2015-16

End User Guide

Yearbook Pro Online Yearbook Software

Table of Contents

1   Introduction

Welcome to Pixami's Yearbook Pro software!

This software uses the latest web-based application technology to make creating your school yearbook fun and easy, while also offering a broad selection of features and creative tools. And since it's completely online, you can login and work on your yearbook from anywhere!

The basic process for creating your yearbook will involve defining the book using a planning ladder and then designing individual sections using a robust set of page design tools. You'll be able to combine templates, photos, text, clip art and other elements into custom-designed, finished sections.

Multiple users can collaborate on the yearbook simultaneously, each working on their own sections. Finished sections will be checked into an adviser for review. The adviser will then have the opportunity to approve or reject each section, with online comments and interaction.

Once all sections of your yearbook have been created and approved, the yearbook will be ready for print! Sale of the finished book can be accomplished traditionally in the classroom, or online with a Shopping Cart.

This User Guide describes the process for creating your yearbook. You can also click the Help and Video Help links in the software for additional information or quick assistance with a particular feature.

1.1   What's new for the 2015-16 School Year?

Below is a summary of new features you will see in the Pixami Yearbook Pro online yearbook software for the 2015-16 school year!

- **Enhanced page editing capabilities.** New HTML5 toolbars allow you to edit text and photos directly on the page, without opening a separate editing dialog. In addition there are several other improvements and enhancements to photo and text editing:
    - o You can view all fonts in the font menu, and add a border and background color to any text box.
    - o New advanced tools include the ability to select a color from an image using an eyedropper, and apply it to borders.
    - o You can drag photos from the photos tab directly onto the page as a floating frame.
    - o You can make a photo the background in one step.
- **New advanced multi-select capabilities.** You can select multiple photo and text frames together, and then perform several group actions including delete, duplicate, align, and resize to the same height or width. In addition, you can nudge a frame or selection of frames to the left or right using the arrows on your keyboard.
- **We now have Undo!** Five levels of Undo/Redo are now available for all page editing actions.
- **Enhanced Portrait Wizard.** There are several new features in the portrait wizard, including the following:
    - o You can auto-fill panel pages from multiple folders in a single section. This gives you the ability to flow multiple classes onto a page, or even all grades into a single section.
    - o You can save the settings for your favorite portrait layouts and then reuse them on other pages.
    - o You can change the font and style, and make other design changes, from within the Portrait Wizard dialog.
    - o There are several other minor enhancements designed to make the creation of panel pages faster and more intuitive.

- **Enhanced online discussion.** The 'Info' section on Edit Sections has been expanded to allow users to communicate with each other with comments. Comments are saved as part of each sections history.
- **More flexibility in page arrangement.** Enhanced page arrangement capability on the Manage Sections page allows you to organize and delete pages within a section, add pages to a section, and split a section into two separate sections.
- **A lot more content.** The new release contains a large selection of new content, including:
  - 400 new Backgrounds in 6 new themes.
  - 75 new layouts including a more Collage designs, set of 'Pro Spread' layouts, plus Superlatives, and Year in Review
  - 600 new pieces of clip art, in multiple categories
  - A new 'Elements' feature with over 1500 new design elements that can be incorporated into your page designs
  - Over 50 new fonts

1.2   Configuration and Preparation

Before you start, your software should have been configured with a blank book, in the appropriate style and number of pages. If you have any questions about this configuration please contact your yearbook provider.

Once this has been accomplished, you are ready to begin creating your yearbook. In preparation you should have a plan for the organization of the sections in your yearbook, and the expected number of pages per section. It is also helpful to have your candid photos organized for each section.

Finally, if multiple people will work together to create your book, such as in a Yearbook Class, you should have a list with the names and e-mail addresses of each person that will be involved, along with an idea of their individual responsibility. This planning will help to assure that the creation process goes smoothly.

1.3   Software and System Requirements

Please be sure that you are using a compatible computer/device and a supported browser to create your yearbook. The Pixami Yearbook Edition software is certified to run reliably on the following systems and browsers:

Operating System	Device	Browser
Apple Macintosh	Laptop computers Desktop computers	Apple Safari Mozilla Firefox Google Chrome
Windows	Laptop computers Desktop computers	Mozilla Firefox Google Chrome Microsoft Internet Explorer Microsoft Edge
Apple iOS	iPad tablet	Safari
Android	Tablet computers	Google Chrome
Chrome OS	Chromebook	Google Chrome

Note that new operating systems, browser versions and devices are constantly being made available and Pixami is working consistently to provide compatibility with the most popular platforms. If you have any questions about a specific device or operating environment, please contact your representative.

IMPORTANT NOTE: For the best software performance you should also have a reliable high-speed Internet connection.

1.4   The Basic Steps

Below are the basic steps for creating your yearbook using the software. Each step is described in detail in the User Guide.

- Add users to the software
- Upload and organize photos for use in your yearbook
- Add the sections for your book, and assign sections to individual users (if applicable)
- Edit the sections of your book
- Submit sections for review and approval process
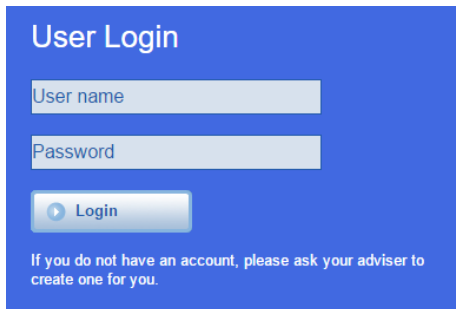- Submit the final book for print!

Now, let's get started!

2   Using the Software

Your yearbook software has its own web site. You should have been given a link to your yearbook site by your adviser or administrator, along with a user name and password. Each time you use the software you will go to this site and login on the home page.

2.1   User Login

On the home page of your site, you will see the *User Login* feature. To login, enter your username and password then click the *Login* button. If you do not have login information, please contact your adviser or administrator.

User Login

User name

Password

▷ Login

If you do not have an account, please ask your adviser to create one for you.

Login to your account to get started.

2.2   Main Dashboard

When you login to the site, the main dashboard will appear. This is your starting point for accessing all of the major features of the yearbook application.

What would you like to do?

Manage Users
Click here to add users and modify permissions

Manage Sections
Click here to create and manage the sections of your book

Manage Photos
Click here to view, edit, organize and add more photos to your library

Edit Sections
Click here to edit the sections of your book

Review Sections
Click here to review the sections of your book prior to printing or publishing

The main dashboard of the site provides access to all major features.

Features are organized into five major functional areas, which will be available to you based on the permissions granted by your adviser or administrator. Depending on your permissions you may see buttons for some or all of the major functions, each of which is described below.

• *Manage Users* allows you to add users to the site and modify their permissions

- *Manage Sections* allows you to set up and organize your yearbook using a planning ladder, to create and arrange individual sections, and to assign sections to different users
- *Manage Photos* allows you to add and organize photos and clip art for your yearbook
- *Edit Sections* allows you to design the pages in your yearbook, adding photos and text, templates, clip art and more
- *Review Sections* allows you to review and approve finished sections, and to submit the final yearbook for print

You can click on the button to access the features for any available function.

The Manage Users section of this document describes the permission levels required to view each of the main features.

2.3   Help and Navigation

The header at the top of each page contains features for navigating through the software, and for accessing the available help features.
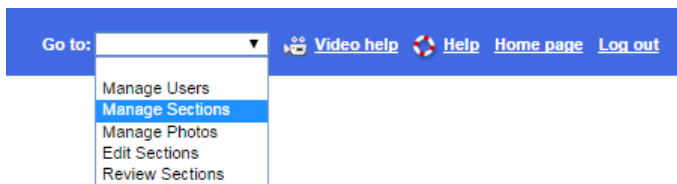
Navigation and help features are available at the top of each page.

- You can navigate directly to each page of the software using the *Go to:* dropdown located at the top of each page.

- Click *Video help* to view a video tutorial for the current page of the software. These videos are helpful in describing how to navigate through and use the features of the software.

- Click *Help* to bring up a quick-reference guide for the current page.

- Click *Home page* to go back to the main dashboard.

- Click *Log out* to exit the software.

The following chapters describe each of the main features organized by function.

3 The Manage Users Page
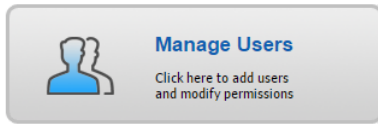
In order to login and work on the yearbook, a user must first be added to the site. On the Manage Users page you can add new users, and give them roles based on their individual responsibilities.

This feature is only available to users with *Adviser* or *Editor* privileges. If you don't see this feature on your dashboard, you have not been provided access.

3.1   Adding Users

To add a new user click *New User*, and then enter the users e-mail address, name, and password. Click *OK* when finished.

Enter the requested information to add a new user.

3.2   Assigning Roles

Once you've added a user, you will need to assign them a role. Check the appropriate box (es) next to the users name according to their role in the creation of the yearbook. Different functionality will be made available to each user based on these settings. A single user can have multiple roles.

Manage Users is where you set up all users and assign roles.

Definitions of each unique role are listed on the page, and also below:

- *Viewer:* Users with this role can only view the book from the Manage Sections page. They will have no ability to edit or otherwise modify the yearbook. This role should be applied to anyone who would like to oversee progress of the book, but is not an active participant.

- *Photographer:* Users with this role can upload and manage all photos and clip art from the Manage Photos page. This role should be applied to those responsible for taking and/or organizing photos for the sections of the yearbook.
- *Staff:* Users with this role can perform all of the above, plus edit the yearbook for the sections which they were assigned, on the Edit Sections page. This role should be applied to those responsible for creating and designing individual sections of the yearbook, such as designers and copywriters.
- *Editor:* Users with this role can perform all of the above plus create sections and organize the yearbook on the Manage Sections page, edit any section on the Edit Sections page, and modify user access levels on the Manage Users page. This role should be applied to those responsible for organizing the yearbook and determining who is responsible for each section.
- *Adviser:* This role provides full access to the software. Users with this role can perform all of the above plus modify user accounts and access levels on the Manage Users page, and review and approve or reject sections, and submit the final yearbook for printing on the Review Sections page. An administrator or teacher would typically be assigned to this role. Click Submit to apply any changes that you have made to user roles.

3.3   Deactivating Users and Modifying Passwords

If you uncheck all of the roles for a user, they will no longer be able to login to the site.

If you double-click on an existing users name you can modify their name or password.

Click *Show All* to view all active and inactive users of the site.

