yearbook avenue®



2021 REFERENCE GUIDE

Jostens®

12.16.20



YEARBOOK KIT

Contains the supplies and materials needed for yearbook creation and promotion. Jostens ships the Yearbook Kit each year in the spring/ summer for the upcoming school year. Digital versions of the creation resources can be also be accessed through the Plan>Creative Ideas section of Yearbook Avenue.



DIGITAL CLASSROOM

Accessed through Yearbook Avenue, the digital classroom provides 24/7 access to various educational materials including instructional videos.



Program Requirements

HARDWARE REQUIREMENTS:

- Windows 8 or 10
- Mac OS 10.4 or higher
- Intel Pentium processor
- 512 MB available RAM (1GB or more recommended)
- Video card with 24-bit, high resolution display

DISPLAY REQUIREMENTS:

- 1024 x 768 screen resolution or higher
- Chromebook compatible

BROWSER REQUIREMENTS:

- Windows: For the best user experience, we recommend using the latest version of Google Chrome. Edge is also supported.
- Mac: For the best user experience, we recommend using the latest version of Google Chrome. Safari is also supported.

INTERNET REQUIREMENTS:

High-speed Internet

Technical Support

Questions? Contact the Jostens Technical Support team.

PHONE
USA: (800) 328-2435
Canada: (800) 665-7597

EMAIL
ybasupport@jostens.com

Quick Start Tutorial Videos

Scan or click these QR codes to access training videos about Yearbook Avenue and Layout Pro. For more videos, visit the digital classroom and search "Layout Pro Resources."

LOG IN TO YBA TO VIEW THESE VIDEOS.

YBA LOGIN

HOME SCREEN

TOP MENU

CONTEXTUAL TOOLBAR

GRIDS, GUIDES & PASTEBOARD

MENU TABS OVERVIEW

DESIGNS TAB

ART TAB

IMAGES TAB

HISTORY TAB

TEXT TAB & SETTING STYLES

MASTER TEMPLATES

PRACTICE PAGES

CHANGE BACKGROUND

SNAP EDIT IMAGE EDITING TOOL

CROPPING IMAGES

SPECIAL CHARACTERS

GROUP TAGGING

GROUPING ELEMENTS

SHOW IMAGES MISSING NAMES

COMMENT PANEL

SNAP TO GRID

THE RED X

DETACHING & MOVING PALETTES

IMAGE LIBRARY

PORTRAIT FLOW

INDEX FLOW

PREFLIGHT PANEL

UPLOADING STUDENT LIST

COVERAGE REPORT

GOOGLE DRIVE

TEMPLATES

TOP SECRET PAGES

IMAGE SWAP

PAGE SUBMISSIONS

EDIT > CHANGE COLOR

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What's New

Here's a look at a few notable new features available in Layout Pro.

Login to YBA & scan this code to see Layout Pro in action,

GOOGLE DRIVE

Google Drive integration means photos can be uploaded directly to the YBA Image Library from Google Drive where they are stored.

PAGE HISTORY FILTERS

Drag and drop previous versions of a page right back into the designer. Filtering history by user makes grading pages and checking staff members productivity a breeze.

COMMENT PANEL

Collaboration made easy. View, add, reply to and resolve comments all in one place. When the panel is closed, the comments are to give you a clean view of your design.

SNAP EDIT IMAGE EDITOR

Fix photos fast with Snap Edit. Colorize, edit, adjust and enhance your images in a snap.

PASTEBOARD

Save clip art and ideas for later by dragging them off the side of the page. Drag them on the spread to quickly compare design options.

PORTRAIT FLOW

With Flow Elements, portraits only flow where they are to flow, quickly and accurately.

TEXT STYLES

No more inconsistent text styles across your book, Text Styles makes it easy to drag and drop a consistent look onto every page.

PREFLIGHT PANEL

Run spell check, generate PDF proofs, view page errors and submit your pages all from the Preflight Panel in Layout Pro.

DRAG & DROP IMAGE UPLOAD

Easily drag and drop images from your desktop into Layout Pro to upload them directly into the Image Library without the need to leave the designer.

DETACHABLE PALETTES

Unpin palettes to keep them at your fingertips when in use. Tuck them back into the top toolbar to save valuable screen space when you no longer need them.



GETTING STARTED

YOUR YEARBOOK HOMEROOM

An introduction to the most powerful yearbooking site out there: Yearbook Avenue.

MANAGE TASKS

The home page dashboard and task management tools make it easy to check everything off your to-do list.

CHECK YOUR BOOK STATUS

From deadlines to coverage to sales, everything you need to keep your book on the right track is just a click away.

GET INSPIRED

The design and inspiration galleries offer a wealth of template and photo inspiration to help you build the best yearbook ever.

TRACK PROGRESS

The Sales Dashboard* is packed with timelines, data, and sales features to help you sell more books.

*Consumer Marketing Program users only.

Logging In

Scan QR code to watch the video.

TO LOG IN:

Enter yearbookavenue.jostens.com in your browser. Click “Log In” in the upper right hand corner of your screen.

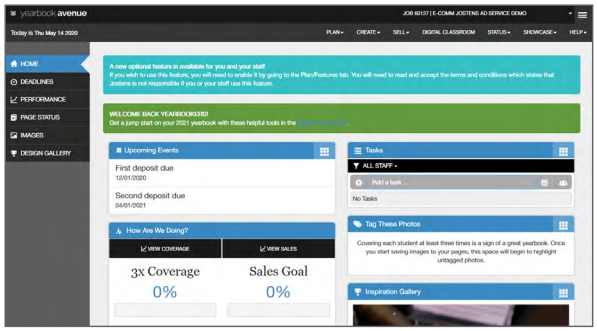
ENTER:

- The year
- Your job number
- Username
- Password

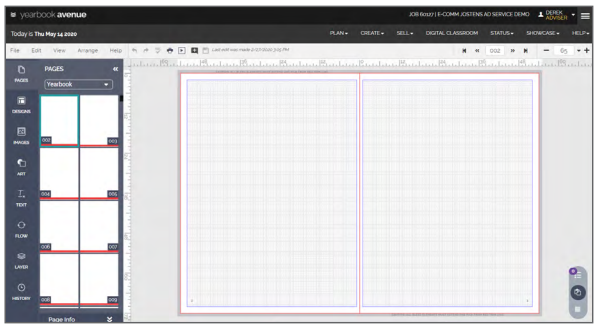
Click **LET’S GO** to enter YBA.



Yearbook Avenue provides status information, ideas, selling tools, educational tools and planning tools for your yearbook.



Layout Pro is the page creation tool that you will access through Yearbook Avenue.



IF YOUR SCHOOL IS NEW TO JOSTENS

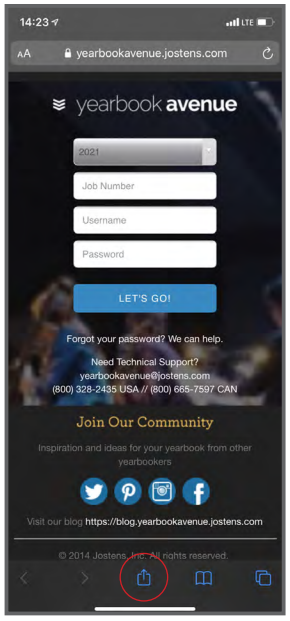
you will receive your Yearbook Avenue login information in an email from Jostens. The first time you log in, you will be asked to provide contact information and change your login and password to something you will easily remember.

IF YOU USED YEARBOOK AVENUE LAST YEAR

your adviser login and password will carry over. If you do not have your login or password, or are a new adviser at your school, please call your plant consultant for assistance.

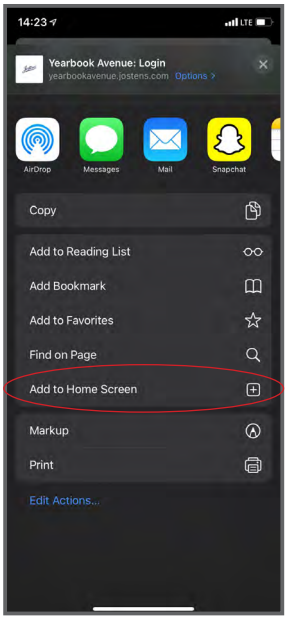
Adding a Webpage Icon to Home Screen - iPhone

Follow these steps to create an icon on your home screen for any webpage.



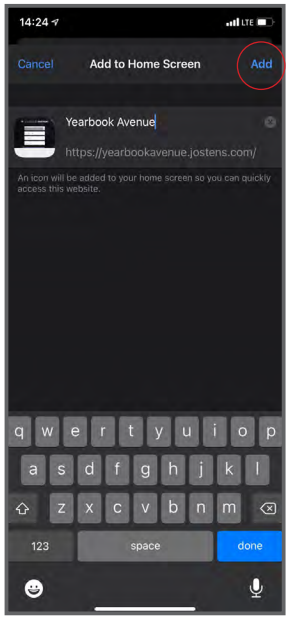
STEP 1: NAVIGATE TO THE WEBPAGE

Navigate to whichever webpage you want to create an icon for. Then, click the Share button at the bottom of the screen.



STEP 2: SELECT ADD TO HOME SREEN

Select the “Add to Home Screen” button.



STEP 3: CHOOSE ICON NAME

Give the icon a name. Then, select Add to add the icon to your home screen.



ICON ON HOME SCREEN

The icon will appear on your home screen. Now you can navigate to the webpage directly from your home screen.

Home Page

Scan QR code to watch the video.

Your **Yearbook Avenue Home Page** is customized with modules containing information pertinent to your school and your book. Use this page to help you track your progress throughout the year.

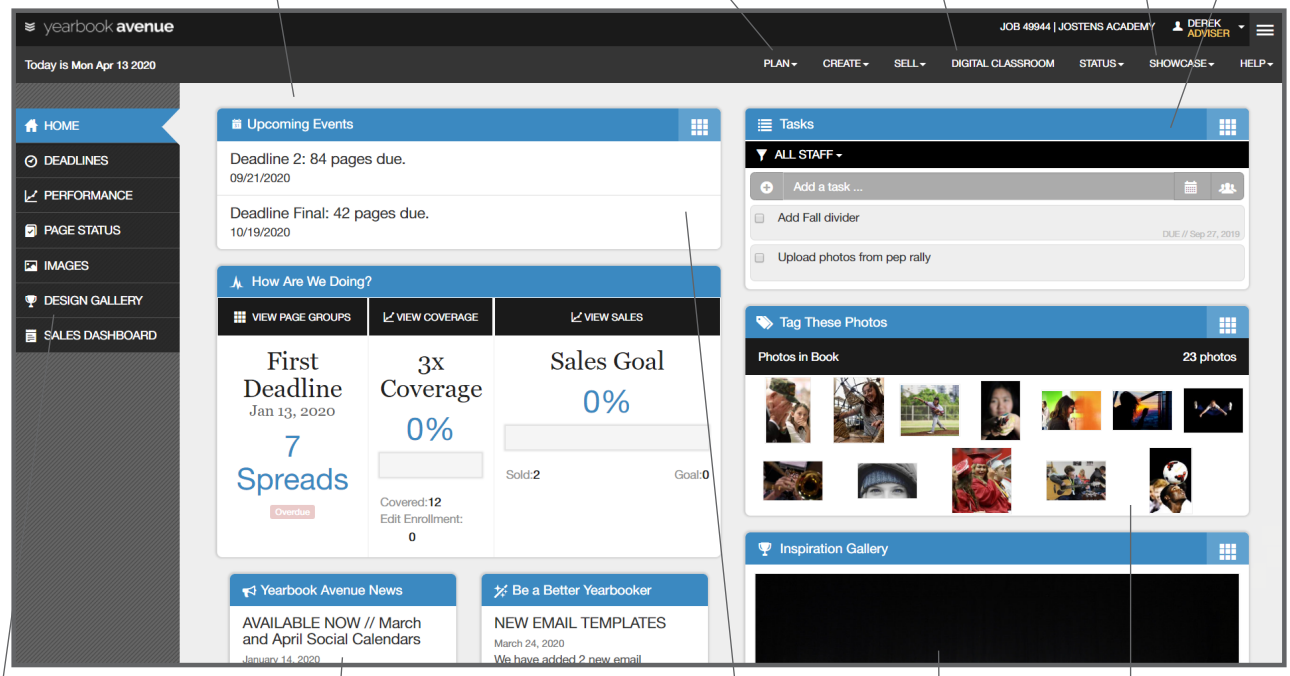
DIGITAL CLASSROOM
Find educational and inspirational resources to plan, sell and create.

SHOWCASE
View a virtual preview of your book.

NOTIFICATIONS
Announcements, helpful links, and updates on your yearbook.

HEADER BAR MENUS

TASKS
Add, assign and view tasks.



MENU TABS
- Home
- Deadlines
- Performance
- Page Status
- Images
- Design Gallery
- Sales Dashboard

NEWS
Stay up-to-date on the latest yearbook news and YBA features.

CALENDAR
Customize and keep track of upcoming events.

TAG THESE PHOTOS
See images that still need to be tagged.

BE A BETTER YEARBOOKER
Add to your yearbook experience with tips, tricks & feature stories.

INSPIRATION GALLERY
Get inspired by this library of exceptional photos! This image rotates weekly or you can click into the Gallery's library.

Upcoming Events Calendar

Customize and keep track of upcoming events.

GET STARTED

Click the upper right corner of the Upcoming Events calendar on your home page.

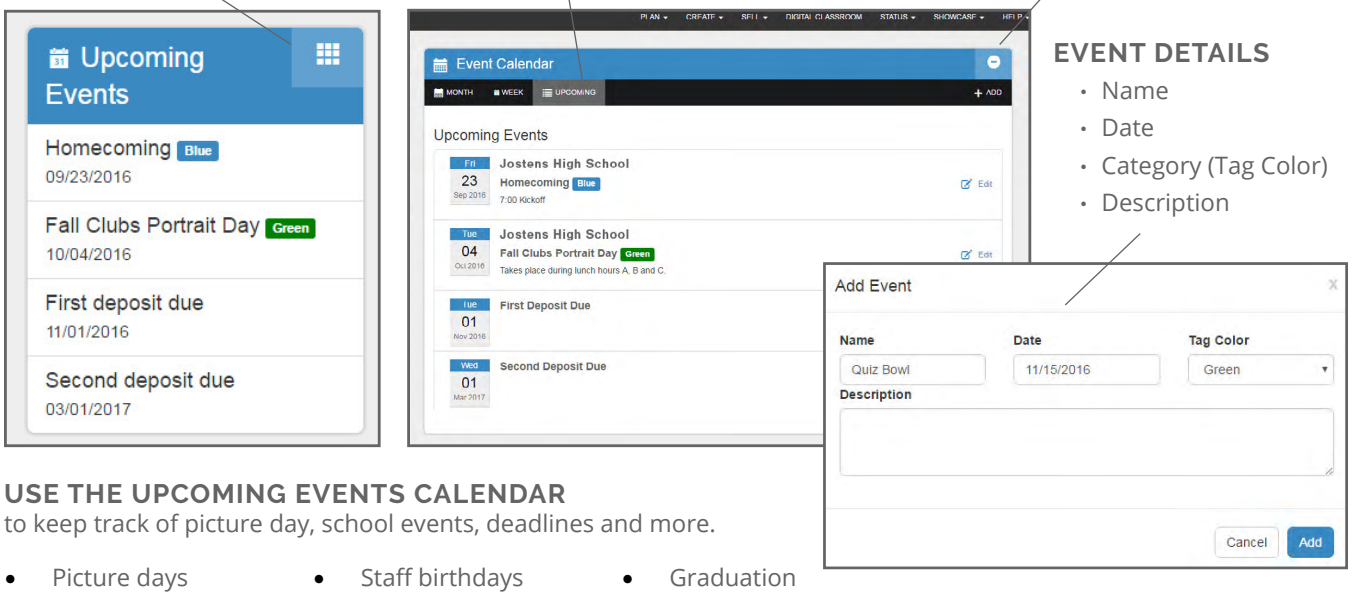
VIEWS

Choose to view events monthly, weekly or upcoming.

ADD EVENT

EVENT DETAILS

- Name
- Date
- Category (Tag Color)
- Description



USE THE UPCOMING EVENTS CALENDAR

to keep track of picture day, school events, deadlines and more.

- Picture days
- School events
- Yearbook deadlines
- Staff birthdays
- Sporting events
- Prom/Homecoming
- Graduation
- Club events

Tasks

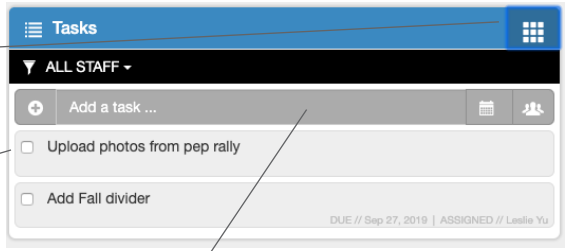
Create, edit and assign tasks for your yearbook.

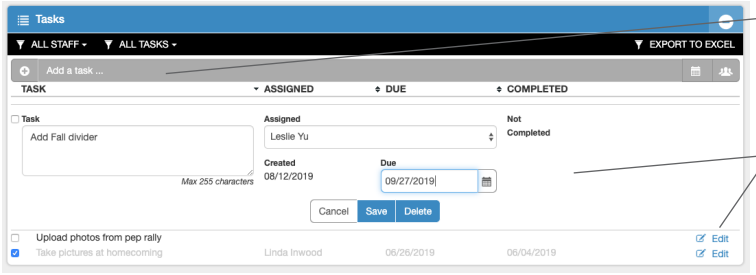
GET STARTED

Click the upper right corner of the Tasks menu on your home page to edit tasks.

MARK AS COMPLETE

Check the box to the left of the task to mark it as complete.





ADD A TASK

Start typing in the “Add a task” bar, then click the gray plus to the left to add a task.

EDIT A TASK

Click the edit icon to the right of the task to edit. Edit name, who the task is assigned to and the due date. You can also delete a task here.

Deadlines Tab

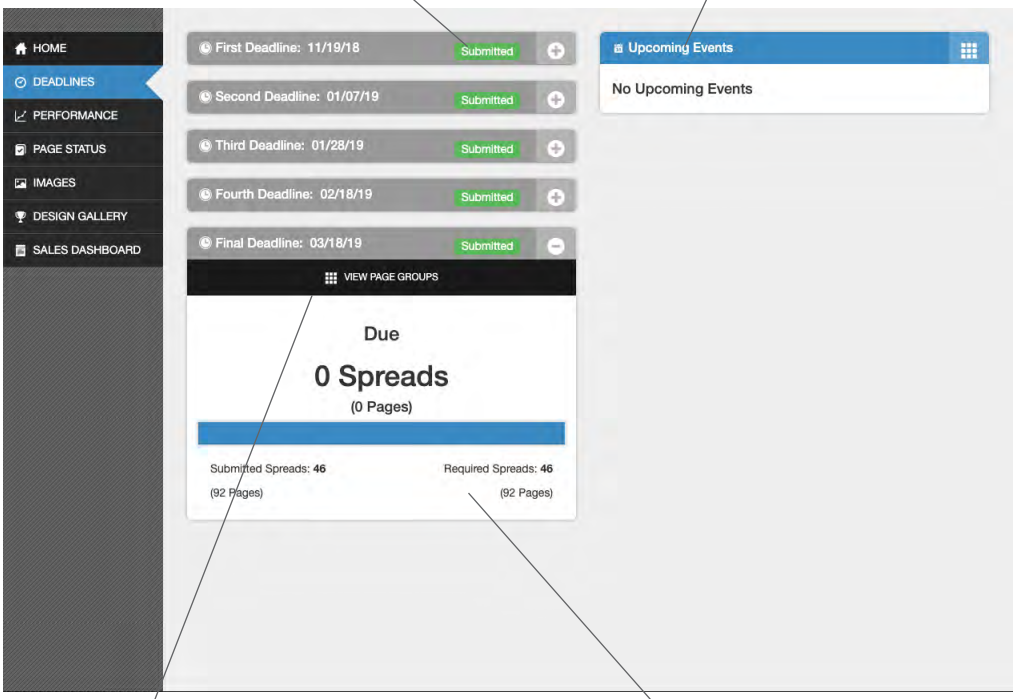
View all your deadline information in one place.

STATUS

Not Started
In Progress
Submitted

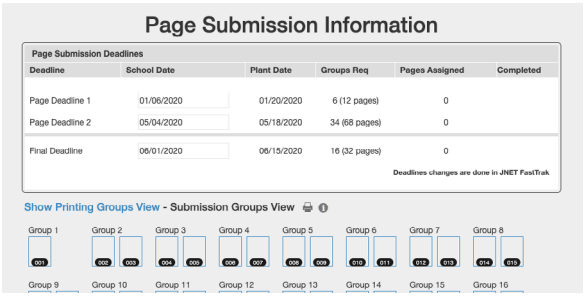
UPCOMING EVENTS

View upcoming events from your Upcoming Events calendar (see page 10 for more information).



VIEW PAGE GROUPS

View pages included in this deadline in the Page Submission menu (view by Submission Groups).



DEADLINE DETAIL

- View number of spreads due in this deadline
- View progress towards submitting all spreads due in this deadline
- View number of submitted and required spreads for this deadline

Performance Tab

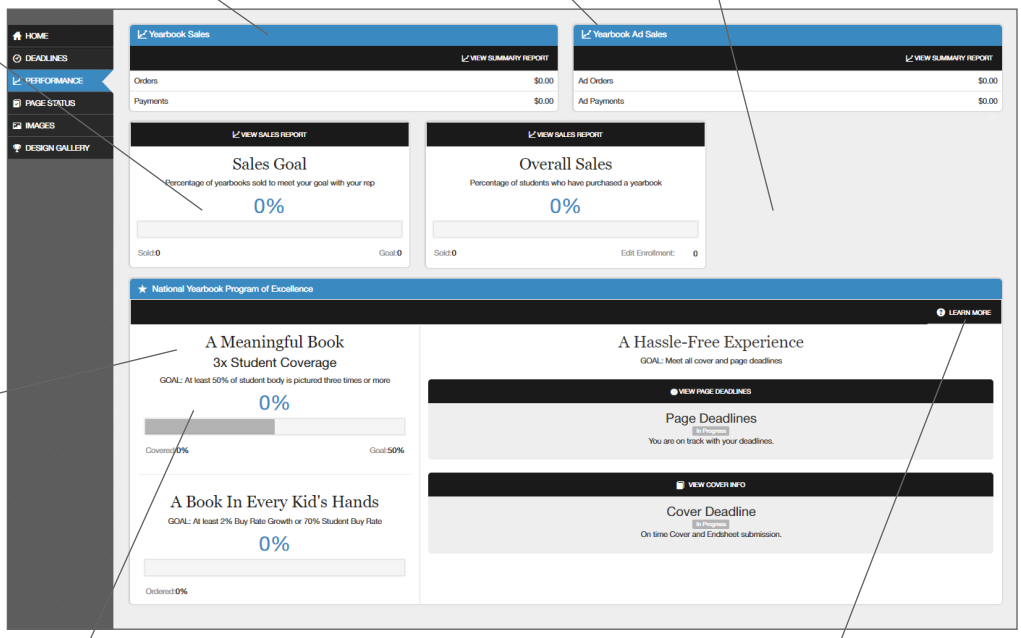
View coverage, sales, and Program of Excellence data for your book.

YEARBOOK SALES
View revenue from orders and payments.

YEARBOOK AD SALES
View revenue from ad orders and ad payments.

OVERALL SALES
View overall sales by percentage, along with how many copies have been sold vs. how many students are enrolled.

SALES GOAL
View progress on your yearbook sales goal by percentage, along with how many copies have been sold vs. your goal.



3X COVERAGE
View progress on your 3x coverage goal by percentage, along with how many students have been covered vs. how many are enrolled.

EXCELLENCE PROGRAM
- View your progress on the three components of the Yearbook Program of Excellence: A Meaningful Book (3X Coverage), A Book In Every Kid's Hands (Sales), and a Hassle-Free Experience (Page and Cover Deadlines).

LEARN MORE
Learn more about the Program of Excellence.

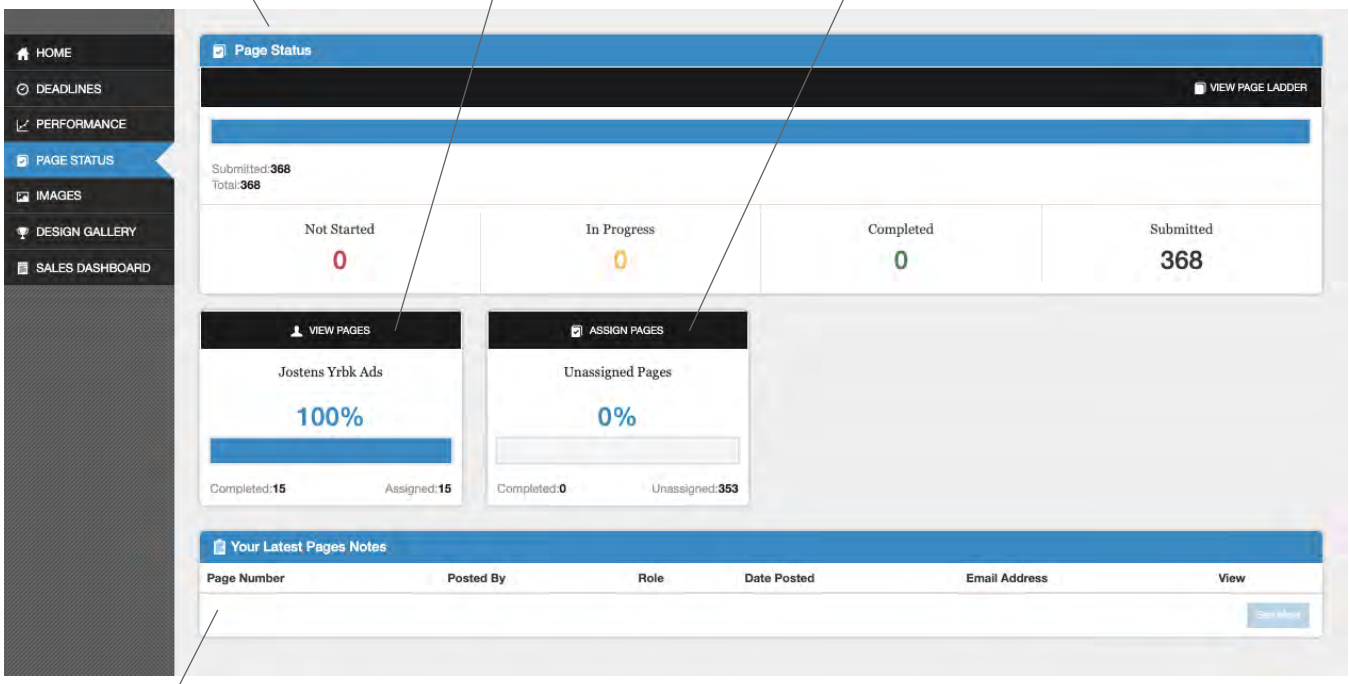
Page Status Tab

View the status of all your pages, and their stages of completion.

PAGE STATUS
View progress of pages by Not Started, In Progress, Completed, and Submitted.

ADS PROGRESS
View number of ads completed and assigned.

PAGE STATUS
View percentage of completed unassigned pages.



PAGE NOTES
View latest page notes by page, who posted them, their role, the date posted, etc.

Images Tab

View all image information, such as tagged images and images in the book.

TAG THESE PHOTOS

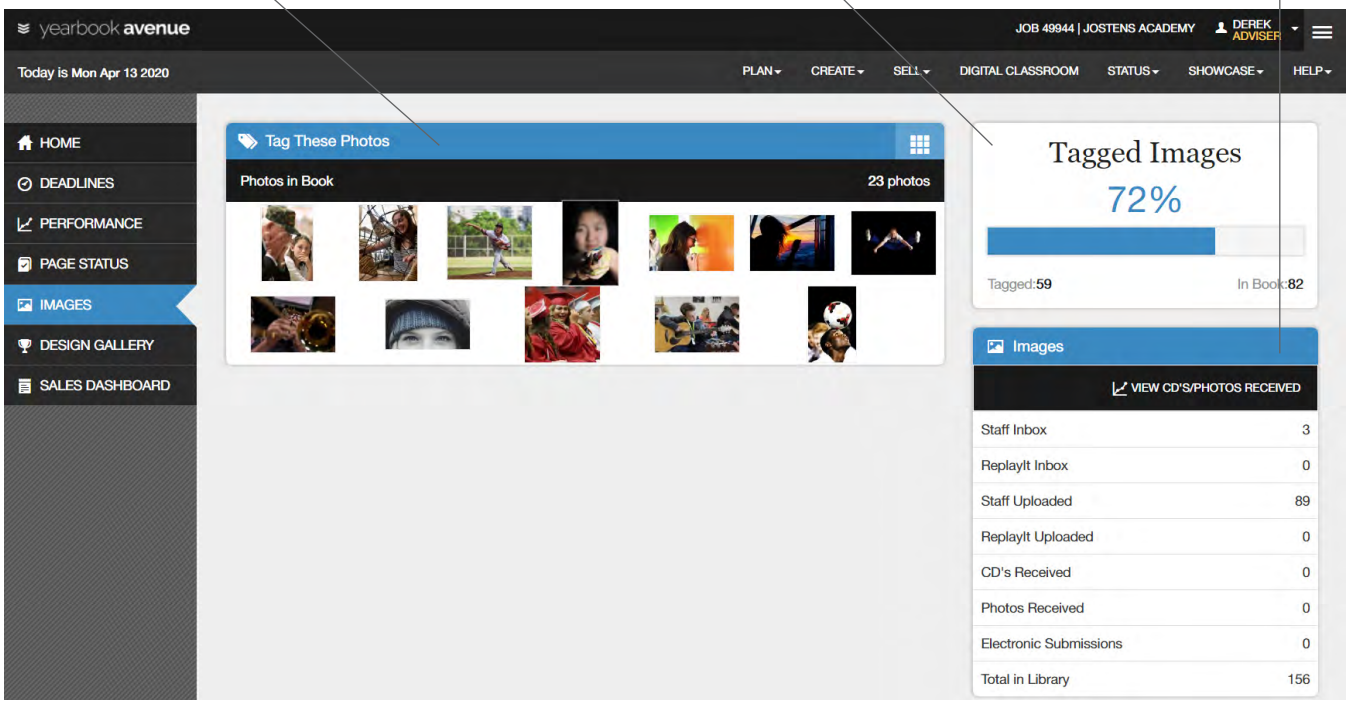
View untagged images that are used in your book. Tagging photos is important to reflect accurate coverage in your index.

TAGGED IMAGES

View what percentage of images in the book are tagged.

IMAGES

- View images by inbox, where they were uploaded from, and more.
- View total images available in the Image Library.



Design Gallery Tab

View awesome template inspiration and add templates to Layout Pro for use in your yearbook.

TEMPLATE DROP DOWN

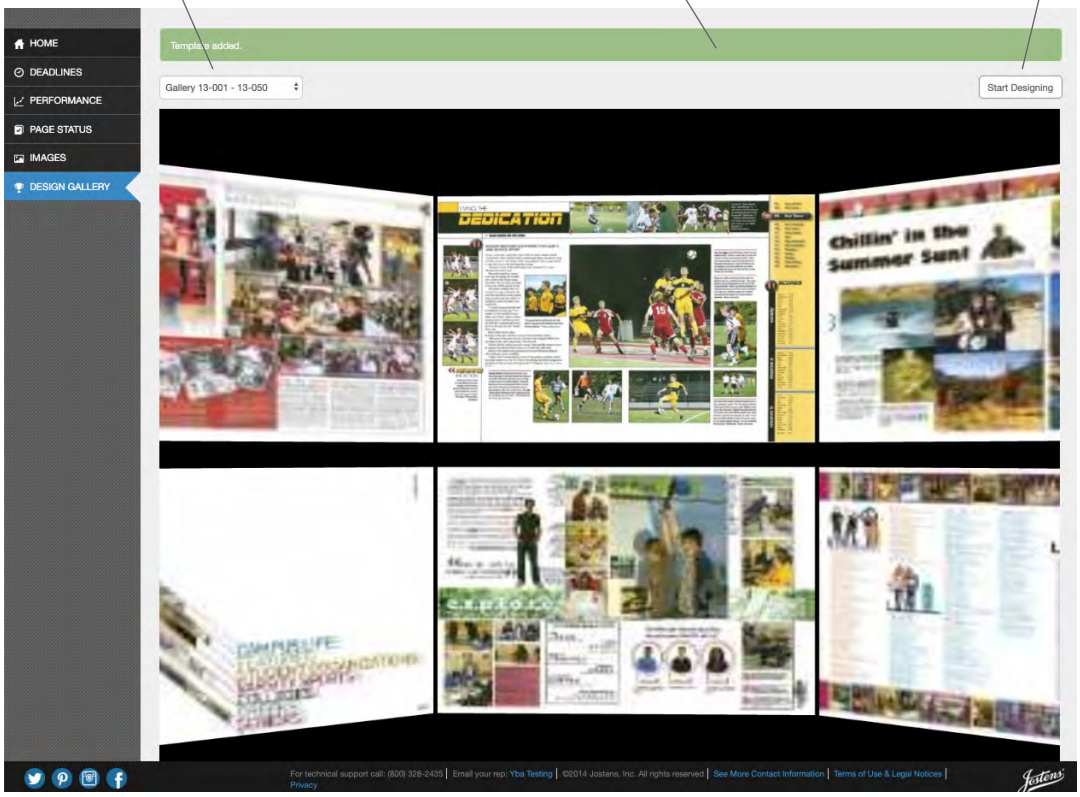
Click this drop down to select a different range of templates to scroll through.

ALERT BAR

Notifies you if your template has been added to the designer or if there was an error.

START DESIGNING

- Brings you straight into Layout Pro.



CLICK AND DRAG TO SCROLL THROUGH TEMPLATES.

Click on a template to enlarge and to add it to your My Templates folder in the Design tab in Layout Pro.



SCHOOL INFORMATION

View information on the school that originally created this template.

ADD TO MY TEMPLATES

Click this button to add this template to your My Templates folder in the Design tab in Layout Pro.

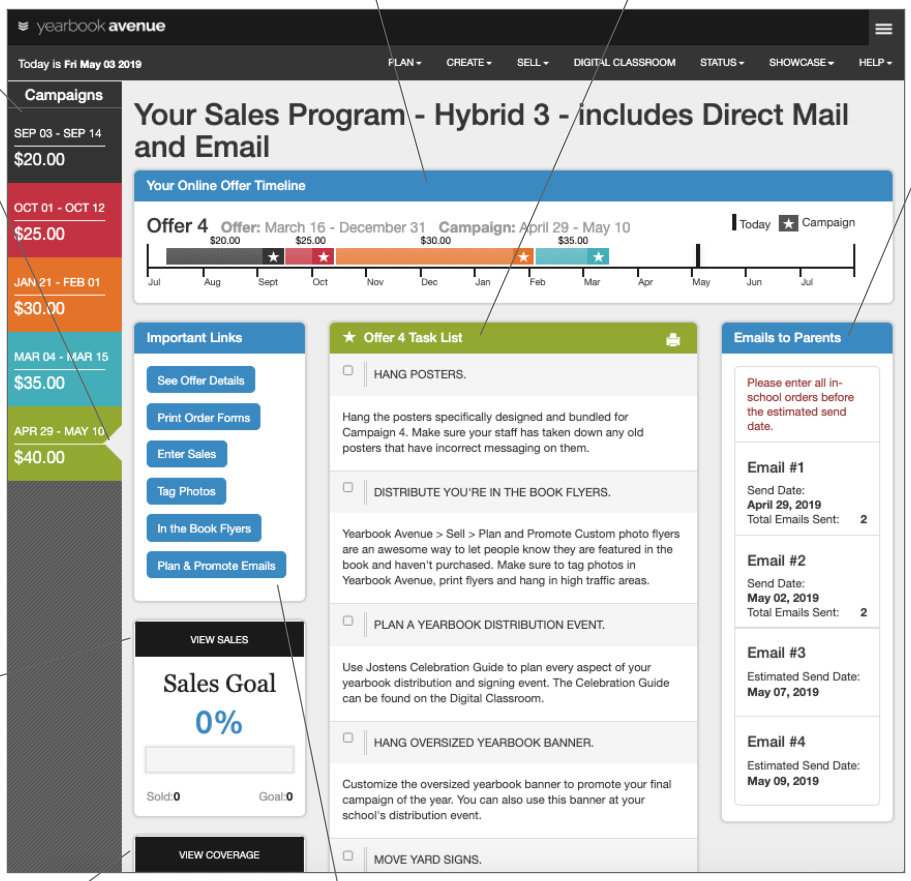
Sales Dashboard

View all the details of your sales program in one place. Keep track of where you are in each sales campaign, view and complete tasks, keep track of your emails to parents, and more.
Note: This menu is only available when you are enrolled in a Consumer Marketing Program.

CAMPAIGNS
At-a-glance of all campaigns, with an arrow to indicate the current campaign.

TIMELINE
A timeline of your sales program.

TASK LIST
All tasks related to the current offer.



EMAILS TO PARENTS
All emails that have been sent and will be sent to parents.

SALES GOAL
View sales data and progress towards your sales goal.

3X COVERAGE GOAL
View your coverage data and progress towards 3x coverage for every student.

IMPORTANT LINKS
Useful links for your sales campaign.



PLAN

PLANNING YOUR YEARBOOK

Great yearbooks start with a plan. Whether you are a veteran adviser or a rookie, Yearbook Avenue makes planning painless.

MANAGE YOUR STAFF

Enter staff information, set security permissions and get your staff off to a great start.

COLORS

Choose the colors you want to be used in your yearbook. Explore Jostens pre-curated palettes or create your own! The possibilities are endless.

FONTS

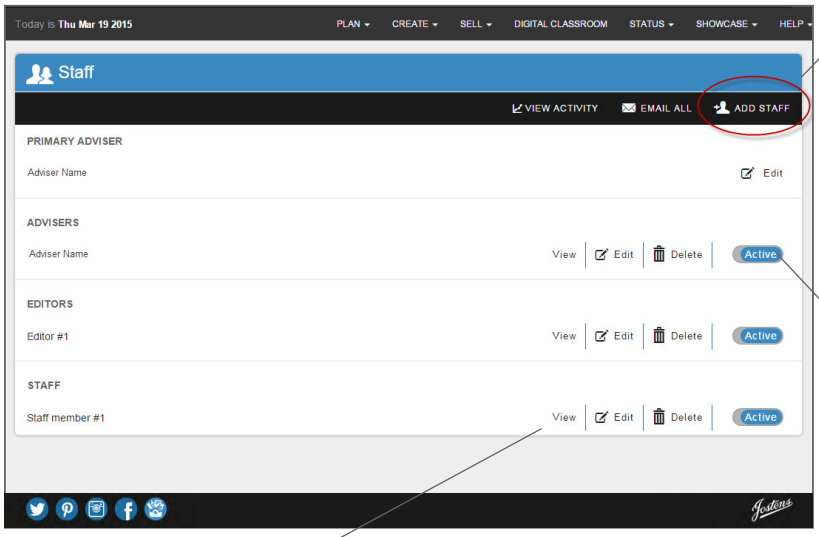
Our fonts are positively font-astic. Select the ones you want in your yearbook and browse our whole font collection.

STYLES

Text styles cut down on time spent formatting your text, and also keep different kinds of text consistent throughout your yearbook.

Entering Staff Information & Passwords

Advisers can update their contact information and change the password for themselves or their staff members at any time. They may also customize permissions. We recommend periodically changing passwords to help maintain site security.



ADD STAFF

Add a staff member to the team.

EMAIL ALL

Quickly send emails to your entire staff.

VIEW ACTIVITY

View action history across Yearbook Avenue.

ACTIVE/INACTIVE

Click to change a staff member's status.

VIEW/EDIT/ DELETE STAFF

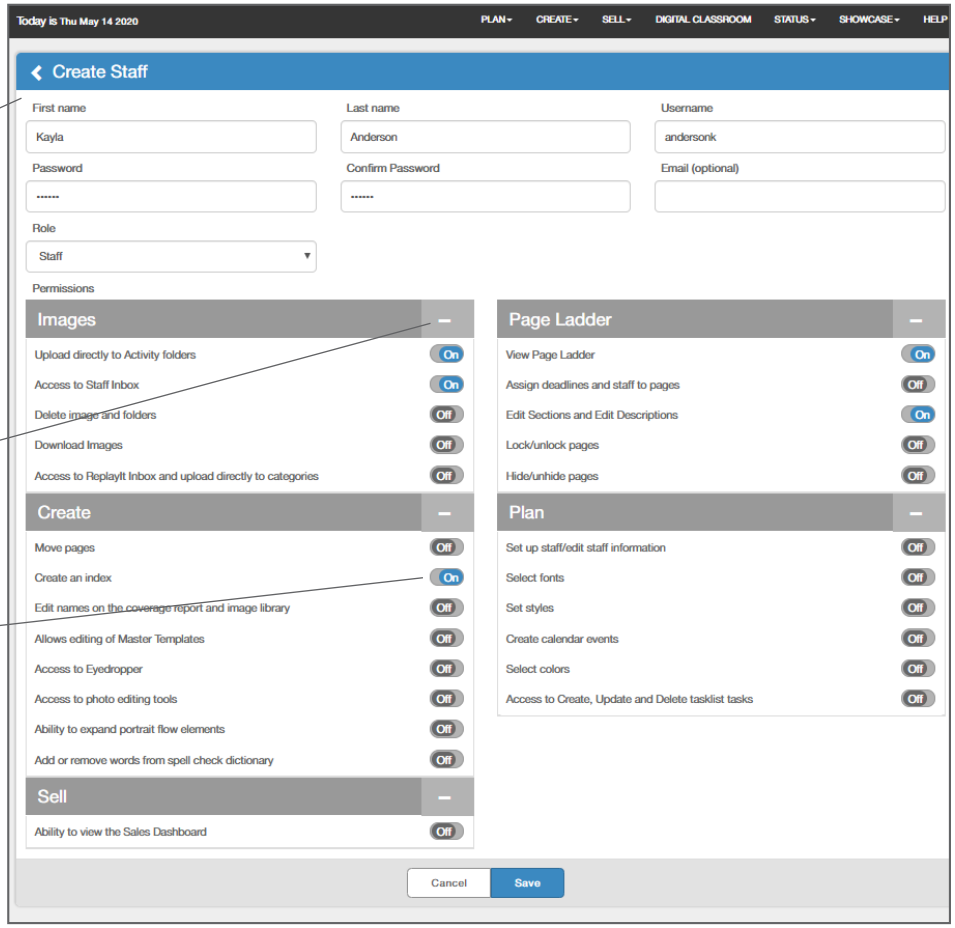
CREATE/EDIT STAFF

- Enter staff information
- Choose their role from the drop-down menu.
- Customize permissions.

EXPAND/COLLAPSE PERMISSIONS MENU

CUSTOMIZE PERMISSIONS

Click On or Off for each staff member.



Security & Permissions

Each access level has a different level of security. Here is an overview of the permissions automatically provided with each level. You may customize the permissions of each staff member.

