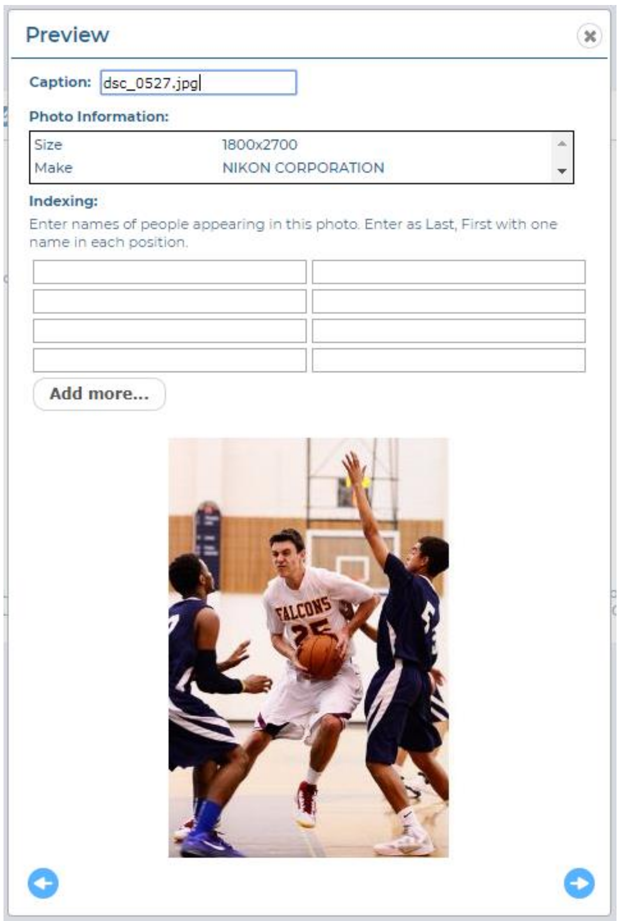
TIP: Photo Post users will not be able to see other user's photo submissions, or any yearbook photos, or access the yearbook software.

If you'd like, you can share the link to your Yearbook Home Page directly with others to submit photos. Please contact YearbookLife for the appropriate link.

6.4.2 Selecting Submitted Photos for Your Yearbook

Once photos have been submitted using Photo Post, they will appear in their respective folders on the Photo Post tab. In order to use submitted photos in the yearbook, you will need to move them to the Candids folder.

To *Preview* and scroll through your submitted photos in a larger window, click the *Preview/Info* icon, at the top right of the photo thumbnail. The Preview dialog will open.



The Preview dialog on the Photo Post tab.

Click the *Left and Right arrows* to scroll through all of the photos in the current folder.

Once you've determined which photos you'd like to use in your yearbook, you will need to select them, and then move them to a folder on the Candids tab.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can also select multiple photos at a time.

Next, use the features on the *toolbar* to move or organize the photos.

The toolbar on the Photo Post page.

Click *Select All* to select all of the photos in the current folder.

Click *Deselect* to deselect all photos in the current folder.

Click *Move* to move the currently selected photos to a folder on the Candids tab. The *Move selected photos* dialog will appear. Select the appropriate folder for the photos, then click *OK.* Your submitted photos have now been moved, and are ready to be used in your yearbook!

After you've moved the photos that you'd like to use in your yearbook, it's recommended that you delete any submitted photos that you do not plan to use. Click *Delete* to delete the currently selected photos.

Click the *Delete folder* icon to delete the folder.

6.5 Working with Clip Art on the Clip Art Tab

The software contains a standard set of *clip art* for use in designing your pages. In addition, you can add your own clip art. To use this feature, click on the *Clip Art* tab.

The Clip Art tab on the Photos page.

TIP: If you would like to create and add your own clip art, it should be saved as a .PNG file, with enough resolution to provide good print quality. We recommend an approximate size of 1200 x 1200 pixels, which will allow you to scale the clip art up to 4 inches square while maintaining good print quality. For irregularly shaped clip art, the background should be transparent.

6.5.1 Adding a New Folder

When you are ready to upload your own clip art, click the *New folder* to add a new folder for organizing your clip art in the software. Enter a name for the folder when prompted, and then click *OK*.

6.5.2 Renaming or Deleting a Folder

Click the *Rename folder* icon next to a folder to rename the folder. Enter a new name for the folder when prompted, then click *OK*.

Click the *Delete folder* icon next to a folder to delete the folder.

6.5.3 Uploading Your Own Clip Art

To upload your clip art from your PC, select the folder you want to upload your clip art into, then click the *Upload* button at the top of the tab.

Click Upload to upload Clip Art files from your PC.

Next click *Add Files*, and locate the Clip Art files that you want to upload. Select the specific Clip Art files you want to upload, then click *Open* to start the upload process.

Progress indicators will provide status during the upload process, and you will be notified when it is complete.

To *Preview* Clip Art in a larger window and change the *Caption*, click the *Preview/Info* icon, at the top right of any photo thumbnail. The *Preview/Info* dialog will appear.

The Preview/Info dialog for Clip Art.

To change the name of the Clip Art, type the new name into the *Caption* field.

Click the *Left and Right arrows* to scroll through all of the Clip Art in the current folder.

6.5.4 Clip Art Organization Using the Toolbar

You can use the additional features to manage your own custom Clip Art, but you cannot make modifications to the standard set of Clip Art. If you try to make any changes that are not allowed you will see an alert message.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can also select multiple photos at a time.