4 The Manage Sections Page

Manage Sections
Click here to create and manage
the sections of your book
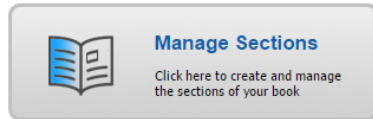
On the Manage Sections page, you can use a *yearbook planning ladder* to set up and organize the yearbook, create and arrange individual sections, and assign sections to different users.

This feature is only available to users with *Adviser* or *Editor* privileges. If you don't see this feature on your dashboard, you have not been provided access.

4.1 Setting Up and Organizing Your Yearbook Using the Yearbook Ladder

The yearbook planning ladder is a valuable tool that graphically illustrates all of the pages of your yearbook, arranged into sections as they will appear in the finished book, with page numbers. The ladder helps you organize the book and determine the overall number of pages needed. In the case of a collaborative effort, the planning ladder can also be used to make user assignments for the different sections of the book.

It would be helpful to plan and organize your yearbook 'off-line' before you get started with the software. You can then use the yearbook ladder in the software to easily set up your yearbook. You will also see the ladder used as a common reference for the book throughout the software.

On the Manage Sections page you will configure your yearbook, section by section. Each section will be color coded so that you can distinguish them from one another on the yearbook ladder.

Manage Sections

Section Name	Pages	Numbers	Status	Actions
HardCover	1	-	In Progress	Preview Info Edit
Introduction	5	1-5	In Progress	Preview Info Edit Arrange Pages Split Merge Down
Principal's Message	10	6-15	In Progress	Preview Info Edit Arrange Pages Split Merge Down
Grade 9	10	16-25	Checked out	Preview Info Edit Arrange Pages Split Merge Down
Grade 10	6	26-31	Checked out	Preview Info Edit Arrange Pages Split Merge Down
Sports	10	32-41	Complete	Preview Info Edit Arrange Pages Split Merge Down
Academics	10	42-51	Reviewed	Preview Info Edit Arrange Pages Split Merge Down
Index	8	52-59	In Progress	Preview Info Edit Arrange Pages Split

New Section

The Manage Sections page is where you will configure your yearbook. The yearbook ladder format allows you to organize sections according to color code.

4.2 Adding Sections

You can start configuring your yearbook in the software by adding a new section. Click *New Section* to add a new section to your yearbook. Then enter the *Section Name*, *Section Type*, *Color Code*, number of *Pages* for the section, and choose a *Background Theme*.
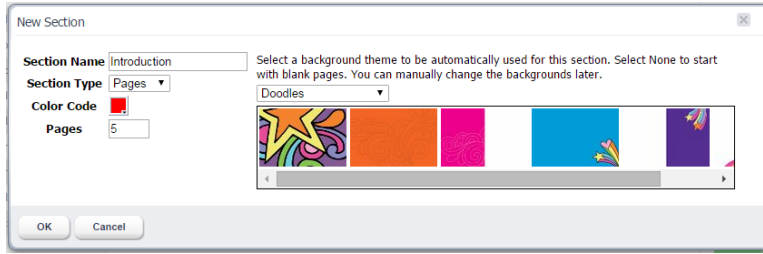
Create sections using the New Section dialog.

The *Section Name* will be referenced in the Section Name column and should represent the subject of the section. Note that you can also change the section name later at any time.

For *Section Type*, select *Pages* for all main sections of your book. If your book will include Customizable Pages, you may see a *Custom* option in the menu. See *Creating Customizable Pages*, below, for more information.

The *Color Code* will be used to identify the new section in the yearbook ladder. The software will select a new color automatically, or you can click on the color swatch and choose a different color from the color picker.

Enter the number of *Pages* for the section. You can change this any time later.

Finally, choose a *Background Theme* for the section from the dropdown menu. The theme will be automatically applied to pages in your section, giving you a great head start on the design. You can then make any changes that you'd like. If you don't want to start with a theme, choose *None* from the menu.

When you're finished configuring your new section, click *OK*. The section will now appear in the Section Name list and on the yearbook ladder. Page numbers will be added automatically. You can drag-and-drop the sections on the ladder to rearrange your yearbook.

Repeat this process for each new section in your yearbook.

4.3   Creating Customizable Pages

If this feature has been made available to your school, you can add the ability for individual students to create their own custom pages in their yearbook. In the *Section Type* menu, *Pages* indicate regular pages of the yearbook, and *Custom Pages* indicates pages that can be customized. To add custom pages to the yearbook, create a new section, designate the number of pages, and then set the *Section Type* to *Custom*. This section will be now made available to each student for customization with his or her own photos and text.

Rules regarding availability of custom pages, content and pricing are to be determined by your school. Please check with an adviser or administrator for more information regarding the implementation of custom pages.

4.4   Section Status

The *Status* column next to a section shows the current editing status for that section. There are four different section statuses. For more information, refer to the *Understanding Section Status* section of this User Guide.

IMPORTANT NOTE: Only sections that show a status of *In Progress* can be modified on the Manage Sections page.

A status of *In Progress* means the section has been started but not completed. If a section shows this status it is ok to make changes to the section.

A status of *Checked Out* means the section is currently being edited by someone. You will not be able to make any changes to the section until it has been checked back in and shows a status of In Progress.

A status of *Complete* means the section has been submitted and is waiting for Adviser approval. You will not be able to make any changes to the section until it has been Rejected and shows a status of In Progress.

A status of *Reviewed* means the section has been reviewed and approved by an adviser, and is ready to be printed when the other sections are complete. You will not be able to make any changes to the section until it has been Rejected and shows a status of In Progress.

A *yellow caution icon* next to a section name indicates a comment has been posted concerning that section. Click *Info* to view the comment.

4.5   Editing a Section and Assigning Users

In the Actions column next to each section, you can click *Info* to view a complete history of the section at any time. You can also *Add a Comment* that will be available to anyone who can view the section. To add a comment, type your comment into the text field, then click the Comment button. Click *OK* when finished.
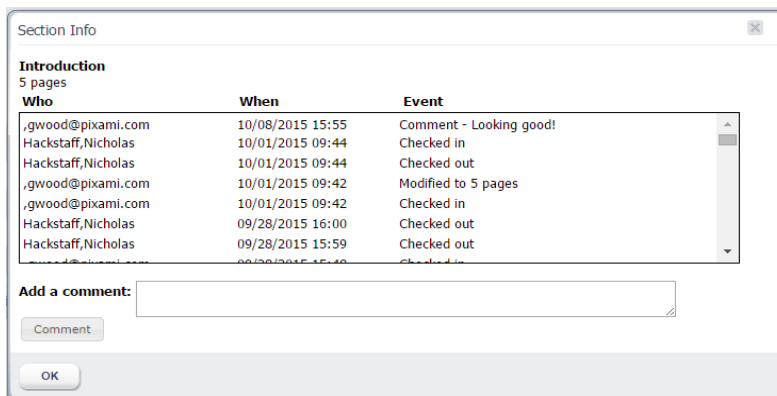
The Section Info dialog.

Click *Edit* to make changes to the number of pages or the color code for that section, and to assign users to work on the section. Users that have been given Staff permissions on the Manage Users page will be allowed to edit any section that has been assigned to them. Multiple users can be assigned to the same section. Check the box next to the name of the user(s) to give them permission to edit the section. Click *OK* when finished.
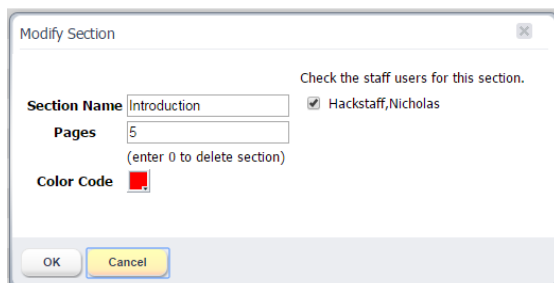
The Modify Section dialog.

4.6   Deleting a Section

To delete a section, click *Edit*, and then change the number of pages to 0. Then click OK, and the section will be deleted.

4.7   Arranging Pages and Sections

In the Actions column next to each section, you can click *Arrange Pages* to rearrange the pages within a section. In the Arrange Pages dialog, click to drag a page, then drop it in the desired location. Click *OK* when complete. The section will be updated with the new page order.
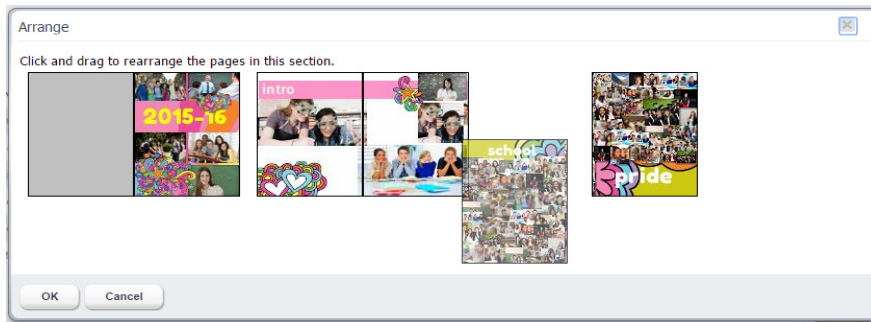
The Arrange Pages dialog.

Click *Split* to split a section into two unique sections. In the Split Section dialog, click on the page that will become the first page of the new section. Click *OK* when complete. The new section will appear in the Section Name column. You can click on Edit for that section to rename it.

4.8   Previewing a Section

Click *Preview* next to any section to view progress for that section with an animated on-screen preview. You can turn the pages of the preview, and navigate through the entire yearbook.

The Preview dialog.

5   The Manage Photos Page

On the Manage Photos page you can add and organize photos and clip art for your yearbook.

This feature is only available to users with *Adviser*, *Editor*, *Staff*, or *Photographer* privileges. If you don't see this feature on your dashboard, you have not been provided access.
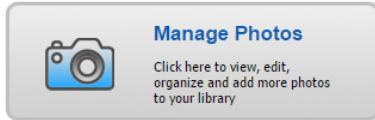

The Manage Photos page contains functionality for organizing and editing your photos and clip art.

5.1   Organization of the Manage Photos Page

The *Photos*, *Portraits* and *Clip Art* tabs across the top of the page contain the three main types of images that can be managed on this page.

The *Folders* section on the left side of the page allows you to navigate between folders, and provides functionality for organization. Note that the available features may be different based on the selected tab and your user permissions.

5.2   Working with Photos on the Photos Tab

The Photos tab contains all non-portrait photos to be used in your yearbook. These can include candid photos, sports and club photos, etc.

