



## HOW TO SUBMIT YOUR PICTAVO COVER

**When the cover design is complete, it needs to be reviewed by the yearbook Admin and marked as Approved. Here's how:**

From the Ladder View:

1. Click once on the cover page to select it.
2. In the blue header bar at the top of the Ladder, click on the "Thumbs Up" icon to mark the cover as APPROVED.



3. Click once on the cover page to deselect it.

**Ready to Submit your Cover for production?** (Please check your cover deadline date on your Dashboard so you know when your cover is due.) Here's how to submit your cover for production:

From the Ladder View:

1. Click once on the cover page to select it.
2. Click on the Submit your Project button in the top right of your screen.



3. Click on *Submit Cover*.
4. Complete the Submission Form.
5. Accept the Terms & Conditions at the bottom of the form and click *Submit Cover*.

*NOTE:* Your cover is not submitted into production until this form is complete. Remember that most of the options available through the submission form are considered upgrades. Please contact us at 888-680-0143 for pricing information before selecting any of these options for your cover.

More detailed instructions for submitting your cover can be found in the Pictavo Help menu. If you have any questions about the submission process or need assistance, please contact Pictavo Technical Support at 800-887-0414.