Use the features on the *toolbar* to organize the Clip Art in a folder.

The toolbar on the Clip Art tab.

Click *Select All* to select all of the Clip Art in the current folder.

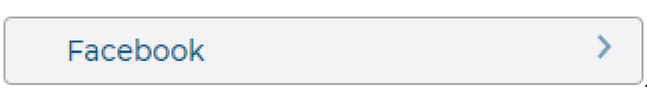
Click *Deselect* to deselect all Clip Art in the current folder.

Click *Copy* to copy the currently selected photos to another folder. The *Copy selected photos* dialog will appear. Select a destination folder for the Clip Art, then click *OK.*

Click *Delete to delete* the currently selected Clip Art.

6.6 Retrieving Photos from Facebook

You can view photos in a Facebook account, and copy them to the software for use in your yearbook.



The Facebook tab on the Photos page.

To use this feature, click the *Facebook* tab. If you not are already logged into a Facebook account, you will be prompted to log in.

Once you are logged into Facebook, your photos will appear in their respective folders on the Facebook tab. In order to use Facebook photos in the yearbook, you will need to copy them to a folder on the Candids tab.

You can select a photo by clicking it, or by clicking the checkbox below it. A checkmark will appear to indicate that the photo has been selected. Deselect a photo by clicking it, or the checkbox, again. You can also select multiple photos at a time.

Next, use the features on the *toolbar* to move or organize the photos.

The toolbar on the Facebook tab.

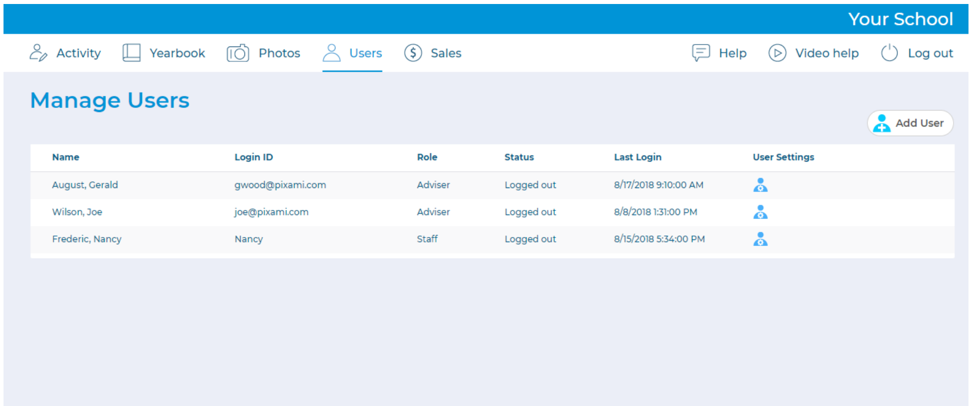
Click *Select All* to select all of the photos in the current folder.

Click *Deselect* to deselect all photos in the current folder.

Click *Copy* to copy the currently selected photos to a folder on the Candids tab. The *Copy selected photos* dialog will appear. Select the appropriate folder for the photos, then click *OK.* Your Facebook photos have now been moved, and are ready to be used in your yearbook!

7 The Users Page

In order to login and work on the yearbook, a user must first be added to the site. On the Users page you can add new users, and assign them roles based on their individual responsibilities.



This page is accessible only by users with *Adviser* privileges. If you don't see this page, you have not been provided access.

7.1 Understanding User Roles

Each user of the software will be assigned a *Role,* which will determine how much access the user has to the software, and to the yearbook. User Roles will be assigned when a User is created, and can be changed at any time.

Below is a description of each User Role.

Viewer: Users with the *Viewer* role can only view the yearbook using the Preview feature. They will have no ability to edit or otherwise modify the book. This role should be applied to anyone who would like to view progress of the book, but is not an active participant.

Photographer: Users with the *Photographer* role can upload and manage all photos and clip art on the Photos page. This role should be applied to those responsible for taking and/or organizing photos for the sections of the yearbook.

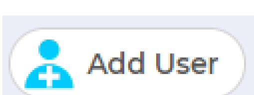
Staff: Users with the *Staff* role can perform all of the above, plus edit the yearbook for the sections which they were assigned, on the Yearbook page. This role should be applied to those responsible for creating and designing individual sections of the yearbook, such as designers and copywriters.

Editor: Users with the *Editor* role can perform all of the above, plus create sections, organize the yearbook, and edit any section on the Yearbook page. This role should be applied to those responsible for organizing the yearbook.

Adviser: The *Adviser* role provides full access to the software. Users with this role can perform all of the above, plus modify user accounts and access levels on the Users page, and review then approve or reject sections, and submit the final yearbook for printing on the Yearbook page. An administrator or teacher would typically be assigned to this role.

