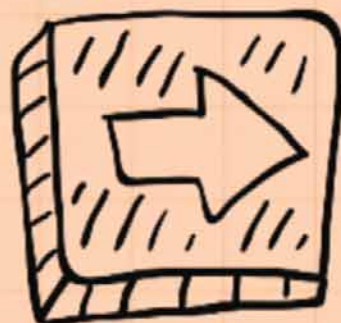




HOW-TO GUIDE

BEFORE YOU START

RECRUIT YOUR TEAM



You'll need help with:

i.e. **Photos**

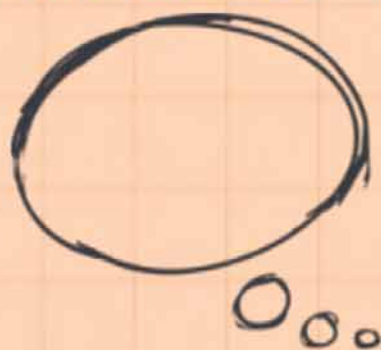
Layout

Copywriting

Proof-reading...

Gather people who are keen to be a part of the crew and think of how you want to delegate the tasks.

THINK OF A THEME



What do you want your yearbook to look like?

e.g. **Fun, quirky & energetic OR
minimalistic, simple & serious**

Check out our **previous works**, or **look online** for inspirations to get your creative juices flowing! (Pinterest is a good place to start). Think of some adjectives to describe your dream yearbook. Share your ideas and discuss with your team to narrow down your options.

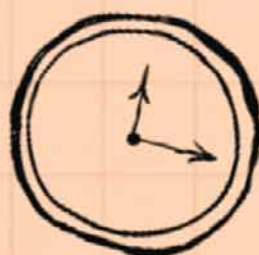
PLAN YOUR PAGES



What are you going to include and where are they going?

Brainstorm the **headings, sections** and **no. of pages required** for each of them.

START EARLY!



The beginning is always the most difficult as it's a blank canvas, but it only gets easier after that. Start early to save yourself from stressing last minute and ensure on-time delivery!

PERMISSION FROM STUDENTS



Do this before you start gathering the photos for your yearbook.

Many people forget about this crucial step. You should **not** begin the yearbook process at all until you have received permission from the students to include their photos in the publication. This ensures that you'd know which photos are **useable** and which ones you'd need us to **blur out** if required.

SELECT GOOD QUALITY PHOTOS

After all, they make up 75% of the book.



✗ TOO DARK!



✗ TOO BLURRY!



✗ TOO FAR AWAY!



JUST RIGHT!

**MAKE SURE
THEY ARE:**

- bright and clear
- good quality
- close-up shot

HOW TO ADD NEW TEAM MEMBERS

1. To add a team member, click the "New Team Member" button found in the top right corner of your project's dashboard.
2. Enter the new team member's first/last name as well as the email address they will use to register/sign in. You will also need to select a role for this team member (see role definitions below). If you choose "Editor" for the role, you will also need to choose the pages/sections you want this person to have access to.



ADVISER - The adviser is in charge of the yearbook and has access to all sections and editing tools. They can add and assign roles to other team members, manage members, supervise and organize photos, and request a PDF proof.

SENIOR EDITOR - The Senior Editor has all the abilities the adviser has.

EDITOR - An Editor is assigned a particular section to work on, therefore you must create sections within the Section/Page Manager prior to assigning anyone this position. Editors cannot access sections they are not assigned to.

PHOTO EDITOR - A Photo Editor has access to all of the images within the Manage Photos module in the project dashboard, but cannot access any sections.

VIEWERS - Viewers can browse the book, but cannot make any alterations. This is the ideal position for anyone who has volunteered to help proofread the book.

HOW TO EDIT TEAM MEMBERS

Hover your mouse over the team member's name. Then click the pencil icon

Now you can edit the team member's name or change their assigned role and click "Save".

Note: You cannot change the email address assigned to the user. To change the email address, you will need to delete the team member and re-invite them using the new email address.

HOW TO DELETE TEAM MEMBERS

To remove a team member, simply click the red X that appears when hovering your mouse over a team member's name



Home

HOW TO JOIN THE PROJECT AND EDIT THE BOOK AS A TEAM MEMBER

1. Click on the link in the invitation email. Click "Sign In or Sign Up" and create an account. It is critical that when creating the account the email the invitation was sent to matches the email entered in the new account log in. If they don't match the project will not appear in the dashboard when the new team member signs in.

Note: If invitee already has an account, they will need to log out of previous session before they will see the new project they were invited to

2. Once you sign in, the project you were invited to will appear in the "My Projects" section.

3. Click on the cover thumbnail and choose the "Edit" option to open the book and get to work!



Multiple students can work on the same yearbook at the same time. However, we recommend only one student work on a specific section at one time to avoid conflicting changes and save errors.

TODAY a reader
TOMORROW a leader

SECTION MANAGER

The section manager allows you to see all of the sections you've created for your yearbook. You can create new sections, edit pages, rename a section, mark as ready for review, lock/unlock and delete a section from this area.

Clicking on a section name takes you to edit mode for that section which allows you to proceed with your design. Alternatively, you can click "Edit" from the gear icon menu shown above.