Default Permission	Adviser	Editor	Staff	Business Manager
Create & Edit Pages	✔	✔	✔	✔
Create Portrait Pages (autoflow)	✔	✔	✔	✔
Set templates for pages	✔	✔		
Move pages	✔	✔		
Create an offer using YBA Selling tools	✔			✔
Enter sales information	✔			✔
Access selling tools & promotional pieces on YBA	✔			✔
Submit Pages	✔			
Submit personalization information	✔			

Permission	Adviser	Editor	Staff	Business Manager
Images				
Upload directly to Activity folders	✔	✔	✔	✔
Access to Staff Inbox	✔	✔	✔	
Delete image and folders	✔	✔		✔
Download Images	✔			
Access to ReplayIt Inbox and upload directly to categories	✔			
Create				
Move pages	✔	✔		✔
Create and index	✔	✔	✔	✔
Edit names on the coverage report and image library	✔	✔		✔
Allows editing of Master Templates	✔			
Access to Eyedropper	✔	✔		
Access to photo editing tools	✔	✔		
Ability to expand portrait flow elements	✔			
Add or remove words from spell check dictionary	✔	✔		✔
Sell				
Ability to view the Sales Dashboard	✔	✔		✔
Page Ladder				
View Page Ladder	✔	✔	✔	✔
Assign deadlines and staff to pages	✔	✔		
Edit Sections and Edit Descriptions	✔	✔	✔	✔
Lock / Unlock pages	✔			✔
Hide / Unhide Pages	✔			
Plan				
Set up staff / edit staff information	✔			✔
Select fonts	✔			
Set styles	✔			
Create calendar events	✔	✔		✔
Select colors	✔			
Access to Create, Update and Delete tasklist tasks	✔			

Selecting Colors for Your Book

YB KIT

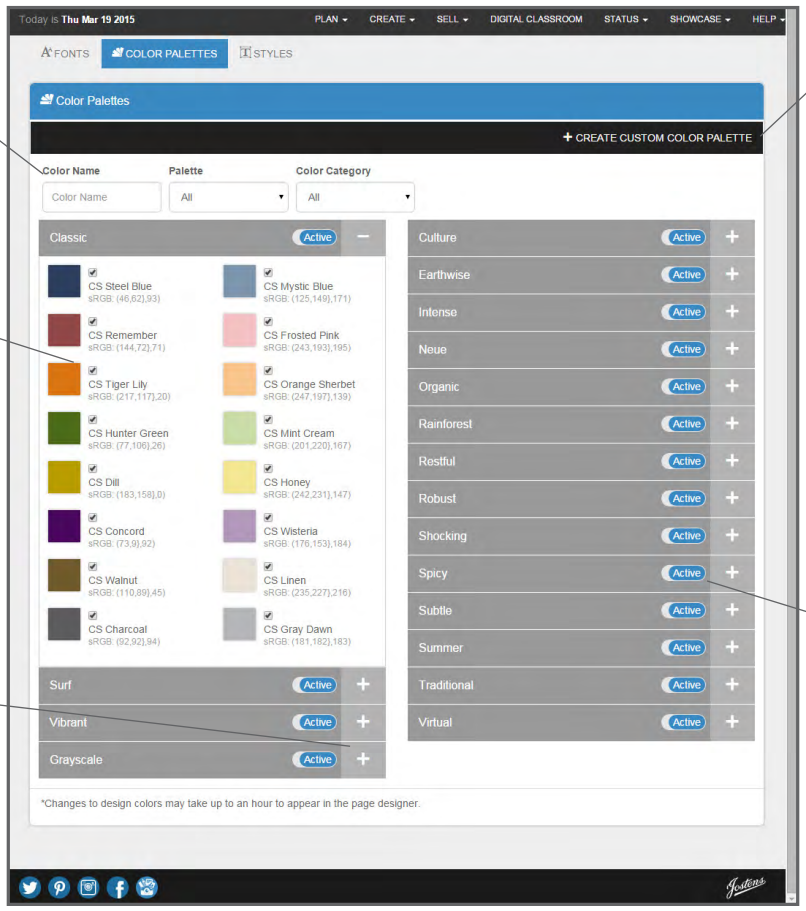
Find a complete Color Guide in your Yearbook Kit.

Prior to creating pages, the adviser can select the colors that will be available for use in the book. Use the **Plan** menu on your header bar to access the **Color Palettes** page.

SEARCH OPTIONS
Search by color name, palette, or color category.

ADD/REMOVE COLORS
Turn specific colors on or off by expanding each color palette.

EXPAND/ COLLAPSE COLOR PALETTES
Click the + or - **to expand or collapse color palettes.**



CUSTOMIZE YOUR OWN COLOR PALETTE

- Click **+Create Custom Color Palette.**
- Name your color palette.
- Choose the colors you want to include from all Jostens color palettes.

ADD/ REMOVE COLOR PALETTES
Add or remove entire color palettes by clicking the button to Active or Inactive.

YOUR STAFF WILL ONLY BE ABLE TO SELECT FROM COLORS YOU CHOOSE when creating the book.

CHANGES TO THE DESIGN COLORS may take up to an hour to appear in the Layout Pro.

Selecting Fonts for Your Book

Find a complete font list in your Yearbook Kit.

Find a digital font list in the digital classroom by navigating to Plan > Creative Ideas

Prior to creating pages, the adviser will need to select the fonts that will be available for use in your book. Use the **Plan** menu on your header bar to access the **Fonts** page.

FONT, COLOR PALETTE, AND TEXT STYLES TABS

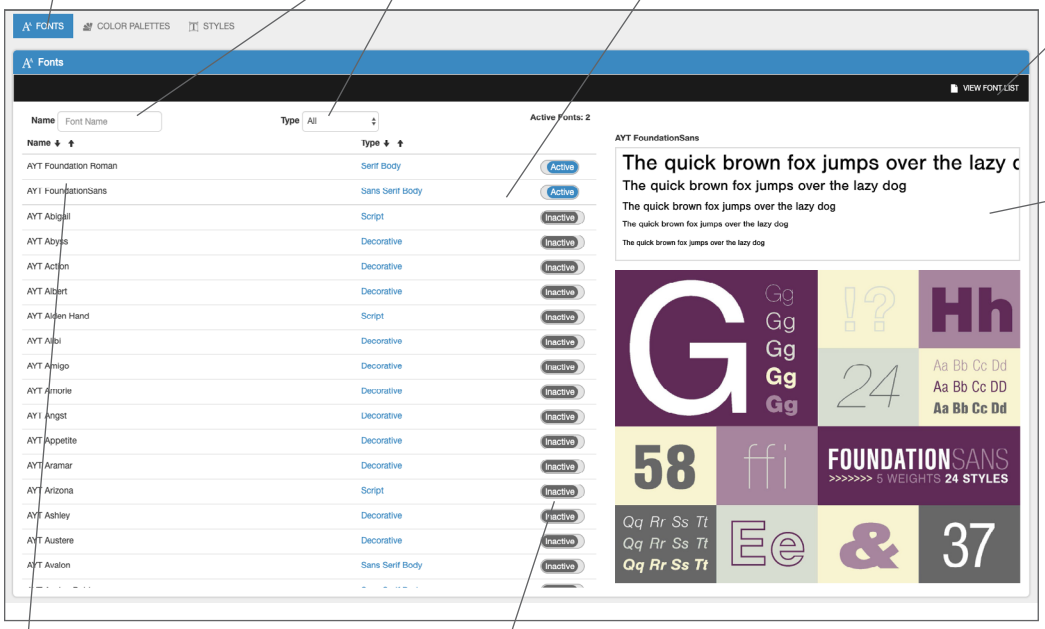
Navigate between selecting fonts, colors, and styles.

SEARCH OPTIONS

Search by font name or font type.

DEFAULT FONTS

- AYT Foundation Sans and AYT Foundation Roman are the default sans serif and serif body fonts active in YBA.
- Active fonts jump to the top of the list.



VIEW FONT LIST

Click here to view a PDF of all fonts.

FONT PREVIEW WINDOW

See a preview of the selected font in various sizes.

SORTING

Sort by font name or type by clicking on the arrows.

ACTIVE/INACTIVE TOGGLE

Quickly add or remove a font by clicking the button to Active or Inactive.

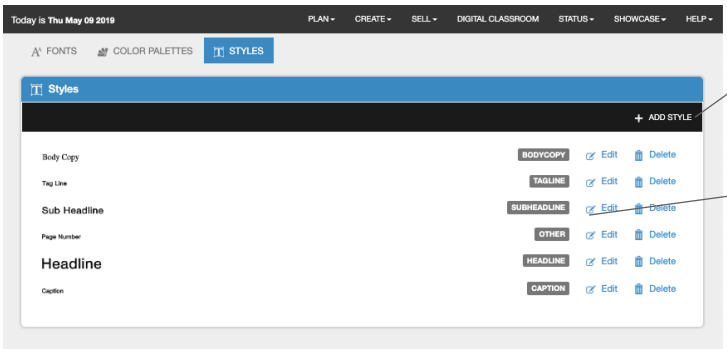
YOUR STAFF WILL ONLY BE ABLE TO SELECT FROM FONTS YOU CHOOSE for your collection when creating the book.

IF YOU REMOVE A FONT THAT WAS ALREADY USED ON A PAGE no changes will be made to the page(s) using the font. However, the font will not be available for selection on new text boxes or pages.

Setting Text Styles for Your Book

Scan QR code to watch the video.

The adviser can set text styles to use in your book on the **Styles** page. You will be able to apply styles to text boxes in the Layout Pro. There are five default styles pre-loaded for you to use or modify. A **style** is a collection of font settings that can be applied to text in a single step. This will keep fonts consistent throughout your book.

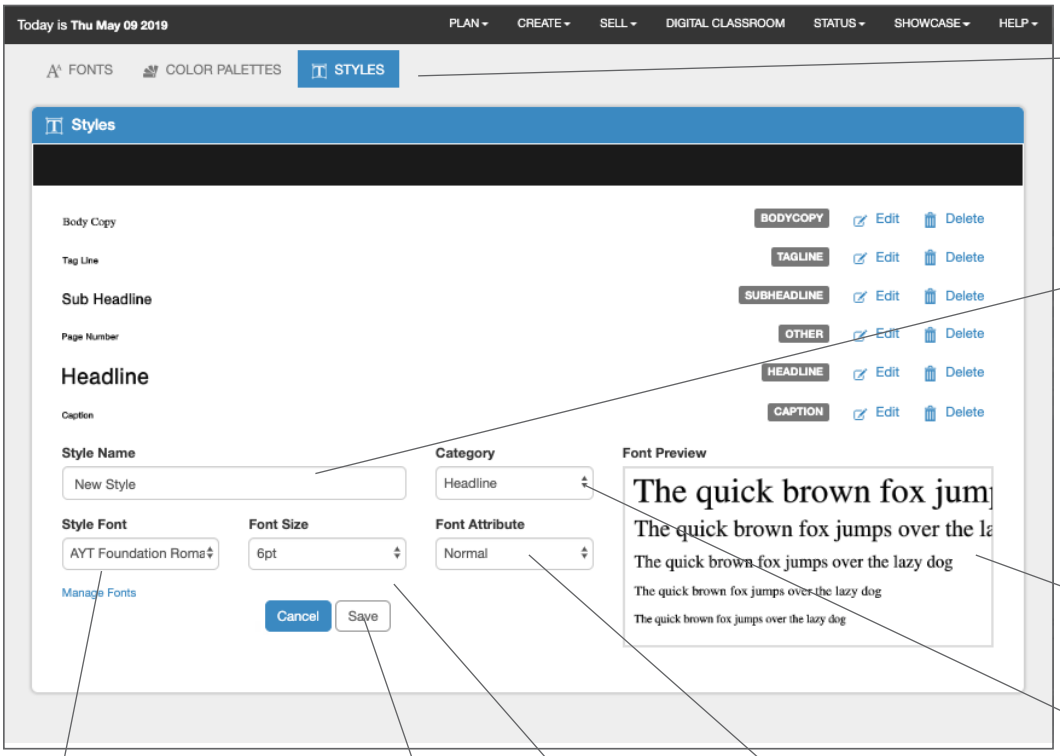


ADD STYLE

Click **+Add Style** to get started.

DEFAULT STYLES

These styles are already set up and ready for you to use, or you can modify them to match your theme.



FONT, COLOR AND STYLE SELECTORS

Navigate between selecting fonts, colors and styles.

STYLE NAME

Enter the name of the style (examples: Student Life Headlines, Caption Lead, Caption Body, and etc.)

PREVIEW

See a preview of the selected font.

CATEGORY

Choose the corresponding category.

STYLE FONT

- Select the font you want to use.
- Options include only fonts that have been activated.
- To add more fonts to this list, click *Manage Fonts* below.

FONT SIZE

Choose the size you want your style to be.

FONT ATTRIBUTE

- Change the font to bold, italic or bold italic.
- Please note that attributes vary by font.

SAVE

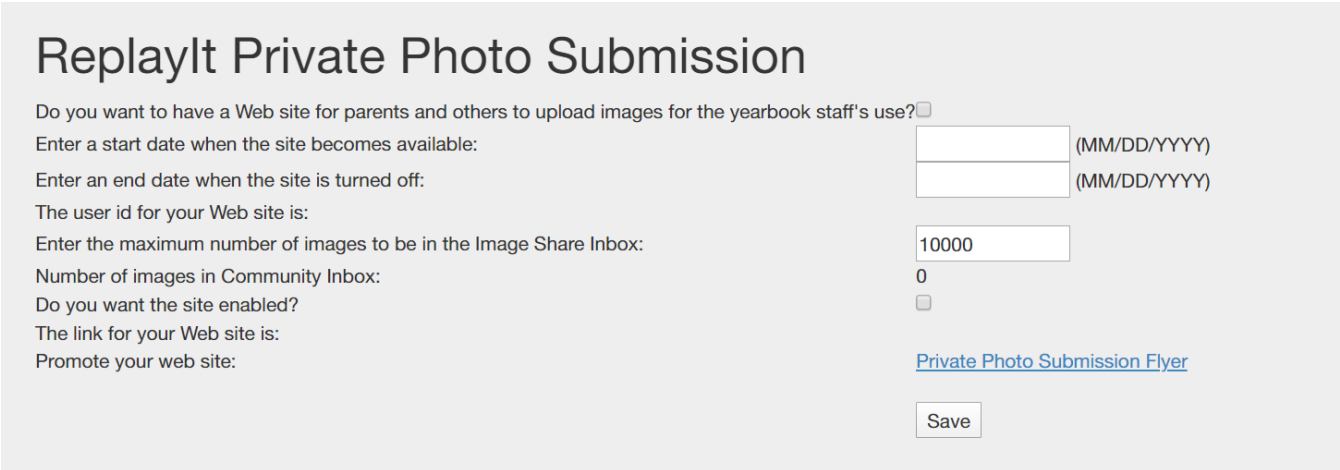
Click on the Save button to save your changes.

ReplayIt® - Private Photo Submission

Upload photos directly to the yearbook staff. For example, this is useful for submitting senior portraits that parents want to remain secret until the yearbook is published.

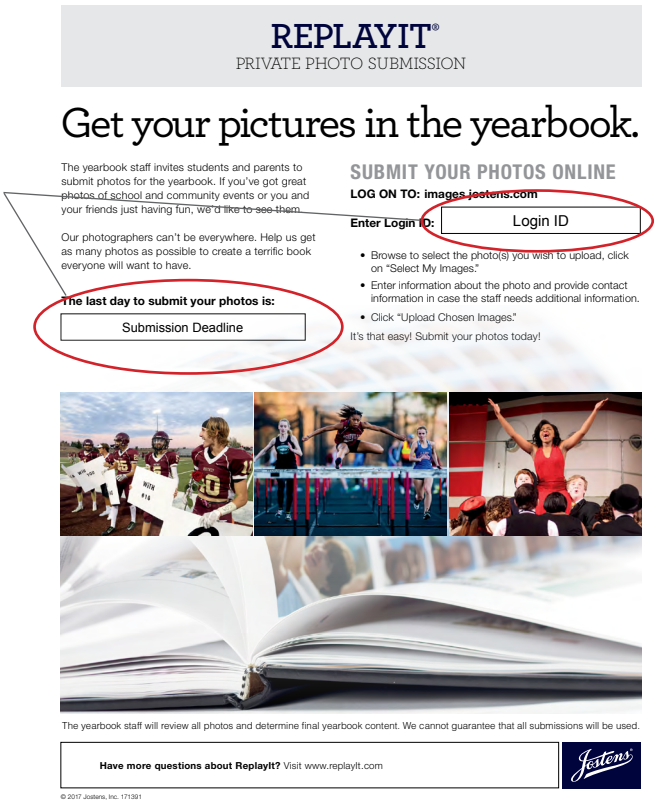
ENABLE PRIVATE PHOTO SUBMISSION

- Using Plan>ReplayIt, enter the details of your private photo submission site (start/end date, maximum number of images that can be uploaded).
- Click "Save" and the screen will update with a URL to your private photo submission website and a user ID (above maximum photos). Use this User ID to log in to your private photo submission website.



DOWNLOAD A FLYER

- Click "Image Share Flyer PDF" to download a flyer advertising your private photo submission website.
- Enter your user ID and submission deadline into the editable text fields, save and share with your school community.





CREATE

INDUSTRY LEADING ONLINE PUBLISHING

Jostens has set the pace in technology since the first computer arrived in the classroom, increasing staff productivity and student engagement, while developing real world skills.

POWERFUL TOOLS

From laying out your book with the Page Ladder to organizing and tagging your images in the Image Library, we have the tools you need to succeed.

WE'RE YOUR TYPE

From serif to script, Jostens has hundreds of designer fonts to choose from.

COLORS: OUR WORLD

We take the work out of picking the perfect palette with our curated color collections, including exclusive color combinations inspired by the latest trends.

TRENDY TEMPLATES

Our professionally designed Page Surfer® Templates are a one-of-a-kind yearbook innovation. Ready to use and easy to customize, you'll have a great starting point for every page in the book—even the cover.

Layout Pro vs. Page Designer

Feature	Layout Pro	Page Designer
Pages Tab	✔	✔
Designs Tab	✔	✔
Images Tab	✔	✔
Art Tab	✔	
Text Tab	✔	
Flow Tab	✔	✔
Layer Tab	✔	
History Tab	✔	✔
Format Tab		✔
Templates	✔	✔
Practice Pages	✔	✔
Master Templates	✔	✔
My Templates/Click-N-Go!	✔	✔
Clip Art	✔	✔
Snap Edit	✔	✔
Contextual Toolbars	✔	
Page History Filters	✔	
Dynamic Spell Check	✔	
Personal Dictionary	✔	
Comment Panel	✔	
Preflight Panel	✔	
Drag & Drop Image Upload	✔	
Pasteboard	✔	
Detachable Palettes	✔	
Custom Page Zoom	✔	
Portrait Flow Elements	✔	
Index Flow Elements	✔	
Text Styles	✔	

Carrying Forward Page Contents

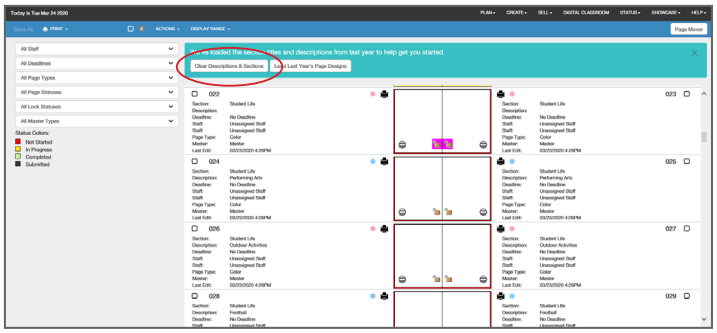
Using the Start With Last Year feature in the Page Ladder you are able to carry forward the previous year's page contents to use as a starting point for your new book.

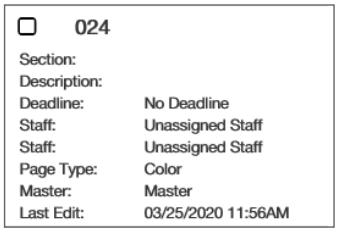
OPTION 1: LOAD LAST YEAR'S DESCRIPTIONS & SECTIONS

- This options deletes all current page descriptions and sections and replaces them with the previous year's data.
- This will replace section and description data for all pages not just the pages that have not been started. This action cannot be undone.
- Content can be edited after it has been loaded in from the previous year.

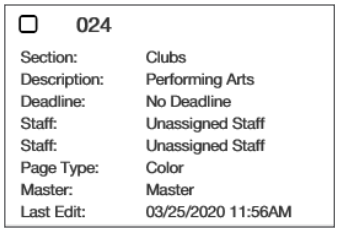
CLEAR DESCRIPTIONS & SECTIONS

- This options clears all page descriptions and sections that have been carried over from the previous year's data. It will not restore any previous data you may have had in these fields.





BEFORE



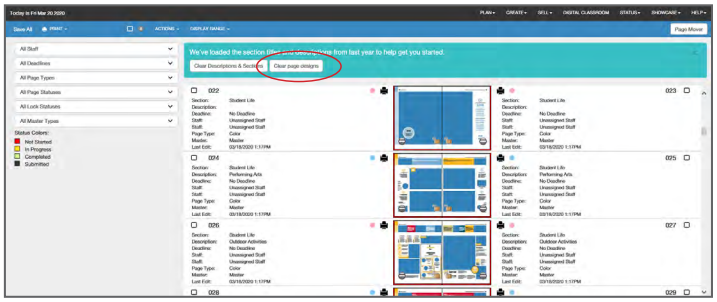
AFTER

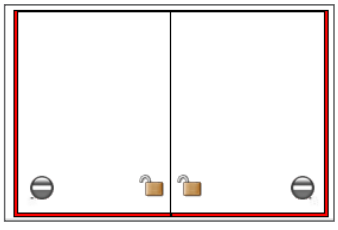
OPTION 2: LOAD LAST YEAR'S PAGE DESIGNS

- This option copies the page design for each page from the previous year to all pages that have not already been edited.
- If there are pages in the current year's book you have already worked on it will not replace it with the previous year's content.
- All images and text will be replaced with image frames and placeholder text.
- After the content has loaded in from the previous year, it can be edited in Layout Pro.

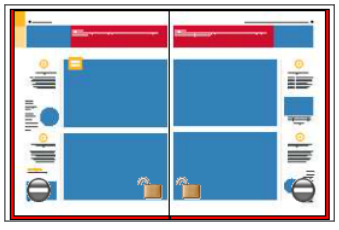
CLEAR PAGE DESIGNS

- This option clears the page design for each page that has been carried over from the previous year with the exception of any page you have edited after carrying over. The edited pages will not be cleared.





BEFORE



AFTER

YBA Reference Guide 27

Carrying Forward Page Contents

Page designs and templates created in the legacy page designer will carry forward to Layout Pro. However, there are a few differences between the legacy page designer and Layout Pro that may cause some content to appear differently when it is carried forward.

IMAGES

Images will be removed leaving image frames in their place. Open the Images Tab to place new images or images carried over from the previous year.

OVERSET TEXT

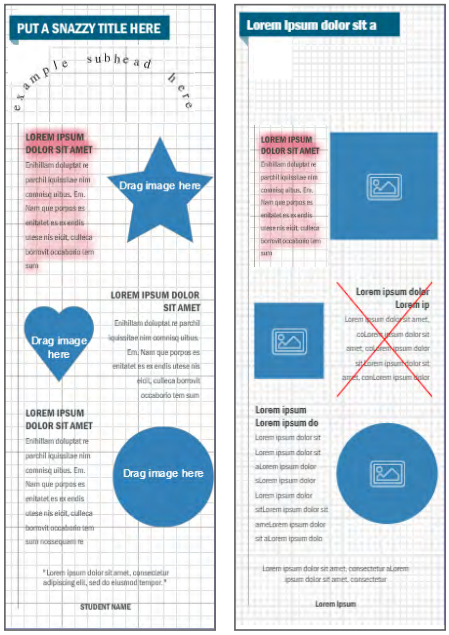
Some text boxes may have overset text. These text boxes may have a red x on them. To fix the overset text, resize the text box.

ARC/CIRCLE TEXT

Arc/circle text will be removed. Layout Pro does not have arc or circle text.

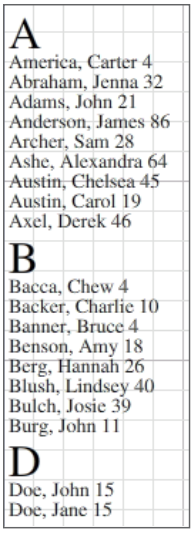
STARS AND HEARTS

Layout Pro does not have stars and hearts, so these shapes will be replaced by squares. This will occur for both image frames and shapes.

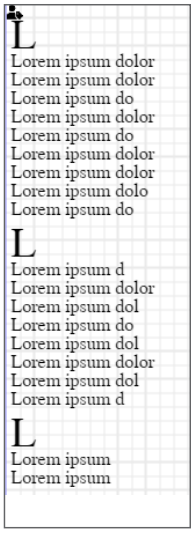


INDEX

- Names will be removed and replaced with Lorem Ipsum placeholder text.
- Index Flow Elements will need to be placed on the page to replace the previous Index. Refer to the Index Flow section of the user guide for how to place Index Flow Elements.



PAGE DESIGNER



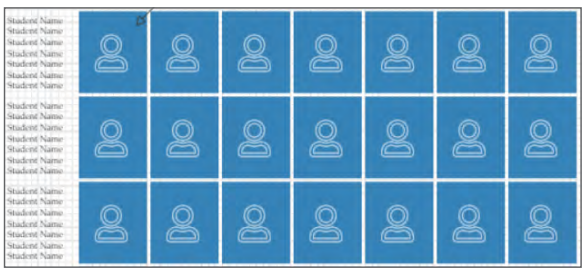
LAYOUT PRO

PORTRAITS

- Images will be removed leaving image frames in their place.
- Portrait Flow Elements will need to be placed on the page to replace the previous portrait panels. Refer to the Portrait Flow section of the user guide for how to place Portrait Flow Elements.



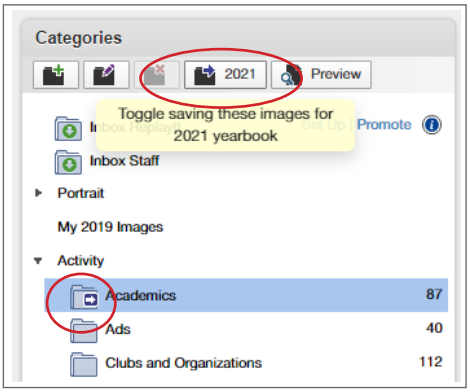
PAGE DESIGNER



LAYOUT PRO

Save Images For Next Year

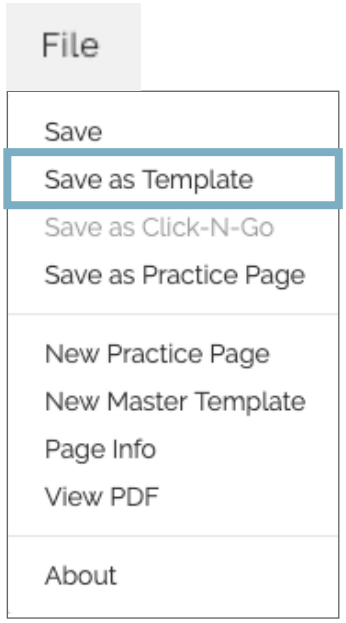
Save time by transferring images from your current yearbook to use next year.

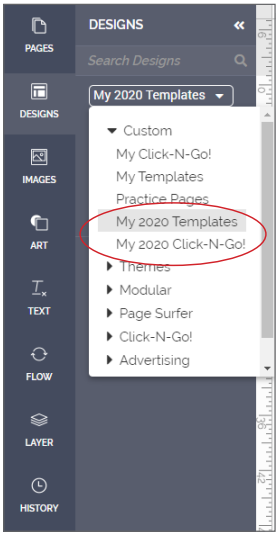


CARRY FORWARD IMAGES

- Log into Yearbook Avenue using the previous job year.
- Open the Create menu to access the Image Library.
- In the Image Library, select the desired folder of images you would like to carry forward to use next year.
- Once the folder is selected, click the carry forward button. This will mark the folder with a carry forward icon.
- Log out and log back into Yearbook Avenue using the current job year.
- In the Create menu, open the Image Library and your images from the previous year will have been added to a parent folder named with the previous year. Within that folder the images will be categorized the same way they were in the previous year.

Save Templates & Click-n-Go! For Next Year





All templates from the prior year will automatically carry forward to the next year. They can be found under the custom section of the designs tab drop-down. To save a page as a template follow the steps below.

SAVE A PAGE AS A TEMPLATE

- Log into Yearbook Avenue's Layout Pro using the previous job year.
- Use the Create menu to select Layout Pro from your home page.
- Save desired template(s) to My Templates by clicking File/Save As Template or File/Save As Click-N-Go.
- Log out and log back into Yearbook Avenue's Layout Pro using the current job year.
- In the Designs menu, open the Custom Templates folder and locate your template.

Images will not be carried over on the saved templates, only text. Any images you want for these templates should be saved by going to Create>Image library and toggling a folder to be saved for next year's book.

Page Ladder - Overview

Jostens Page Ladder is a wonderful tool to help you organize your yearbook.

SAVE ALL
Save all edits.

PRINT
Print your entire ladder or a PDF of multiple pages.

SELECT ALL
Select all pages in your ladder.

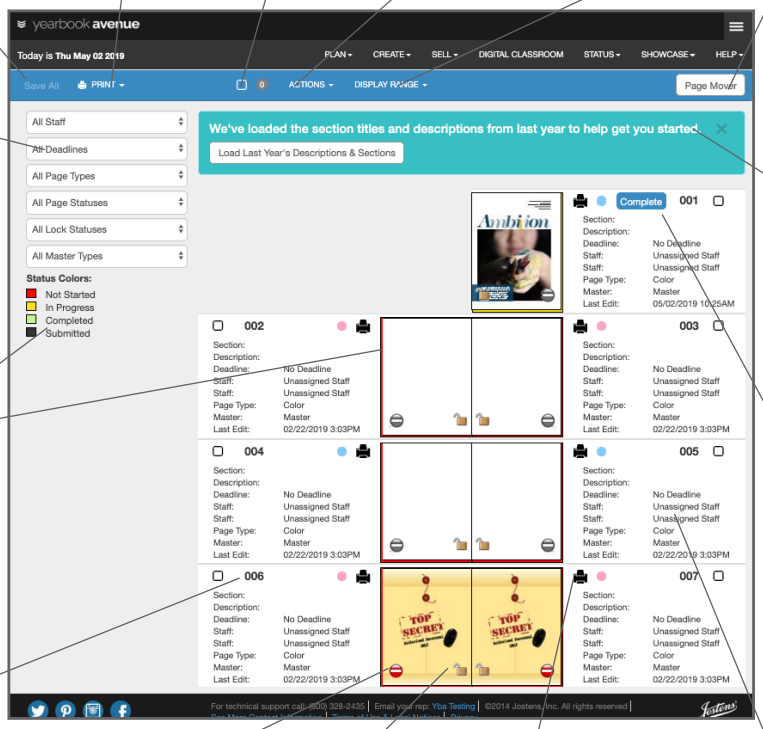
ACTIONS
Change status of selected pages, unlock/ lock or submit pages.

DISPLAY RANGE
Move through the book in 16-page increments.

FILTERS TAB
Narrow your view using filters (example: Page Status = Complete).

- Staff
- Deadline
- Page Type
- Page Status
- Lock Status
- Master Type

Use **Filters** and **Print All** to print a specific group of pages.



PAGE MOVER
Easily rearrange the pages of your yearbook.

LAST YEAR'S LADDER
Save time by importing last year's ladder.

COLOR CODING
Keep track of individual page status.

Not Started	Completed
In Progress	Submitted

COMPLETE
Complete your page to signify it is "done." Submit the page to permanently complete it. You cannot change a submitted page.

PAGE NUMBER
The number of the page in your book.

PRINT PAGE
Click the printer icon to print individual pages.

PAGE-BY-PAGE PLANNING
Click to assign:

- Section
- Description
- Deadline
- Staff
- Master Template
- Page Type (Color or Black and White)

HIDE A PAGE
- Click to Hide or Unhide a page (Adviser login only).
- When hidden, a Top Secret image will appear.

LOCK/UNLOCK PAGE
Lock or unlock individual pages. Locked pages cannot be edited.

USE THE MASTER TEMPLATE to apply the same element(s) to every page. See page 70 for more information.

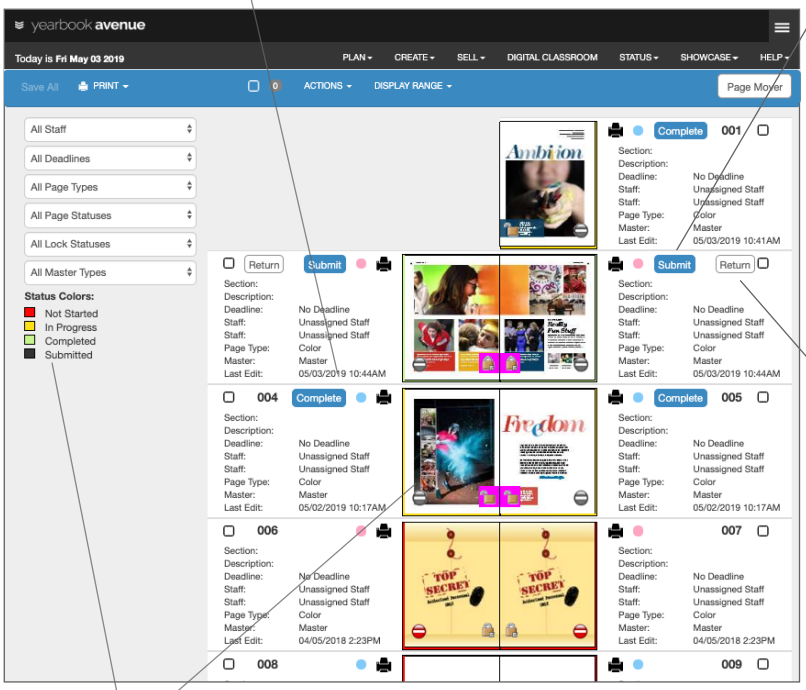
TO REMOVE MASTER TEMPLATE FROM A PAGE select **Not Applied** in Page-by-Page Planning details.

Page Ladder - Submitting Pages

Before submitting a page, do a complete review and carefully check for misspellings and incorrect photo placement. Correct any errors you find and proof the PDF. **Once a page has been submitted, it cannot be changed.**

COMPLETE

- When a page is in progress, the Complete button is available.
- Page Status turns green after clicking the Complete button.
- Select Complete button after you have edited all photo and text boxes on your page.



SUBMIT

Appears after a page is marked Complete (Adviser login only).

Before you can submit a page, you will need to view the Proof PDF for final confirmation.

- Click on the printer icon to generate the Proof PDF.
- Once viewed, you will be able to click the Submit button.
- Page status color will change to black and the page will no longer be able to be edited.

RETURN

- Appears after a page is marked Complete.
- Only available to the Adviser login.

If a page still needs modifications:

- Select the page and make changes.
- Select Return which requires the page to be set to Complete again when finished with your edits.

PAGE STATUS

- Color-coded to indicate status.

Not Started	**Completed**
In Progress	**Submitted**

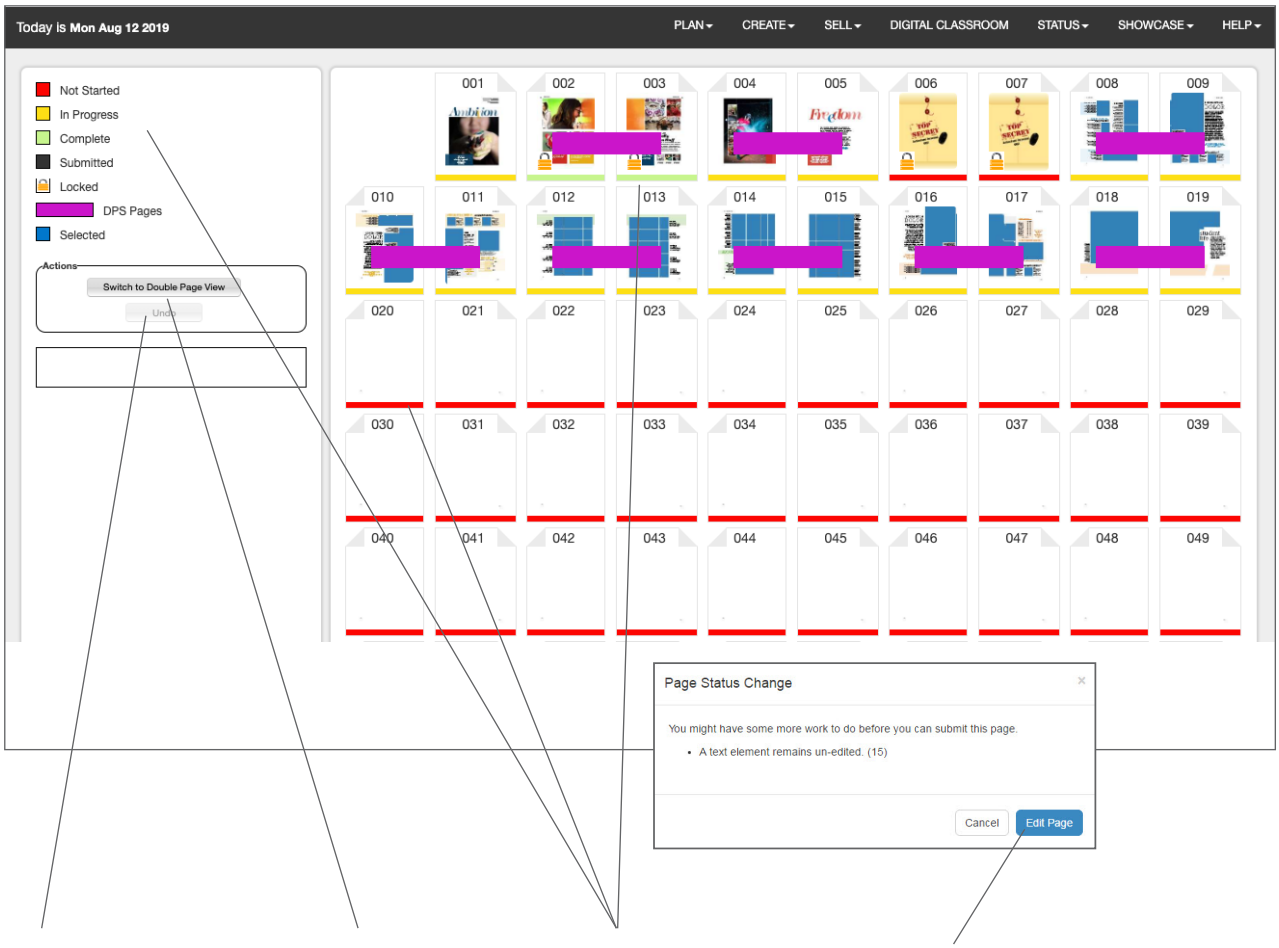
THOROUGHLY REVIEW YOUR PAGE before clicking on the Submit button. Submitted pages cannot be changed.

Submitted pages cannot be changed; however, you may copy and paste from a submitted page onto a new page.

ONCE YOU SUBMIT A PAGE you will no longer be able to make changes to it. Changes requested after submission can result in extra charges. Contact your plant consultant for assistance.

Page Mover

Page Mover allows you to easily move pages around as well as gives you a visual display of the status of your pages.



UNDO PAGE MOVE

Click Undo if you want to move the selected page back to its original location.

PAGE VIEW

Toggle between single page and double page views.

PAGE STATUS

Color coded to keep track of individual page status.

MOVE PAGES

- Drag and drop the selected page from its current location to a new location.
- You'll be asked to confirm the change.

Print Multiple Pages

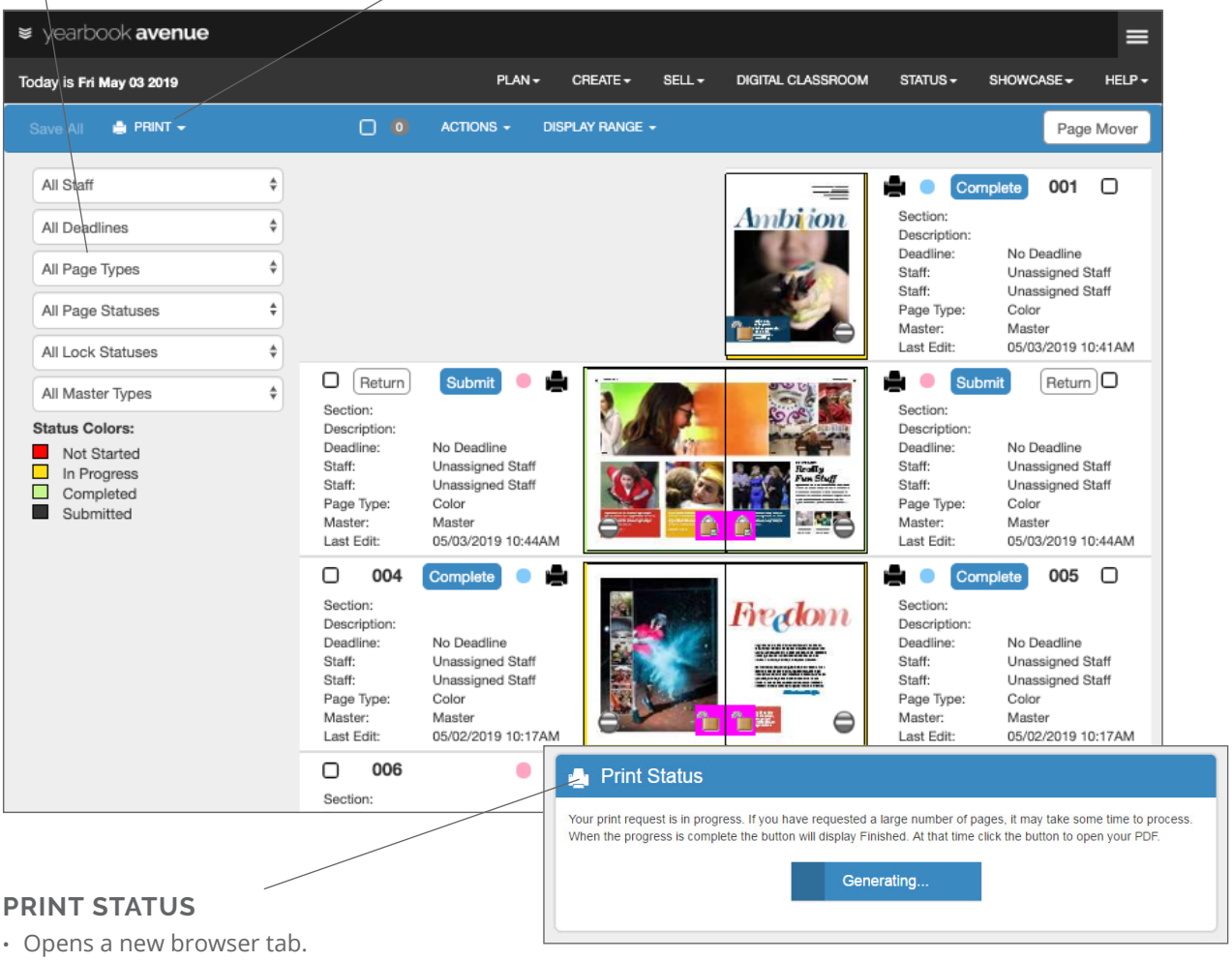
Print multiple pages using the Filter and Print options in your Page Ladder.

FILTERS

- Use the filters to print specific pages (recommended).
- For example, filter by page status to print and review all Completed pages.

PRINT

Print **ALL** visible pages as PDFs.



PRINT STATUS

- Opens a new browser tab.
- Track the status of your print request.
- When finished the button will change from **Generating** to **Finished**.
- Click the **Finished** button to open your PDF.

IF YOU REQUEST A LARGE NUMBER OF PAGES

it may take some time to process. The print status opens in a separate browser tab so you may continue working on your book.