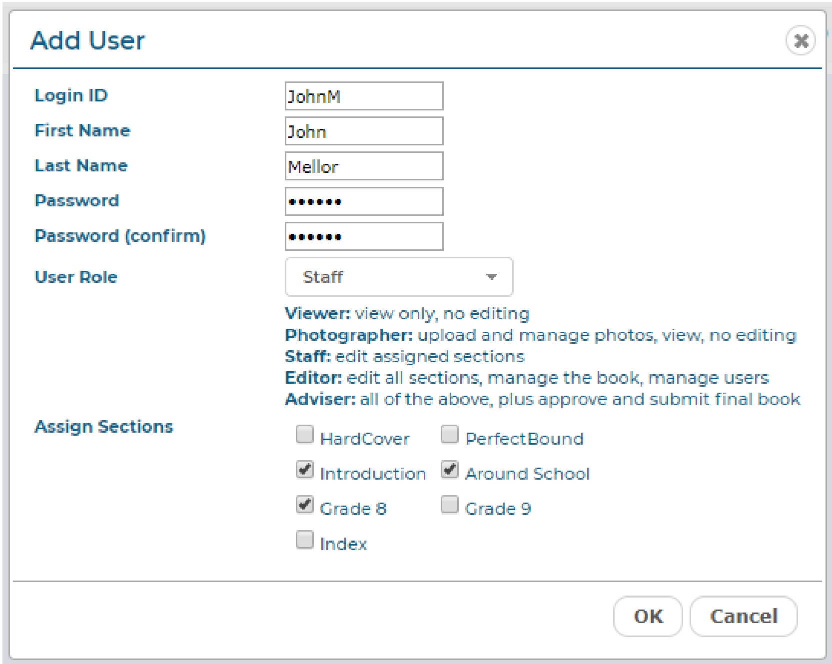
7.2 Adding Users

To add a new user, and assign them a Role, click the *Add User button.*



The Add User button on the Users page.

The *Add User* dialog will appear.



Enter a Login ID for the user. Next, enter the users First Name, Last Name, and a password. This can be an e-mail address, but it does not need to be.

Tip: The Login ID can be an e-mail address, but it does not need to be. If an e-mail address is used, the user may receive communication from the software regarding major activities and status changes in the book. This is particularly helpful for Advisers.

Select a *Role* for the user from the *User Role* menu.

If the *Staff* Role is selected, check the box next to a section to assign it to the user. This will allow the user to check the section out for editing. Multiple users can be assigned to the same section. You can also add or change user assignments any time.

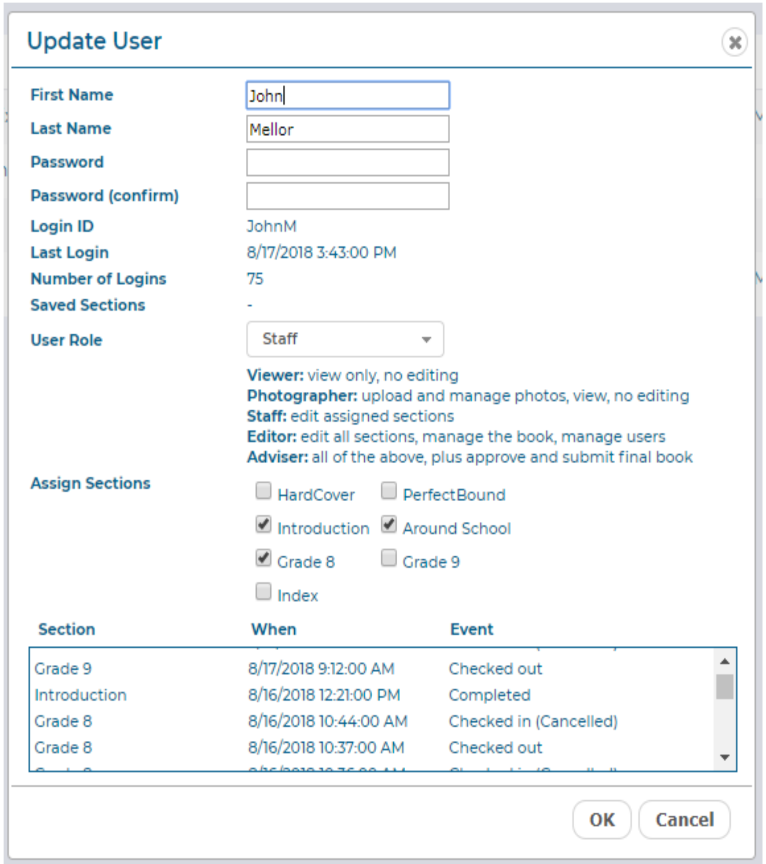
Click *OK* when finished. The user has now been added, and can log in any time.

7.3 Updating Users with User Settings

Click the User Settings icon next to a user to change the user's Role, update their Name and Password, view their activity on the site, or Delete them.

The User Settings icon on the Users page.

The Update User dialog will appear.



The User Settings dialog.

To change the user's *First Name*, *Last Name*, or *Password*, type the new information into the appropriate field.

To change the user's *Role*, select a new *Role* for the user from the *User Role* menu.

