



EDIT YOUR PORTRAIT DATABASE AFTER IT'S UPLOADED:

USE PICTAVO TOOLS TO EDIT A DATABASE QUICKLY AND EASILY

FROM THE PAGE DESIGNER:

- Go to:  Photos
- Click: **Manage My Photos** (at the bottom of the menu)
- Select:  Portrait Database

FROM THE DASHBOARD:

- Go to:  Manage Photos
- Select:  Portrait Database

Select the photo to be modified (A). You'll notice a blue outline around the selection.

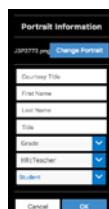
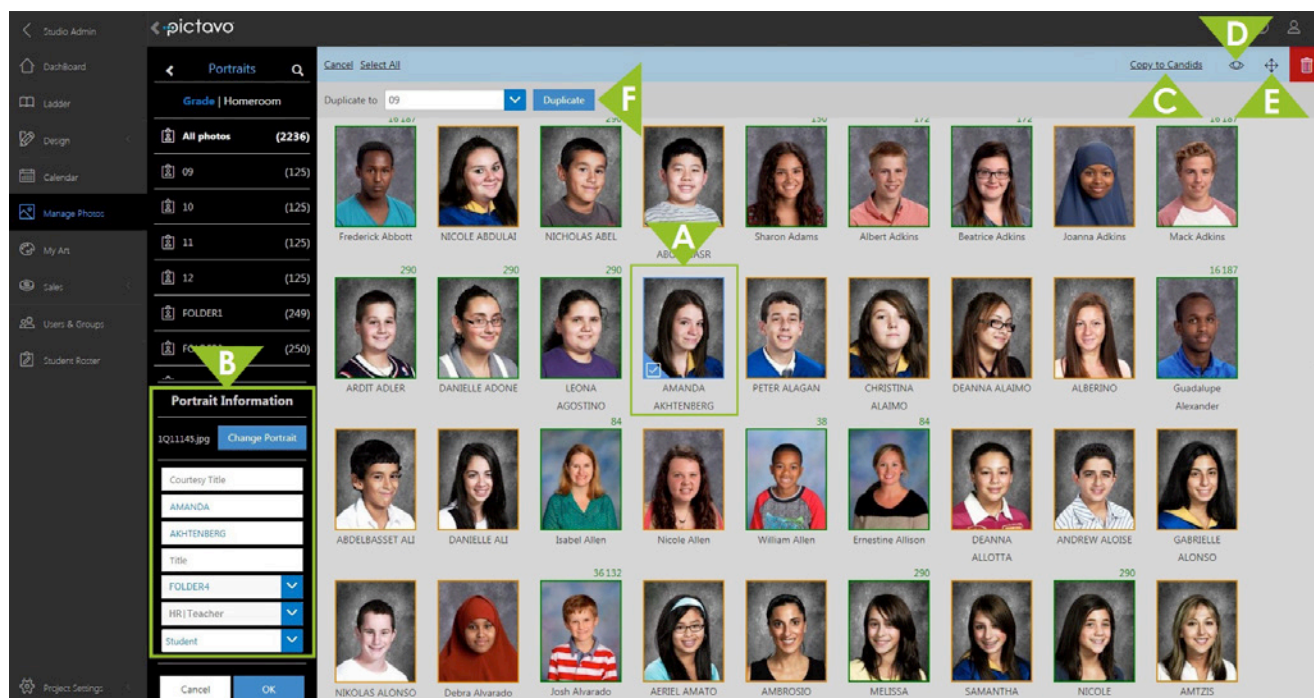
Edits can be made to the data for this portrait, including name, grade and classification, under **Portrait Information** (B). Click OK when your edits are complete.



To move a copy of this portrait to the candid's folder, click **Copy to Candid's** (C)

To see a larger preview of this portrait, click the **Preview** icon (D)

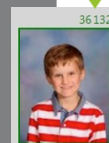
To move this portrait to a different portrait folder, select the **Move** arrow (E) and move accordingly.

To duplicate this portrait to another folder, choose the second folder from the dropdown menu and select Duplicate (F).



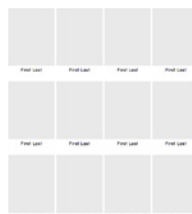
- To add a person to the database, make sure you don't have anyone selected, then click  Add a Person.
- Click **Change Portrait**, choose a portrait by clicking  to browse and locate an image from your computer or use a supplied "not pictured" place holder. Fill out portrait information and click **OK**.

The small green number(s) on the top right of a portrait indicates what page(s) this particular photo has been used on.



CREATE A PORTRAIT GRID

- Go to:  Add Portrait Grid =




Even if it isn't quite time to flow, Pictavo allows users to add an empty portrait grid to the page with **Add Portrait Grid**. They can design around this placeholder and flow later.

FLOW PORTRAITS INTO A PORTRAIT GRID

- Select an empty portrait grid

- Go to:  Portrait Settings

- Select:  Choose Flow Group >

CUSTOMIZE A PORTRAIT GRID



- Adjust rows/columns
- Adjust grid spacing
- Adjust position of names



- Choose font
- Choose color/size of text
- Select name order

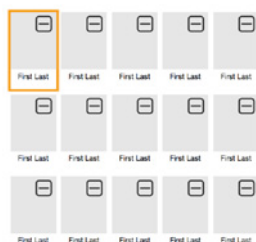


- Choose Flow Group
- See Flow Group contents
- Teacher/Assistant flow options

- *If the settings you've chosen are something you'd like to use throughout your entire book, check the box: **REMEMBER MY SETTINGS FOR FUTURE PORTRAIT FLOWS**.*

MODIFY A PORTRAIT GRID

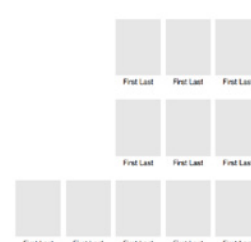
To modify a portrait grid, double-click the grid and a small subtraction symbol will appear.



Select any portrait boxes you'd like to skip flowing a portrait into.



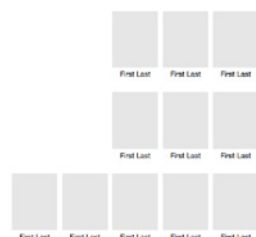
Flow portraits as you would into any other grid.



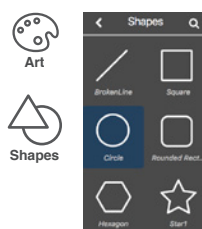
*To add a larger teacher portrait to your flow, see the Pictavo Help article under **Tips & Tricks: Flowing Portraits With A Teacher Inset**.*

MODIFY THE SHAPE OF PORTRAITS

Select the portrait grid.



Go to **Art > Shapes** and choose a shape



Drag and drop onto the portrait grid.



For more information about editing portrait databases and MANY other topics, visit Help within Pictavo or call **1(800)887-0414**.