Image Library

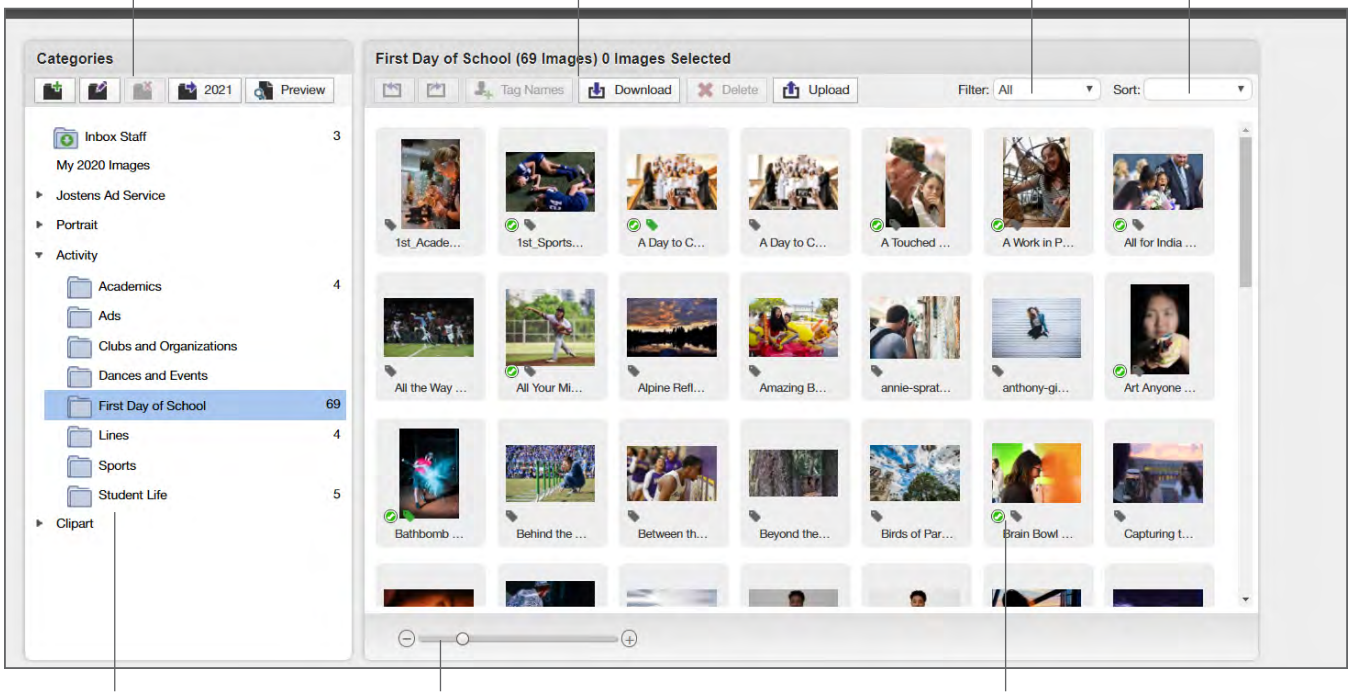
Scan QR code to watch the video.

The Image Library will help keep your images organized and store information that you can use to create your index and track student coverage in your yearbook.

FOLDER TOOLBAR
Upload, add, delete, and edit photo categories. See a close-up of the toolbar below.

IMAGE TOOLBAR
Edit and tag individual photos quickly. See a close-up of the toolbar below.

IMAGE SEARCH
Use the search field or filter drop-down menu to help narrow down your results.

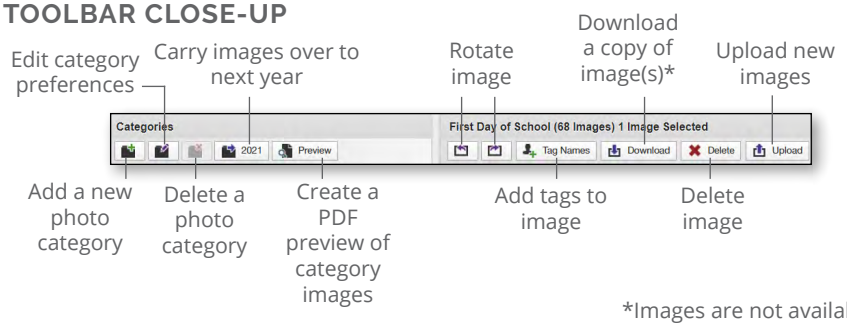


FOLDER DISPLAY
Folders for categorizing all of your images.

PREVIEW SIZE SCROLL BUTTON
Adjust the image preview size.

ICONS
- A green **check mark** indicates whether the image has or has not been used.
- A green or gray **tag** indicates whether or not the image has been tagged.

TOOLBAR CLOSE-UP





Use the category preference pop-up window to edit preferences when creating and editing image categories.

*Images are not available for download until 24 hours after they upload.

Upload Photos to Image Library

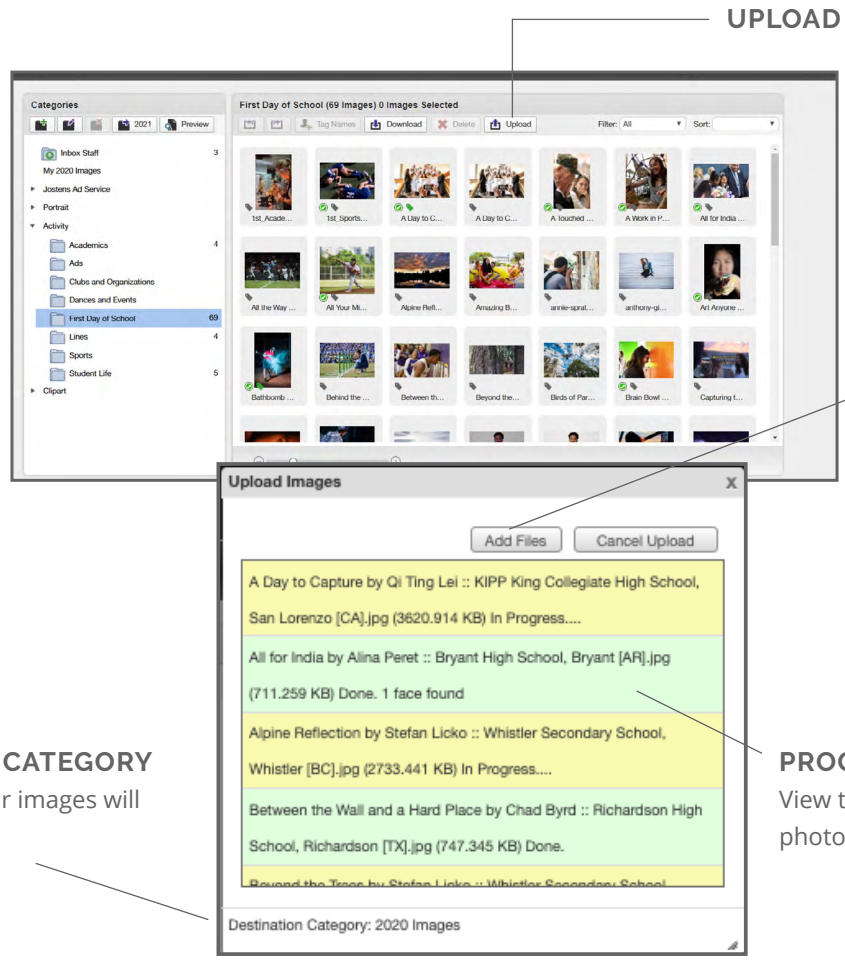
Categorize your photos into groups that make sense to you. This will make it easier to find your photos on your website when you start creating your book. Uploading photos is easier than ever from both a desktop or mobile.

STEP 1
Start by collecting and organizing your photos.

STEP 2
Set up a folder structure using the folder toolbar.

STEP 3
Click into a folder and upload photos that belong there.

STEP 4
Tag, arrange, and add details to your photos.



ADD FILES
Locate and select the images you would like to upload from your computer.

DESTINATION CATEGORY
Shows what folder images will upload to.

PROGRESS WINDOW
View the status of each photo as it uploads

DIGITAL IMAGE GUIDELINES:
- .JPG, .TIF and .PNG files only
- High resolution files recommended. If you are scanning photos, use 400–500 dpi.
- If you are using a digital camera, set it to the highest resolution setting.
- Maximum file size is 50 MB.
- Maximum image size is 10,000 pixels x 10,000 pixels.
- RGB file format only (no CMYK).
- Do not alter the resolution of your image in a photo editing software program. Doing this may allow you to place an image in a larger photo box, but it may also result in a poor quality print.

CATEGORY AND FILE NAMING GUIDELINES:
- Category and File names should be a maximum of 20 characters long.
- Use only English alphabet letters and numbers.
- Do NOT use any special characters or punctuation marks in the file names.
- Do not use any spaces at the beginning or end of names.
- Do not use the same name on more than one category or more than one image.
- Make sure they all have unique names (for example: BBall1.jpg, BBall2.jpg).

Upload Portraits to Image Library

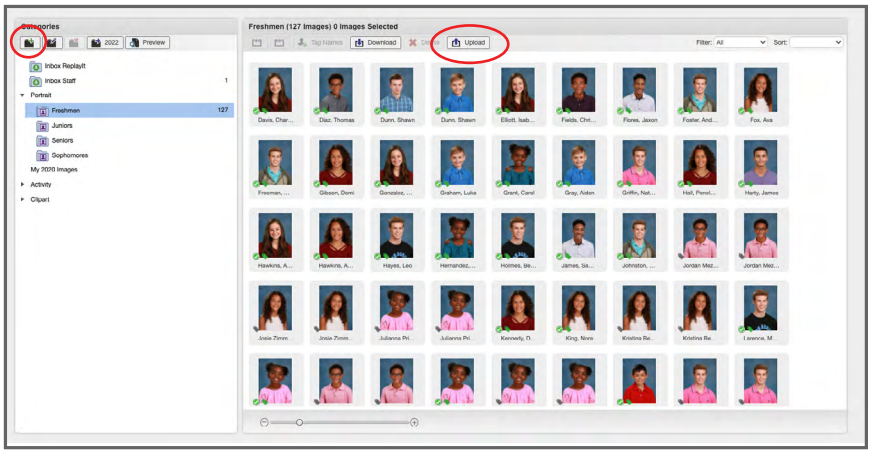
Categorize your portraits into groups that students will be pictures in the book with. This will make it easier for flowing your portraits when you start the portrait section of your book.

STEP 1: ORGANIZE PORTRAITS

Start by collecting and organizing your portrait images.

STEP 2: SETUP FOLDERS

Set up a folder structure using the folder toolbar. Make sure you have the Portrait category selected when creating new folders so the new folders will be added in the Portrait category. These will be the folders you flow your portrait panels from. Make sure they are set up in a way that makes sense for flowing your portrait section in the book later on.

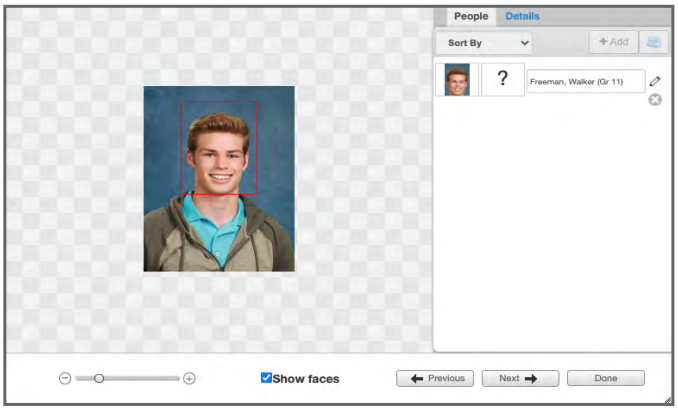


STEP 3: UPLOAD PORTRAITS

Click into each folder you just created and upload portraits that belong in each folder.

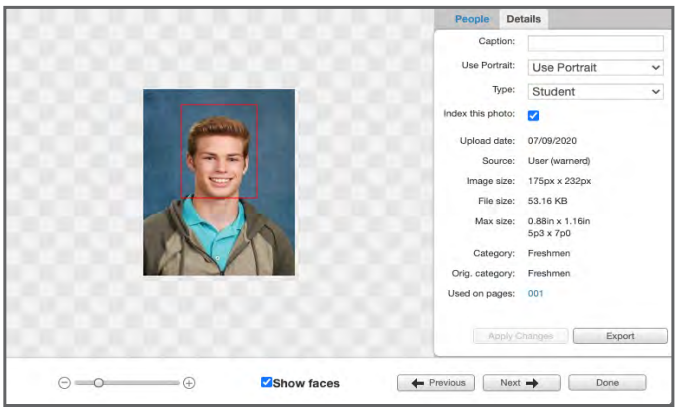
STEP 4: TAGGING PORTRAITS

Unlike portraits submitted by CD from a photographer, these photos will not have any of the details such as the student's name tagged to it. Tag your photos by selecting the blue i icon in the bottom right corner of an image. When the new window opens, you may tag the student by typing in the white box on the right-hand side of the window or by selecting the "+Add" button and choosing from the list of students.



STEP 5: DETAILS

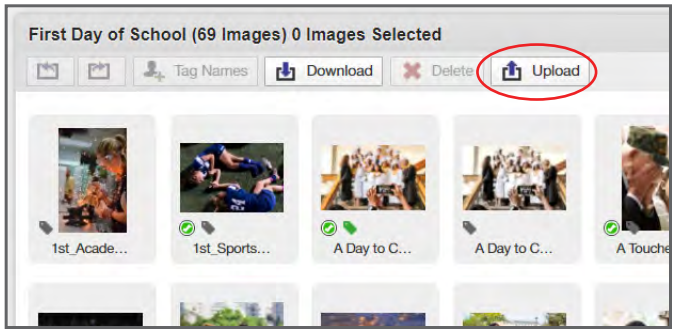
In the same image details window there is a tab on the right-hand side titled "Details." Click this tab. This will be where you determine whether or not you use the portrait, the type of portrait it is (student, teacher, asssitant, or other), and whether or not to index the photo.



Uploading Images from Google Drive

Using this method will allow you to upload images from any Google Drive account to the Image Library in YBA.

1



STEP 1: NAVIGATE TO IMAGE LIBRARY

- To upload into the Image Library, navigate to the Image Library from the Create Menu.
- On the left-hand side of the Image Library, select the folder you would like to upload your images to.
- Click the upload button in the top menu of the Image Library.

STEP 2: CHOOSE IMPORT FROM GOOGLE DRIVE

- After clicking upload, a new window will open giving you the option to either upload from your computer or upload from Google Drive.
- Click on the Google Drive Icon to open the sign-in window.

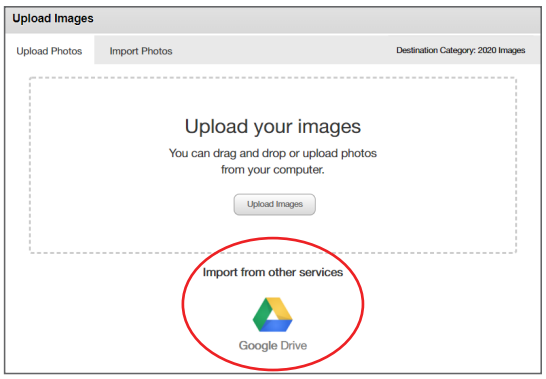
STEP 3: ACCESS GOOGLE DRIVE

- Sign in to the Google account you wish to upload images from and click Allow to allow Yearbook Avenue Image Library to see and download all your Google Drive files.

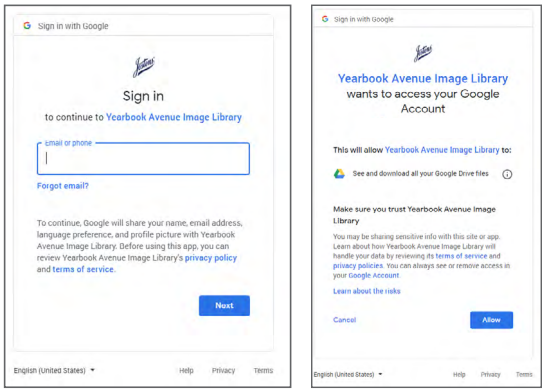
STEP 4: SELECT PHOTOS AND UPLOAD

- Navigate to the folder in Google Drive containing the images you would like to upload.
- Select all the images you would like to upload. If you are uploading more than one, hold down control on your keyboard to select multiple photos.
- Once all the photos you want to upload are selected, click Select. This will begin uploading the images into your Image Library.
- The status of your uploads will be indicated by three colors. Green means it has finished uploading, yellow means it is in progress, and red means it has failed to upload.
- Once the uploads turn green, your images have been successfully added to the Image Library.

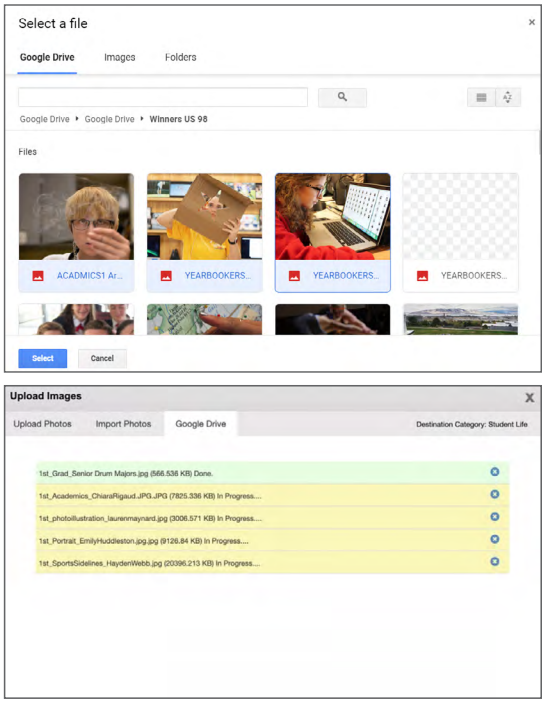
2



3



4



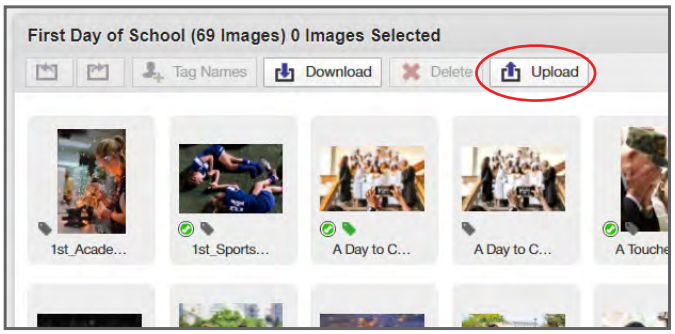
Uploading Images from a Chromebook

Using this method will allow you to upload images from Google Drive to the image Library in YBA.

STEP 1: NAVIGATE TO IMAGE LIBRARY

- To upload into the Image Library, navigate to the Image Library from the Create Menu.
- On the left-hand side of the Image Library, select the folder you would like to upload your images to.
- Click the upload button in the top menu of the Image Library.

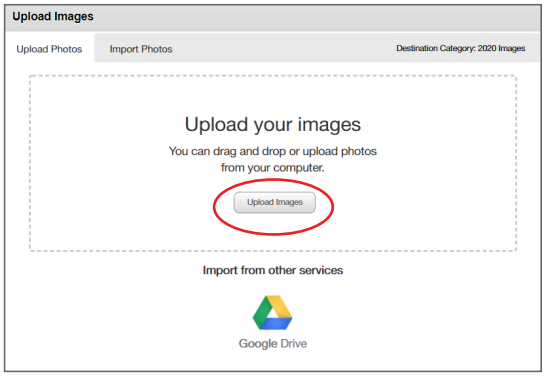
1



STEP 2: ACCESS GOOGLE DRIVE

- A new window will open giving you the option to either upload from your computer or upload from Google Drive.
- In this case, because you are on a Chromebook, the files on your computer will already be saved and stored in your own Google Drive. This means using the traditional "upload images from your computer" option will allow you to upload from your Google Drive account. If you choose to upload from your computer, skip the next bullet point in this step.
- If you need to upload from any other Google Drive account, choose to upload from Google Drive and refer to the page "Uploading Images with Google Drive."
- Click the Upload Images button.

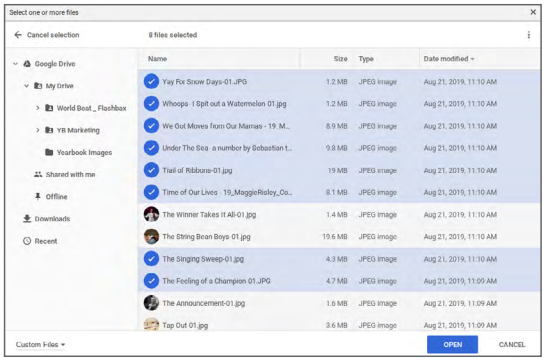
2

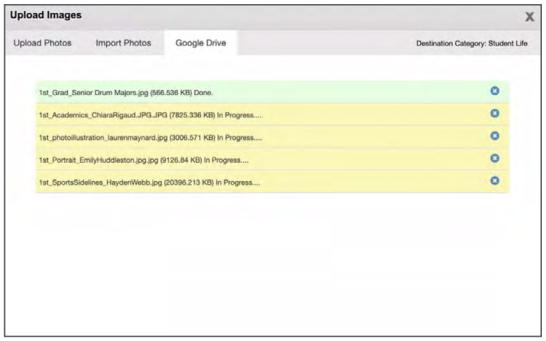


STEP 3: SELECT PHOTOS AND UPLOAD

- Navigate to the folder in Google Drive containing the images you would like to upload.
- Select all the images you would like to upload. If you are uploading more than one, hold down control on your keyboard to select multiple photos.
- Once all the photos you want to upload are selected, click Open. This will begin uploading the images into your Image Library.
- The status of your uploads will be indicated by three colors. Green means it has finished uploading, yellow means it is in progress, and red means it has failed to upload.
- Once the uploads turn green, your images have been successfully added to the Image Library.

3





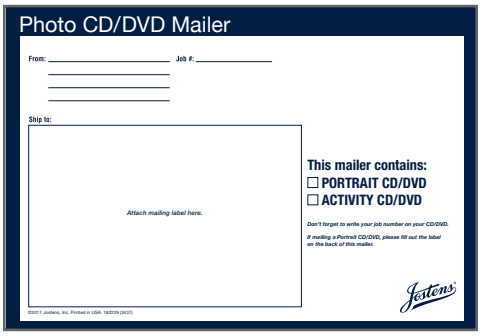
Submitting Portrait Images

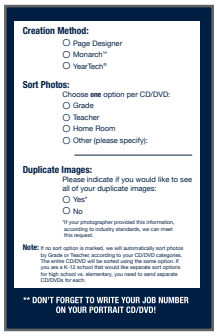
Your school photographer will send your portraits to you about a month after your final retake date. Once you receive the portraits from the photographer, send them to Jostens. Before sending your portraits, make sure that it includes all retakes. If your retake date has not yet happened, and you get a CD (or link), hold onto it and wait for all the portraits to arrive. Portraits images will appear in your Image Library 1-2 weeks after submitting to Jostens.

METHOD ONE — PROVIDE A LINK

- If your portrait photographer sends an email with a link to download portrait images, please forward the link to your plant consultant and copy your rep on the email. This does not require a CD or DVD.
- To see who your plant consultant is, click Status > Summary Report on the Yearbook Avenue home page.

METHOD TWO — MAIL PORTRAIT CD TO JOSTENS Use the Photo CD/DVD Mailer (order for free from Plan>Order Supplies>YearTech Online) to send portrait CDs to Jostens. You can also send your portrait CD in your preferred envelope as long as it is addressed to your printing plant.





CD/DVD MAILER ITEM #3437

PHOTO CD/DVD MAILER

On the front:

- Write school return address.
- Add your Job Number.
- For school portraits, check Portrait CD/DVD.

On the back, indicate:

- Color or B&W
- Organization (Grade, Teacher)
- Duplicate Images — check only if you want originals AND retakes uploaded.

METHOD THREE — MAIL PHYSICAL PHOTOS Place any photos you would like us to scan for you in the Photo Sort Envelope (order for free from Plan>Order Supplies>YearTech Online) and send in the Return Mailer. Be sure to indicate what Image Library category you want us to upload to.

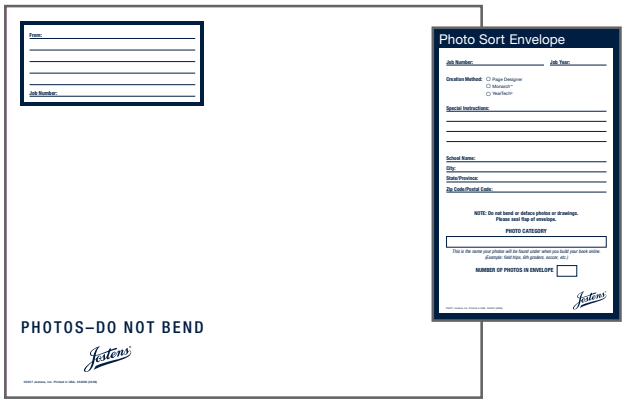


PHOTO SORT ENVELOPE ITEM #3436
RETURN MAILER ITEM #3438

IF YOU WANT YOUR PHOTOGRAPHER TO SUBMIT YOUR PORTRAIT CD/DVD DIRECTLY TO JOSTENS please complete the Portrait Submission form and ask the photographer to include it in the shipment. The Portrait Submission Form is available in the digital classroom under FAQ & Support / Reference Guides.

BEFORE MAILING YOUR CD it is a good idea to write your job number on the CD with permanent marker and make a backup by copying the files to a folder on your computer. Also, tape the mailer closed so the CD can't accidentally slip out.

Image Tagging & Facial Recognition

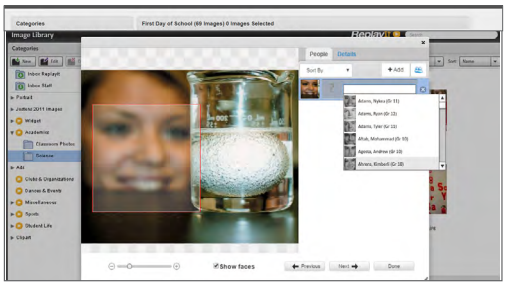
Scan QR code to watch the video.

Jostens image tagging software helps you accurately identify everyone in your yearbook using facial recognition technology. Combined with the power of the Coverage Report, it will be easier to meet your goal of making sure everyone is in the book three times. When you click on a face in a photo, you'll be provided with suggestions of who that person might be.

The suggested matches are based on photos you have already tagged, or from the portrait images uploaded to your Image Library. If no names are suggested, begin typing in a name and a list of suggestions will appear. These names come from the student list you upload to your site at the beginning of the year. This process helps eliminate spelling errors since staff members are not required to type in names. It also makes name identification more consistent.

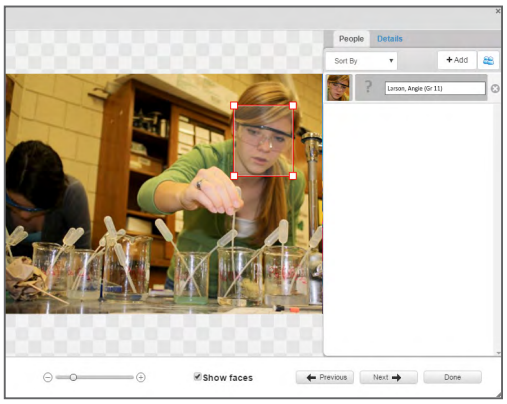
TAGGING IMAGES WITH AUTO-DETECTION

- After you upload a photo a box will appear over areas it recognizes as faces.
- A list of faces with a box that says "Unknown" will appear to the right of the photo.
- Click each box to select a name for each face. Matches will appear at the top of the list and will be highlighted.
- Type in a name and the list filters to names matching your typed text.
- You will not be able to resize, move or delete the boxes that are placed automatically over faces.



TAGGING IMAGES MANUALLY

- Clicking on a face in the photo and add a box.
- You can resize, move and delete the boxes you add.
- Tag the faces with names using the same process as outlined above.
- If the person you are tagging is not in the list, click on the +Add button and enter the Name and Grade information into the appropriate fields.
- Click OK to add the name information to your image.
- If you need to remove a name from the list, click on the X button next to the name.



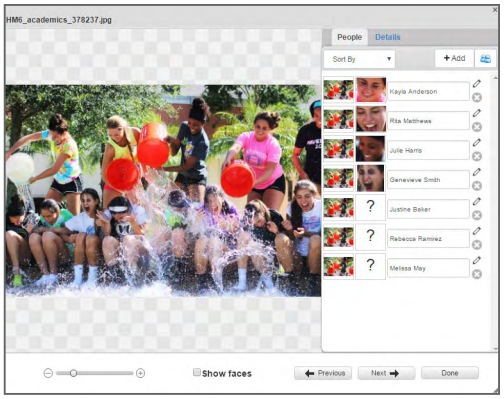
TURN OFF FACIAL RECOGNITION by deselecting the "Show Faces" box at the bottom of the Image Details window.

WHILE IN LAYOUT PRO right-click on an image (control click on a MAC) to tag an image.

Image Tagging & Facial Recognition

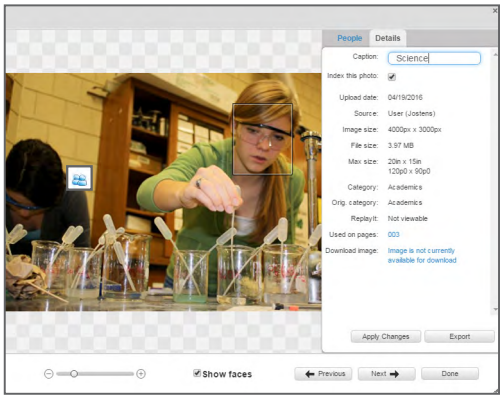
Scan QR code to watch the video.

TAGGING GROUP IMAGES



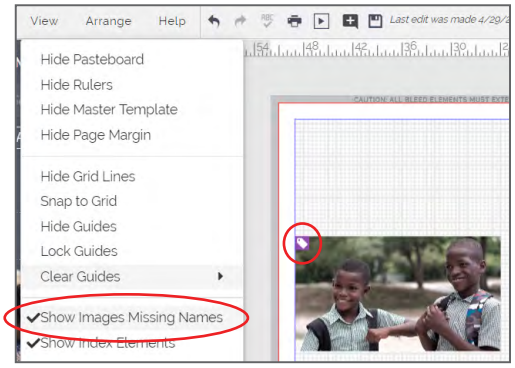
- From the caption, highlight and copy names associated with that group photo.
- Right-click on the image, and select Tag Names.
- Click the “Add Names” button.
- Paste all names in to the Add Names window.
- Delete any row headings, semi-colons, extra spaces or other text that is not a name.
- Click OK.
- Scroll through the list of tagged names to confirm accuracy.

IMAGE DETAILS



- After tagging an image, click on the Details tab and check the Index This Photo box so the names will show up in your index if the photo is used in your book.
- Add keywords to an image by entering them in the Caption field.
- Entering accurate name information for each photo will allow you to have Layout Pro create your index and coverage report.
- Click the Done button to save your changes.
- Use the arrow buttons to move through your images, or close the pop up window and return to your Image Library.

TO SEE IF IMAGES HAVE BEEN TAGGED



- Go to Layout Pro and from the View menu, select “Show Images Missing Names.” Any image that has not been tagged will have a purple tag in the upper left corner of the image.

Download Multiple Images

Download selected images or an entire folder of images from your Image Library.

Access your **Image Library** under the **Create** menu on the Home Page, or right-click on an image in Layout Pro.

1. SELECT A FOLDER

Choose an entire folder of images to download.

2. SELECT IMAGES

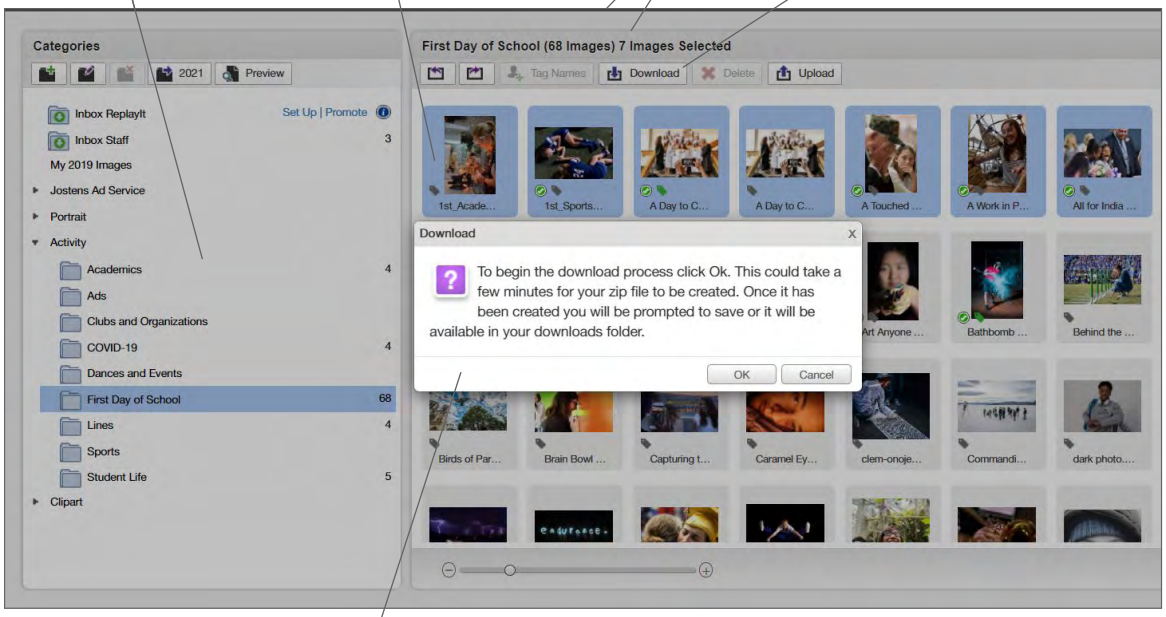
Choose specific images from a folder to download.

3. IMAGES SELECTED

- Track how many images you have selected.
- You can download up to 500 images at a time.

4. DOWNLOAD IMAGES

Click to download your selected images or folder of images.



STATUS WINDOW

- Click OK to begin the download process.
- A zip file will be created. You can save to your computer or access it from your downloads folder.

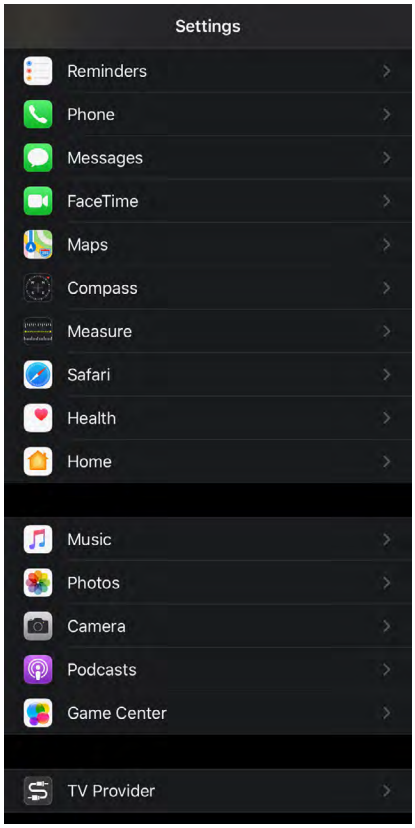
UP TO 500 IMAGES can be downloaded at one time. Download times may vary depending on how many images you are downloading.

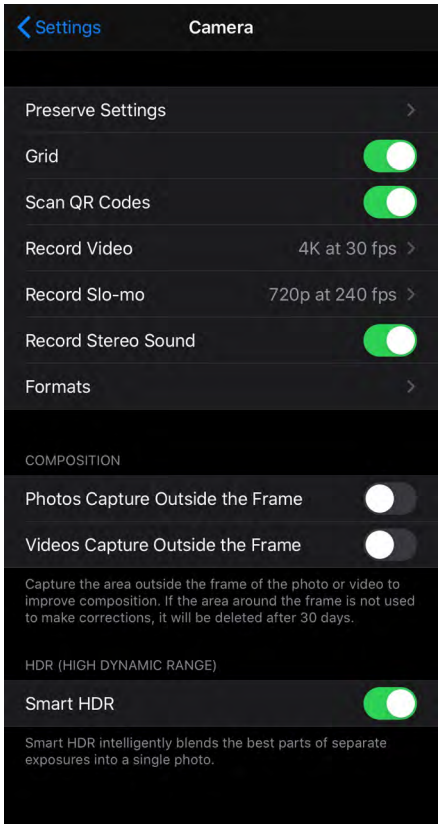
IMAGES ARE NOT AVAILABLE FOR DOWNLOAD until 24 hours after upload.

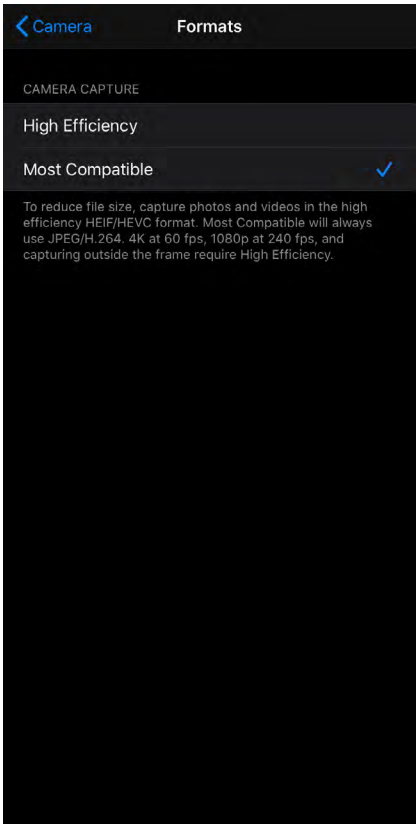
IMAGES WILL SAVE AS A ZIP FILE that can be saved to your computer or accessed from your downloads folder.

Switch from HEIF/HEVC to JPEG

High Efficiency makes your camera shoot in HEIF/HEVC format. However, Yearbook Avenue does not accept this format. If you are using images taken on an iPhone they will either need to be in the camera's JPEG format or converted to JPEG format prior to uploading to Yearbook Avenue.







STEP 1

- Open up your iPhone's settings and select Camera.

STEP 2

- In the Camera settings, tap the Formats option.

STEP 3

- On the Formats screen, select Most Compatible instead of High Efficiency.

If you'd like to stick with the new efficient formats, there are free programs and websites that can help you convert .heic to .jpeg. These will convert your file formats while maintaining to the extent possible the quality of the photos. We recommend reading the terms of use for whichever program or website you choose to use.
Below are a couple of the resources:

- heictojpg.com - Upload and convert up to 5 files at a time.
- freetoolonline.com - Upload and convert up to 200 files at a time.



GO PRO

Introducing Layout PRO. The next generation in yearbook creation.

SIMPLE & INTUITIVE

Layout Pro streamlines the page creation experience — allowing the designer to create beautiful publications quickly and easily.

STAY ON TRACK

Notes and notifications make tracking edits and collaborating with staff members a breeze. Add notes and track changes all in one place.

CHROMEBOOK OPTIMIZED

With it's Chromebook-friendly design, Layout Pro is optimized for use on Chromebooks anywhere, anytime.

FLASH-FREE

No more annoying Flash plug-ins to install.

Layout Pro Overview

Layout Pro by Jostens provides you with powerful layout tools to help you create your yearbook. Using Layout Pro you can place and crop images, edit text, and add clip art and backgrounds and submit your pages.

MENU TABS

- **The Pages tab** shows you all the pages in your book and lets you select a page for editing.
- **The Designs tab** houses all your templates and Jostens pre-designed templates (Themes).
- **The Images tab** has all your photos and portraits from the Image Library, plus you can upload photos directly within this tab.
- **The Art tab** is where you can find all shapes, image frames, and Jostens clipart and backgrounds.
- **The Text tab** houses your font styles and lets you drag a style directly on to the page.
- **The Flow tab** lets you flow portraits and your index.
- **The Layer tab** houses your master templates.
- **The History tab** lets you see page history by date and by user.

RULERS

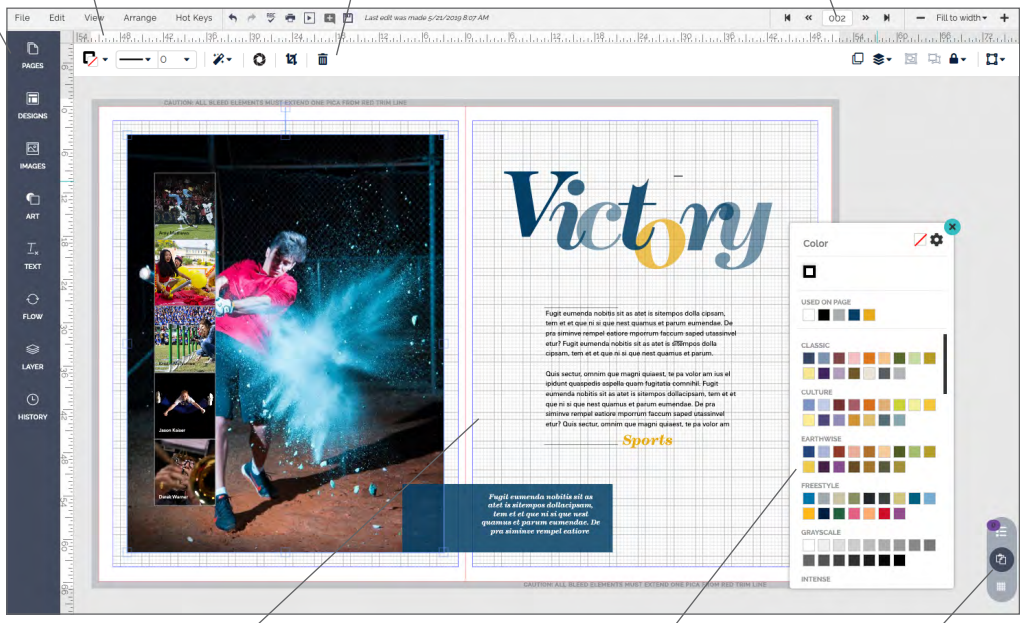
- Add ruler guides by dragging them onto your page from the vertical and horizontal rulers.
- Choose lock Guides from the View menu to lock them in place.

CONTEXTUAL TOOLBAR

Editing options change depending on the selected element.

PAGE NAVIGATOR

Jump between pages in your book. From left to right, you can jump to the first page, jump to the previous page, enter a page number manually, jump to next page, and jump to last page.



PAGE CANVAS

Working area of a page.

FLOATING PALETTES

- Click the pin icon in the upper right corner of a menu to detach it and reposition it on the screen.
- Click the X to snap the menu back to its original location.

DISPLAY PANEL

View comments/ Preflight Panel, toggle grid on/off, toggle pasteboard on/off.

Pasteboard/Canvas

Place images, text boxes and clip art onto your pasteboard. Your pasteboard is the white space around each page in the Layout Pro.

PAGE GRID

Half-pica squares arranged into a three-pica column grid to help align elements on the page.

