

# Using TreeRing to Personalize Your Custom Pages

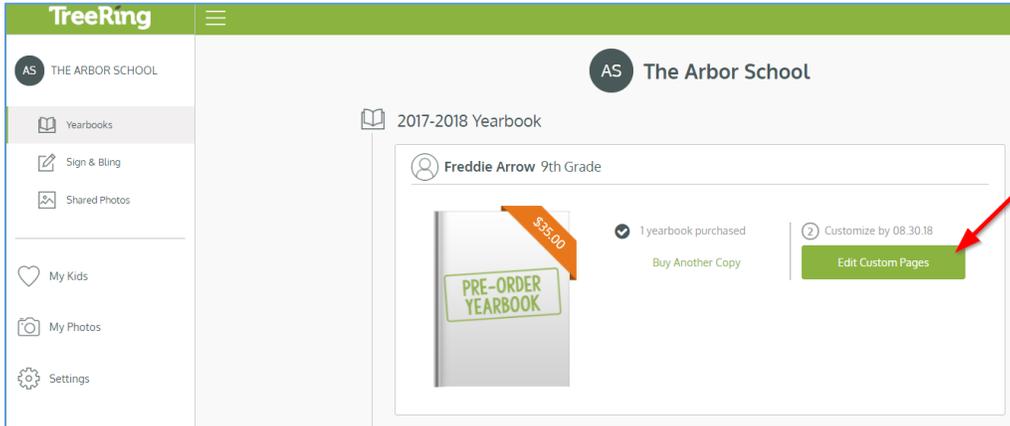
## Log in to TreeRing

1. In your web browser, go to <http://www.treering.com>
2. Click **Log In** and enter your email address and password. (Or click **Sign up** if it's your first time logging in. Our school passcode is 1014607498404840.)

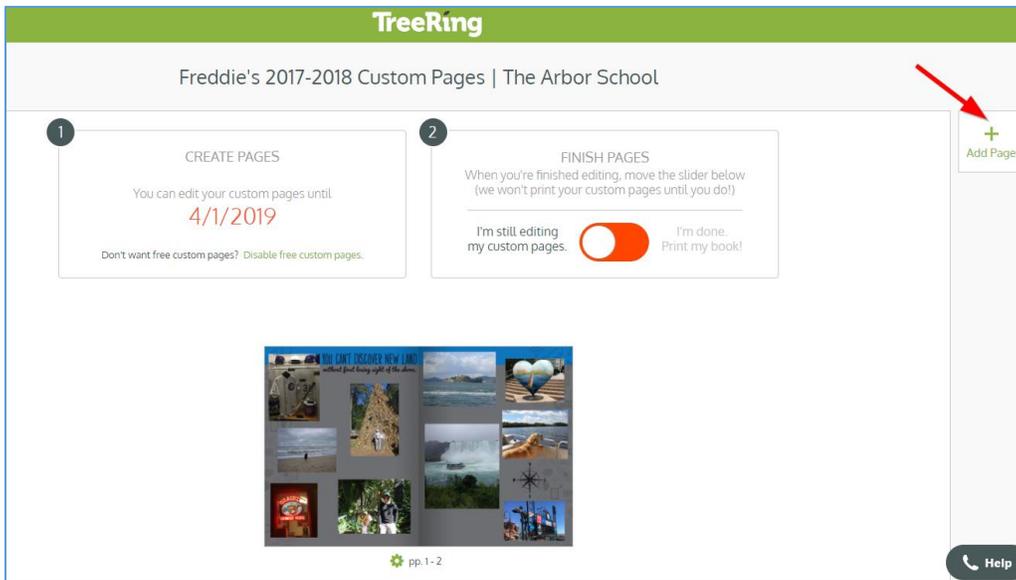
## Edit Student Custom Pages

The first 2 custom pages are FREE but you can add as many as you want. The charge is \$.99 per two pages.

