



YBLive Face Matching “How To’s”

YBLive’s Face Matching technology analyzes the facial features from your portraits and matches them to the facial features of the people in your candid images. It then automatically tags those images with the names from the portraits so you can create Caption Boxes for images or create an Index of Names. All images should be reviewed for accuracy.

How to Create a Photo Caption Box:

- Place the candid image on your page designer.
- From the Image Tool Bar, select Image Info.
- An alphabetical list of names of the people in the photo will be displayed.
- Copy that list and paste it into a text box to create your caption.

How to Create an Index of Names to be placed in your yearbook:

Do not start the Index Creation process until all of your portraits and candid images are finalized and your designed book is complete. This should be the last step in your design process.

- On the **Yearbook** page, click **New Section** and type in **Index** for the **Section Name** (it's case-sensitive so make sure to use a capital **I** for Index). Under **Pages** be sure to include enough pages to fit your Index, noting that you can adjust the number of pages later as needed. Click **OK** to close the dialog and add the new section.
- Click the **Edit** icon to open the Index section in the editor.
 - Next, click on the **Layouts**. Choose the Index layouts you want to use and drag them onto your pages. Make sure every page has a layout before proceeding. You can change the layouts in the future.
- Click the **Index Wizard** button to launch the Index Wizard.
- In the Index Wizard, choose the **Text point size** for your Index entries, and click the checkbox if you’d like to **Add headers for the letters of the alphabet**. Then click **Create /Update Index**, and all your students’ name information will automatically be flowed into the Index.
 - When the index has been successfully created, you will get a message to confirm that the Index was completed and that all index information fits in the layouts provided. You can make any adjustments and click Create/Update Index as needed to update the index with any changes.
 - **REMEMBER!** Your Index will not update automatically with future image changes. Make sure to return to the Index Wizard and click Create/Update Index to capture all final changes before submitting your book.

YBLive Face Matching FAQ's

How Does Face Matching Work?

Face Matching runs automatically after a) your student portraits have been imported, and b) 5 days have passed without additional portraits being added. This is to ensure that all portraits have likely been imported before it runs the first time, for efficiency and to prevent confusion.

What Does it Do?

Face-matching technology analyzes each portrait, creates a database of unique facial characteristics, and associates the data for each face with the name already provided. Next, the software analyzes all candid photos using this database, and tags all the recognized student faces with the student's name. Once it's running Face Matching will continue to tag new Candid photos as they are uploaded.

What are the Benefits?

Face-Matching technology saves a lot of time, and mistakes, over the traditional, manual process of identifying and naming students. The data provided is also more accurate and complete than manually input names, and can be readily used to create a caption box or generate Indexes and Coverage Reports. See below.

How Do I Know it's On?

Once Face Matching has run, a green or yellow face matching icon will appear on your candid and portrait thumbnails. A green icon indicates that all faces in the photo have been identified and tagged. A yellow icon indicates that faces have been recognized in the photo, but not all of them have been identified and tagged.

What Do You Do With the Data? How Long Do You Keep It?

We use the face-matching data only to identify students in the candid photos submitted for the yearbook, during the yearbook design process. Once the yearbook is completed all data is permanently deleted. It is never shared or transmitted externally for any reason.