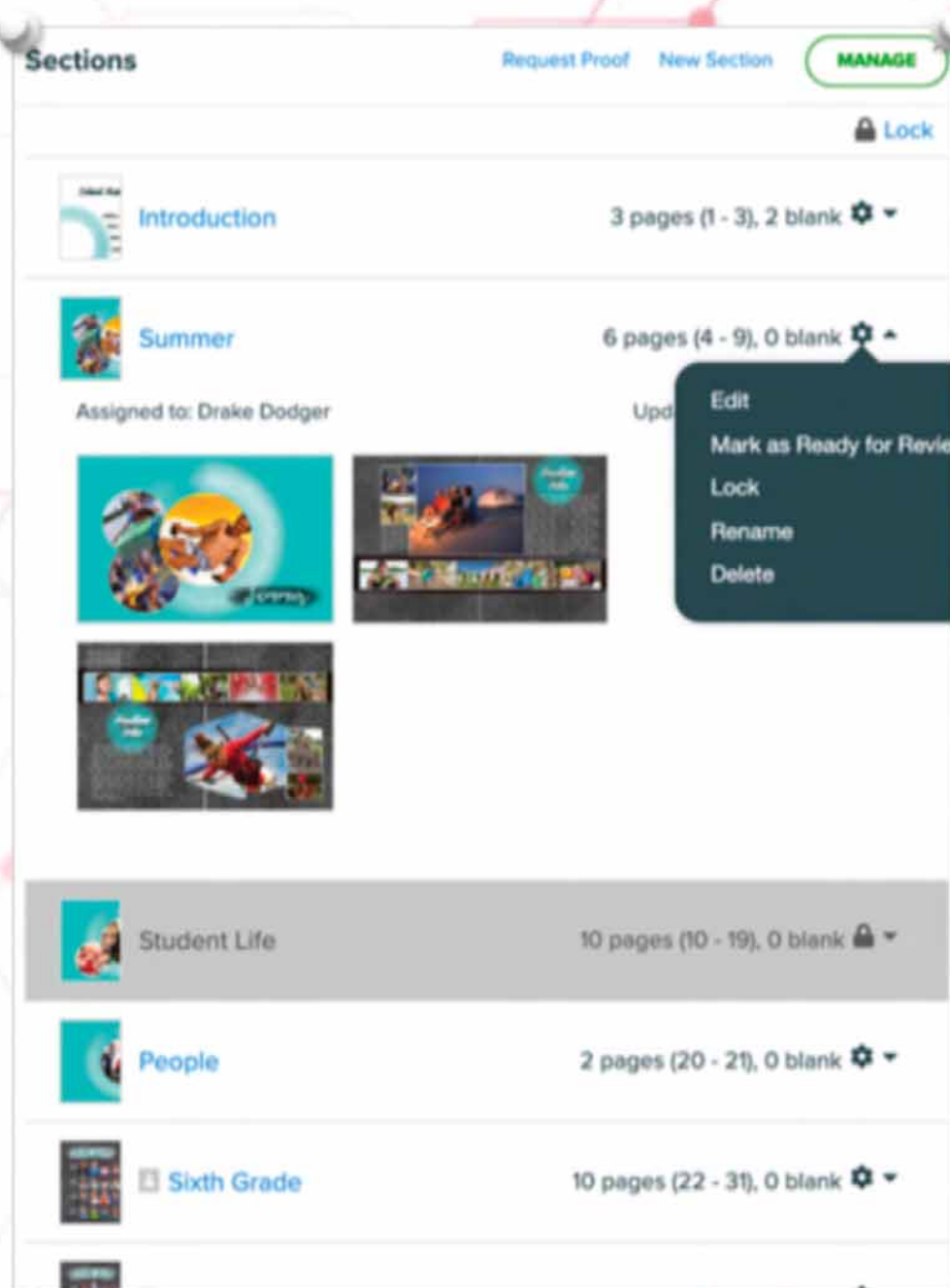
Mark as ready for review signifies that a section is complete and needs to be proofed before locking.

Locking a section means the section has been completed, proofed, and ready to go!

Renaming allows you to rename the section.

Lastly, clicking delete allows you to delete a section.

Note: You cannot delete a section if it results in breaking a subsequent 2 page spread or a subsequent locked section



LADDERS vs SECTIONS

SECTION MANAGER

If you have used our Creator Studio software in the past, you will already be familiar with a sectioned book and managing sections. This type of project tends to be easier to use and is recommended for small schools with yearbook advisers that are new to yearbook design. You will start by adding sections with a common theme (i.e. First Grade, Staff, Events, etc.). Then you will add pages and assign team members to work on each section.

PAGE LADDER

If you are an experienced yearbook adviser and you prefer a traditional approach to yearbook design, then you will want to create a ladder book. This project type is recommended for bigger schools that have an experienced adviser and yearbook team. You will start by choosing a page count and all your pages will be flowed in a continuous vertical list of pages. Instead of creating sections, you can name pages and create portrait groups to help stay organized. When adding pages to a ladder book, they must always be added in pairs. You cannot add single pages to a ladder book.

MOVING SECTIONS

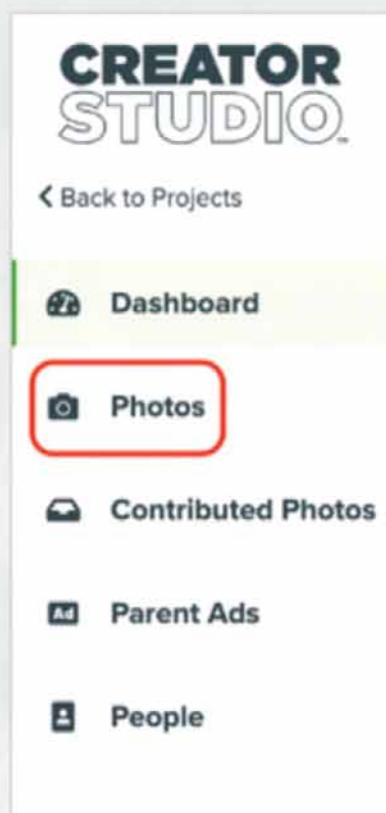


Moving sections within Page Manager is very easy. Simply click on the arrow symbol of the section you want to move, drag it to the desired position, and drop it.

If you are happy with the results, click the Save button in the bottom right.

Please note: Moving sections can lead to undesired results on pages that have already been designed. Please review the warnings that may be displayed at the bottom of Page Manager before saving your work.

UPLOADING PHOTOS



To upload photos, click on the "Photos" panel found on the left.

For section-based books: Click the section you want to upload images into and click the "Add Photos" button.

For ladder-based books: Add a new folder or select an existing one and click the "Add Photos" button.

Next, select your desired source (My Computer, Vidigami, Facebook, Google Drive, Google Photos, or Dropbox).



VIDIGAMI

To import photos from Vidigami, click on the Vidigami icon. You should see a dialog box asking you to sign into your Vidigami account. Enter your Vidigami email and password and then click Log in.

Once you successfully login, you will see all your created "sets" in the left panel. Choose the set you want and all the images in that set will populate. Click all the images you want to upload and click the "Upload" button.

DROPBOX

To import photos from Dropbox, click on the Dropbox icon. You will be prompted to log into your Dropbox account.

Then you will be prompted to allow Dropbox to access your files and folders. Click the "Allow" button to proceed.

Next, you should be able to see all the folders associated to your Dropbox account. Click on the images you wish to add and click the "Upload" button when you are done.



MY COMPUTER

To import photos from your computer's hard drive, click on the "My Computer" icon. Now you can drag and drop images directly into this area or click in the area to open your file browser.

Once you are finished selecting your photos, click the "Upload" button located in the top right.

FACEBOOK

To import photos from Facebook, click on the Facebook icon. You should see a dialog box asking you to sign into your Facebook account. Enter your Facebook email and password and then click Log In.

When you log in successfully, you will see each Album in your Facebook account. Select an album and you will see all the images for that folder. Next, click the images you wish to import, then click the "Upload" button.

GOOGLE DRIVE

To import photos from Google Drive, click on the Google Drive icon. You will be prompted to sign into your Google account.

You must give permission for Creator Studio Pro to access your Google Drive photos. Click the Allow button when you see this dialog box.

Once you log in successfully, you should see a main folder (and possibly several sub-folders). Select the folder that contains the images you wish to upload. Next, click the images you wish to import then click the "Upload" button.

GOOGLE PHOTOS (FORMERLY PICASA)

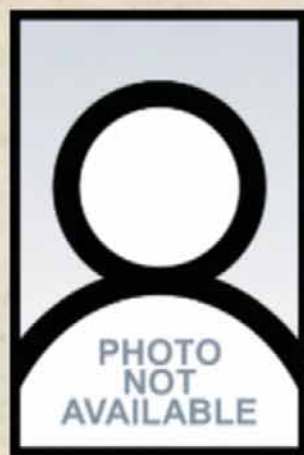
To import photos from Google Photos, click on the Google Photos icon. You should see a dialog box asking you to sign into your Google account.