PAGE MARGIN

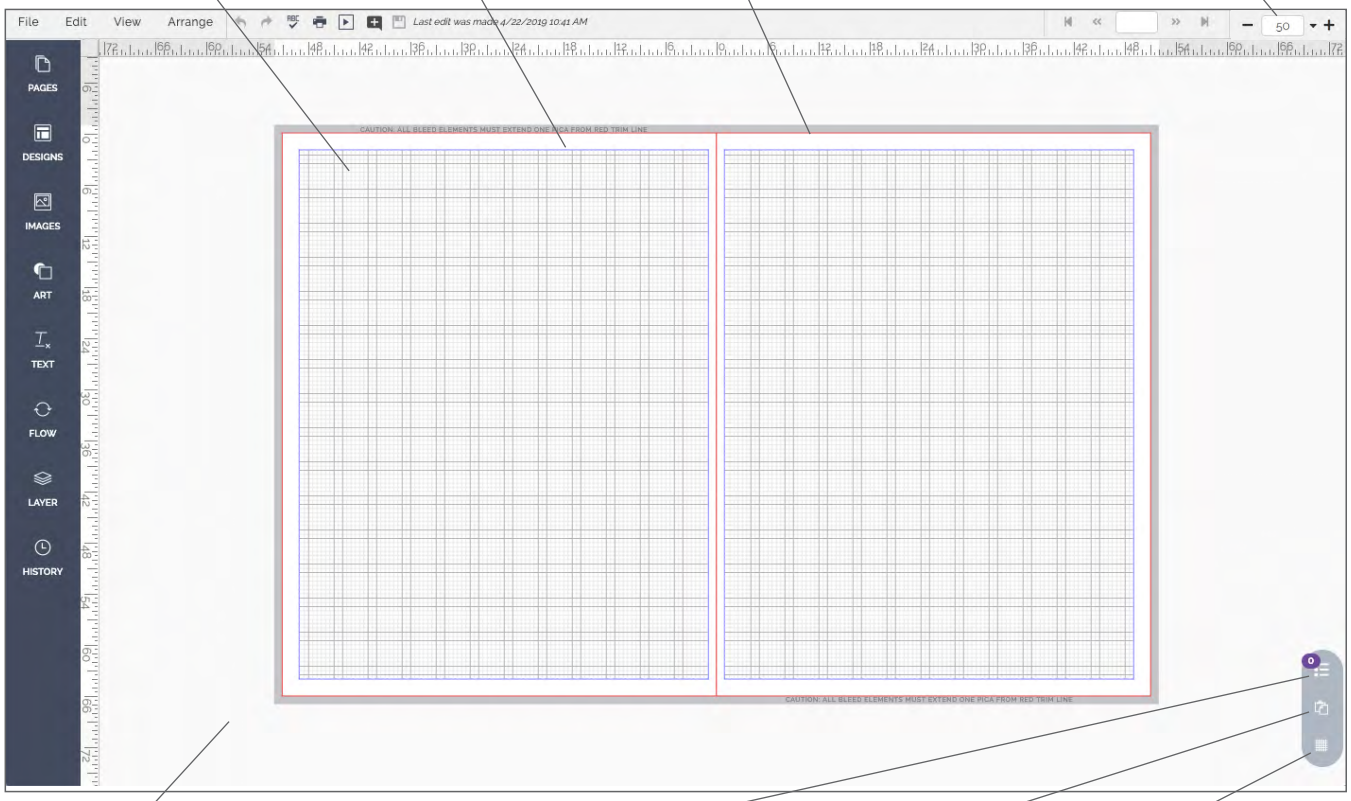
All important elements should stay within these margins (light purple) for proper visibility when printing.

BLEED

All elements that bleed off the page need to extend at least one pica from this red trim line.

ZOOM IN OR OUT

- Use the drop-down to view your entire pasteboard or zoom in on your page.
- Zoom has a range from 25% to 1200%.
- Zoom (Page): Ctrl + Alt + +/- (PC) CMD + Option + +/- (Mac) to zoom page view in/out.



PASTEBOARD

Space outside the page canvas that can be used to arrange elements, experiment with layouts, and store elements that aren't ready to be on the page yet.

NOTIFICATION PANEL

Contains the new Comment and Preflight Panels. The Comment Panel lets you view, add, reply to and resolve page comments within Layout Pro. The Preflight Panel lets you proof, complete and submit your pages within Layout Pro.

HIDE/SHOW PASTEBOARD

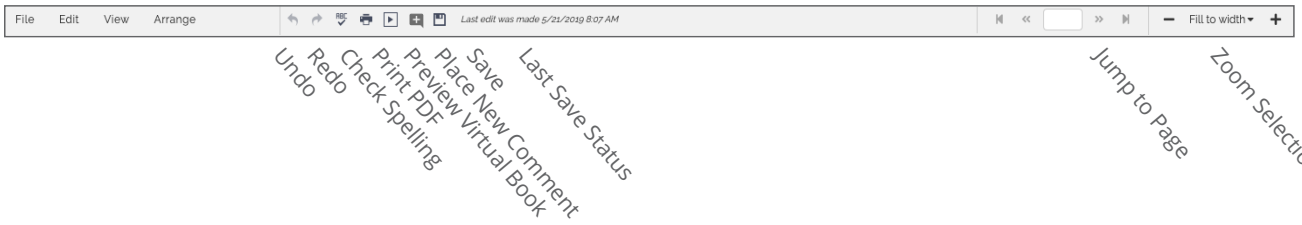
Turn on/off the pasteboard.

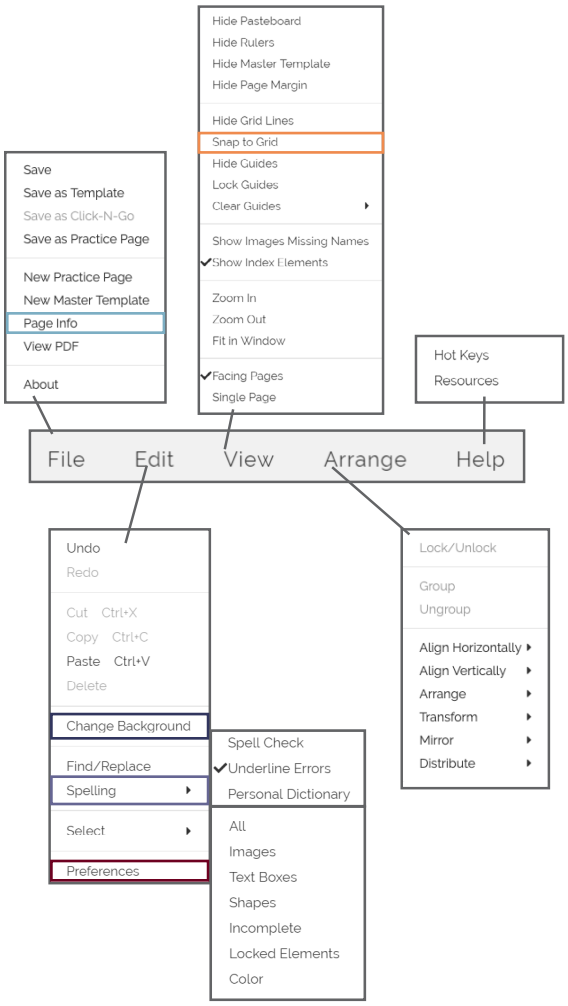
HIDE/SHOW GRID

Turn on/off the grid.

Layout Pro Top Menu Close-Up

Scan QR code to watch the video.





PAGE INFO

- Complete and submit pages.
- The new preflight panel can be found in the Page Display Panel. The Preflight Panel lets you proof, complete and submit pages within Layout Pro.

SPELL CHECK

- Run spell check using the Edit menu.
- Turn on/off dynamic spell check.

CHANGE BACKGROUND

Add, edit or remove the background of your page.

PREFERENCES

Enable flex margins. Flexible Margins is an optional feature located under YBA > Plan > Features that advisers can select to allow objects to be placed outside the page margins. To set this up, contact your Jostens rep or consultant.

SNAP TO GRID

Turn on to only allow elements to move along the grid lines.

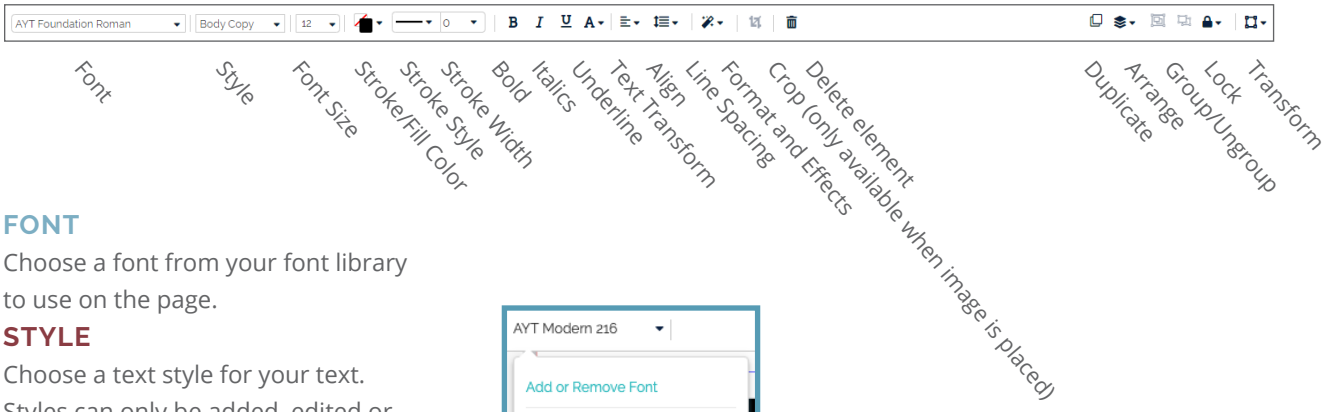
SELECT COLOR

Select all elements on a spread and replace with a different color.

Layout Pro Contextual Toolbar - Text Formatting

Scan QR code to watch the video.

The contextual toolbar offers different formatting options depending on whether you are editing text or an image.



FONT

Choose a font from your font library to use on the page.

STYLE

Choose a text style for your text. Styles can only be added, edited or removed from Plan>Styles.

FONT SIZE

Adjust pt size of your text.

COLOR

View the colors used on the page, change the color of the selected text/text stroke, and the fill/stroke of the text box. Set the text fill to transparent and stroke to any color for knockout text.

STROKE WIDTH

Adjust width of stroke on the text box.

TYPE TREATMENTS

Bold, italics, underline.

TEXT TRANSFORM

UPPERCASE, lower case, Title Case, and Capitalized.

ALIGN

Align text in text box horizontally and vertically.

LINE SPACING

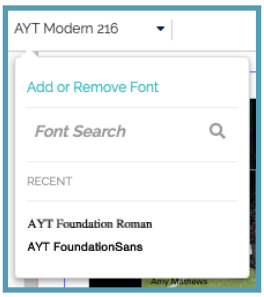
Choose how vertically far apart you want your lines of text to be.

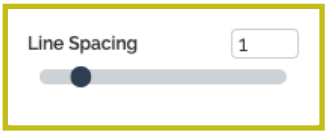
FORMAT AND EFFECTS

Apply transparency, drop shadow, glow and text wrap.

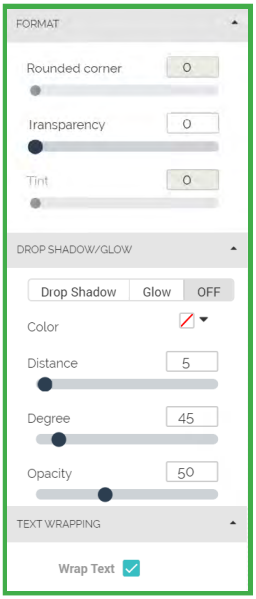
CROP

Crop photos in text.









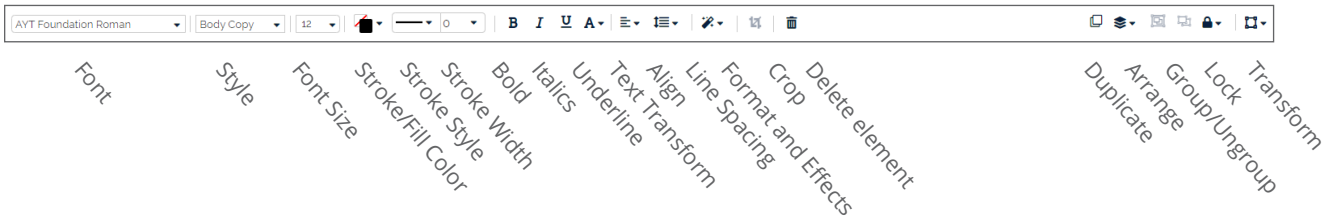




Layout Pro Contextual Toolbar - Text Effects

Scan QR code to watch the video.

The contextual toolbar offers different formatting options depending on whether you are editing text or an image.

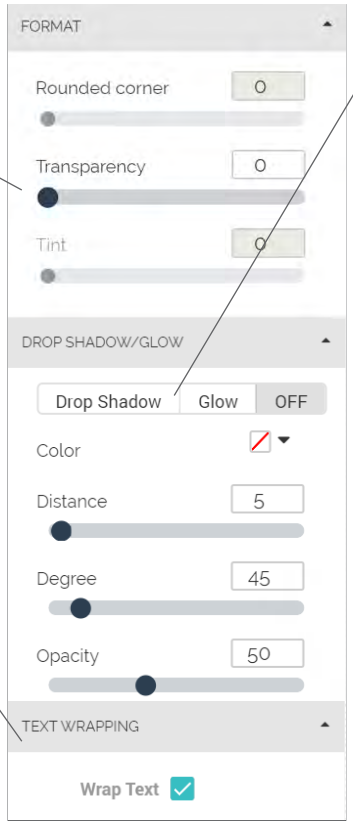


TRANSPARENCY

Slide to adjust how see through the text is.



NOTE: Rounded corner and Tint are not available for text.



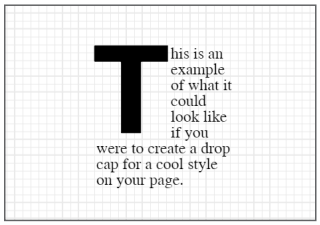
DROP SHADOW

- Select Drop Shadow.
- Select color and angle.
- Use the sliders to adjust Distance, Degree, and Opacity.



TEXT WRAPPING

- Wrap text around an object.



GLOW

- Select Glow.
- Select the color of the glow.
- Use the sliders to adjust Opacity and Blur.



PHOTO IN TEXT

- Navigate to the Images Tab to locate the photo you would like to place in your text.
- Drag and drop the image onto the text in the same way you would drag and drop an image into an image frame.
- To move or resize the image within the text, select the crop button from the contextual toolbar and then format the image within the text accordingly.

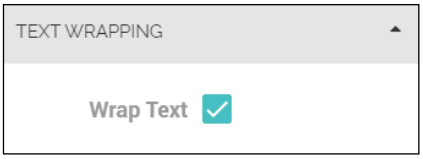


Text Effects - Text Wrapping

Text Wrapping is used to format text around an image or graphic element.

TEXT WRAPPING

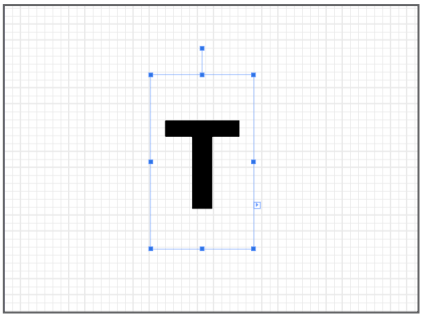
- Text boxes by default will have "Wrap Text" turned on to format text around an image or graphic element.
- With the object you are wrapping around selected, choose whether you would like to wrap around the element's bounding box, tight to the element, or above and below. Then, select the amount of padding you want around the element.
- **NOTE:** Text wrap will be disabled if you place an image in text or choose to use vertical text alignment.

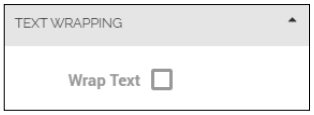


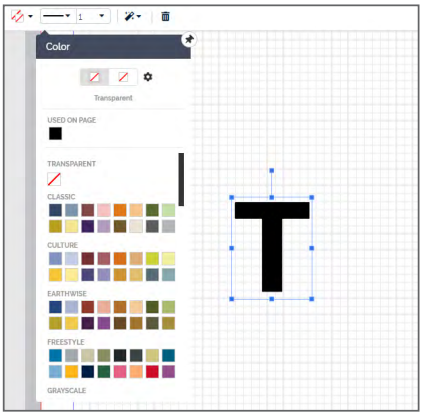


DROP CAP

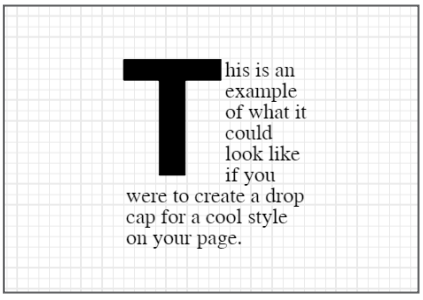
- To create a drop cap, first, drag a text style onto the page from the Text Tab and format that text box as needed so that it will appear as the drop cap you want. Then, from the format menu in the Contextual Toolbar make sure that Text Wrap is unchecked for this text box because you do not want this text itself to wrap to the transparent shape it will be behind, you want this text to remain in place directly behind the shape you will place next.
- Then, you will need to create a fully transparent object to position in front of the drop cap. This will be the object the text wraps around. To do that, add a shape to the page from the Art Tab. Change the color of the shape fill and stroke to transparent from the color palette in the Contextual Toolbar. With the shape still selected, format this shape in the Format and Effects menu to reflect the type of text wrap you want and the amount of padding you want.
- Finally, add the copy that will be wrapping around the drop cap. To do this, drag another text style onto the page from the Text Tab and type your copy in that box. Then, from the format menu in the Contextual Toolbar make sure that Text Wrap is checked for this text box. This will cause the text to wrap around the transparent shape in front of your drop cap.

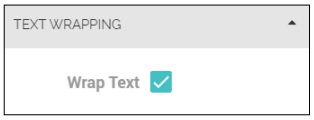












Layout Pro Contextual Toolbar - Shape Formatting

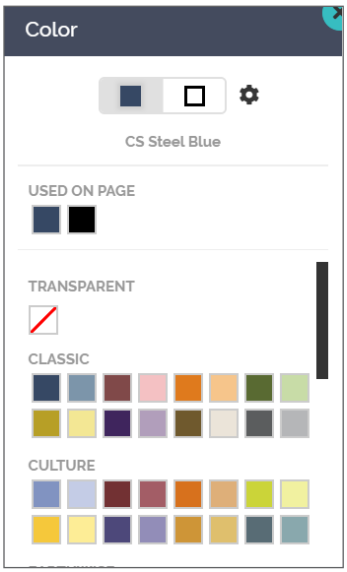
Scan QR code to watch the video.

The contextual toolbar offers different options depending on whether you are editing text, an image or shapes.



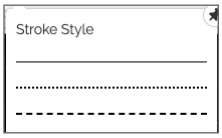
COLOR

View the colors used on the page and change the shape color.



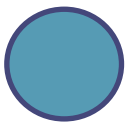
STROKE STYLE

Choose from a solid, dotted or dashed stroke style.



STROKE WIDTH

Adjust thickness of stroke on shape.

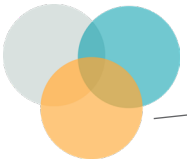


CORNER ROUNDING

Round the corner of your image/shape.

TRANSPARENCY

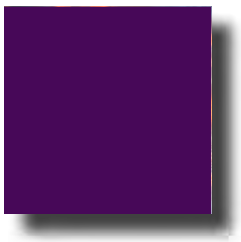
Slide to adjust how see through the image or element is.



TINT

Slide to adjust the level of color in an image/shape.

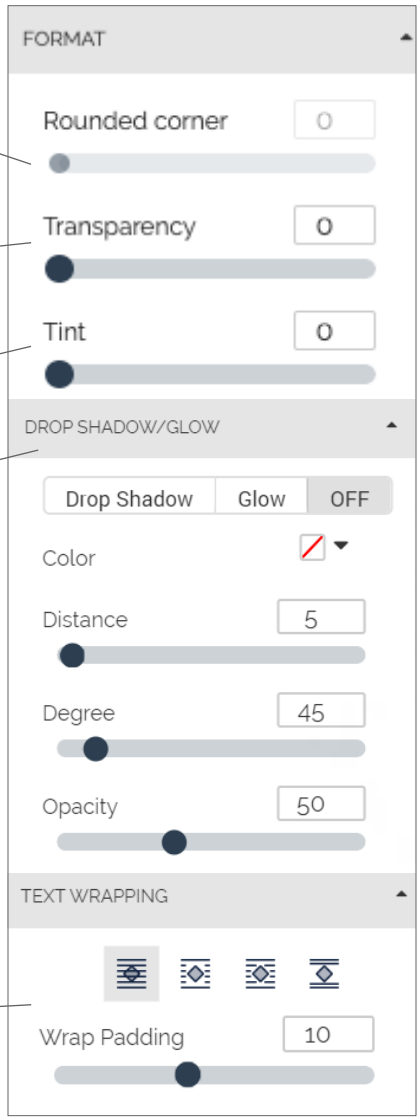
DROP SHADOW/GLOW



Select Drop Shadow or Glow. Then select your color and angle if it's a drop shadow. Lastly, use the sliders to adjust distance, degree, opacity, and blur.

TEXT WRAPPING

Choose from no wrapping, wrap around the element's bounding box, wrap tight to the element, or wrap above and below. Then, set the padding around the element.



Layout Pro Contextual Toolbar - Image Formatting

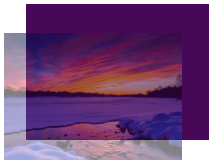
Scan QR code to watch the video.

The contextual toolbar offers different options depending on whether you are editing text, an image or shapes. Click on Edit in the contextual toolbar to access this menu.



TRANSPARENCY

Slide to adjust how see through the image or element is.



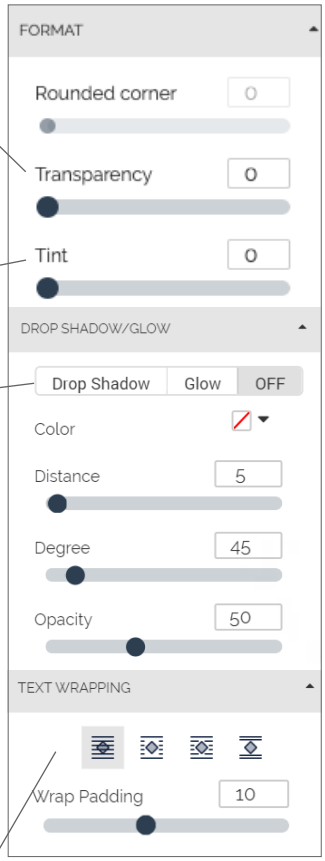
TINT

Slide to adjust the level of brightness or darkness in an image/shape.

DROP SHADOW/GLOW

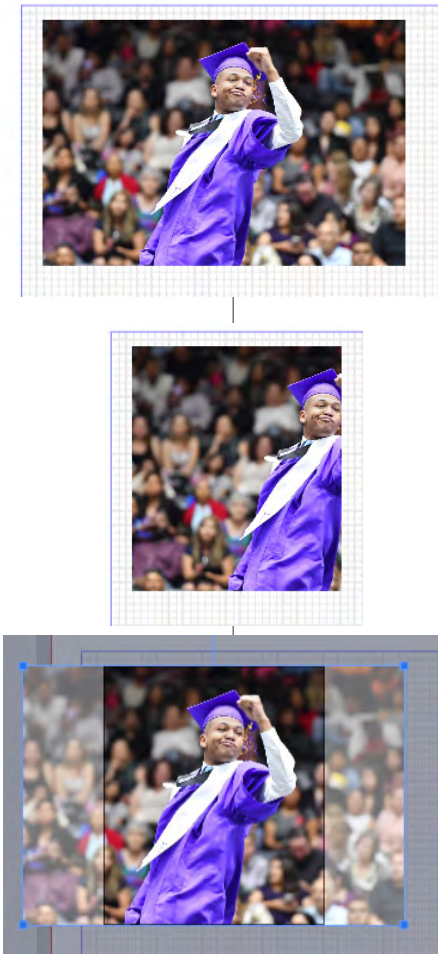


Select Drop Shadow or Glow. Then select your color and angle if it's a drop shadow. Lastly, use the sliders to adjust distance, degree, opacity, and blur.



TEXT WRAPPING

Choose from no wrapping, wrap around the element's bounding box, wrap tight to the element, or wrap above and below. Then, set the padding around the element.

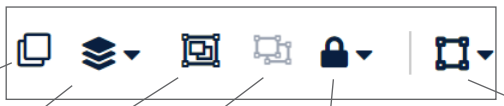


CROP

First, adjust the size of the image to the aspect ratio you want. Then, select crop and scale/move the image within the bounding box to the area of the image that you want to show.

Layout Pro Contextual Toolbar - Transform Options

These options are present no matter what element is selected (on right side of Contextual Toolbar).



DUPLICATE

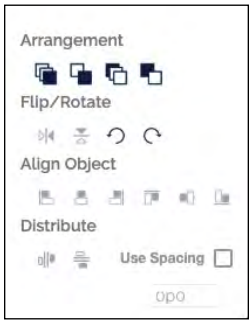
Duplicates the selected element or a group of elements.

ALIGNMENT

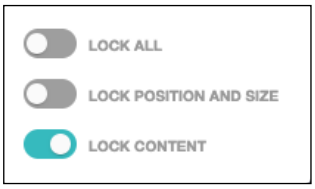
Adjust vertical and horizontal alignment of the element.

- **Arrangement:** Adjusts position of element; bring to front, bring forward, send to back, send backwards.
- **Flip/Rotate:** Flip an element horizontally or vertically, or rotate an element in 90-degree increments.
- **Align Object:** Align two or more objects vertically, horizontally, to top, to bottom, and to center of each other.
- **Distribute:** Evenly distribute objects in relationship to each other.

GROUP/UNGROUP



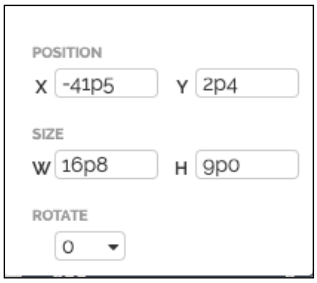
LOCK



- **Lock All:** Locks all selected elements.
- **Lock Position and Size:** Lock the position and size of the selected element. The content of the object is still editable.
- **Lock Content:** Locks the content of selected objects. The position and size can still be edited.

TRANSFORM

Adjust page position (where an element is on a page by specific point values) and width/height values of an element. Can also rotate by a specific degree.



Grouping Elements

Scan QR code to watch the video.



GROUPING ELEMENTS

- The group icon will be visible in the contextual toolbar when multiple items are selected.
- Select all the elements you would like to group by holding down the Shift key while clicking each individual element. Or click and drag the mouse over the items you'd like to select.
- Click the Group button in the Contextual Toolbar. Once your elements are grouped they will act as one larger element.
- Move, resize, flip and rotate the elements together.

UNGROUPING ELEMENTS

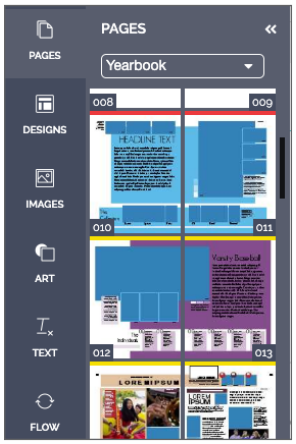
- Select the element group.
- The Group button will change to the Ungroup button when a group is selected.
- Click the Ungroup button.

Layout Pro Menu Tabs Overview

Scan QR code to watch the video.

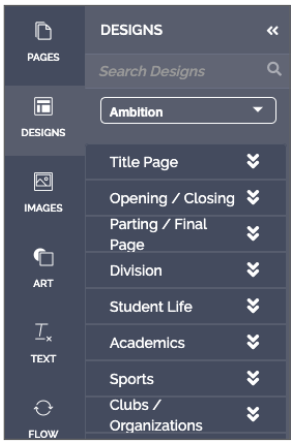
PAGES TAB

- Select the page you'd like to work on in Layout Pro.
- Use the drop-down to select pages from the whole yearbook or pages assigned to you.



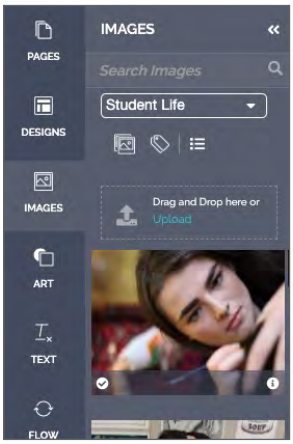
DESIGNS TAB

- Select a layout for the page you are creating.
- Use the drop-down to select a template design category.



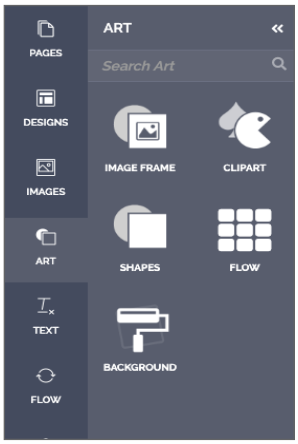
IMAGES TAB

- Select images to use on your layout.
- Use the drop-down to select an image category.
- Use drag and drop to upload photos.
- Show images that are Tagged or Unused.



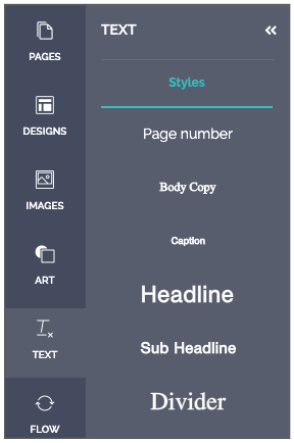
ART TAB

Shapes, clip art, flow elements, backgrounds and more.



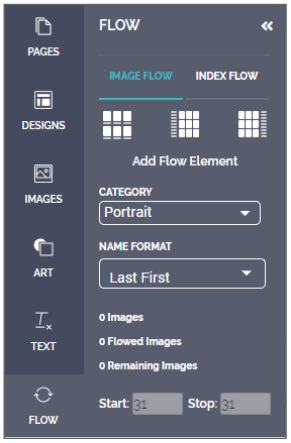
TEXT TAB

Use type styles to drag and drop pre-formatted text on to the page.



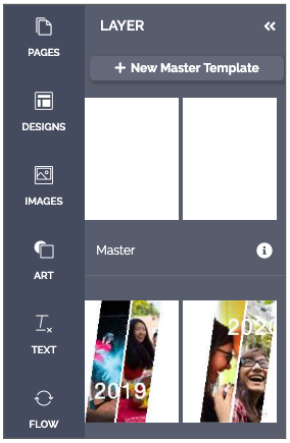
FLOW TAB

Use the Flow Tab to create your Portrait Panel and Index Pages.



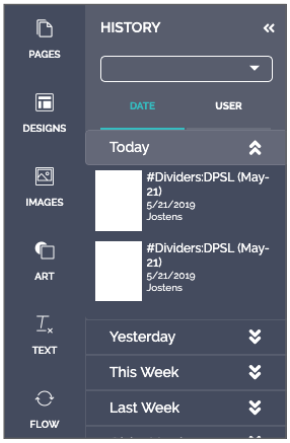
LAYER TAB

View, edit and create Master Templates.

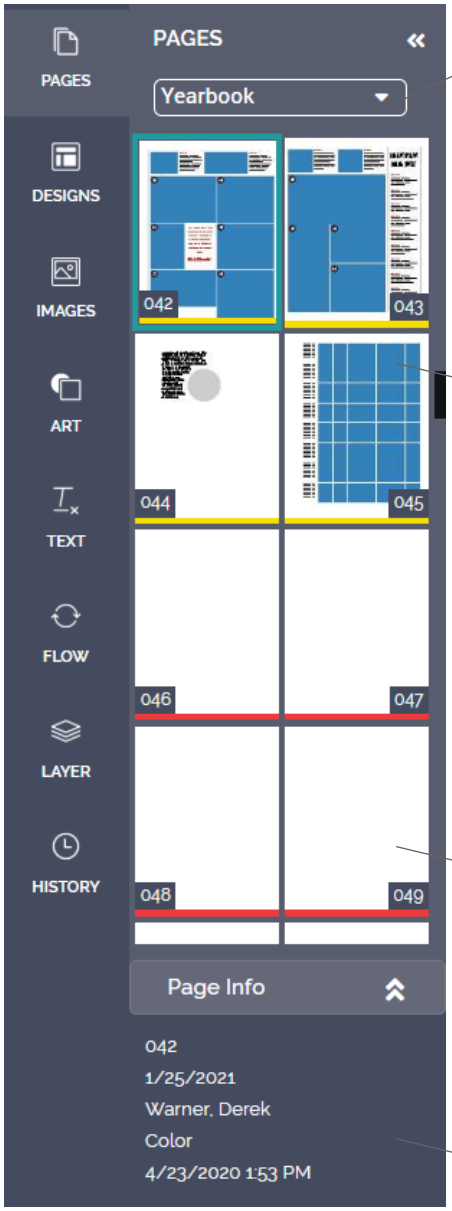


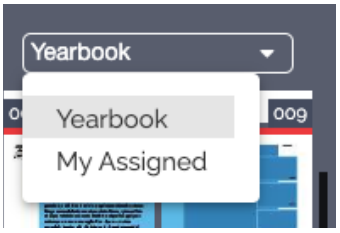
HISTORY TAB

Use the History Tab to jump back to a previous version of your layout or view activity by user.



Pages Tab Close-Up





PAGES TAB DROP DOWN MENU

Switch between viewing the whole yearbook or just the pages assigned to you in the page ladder.

PAGE STATUS

Each page has a color bar across the bottom to indicate page status.
Red means the page has not been started.
Yellow means the page is in progress.
Green means that page is marked as complete.
Black means that page has been submitted.

VIEW PAGE

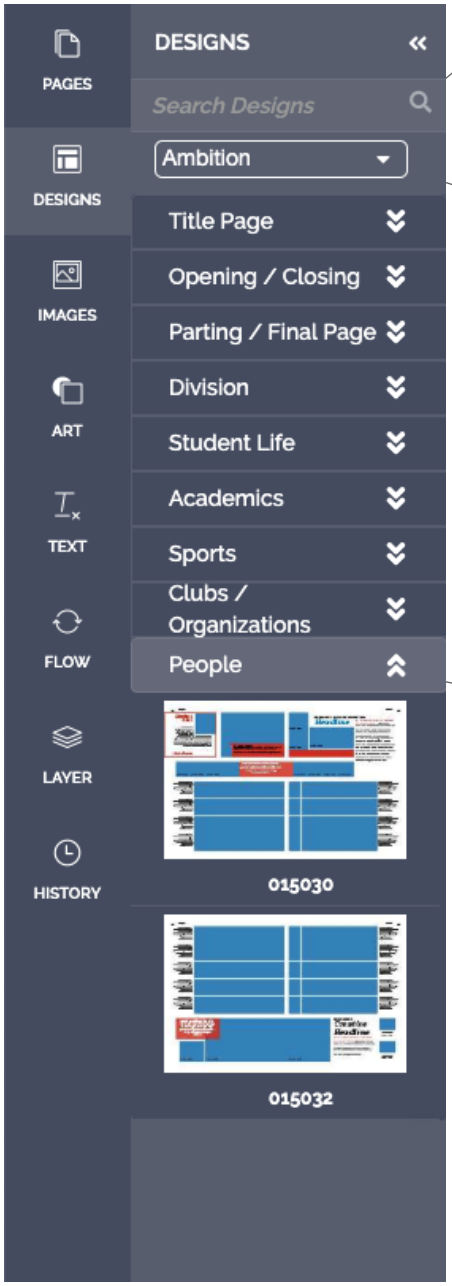
Click on any page to view that page in Layout Pro. Page numbers are indicated in the outside bottom corners.

PAGE INFO

Page info from the Page Ladder is displayed at the bottom so you can view details for each page without navigating to the Page Ladder.

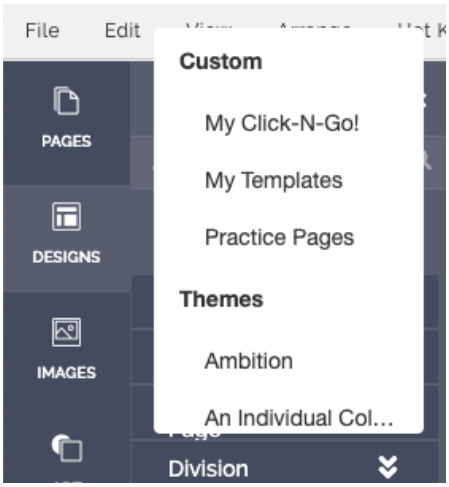
Design Tab Close-Up

Scan QR code to watch the video.



SEARCH

Search templates by name or template ID number.

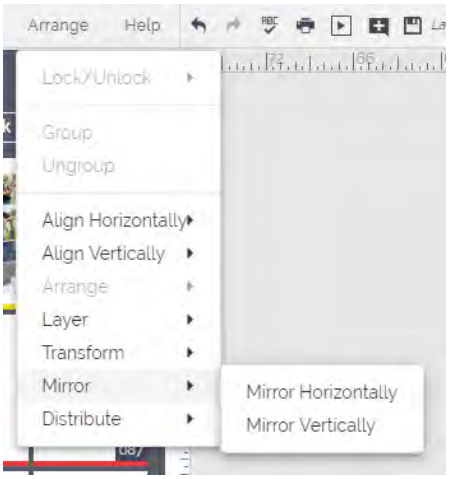


DESIGN TAB DROP DOWN MENU

View your Custom templates (Templates, Practice Pages, and Click-N-Go! you have created and saved), and all Jostens pre-designed theme templates, recognition ad templates, and templates in the template exchange. The Template Exchange is where other Jostens customers and Sales Representatives can share templates they've created.

EXPAND TEMPLATE SECTIONS

Click the double down arrows to expand that template section. This allows you to view all the templates in that section for that theme.



MIRROR PAGE

When you place a template on the page, click on arrange from the Top Menu and go down to mirror. This gives you the option to mirror a template horizontally or vertically. This will mirror the entire spread if there is content on both pages.

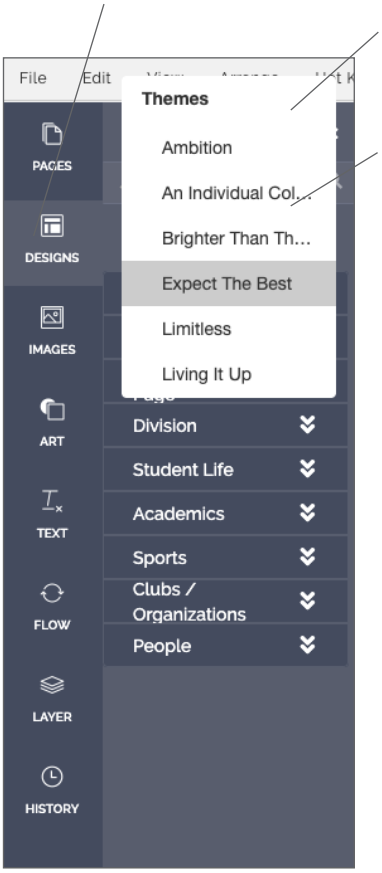
Using Jostens Pre-Designed Templates

Scan QR code to watch the video.

We have provided you with hundreds of pre-designed layout templates to help make the yearbook creation process easier. These templates can be used as-is or modified in Layout Pro.

DESIGNS TAB

Find templates and Click-N-Go! modules.

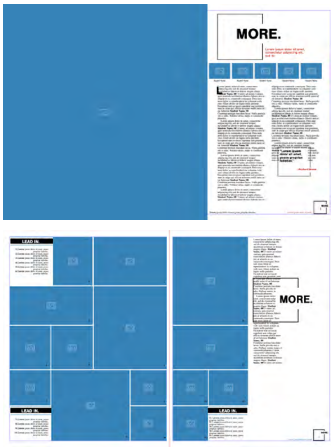


LIBRARY

Click the drop-down menu to view template categories.

THEME TEMPLATES

Use these to create your whole book.



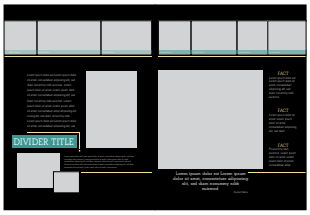
CLICK-N-GO!

Pre-designed page modules you can drag onto a page and fill in with your details.



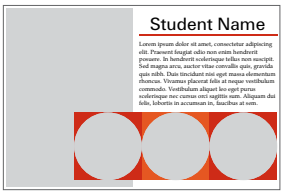
PAGE SURFER TEMPLATES

These templates span multiple sections of the book.



ADVERTISING

Use Click-N-Go! technology to create your recognition ads.



SAVE YOUR PAGE LAYOUTS AS TEMPLATES

so that you can use the designs on other pages. To save a page as a template choose Save as Template under the File menu in Layout Pro.

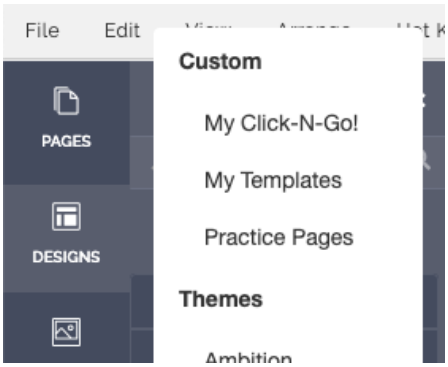
ONCE YOU SAVE YOUR PAGE AS A TEMPLATE

you can access it in the Custom/My Templates Design category.

My Templates & My Click-n-Go!

Scan QR code to watch the video.

The Custom section of the Designs tab houses all the templates, Click-N-Go! modules and Practice Pages you have designed yourself or saved from the Design Gallery.



MY TEMPLATES

My Templates is the folder that houses any templates you've created yourself or saved from the Design Gallery.

SAVE A TEMPLATE

While viewing a page/spread you want to save as a template, go to File > Save As Template.

MY CLICK-N-GO!

My Click-N-Go! houses all the Click-N-Go! modules you've designed yourself.

SAVE A CLICK-N-GO!

Select all the elements you want to be added to the My Clik-N-Go! section. Go to File > Save as Click-N-Go! and enter the information required.

Practice Pages

Scan QR code to watch the video.

Practice Pages let you experiment and test out ideas for your book on pages that will not appear in your printed book.

SAVE A PRACTICE PAGE

While viewing a spread you want to save as a practice page, go to File > Save as Practice Page and name your practice page.

CREATE A NEW PRACTICE PAGE

Go to File > New Practice Page to create a new blank practice page.

VIEW YOUR PRACTICE PAGES

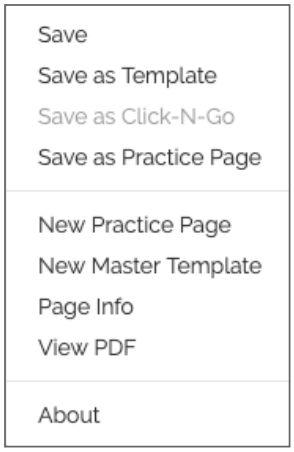
Your practice pages are stored in the Custom section of the Designs Tab drop down menu.

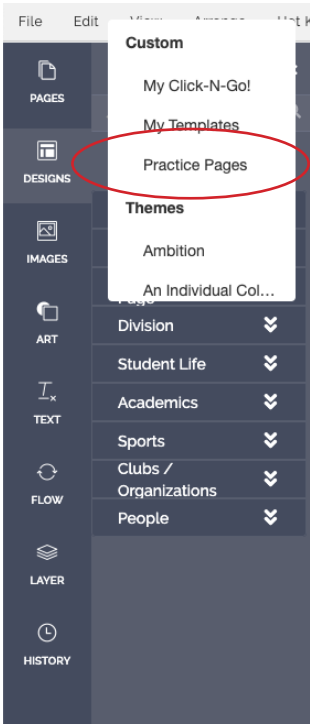
WORK ON A PRACTICE PAGE

If you want to work on a practice page, click the small white "i" icon in the bottom right corner of the thumbnail. Click Edit to work on that practice page.

MAKE IT OFFICIAL

If you decide to use a practice page in your book, drag and drop the practice page thumbnail onto the page in your book.





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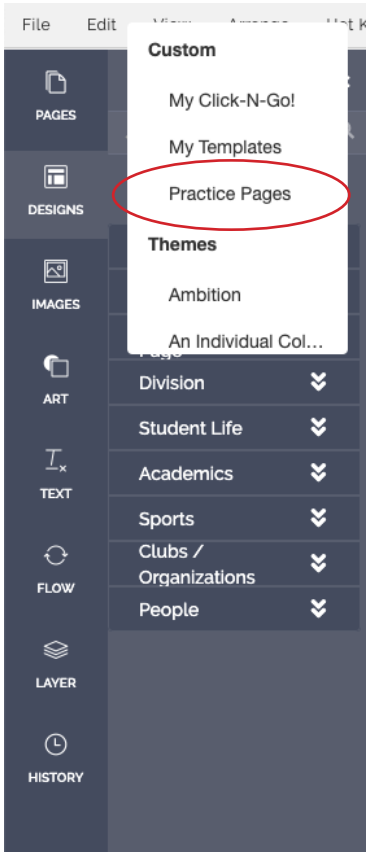
If you want to work on a practice page, click the small white “i” icon in the bottom right corner of the thumbnail. Click Edit to work on that practice page.