Photos are organized into folders. For each section that you created on the *Manage Sections* page, a corresponding folder is automatically added under *Photo Folders*. You can add photos for each specific section to these folders, and you can also add your own folders.

Click *Add new folder* to add a new folder for organizing your photos. Enter a name for the folder when prompted, then click *OK*.

Click *Rename folder* to rename the selected folder. Enter a new name for the folder when prompted, then click *OK*.

Click *Delete folder* to delete the current folder.

To *Preview* a photo in a larger window, change the *Name* or *Caption*, and add *Index* information, hold the mouse pointer over the photo, then click the *Preview/Info* icon. The Preview dialog will appear. To change the name of the photo, type the new name into the Caption field. To add names for the index, type the names of people appearing in the photo into the *Indexing* field. Names should be entered as Last Name, First Name, with one name on each line.

To delete a photo, hold the mouse pointer over the photo, then click the *Delete* icon.

You can select a photo by clicking it, or by clicking the checkbox below it. You can select multiple photos at a time.

To move a selection of photos, select them, then click *Move selected photos.* When prompted, select a destination folder for the photos, then click *OK.*

To copy a selection of photos, select them, then click *Copy selected photos.* When prompted, select a destination folder for the photos, then click *OK.*

5.2.1   Adding Photos for Use in Your Yearbook

In order to make photos available for use in your yearbook you will need to upload them into the software.

To upload photos from your PC, select the folder you want to upload your photos into, then click *Upload photos*. Next click *Add Files*, and locate the photos that you want to upload. Click *Open* to start the upload process.

Progress indicators will provide a status during the upload process, and you will be notified when it is complete.
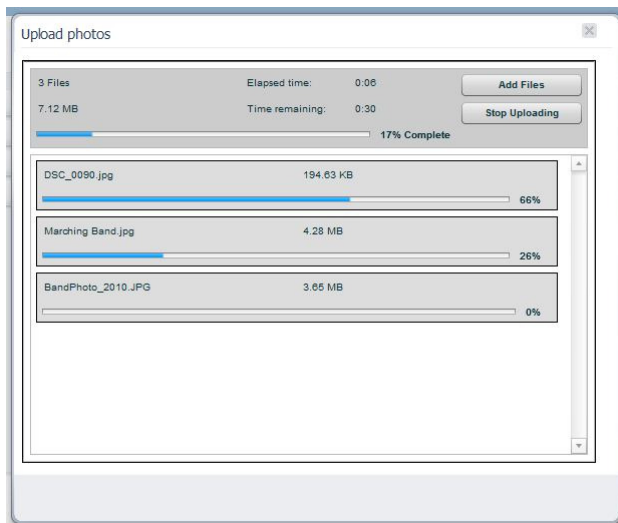
Use the Upload photos dialog to add photos onto the site for your yearbook.

5.2.2   Editing Your Photos

You can make corrections to a photo, and add fun and creative filters and effects. To edit a photo, select it, and then click *Edit selected photo*. The photo will be opened into the Photo Editor.

Use features on the Edit Photo dialog to edit your photos and add creative effects.

On this page you can easily apply corrections or creative effects to your photos. There are three main categories of functionality:
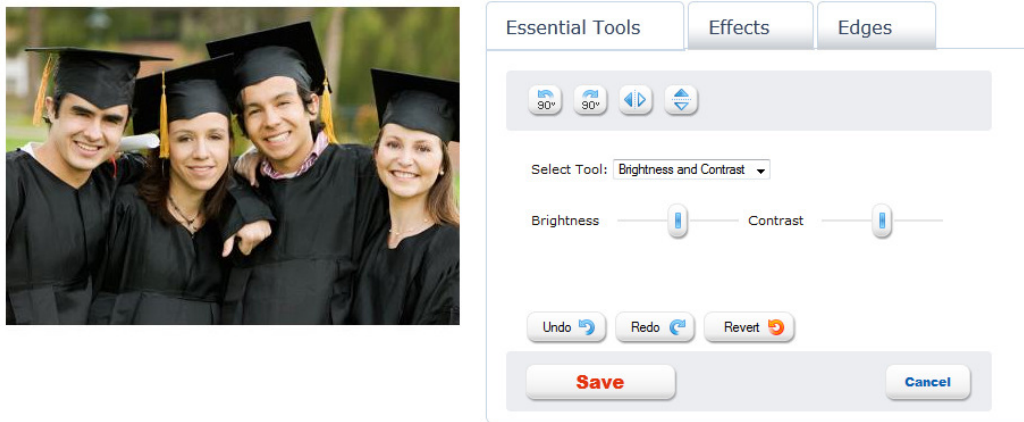
The *Essential Tools* provide the most basic corrections for less than perfect photos; the *Effects* filters allow you to apply more creative and fun special effects; and the *Edges* are special edge treatments that you can apply to your photos.

Choose the appropriate editing category by clicking on the Essential Tools, Effects or Edges tab, then select an effect to apply it to your photo. For some of the controls you can adjust the amount of the effect by using the sliders that appear on the page.

Click *Zoom In* and *Zoom Out* if you want to see more or less detail in the preview.

Click *Rotate, Flip* and *Mirror* to change the orientation of the photo.

Click *Undo* and *Redo*, once or multiple times, to undo or redo any of your changes.

Click *Revert* to revert back to the original photo with no changes.

Click *Save* to save a duplicate of the photo with your changes, or click *Cancel* to leave the editor without saving any changes. You will be taken back to the *Manage Photos* page.

5.3   Working with Portraits on the Portraits Tab

The *Portraits* tab contains your school portraits, which should have already been preloaded onto the site using the Pixami Portrait Importer Utility. If there are no portrait photos available on your site, please contact your yearbook software representative or adviser.

If you have an Adviser or Editor role you can manage photos and folders on the portraits tab:

Click *Add new folder* to add a new folder for organizing your portraits. Enter a name for the folder when prompted, and then click *OK*.

Click *Rename folder* to rename the selected folder. Enter a new name for the folder when prompted, and then click OK.

Click *Delete folder* to delete the current folder.

To *Preview* a portrait photo in a larger window, change the *Name*, and view PSPA, hold the mouse pointer over the photo, then click the *Preview/Info* icon. The Preview dialog will appear. To change the name of the photo, type the new name into the Caption field. The name shown here will be used for the panel pages, and will be automatically included in the Index.

If your teachers are in the same folder as the student portraits you can make them appear in the first position on the panel page. To do this check the *Check if this is a teacher photo* checkbox. You can do this for multiple photos. These photos will now flow into the first position on the panel page.

IMPORTANT NOTE: When you make any changes to the naming or organization of your portraits, or add more portraits, you should always update your panel pages to make sure that the changes are applied.

To *delete* a portrait photo, hold the mouse pointer over the photo, then click the *Delete* icon.

You can select a portrait photo by clicking it, or by clicking the checkbox below it. You can select multiple photos at a time.

To move a selection of portrait photos, select them, then click *Move selected photos.* When prompted, select a destination folder for the photos, then click *OK.*

To copy a selection of portrait photos, select them, then click *Copy selected photos.* When prompted, select a destination folder for the photos, then click *OK.*

5.4   Working with Clip Art on the Clip Art Tab

The software contains a standard set of *clip art* for use in designing your pages. In addition, you can add your own clip art.

If you would like to create and add your own clip art, it should be saved as a .PNG file, with enough resolution to provide good print quality. We recommend a minimum size of 1200 x 1200 pixels, which will allow you to scale the clip art up to 4 inches square while maintaining good print quality. For irregularly shaped clip art, the background should be transparent.

When you are ready to upload your own clip art, click *Add new folder* to add a new folder for organizing your clip art in the software. Enter a name for the folder when prompted, and then click *OK*.

To upload your clip art from your PC, select the folder you want to upload your clip art into, then click *Upload photos*. Next click *Add Files*, and locate the clip art files that you want to upload. Click *Open* to start the upload process.

To *Preview* clip art in a larger window and change the *Caption*, hold the mouse pointer over the clip art, then click the *Preview* icon.

You can use the additional features to manage your own custom clip art, but you cannot make modifications to the standard set of clip art. If you try to make any changes that are not allowed you will see an alert message.

To *delete* clip art, hold the mouse pointer over the clip art, then click the *Delete* icon.

You can select clip art by clicking it, or by clicking the checkbox below it. You can select multiple pieces of clip art at a time.

To move clip art, select it, and then click *Move selected photos.* When prompted, select a destination folder for the clip art, and then click *OK.*

To copy clip art, select it, and then click *Copy selected photos.* When prompted, select a destination folder for the photos, and then click *OK.*

6 The Edit Sections Page
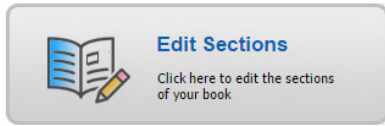
On the Edit Sections page you can review your yearbook's progress, and choose sections to design, adding photos and text, clip art and more. You also have the ability to design inside covers for softcover books, and end sheets for hardcover books.

This feature is only available to users with *Adviser* or *Editor* privileges, and to users with *Staff* privileges that have been assigned a section to work on. If you don't see this feature on your dashboard, you have not been provided access.

Each section of the yearbook should have been assigned to a user, or users, to work on and complete. You will have access to edit sections of the yearbook based on your user privileges and assigned responsibilities.

The Edit Sections page allows you to track your yearbook progress, and access sections for editing.

6.1   Understanding Section Status

On the Edit Sections page users 'check out' and work on individual sections of the book. Once they are finished, they can submit the section to an Adviser for review. The adviser can then either Approve, or Reject the section with a comment. Once all sections have been submitted and approved, the book is considered complete and can be ordered.

Only one person at a time can work on each section. The *Status* column next to a section shows the current status for that section, and whether or not it is available for editing by each user. There are four different section statuses:

A status of *In Progress* means the section has been started but not completed. If you have been given Editor or Staff privileges and are assigned to this section, you will see an *Edit Section* button. You can click on *Edit Section* to check out this section and work on its design.

A status of *Checked Out* means the section is currently being edited by someone, and cannot be modified by anyone else. If you are an Adviser you can click *Force Check-In* to force the section to be checked in, if you know it is not currently being worked on. The section will be saved and then checked in, where it will then be available for editing.

A status of *Reviewed* means the section has been reviewed and approved by an adviser, and is ready to be printed when the other sections are complete. You will not be able to make any changes to the section unless it is Rejected by an adviser and once again shows a status of In Progress.

