



PortraitPop | Helpful Tips & Tricks

Make it yours in Canva • Save your progress • Handle retakes



Customize in Canva

Photos and names stay editable! Correct names, change fonts and colors, resize or rearrange portraits, and add backgrounds or headings. Combine smaller classes onto one page.

If artwork covers portraits: Position → Send to Back. Group finished portrait elements to keep everything together.



Pick Up Later

Close the PortraitPop tab when you're done. To resume: Dashboard → Quick Links → PortraitPop. Select the SAME photographer folder, then click Pick Up Where I Left Off.

Your edits and layout settings return.



Switch Computers

On Check the Names, click Save My Work to a File. On your other computer, open PortraitPop, choose the photographer folder, then select Open a Saved File.

Bring both the saved file and portrait folder.



Retakes & Updated Photos

Choose the updated photographer folder. If the student list has changed, click **Bring It Back Anyway** to restore your work. New students and updated photos can be incorporated.

IMPORTANT: Recheck every name and portrait assignment after updating the database.



Need a hand? YearbookLife Customer Care is here!

888-680-0143 • production@yearbooklife.com • Free training available

PortraitPop | Your Canva Portrait Guide

Follow the on-screen prompts in PortraitPop. Use this guide for extra detail and helpful tips.

Before you start

Have your complete photographer portrait folder, YearbookLife Dashboard login and Canva yearbook ready. The folder usually contains photos plus an index.txt file linking each portrait to a name. Keep all files and folders unchanged.

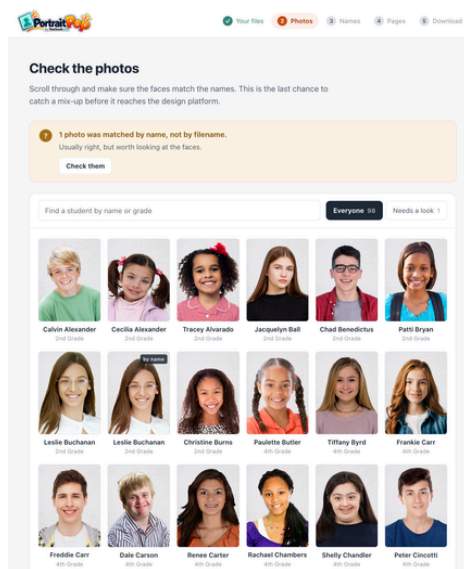
CHECK WITH YOUR PHOTOGRAPHER

Retakes are usually included. Confirm all makeup, retake and staff photos are included before starting.

Step 1: Open PortraitPop

1. Sign in to your YearbookLife Dashboard.
2. Select the Quick Links tab and click PortraitPop.
3. Click Choose your photo folder and select the main folder provided by your photographer. Be sure to select the entire folder, not an individual folder inside it.
4. If your browser requests permission to access the folder, click Upload or Allow.
5. PortraitPop will review the database and display a summary of the information it identifies.
6. Review the summary, then click **Next: Check the Photos**.

Your Photos Stay on Your Computer:
PortraitPop processes your portrait database locally on your computer. Your student photos and information are not uploaded to or stored on YearbookLife's servers.



Step 2: Check the Photo

PortraitPop reviews your database and flags any photos that may need attention, if any, categorized below.

Missing Photos: A student is listed in the photographer's database, but their portrait image cannot be found. Check with your photographer to obtain the missing photo or a corrected database.

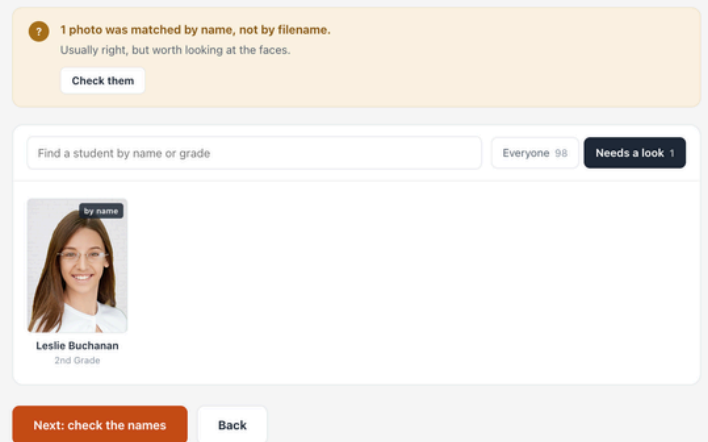
Extra Photos: Photos are found in the folder but aren't matched to anyone in the database. Contact your photographer if one of these photos belongs to a student who should be included.

Multiple Photos: If a student has an original and retake photo, PortraitPop automatically selects the newer one. To choose yourself, click Choose Photo by Photo to compare images side by side. Your selections will be outlined in orange.

Once you've reviewed the photos, click **Next: Check the Names**.

Check the photos

Scroll through and make sure the faces match the names. This is the last chance to catch a mix-up before it reaches the design platform.



THE DATABASE IS THE SOURCE OF TRUTH

Names, groups and available features depend on the information your photographer supplied.