MAKE IT OFFICIAL

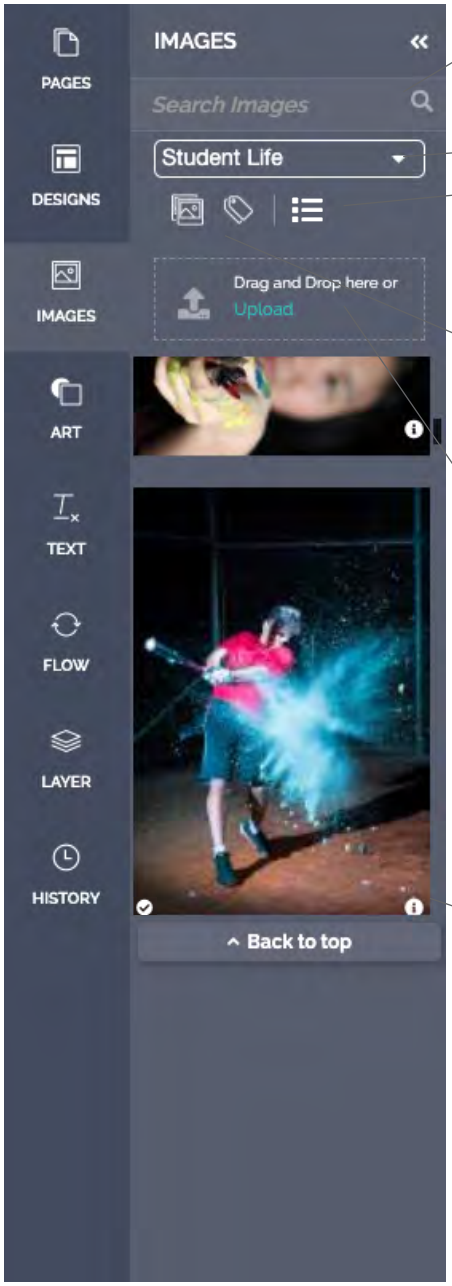
If you decide to use a practice page in your book, drag and drop the practice page thumbnail onto the page in your book.





Images Tab Close-Up

Scan QR code to watch the video.

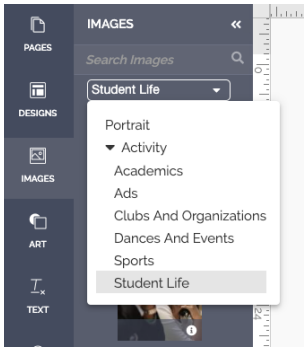


SEARCH
Search images by name or keyword.

GRID OR LIST VIEW
Toggle between viewing images in grid or list format.

VIEW OPTIONS
Filter the images you're viewing by unused images only or by tagged images only.

DRAG AND DROP OR UPLOAD IMAGES
Upload images directly from Layout Pro by either dragging and dropping or uploading from your device. Images will be uploaded to the active folder in the Images tab.



IMAGES TAB DROP DOWN MENU
Select an Image Library category to view in the Images Tab. Uploaded images will go into the active folder.



IN THE BOOK
The check mark icon means this image has already been used in the yearbook.

TAGGED IMAGE
The icon in the bottom right corner of this image indicates it has been tagged. Use the filter options at the top of the images tab to view tagged images only.

VIEW PAGE INFO
Hovering will show the title of the image, clicking will open the Image Details module so you can view details and/or tag your image.

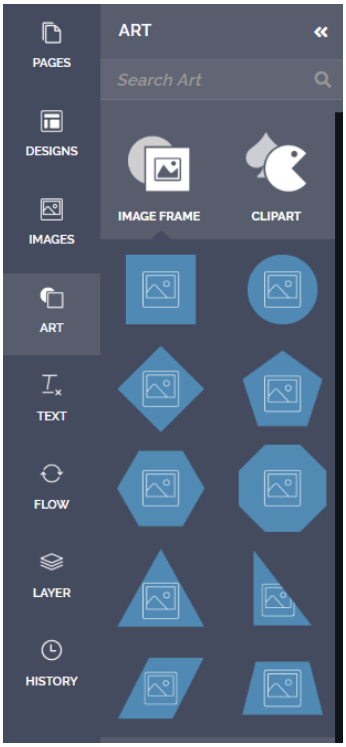
Placing Images

CHOOSE AN IMAGE FRAME

Open the Art Tab on the left side of Layout Pro and click on Image Frame to see your Image Frame options. Click and drag the Image Frame you want to use onto the page.

PLACE IMAGE IN FRAME

Open the drop down at the top of the Images Tab and select the folder containing the image you want to place. Click and drag the image into the Image Frame you have placed on the page.



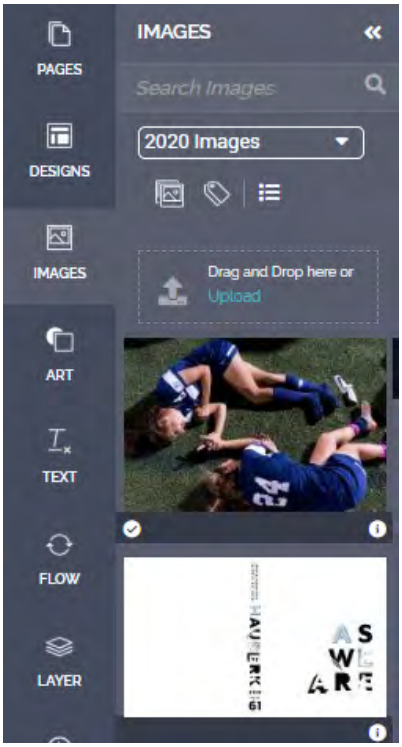
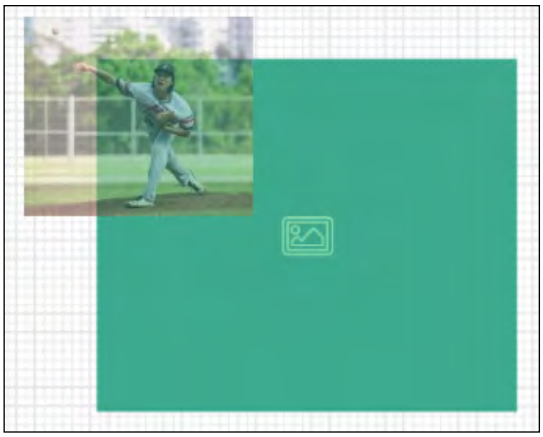


IMAGE RESOLUTION

When dragging the image into it's frame, the image frame will highlight green if the image is high enough resolution for the frame, but it will highlight red if the image is not high enough resolution for the frame. If it is not high enough resolution, the photo will not place in the frame so the frame will have to be resized.





Formatting Images

CROP AN IMAGE IN AN IMAGE BOX

- Click on the image, then click the crop button in the contextual toolbar or double click the image.
- Resize the image to change the cropping area (below), then click outside the image to save.

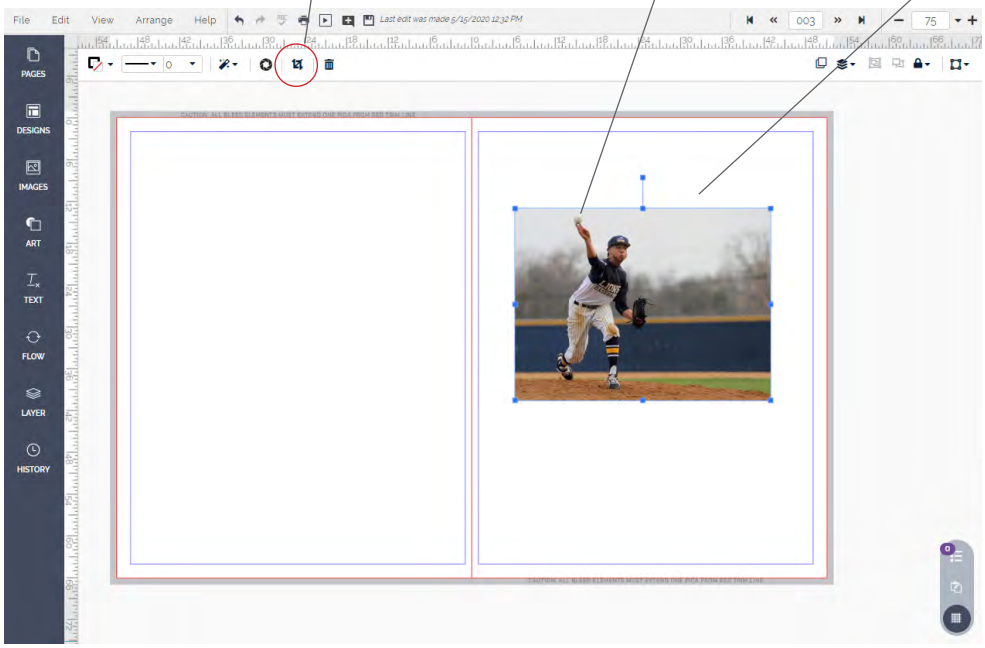


RESIZE IMAGE BOXES

- Click and hold the **handles** around the image frame.
- Adjust the size before letting the mouse button go.
- *Note: resizing an image frame may re-crop the placed image.

ROTATE IMAGES

- Click and hold the **rotate handle** extending from the top of the image.
- Rotate the image before letting go.



MOVING AN IMAGE BOX

- Click on the box until your cursor becomes a 4-sided arrow.
- Use your mouse or arrow keys to reposition the image box.

DELETING AN IMAGE IN AN IMAGE FRAME

- Pressing delete or the selecting the delete option from the contextual toolbar will delete the image while keeping the image frame on the page.
- You may also right click on an image and select "Remove Image" from the menu.

WHEN PLACING AN IMAGE ON A PAGE THAT HAS BEEN USED ON ANOTHER PAGE, the user will be asked to confirm they want to use it a second time.

A PHOTO BOX WILL HIGHLIGHT GREEN if the image resolution is acceptable and red if the image resolution is too low. The minimum resolution is 200 dpi.

TO ACCESS THE IMAGE LIBRARY from Layout Pro right-click on an image and select "View in Image Library."

TO SWAP AN IMAGE hold Ctrl (PC) or Cmd (Mac) and drag to the image position that you want to swap

Editing Images with Snap Edit℠

Scan QR code to watch the video.

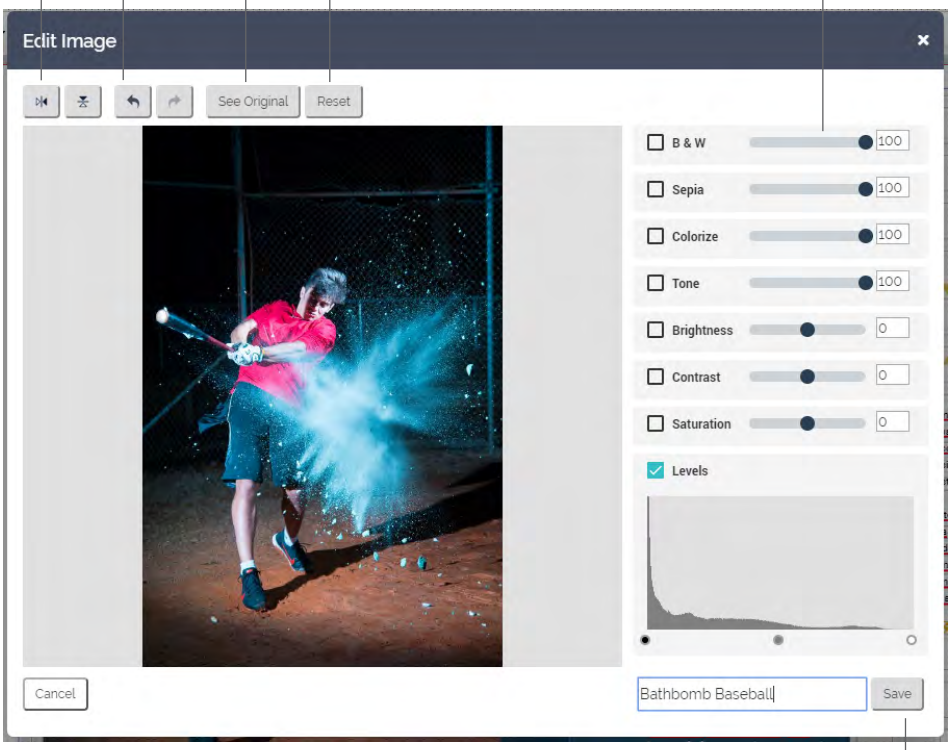
Snap Edit is the image editing tool that makes it easy to edit and enhance the photos on your pages.

FLIP IMAGE
Flip horizontally or vertically.

UNDO/REDO

SEE ORIGINAL/RESET
- See photo as it was before editing.
- Reset image to original.

SLIDERS
Adjust level of effect by percentage.

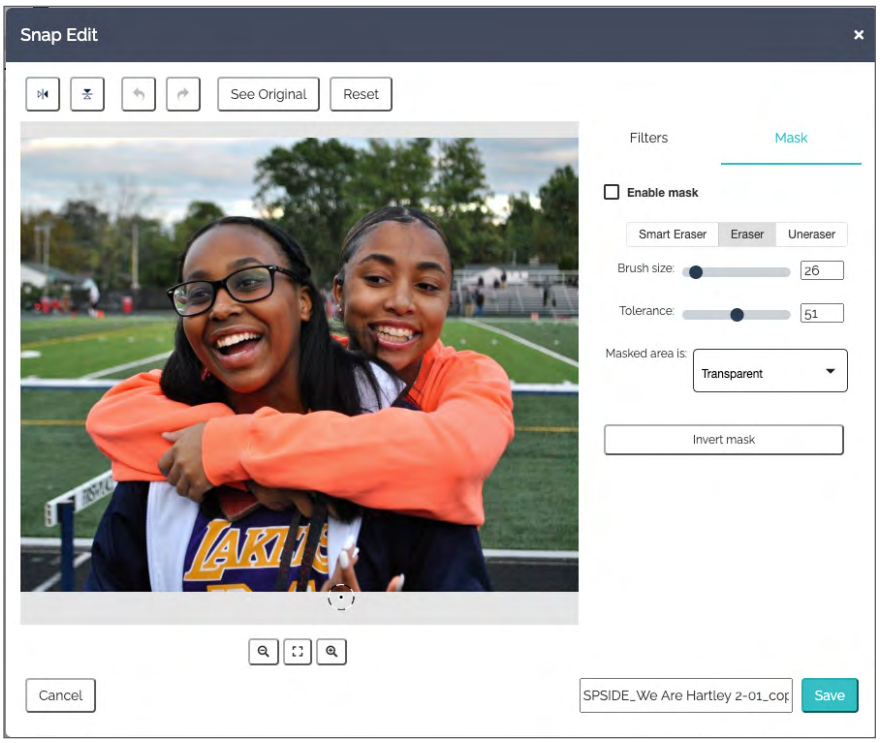


Black & White: Makes photo gray scale.
Sepia: Makes photo a reddish-brown monochrome.
Colorize: Select a color from your color library to apply a color pop to your image.
Tone: Select a color from your color library to apply a color overlay to your image.
Brightness: adjusts lightness or darkness of your image.
Contrast: adjusts the contrast between lights and darks.
Saturation: Adjusts color vibrancy of image.
Levels: adjusts exposure and brightness of your image. Drag the black, gray and white sliders below the histogram to adjust levels.

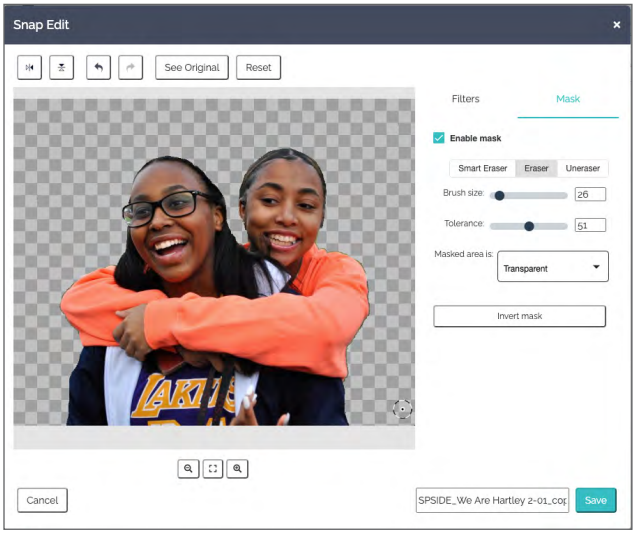
SAVE
Saves the edited image in the image library. The original image will be replaced on the spread by the edited image. The original image will remain in the image library.

Editing Images with Snap Edit℠ Masking

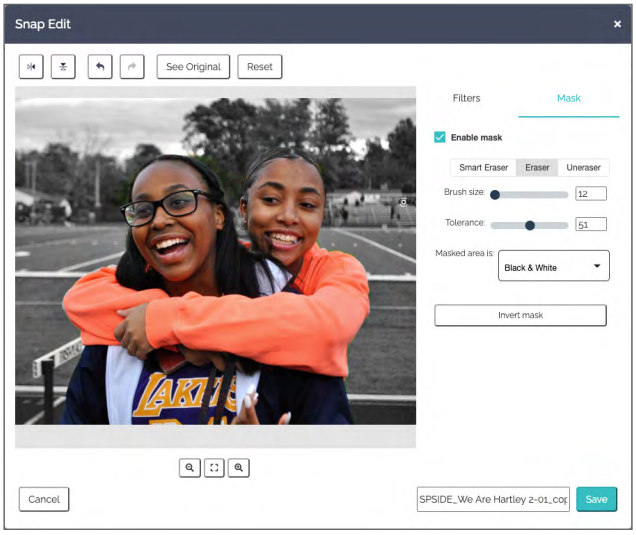
The Mask tool in Snap Edit makes it easy to cut out the background or apply selective color to photos on your pages.



Smart Eraser: This eraser samples the color of the area you click on and as you drag will only erase colors similar to the initial color.
Eraser: This eraser will erase anything you click and drag on.
Uneraser: Using this, you will be able to brush over the areas you have accidentally erased to get them to reappear.
Brush Size: The size of your brush for erasing/unerasing areas of the image.
Tolerance: This governs the sensitivity of your selection.
Masked Area Is: Determine whether the area you brush away turns transparent or black and white.
Invert Mask: Flip the area you have brushed over with the area you have not brushed over.



CUT OUT BACKGROUND



SELECTIVE COLOR

Converting InDesign Layout to Layout Pro

GETTING STARTED IN INDESIGN

Transforming a page from InDesign to Layout Pro is a simple process, but it requires some very specific settings. To begin with, the InDesign page should be the same size as your Layout Pro page. Confirm your yearbook's Trim Size before you proceed.

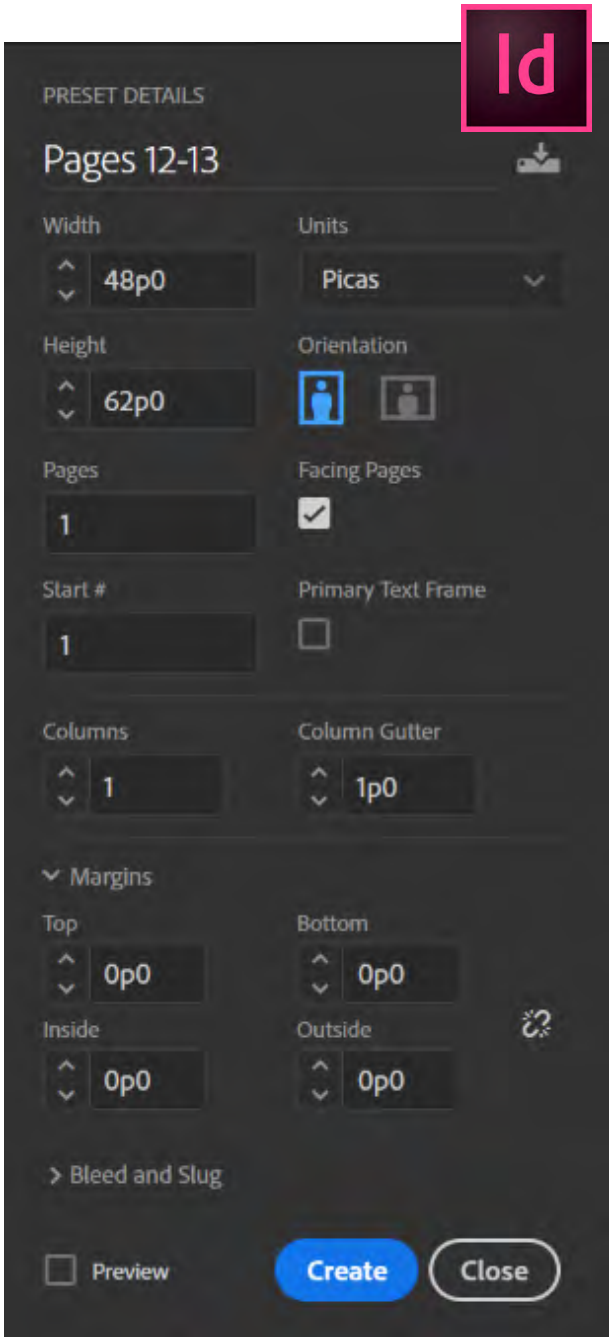
TRIM SIZE	WITHIN MARGINS SIZE	FULL PAGE WITH BLEED SIZE
8	48p x 62p	52p x 68p
9	51p x 68p	55p x 74p

SIZES

If you would like the converted-page image to fit within the margin guides of your online page, use the **Within Margins Size** dimensions. If you want the image to cover the page completely use the **Full Page with Bleed Size** dimensions. Note: The edge of a Full Bleed page is where the printed page will be cut. Make sure nothing meant to be visible extends beyond the edge of the document.

REVIEW

Once your InDesign file is complete, review it carefully. Make sure that all the fonts used in the file are installed on your computer. Confirm that there are no missing links and run a spell check. You will not be able to edit your design once it is uploaded into Layout Pro.

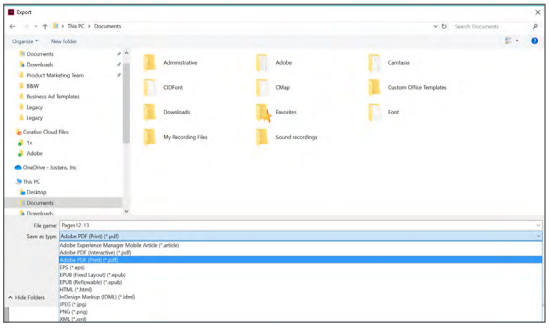


Converting InDesign Layout to Layout Pro

STEP 1: EXPORT AS PDF

- Once your document is set up correctly and ready to convert, go to the File menu and select Export.
- In the Export window, click the drop-down in the Save In field and determine where to save the file.
- Enter a name in the File Name field.
- Click the drop-down in the Save As Type field and select Adobe PDF.
- Click Save.

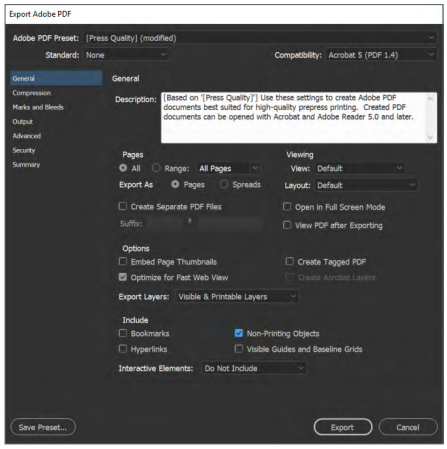
1



STEP 2: PDF SETTINGS

- In the Export Adobe PDF window, click the drop-down in the Adobe PDF Preset field and select [Press Quality]. Check Non-Print Objects. Leave all other settings as they are.
- Click Export and a Generating PDf progress bar will pass.
- When it is complete, quit InDesign and launch Photoshop.

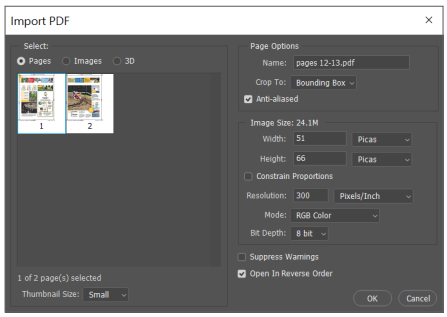
2



STEP 3: OPEN IN PHOTOSHOP

- From the Photoshop File menu, select Open and browse to your PDF file. Select it and click Open.
- The import PDF window will appear. Make sure the Resolution is set to 300 pixels per inch and the mode is set to RGB color. Leave all other settings as they are.
- Click OK. A Rasterizing File progress bar will pass and the file will open.

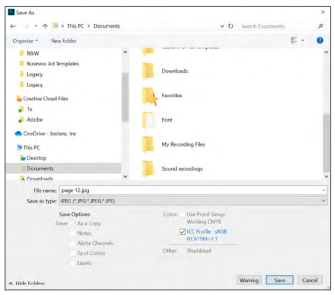
3

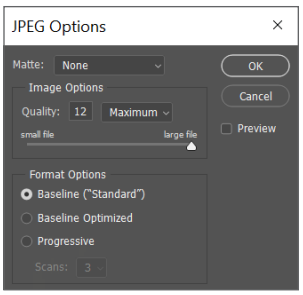


STEP 4: SAVE AS JPEG

- From the File menu, select Save As.
- In the Save In field determine where to save the file. Enter a name in the File Name field. From the drop-down in the Format field, select JPEG. Click Save.
- The JPEG Options window will appear. Set the Quality to 12 Maximum. Check Baseline Standard and click OK.
- You can ulpoad the JPG you just created to your Image Library in YBA for use in Layoout Pro. Refer to “Images Tab Close-Up to see how to do this.

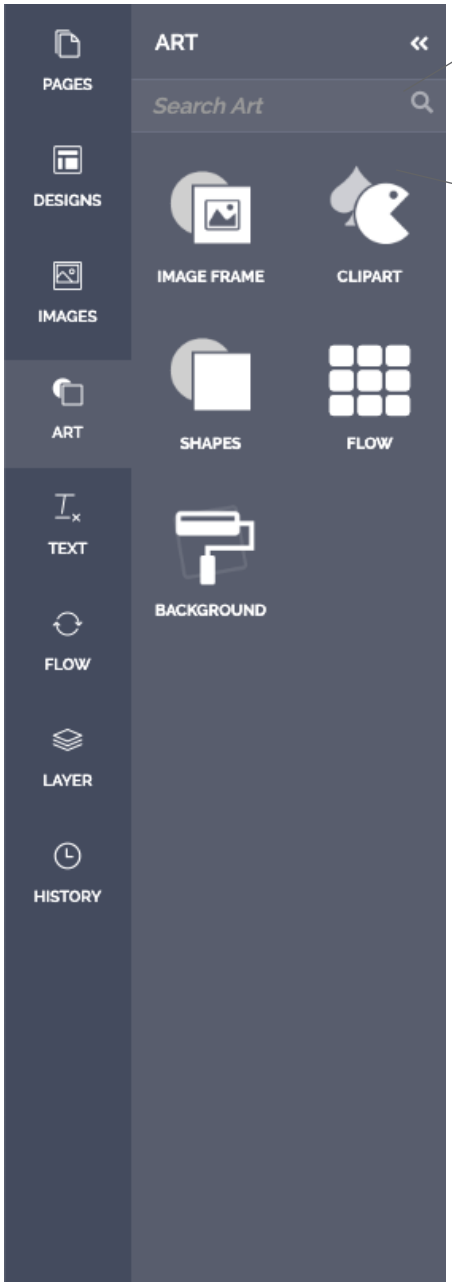
4





Art Tab Close-Up

Scan QR code to watch the video.



SEARCH

Search the art tab by name or keyword.

ART CATEGORIES

Art in the Art Tab is sorted into five categories:

- **Image Frames** are elements that you can place images in.
- **Shapes** are elements you can use to decorate your page.
- **Flow Elements** are elements you use for a fast and easy way create custom portrait panels and indexes.
- **Clipart** houses all of our Jostens Clip Art.
- **Background** houses all of our Jostens backgrounds.

ADD AN ELEMENT TO THE PAGE

Drag and drop an element onto the page to use it.

- Dragging on a flow element will populate a portrait panel on the page.
- Dragging a background onto a page will automatically make it the background of that page. Adjust the background of your page by going to File>Change Background or by right clicking on the page.

Backgrounds and Clip Art

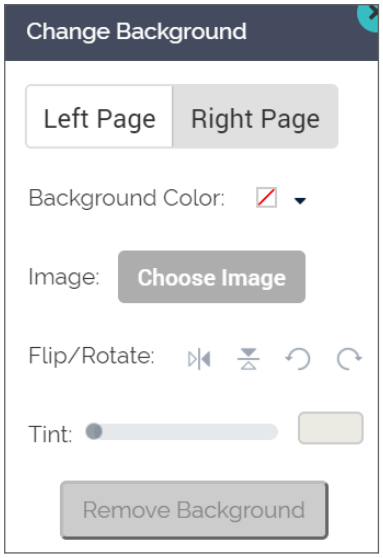
Scan QR code to watch the video.

Change Background replaces the Make Background feature in the Page Designer.

CHANGE BACKGROUND

In order to change or remove the background on a page, either right click on the page and select Change Background or go to Edit > Change Background.

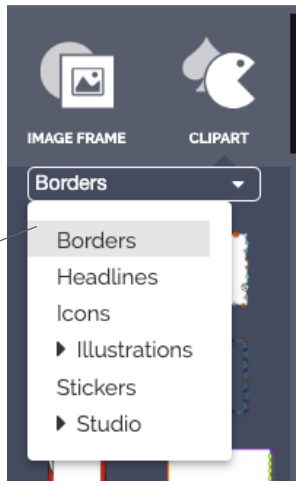
- Select the page you want to edit.
- Choose a background color or image, tint and whether to flip your background vertically or horizontally.
- Tint changes the levels of brightness and darkness of your background.
- Click "Remove" to completely remove your background.

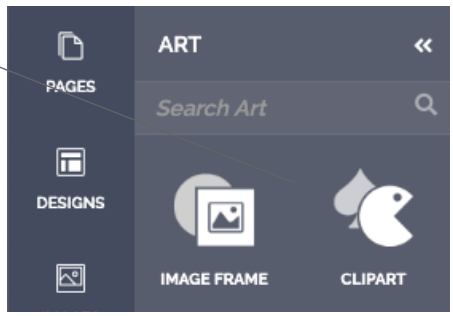


CLIP ART

Jostens Clip Art is an awesome tool that helps you enhance the look and feel of your yearbook. Choose pieces related to your theme, including those found in our Trend Collections. Each Trend Collection has ten clip art collections (the Studio section) for you to use along with the other assets in each trend.

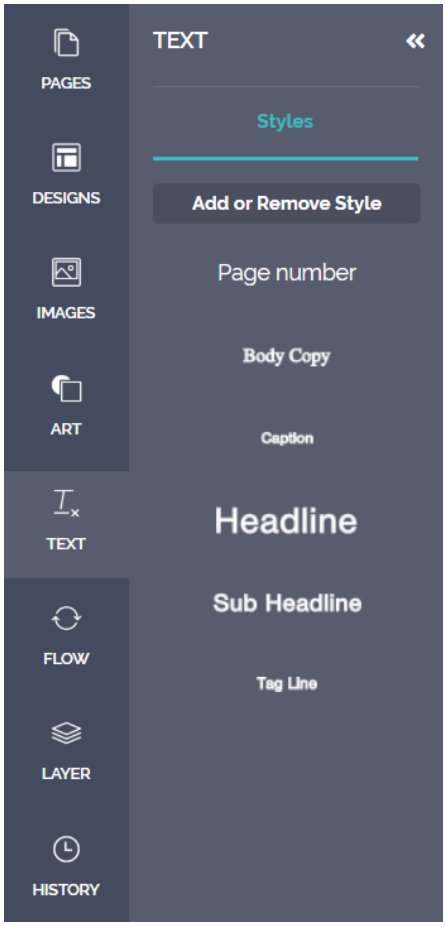
- To use clip art, open the Art tab and click on "Clipart." Open the drop down menu to select a folder of clip art you'd like to choose from.
- Once you have found the piece you'd like to use, simply drag and drop it on to your page.
- You may also search for a specific piece of art using the search bar at the top of the Art tab.





Text Tab Close-Up

Scan QR code to watch the video.



TEXT STYLES

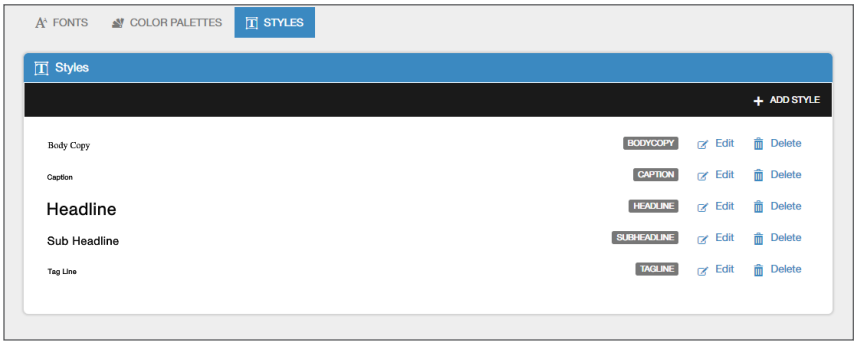
All of the text styles for your yearbook.

ADD/REMOVE/MODIFY TEXT STYLES

Select the "Add or Remove Style button at the top of the Text Tab or Visit Plan>Styles to edit text styles for your yearbook.

ADD TEXT TO A PAGE

Drag and drop the style name onto the page to create a text box pre-formatted in that style. For example, if you wanted a text box formatted for a Headline, you would drag the word "Headline" onto the page.

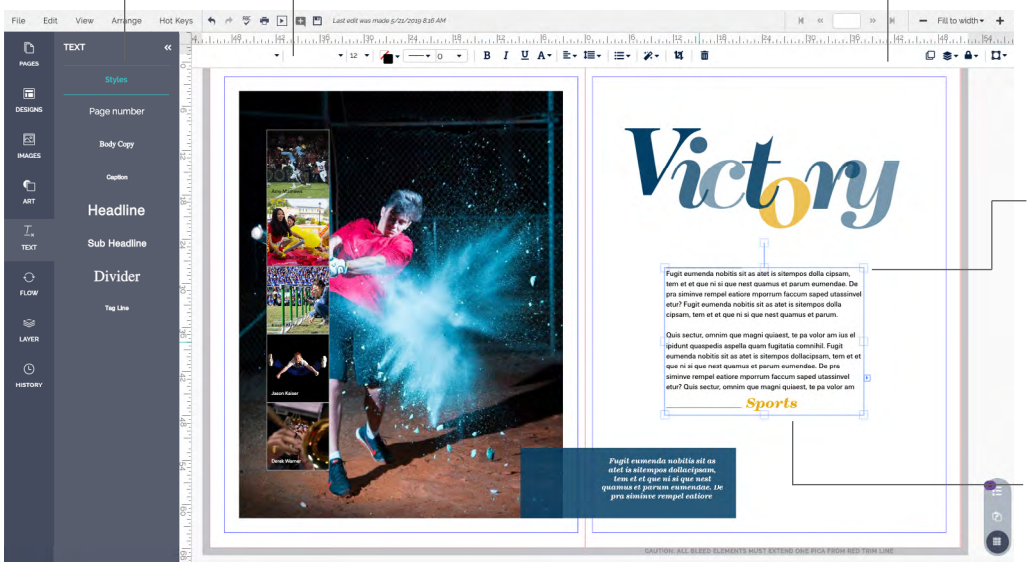


Placing Text

ADD A NEW TEXT BOX
Click and drag a text style on to the page to create a text box pre-formatted with that style.

UPDATE/CHANGE STYLE
Change the style of the selected text.

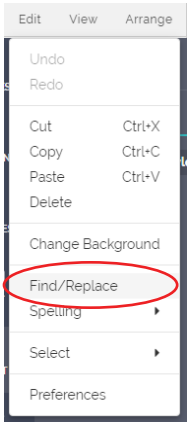
CONTEXTUAL TOOLBAR
This toolbar will appear when you have a text box selected. Use this for all your text formatting and editing.

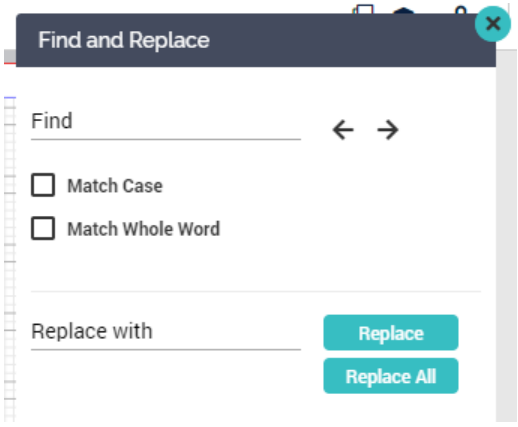


RESIZE A TEXT BOX
- Click and hold the **handles** around the text box.
- Adjust the size before letting the mouse button go.

MOVE A TEXT BOX
- Click on the **edge** until your cursor becomes a 4-sided arrow.
- Use your mouse or arrow keys to reposition.

Find/Replacing Text





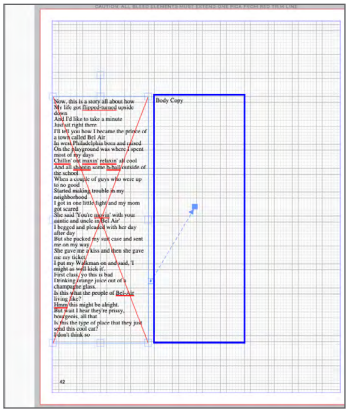
FINDING AND REPLACING TEXT
- Click on edit > find/replace
- Type to find any word on the page.
- Replace instances of this word by typing the word you'd like to replace it with.
- You then have the option to replace one instance of the word or all instances.
- Use the arrows to cycle through instances of the word you are trying to find.

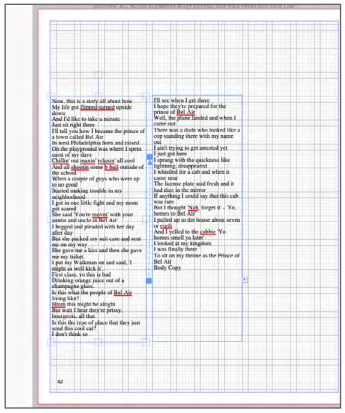
Multi-Column Text

Use multi-column text to flow text from one text box to another.

THE RED X

A red X over your text box means that the text box is too small for the amount of text inside of it. You can fix this by flowing text into a new text box. This is especially useful for longer stories you'd like to flow into multiple columns.



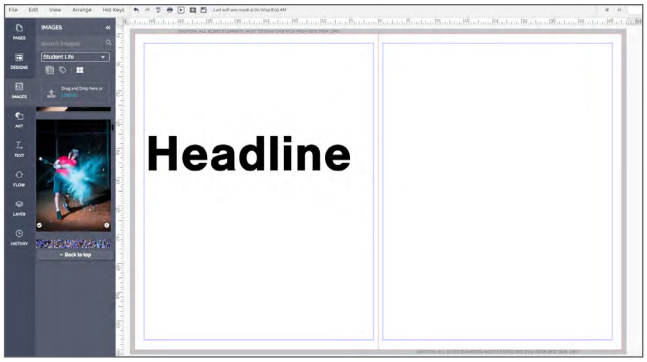


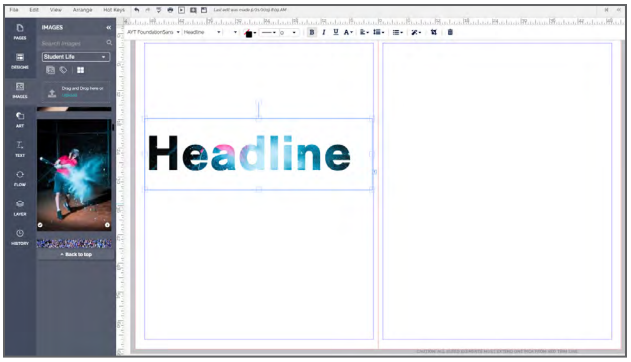
FLOW YOUR TEXT

- Create a new text box that you'd like to flow text into using the page grid as a guide.
- Click the small boxed arrow in the bottom right part of your original text box. This will create a line with an arrow on the end. Drag that line into the text box you'd like to flow into, and that text box will highlight blue.
- Click the text box you'd like to flow into, and your text will flow into that text box. If that text box is still not enough to hold all your text, you can continue this process until all your text is visible.
- Adjusting the size of your text boxes will affect where flowed text shows up. For example, adjusting the original text box to be longer will take text from the second and put it back into the first.
- To unlink, click the blue box the arrow points into and select a different text box to link to. Or, delete the second text box.

Image Inside Text

Place images inside text by dragging and dropping images from your Image Library.





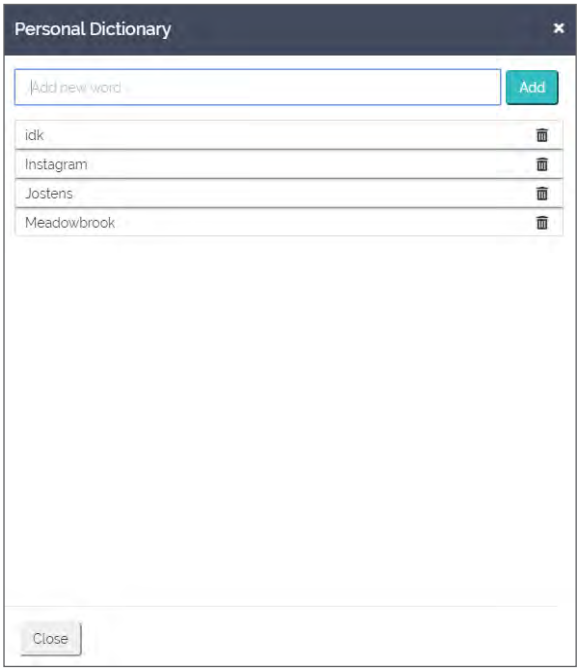
TEXT BOX:

- Start by creating a new text box on the page and entering your text.
- Select your desired font and font size. A simple bold type face works best.

PLACE IMAGE:

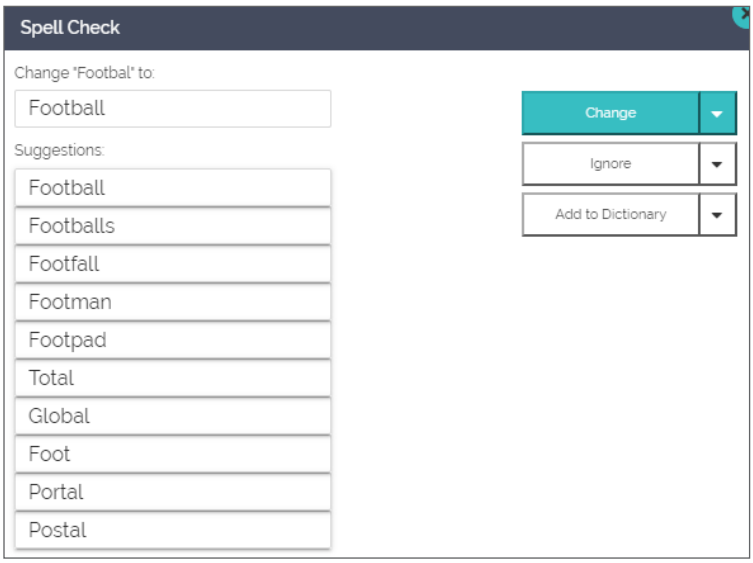
- Click and drag the image from the Image Tab onto the desired text box.
- Text will become green if the image fits.
- If the image is too small or does not have high enough resolution, the text will be red.
- **Adding effects like blur and italics will not remove the image. Images can be resized within the text by using the crop tool in the contextual toolbar.**

Personal Dictionary



PERSONAL DICTIONARY

- Click edit > Spelling > Personal Dictionary
- From this menu you can add and remove words from you dictionary.
- Student names will not be in the personal dictionary. Names are spell checked based on the coverage report so student names should be updated on the student list, not the personal dictionary.
- Only users with the personal dictionary permission enabled can access this.