A *yellow caution icon* next to a section name indicates a comment has been posted concerning that section. Click *Info* to view the comment.
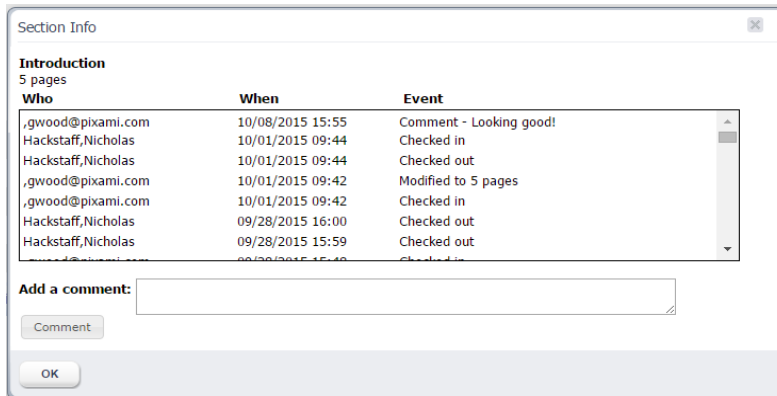
The Section Info dialog shows the complete history of a section, as well as any comments.

6.2   Editing Yearbook Sections

Click *Edit Section* in the *Actions* column to check out a section of your yearbook and work on its design. You will be taken to the *Advanced Design* page.

While you are working on a section its status will be shown to other users as *Checked Out,* and no one else will be able to work on it.

When you are done editing a section and ready to submit it for approval, click *Mark Complete*. When a section has been marked complete, advisers will be notified online and via email, and can then review the section and *Approve* it, or *Reject* it with their comments.

Please see the section *The Review Sections P*age for more information about the adviser review and approval process.

Please see the following section, *Designing Your Yearbook*, for more information about the available page editing functionality.

7   Designing Your Yearbook

It's time to start customizing your yearbook! The *Advanced Design* page provides a preview of the section you are working on, and allows you to customize each page individually. You can add layouts and backgrounds, photos, text captions, and clip art, and make other design changes. You can also create your portrait Panel pages, and Index pages, using automated functionality.

The Advanced Design page contains a wealth of features for designing the pages of your yearbook.

7.1   Organization of the Advanced Design Page

The *section preview* in the center of the page is your working area, and contains a real-time preview of the section you are working on.

The pages of the section preview are primarily made up of *layouts* and *backgrounds*.

Layouts are templates that contain *photo frames* and *text frames*. Photo frames contain photos that are dragged directly into the frame. Text frames contain text that is typed into the software and then applied to the frame.

Backgrounds are designs in various categories, which appear behind the layouts, and often provide the overall style for the page.

The *Main Toolbar* across the top of the page, above the section preview, provides access to the main features for working with your yearbook.

The *Tabs* on the right contain design elements, in several categories, that can be dragged and dropped onto the pages of the yearbook.

7.2   Getting Started

Designing your yearbook pages is fun and easy! It is recommended that you spend some time familiarizing yourself with this chapter and the main features of the software before getting started. It's

also ok to play around with some of the features before starting the actual design process. Once you have a basic understanding of how the software works, you will become an expert in no time!

If a *Background Theme* was chosen for the section when it was created, you will see that a set of layouts and backgrounds have already been automatically applied to pages in your section, giving you a great head start on the design. Note that you can change these layouts and backgrounds if you'd like.

We recommend you proceed with the design of your pages in this basic order:

1. Select layouts for your pages
2. Select backgrounds for your pages
3. Add photos to the photo frames
4. Add text to the text frames
5. Add clip art if desired
6. Customize!

The following sections describe all of the available functionality.

IMPORTANT NOTE: All of your changes are saved automatically as you design your page, so there is no need to worry about having to save them manually. However, when you are done editing your page, you will also have the option to cancel your changes and leave the page without saving anything.

7.3 Using the Main Toolbar

The *Main Toolbar* provides access to the main features for working with your yearbook. Move your mouse over any of the tools to see a description of the tool.

Undo   Redo   Enlarge layout   Add image frame   Add text frame   Previous / Next page   Toggle grid   Save layout   Preview   Cancel   Done

The Editing Toolbar on the Advanced Design page.

Click the *Undo* button to reverse the previous action. You can undo up to 5 previous actions in a row.

Click the *Redo* button to reapply an action that has been reversed. You can redo up to 5 actions in a row.

Click the *Enlarge Layout* button to enlarge or reduce the preview area to the optimum size for your screen. Each click of the button will adjust the preview between three different sizes: small, medium, and large. Once you have chosen a size, we recommend you click the *Refresh* button on your browser, as this is often required for the browser to fully update to the new size. This setting will be saved and will be used each time you access the software.

Click the *Add Image Frame* button to add a new image frame to the page. You can then drag and drop a photo from the Photos tab into the new frame.

Click the *Add Text Frame* button to add a new text frame to the page. You can then click the T icon on the *Text toolbar* to add text to the frame.

Click the *Previous Page* and *Next Page* buttons to move forward and backward through the section.

Click the *Toggle Grid* button to display a grid overlay on the page. The grid will help in aligning text, images and other floating design elements. Lines in the grid are spaced 1/4" apart, and items will automatically snap to the grid as you move them.

Click the *Save Layout* button to save the current layout as a new layout. This will allow you to design your own layouts and use them on other pages in your yearbook. Your saved layouts will be available on the Custom Layouts tab.

Click the *Preview* button to see an animated on-screen preview of your book.

Click the *Cancel* button to leave the Advanced Design page without saving any of your changes. Note that all of your changes are saved as you design your page, so if you leave the page without cancelling, any changes will be saved automatically.

Click the *Done* button to leave the Advanced Design page and save all of your changes.

7.4   Adding Layouts and Backgrounds

Layouts and *Backgrounds* are located on their respective tabs, to the right of the section preview. You can change the layout for each individual page independently, while backgrounds apply to the entire spread.

IMPORTANT NOTE: Please refer to the *Content Reference Guide* for a complete listing of all of the available Backgrounds, Layouts, Clip Art, Elements and Fonts.

Layouts are organized into categories based on type and design style. Click on the *Layouts* tab, and then use the *Category* menu to browse and view the available layouts. To change the layout for a page, select a layout thumbnail, then drag and drop it from right to left onto the page. Note that any existing text and photos will be flowed into the new layout.
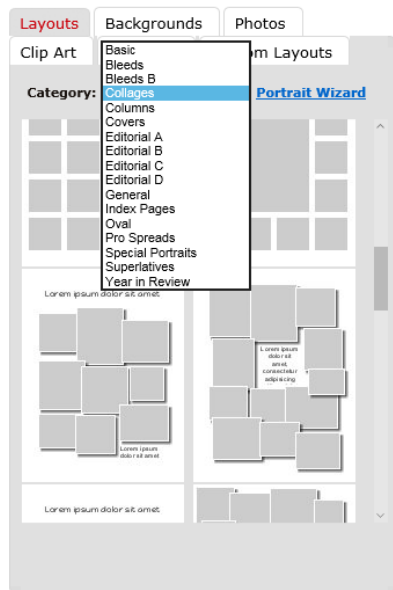
**Choose from a wide variety of layouts on the Layouts tab.**

Backgrounds are organized into categories and sub-categories by theme. Click on the *Backgrounds* tab, and then use the *Category* and *Sub-category* menus to browse and view the available backgrounds. To change the background for a spread, select a background thumbnail, then drag and drop it from right to left onto the spread.
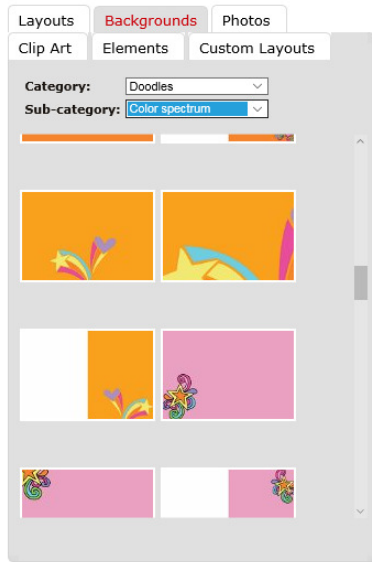
**Browse and select backgrounds on the Backgrounds tab.**

7.5   Adding Photos to Your Pages

Photos are uploaded in the *Manage Photos* section of the software, and are then available on the *Photos* tab. When you first click on the Photos tab you will see the photos that are located in the same folder as the name of your section.
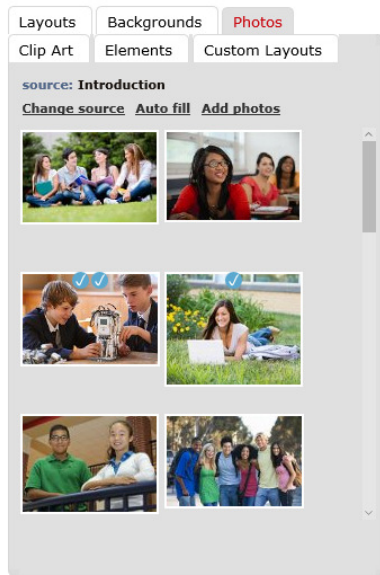
To add photos to your section click on a photo, and drag and drop it from right to left into an image frame on the page. To replace an existing photo, simply drag a new photo onto it.

Click *Autofill* to automatically flow photos from the current folder into the image frames in the section. You will have the option to *Replace the existing photos*, or to *Only fill the empty photo frames*. Click the button next to your selection, then click *OK*. Photos will be flowed throughout the section until there are no more photos, or no more frames.
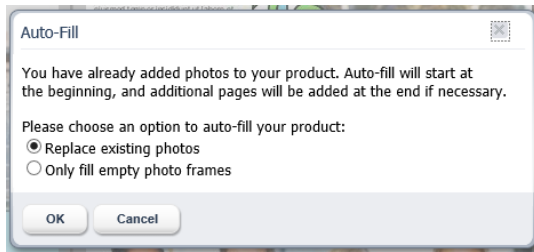
The Auto fill dialog.

To select a different folder of photos, click on *Change Source*. The Change Source dialog will appear. Click on a photo folder to select it, then click OK. The photos in the newly selected folder will now be available on the Photos tab.