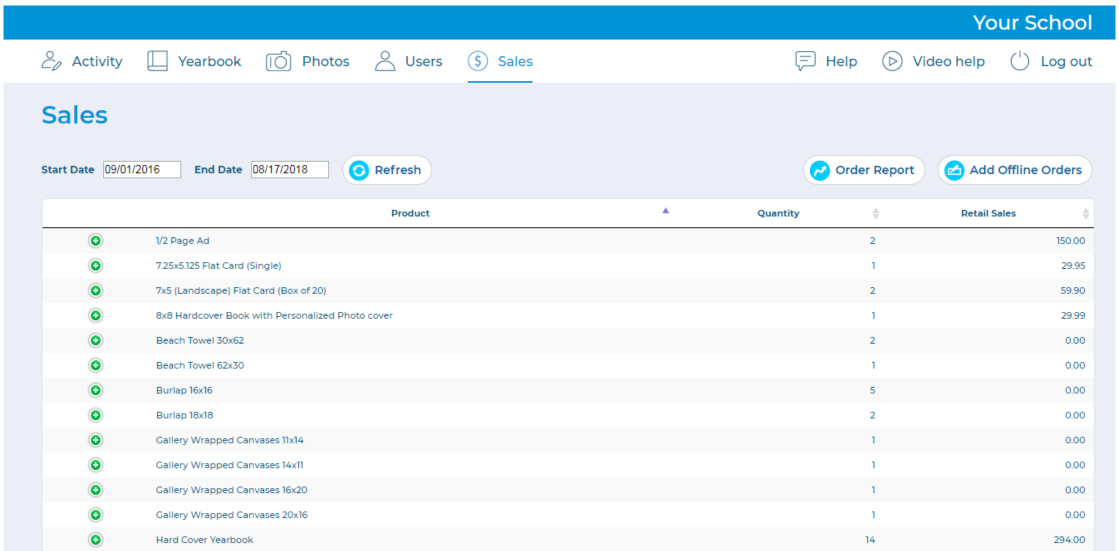
If the *Staff* Role is selected, you can change the sections that are assigned to user by check or unchecking the box next to any section.

You can view a summary of the user's activity under *Last Login*, *Number of Logins*, and *Saved Sections*. In addition, the *Activity Log* at the bottom of the dialog provides a complete history of the user's Activity.

8 The Sales Page

The *Sales* page provides a real-time sales report for any items that are being sold in the *E-Commerce Storefront* for your school. This includes Yearbooks, Ads, Personalized Yearbook pages and Supplements, and any fundraising products such as Graduation Announcements, Coffee Mugs, Calendars, Pillowcases, etc. Please talk to YearbookLife regarding the availability of these products and program.

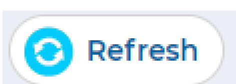
The Sales Page is only accessible by users with *Adviser* privileges. If you don't see this page, you have not been provided access.



The Sales Page provides detailed reporting for online and offline sales.

8.1 Viewing a Basic Sales Report

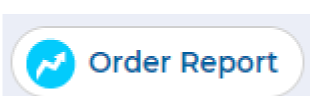
Choose a *Start Date* and *End Date*, and then click the *Refresh* button, to view a basic sales report for a specific time period. Items in the report are organized by product category. Click on the green *Plus* icon to see more detail for each product.



The Refresh button on the Sales tab.

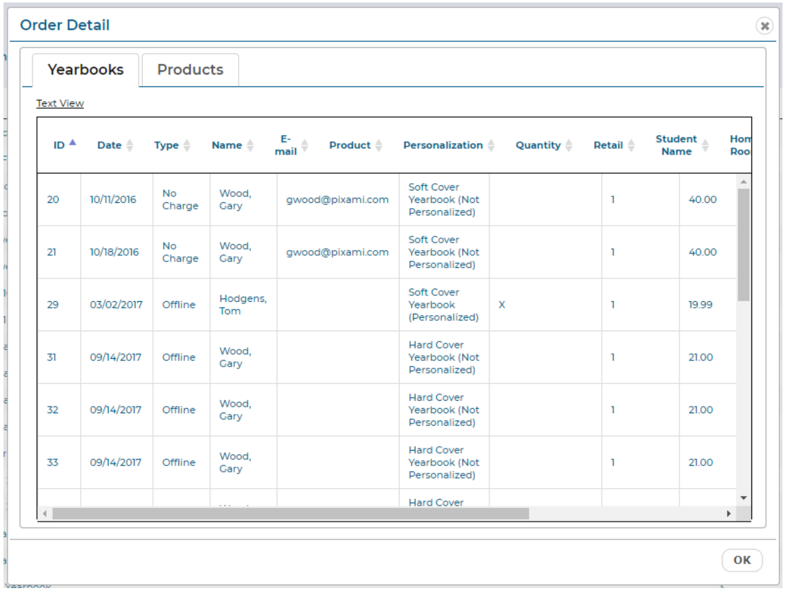
8.2 Viewing a Detailed Yearbook Sales Report

Click the *Order Report* button to view a complete, Detailed Sales Report for yearbooks and other products.



The Order Report button on the Sales tab.

The *Order Detail* dialog will open, displaying the report.



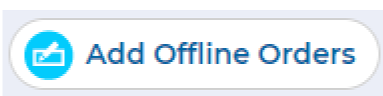
The Order Detail dialog showing Yearbook orders.

Click *Text View* to view a version that you can copy and paste into a spreadsheet.

8.2.1 Entering Offline Orders

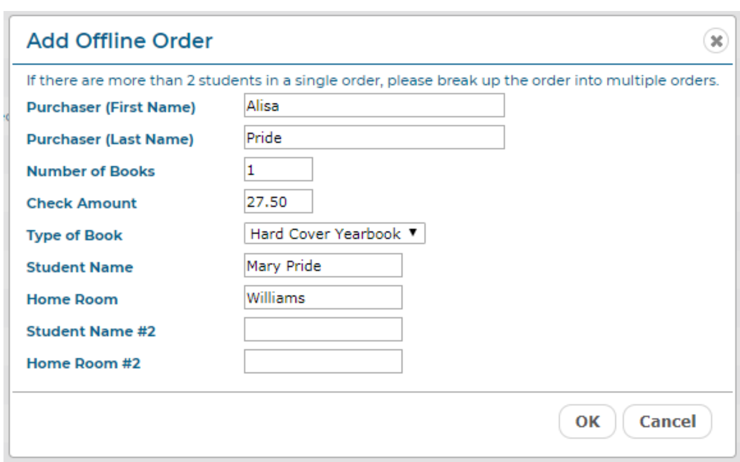
You can also enter non-E-Commerce (paper check or credit card) yearbook orders into the system, allowing you to generate a single report for both online and offline orders.