SPELL CHECK

- Run spell check to find any misspelled words that could be added to a personal dictionary.
- Click add to dictionary to prevent the word from being detected as misspelled.

Adding Captions with Caption Perfect

Snap Edit is the image editing tool that makes it easy to edit and enhance the photos on your pages.

STEP 1: TAG PHOTO

- With your photo placed on the page in Layout Pro, right click on the photo and select Tag Names.
- When the photo details open, you can tag names by clicking on faces in the image which will prompt a box for adding a student name.
- Type in the name or select from the list the student you are tagging.
- Do this for all the students in the image.



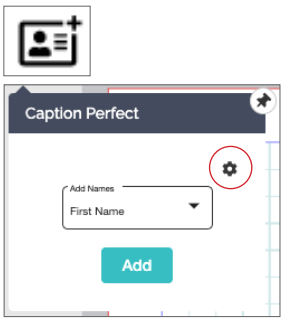
STEP 2: ADD CAPTION BOX

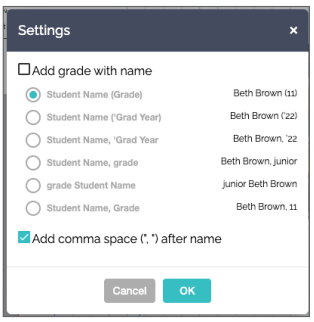
- From the Text Tab on the left-hand side of Layout Pro, click and drag a caption onto the page.
- Now that both the caption box and the image it is related to are on the page, select them both.



STEP 3: ADJUST CAPTION PERFECT SETTINGS

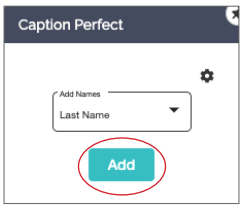
- Open Caption Perfect by selecting the Caption Perfect icon in the Contextual Toolbar.
- Click on the gear icon in the top right-hand corner of the Caption Perfect palette to open up the settings.
- Choose the orientation for how you want names to display in your caption.
- Once chosen, select OK.





STEP 4: SELECT NAME ORDER AND ADD CAPTION

- Select the arrow on the Add Names drop-down to choose the order to which the names will flow into the caption.
- Once the name order has been selected, click Add for your names to flow into the caption.



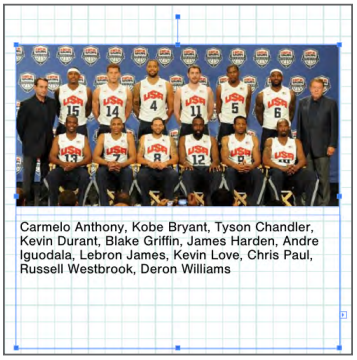


Image Flow Tab Close-Up

The Flow tab is used to flow portraits into flow elements. Prior to flowing your portraits, it is very important to proof your portrait images carefully. See Preparing Your Images for more information.

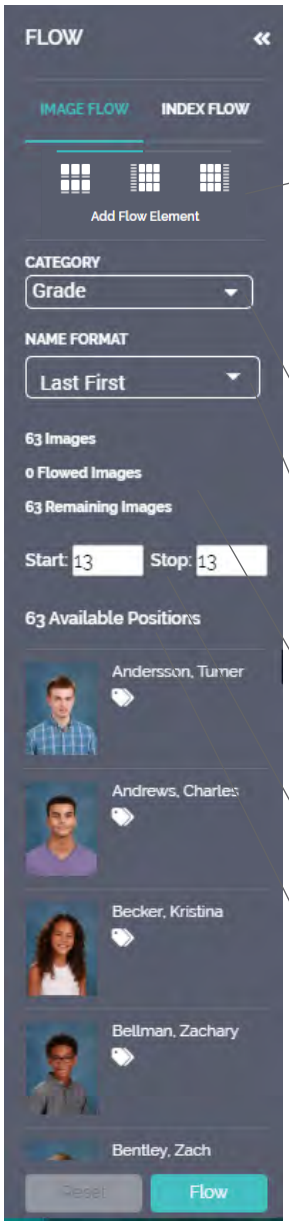


IMAGE FLOW

The Image Flow Tab is where you will control the flow of your portrait panels.

ADD FLOW ELEMENT

There are three options regarding name positioning in Portrait Flow Elements - names below, names on the left, and names on the right. Drag the Flow Element that makes sense for your page design onto the page. NOTE: If needed, the name positioning can be changed after the Flow Element has been placed on the page. Refer to Portrait Panels - Editing Flow Elements.

CATEGORY

Select a portrait category that you want to flow.

NAME FORMAT

Select whether names appear as First Last, First Middle Last, Last First, or Last First Middle.

DETAILS

See number of images, flowed images and remaining images.

PAGE RANGE

Select start and end pages to flow into.

AVAILABLE POSITIONS

Shows the number of portrait positions available in the specified page range to flow into.

RESET

Reset flow will reset flow for editing.

FLOW

Flow portraits.

***If you manually place all of your pictures and type all of your names, build your pages from scratch using regular image frames and text boxes.**

Portrait Panels - Preparing Your Images

Scan QR code to watch the video.

Prior to flowing your portraits, it is very important to check details like name spelling, grade, duplicate images and more.

PREVIEW
Use the Preview button to print out a whole grade.

PORTRAIT FOLDERS



EDIT NAME

EDIT DETAILS

BEFORE FLOWING, CHECK THE FOLLOWING FOR EACH PORTRAIT

1. Do the names and faces match?

- If they don't, re-tag the photo using the people tab in the image details screen.

2. Are there duplicate photos or a photo that you do not want to appear in the portrait section or index?

- Check both names and faces.
- To remove, double-click on the photo and select the Details Tab. Once there select "Don't use Portrait" from the Use Portrait drop-down menu.
- If you do not want a name to appear in the index, un-check the "Index this Photo" box.
- Click Apply Changes.

3. Is each student in the correct grade?

- To move a student to another grade, drag their photo to the correct grade folder.
- If you have a "No Grade" folder, move students from that folder to the appropriate grade.

4. Is each name spelled correctly?

- Watch names with apostrophes, accents and spaces.
- To correct a name, double-click on the photo and select the pencil icon. Click OK and Done. This will change the spelling on every other photo with the same tag.

5. Are any portraits missing?

- To add, upload an image directly to the correct grade folder and tag the image. Tagging allows the portrait to flow in alphabetical order with the other portrait images.

Portrait Panels - Editing Flow Elements

Scan QR code to watch the video.

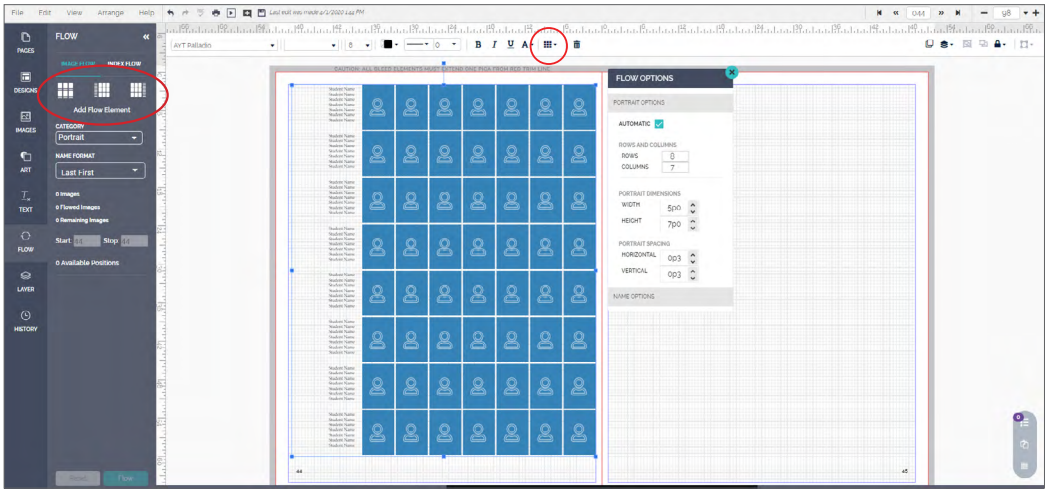
Eliminate the need to lock elements before flowing. With flow elements, portraits only flow where they're told to flow. No more finding the one photo box that's one pica off, either. Flow elements move as a unit to avoid any issues with misalignment.

PORTRAIT FLOW ELEMENTS

Portrait Flow Elements can be differentiated from regular image frames by this icon.

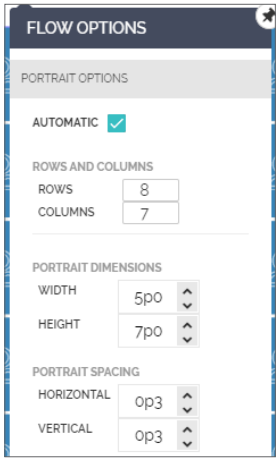
STEP 1: ADD A FLOW ELEMENT

Drag and drop a flow element onto the page from the Art Tab or the Flow Tab. Portraits will only flow into Flow Elements, there is no need to lock other elements.



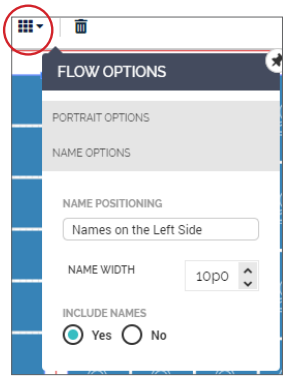
STEP 2: EDIT THE FLOW ELEMENT

To adjust a flow element, use the Flow Options palette in the contextual toolbar. Adjust flow element prior to flowing portraits.



PORTRAIT OPTIONS

Rows and columns: Adjust how many portrait boxes there are per row and column in your flow element. With "Automatic" checked, your portrait dimensions will automatically adjust with the changes to the number of rows and columns you set.
Portrait Dimensions: Manually adjust the size of portraits.
Portrait Spacing: Adjust spacing between portrait boxes.

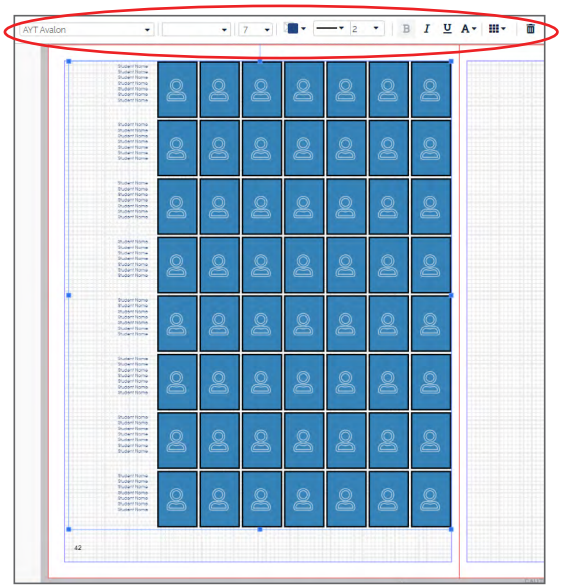


NAME OPTIONS

Name Positioning: Student name placement in relation to the portrait image.
Name Width: The width of the text box names flow into. Make sure this is large enough for the long names.
Include names: Choose to include names in your flow or not.

Portrait Panels - Editing Flow Elements

STEP 3: FLOW ELEMENT FORMATTING



TEXT

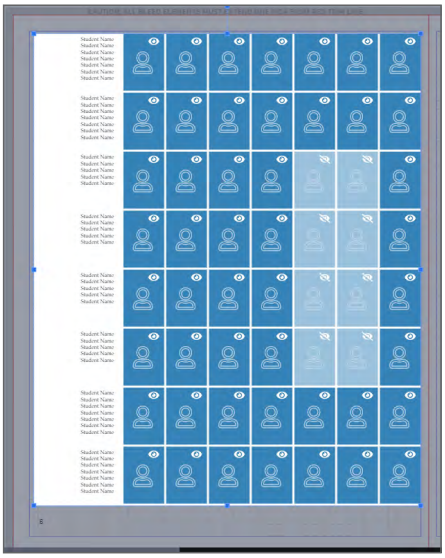
Adjust font, font size, text style, and color using the contextual toolbar. Text edits apply to the entire flow element. **Be sure to leave enough room for long student names. For best results, allow for two lines of text when flowing names under or above portraits.**

PORTRAITS

Add a stroke around the portraits using the Stroke Style and Width drop-downs in the contextual toolbar. The stroke color can also be changed using the color palette. The stroke will apply to the entire flow element.

STEP 4: ADDING/REMOVING PORTRAIT POSITIONS

Double click on the Portrait Flow Element to enter the element editor. This will give you the ability to turn portrait frames on and off when you need space for other content.

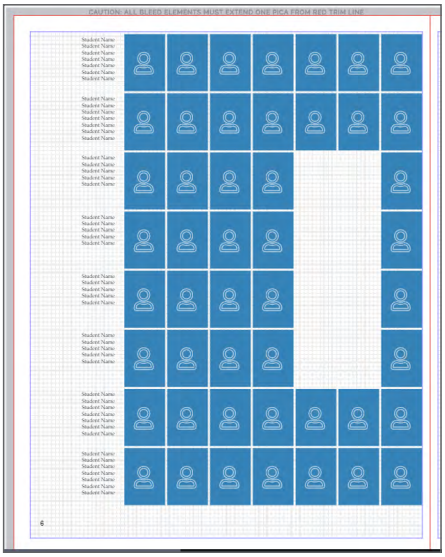


CHOOSE PORTRAIT POSITIONS TO TURN ON/OFF

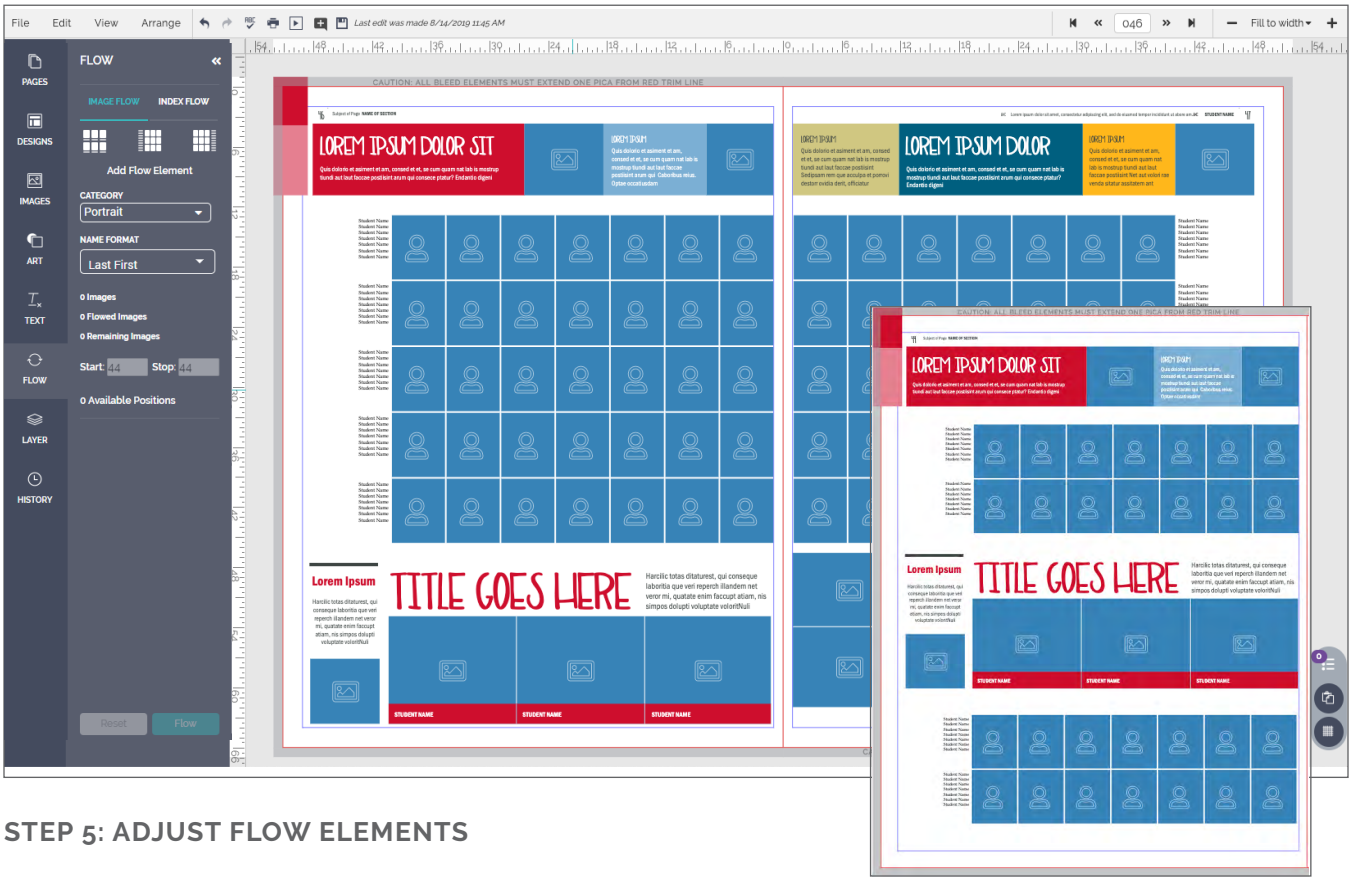
Click the eye icon on each portrait you want turned off in the Flow Element. Your portraits will not flow into these positions of the Flow Element when flowing.

EXIT EDITOR

Click on anything else on the page to exit the Portrait Flow Element editor. The portraits you turned off will no longer appear, allowing you to place other content in the now empty portion of your portrait panel. The portrait spots that have been turned off can be turned back on by following this process again but this time clicking the eye icon to turn the portrait frame back on.



Portrait Panels - Editing Flow Elements



STEP 5: ADJUST FLOW ELEMENTS

COMBINING FLOW ELEMENTS

- Flow Elements of different positions/configurations may be combined on a page. **Keep in mind that flow elements will flow top to bottom, left to right.** Use the Arrange menu in the contextual toolbar to make sure the tops of flow elements next to each other align (Align Object).

COPY + PASTE ELEMENT

- Copy and paste Flow Element onto the facing page or onto another spread. Be sure to adjust name position based on whether the page is a left-hand or right-hand page.

FINAL EDITS ON FLOW ELEMENTS

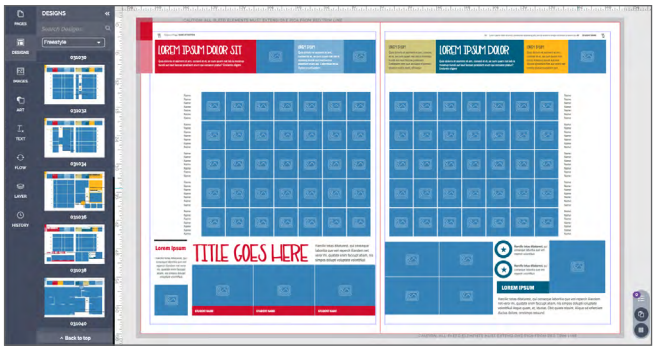
- Be sure to adjust the Flow Elements for your entire section before flowing.

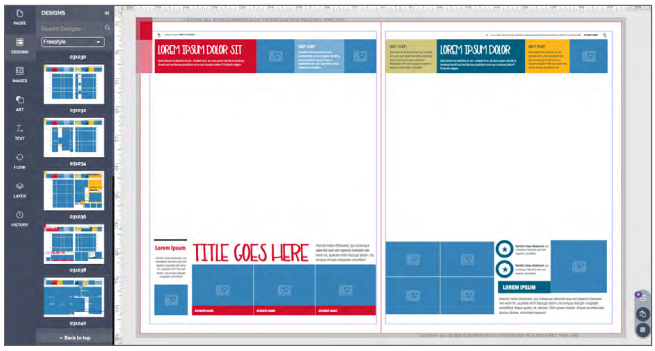
STEP 6: SAVE AS TEMPLATE

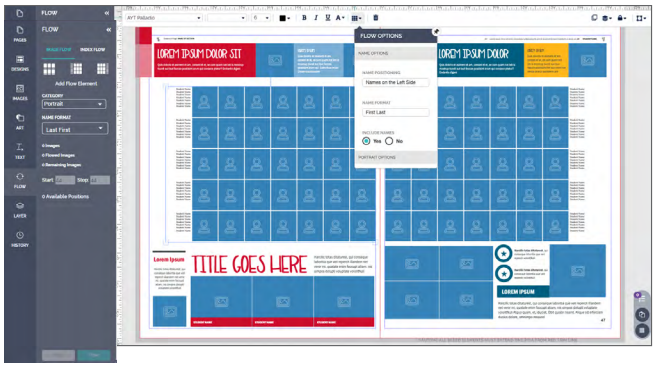
- For fast multi-page formatting, save the page or spread as a template (File>Save As Template). This saves the template in your “My Templates” category.
- To access the newly saved template, open the Designs Tab on the left-hand side of Layout Pro. In the category drop-down, open the Custom category and find My Templates.

Portrait Panels - Create from Carry Forward Template

If using one of your carry forward Portrait templates in Layout Pro, you will need to remove the portrait panel and replace with a flow element.







STEP 1: CHOOSE YOUR TEMPLATE

- To select a template, click on the **Designs** tab.
- Choose the template design you would like to use from the **Custom** category.

STEP 2: DELETE PORTRAIT PANEL

Delete the Portrait Panel from the template.

STEP 3: ADD FLOW ELEMENT

Replace the portrait panel by adding a flow element. Adjust the flow element by using the Flow Options button in the contextual toolbar.

STEP 4: SAVE AS TEMPLATE

Save as a template into the My Templates section (File>Save as Template) and apply this template to your entire flow section.

STEP 5: FLOW YOUR PORTRAITS

- Go to the Flow tab
- Select category you'd like to flow portraits from.
- Enter start and end page for flowing. Layout Pro will calculate the amount of positions available to flow in. These must be greater than or equal to the amount of images in the category to flow all of the images.
- Once all details are entered and flow elements are adjusted to your preferences, click the Flow button in the Flow tab to flow portraits.

IF YOU NEED TO RE-FLOW FOR ANY REASON, select the class and click Reset. You will be taken to the first page of portraits for that class and can re-flow with your updated images.

WHEN RESETING YOUR PORTRAIT FLOW, click the Reset button to reset the flow. Student names and deleted portrait boxes will not be altered/added back in until the preview is refreshed and the portrait images are flowed again.

Portrait Panels - Flow Your Page

Scan QR code to watch the video.

The Flow tab will assist you in flowing your portrait pages. Prior to flowing your portraits, it is very important to proof your portrait images carefully. See Preparing Your Images for more information.

STEP 1: SELECT CATEGORY

Select the portrait category you would like to flow. The Flow tab will show you the amount of images in that category.

STEP 2: ENTER DETAILS

Enter the start and end page for flowing. Layout Pro will calculate the available portrait positions on those pages. Positions must be greater than or equal to the amount of images in the portrait category. You can flow a partial category, buy Layout Pro will ask you if you want to proceed and you will have to reset the flow to flow the additional images. Add additional pages to the page range or edit portrait panels to make sure all images are flowed.

STEP 3: FLOW

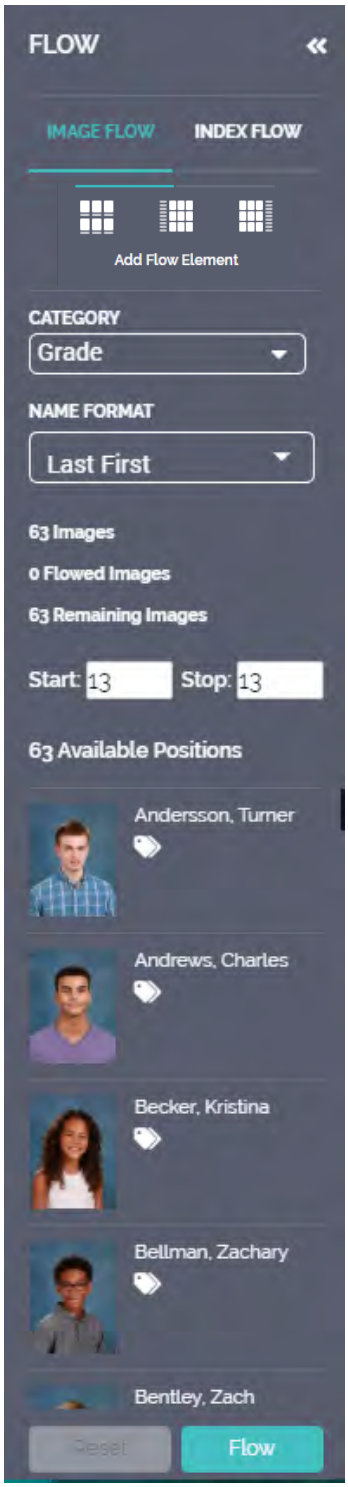
Click the "Flow" button to flow your portraits. Portraits will be flowed into the entire page range, no need to move from page to page and manually flow.

STEP 4: REVIEW FLOW

Check that your portraits and named have flowed correctly. If not, proceed to Step 5.

STEP 5: RESET FLOW

Press the Reset button to reset your flow if editing is required. If there is a red X in a student name, reset the flow and adjust flow element text formatting and spacing parameters, then re-flow the section. You cannot adjust a single name, you must adjust the whole flow element.



IMPORTANT NOTES

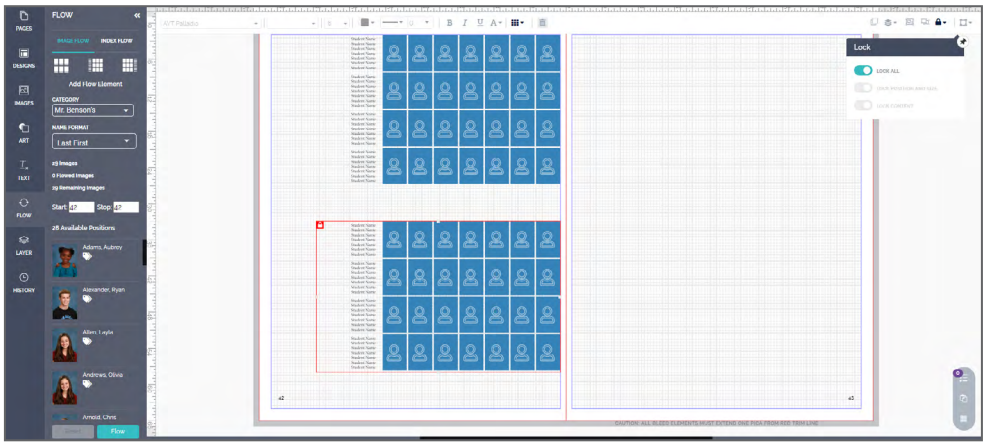
- Extra portrait frames will be removed from the section during flow, but can be reinstated if you drag over the previous template from the History Tab that had all of the empty frames.
- Student names will still appear after reset until portraits are flowed again.
- Once flowed, flow elements may not be edited, cut, copied, pasted or deleted. You must reset the flow in order to edit an element that has been flowed.
- Saving a page that has already been flowed as a template will not save the portrait contents as part of that template.

Portrait Panels - Flow Multiple Classes

If flowing more than one class of portraits onto one page in Layout Pro, you will need to follow a specific process to ensure they flow properly.

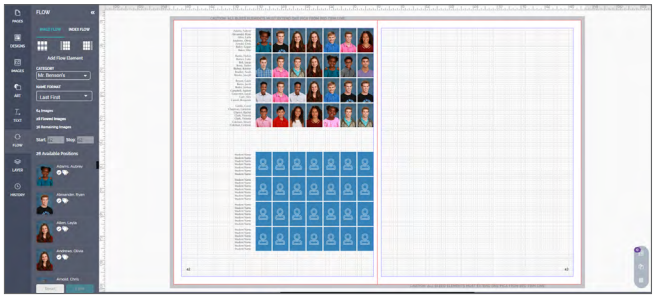
STEP 1: ADD A FLOW ELEMENT FOR EACH CLASS

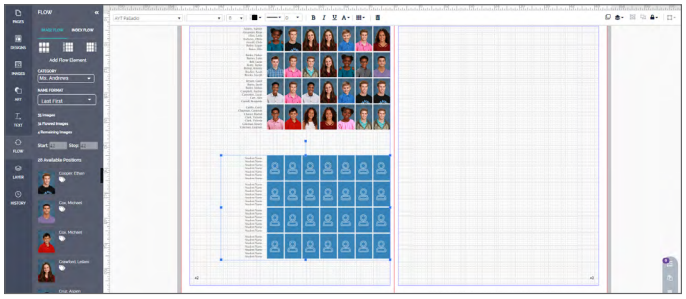
- Drag a Flow Element from the Flow Tab onto the page. This will be the Flow Element for one class. Format this Flow Element's text and portraits as needed. Refer to Portrait Panels - Editing Flow Elements for help formatting.
- Duplicate the first element by clicking the duplicate button in the Contextual Toolbar. This will be the Flow Element for a second class. Place the new Flow Element where it belongs on the page. Make any formatting adjustments as needed. You may need to add or remove rows depending on class size.



STEP 2: LOCK THE PORTRAIT FLOW ELEMENTS YOU DO NOT WANT TO FLOW INTO.

- You will have to flow one class at a time.
- First, make sure each class has it's portraits in their own folders in the Image Library.
- Once your know your images are in the correct categories, In Layout Pro, choose the template design you would like to use from the **Custom** category that you should have already set up.
- With all of your Flow Elements already placed on the page, select the Portrait Flow Element(s) you do not want a class to Flow Into.
- Lock these elements by clicking the lock option in the Contextual Toolbar.





STEP 3: FLOW

- In the Flow Tab, select the category of portraits you would like to flow.
- Enter the details such as the name format and the start/stop page numbers.
- Click the Flow Button at the bottom of the Flow Menu to Flow the portraits.

STEP 4: UNLOCK, LOCK, AND REPEAT

- The first class should be flowed, so you may now unlock the Flow Element you wish to flow the next class into.
- Then, lock the Flow Element that has already been flowed.
- You should now repeat step 2 to flow the second class.

Portrait Panels - Editing Portraits

CROPPING PORTRAITS

After flowing, you may crop individual images. This is great for seniors who submit their own portraits.



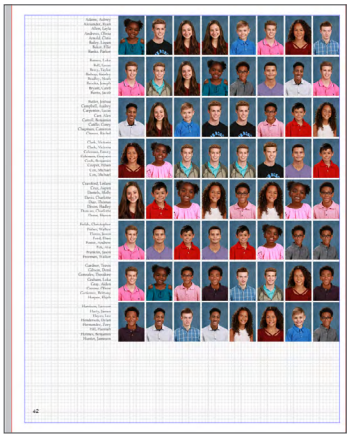
STEP 1: OPEN EDITOR

This cannot be done until portraits have been flowed. Once flowed, double click on the Portrait Flow Element to enter the editor.



STEP 2: CROP PORTRAITS

Click the crop icon on a portrait you'd like to crop to enter crop mode. You can then crop the image how you would like. When done cropping an image, click out of the image to finalize the crop. The cropped image data is not lost, so you may go back in and re-crop at any time.

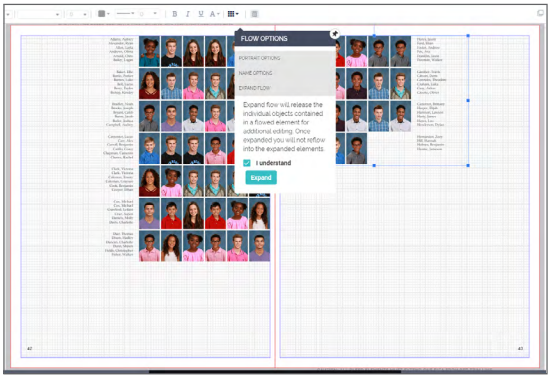


STEP 3: EXIT EDITOR

Click on anything else on the page to exit the Portrait Flow cropping tool. The portraits you cropped will no appear how you want them to.

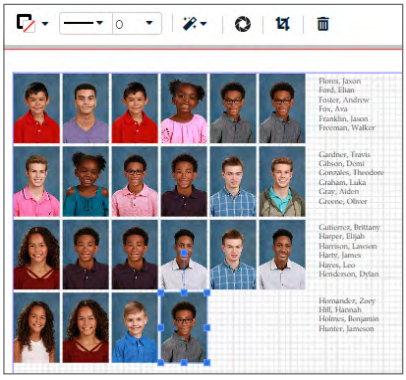
EXPANDING PORTRAIT PANELS

The Expand feature can be used to break up the Flow Element into individual images and text boxes for editing. Only users with this permission enabled will have access to this feature.



STEP 1: EXPAND

- **Do not do this until all of your pages have been flowed. You will not be able to reset the flow or flow into these Flow Elements once you expand the Flow Elements.**
- If you wish to expand, select the Flow Element you want to expand.
- Under the Flow Options button in the Contextual Toolbar, open Expand Flow and select the check box next to "I Understand."
- Click Expand. This will convert your Flow Element into individual images and text boxes.

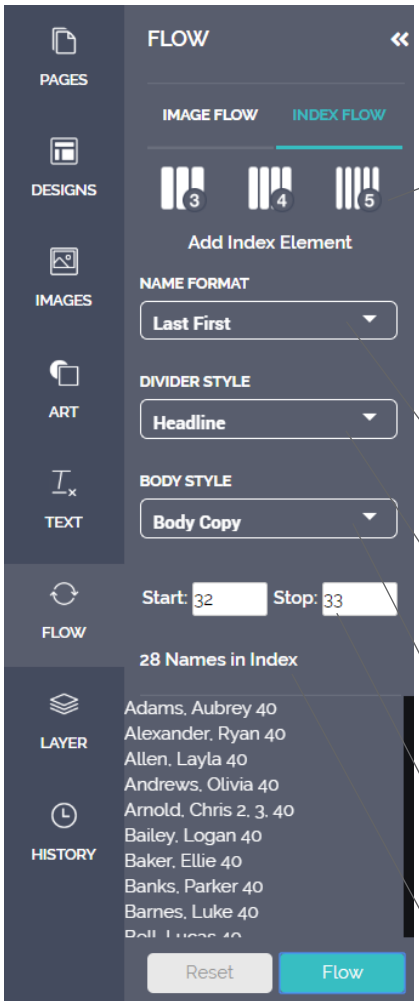


STEP 2: FORMAT

- Select the image or text box you would like to format.
- You will now be able to edit these images and text boxes in the same ways you can any other content.

Index Flow Tab Close-Up

The Flow tab is used to flow the index into flow elements.



INDEX FLOW

The Flow Tab is where you will control the flow of your index.

ADD INDEX ELEMENT

There are three options for adding flow elements - three text columns, four text columns, or five text columns. Drag the Flow Element that makes sense for your page design onto the page. NOTE: If needed, you can still add or remove columns after dragging the element onto the page, see Creating Your Index Template.

NAME FORMAT

Select whether names appear as First Last, First Middle Last, Last First, or Last First Middle.

DIVIDER STYLE

See number of images, flowed images and remaining images.

BODY STYLE

Select start and end pages to flow into.

PAGE RANGE

Select start and end pages to flow into.

NAMES IN INDEX

Shows the number of names that will flow into your index based on tagged images placed on pages.

RESET

Reset flow will reset flow for editing.

FLOW

Flow index.

Preparing Your Index - Tagging Images

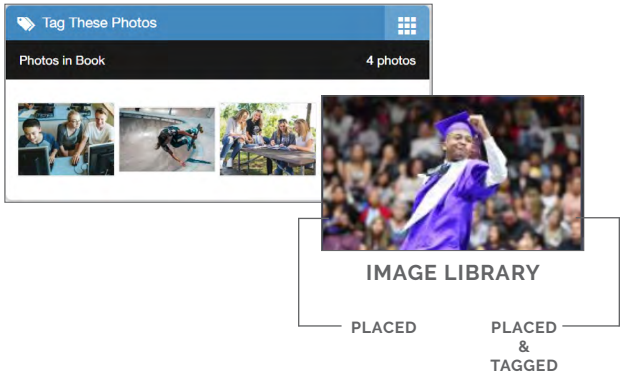
Prior to flowing your index, it is important to tag all images placed on pages.

USING TAG THESE PHOTOS

Use the "Tag These Photos" module on the Yearbook Avenue home page.

- This module will show you images that have been placed on pages, but not yet tagged. You will want to tag the photos that appear here before flowing your index.
- Select one of the images and it will open the image library. Photos that have been placed on pages will be indicated by a green check mark. Photos that have been tagged will be indicated by a green tag icon.
- Make sure images with a green check mark also have a green tag icon. If the image is not tagged, double-click on the image and select add to add a tag.

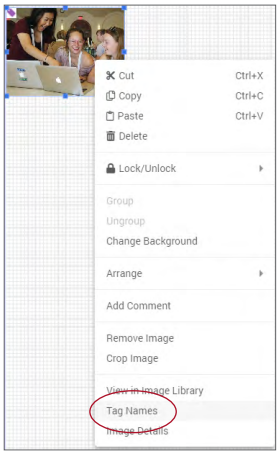
HOME PAGE MODULE



USING IMAGES PLACED ON SPREADS

Images can also be tagged directly from pages in Layout Pro.

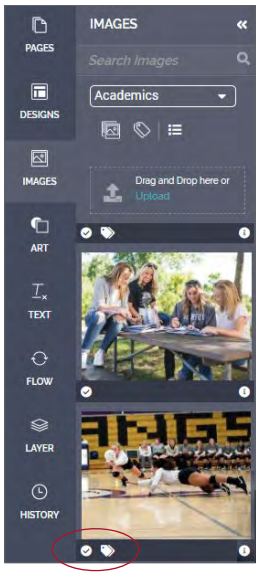
- To highlight images missing names, go to the view menu and ensure Images Missing Names is checked.
- With the Images Missing Names feature turned on, untagged images will be marked with a purple tag icon.
- Tag these images by right clicking and selecting, "Tag Names."



USING THE IMAGES TAB

Another option is by using the Images Tab in Layout Pro.

- If an image has been placed on a page it will be indicated with a check mark icon.
- If an image has been tagged it will be indicated with a tag icon.
- Tag any image that has a check mark icon, but no tag icon.



Preparing Your Index - Coverage Report

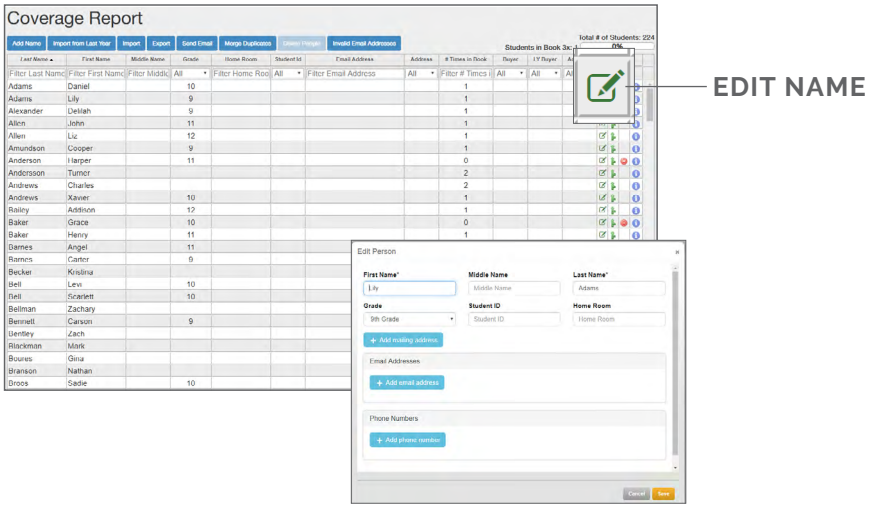
The index will be flowed based on the information in this report, so prior to flowing your index it is very important to proof the coverage report for misspelled names and duplicate records.

PERMISSIONS

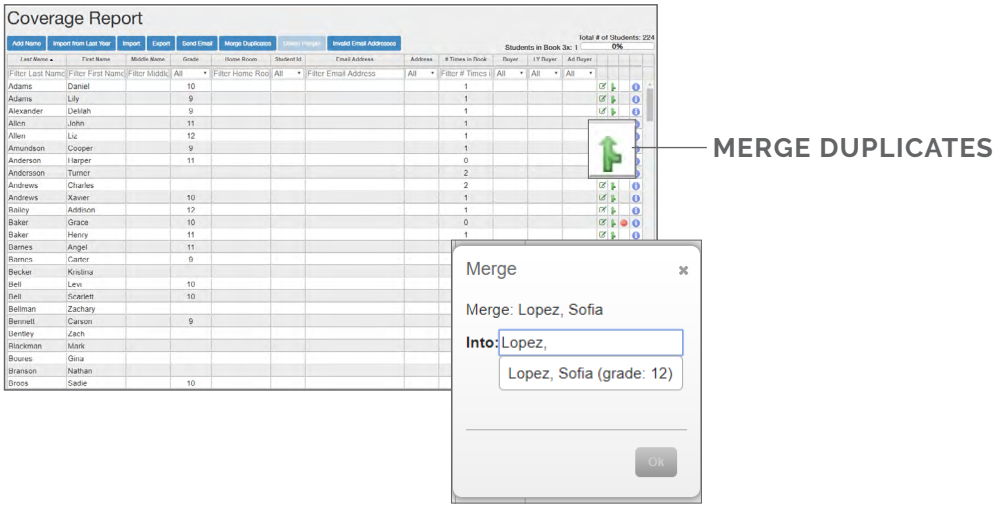
Permissions can be changed to control which users can edit names on the coverage report and image library. To change permissions go to plan > create > edit person.

PROOFING THE COVERAGE REPORT

- Check that names are all spelled correctly. Watch names with apostrophes, accents and spaces.
- To correct a name, select the pencil icon. Make your changes then click Save.



- If duplicate records exist, click on the merge duplicate button on the line of the person's name you are wishing to merge. Type in the name you would like to merge with to find the duplicate record and click OK.



Creating Your Index Template

Creating a template in Layout Pro will help you create a consistent look across your entire index.

PERMISSIONS

Permissions can be changed to control which users can create the index. To change permissions go to Plan > Create > Edit person.

STARTING YOUR INDEX TEMPLATE

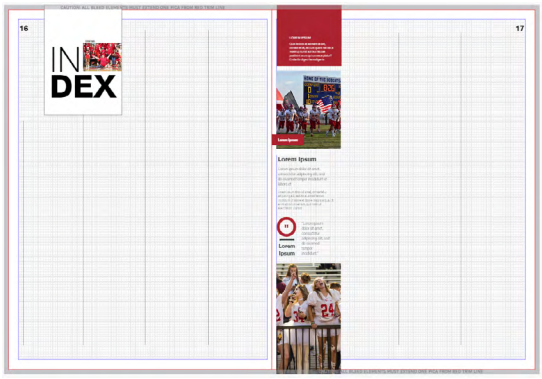
Indexes can only be flowed into flow elements, which makes it fast and easy to create your index section. An Index Flow Element is the element that names will flow into when creating your index. Design the page how you want the final Index to look Index Flow Elements from the Flow Tab.

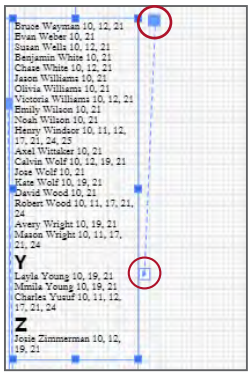
ADD INDEX FLOW ELEMENTS

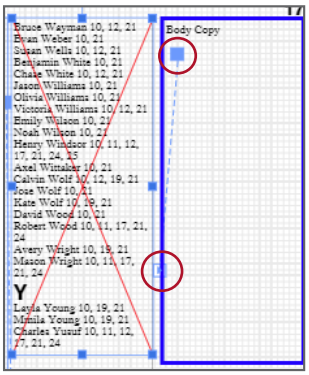
- In the Flow Tab, There is an option for either 3 column, 4 column, or 5 column Index Flow Elements.
- Drag and drop Index Flow Elements with the column structure that works best for you onto the page.
- Adjust your text box dimensions to fit the format of your page. The text boxes will not link together by default. You may create multi-column text for your Index Flow Elements by clicking the text thread button in the bottom right corner of a text box and then selecting another text box in that flow element. This will link those text boxes together.
- You may also add text boxes to your Index Flow element by clicking the text thread button in the bottom right corner of the last text box in the flow element and then selecting where on the page you would like the flow to continue. This will create an additional text box in the chain.
- Existing text boxes may be converted to Flow Elements by selecting the text thread button on a Flow Element and then selecting the text box you are trying to convert. The text box must be unedited or it will not allow you to link to it.
- **Names will only flow into Index Flow Elements, there is no need to lock other elements.**

SAVE AS TEMPLATE

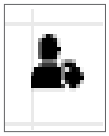
For fast multi-page formatting, save the page or spread as a template (File>Save As Template). This will allow you to place the template on all of your pages to ensure they share the same look.