You may also see tabs for Facebook, Flickr and Photobucket on the Change Source dialog. You can click any of these tabs, log into an existing account, and then open the photos from the site directly into your yearbook software. Using an account on any of these sites is a good way to collect additional photos from students, parents and other volunteer photographers, without providing direct access to the yearbook software.
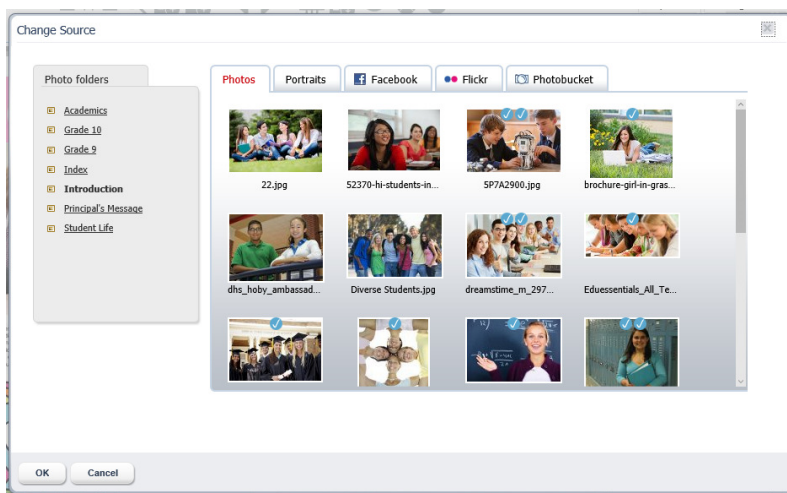
Choosing photos using the Change Source dialog.

You can also click the *Add Image Frame* button on the toolbar to add a new frame to the page. Then click on a photo, and drag and drop it onto the new frame.

In addition, you can simply drag a photo from the Photos tab to any empty part of the page, and then release it.

Click and drag on an image frame to move the photo around on the page.

Click and drag the handle on any corner of an image frame to scale the image.

Click and drag the handle on the top or side of any image frame to crop the image.

7.6   Adding Clip Art to Your Pages

The *Clip Art tab* contains a wide selection of clip art, organized into numerous subjects, that can be used to enhance your page designs. Click on the *Clip Art* tab, and then use the *Category* menu to browse and view the available clip art.
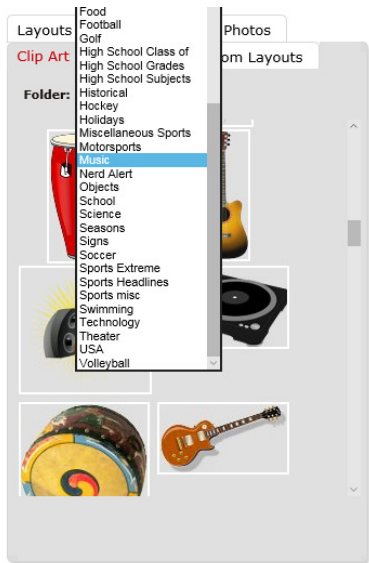
The Clip Art tab.

To add clip art to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the clip art frame to scale to a larger or smaller size.

Selected Clip art and the Editing Toolbar.

When you click to select a clip art object, you will see the *Editing Toolbar*.

Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the clip art.

Click the *Delete* icon to delete the clip art.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the clip art.

Click the *More* arrow, then select from the *Layer* menu to move the clip art forward or backward with relation to other items on the page.

7.7   Adding Elements to Your Pages

The *Elements tab* contains a wide selection of design elements that can be used to enhance your pages. Click on the *Elements* tab, and then use the *Category* menu to browse and view the available elements.

The Elements tab.

To add an element to the page, select a thumbnail, and drag and drop it from right to left onto the page. You can then click and drag it to position it on the page.

Click and drag the handle on any corner of the element frame to scale to a larger or smaller size.

Selected Element and the Element Toolbar.

When you click to select an element, you will see the *Editing Toolbar*.

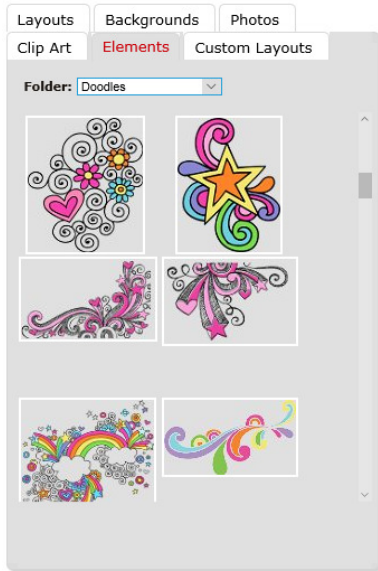Click the *Rotate* icon, then select an option from the dropdown menu, to flip or rotate the element.

Click the *Delete* icon to delete the element.

Click the *More* arrow, then select *Duplicate* from the menu to duplicate the element.

Click the *More* arrow, then select from the *Layer* menu to move the element forward or backward with relation to other items on the page.

7.8 Editing Photos

To edit a photo, click on it to select it, and you will see the *Photo Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.

The Photo Editing Toolbar.

7.8.1 Cropping Using the Crop Tool

Click on the *Crop tool* to crop the photo. The crop dialog will appear. They yellow crop triangle represents the area of the photo that will be cropped. Click in the center of the crop triangle and drag to reposition it. Click and drag a corner to scale it. Click *Apply* to close the dialog and apply your changes to the photo. Click anywhere outside of the dialog to close it without making any changes.


Cropping a photo in the Crop dialog.

7.8.2 Applying Borders Using the Border Tool

Click on the *Borders tool* to apply a border the photo. The borders dialog will appear. Drag the *thickness slider* to adjust the thickness of the border. Click on the *color swatch* to change the color of the border. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.
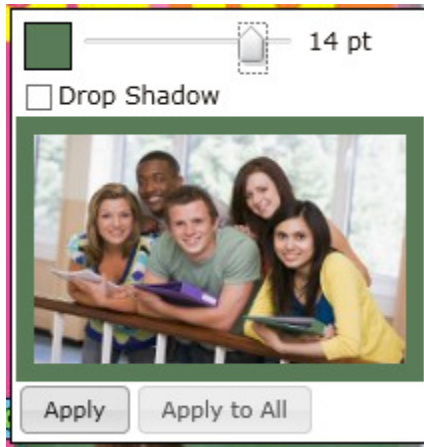
Applying a border in the Borders dialog.

7.8.3   Adding Custom Colors to the Color Picker

You can select *custom colors* from other elements on the page, and add them to the bottom row of the color picker. To select a custom color for your border, click on an empty swatch at the bottom of the color picker, then while still holding down your mouse button, move the cursor around the page to a color you would like to use. You will see the current color appear in the color swatch you selected. Let go of the cursor when you have found a color you like. The color will now be available in the color picker.
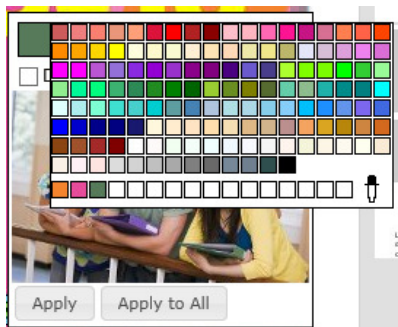
Adding a custom color to the color picker.

Click *Apply* to close the dialog and apply your changes to the current photo. Click *Apply All* to close the dialog and apply your changes to all photos in the current spread. Click anywhere outside of the dialog to close it without making any changes.

7.8.4   Rotating and Flipping Using the Rotate Tool

Click on the *Rotate tool* to rotate or flip the photo. A dropdown menu will appear with several options for flipping your photos, or rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the photo.

7.8.5 Applying Effects Using the Effects Tool

Click on the *Effects tool* to choose image filters or special effects to apply to the photo. A dropdown menu will appear with several options organized into submenus. Select your option from the menu. Your selection will be automatically applied to the photo.

Select *Sharpen* to sharpen the edges of your photo.

Select from the *Image Effects* menu to apply global effects such as *AutoFix*, *Grayscale*, and *Sepia*. To remove the filter, select *None*.

Select from the *Image Filter*s menu to apply special effects filters such as *Pixellate*, *Posterize*, *Emboss* and *Cartoon*. To remove the filter, select *None* in the menu.

Select from the *Image Fill* menu to adjust the placement of the photo in the frame. The *Scale to Fit* option will fit the entire photo in the frame, even if the frame has a different aspect ratio. The *Scale to Fill* option will fill the frame with the photo, from the center out. If the frame has a different aspect ratio than the photo, the photo may be cropped equally on all sides to fit the frame. The *Scale to Fill* (Top) option will fill the frame with the photo, from the top down. If the frame has a different aspect ratio than the photo, the photo may be cropped on the bottom and sides to fit the frame.

Select *Edge Effects* to apply edge effects and frames to the photo. The Edge Effects dialog will appear. Choose *Edge Effects* from the *Type* menu to browse the available effects. Click on an affect to add it to the preview. Choose *Frames* from the *Type* menu to browse the available frames. Click on a frame to add it to the preview. Click *Remove* to remove the effect or frame. Click *Done* to close the dialog and apply the current setting to the photo. Click *Cancel* to close the dialog without applying any changes.
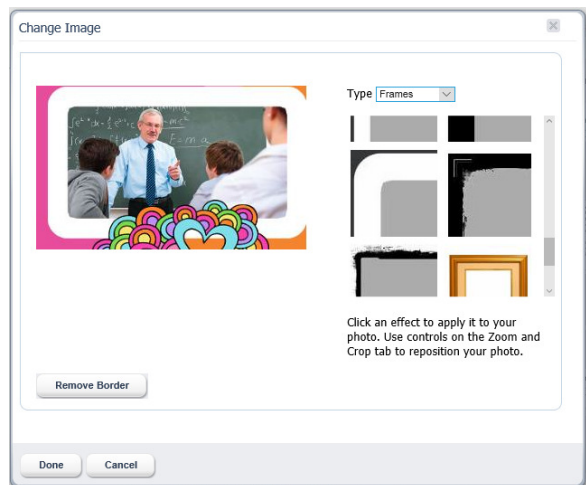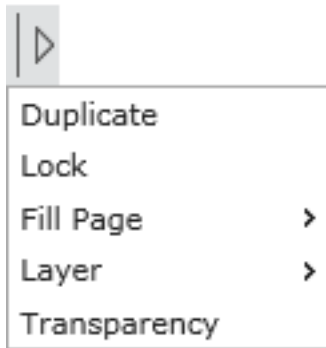

The Edge Effects dialog.

7.8.6 Deleting a Photo or Frame Using the Delete Tool

Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire image frame. Choose *Clear Image* to only delete the photo and leave the image frame in place.

7.8.7 Advanced Photo Editing

Click on the *arrow* icon at the right of the Photo *Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the photo.

Select *Lock* from the menu to lock the photo so that it cannot be moved. Select *Unlock* to unlock the photo.

