



SUBMITTING YOUR PICTAVO YEARBOOK – HOW TO

Before you submit your yearbook pages, the yearbook Admin will have to approve the design of each page. This can be done as the page design is completed or it can all be done at once before you submit.

To Approve a Page

From the Ladder View:

1. Click once on the page(s) to select it. This can be done individually or by selecting the "Select All" button in the light blue bar at the top of the screen.
2. In the light blue bar at the top of the screen, click on the **Thumbs Up** icon to mark the selected page(s) as **APPROVED**.



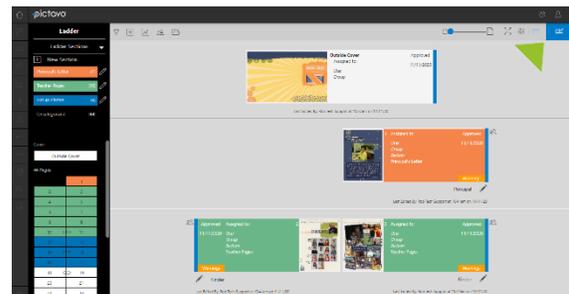
3. Complete these steps until all pages are approved.

NOTE: Be sure to review any warning message on each page before approving the page.

To Submit the Yearbook - This can only be done once all pages are approved.

From the Ladder View:

1. Click on the blue **Submit your Project** button in the top right of your screen.
2. Click on *Submit Pages*
3. Complete the Submission Form (be sure to confirm the number of books you would like to order. This field is editable. Changing that quantity may change your price per book. Contact us before proceeding to make sure you have confirmed the new pricing.)
4. Accept the Terms & Conditions at the bottom of the form and click "*Submit Pages*"



NOTE: Your book 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 yearbook.

More detailed instructions for submitting your yearbook/pages 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.