Click the *Add Offline Orders* button.



The Add Offline Orders button on the Sales page.

The Add Offline Order dialog will appear.



The Add Offline Order dialog on the Sales page.

Enter the appropriate information in the text fields, and then click *OK* to enter the order in the system. Offline orders will appear in Detailed Sales Report.

9 Submitting Your Yearbook for Print

You will submit your final yearbook on the *Yearbook* page. The features for proofing and final acceptance of your yearbook are only available for users with *Adviser* privileges. If you don't see these features, you do not Adviser privileges.

IMPORTANT! The specific steps required to submit and approve your book will vary based on the configuration of the software, and the specific requirements of your agreement. If you have any questions about this process or the available options, please contact YearbookLife or administrator before proceeding.

9.1 The Basic Proofing and Acceptance Process

You will typically be required to review a proof before submitting your final book for print. Your proof may be an External Proof, Press Proof (printed proof), or Digital Proof (online PDF proof), depending on the specific requirements of YearbookLife.

This section provides an overview of the basic proofing and acceptance process. Please see the following section, Proofing Options, for more specific detail regarding each proofing option.

9.1.1 The Submit Button

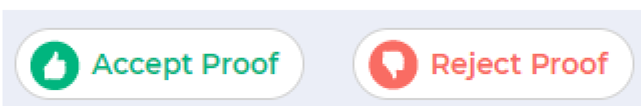
Once all sections have been marked as *Approved,* by clicking the *Approve* icon on the Yearbook Ladder, and show a status of *Complete*, a *Submit* button will appear at the top of the Yearbook page.

Click *Submit* to begin the proofing, approval and printing process.

Click the Submit button to start the Proofing process.

9.1.2 The Approve and Reject Buttons

Once you've submitted your book for a proof, all features in the software will be locked to prevent further editing of the book. You will see *Accept Proof* and *Reject Proof* buttons at the top of the page.



Click Accept or Reject once you've received your proof.

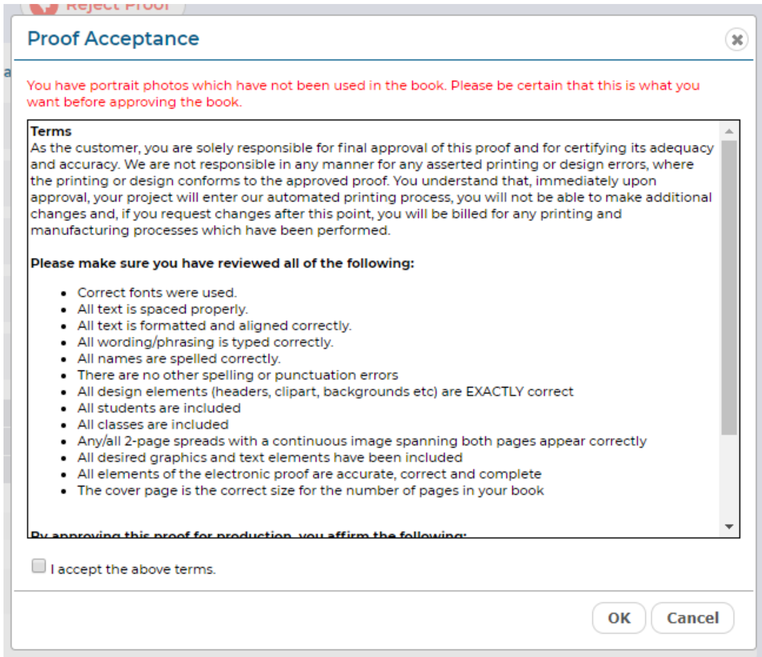
After reviewing your proof, click *Reject Proof* if you need to make any corrections. The software will be unlocked, and you can click the *Reject* icon on the Yearbook Ladder to unlock any section, then click the *Edit* icon to make additional changes.

Once you've made the necessary corrections, click the *Mark Complete* icon, and then the *Approve* icon, to once again approve the section. Once all sections are approved, you can click *Submit Proof* to request another proof for review.

When you are satisfied that the proof is exactly as you'd like, click *Accept Proof* to accept your final proof of the book and proceed with the printing process.

9.1.3 Final Acceptance

Upon clicking Accept Proof, you will be asked to review the *Proof Acceptance* dialog, and accept the terms.



The Proof Acceptance dialog.

Please review all of the terms carefully, then check the checkbox when you are ready to accept the terms and submit your final book.

IMPORTANT! You will see a red error message if you have any potential problems with your book, such as portraits that have not been included. Please review any error messages carefully, and make the necessary corrections before proceeding.

Once you've accepted the proof, a final PDF will be delivered to YearbookLife, and the book will be locked to prevent further editing.