When you log in successfully, you should be able to see all albums in your Google Photos account. Select the album that contains the desired images. Next, click the images you wish to import, then click the "Upload" button.

**Google Team Drive requires different image ownership and permissions than Google Drive and access to it through our editor is not currently a supported feature. Schools that are currently using Team Drive will need to transfer any wanted images into a Google Drive folder created using the adviser email. The adviser can then use that Google Drive account, when they are signed into the yearbook project, to access the images. Google Team Drive images can also be saved to a computer desktop and uploaded into the yearbook project.*

IMAGE TYPES SUPPORTED

There are two file types you can import into Creator Studio: .JPG and .PNG files. JPG files are one of the most universal image file types saved. PNG files can be saved with a transparent background. This makes PNG file ideal when uploading art to your project.



Resizing a photo too large can lower its printing quality. The system will try to warn you of low print quality photos with a red exclamation in the middle of the photo.



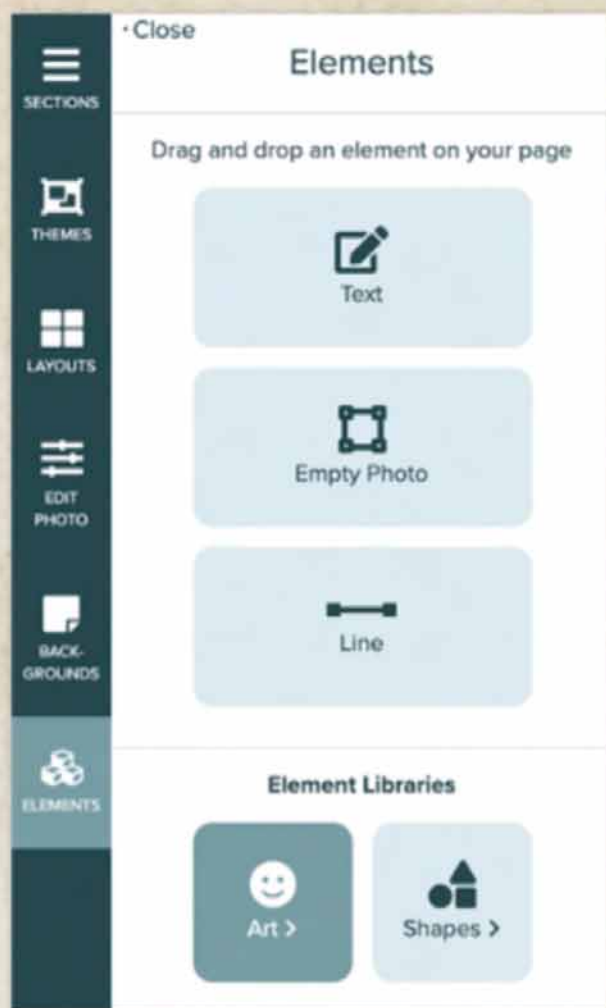
For best results, we recommend using photos that are 240-300 DPI (dots per inch) at the maximum desired photo size (not to exceed 16MB). This will allow you to enlarge your photo to a reasonable size with minimal loss of quality. As the size of your photo is enlarged in our app, the DPI goes down. Our web app will alert you when your photo reaches below the minimum resolution for acceptable reproduction.

There is a size limit of 1.5 GB that you can import for each session you are logged into your project. This is a necessary step to accommodate a variety of computer and network systems.

Once the images are uploaded (which may take a while depending on the size of each photo), completely exit the project by clicking the Home button in the upper left corner of the app. Re-open your project to start a new session. Once it opens again, you can import another 1.5 GB worth of photos and repeat as necessary.

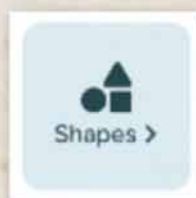
Don't upload every photo just because you can. Sort through them first and save time by only uploading the best ones.

ELEMENTS

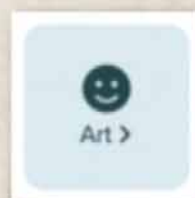


When you are editing your yearbook, you will notice a vertical toolbar located to the left of your page. Click the tab that says "Elements" to access the elements panel

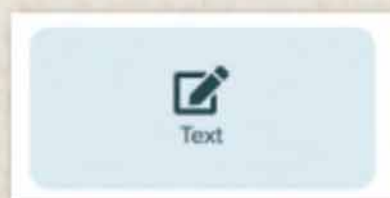
The elements panel will allow you to add various elements/objects to your page. You can add text, empty photo wells, lines, art, and shapes.



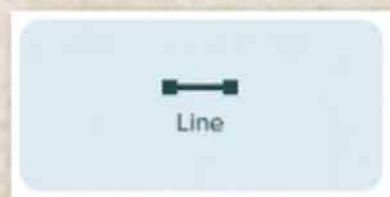
To add shapes, look for the "Shapes" icon to access a library of shapes. Click and drag the desired shape onto your page



To add clip art, look for the "Art" icon to access a library of art. Click and drag the desired clip art onto your page



To add a caption box, look for the "Text" icon and drag and drop to the desired location on your page. Click inside the caption box to add or edit text.



To add a line, look for the "Line" icon and drag and drop to the desired location on your page.



To add an empty photo well (useful when designing your own layouts before applying images), look for the "Empty Photo" icon and drag and drop to the desired location on your page.

CROP, RESIZE & ROTATE

Once a photo has been added to a page, you can begin to make adjustments to that photo including cropping and resizing.

Click and drag the top most center handle to rotate the photo left or right.

Click and drag any of the corner handles to resize the photo to make it bigger or smaller.

Click and drag any of the edge handles to crop the photo. For example, dragging the right edge handle inward will crop off the right side of the photo.

PHOTO TOOLS

The Photo Tools panel offers common image editing capabilities such as brightness, contrast, saturation, filters, and opacity controls. You can also crop and reposition a photo within the image well, add stroke, shadows, shapes and corners. We also have controls to move a photo forward and backward between layers.

When you click on a photo on a page, the edit photo menu opens up in the left panel. If you close the panel, you can reopen it by clicking the "Edit Photo" tab in the left panel.



If you click the trash can icon, you will be given the option to delete the image entirely OR clear the image. If you choose to clear the image, the image will be deleted, but the image placeholder will still be on the page.



If you click the padlock icon, the image will be locked in place, securing it's spot on the page.



