



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 **Work on My Book/View Ladder**.
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 Home/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 **Work on My Book/View Ladder**.
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 Proof** 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 Home/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 the online Help Menu.