TIP: The software will automatically generate a high-resolution PDF file and deliver it to production. An email notification will be sent at the time the order is submitted to production.

Quantities for both the proof and final print are already configured on the Administrative page. Contact YearbookLife before approving the final proof if you need to change the yearbook quantity.

9.2 Proofing Options

There are three options for proofing and approval of your yearbook that can be configured in the Administration pages by YearbookLife: External Proofing, Press Proof, and Digital Proof. Each of these options is described in more detail below.

Please contact YearbookLife or administrator if you have any questions about which process you will be using.

9.2.1 Option 1: External Proofing

The External Proofing option allows submission of proofs and assumes that the proof review and final approval will be accomplished using a process external to the software.

If the software has been configured for *External Proofing*, once all sections have been marked as *Approved,* by clicking the *Approve* icon on the Yearbook Ladder, and show a status of *Complete*, a *Submit* button will appear at the top of the Yearbook page.

Click *Submit* to begin the proofing, approval and printing process.

Click the Submit button to start the Proofing process.

The software will deliver a PDF to YearbookLife, and the software will be locked to prevent further editing.

If needed, YearbookLife can log into the Administration pages, and *Reject* the proof to unlock the software for further changes, or *Accept* the proof as the final approved yearbook.

Please communicate directly with YearbookLife regarding the receipt of the proof, and the details of the proofing and final acceptance process.

9.2.2 Option 2: Press Proofing

The Press Proof option provides the ability for the software to track and manage printed proofs and their acceptance or rejection. This option should be used when YearbookLife will be delivering you a printed press proof for review and approval.

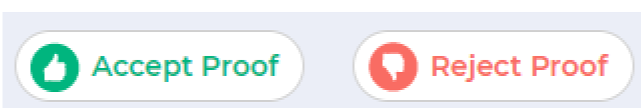
If the software has been configured for *Press Proof*, once all sections have been marked as *Approved,* by clicking the *Approve* icon on the Yearbook Ladder, and show a status of *Complete*, a *Submit* button will appear at the top of the Yearbook page.

Click *Submit* to begin the proofing, approval and printing process.

Click the Submit button to start the Proofing process.

The software will deliver a PDF to YearbookLife, who will then provide a printed proof of the yearbook. Please communicate with YearbookLife regarding the details of the press proof delivery.

Once you've submitted your book for a proof, all features in the software will be locked to prevent further editing of the book. You will see *Accept Proof* and *Reject Proof* buttons at the top of the page.



Click Accept or Reject once you've received your proof.

After reviewing your proof, click *Reject Proof* if you need to make any corrections. The software will be unlocked, and you can click the *Reject* icon on the Yearbook Ladder to unlock any section, then click the *Edit* icon to make additional changes.

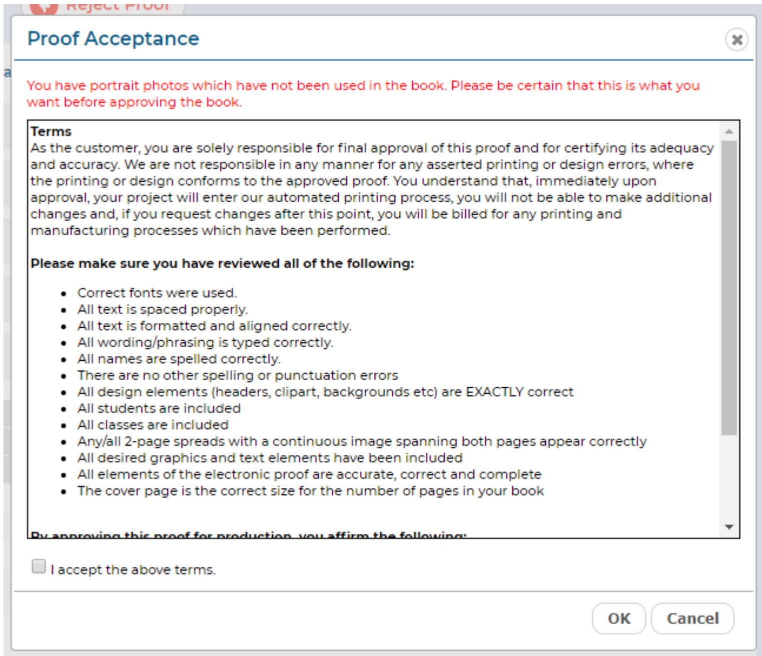
Once you've made the necessary corrections, click the *Mark Complete* icon, and then the *Approve* icon, to once again approve the section. Once all sections are approved, you can click *Submit Proof* to request another proof for review.

When you are satisfied that the proof is exactly as you'd like, click *Accept Proof* to accept your final proof of the book and proceed with the printing process.

You may also see an *Accept and Print* button. Click *Accept and Print* if you would like to submit your book and proceed with the printing process, without requesting an additional proof.

Accepting Your Press Proof as Final

When you are satisfied that the proof is exactly as you'd like, click *Accept Proof* or *Accept and Print* to proceed with the printing process. The *Proof Acceptance* dialog will appear.



The Proof Acceptance dialog.

Please review all of the terms carefully, then check the checkbox when you are ready to accept the terms and submit your final book.

IMPORTANT! You will see a red error message if you have any potential problems with your book, such as portraits that have not been included. Please review any error messages carefully, and make the necessary corrections before proceeding.

