How to Proof Your YBLive Yearbook

Proofing is an important part of the yearbook design process. You should proof your yearbook as you work on the pages, so it is not all left for the last minute.

We recommend the following methods:

1. *Have teachers or grade chairs proof the portrait pages and check that names are spelled correctly and faces match names.*
2. *Have someone other than the page designer proof each page. Commonly misspelled words include principal and Dr. Seuss.*
3. *For the cover of hardbound and soft perfect bound books, check the content on the spine for the school's name and year.*

Here's how to create a Proof of individual pages or your full YBLive yearbook:

1. Log into your YBLive account.
2. Click on **Work on My Book/View Ladder**.
3. To create a PDF of the pages: Click on the PDF icon on any page ladder section. A pop-up window will allow you to select different sections to create the PDF for, or "select all" to generate a PDF for the entire book.
4. The cover proof is generated as a jpg image. Click on the PDF icon on the Cover section to create that image.

The PDF of the pages or the jpg image of the cover will display on a separate tab in your browser. You can then save that file and share it with others or print the pages you need.

For more detailed submission instructions, refer to the online YBLive Help menu.