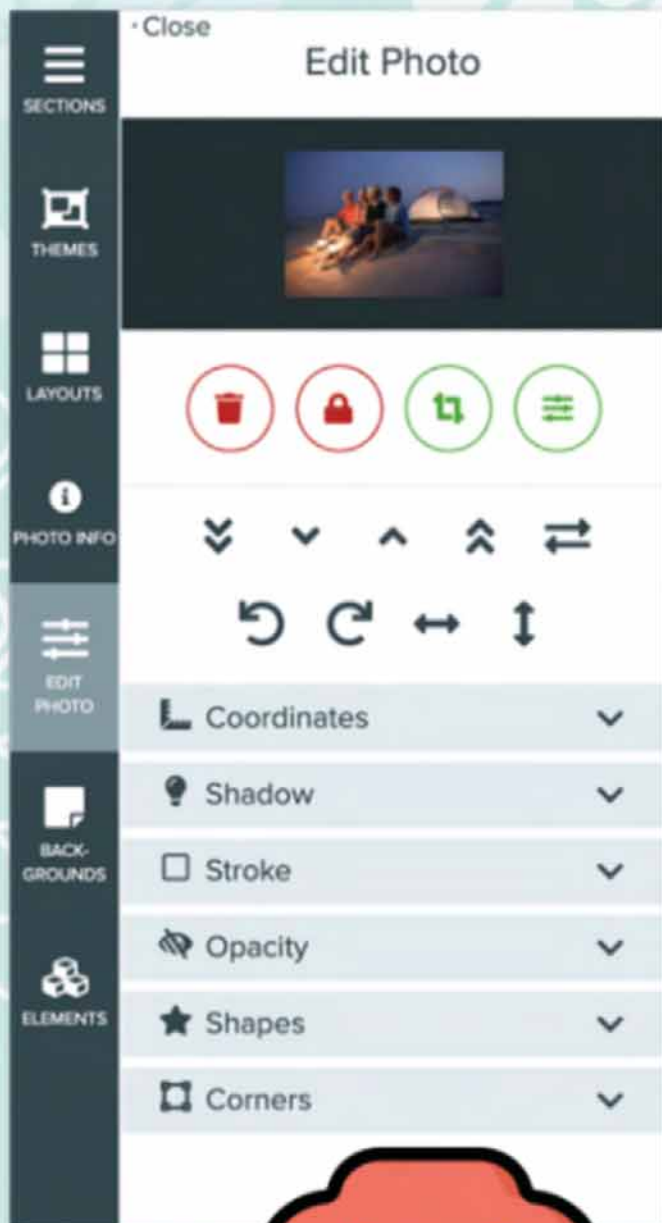
Clicking the Crop/Position Photo button opens up a menu where you can use a slider to zoom in on the desired picture. After zooming in, you may move the image within the well by clicking and dragging on the four directional arrow. Once you get the desired zoom and position, click the "Apply" button to save your adjustments.



Click the "Filter/Adjust Photo" button to open the photo editor. You will be given two options: Filters and Adjust. Clicking the "Filters" option will bring up a scrollable list of various filters that can be applied to your photo. There is also a slider that you can use to adjust the intensity of the filter.

Clicking the "Adjust" option will bring up various photo adjustments that can be made. These are similar to most photo editor applications.

Once you are finished making the desired adjustments, click the "Save Changes" button to save and apply your edits.



COORDINATES

The image coordinates tool allows you to see the exact dimensions of a specific image. You can then use these values to change the size or rotation of another image to guarantee they are the exact same size. This takes the guess work out of matching image sizes.

SHADOW

The Shadow tool adds a shadow effect to the edges of a photo. Once the shadow has been enabled, you will have options to adjust the effect of the shadow. You can adjust the color, opacity, blur, X offset, and Y offset. If you don't like the adjustments you made, click the "Reset to Default" button to go back to stock settings.

STROKE

The stroke tool allows you to add/remove stroke from photos. You can also adjust the stroke thickness and color. You can choose to apply the stroke to all photos on the current page or all photos in the current section



 Coordinates	▼
 Shadow	▼
 Stroke	▼
 Opacity	▼
 Shapes	▼
 Corners	▼

OPACITY

You can use the opacity slider to adjust the transparency of an image

SHAPES

Shapes allow you to change the shape of your image to a circle, heart, star, rectangle, and many other shapes. Click on the desired shape to apply it to the selected photo. You can also choose to apply the shape to all photos on the current page or all photos in the current section.

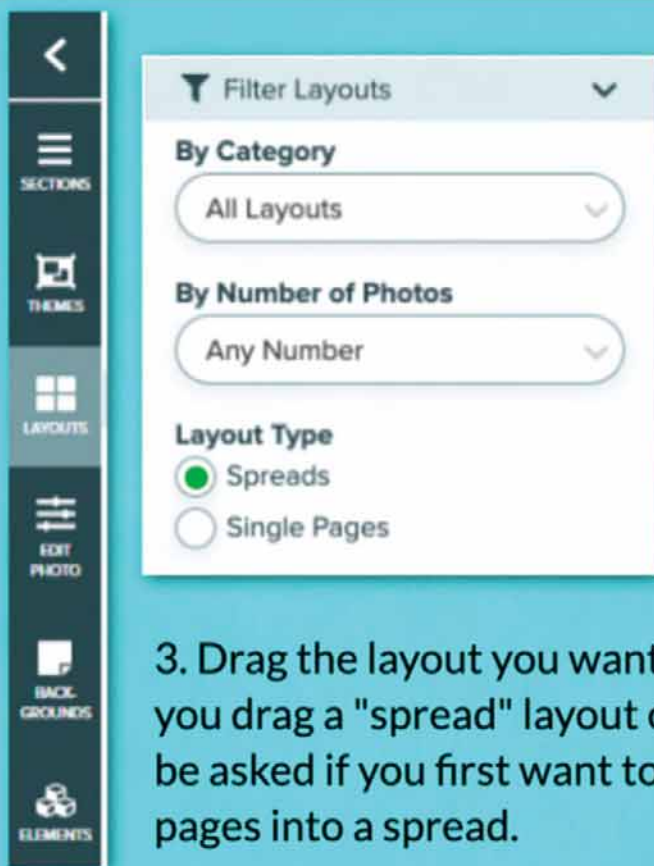
CORNERS

You can choose to add corners to your photos as well. Simply click on a corner style to apply it to the selected photo. You can also round the corners of your images.

To round the corners enter a number into the corner radius field. If you want to apply a different corner radius to each corner, uncheck the "Link Corners" checkbox and enter a different radius for each corner.

FREE FORM LAYOUTS

ADD A LAYOUT



1. Access the page layouts by clicking on the tab on the left.

2. Browse the layouts by category and filter based on number of photos per page

3. Drag the layout you want to use onto your page. If you drag a "spread" layout on to a single page, you'll be asked if you first want to convert your single pages into a spread.

SAVE A LAYOUT

1. Navigate to the page(s) of the layout you want to save

2. Click the 'SAVE CURRENT LAYOUT' button.

3. Choose which side of the page you would like to save (this option is not available if you are saving a 2 page spread)

4. Enter a name for the layout

5. Choose whether you want the layout to be seen by other team members by checking the checkbox

USE A LAYOUT FROM ANOTHER PAGE

SAVE CURRENT LAYOUT

PRE-DESIGNED LAYOUTS

Filter Layouts

Select Yearbook

Our Yearbook

Layout Type

☒ Spreads

☐ Single Pages

6 7

8 9

1. Click the "Import Layout" button in the layouts panel
2. Choose a previous or current project from the dropdown menu.
3. Drag the layout you want to use on top your page.

Note: You can only use layouts from other free form sections. Layouts from portrait sections will be grayed out. Also, you will not be able to use layouts that were saved as 2 page spreads on a single page.



