



## Reviewing & Approving Your YBLive Proof Book

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

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

- Make sure names match faces and names are spelled correctly.
- Check that no images or text have "fallen off" the page. If so, you may have placed these items outside the margins

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

1. Log back into your book.
2. Go to **Yearbook**
3. Click on **Accept Proof** to send your order in for printing. *\*NOTE: The number of books that will be printed is what appears on your **Activity** page and is displayed in the Proof Acceptance Dialog box. If you need to change that quantity, you must contact Customer Service at 888-680-0143 and confirm the change before you click the "Accept Proof" button.*
4. Review the terms of the acceptance policy and click OK.
5. This will submit your order for printing. You will receive notification once the books ship.  
*NOTE: Once you click OK, the software will be locked. No further changes can be made.*

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

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

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

1. Go back to the **Yearbook** section.
2. Click **Accept & Print** to submit your book with changes. You will not receive another proof. *\*NOTE: The number of books that will be printed is what appears on your **Activity** page and is displayed in the Proof Acceptance Dialog box. If you need to change that quantity, you must contact Customer Service at 888-680-0143 and confirm the change before you click the "Accept & Print" button.*
3. Review the terms of the acceptance policy and click OK.
4. This will submit your order for printing. You will receive notification once the books ship. *NOTE: Once you click OK, the software will be locked. No further changes can be made.*

For more detailed instructions, refer to pages 68-69 of the [YBLive End User Guide](#), section 9.2.2.