1. Click **Edit Custom Pages**.



2. Click **Add Page**.

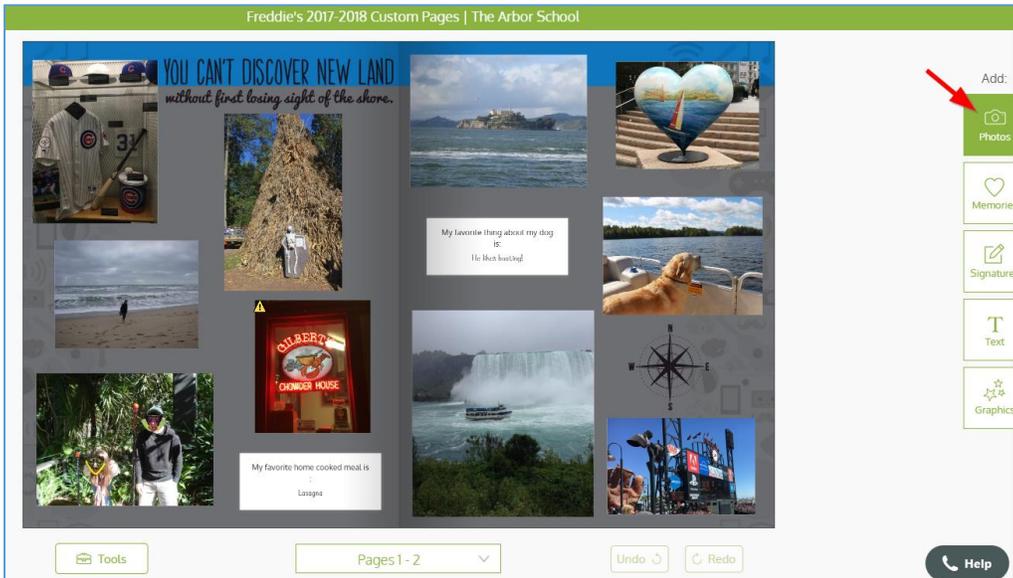


3. Select from where you want to add the page.
  - Templates - Select this for page templates. Use the filter box to narrow down the choices.
  - My Pages - Select this if you have created a page and want to use it as a template.
4. If you have created custom pages for more than one child, you can filter to see all the pages.
  - You can find pages done in previous years.
  - You can see and choose deleted pages.

- Blank Pages - Select this if you want to start with nothing on the page spread.
5. When you find the page spread you want to add, drag it next to pages 1-2.

## To Upload Photos

1. Click on the custom pages and click **Photos**.
2. Add Photos will open. Scroll and filter to find the photo you want to add to the page. You can also use photos from previous years and search for photos where your child is tagged.
3. When you find the photo, select it and drag and drop it onto the custom pages.



**Tip:** Using the iPhone app also loads photos from your phone to TreeRing.

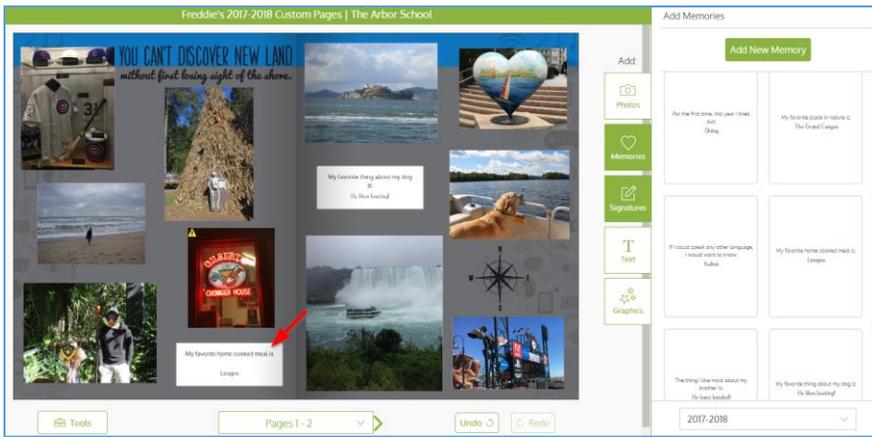
## Creating Memories

Creating Memories is a great way to add some fun facts about your child. There are many memory questions that your child can answer. Once the memory is made it can be added to your child's custom pages.

1. Log into your TreeRing account and click **My Kids**.
2. You will see **Memories** and your child's name. Memory questions will be displayed and can be answered one at a time by clicking **Answer**. The questions will continually change and you can scroll to find one that your child wants to answer.
3. Answer the question and click **Add**.
4. You will see the Memory added to your child's Memories.