PORTRAITS

CREATING A NEW PORTRAIT SECTION

1. From your project's dashboard, find the "Sections" module located on the left side
2. Click "New Section".
3. Click the "Portrait" section type
4. Click "Next".
5. If you have not imported or added any portraits yet, then you'll only be able to name your section and enter the number of desired pages. If you have imported or added portraits to your project, then you'll have additional options for setting up portrait rules.
6. Now (or later), you'll want to set up what portraits should flow into this section. Choose a Grade, Teacher, and/or Homeroom. The number next to these lists will show you how many portraits will flow into the section for the given rules.

7. Next, choose how many pages you plan to have in the section. You can add or remove pages later, but doing so now will create the number of pages you want to start with.

To help you decide how many pages to add to the section, choose a number from "Planned portraits per page".

Based on your choice of portraits per page, we'll recommend the number of pages the section should have so all desired portraits will fit in the section. For example, if the section has 100 portraits and you plan to have 25 portraits per page, then you'll need 4 pages in the section.

Later, you will choose the actual layout for your section pages. At which point, you can decide how many portraits per page you'll actually have.

8. Click "Finish".

What type of section do you want to create?

Freeform

A blank slate limited only by your imagination.

Portrait

This special type of section automatically flows portrait photos and names into layouts. Before creating this section, we recommend you first import portrait photos from the People section and read our [Guide to Portraits](#).

Ad

An ad section that allows parents to purchase space to honor their student.

[Cancel](#)

[NEXT](#)

Add Portrait Section

Section Name

First Grade Portraits

Include portraits that match the following

Grade is

1

Teacher is

AARONS

Homeroom is

Select...

24

Number of people
in section

Planned Number of Pages

1

Planned Portraits Per Page

9

3

Recommended number
of pages

You'll apply your layout later. This is to help you with choosing an estimated page count.

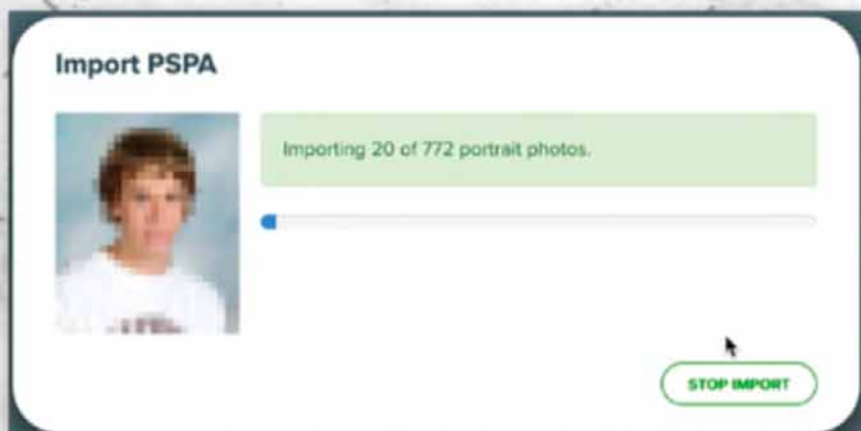
[Guide to Portraits](#)

[BACK](#)

[FINISH](#)

ADDING & IMPORTING PORTRAITS

1. From your project's dashboard, find and click the "People" link from the left menu.
2. To import, click "Use PSPA" from the center of the screen or click "Import PSPA" from the "Add/Import" menu at the top right.
3. Find and select the directory that contains the INDEX.TXT or Datafile.txt file. With the file or directory selected, click "Upload".
4. If there are no errors found, the portraits and data will begin to upload to your project while updating you on the upload progress.



If you are importing portraits into a project that already has portraits, the system will attempt to merge any duplicates. For the portrait importer to merge two or more duplicates the portraits must have the exact same information such as photo, name, grade, etc.

ADDING A SINGLE PORTRAIT

1. You can add one portrait at a time by clicking "Add/Import" from the people manager and then "Add New Person".
2. Click "Add new person".
3. Click the "Browse" button to select a source and the desired image from that source. At a minimum, enter the person's first name and last name. If necessary, you can come back later to add a photo and other information.
4. Click 'SAVE'.

ADDING MULTIPLE PORTRAITS

1. To begin, click on the "Add/Import" button
2. Click on "Import from another source"
3. Select the source you would like to upload from
4. Choose the portrait images you would like to import (you can hold down the Ctrl key to select multiple images) and click the "Upload" button
5. Once the portrait images finish uploading, you can start filling in student information by clicking on the student and clicking the "Edit" button.

MANAGE PORTRAITS & PEOPLE

From your project's dashboard, find the "People" module located at the bottom right. Click "Manage". Here you'll find a list of all the "people" or "portraits" in your project.

The screenshot shows the 'Manage People' interface. On the left is a sidebar with navigation links: Dashboard, Photos, Contributed Photos, Parent Ads, and People (highlighted). Below the sidebar is a 'Filters' section with dropdowns for Section, Grade, Teacher, and Homeroom, and a text input for 'Number of Times in Book'. There is also a checkbox for 'Show only people missing required information'. The main area features a table of people with columns: ID, First Name, Last Name, Projects, # of times in book, Grade, Teacher, Homeroom, Email, and Custom Info. The table shows 10 rows of data. At the top right, there are buttons for 'MyBookedPhoto', 'EXPORT', and 'ADD NEW PORT'. A status bar at the bottom right indicates 'Showing 10 of 10 people'.

ID	First Name	Last Name	Projects	# of times in book	Grade	Teacher	Homeroom	Email	Custom Info
438	MRS	AARONS		0	1	AARONS	SA		Teacher
79	MRS	AARSVOLD		0	1	AARSVOLD	SB		
325	MRS	ABAR		0	2	ABAR	2A		
10	MRS	ABBEY		0	2	ABBEY	2B		
546	MRS	ABBOTT		0	3	ABBOTT	3A		
15	MRS	ABELMAN		0	7	ABELMAN	7D		
57	MRS	ABELSON		0	4	ABELSON	4A		
209	MRS	ABER		0	9	ABER	9B		
447	MRS	ABRAMS		0	10	ABRAMS	10B		
19	MRS	ABRECHT		0	11	ABRECHT	11B		
240	MRS	ABRELL		0	4	ABRELL	4B		
542	MRS	ACOSTA		0	7	ACOSTA	7A		
479	MRS	ADAMS		0	8	ADAMS	8A		
827	MRS	ADLER		0	8	ADLER	8B		
608	MRS	ADREN		0	10	ADREN	10B		
608	ALYSSA	AGUIAR		0	10	ADAMS	10B		

HOW DO I EDIT A PERSON?

Find the person you want to edit in the list.
Click their name in the list.
Click "Edit" from the top of the list.
Edit their info and click "Save".



HOW DO I EDIT MULTIPLE PEOPLE?

Select two or more people in the list. To select more than one person, hold down the Ctrl key (or command key on Mac) while you click on people's names. Alternatively, click on a name, then while holding down the shift key, click the last name in the list you want to select.
Click "Edit" from the top of the list.
Edit Grade, Teacher, and/or Homeroom.
Click "Save". All selected people will receive the same edits.



HOW DO I SORT THE LIST OF PEOPLE?

Click on a column in the table to sort the list by that column.