The *Fill Page* options allow you to fill the page with a photo, or use a photo as the background, in one simple step. Select *Fill Page* to fill the current page with the photo. Select *Fill Page/Send to Back* to fill the page with the current photo, then send it to the back, making it the background. Select *Fill Spread* to fill the whole spread with the photo. Select *Fill Spread/Send to Back* to fill the whole spread with the current photo, then send it to the back, making it the background.

The *Layer* options allow you to move the photo forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Click *Transparency* to adjust the transparency of the photo. Drag the slider to the desired transparency, ranging from 0% (opaque) to 100% (completely transparent). The photo will update automatically when the slider is adjusted.

7.9 Adding and Editing Text

To add or edit text, click on a text frame to select it, and you will see the *Text Editing Toolbar* appear at the top of the photo. Move your mouse over any of the tools to see a description of the tool.
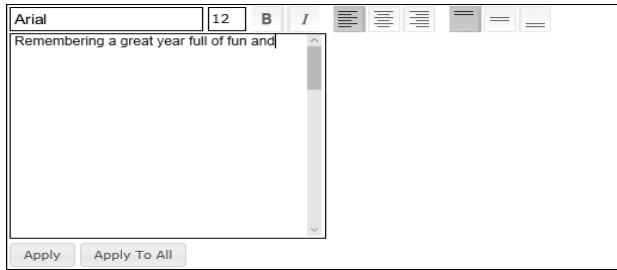

The Text Editing Toolbar.

7.9.1 Adding and Editing Text Using the Text Edit Tool

Click on the *Text Edit tool* to add text to the frame, or edit existing text. The text editing dialog will appear. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click the *Bold* or *Italic* button to change the style of the text. Click the *Left*, *Center* or *Right Alignment* button to change the horizontal alignment of the text. Click the *Top*, *Center* or *Bottom Alignment* button to change the vertical alignment of the text. Click *Apply* to close the dialog and apply your changes to the photo. Click *Apply All* to close the dialog and

apply the font changes to all text frames on the page. This will not change the font size in the other frames. Click anywhere outside of the dialog to close it without making any changes.


Adding text in the Text Editing dialog.

IMPORTANT NOTE: Not all of the available fonts contain styles for Bold and Italic. Therefore these settings may not work for some of the fonts.

7.9.2   Applying Color and Borders Using the Borders Tool

Click on the *Borders tool* to apply color to the text, and to apply a border and fill to the text frame. The borders dialog will appear. Click on the *Color* color swatch to change the color of the text. Click on the *Border* color swatch to change the border color for the text frame. Drag the *Border* slider to adjust the thickness of the border. Click the *Fill* color swatch to change the fill color for the text frame. Drag the slider to the desired transparency for the fill. Click the *Drop Shadow* checkbox to add a drop shadow to the photo. Click *Apply* to close the dialog and apply your changes to the current text frame. Click *Apply All* to close the dialog and apply your changes to all text frames in the spread. Click anywhere outside of the dialog to close it without making any changes.
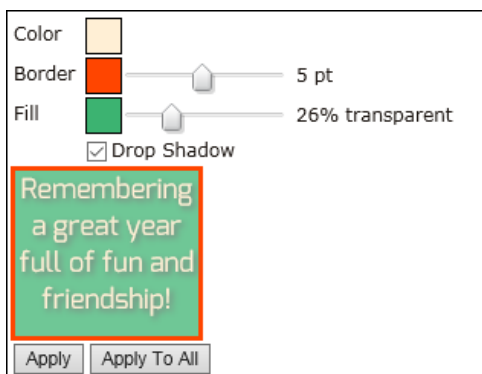
The Text Borders dialog.

### 7.9.3   Rotating Text Using the Rotate Tool

Click on the *Rotate tool* to rotate the text frame. A dropdown menu will appear with several options for rotating to various angles. Select an option from the menu. Your selection will be automatically applied to the text frame.

7.9.4   Deleting Text or a Text Frame Using the Delete Tool

Click on the *Delete tool*, then choose *Delete Frame* from the dropdown menu to delete the entire text frame. Choose *Clear Text* to only delete the photo and leave the text frame in place.

7.9.5   Advanced Text Editing
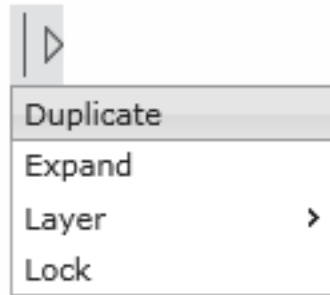
Click on the *arrow* icon at the right of the Text *Editing Toolbar* to access the *Advanced Editing* options. A dropdown menu will appear.

Select *Duplicate* from the menu to duplicate the text frame.

Select *Expand* from the menu to slightly expand the width of the text frame. This feature is helpful for fine tuning text placement.

The *Layer* options allow you to move the text frame forward and backward in relation to the other elements on the page. Select from *Bring Forward*, *Bring to Front*, *Send Backward*, and *Send to Back*.

Select *Lock* from the menu to lock the text frame so that it cannot be moved. Select *Unlock* to unlock the frame.

7.10   Selecting and Editing Multiple Frames Together

You can select multiple frames at once, including image frames, text frames, clip art, and elements, and then apply changes to the entire selection. To select multiple frames, hold the Control (CTRL) key on your keyboard, and click on each frame. When you have more than one frame selected, you will see a red dotted line around the selection, and the *Multi-select Toolbar* will appear above the selection. Move your mouse over any of the tools to see a description of the tool.
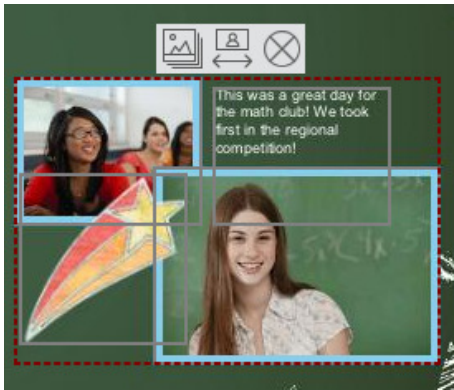
Selecting multiple frames at once.

The Multi-select Toolbar.

7.10.1 Duplicating Multiple Frames Using the Duplicate Tool

Click the *Duplicate tool* to duplicate the selection of frames.

7.10.2 Aligning Multiple Frames Using the Align Tool

Click the *Align tool* to align the selection of frames. A dropdown menu will appear.

The Align dropdowm menu.

Choose *Align Left, Right, Bottom* or *Top* to line up all of the frames together on the chosen side.

Choose *Same Width* or *Same Height* to resize all of the frames to either the same width or height.

### 7.10.3 Deleting Multiple Frames Using the Delete Tool

Click the *Delete tool* to delete all of the selected frames.

7.11   Creating your Portrait Panel Page Layouts

The *Portrait Wizard* will automate placement and management of your portrait photos on the panel pages. Once your portrait photos have been laid out, you can make changes and add design elements using the same tools available for your candid photo layouts.

Before you start building your portrait pages it is helpful to have a basic idea of how many portraits you will have in the section, and how many portraits you would like be placed on each page. You should then create the section, in Manage Sections, with the appropriate number of pages. Next, from the Edit Sections page, click *Edit this Section* for to open the section into the Advanced Design page.

To get started, click on the *Layouts tab*, then click on *Portrait Wizard*.
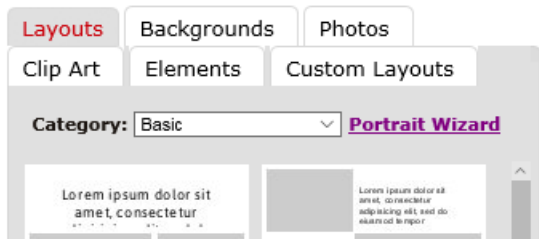
The Portrait Wizard is accessed from the Layouts tab.

7.11.1 Selecting Your Photos

When you click on *Portrait Wizard*, the *Select Portrait Folders* dialog will open. Here you can select the folder, or folders, of portraits that you would like to flow into the section. To select a folder, drag it from the left pane to the right pane. You can flow as many portraits as you'd like into a single section.
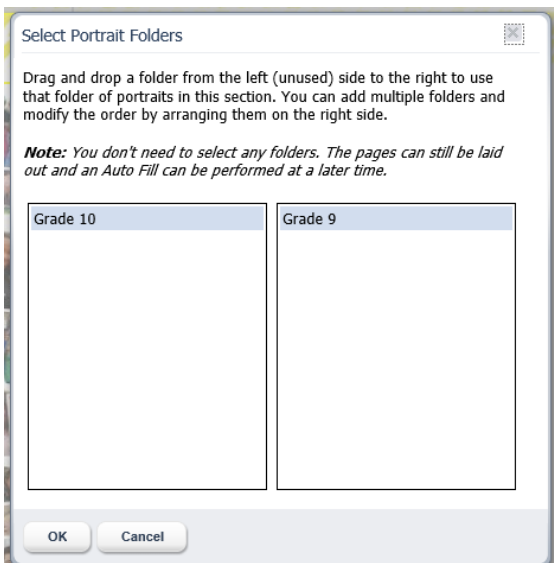
The Select Portrait Folders dialog.

IMPORTANT NOTE: You may choose to add your photos later. In this case you can proceed past this step, and use the Portrait Wizard to layout your pages without photos. You can then choose Auto fill from the Photos tab to add your photos when you are ready.

When you are finished, click *OK*. The *Portrait Wizard* dialog will open.

7.11.2 Using the Portrait Wizard

The *Portrait Wizard* will allow you to easily build and modify your panel pages, while viewing your changes in real time.

Settings are organized into *Portrait Settings*, *Text Settings*, *Flow Settings*, and *Apply and Save*. The *Preview* at the right shows a live update of all settings, *with Page Navigation icons below* that show the number of pages in the section and highlight the page you are currently working on.

The text below the preview tells you the number of pages you will need, based on the number of portrait photos you have selected and the current portrait settings. This text will update as you make changes that affect the number of pages required.