Once you've accepted the proof, a final PDF will be delivered to YearbookLife, and the book will be locked to prevent further editing.

TIP: The software will automatically generate a high-resolution PDF file and deliver it to production. An email notification will be sent at the time the order is submitted.

9.2.3 Option 3: Digital Proofing

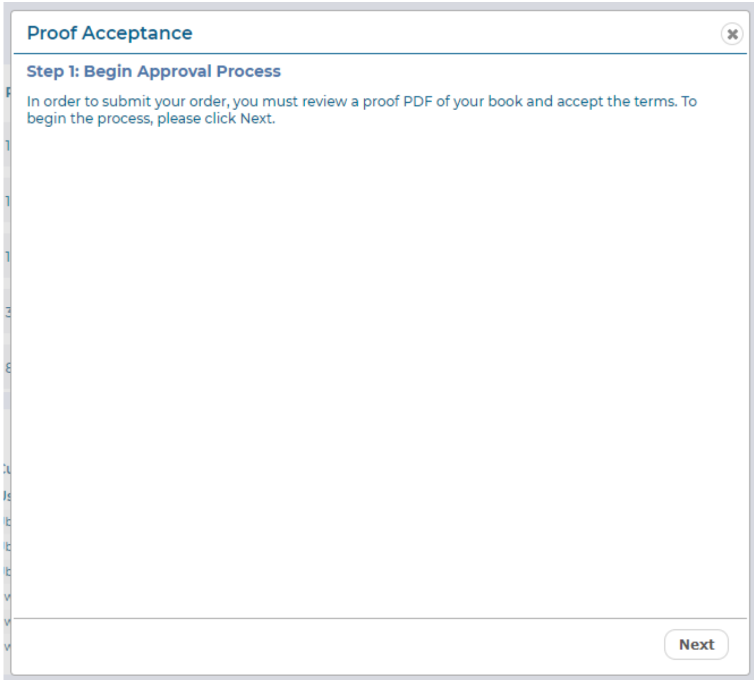
The *Digital Proof* option provides an online PDF proof, and allows for online approval of the proof and final order.

If the software has been configured for *Digital Proof*, once all sections have been marked as *Approved,* by clicking the *Approve* icon on the Yearbook Ladder, and show a status of *Complete*, a *Submit* button will appear at the top of the Yearbook page.

Click *Submit* to begin the proofing, approval and printing process.

Click the Submit button to start the Proofing process.

The *Proof Acceptance* dialog will appear, and the software will require review and approval of an online PDF proof of the entire book. Click *Next* to generate the PDF.

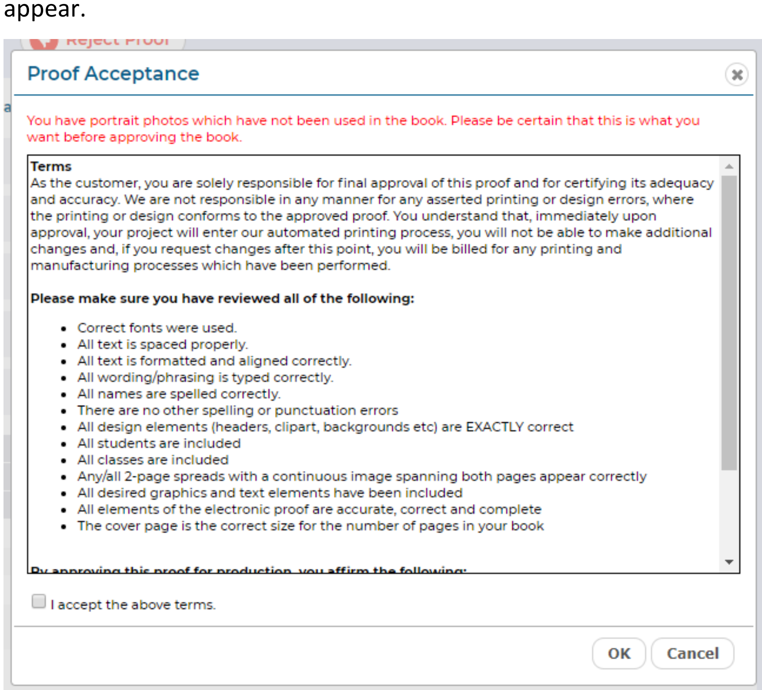


Step 1 of the Digital Proof approval process.

The software will generate an online PDF. A progress bar will display during this process.

Once the PDF is available, click the link to display it on your screen. The Online PDF is intended for proofing only, and is not the final production PDF. It is thus lower resolution, and contains a PROOF watermark.

Once you have reviewed the entire PDF, click *Next* to proceed to the final step. The *Proof Acceptance* dialog will appear.



The Proof Acceptance dialog.

Please review all of the terms carefully, then check the checkbox when you are ready to accept the terms and submit your final book.

IMPORTANT! You will see a red error message if you have any potential problems with your book, such as portraits that have not been included. Please review any error messages carefully, and make the necessary corrections before proceeding.

If the PDF is not acceptable, has errors, omissions, or other issues, click *Cancel*. The software will be unlocked, and you can click the *Reject* icon on the Yearbook Ladder to unlock any section, then click the *Edit* icon to make additional changes.