HOW DO I SEARCH FOR A PERSON?

From the left side of the screen, find "Search".

Enter the person's name, teacher, or homeroom. Or use filtering explained below.

The list will show the results of your search.

You can narrow the list using the filters from the left side of the screen and filter by Section, Grade, Teacher, Homeroom, the number of times in book, and by portraits missing required information.



HOW DO I VIEW PEOPLE BY THEIR ASSIGNED SECTION?

From the left side of the screen find "Filter by Section"

Click the drop down menu and select the desired section name.

Note, if your project has no portrait sections created, this list will be blank.

Portraits that match the rules for that section will show.



HOW DO I VIEW PEOPLE THAT DON'T APPEAR IN THE BOOK?

From the left side of the screen find "Filter by # of times in book".

Click the drop down menu and select "0 times" or other option.

Portraits that appear the selected number of times or less will show.



HOW DO I VIEW PEOPLE THAT ARE MISSING INFORMATION?

From the left side of the screen, check the box "Show only people missing required information".

Portraits that are missing a photo, name, and/or grade will show.

HOW DO I DELETE PEOPLE?

Select one or more people in the list. To select more than one person, hold down the Ctrl key (or Cmd key on Mac) while you click on student names. Alternatively, click on a name, then while holding down the shift key, click the last name in the list you want to select. Once you have selected all the students you want to delete, click "Delete" from the top of the list.

If you wish to delete ALL students at once, you can click the "Add/Import" button and choose the "Delete All People" option. You will see a confirmation screen to make sure you want to delete all students (since this cannot be undone).



HOW TO APPLY A PORTRAIT LAYOUT

Open the portrait section you want to design.

2. Click on the page you want to apply the layout to

3. From the left sidebar, find and click the “Layouts” tab.

4. Use the drop down menu at the top of the “Layouts” panel to filter the list based on number of portraits per page.

5. Each layout shows a left and right version. Click on the desired layout.

6. Choose where to apply the layout:

- * Choosing “Selected page” will apply the layout to only the left or right page

- * Choosing “Entire section” will apply the layout to every page in the section.

7. Click “Apply”

8. If you have any non-portrait elements on your page(s), you will now be prompted to decide if you want to delete existing elements. Existing elements include non-portrait images, text, art, shapes, and lines. If you want to keep these elements when changing layouts, then leave the “Don't delete existing elements” checkbox checked. If you want a clean slate after applying the layout, uncheck the checkbox.



HOW DO I CHANGE THE FONT AND SIZE OF THE PORTRAIT NAMES?

1. Click on a set of names in your portrait layout.

2. A panel on the left will open.

3. Choose a font, size, style and color

4. Choose to apply the changes to only this set of names or the whole page or the entire section.

HOW DO I MOVE A PORTRAIT TO A DIFFERENT POSITION?

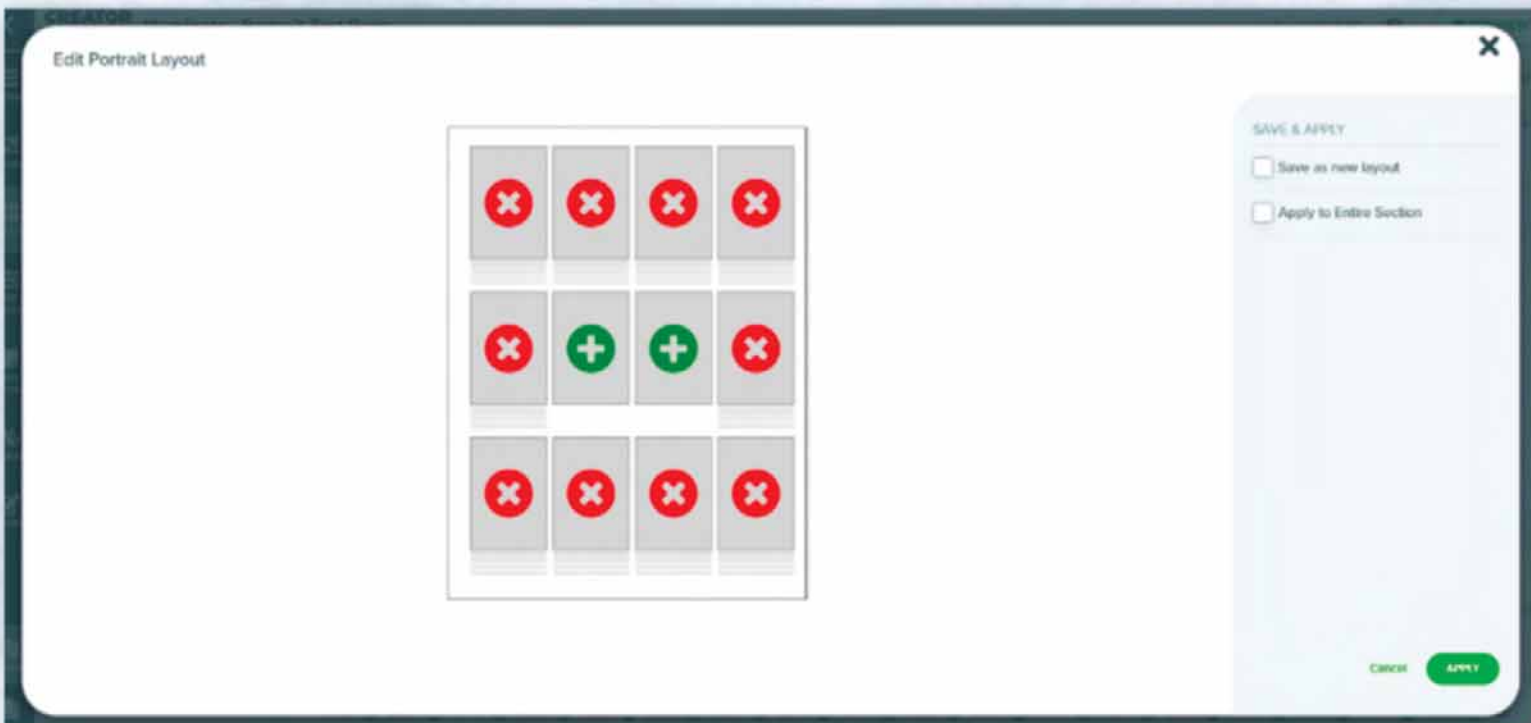
1. Find the person you want to move in the photo strip at the bottom of the screen.

2. Drag and drop that person's photo from the photo strip to the location in the layout where you want them to be.

3. The other portraits will shift places so the moved person is now in that position in the flow.

EDITING A PORTRAIT LAYOUT

1. When you've applied a portrait layout, click on the page of the layout you want to edit.
2. Click the "Edit Layout" button located in the left panel
3. From here, you can start clicking on the red X's to create spaces in your layout. You can also click the green plus signs to add portraits back after they have been removed



4. Once you are finished making adjustments, you can apply your layout by clicking the "Apply" button. If you want to use this layout on every page in the current section, click the check box that says "Apply to Entire Section" and then click the "Apply" button.
5. If you really like the layout you created and would like to use it in other portrait sections, you can click the check box that says "Save as new layout" and save the layout for future use. If you would like other team members to be able to see and use your layout, check the "Allow other team members of this project to use this layout" checkbox. You can also name the layout by entering text into the field that says "Enter name". Once you have done this, click the "Apply" button to save the layout.
6. If you have existing elements (non-portrait images, text, art, shapes, and lines) that you do not want to lose when you apply the layout, then leave the "Don't delete existing elements" checkbox checked. If you want a clean slate after applying the layout, uncheck the checkbox.
7. You can access saved layouts by clicking the drop down menu in the left panel and choosing either "My Layouts" or "Team Layouts".