INDEX FLOW ELEMENTS

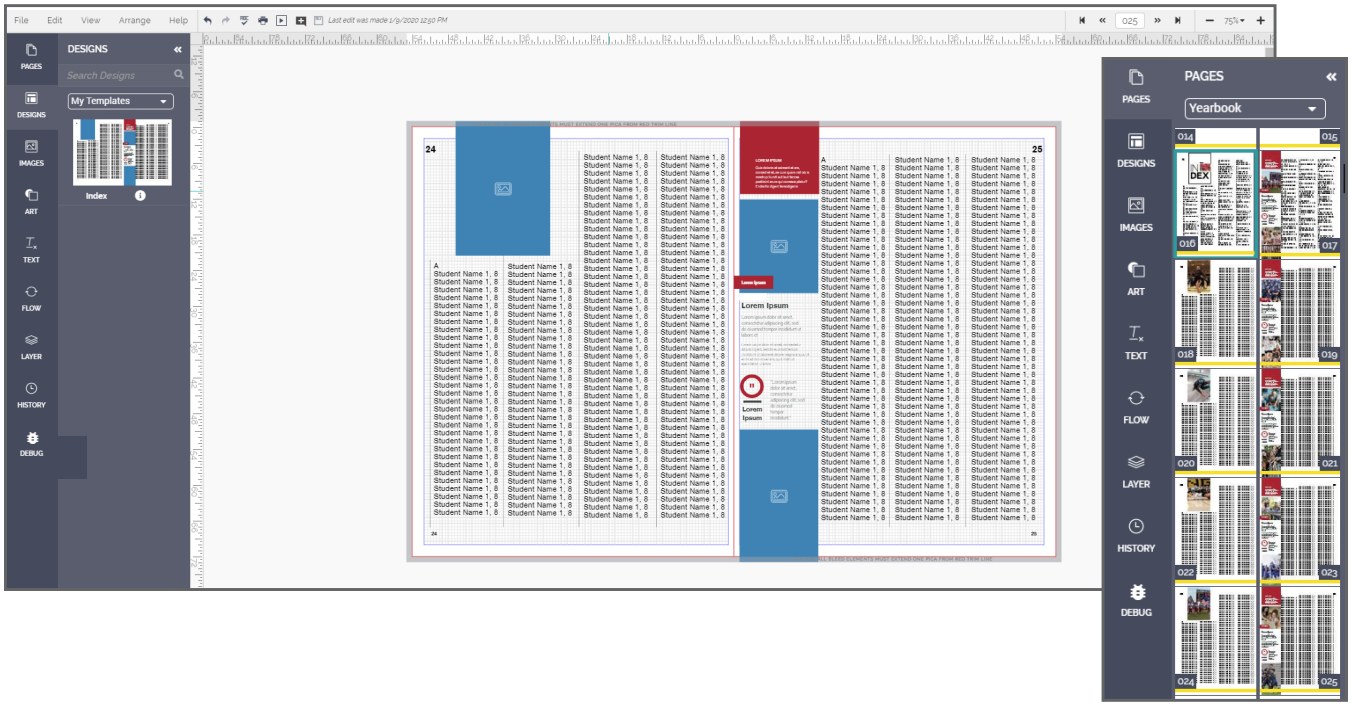
Index Flow elements are indicated with this icon. To turn these icons off select View>Show Index Elements.

Creating Your Index Pages

Names can only be flowed into Index Flow Elements. Add Index Flow Elements to the entire section prior to flowing the index.

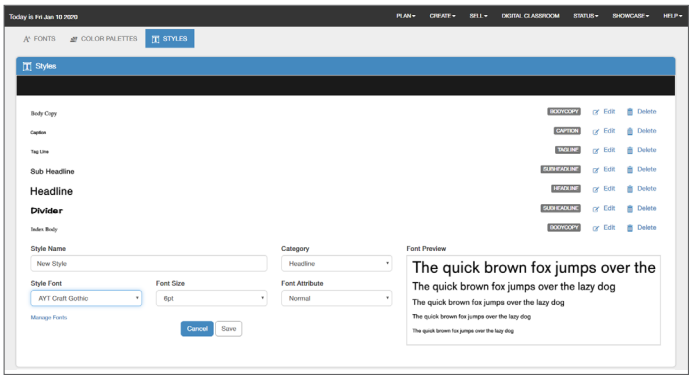
FORMAT THE INDEX SECTION

- Open the Design Tab on the left side of Layout Pro. This is where the Index template you have saved will be stored.
- Click the drop-down menu at the top of the tab and select My Templates.
- Drag and drop your Index template onto the amount of pages needed for your Index.
- Using the template will create a consistent look across the entire Index.
- After putting the template onto each page, navigate to each one to make any adjustments you may want to change. Often times this will mean dropping in new images, changing colors, or adding new copy.



SETTING DIVIDER AND BODY STYLES

- Navigate to the styles page of Yearbook Avenue (Plan>Styles) to setup text styles for the dividers and body of the Index.
- You may use any of the default styles or any of the styles that may have already been created. If you want new styles specific to the divider and body of your index, then follow the instructions below.
- Select Add Style to add a new style for the dividers.
- Name the new style, then choose a category, font style, font size, and font attribute.
- Click save to create this new style.
- Repeat the same steps for the body style.
- See, “Setting Text Styles for Your Book” for more information on Styles.



Flowing Your Index

The Flow tab will assist you in flowing your index. With Flow Elements, names only flow where they're told to flow.

STEP 1: SELECT NAME FORMAT

Select the format for your student's names. There are options for first last, first middle last, last first, and last first middle.

STEP 2: SELECT DIVIDER STYLE

Select the divider style from the drop-down menu. This will be the text style applied to the dividers between different sections of the index.

STEP 3: SELECT BODY STYLE

Select the body style from the drop-down menu. This will be the text style applied to names throughout the index.

STEP 4: SELECT PAGE RANGE

Enter the start and end page for flowing.

STEP 5: PREVIEW FLOW

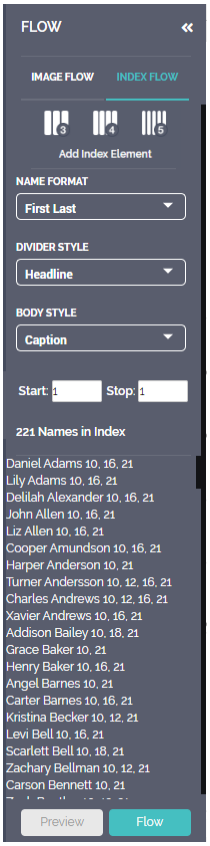
Press the preview button to ensure your index is flowing properly to your desired page range and that it looks how you want it to.

STEP 6: FLOW

Click the "Flow" button to flow your index. The index will be flowed into the entire page range, no need to move from page to page and manually flow.

STEP 7: RESET FLOW

If you want to replace the names from your index with placeholder text, press the Reset button to reset your flow.



IMPORTANT NOTES

- Placed images must be tagged before the index is flowed. The number of unique names tagged in your images will be shown in the Flow Tab.
- You may change the master text styles on an index after it has been flowed by changing the style in the menu and selecting Flow again.

FINAL INDEX

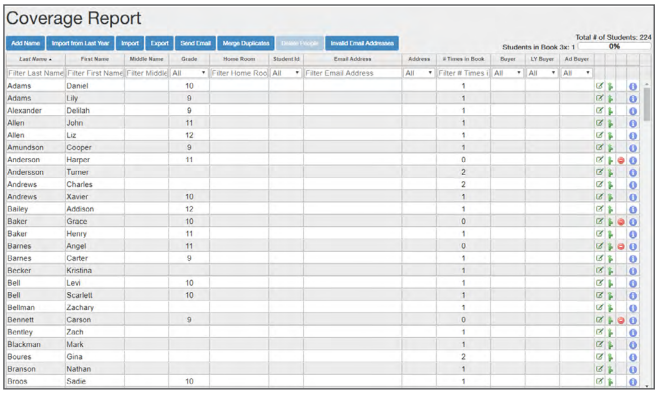


Reflowing Your Index

If you need to add, remove, or edit a name, those changes should be made in the coverage report so that the changes will be reflected across the entire index section.

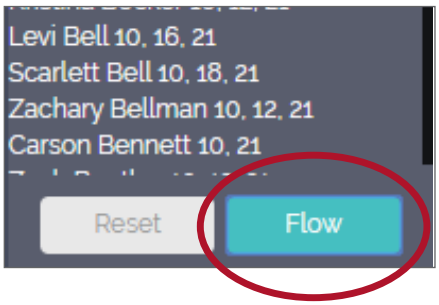
EDIT COVERAGE REPORT

To correct a name, select the pencil icon. Make your changes then click Save. If duplicate records exist, click on the merge duplicate button on the line of the person's name you are wishing to merge. Type in the name you would like to merge with to find the duplicate record and click OK.



REFLOW INDEX

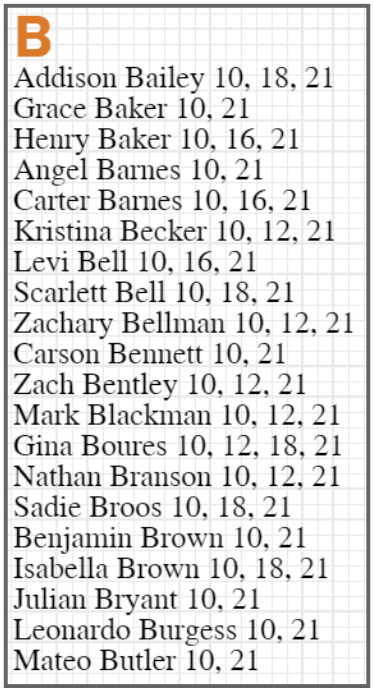
After making changes in the coverage report you must click the Flow button to apply those changes throughout your Index Flow Elements.



Editing Your Index Flow

Once flowed, individual flow elements may be edited, cut, copied, pasted or deleted. This will only affect elements on the current page or spread.

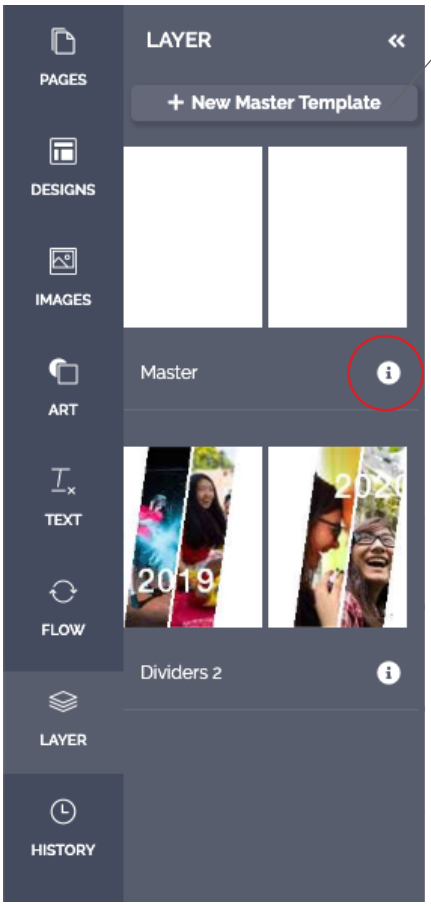
- This function is useful for formatting changes like colors or styles of specific text.
- Adjusting the dimensions of text boxes in an Index Flow Element after the index has been flowed will only affect the text on the current spread. For example, if you decide a text box needs to be smaller after flowing, the names that get cut off will not move to the Flow Element on the following spread.
- **Editing should not be done if you are planning on reflowing the index section. If you click the Flow button after you have made edits, those changes will be lost unless you reflow the entire section.**



Layer Tab Close-Up

Scan QR code to watch the video.

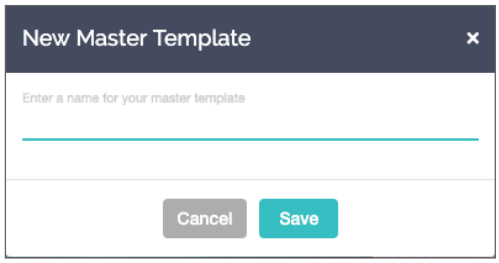
The Layer Tab houses all your Master Templates.



CREATING MASTER TEMPLATES

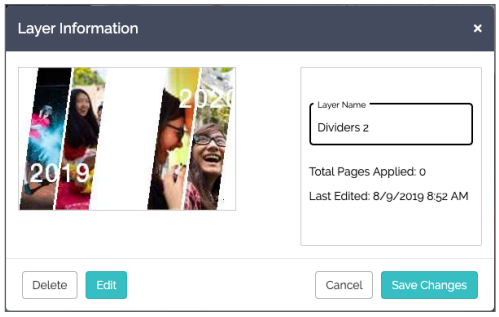
To create a new Master Template, go to File > New Master Template and name your new Master Template. This will generate a blank spread for you to create your master pages on. Click the Save button or go to File>Save to save that Master Template to the Layer Tab.

You can also create a new Master Template using the "New Master Template" button in the Layer Tab.



VIEWING AND EDITING MASTER TEMPLATES

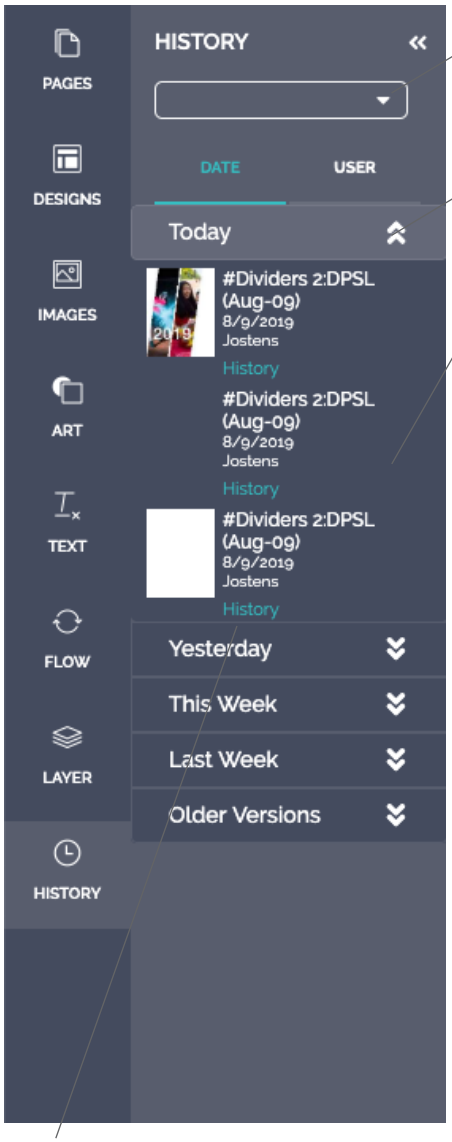
- View all your Master Templates in the Layer Tab in order by date created.
- Click the small "i" icon to view and edit information on your Master Template.
- Click "Edit" to edit your Master Template in Layout Pro.



History Tab Close-Up

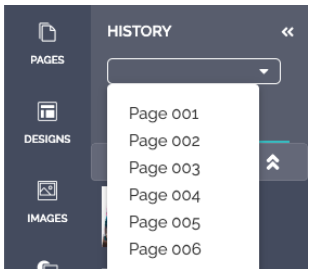
Scan QR code to watch the video.

Drag and drop previous versions of a page right back onto the page. Filtering history by user makes grading pages and checking staff members' productivity a breeze.



CHOOSE PAGE

Choose the page you'd like to view the history of.

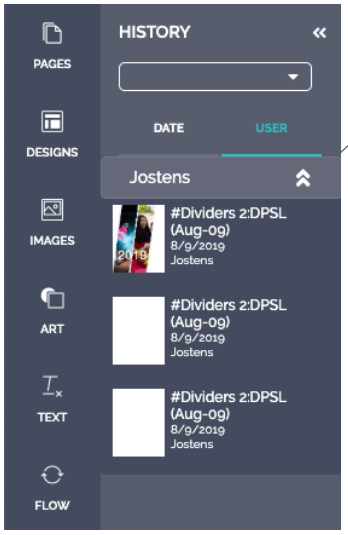


DATE FILTER

View page history by date.

RESTORE PREVIOUS VERSION

Drag and drop a previous page version back onto any page to revert back to that version. You may choose to retain content currently on the page or replace it.

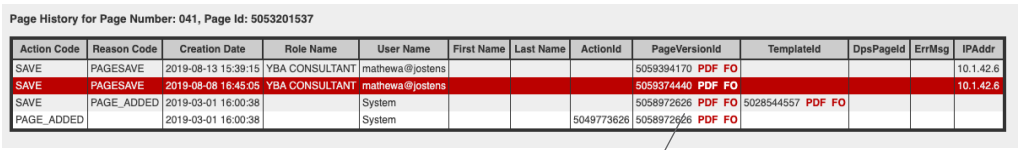


USER FILTER

View page history by user. This can be extremely helpful for grading yearbook staffers.

PAGE HISTORY

Click on "History" to view the full history of a page. Includes all previous saves and page actions, creation date, name/info of creator, page version and template IDs, and the IP Addresses the page was created on.



Page History for Page Number: 041, Page Id: 5053201537

Action Code	Reason Code	Creation Date	Role Name	User Name	First Name	Last Name	ActionId	PageVersionId	TemplateId	DpsPageId	ErrMsg	IPAddr
SAVE	PAGESAVE	2019-08-13 15:39:15	YBA CONSULTANT	mathewa@jostens				5059394170 PDF FO				10.1.42.6
SAVE	PAGESAVE	2019-08-08 16:45:05	YBA CONSULTANT	mathewa@jostens				5059374440 PDF FO				10.1.42.6
SAVE	PAGE_ADDED	2019-03-01 16:00:38		System				5058972626 PDF FO	5028544557 PDF FO			
PAGE_ADDED		2019-03-01 16:00:38		System			5049773626	5058972626 PDF FO				

PAGE PDF

Click PDF to view a PDF of that page version.

Preflight Panel

Scan QR code to watch the video.

The Preflight Panel lets you proof, complete and submit pages from within Layout Pro. You must complete all steps before you can submit a page. **Before submitting a page, make sure everything is completely final. Submitted pages cannot be changed.**

PAGE NOTIFICATIONS
Click on a page number in the Preflight Panel to expand the page info menu. Small yellow triangles will indicate elements with errors requiring editing.

SPELL CHECK
Run spell check on the spread. You must run spellcheck to complete pages.

PROOF PDF
Generate a low-res PDF of the spread for proofing. You must proof the PDF to complete pages.

REFRESH
Refresh the page menu after resolving issues.



SAVING A PAGE
If a page is saved after running Preflight elements, the Preflight Panel will reset and those elements will have to be run again. This ensures everything is completely checked before submission after every save.

WHEN REVIEWING YOUR PAGE, CHECK THE FOLLOWING CAREFULLY:

- Check all text for proper spelling, punctuation and placement.
- Run spell check to double-check the spelling and accuracy of all names.
- Check all photos for proper placement.
- Print out a final copy of the page for your records prior to submission.

Submitting a Page with the Preflight Panel

Scan QR code to watch the video.

Submitting pages is easy with the Preflight Panel. Be sure to review pages carefully, as submitted pages cannot be changed.

COMPLETE PREFLIGHT

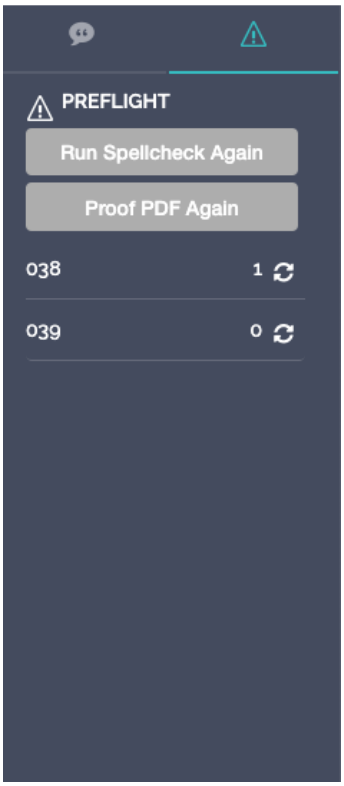
Once you have run Spellcheck, generated a Proof PDF and resolved all page errors, the page is ready to be submitted. Top items will be grayed out when completed.

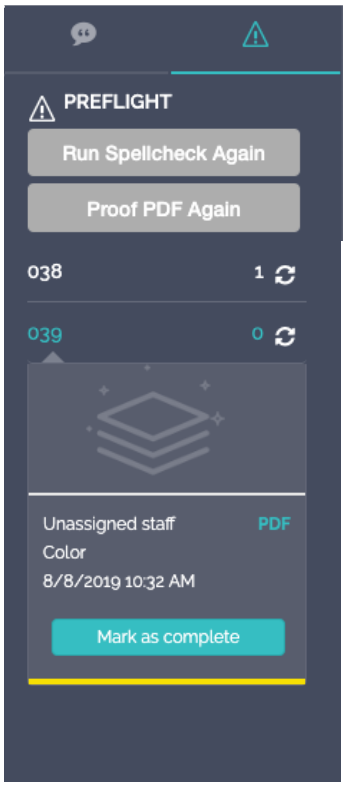
MARK AS COMPLETE

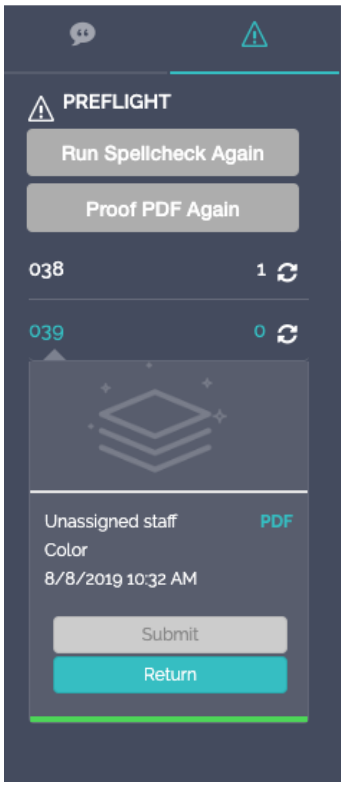
When all page errors are resolved, the "Mark as complete" button will turn teal instead of gray. Mark the page as complete by clicking this button.

SUBMIT THE PAGE

Once a page is marked as complete, the Submit and Return options will appear. Click "Return" to go back to an incomplete page for editing. Click "Submit" to submit the page.







THOROUGHLY REVIEW YOUR PAGE before clicking on the Submit button. Submitted pages cannot be changed. However, you may copy and paste from a submitted page onto a new page.

ONCE YOU SUBMIT A PAGE you will no longer be able to make changes to it. Changes requested after submission can result in extra charges. Contact your plant consultant for assistance.

Commenting

Scan QR code to watch the video.

ADD COMMENT

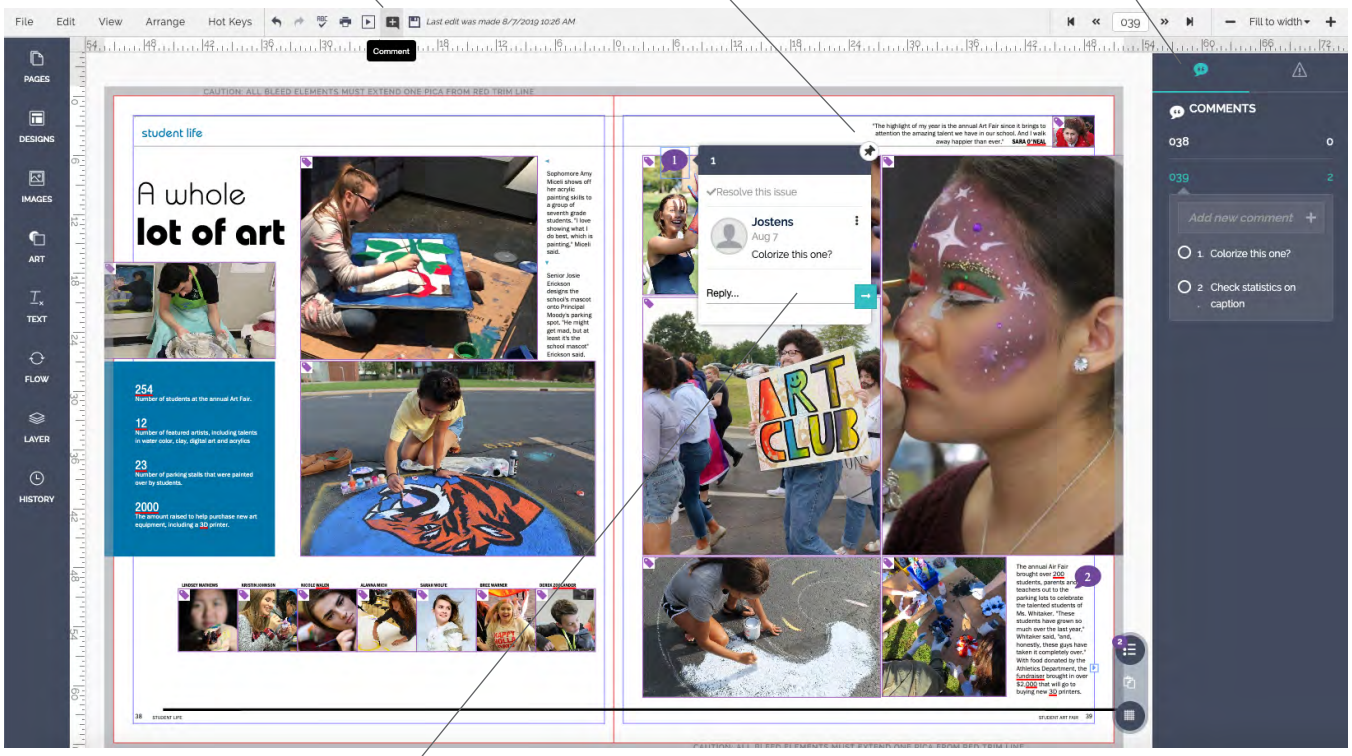
Click on this button to add a comment on the page you're working on. Select a comment to reposition.

DETACH COMMENTS

Click on the thumbtack in the top right corner of the comment to detach it and move it around the page. Click the X to snap the comment back to it's home location.

COMMENTS PANEL

View all comments on a page. Check the circle to the left of the comment to resolve it. Comment bubbles will only appear when panel is open.



VIEW A COMMENT

- When the comments panel is open, purple speech bubbles indicate where comments are on the page.
- Click and drag a purple speech bubble to anchor it somewhere else.

RESOLVE A COMMENT

Click "Resolve this issue" at the top of the comment or check it off the list in the comment panel.

EDIT/DELETE A COMMENT

Click the three vertical dots next to your name (you can only edit/delete if you made the comment). Choose Edit or Delete.

REPLY TO A COMMENT

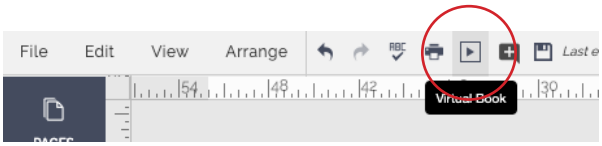
Type your reply in the "Reply" section. Hit the green arrow to apply.

Virtual Book

See a digital preview of your yearbook

ACCESS THE VIRTUAL BOOK

Click the Virtual Book icon in the Top Menu of Layout Pro or access from the Showcase menu.





EDIT PAGE

Jump to the displayed page in Layout Pro.

FORWARD/BACKWARD

Move to the first page, previous page, next page and last page of the book.

GO TO PAGE

Type in the page you would like to see.

REFRESH PREVIEW

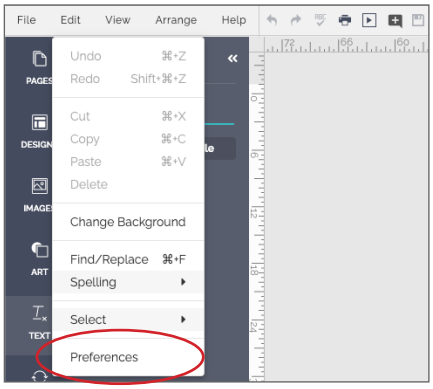
Click to refresh your virtual book preview.

Preferences

Set up your document grid and notifications.

STEP 1: OPEN PREFERENCES

- In Layout Pro, select Edit from the Top Menu, then select Preferences to open the Preferences window.

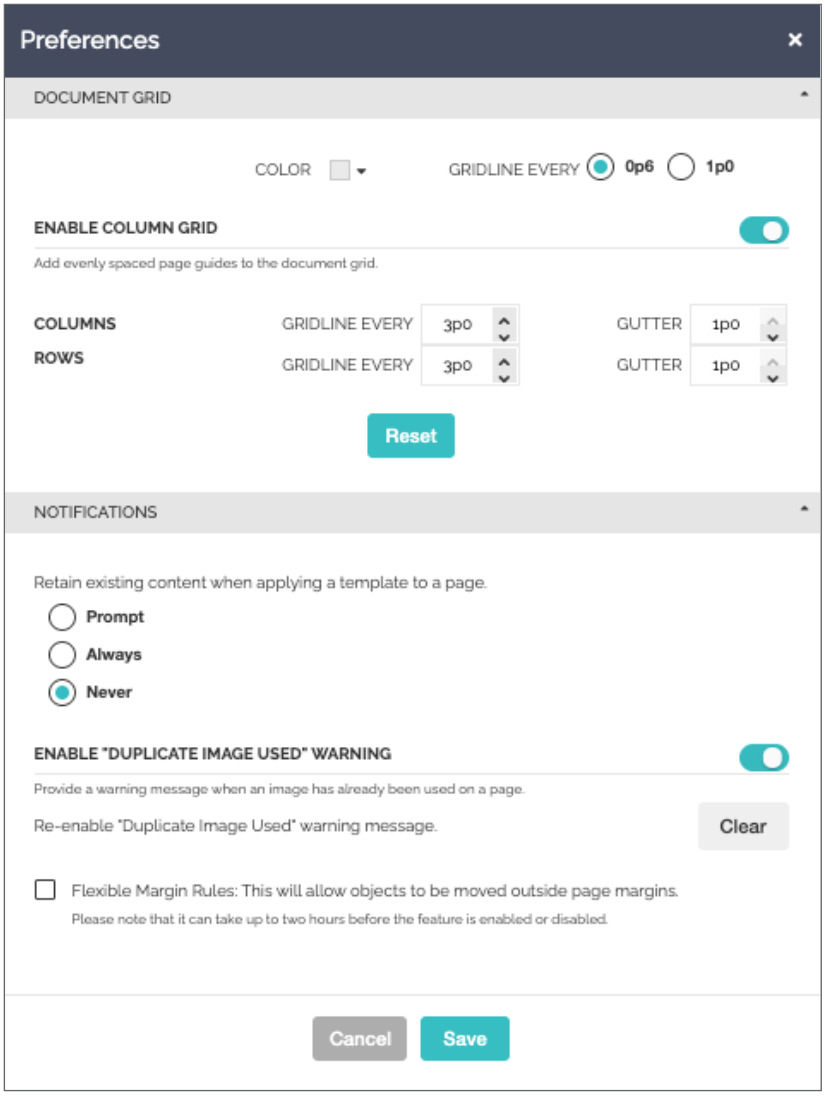


STEP 2: DOCUMENT GRID

- Pick a color that will work well as your document grid.
- Choose whether you want gridlines spread out by half a pica or one pica.
- If you want a rows and columns, toggle on “Enable Column Grid.” Then set the spacing for your rows and columns.

STEP 3: NOTIFICATIONS

- Choose whether you want notifications prompt, always or never for retaining existing page contetn when applying a template to a page.
- Enable/Disable the duplicate image used warning to tell you whether or not an image has already been added to another page in the book.
- Check the box next to Flexible Margin Rules if you need flexible margins.
- Click Save after all preferences have been set.



***Note: Upon clicking save, some of the changes may take a few moments to load. Flexible Margin Rules may take up to two hours before the feature is enabled or enabled.**

Layout Pro Hotkeys

	PC	MAC
Select all	Ctrl + A	Cmd + A
Hand Tool	Hold Spacebar	Hold Spacebar
Copy	Ctrl + C	Cmd + C
Cut	Ctrl + X	Cmd + X
Paste	Ctrl + V	Cmd + V
Undo	Ctrl + Z	Cmd + Z
Redo	Shift + Ctrl + Z	Shift + Cmd + Z
Add Comment	Ctrl + Alt + M	Cmd + Option + M
Save	Ctrl + S	Cmd + S
Image Swap	Hold Ctrl and drag to the image position that you want to swap	Hold Cmd and drag to the image position that you want to swap
Image Drop	Hold Shift while placing an image	Hold Shift while placing an image
Group Selection	Ctrl + G	Cmd + G
Ungroup Selection	Shift + Ctrl + G	Shift + Cmd + G
Bring to Front	Alt + Ctrl +]	Option + Cmd +]
Send to Back	Alt + Ctrl + [	Option + Cmd + [
Bring Item Forward	Ctrl +]	Cmd +]
Send Item Backward	Ctrl + [	Cmd + [
Toggle Lock	Ctrl + K	Cmd + K
Bold Text	Ctrl + B	Cmd + B
Italic Text	Ctrl + I	Cmd + I
Underline Text	Ctrl + U	Cmd + U
Left Align Text	Ctrl + Shift + L	Cmd + Shift + L
Right Align Text	Ctrl + Shift + R	Cmd + Shift + R
Justify Text	Ctrl + Shift + J	Cmd + Shift + J
Center Text	Ctrl + Shift + C	Cmd + Shift + C
Open Notification Panel	Ctrl + Alt + N	Cmd + Option + N
Next Page	Shift + Ctrl + >	Shift + Cmd + >
Previous Page	Shift + Ctrl + <	Shift + Cmd + <
Select All	Ctrl + A	Cmd + A
Zoom Browser In	Ctrl + +	Cmd + +
Zoom Browser Out	Ctrl + -	Cmd + -
Zoom Page In	Ctrl + Alt + +	Cmd + Option + +
Zoom Page Out	Ctrl + Alt + -	Cmd + Option + -
Fit In Window	Ctrl + Alt + 0	Cmd + Option + 0
Show/Hide Guides	Ctrl + ;	Cmd + ;
Hide Rulers	Ctrl + R	Cmd + R
‘ Left Single Quote	Alt + 0145	Option + }
’ Right Single Quote	Alt + 0146	Shift + Option + }
“ Left Double Quote	Alt + 0147	Option + {
” Right Double Quote	Alt + 0148	Shift + Option + {
– En Dash	Alt + 0150	Option + -
— Em Dash	Alt + 0151	Shift + Option + -

Layout Pro Hotkeys

	PC	MAC
™ Trademark	Alt + 0153	Option + 2
¡ Inverted Exclamation	Alt + 0161	Option + 1
¢ Cent	Alt + 0162	Option + 4
£ Pound Sterling	Alt + 0163	Option + 3
¤ Currency	Alt + 0164	
¥ Yen	Alt + 0165	Option + Y
¦ Broken Vertical Bar	Alt + 0166	
§ Section Sign	Alt + 0167	Option + 6
¨ Umlaut	Alt + 0168	Shift + Option + U
© Copyright	Alt + 0169	Option + G
ª Feminine Ordinal	Alt + 0170	Option + 9
« Left Guillemet	Alt + 0171	Option + \
® Registered Trademark	Alt + 0174	Option + R
¯ Macron	Alt + 0175	Shift + Option + <
° Degree Sign	Alt + 0176	Shift + Option + 8
± Plus or Minus	Alt + 0177	Shift + Option + +
¹ Superscript 1	Alt + 0185	
² Superscript 2	Alt + 0178	
³ Superscript 3	Alt + 0179	
µ Mu or Micro	Alt + 0181	Option + M
¶ Paragraph	Alt + 0182	Option + 7
· Dot / Small Bullet	Alt + 0183	Shift + Option + 9
¸ Cedilla Mark	Alt + 0184	Shift + Option + Z
º Masculine Ordinal	Alt + 0186	Option + 0
» Right Guillemet	Alt + 0187	Shift + Option + \
¼ One Quarter	Alt + 0188	
½ One Half	Alt + 0189	
¾ Three Quarters	Alt + 0190	
¿ Inverted Question Mark	Alt + 0191	Shift + Option + ?
À A Grave	Alt + 0192	Option + ‘ then Shift + A
Á A Acute	Alt + 0193	Shift + Option + Y
Â A Circumflex	Alt + 0194	Shift + Option + M
Ã A Tilde	Alt + 0195	Option + N then Shift + A
Ä A Umlaut	Alt + 0196	Option + U then Shift + A
Å A Ring	Alt + 0197	Shift + Option + A
Æ AE Ligature	Alt + 0198	Shift + Option + “
Ç C Cedilla	Alt + 0199	Shift + Option + C
È E Grave	Alt + 0200	Option + ‘ then Shift + E
É E Acute	Alt + 0201	Option + E then Shift + E
Ê E Circumflex	Alt + 0202	Option + I then Shift + E
Ë E Umlaut	Alt + 0203	Option + U then Shift + E
Ì I Grave	Alt + 0204	Option + ‘ then Shift + I
Í I Acute	Alt + 0205	Shift + Option + S

Layout Pro Hotkeys

	PC	MAC
Î I Circumflex	Alt + 0206	Shift + Option + D
Ï I Umlaut	Alt + 0207	Shift + Option + F
Ð Capital Eth	Alt + 0208	
Ñ N Tilde	Alt + 0209	Option + N then Shift + N
Ò O Grave	Alt + 0210	Shift + Option + L
Ó O Acute	Alt + 0211	Shift + Option + H
Ô O Circumflex	Alt + 0212	Shift + Option + J
Õ O Tilde	Alt + 0213	Option + N then Shift + O
Ö O Umlaut	Alt + 0214	Option + U then Shift + O
× Multiply Sign	Alt + 0215	
Ø O Slash	Alt + 0216	Shift + Option + O
Ù U Grave	Alt + 0217	Option + ‘ then Shift + U
Ú U Acute	Alt + 0218	Option + E then Shift + U
Û U Circumflex	Alt + 0219	Option + I then Shift + U
Ü U Umlaut	Alt + 0220	Option + U then Shift + U
Þ Capital Thorn	Alt + 0222	
ß Esszet	Alt + 0223	Option + S
à a Grave	Alt + 0224	Option + ‘ then A
á a Acute	Alt + 0225	Option + E then A
â a Circumflex	Alt + 0226	Option + I then A
ã a Tilde	Alt + 0227	Option + N then A
ä a Umlaut	Alt + 0228	Option + U then A
å a Ring	Alt + 0229	Option + A
æ ae Ligature	Alt + 0230	Option + “
ç c Cedilla	Alt + 0231	Option + C
è e Grave	Alt + 0232	Option + ‘ then E
é e Acute	Alt + 0233	Option + E then E
ê e Circumflex	Alt + 0234	Option + I then E
ë e Umlaut	Alt + 0235	Option + U then E
ì i Grave	Alt + 0236	Option + ‘ then I
í i Acute	Alt + 0237	Option + E then I
î i Circumflex	Alt + 0238	Option + I then I
ï i Umlaut	Alt + 0239	Option + U then I
ñ n Tilde	Alt + 0241	Option + N then N
ò o Grave	Alt + 0242	Option + ‘ then O
ó o Acute	Alt + 0243	Option + E then O
ô o Circumflex	Alt + 0244	Option + I then O
õ o Tilde	Alt + 0245	Option + N then O
ö o Umlaut	Alt + 0246	Option + U then O
÷ Division Sign	Alt + 0247	Option + ?
ø o Slash	Alt + 0248	Option + O
ù u Grave	Alt + 0249	Option + ‘ then U
ú u Acute	Alt + 0250	Option + E then U
û u Circumflex	Alt + 0251	Option + I then U
ü u Umlaut	Alt + 0252	Option + U then U
ý y Acute	Alt + 0253	Option + E then Y
þ Lower case thorn	Alt + 0254	
ÿ y Umlaut	Alt + 0255	Option + U then Y



SELL

A YEARBOOK IN EVERY STUDENT'S HAND

Promote, manage and track yearbook sales.

COVERAGE

Everyone wants to see themselves in the yearbook. Use the coverage report to make sure everyone is included.

GET SELLING

Learn how to set up your online and in-school yearbook and recognition ad offers.

SELLING TOOLS

Emails, flyers, order forms and more. Take your selling to the next level with our promotional tools.

SUBMIT THE DETAILS

From your cover to personalization, learn how to submit and keep track of all the details of your yearbook.

Uploading Your Student List

Scan QR code to watch the video.

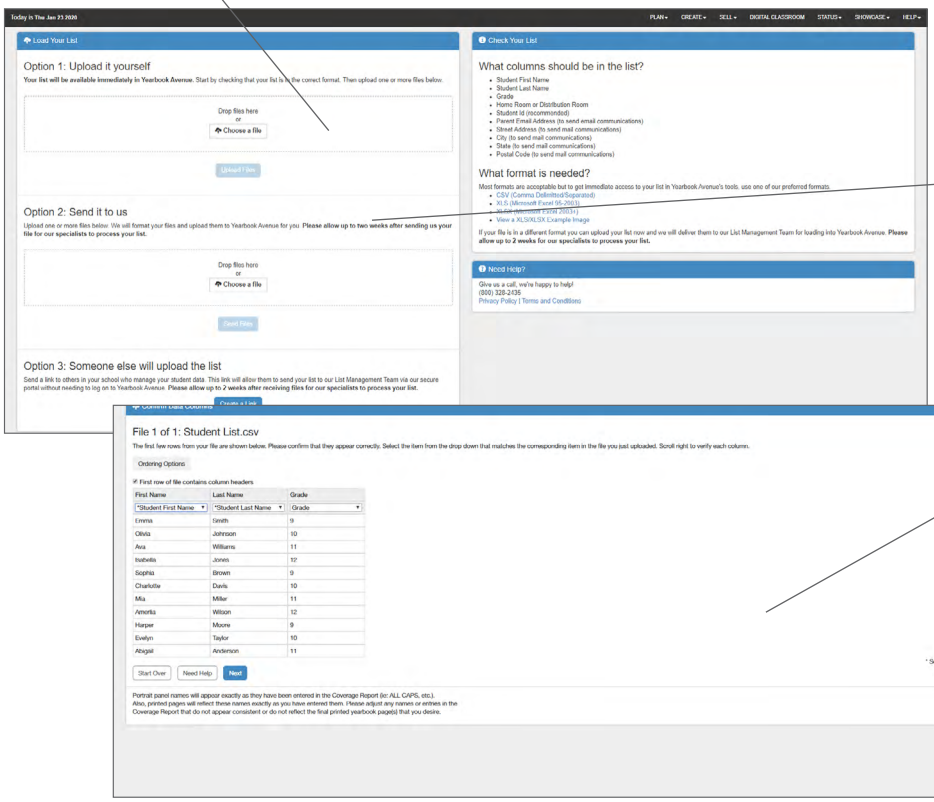
Upload your student list to track sales, coverage and personalization (if applicable), send emails and identify those who have not yet purchased a yearbook.

Your student list connects to the Image Library and Spell Check. It is used to tag photos, create your index and confirm spelling when you run spell check.

Questions? Contact Jostens Technical Support team at 1-800-328-2435 or ybasupport@jostens.com.

CHOOSE FILE

- Choose which file you want to upload.
- Accepted formats are: .csv or .xls or .xlsx



UPLOAD

Click **Upload** to upload your student list.