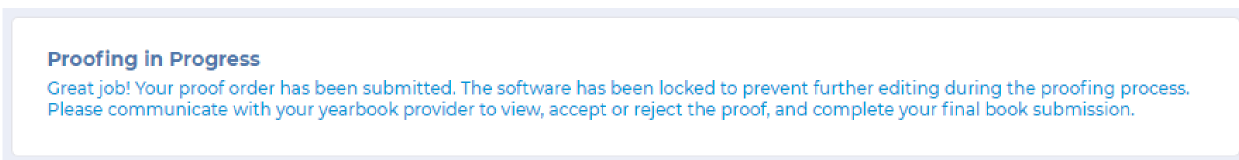
Once you've made the necessary corrections, click the *Mark Complete* icon, and then the *Approve* icon, to once again approve the section. Once all sections are approved, you can click *Submit Proof* to request another Digital Proof for review.

Once you've accepted the proof, a final PDF will be delivered to YearbookLife, and the book will be locked to prevent further editing.

9.3 Proofing Status and Messaging

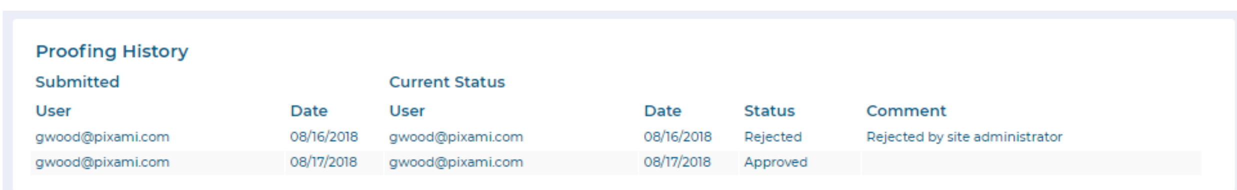
There are two important features that will assist you with information during the proofing process.

The *Status* box at the top of the *Activity* page will display information about the current proofing status of the book, and the next steps.



The Status box displaying proofing progress.

In addition, the *Proofing History* box at the bottom of the *Yearbook* page will display a complete history of the proofing process.



Proofing History

Submitted		Current Status			
User	Date	User	Date	Status	Comment
gwood@pixami.com	08/16/2018	gwood@pixami.com	08/16/2018	Rejected	Rejected by site administrator
gwood@pixami.com	08/17/2018	gwood@pixami.com	08/17/2018	Approved	

The Proofing History box.

10 Customer Support

Thank you for using YBLive! We hope it has made the process of creating your yearbook fun and easy, and has resulted in a product that everyone in your school will cherish for years to come!

Important! If you have any questions that aren't addressed in this User Guide, please contact YearbookLife or your administrator.

10.1 Troubleshooting

Since the software is 100% web-based, any issues that you experience could likely be caused by a slow or intermittent Internet connection. If you experience any issues please try the following before contacting support:

- Reset your modem or restart your Internet connection
- Restart your browser
- Clear your browser cache

10.1.1 Clearing Your Browser Cache

The browser cache is a temporary storage location on your computer for files downloaded by your browser to display websites. Your browser will display these 'cached' pages in order to make the page load faster. Sometimes the software requires a new updated page to be displayed, but the browser will continue to display the cached page. This is a common support issue, which can be very easily resolved by clearing your browser cache.

How to Clear Your Cache in Windows Internet Explorer

- Open Internet Explorer and then click on the "Tools" menu bar.
- Choose "Internet Options".
- Click the "General" tab, and then, under "Browsing History", click "Delete".
- From the Delete Browsing History window, select the checkbox next to ***Temporary Internet files and website files***. This will clear copies of webpages, images, and media that are saved for faster viewing. Note that you do not have to delete Cookies or History.
- Click "Delete" to complete the process.
- Restart your browser and then try again.

How to Clear Your Cache in Google Chrome

- In the top-right corner of Chrome, click the Chrome menu .
- Select "More tools" > "Clear browsing data".
- In the dialog that appears, select the checkbox next to ***Cached images and files***. Note that you do not have to delete Cookies or History.
- Use the menu at the top to select the amount of data that you want to delete. Select "the beginning of time" to delete everything.
- Click "Clear browsing data".
- Restart your browser and then try again.

How to Clear Your Cache in Mozilla Firefox

- Click the menu button and choose "Preferences".

- Select the “Advanced” panel.
- Click on the “Network” tab.
- In the ***Cached Web Content*** section, click “Clear Now”.
- Close the “about:preferences” page. Any changes you’ve made will automatically be saved.
- Restart your browser and then try again.

How to Clear Your Cache in Microsoft Edge

- Click the three dots on the top right corner of the browser.
- Select “Settings” from the pull-down menu.
- Select “What to clear”.
- Select ***Cached data and files***. Note that you do not have to delete Cookies or History.
- Click “Clear”.
- Restart your browser and then try again.

How to Clear Your Cache in Apple Safari

- In the Safari menu bar, click the “Safari” option.
- Select the “Preferences” link.
- In the Preferences window, click the “Advanced” tab.
- At the bottom of the window, select the “Show Develop menu in menu bar” checkbox.
- Return to the Safari menu bar and click the “Develop” option.
- Select the ***Empty Caches*** link.
- Restart your browser and then try again.

10.1.2 Diagnostics

If you scroll down on the Activity page, you will see the text *Click here to display diagnostics for technical support.* Clicking this link will bring you to a page with basic system performance diagnostics. This information will aid technical support in troubleshooting any problems that you may have, and you may be asked to display and communicate the contents of this page by support staff.

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