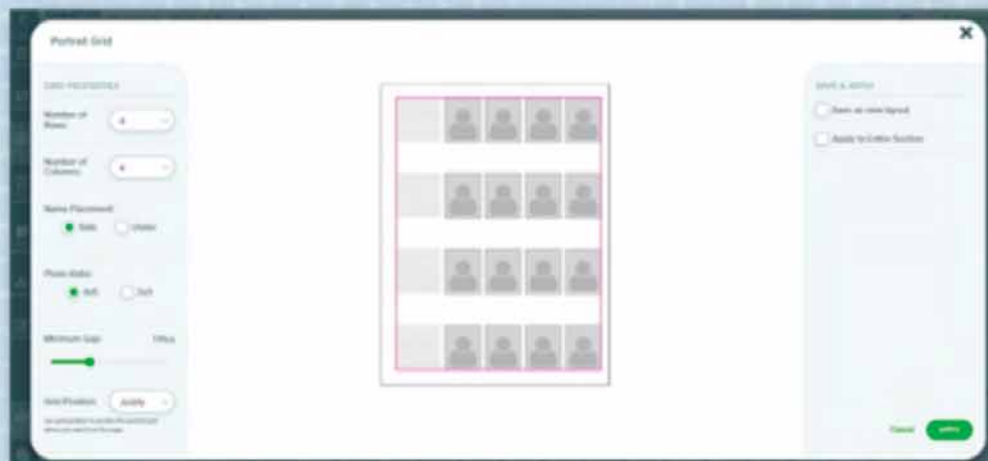
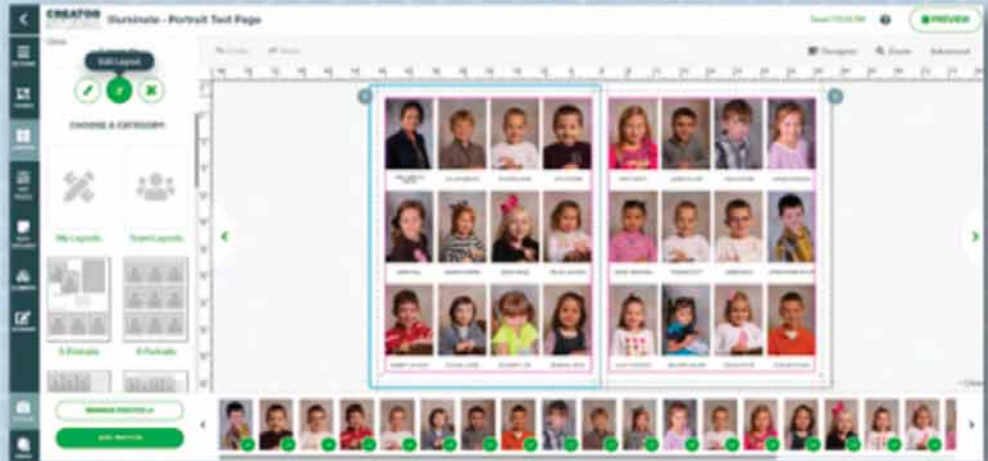
PORTRAIT GRID BUILDER



1. Click the "Portrait Grid Builder" button while you are on a portrait page to bring up the portrait grid builder menu

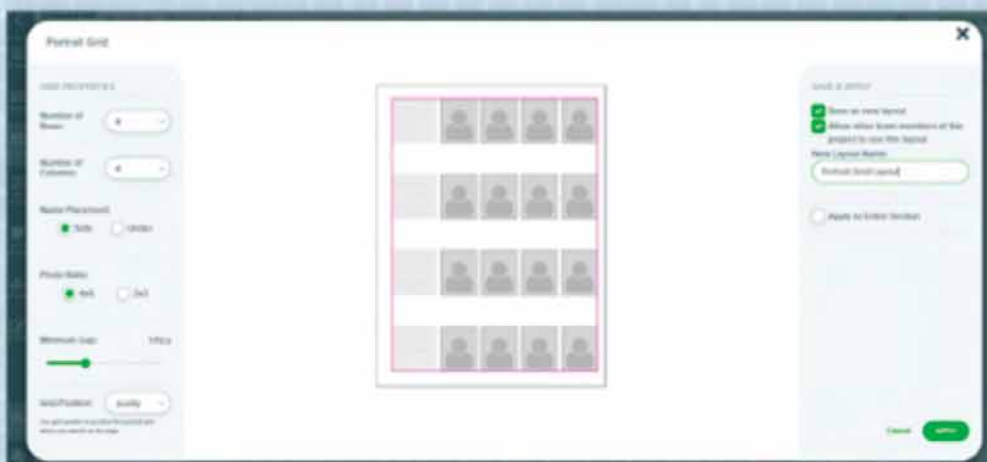
2. From here you can adjust various grid properties and see a preview of your changes. You can adjust the number of rows and columns, change the placement of student names, change the ratio of portrait images, adjust the gap between portraits, and adjust the positioning of the portraits.

3. Once you are finished making adjustments, you can apply your layout by clicking the "Apply" button.



If you want to use this layout on every page in the current section, click the check box that says "Apply to Entire Section" and then click the "Apply" button.

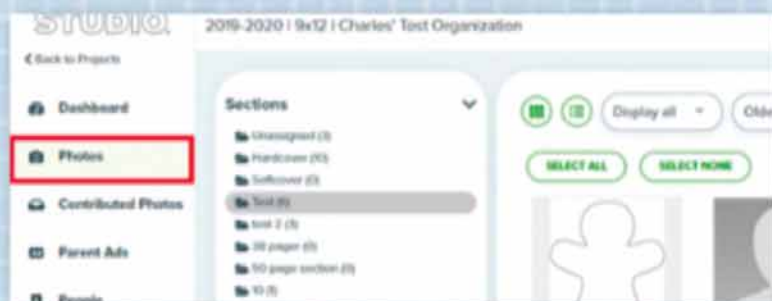
4. If you really like the layout you created and would like to use it on other portrait pages, you can click the check box that says "Save as new layout" and save the layout for future use. If you would like other team members to be able to see and use your layout, check the "Allow other team members of this project to use this layout" checkbox. You can also name the layout by entering text into the field that says "Enter name". Once you have done this, click the "Apply" button to save the layout.



5. If you have existing elements (non-portrait images, text, art, shapes, and lines) that you do not want to lose when you apply the layout, then leave the "Don't delete existing elements" checkbox checked. If you want a clean slate after applying the layout, uncheck the checkbox.