Alerts appear at the lower left of the dialog.
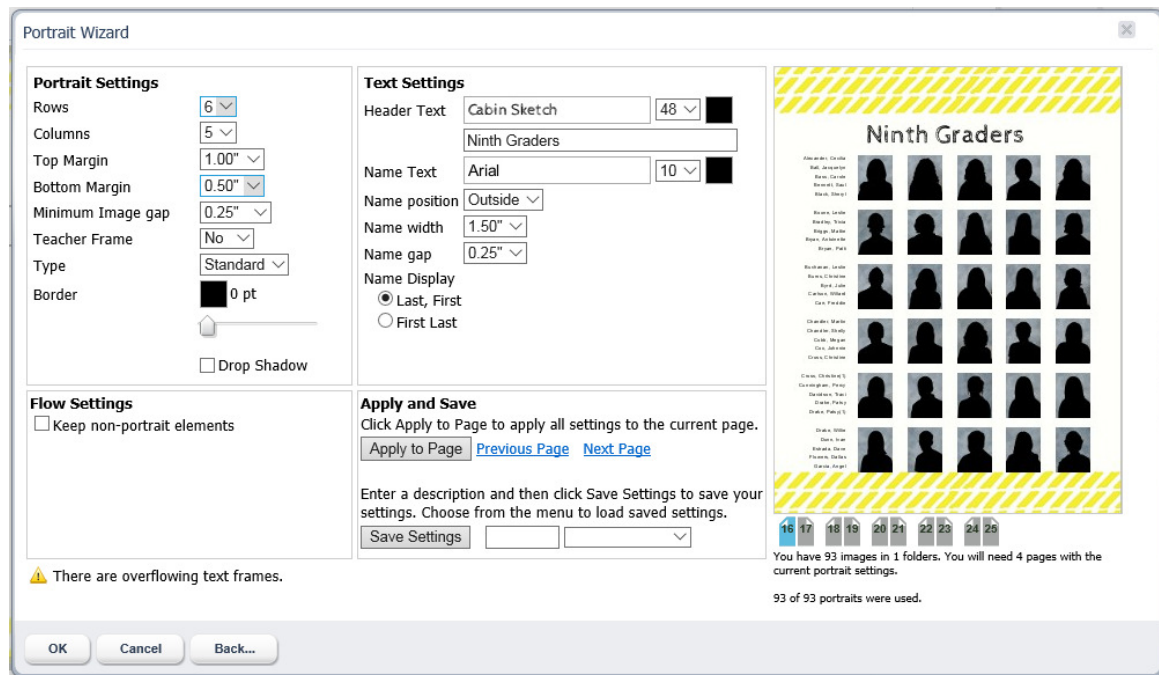
The Portrait Wizard showing a panel page in progress.

Adjusting the Portrait Settings

The *Portrait Settings* allow you to define and adjust the layout of portraits on the page.

Select from the *Rows* and *Columns* menus to specify the number of rows and columns you would like on your portrait page. Note that the number of pages required may change based on this setting.

Select a *Top Margin* setting from the menu to add additional space to the top of the page.

Select a *Bottom Margin* setting from the menu to add additional space to the bottom of the page.

Select a *Minimum Image Gap* setting from the menu to adjust the minimum amount of space between your portraits. A smaller minimum image gap will bring the portraits closer together, and will result in larger portraits.

Select from the *Teacher Frame* menu to add a larger frame for a teacher photo to the page. You can then drag and drop a teacher photo into this frame from the Photos tab.

IMPORTANT NOTE: As an alternative to a teacher frame, if your teachers are in the same folder as the student portraits you can make them appear first on the page. To do this go to the *Manage Photos* page, click on the *Portraits* tab, then hold the mouse pointer over the teacher photo and click the *Preview/Info* icon. Finally, check the checkbox that says *Check if this is a teacher photo.* You can do this for multiple photos. These photos will now flow into the first position(s) on the panel page.

Select from the *Type* menu to change the shape of the portrait frames between standard (rectangular) or oval.

Drag the *Borders slider* to add a border to the portraits, and to adjust the thickness of the border. Click on the *color swatch* to change the color of the border.

Click the *Drop Shadow* checkbox to add a drop shadow to the portraits.

Adjusting the Text Settings

The *Text Settings* allow you to define and adjust the attributes of all text on the page.

Use the *Header Text* functionality to add a text header to the top of the page. Type your text into the text box. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Use the *Name Text* functionality to adjust the type characteristics of the student names. Select from the *Font* menu to change the font. Select from the *Font Size* menu to change the size of the text. Click on the color swatch to change the color of the text.

Select from the *Name position* menu to adjust placement of student names. Select *Outside* to place the names to the outside of the page. Select *Center to place the names below* the frames.

If you select *Outside,* you will see menus to adjust the *Name width* and *Name gap.* Change the *Name width* to adjust the width of the text frames. Change the *Text gap* to adjust the amount of space between the text frames and portraits.

If you select *Center*, you will see a *Name lines* menu that will allow you to adjust the number of lines to be used for student names. Choose either 1 or 2 lines.

Select a *Name Display* button to choose whether to organize student names by *Last Name, First Name* or *First Name, Last Name.*

IMPORTANT NOTE: If you see a yellow *Alert icon* on any of the portraits in the preview, this might mean that the amount of text in the student name will not fit in the allotted space. You may see more detail in the Alert section at the lower left of the dialog. You can adjust the font size, name position, and other settings until all of the names fit properly, at which time the alerts will disappear.

Adjusting the Flow Settings

If you selected more than one folder of photos on the *Select Portrait Folders* dialog, the *Flow Settings* will appear, allowing you to determine how to separate the portraits from each subsequent folder.

Select *In the next photo* to add the first portrait from the next folder into the next available portrait frame.

Select *On the next line* to add the first portrait from the next folder on a new line.

Select *On the next page* to add the first portrait from the next folder on a new page.

Click the *Keep non-portrait elements* checkbox to preserve other elements in your page design when changing your portrait layout. If you do not check this box, the Portrait Wizard will delete existing clip art, elements, and floating image and text frames when updating the page.

Alerts

If you see a yellow *Alert icon* on your preview, this indicates an error on the page. For example the amount of text in the student name will not fit in the allotted space. Check the Alerts section at the lower left corner of the Portrait Wizard dialog for additional information. The Alert icon will disappear when there are no issues remaining.

Applying and Saving Settings

Click *Apply to page* to apply the current Portrait Wizard settings to the current page. Refer to the *Page Navigation icons* at the lower right to confirm the page you are working on.

Click on *Previous Page* and *Next Page* to move through the pages in the section. Then click *Apply to page* again to apply the settings to each subsequent page.

Portraits will flow onto the pages automatically as you apply the settings. You can change the settings for a page at any time. Be sure to click *Apply to page* again to apply any changes.

You can save the current Portrait Wizard settings and then apply them to other panel pages. Enter a name for the settings, then click the *Save Settings* button to save the current settings. Your settings will be saved to the *Save Settings* dropdown menu.

To apply your settings to another panel page, open the Portrait Wizard, then select your saved setting from the menu. The Portrait Wizard settings will update. Click *Apply to page* to apply the settings to the current page.

Click *OK* to close the dialog and save your changes. Click *Cancel* to close the dialog without applying any changes. Click *Back* to go back to the Select Portrait Folders dialog.

7.11.3 Editing Your Panel Pages

You can use all of the design functionality for customizing your panel pages, including changing backgrounds, adding text and candid photos, and adding clip art.

You can also delete or move individual portrait frames. The order of the portraits will be maintained, and portraits will reflow as necessary in response to any changes.

7.12   Adding Page Numbers

Page numbers can be added to your yearbook in the Administration pages of the software. To add page numbers, please contact your Adviser or Administrator.

You can choose from centered, left or right page number placement, at the top or bottom of the page, according to your preference. Page numbers will be added to the yearbook when the final file is prepared for printing. You will not be able to see the page numbers while editing or previewing in the software.

7.13 Building an Index

The *Index* feature allows you to create a set of index pages in your book, that list all students in alphabetical along with the pages number(s) of the book in which they appear.

Student names are automatically added to the index for all Portrait photos. For Candid photos you will manually add names for any photos that you would like referenced in the index.

7.13.1 Adding Student Names to your Photos

To add names to your Candid photos, go to the *Manage Photos* page of the software, then click on the *Photos* tab. Next, select the folder of photos that you'd like to work on. Then move your mouse cursor over a photo thumbnail and you will see the *Preview/Info* icon. Click the icon to bring up the *Preview* dialog.
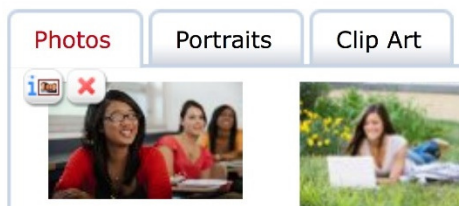
The Preview/Info icon.
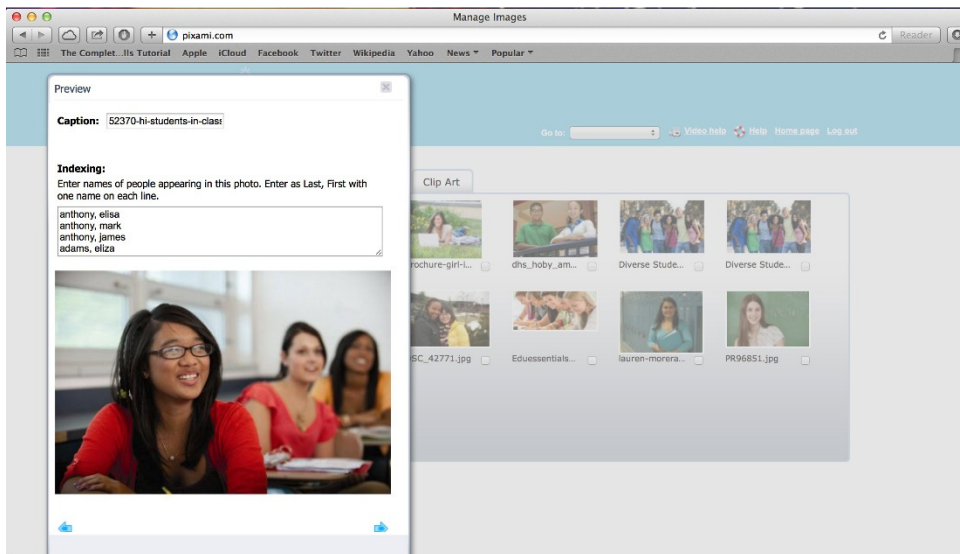
Adding student names to candid photos in the Preview dialog.

To add names for the index, type the names of people appearing in the photo into the *Indexing* field. Names should be entered as Last Name, First Name, with one name on each line.

Use the Blue Arrows to move to the next or previous photo in the folder. Click the x to close the dialog once you are complete.

7.13.2 Creating an Index Section

Before you can create your index you will need an *Index Section* in your book. You can create an Index Section on the Manage Sections page, just as you would create any other section of the book. Name the new section *Index*, and specify the number of pages you will need.

Note that the formatting of the Index pages, and the number of students, will affect the number of pages needed for the Index Section. You may want to add a couple more pages than you think you will need. You can always delete any unneeded pages pater.