## Adding memories, graphics or text

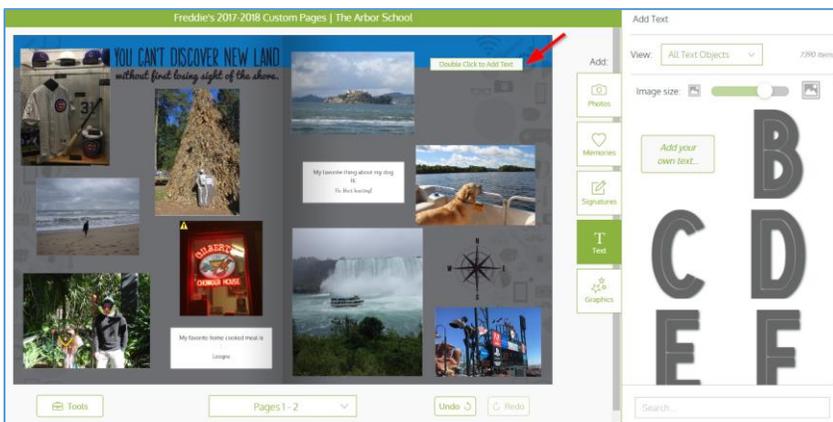
1. Go to your child's custom pages and click **Memories**.
2. Find the Memory you want to use.
3. Drag and drop it onto the pages.



1. Go to your custom pages and click **Graphics**.
2. Use the filter box to narrow down your search for a graphic.
3. Find the graphic you want to use.
4. Drag and drop the graphic onto the pages.



1. Go to your custom pages and click **Text**.
2. Click **Add your own text**.
3. Drag it onto the custom pages and double click to type your text.

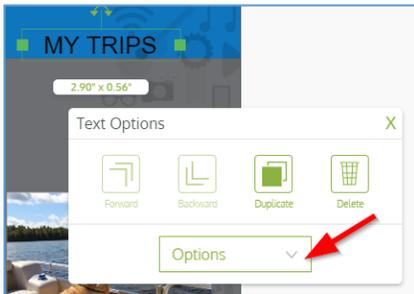


4. You will see the cursor to type in your text and Text Options/Font will open.

In Text Options/Font you can change:

- the font
- the size of the font
- the line height
- the letter spacing
- the style of the text
- the alignment of the text
- the font color

5. Once you have the text on the page, click on it and Text Options will open. You can move the text in front or in back of other content on the page, duplicate the text, and delete the text. Click **Options** to make changes to your text.



*Tip: Add QR codes as a graphic to link your custom yearbook page to saved videos on YouTube.*

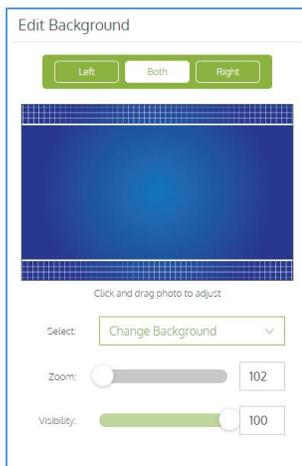
## Change Background

1. Go to your custom pages and click **Background**.



2. Edit Background will open and you can:

- Edit the background on both sides of the page spread or only the left or right sides
- Change the background
- Change the zoom on the background
- Change the visibility of the background



3. To change the background you can select from:

- Border - this selection will show you all the backgrounds that have a border around the pages
- Color - this selection lets you change the background to a solid color
- Pattern - this selection will show you all the backgrounds with different patterns
- Photo - this selection lets you select one of your photos as the background
- Template - this selection will first show you all the backgrounds for the yearbook theme but you can change the filter to search for other backgrounds

4. Find the background you want and select it.

5. The background on the custom pages will change.

**Tip** - Since there are so many backgrounds to choose from, mark backgrounds you like as a Favorite. By doing this you can filter My Favorites to easily find the background you want to add to your custom pages. You can also use Search if you want to try to find a particular kind of background.

### Set to Print Ready

1. When you have completed all of the custom pages, set them to print ready by sliding the button to **I'm Done Print my book!** You must set the custom pages to print ready so they will be printed in your child's yearbook.
2. Review and confirm all of the custom pages. You will need to click **I Confirm These Pages are Ready to Print** for each page spread.

### Set Teacher Name for Shipping

1. From the **Menu**, click **My Kids**.
2. Click **Kid Settings**
3. From 2018-2019, click **Add Teacher** and select your student's teacher from the list.

### Privacy

There are two privacy options in TreeRing to allow you to post photos only for yourself or all school.

### Get help

1. Click **Help** and **Call Us** or **Contact Us** to connect to the TreeRing Help Center in your web browser.
2. Under **Tools**, click **Keyboard Shortcuts**
3. Call 877-755-TREE