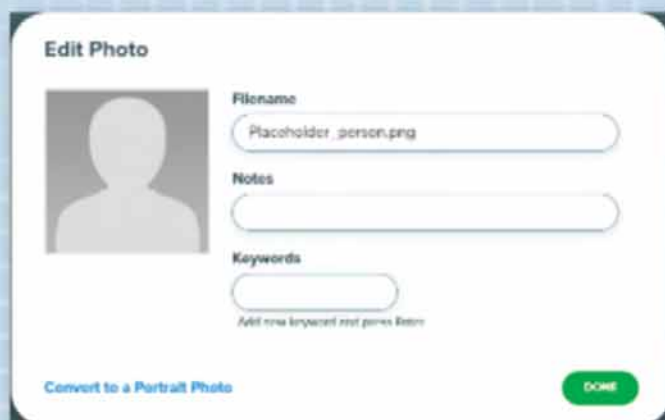
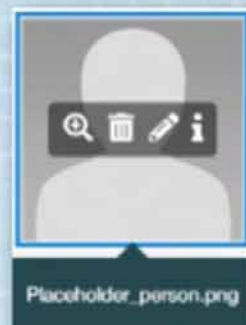
CONVERTING AN IMAGE INTO PORTRAIT

If you have an image that was uploaded as a standard freeform image, you can convert that image so it can be used as a portrait image.



To convert the image, you need to find the image in the "Photos" tab

Hover your mouse over the desired image and you will see several icons that you can click on. Click on the pencil icon to open an editing menu. Click the "Convert to a Portrait Photo" button



Then you can enter the name of an existing student or create a new student if you cannot find that person when searching. Click the "Save" or "Convert" button when you are done. Now this image will be moved to the "People" section where it will now flow onto portrait sections.

HOW TO MOVE A TEACHER'S PORTRAIT TO THE TOP OF THE PAGE

Portraits added in a portrait section are sorted alphabetically. This can be a bit confusing when you see a teacher's portrait image in the middle of the page, but there is a quick solution so that it is the first portrait for the section.

Open the desired portrait section. Find the teacher's portrait you want to move in the photo tray (found along the bottom of your screen). Drag and drop the portrait image to the desired spot on the page.

Choose "Replace photo" from the dialog that pops up - notice all students will shift one space over to make room for the teacher portrait.

PRODUCTION TIMELINE



START:

TRIAL

FREE TRIAL SET UP BY
YOUR SERVICE AGENT

CONTENT

ALL PHOTOS &
MATERIALS COLLECTED



APPROVE

SIGN OFF ON ALL PAGES
AND LET YOUR AGENT
KNOW*

**REVIEW
PROOF**

CHECK SPELLING, GRAMMAR
AND STUDENT CONTENT.
FINAL CHECKS.

DESIGN

COVER PAGE DONE,
PAGES COMPLETE

DELIVERY

WHEN DO YOU NEED YOUR
YEARBOOKS BY? ALWAYS SET
THE DATE AT LEAST A WEEK
EARLY AS A BUFFER.

FINISH!

Always work
backwards from the
finish date.
This will allow you to
complete each
component leisurely
and have your
yearbooks delivered
on time.

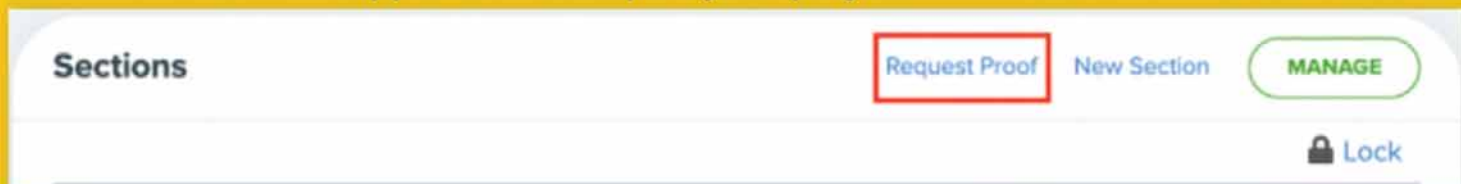
* PLEASE NOTE - ONCE APPROVED, no further changes will be able to be made to the yearbook without extra charge.

Any delays in approving final artwork could result in a delayed delivery. Please be aware of deadlines.

REQUESTING A DIGITAL PROOF

As yearbook adviser, you have the option to request a digital proof at any time. The proof will be sent to the adviser's email address that was used to create the account.

To request a digital proof, click the "Request Proof" button located above your section ladder in project dashboard. If you are in a ladder-based book, this link will appear at the top of your project dashboard.



If you would like to share the digital proof with others, add their email address and click "Next" (you can add multiple email addresses by using a comma to separate them). If you want the proof to be sent to the adviser's email address only, leave this area blank.

A screenshot of a 'Request Project Proof' dialog box. It contains the following text: 'You can send a PDF proof below. Note: a proof will also be sent when all pages are locked. The time it will take to generate the proof can take up to 5 hours depending on the size of the project and the number of other proofs in the system.' Below this, it says: 'The proof will be sent to bob+demosteam@milestonegroup.com and any email addresses entered below:'. There is a text input field for email addresses, with a small note below it: 'Separate email addresses with comma'. At the bottom right are 'Cancel' and 'NEXT' buttons.A screenshot of a 'Request Project Proof' dialog box. It features four radio button options: 'Request Proof for the Entire Yearbook' (which is selected), 'Request Proof for Hardcover', 'Request Proof for Softcover', and 'Request Proof for Page(s):'. Below the 'Page(s)' option are two input fields with the numbers '1' and '300', and the text 'Examples: 20 to 20, 20 to 25'. At the bottom right are 'Cancel' and 'SEND' buttons.

If you do not need a proof for the entire book, you can choose a specific section or page(s) and click "Send".

*** Note:** In most cases, you will receive the proof within 10 minutes. However, it is possible the proof can take up to 5 hours if any of your images have been archived. Please contact customer support if you do not receive a proof within 5 hours.

Before submitting your yearbook to production, you must be sure to have an even number of pages. If you have an odd number of pages, you must add or delete a page to ensure your book ends on an even number.

Your yearbook must be more than 20 pages and no more than 200 pages for Softcover yearbook and no more than 400 pages Hardcover yearbooks.

TIPS & TRICKS

Page number settings can be adjusted by opening any page in your project and hovering over the "Advanced" menu in the top right corner. Then click the "Page Number Settings" option to bring up the menu.

From here, you can toggle page numbers on or off. You can adjust the font, font size, bold, italic, underline, and the text color. You can also change the position of the page numbers to outside corner or centered.



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Art is embellishments you can add to decorate a page. To access the library of art, click on the "ART" tab on the left hand toolbar.

To add art to your page, simply drag and drop.

Just like backgrounds, you can either search for art by keyword or browse by categories by clicking on "Advanced Search".



[Change Organization](#) | 

Having trouble finding your current yearbook? Click the 'CHANGE ORGANIZATION' button to see all the yearbook's you're assigned to.

**PLEASE DO NOT HESITATE TO GET IN TOUCH WITH US AT ACADEMIC MEDIA
WE ARE HERE TO HELP!**