7.13.3 Editing an Index Section with the Index Wizard

Now that you have setup your Index Section, you can begin editing it. Go to the *Edit Sections* page and click Edit Section to edit your Index section. The section will open into Advanced Design.

Next, click on the Layouts tab, and then from the Category menu, select the layout category called Index Pages. Here you will see a variety of layouts to choose from for your Index pages. Some of the layouts have photo frames that will allow you to add photos to the index pages. Choose the layouts you want to use, and drag them onto your pages. Note that you can change the layouts at any time in the future.

Next, click on *Index Wizard.* The Index Wizard dialog will come up.
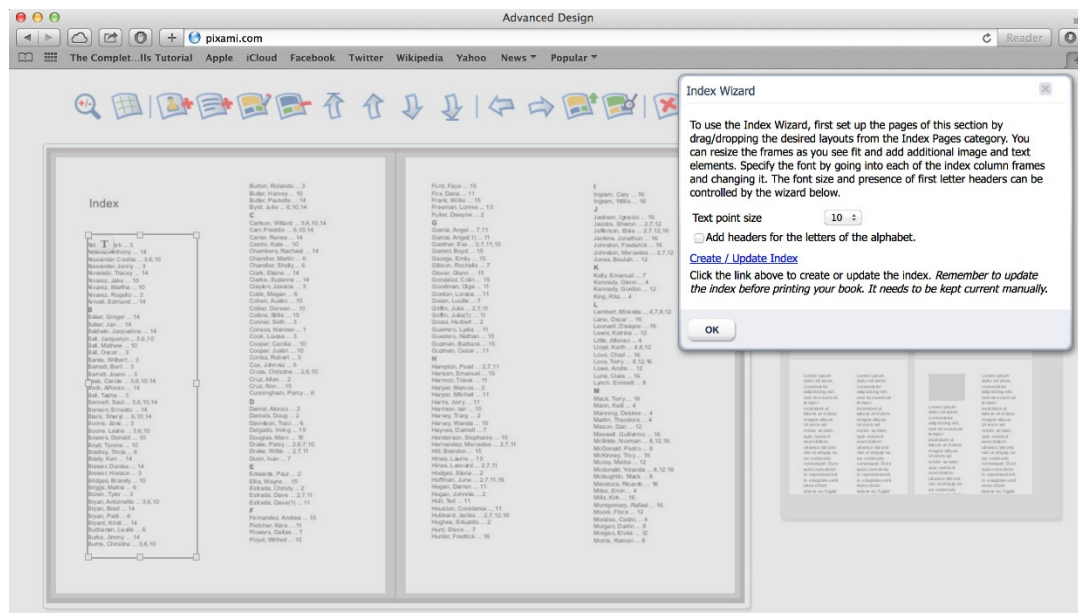
Create your index using the Index Wizard.

Click on *Create /Update Index*, and all of your student name information will automatically be flowed into the Index.

Click on the *Add headers for letters of the alphabet* checkbox to add a capital letter at the beginning of each latter of the alphabet in the Index. This will provide some additional organization and is helpful for a large 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 fit in the layouts provided.

If there was not enough room in your layouts to fit the entire index, you will get a message that asks you to either add additional frames or change the point size. In this case you can use the Text point size drop down menu to change the text to a smaller size, and then click *Create / Update Index*. You can also drag a different layout with more room for index entries, such as a 3-column layout with no images, onto the page. Or, you can add additional pages to your Index section.

Once you have your Index section layout, click the *Create/Update Index* at the bottom of the wizard. If your

Finally, remember to update your index in the Index Wizard as a final step before submitting your finished book to print. This will make sure that the index is up to date with all changes in the book.

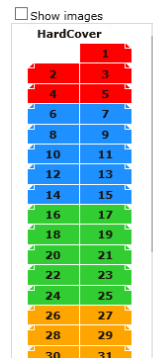# 8 The Review Sections Page

On the Review Sections page you can review, and approve or reject, finished sections, and submit the final yearbook for print.

This feature is only available to users with *Adviser* privileges. If you don't see this feature on your dashboard, you have not been provided access.


The Review Sections page.

The sections of your yearbook are displayed in the planning ladder format. In the *Status* column, each section is labeled with its current status:

A section that has a status of *In Progress* has been started but not completed.

A section that has a status of *Complete* has been checked in by its editor and is ready for review.

Click *Preview* to see an online preview of the section.

Click *PDF Proof* to generate a PDF for that you can print locally for proofing purposes. You will see the following dialog, which allows you to select the sections that will be included in the PDF. Once you've selected your sections, click *OK*. The PDF will be generated and will appear in a new window.
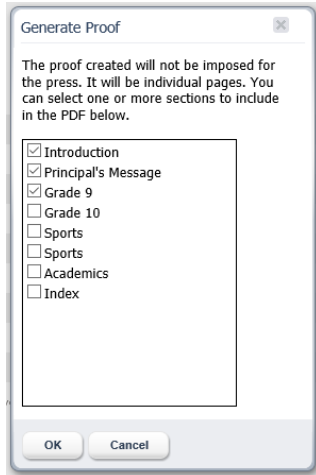
Choosing sections for your PDF proof.

Click *Approve* to approve this section for print.

Click *Reject* to reject this section and give the editor another opportunity to make changes. Add a reason that the section has been rejected, and then click OK.

A section that has a status of *Reviewed* has been reviewed and approved by an adviser, and is ready to be printed when the other sections are complete. If a section has a status of Reviewed, you will still have the ability to Reject it with additional comments.

For any section you can also click *Info* to view any comments as well as a complete history for the section.

8.1   Submitting Your Yearbook for Print

Once all sections have been approved by an adviser, and have a status of *Reviewed*, it's time to submit your yearbook for printing!

IMPORTANT NOTE: Please note that the remainder of this chapter describes the typical process for submitting your final yearbook for printing. The options presented here, and their respective details, may vary based on your agreement with your yearbook provider. It is recommended that you complete this final step in conjunction with, or under the direction of, your yearbook provider or site administrator. Also, if you have any questions about this process or the available options, please contact your yearbook provider or administrator before proceeding.

The software should have already been configured by your yearbook provider based on the agreed to method of payment and distribution**.** Based on this configuration, you will have one of two options at the bottom of the Review Sections Page:

An *Order Proof* button will appear if you will be collecting funds traditionally, and placing a single order with the yearbook printer for the final order quantity.

A *Publish* button will appear if you will be selling your yearbook online to individual students.

Each of these two methods is described below. Please review the section that pertains to your specific configuration.

8.2   The Order Proof Option

If you will be collecting funds traditionally, and placing a single order with the yearbook printer for the final order quantity, an *Order Proof* button will appear. Click the Order Proof button to order a press proof of your book.
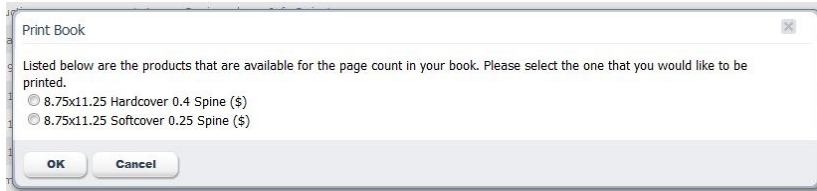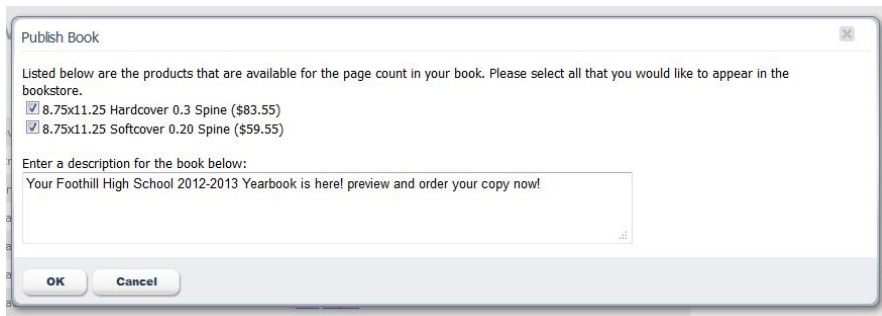

Ordering your finished book from the Print Book dialog.

You will have the option to choose between the various product specifications, which have been previously agreed upon with your yearbook provider, and pre-configured in the software. This will include hardcover or softcover book options, as well as the spine width (which is determined by the final page count).

Select the appropriate option, and then click *OK*. The software will automatically generate a PDF file for the proof, and deliver it to your yearbook provider. As time is of the essence, you should also contact your yearbook provider to let them know that the files is ready for proofing, and to make arrangements for review.

8.3   The Publish Option

If you will be selling your yearbook online to individual students, a *Publish* button will appear, allowing you the option to place the yearbook for sale in an online *Bookstore*. Click on the Publish button to get started.

Publishing your book to the online Bookstore using the Publish Book dialog.

You will have the option to choose between the various product specifications, which have been previously agreed upon with your yearbook provider, and pre-configured in the software. This will include hardcover or softcover book options, as well as the spine width (which is determined by the final page count). The sales price should have already been pre-configured. Select the appropriate option(s).

Next, enter a *description* for your Yearbook. This description will appear in the bookstore. When you are finished, click OK.

Confirmation that your book has been published to the Bookstore.

Your book has now been posted for sale in your school's Bookstore. Please make note of the URL that is provided, as this is the direct link to the Bookstore. Your school should have a plan to distribute this link to students and their parents for purchase of the yearbook. This could include an email campaign, a flyer, and/or a direct link from the schools website.

Users that visit the site will be able to preview the yearbook, and then order it online with a credit card via a simple online shopping experience.

9 Customer Support

Thank you for using Pixami's Yearbook Pro online yearbook software! We hope it has made the process of creating your yearbook fun and easy, and has resulted in a product that everyone in your school will cherish for years to come!

If you have any questions that aren't addressed in this User Guide, please contact your yearbook provider or administrator. We also love to hear your input and suggestions for improvement!

Since the software is 100% web-based, any issues that you experience could likely be caused by a slow or intermittent Internet connection. If you experience any issues please try the following before contacting support:

- Reset your modem or restart your Internet connection
- Restart your browser
- Clear your browser cache

9.1   Diagnostics

If you scroll down on the main dashboard page, you will see the text *Click here to display diagnostics for technical support.* Clicking this link will bring you to a page with basic system performance diagnostics. This information will aid technical support in troubleshooting any problems that you may have, and you may be asked to display and communicate the contents of this page by support staff.