Review Names & Build Your Pages

Check the details first, then customize the portrait layout in the live preview.

Step 3: Check the Names

Important: Names will appear on your portrait pages exactly as shown here. Take a moment to review them carefully.

PortraitPop uses the names provided in your photographer's database, but you can make corrections before creating your pages.

Simply click a name to edit it.

PortraitPop may also suggest corrections for common formatting issues, including:

- **Extra spaces or misplaced hyphens.**
- **Names entered in all capital letters:** For example, "JENNA" instead of "Jenna." Review these suggestions carefully, since names with special capitalization, such as "McKinley" may need manual correction.
- **Unnecessary entries:** PortraitPop may identify test images or other entries that do not belong on your portrait pages. You can exclude these from your book.

Once you've reviewed and corrected the names, click **Next: Build the Pages.**

4. Build Your Pages

Customize your portrait pages and watch your changes appear in the live preview.

- **Group Portraits:** By grade, teacher, homeroom, class, or alphabetically, depending on your photographer's database.
- **Portrait Size:** Choose 4–8 portraits per row.
- **Names:** Display on one or two lines.
- **Teacher Portrait:** Adjust the size and placement, depending on the teacher information in your database.
- **Background:** Choose transparent or white.
- **Headings:** Show or hide grade or class headings.

PRO TIP: For small classes, group by grade or combine pages later in Canva. Photos, names, and layouts remain editable in Canva!

When finished, click **Next: Get the Pages into Canva.**

Check the names

These are the names that will print under each photo, spelled exactly as your photographer typed them. Click any name to change it.

✓ The names look clean.
Nothing obviously broken. You can still change any name below.

Find a student by name, grade, or teacher Everyone 0/0

FIRST NAME	LAST NAME	Grade
Calvin	Alexander	2nd Grade
Cecilia	Alexander	2nd Grade
Tracey	Alvarado	2nd Grade
Jacquelyn	Ball	2nd Grade
Chad	Benedictus	2nd Grade

Build the pages

Choose how the students should be grouped and how big the portraits should be. The page on the right is exactly what you'll get.

GROUP THE STUDENTS BY

- Grade**
A section for each grade level
- Homeroom**
A section for each homeroom
- Class**
Uses the class folders from your photographer
- One long list**
Everyone A to Z, no sections

PORTRAITS ACROSS THE PAGE

4 5 6 7 8

4 rows of 6 — 24 students a page, each portrait 1.19" wide

NAMES UNDER THE PHOTOS

Two lines One line

First name above last name

TEACHER'S PORTRAIT

Same as students

A little larger Twice the size Three times

2nd Grade — 1 of 2
Page 1 of 7

2nd Grade

The checks mean see-through — your Canva design will show there

2nd Grade 4th Grade 7th Grade 11th Grade

TEACHER PHOTOS & SMALL CLASSES

- Larger teacher portraits require accurate, consistent teacher information.
- Place multiple class grids on one page in Canva, if needed.

Download, Review & Import into Canva

Your portraits and names remain editable after importing.

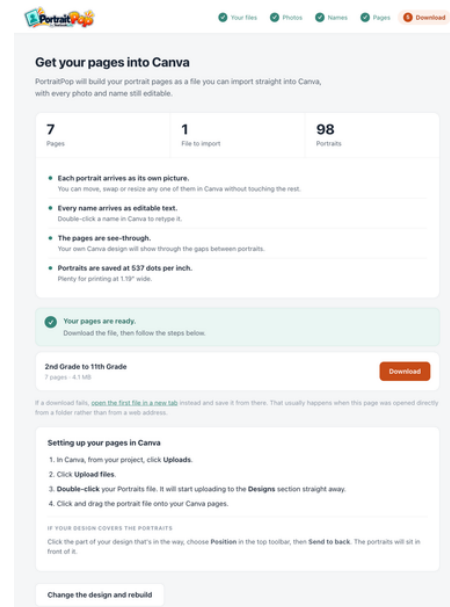
Step 5: Build, Download and Review

1. Click **Build My Pages** and keep the browser tab open while PortraitPop processes your pages.
2. Click **Download** when finished. Larger schools may receive multiple files to accommodate Canva's import limits.
3. If a download fails, select Open the First File in a New Tab to save it manually.



PRO TIP: Review Before Importing!

Have teachers or school staff verify names, photos, grade/class assignments, and any missing students. Confirm that makeup and retake photos are included before importing your pages into Canva.



Step 6: Add Pages to Canva

Now it's time to bring your portrait pages into your yearbook!

1. Open your yearbook project in Canva.
2. Click **Uploads**, then Upload Files.
3. Select your downloaded PortraitPop file to upload it. The imported file will appear in Canva's Designs section.
4. Drag each imported portrait page from the **Designs** section onto a blank page in your yearbook. This adds the portraits to that page without affecting the rest of your yearbook.

Important: Be careful when using Canva's Add All Pages and Replace All Pages options. Choosing to replace all pages can overwrite the pages already in your open design.