VALIDATE

- Review your data to confirm the header information is correct.
- Select **Continue Uploading** or Cancel and upload a new file.

YOU CAN IMPORT a student's name, home room, grade, address, phone number, email address, student ID and more.

A RECORD WILL BE CREATED FOR EACH STUDENT in the Yearbook Sales section.

Coverage Report

Scan QR code to watch the video.

The Yearbook Coverage Report makes it easy for your staff to track the number of times a student appears in your yearbook. The report also ties to your online selling tools, so you can use it to see which students are in the book but have not yet purchased a book. This provides you with a great way to target prospective buyers.

TOOLS

- Add name
- Import a list of yearbook buyers from last year
- Import student lists
- Find & merge duplicate names: merge names like Andy McDonald and Andrew McDonald

EXPORT BUTTON

Create a comma separated file that can be opened in Excel to use offline.

SEND EMAIL

Promote your yearbook and ads.

INVALID EMAIL ADDRESSES

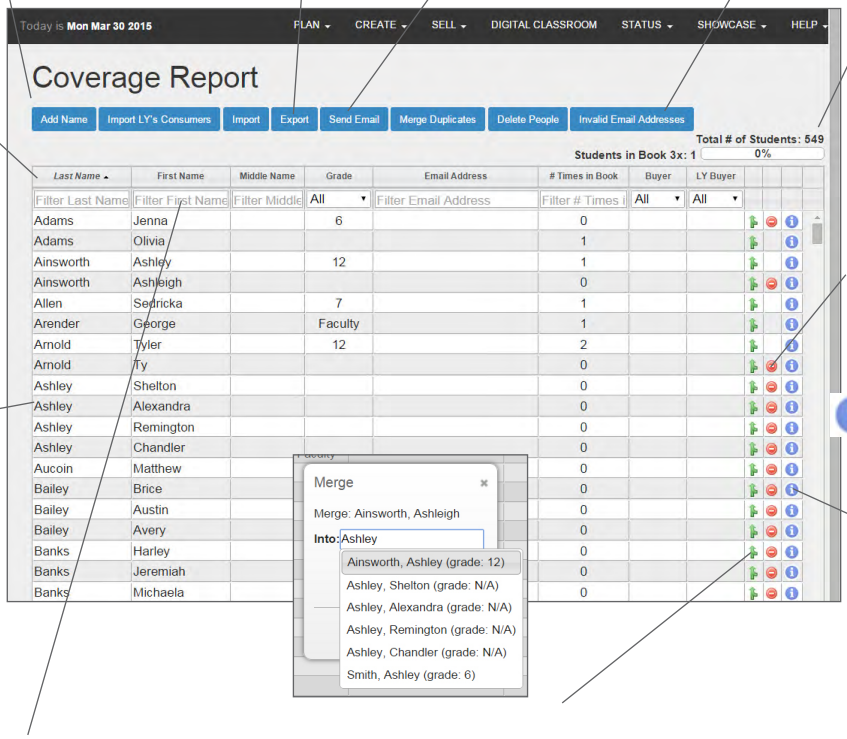
- Filter invalid email addresses.
- Edit on the spot.

COVERAGE DETAILS

- First name
- Last name
- Grade
- Email address
- # of times in the book
- Buyer
- Last year buyer
- Merge, delete and details buttons

SORTING

- Default sort will be alphabetical by Last Name.
- Click any report header to change the sort.



PERFORMANCE TRACKER

Track progress as students are tagged in the book.

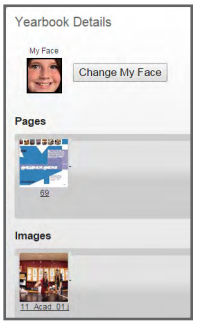
DELETE BUTTON

Delete a record.

INFORMATION

See each students'

- Face
- Pages
- Associated images



AUTO SORT

- Start typing in any column's top field to begin an auto-sort based on what you are entering.
- Search and sort by names, grades, and number of times a student is in the book.

MERGE BUTTON

- Merge two records.
- Type the name you want to merge with and select the correct name from the list that appears.

CLEAN UP THE COVERAGE REPORT BEFORE FLOWING YOUR INDEX. This will make the index more accurate. For more information on cleaning up the Coverage Report, see Cleaning up the Coverage Report.

Cleaning up the Coverage Report

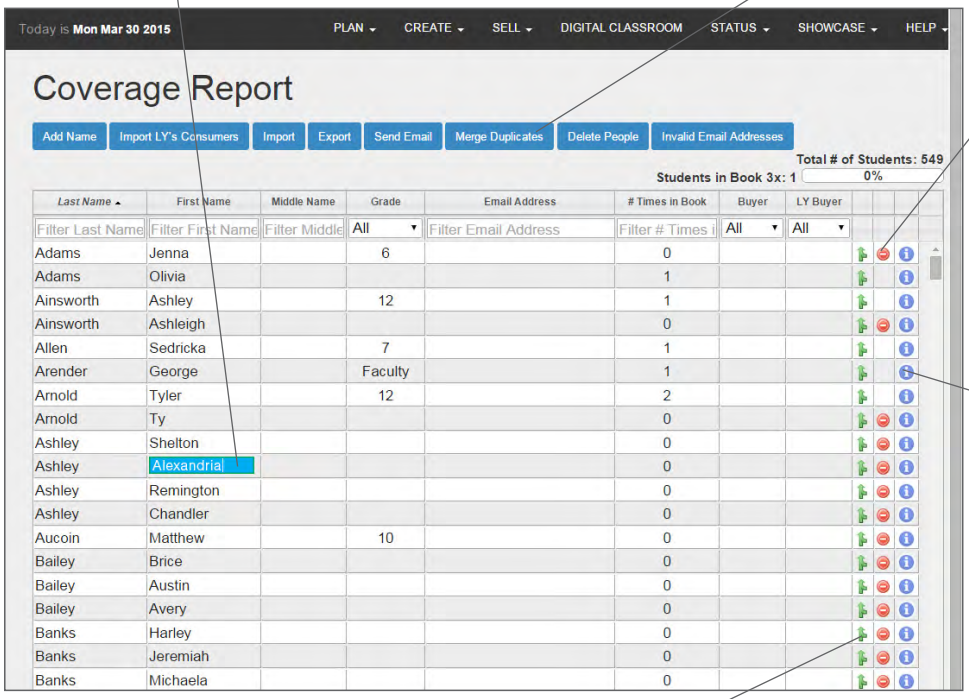
Before flowing your index, you'll want to clean up the Coverage Report. This will make your index more accurate. **If you have a large amount of duplicate names, click the merge duplicates button first at the top of the Coverage Report.**

CHANGE A MISSPELLED NAME

- Click directly in the box and make your changes.
- Changes are saved automatically.
- Carefully check last names like O'Malley, De La Torre and Van der Hayden for proper spacing, capitalization and apostrophes.

MERGE DUPLICATES

Start here if you have a large amount of duplicate names. This merges names like Andy McDonald and Andrew McDonald.

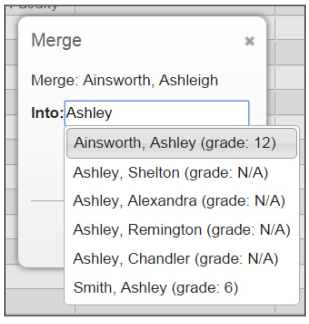


DELETE BUTTON

If a name has a red circle next to it that means a photo has been tagged, but is not in the book.

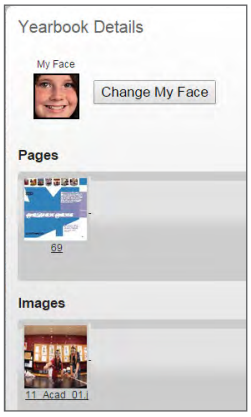
INFORMATION

- Click to see the photo or page associated with that name.
- Associated photos and pages have a link to jump to those items



MERGE BUTTON

- Merge two records.
- Type the name you want to merge with and select the correct name from the list that appears.
- Merge name such as Mike Smith and Michael Smith if they are the same person.
- Carefully check last names like O'Malley, De La Torre, and Van der Hayden for proper spacing, capitalization and apostrophes.



CLEAN UP THE COVERAGE REPORT BEFORE FLOWING YOUR INDEX. This will make the index more accurate.

Set Up Yearbook Offers

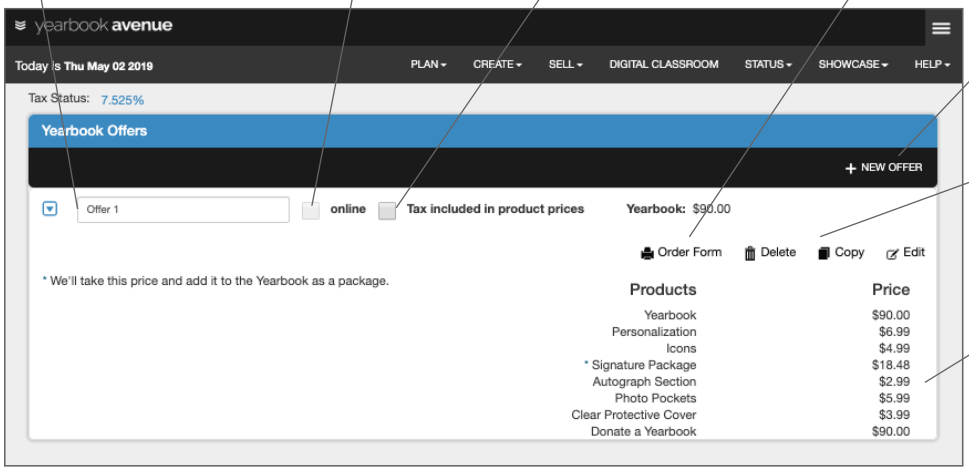
Set up offers to easily track yearbook sales through Yearbook Avenue.

OFFER NAME
Enter the name of your offer.

ONLINE OFFER
Check if you want to sell yearbooks online vs in-school only.

TAX INCLUDED/NOT INCLUDED
Include sales tax in the product prices.

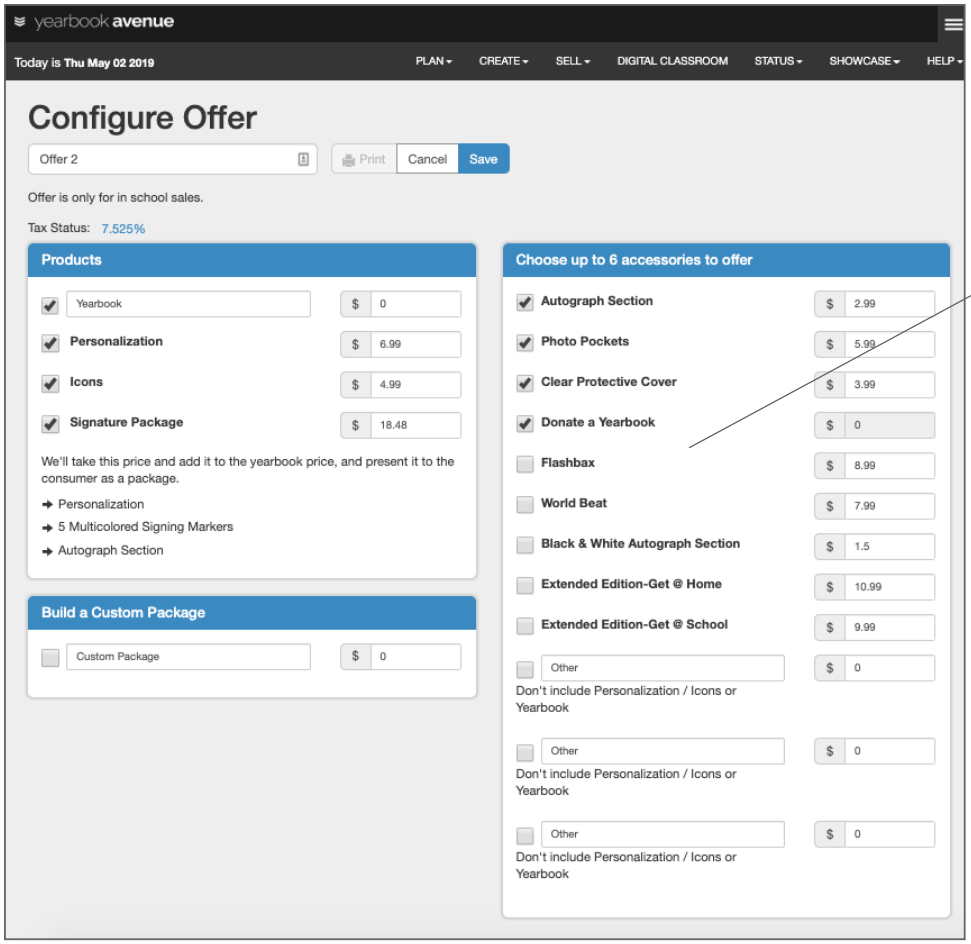
GENERATE ORDER FORM



NEW OFFER
Set up a new offer.

DELETE, EDIT OR COPY OFFER

OFFER DETAILS
- Populates as you set up your offers.
- Expand or Collapse offer details using the arrow to the left of the Offer Name.



CREATE OFFER
- Customize each offer.
- Add additional options for students and/or their parents to purchase.

Set Up Ad Offers

Set up offers to easily track sales through Yearbook Avenue.

OFFER NAME
The name of this offer.

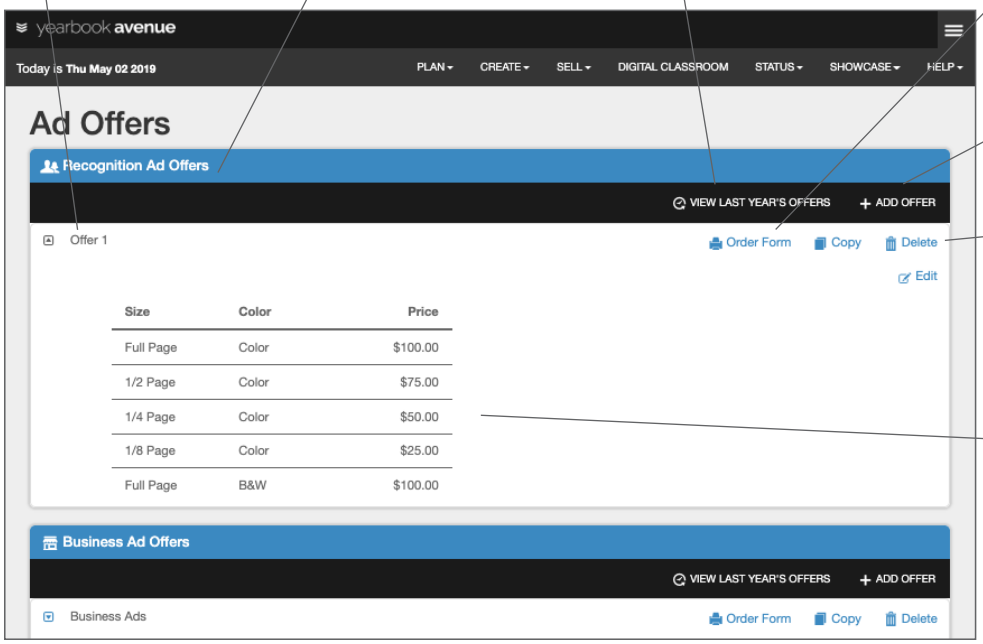
OFFER TYPE
Recognition or business ad.

VIEW LAST YEAR'S OFFERS
Generate an Ad Offer Summary PDF of last year's orders.

GENERATE ORDER FORM
Create an order form for the ad offer.

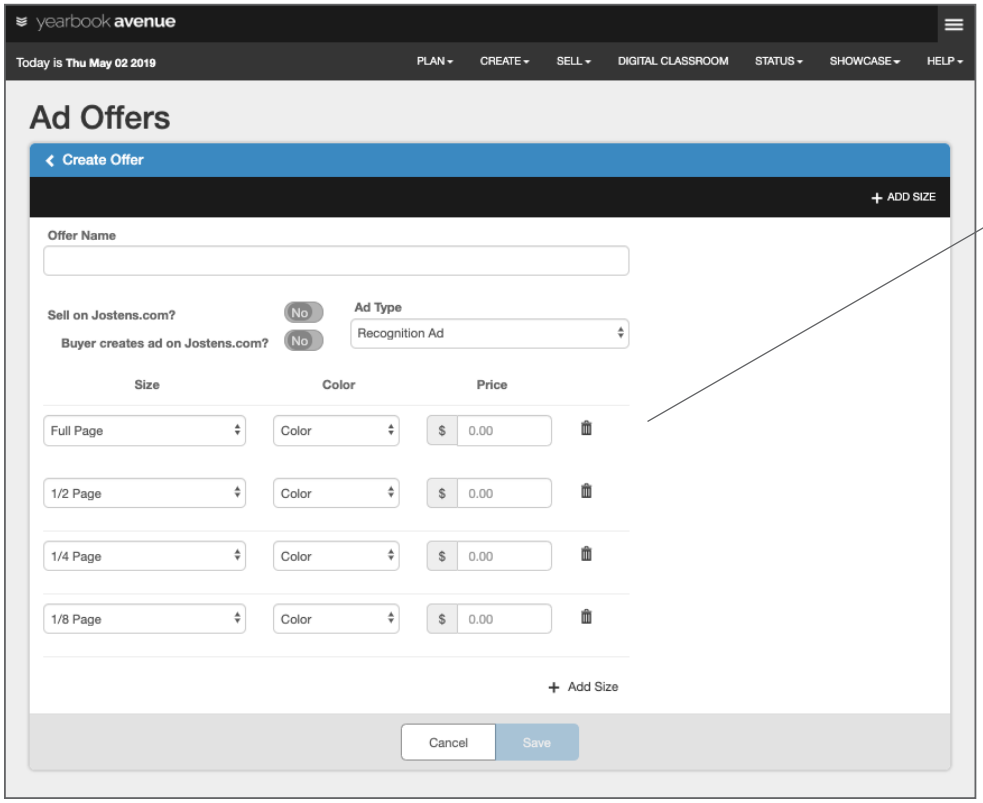
ADD OFFER
Create a new ad offer.

DELETE, EDIT OR COPY OFFER



OFFER DETAILS

- Populates as you set up your offers.
- Expand or Collapse offer details using the arrow to the left of the Offer Name.



CREATE OFFER
Create each ad offer.

Yearbook Sales Entry

Check your sales at a glance, enter sales or get a report of how many books you've sold—all in one place.

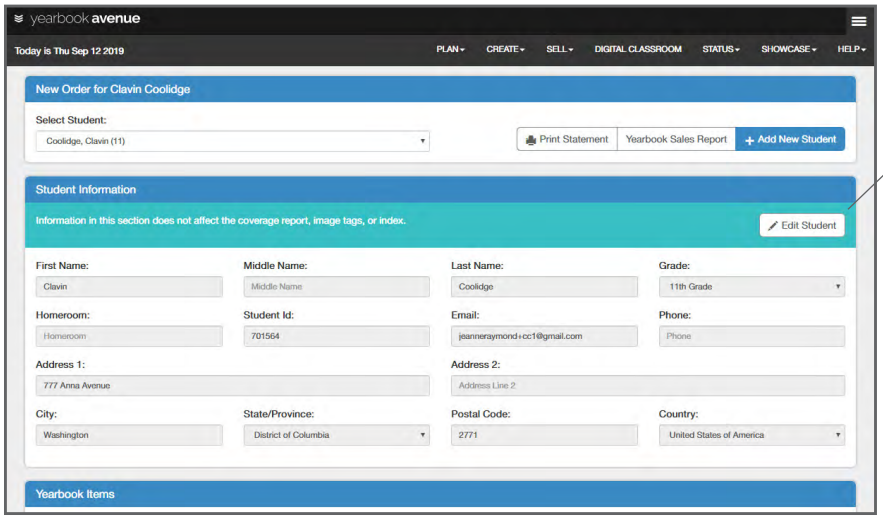
YEARBOOK SALES OPTIONS

- Print Statement
- Yearbook Sales Report
- Add New Student

STEP 1: SELECT STUDENT

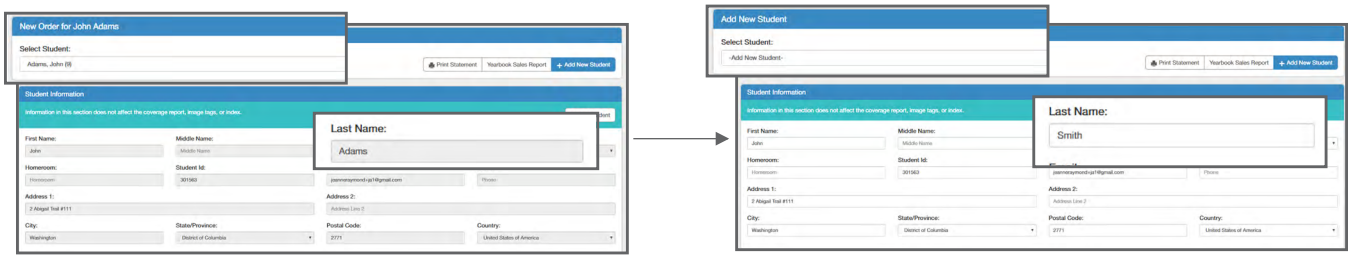


- Start by selecting from an existing student from the student list. If selecting an existing student that has an order, the order number will appear by their name.
- Selecting from an existing student will add a sales record to an existing student in the coverage report. The student information from the coverage report will be pre-populated and locked.



EDIT the information of an existing student, select edit student. You will be prompted with a dialog box that asks, "Are you sure you want to change this student's existing information?".

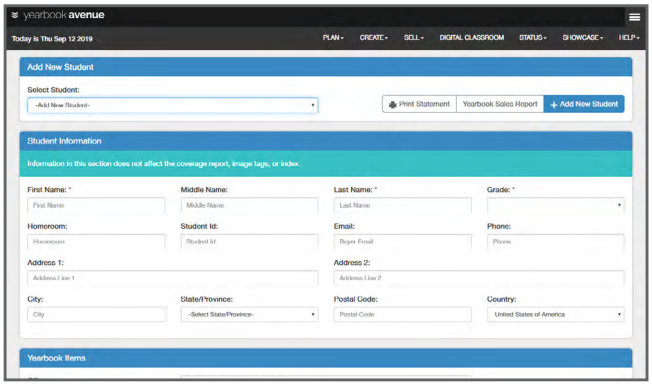
CHANGING AN EXISTING STUDENT'S NAME OR GRADE will detach it from the original student record and create a new one. Any contact information that is not the student's name or grade can be changed or updated without creating a duplicate student record in the coverage report. If the first name, last name or grade no longer exactly match what is on the attached student record a dialog box will appear stating that this will create a new student in the coverage report. Use "Merge Duplicates" in the coverage report to combine records.



Yearbook Sales Entry

STEP 1: SELECT STUDENT (CONTINUED)

- If a student list hasn't been uploaded or a student isn't in the list select "add new student" from the drop down list. This will create a new student record in the coverage report and prompt you to enter the student information.



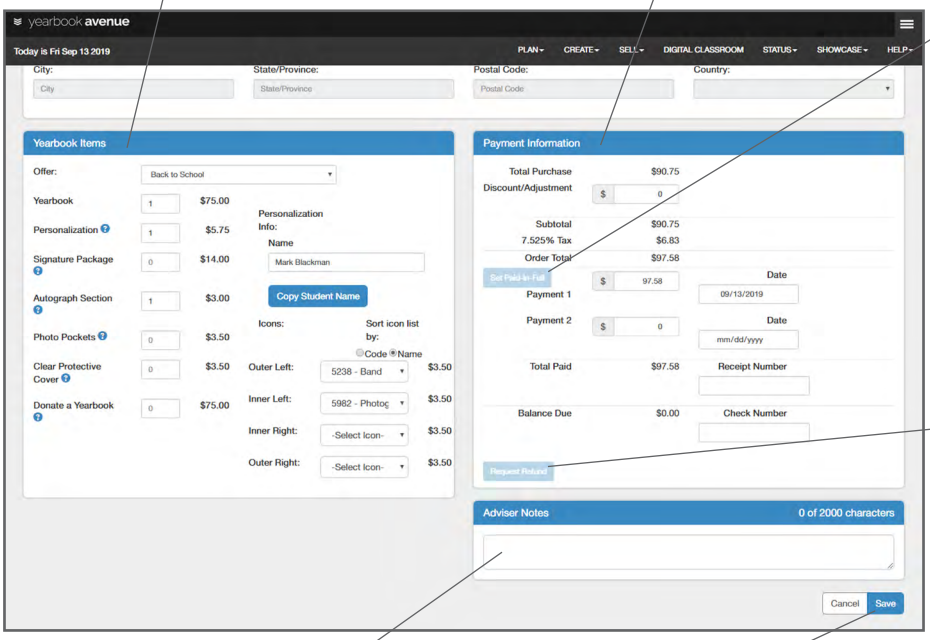
STEP 2: ENTER ORDER DETAILS

1 STUDENT ITEMS ORDERED

- Enter quantity of items included in the student's order.

2 PAYMENT INFORMATION

Enter payment information.



SET PAID IN FULL

- Selecting this will enter the order total amount into "Payment 1" and populate the current date.

REQUEST REFUND

- If it is an existing order the user may request a refund.

3 ADVISER NOTES

Write any notes about this student order.

4 SAVE

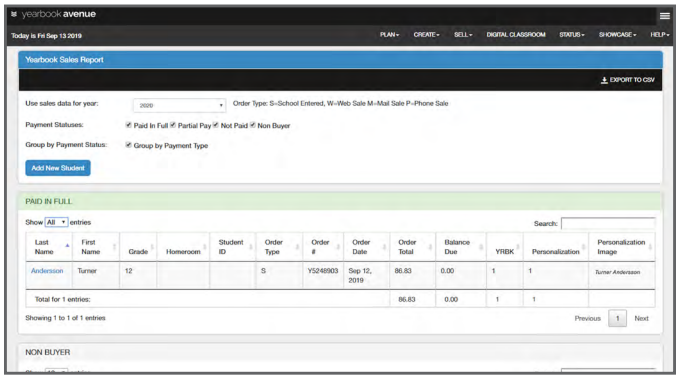
Save changes to this order.

IF YOU ARE SELLING BOOKS ONLINE the orders you enter will blend in seamlessly. If you are only selling books manually, talk to your rep about selling online to increase sales.

SEE SALES REPORTS for the number of books sold, how many students have only partially paid and more!

Yearbook Sales Report

Check your sales in detail, enter sales or get a report of how many books you've sold—all in one place.



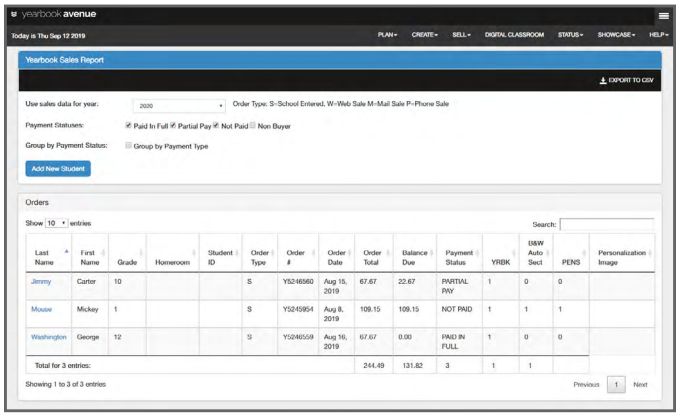


SALES REPORT OPTIONS

- View Sales Data
- "Add New Student" which will open the sales entry page and create a new record.
- Export Sales Data to a CSV file - the CSV will include the sama data shown in the sales report as well as contact information.

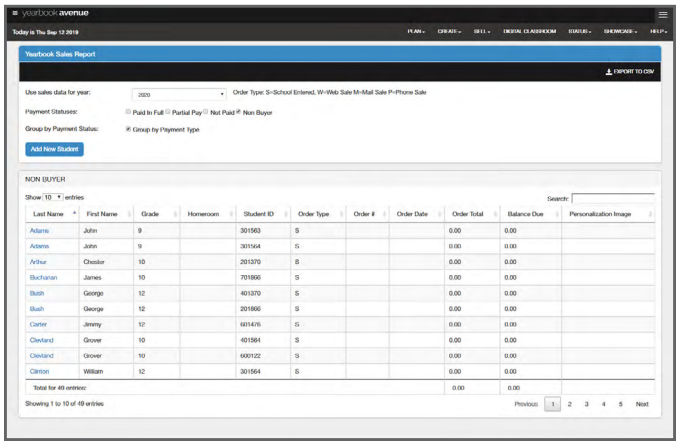
DATA FILTERS

- Filter students by their payment status including whether they have paid in full, partially paid, not paid at all, or if they are a non-buyer.
- Alternatively, group students by payment status to easily see lists of students based on their payment status without hiding any students from view.
- Show 10, 50, 100 or all entries for any list of students.



BUYERS

- To view these students sales records, select all payment status filters except non-buyer.
- Buyer last names are hyperlinked to the sales entry page. By clicking the student's last name the user can navigate to the sales entry page and edit any order information.
- When the sales entry page is opened, that student's information will be locked. To edit the student information, select edit student.



NON-BUYERS

- To view these students, check only the non-buyer payment status filter.
- This is the list of students who do not have a sales record attached to their student record.
- To add a sales record, click on the non-buyer last names which hyperlink to the sales entry page where a new sales record can be created for that student.

Ad Sales Entry

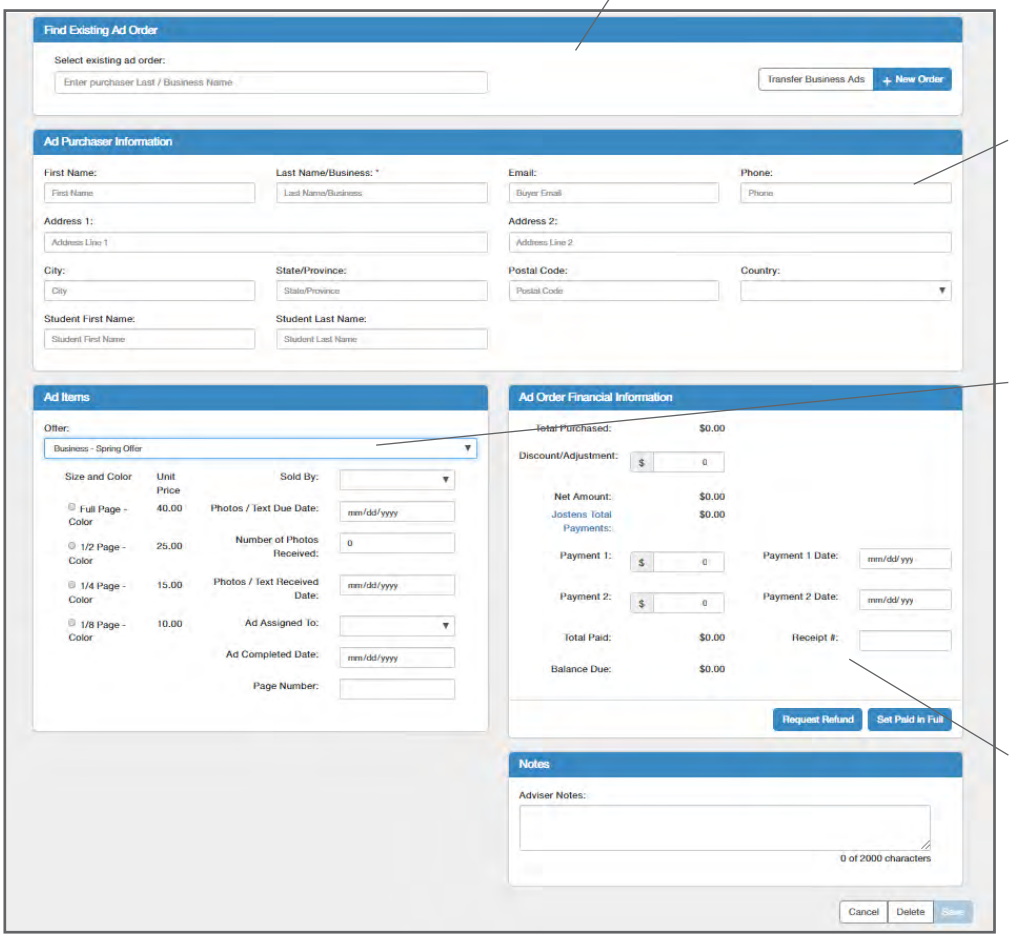
Check your sales at a glance, enter sales or get a report of how many ads you've sold—all in one place.

AD SALES OPTIONS

- New Ad Order
- Transfer Business Ads
- Save
- Save and open a new sale window

FIND AD ORDER

Enter Business or Purchaser name for an existing ad purchase or select New Order to add a new order.



AD PURCHASER INFORMATION

Personal details for the purchaser of the ad.

ORDER INFORMATION

- Select ad offer.
- Select the appropriate ad.
- Enter additional information including who sold the ad, who it is assigned to, page number and important dates.

AD ORDER FINANCIAL INFORMATION

Enter Payment Information.

IF YOU ARE SELLING ADS ONLINE the orders you enter will blend in seamlessly. If you are only selling ads manually, talk to your rep about selling online to increase sales.

SEE SALES REPORTS for the amount of space sold, outstanding balances and more!

Student Statements

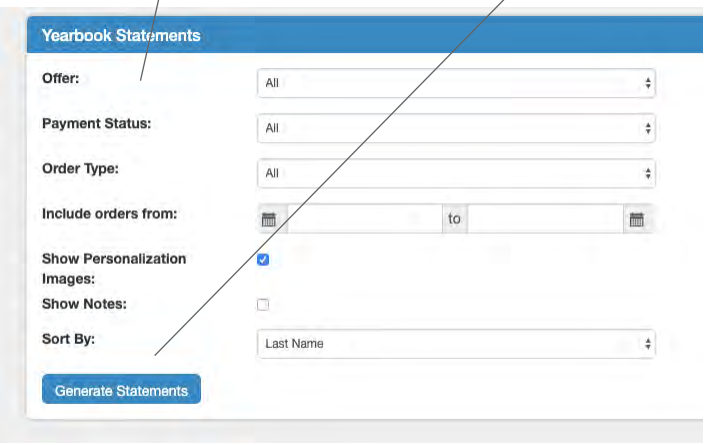
Student statements show payment information and statuses for yearbooks and ads by consumer. This is useful to see which orders have been paid in full and which orders still have a balance due.

SELECT CRITERIA

Select the offer, payment status, order type, date range, personalization image visibility and sorting visibility for the statement.

GENERATE STATEMENTS

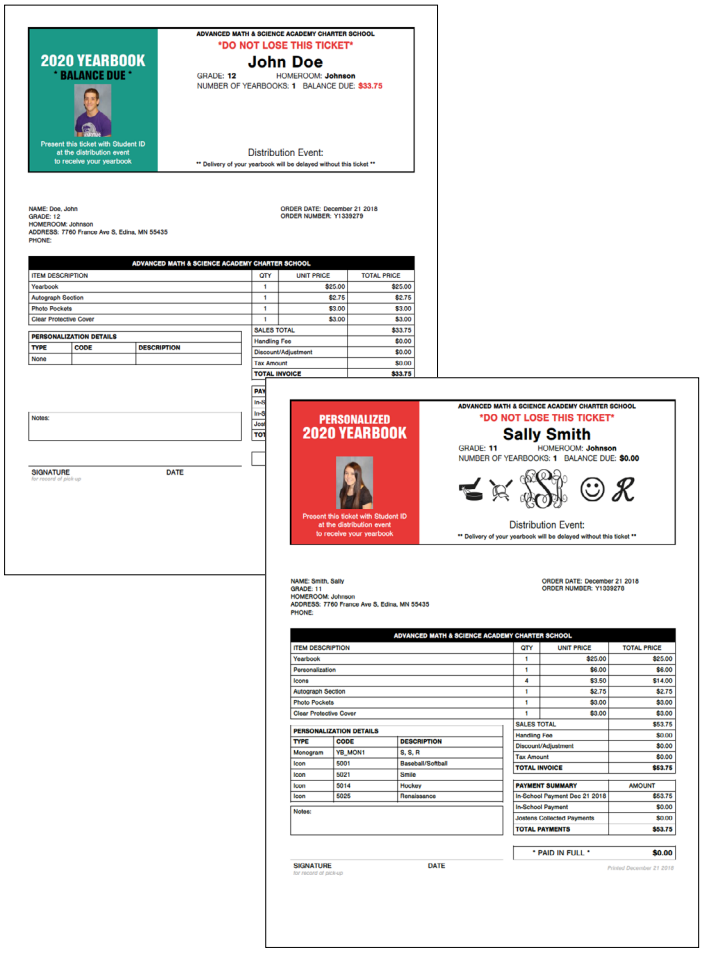
Click to generate the student statement.



WITH JOSTENS YEARBOOK DISTRIBUTION TICKETS, DISTRIBUTION CAN MOVE FASTER WITH FEWER HASSLES. THE TICKET SYSTEM IS PERFECT FOR YOU IF:

- You want to sell out of yearbooks before distribution day so you don't need to deal with yearbook sales after distribution has ended.
- You want to minimize the number of questions you get on distribution day.
- You want to minimize the number of students you need to find to deliver a yearbook. When distribution is done, you're pretty much done.
- You want to have time for a school celebration that includes the yearbook, even if you can only distribute during lunch.
- Student IDs are required for distribution.

Distribution Tickets include not only yearbook order information, but also student photos — so you can be sure each yearbook is given to the correct student.



Plan and Promote

Use promotion tools to spread the word about your yearbook!



YOU'RE IN THE BOOK FLYERS

Let students know they're in the book with custom flyers.

PROMOTIONAL EMAILS

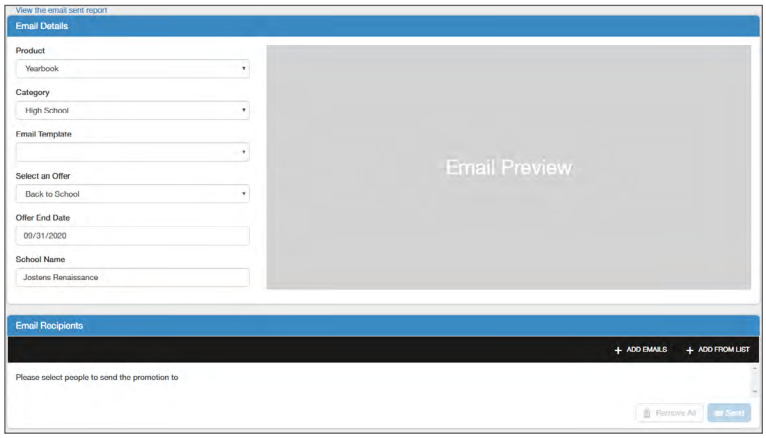
Choose from various email templates to promote book and ad sales.

ONLINE BANNERS

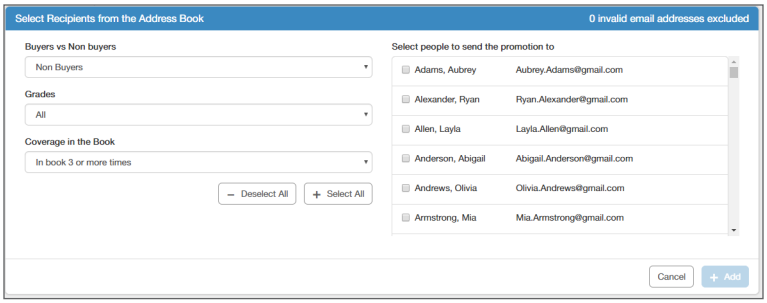
Download a banner to display on your school's website.

Email Templates

Use the **Send Email** button in your **Coverage Report** to send an email promoting your yearbook and ads.







1. CREATE A PROMOTIONAL EMAIL

- In field one choose Yearbooks from the drop-down menu.
- In field two choose the Selected Offering.
- In field three choose the offer end date.
- In field four enter your school's name exactly as you want it to appear in the email and subject line.
- Click on the **Next** button and you will see a preview of various email designs you can choose from.
- Choose a design and click the **Next** button.

2. EMAIL ADDRESS OPTIONS

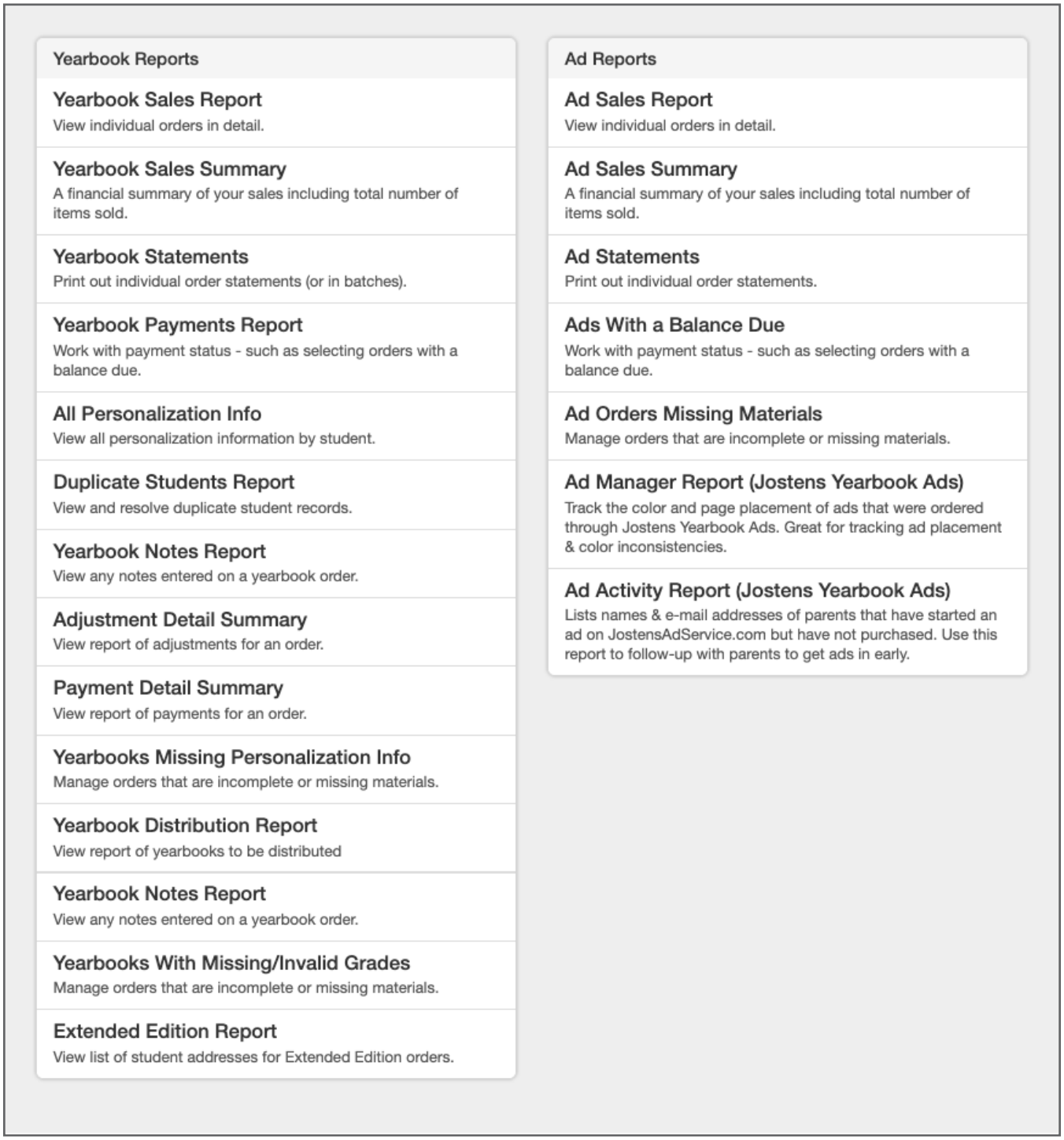
- Enter them manually.
- Copy and paste them from a list.
- Click on the Add From List link to select addresses from the student list you uploaded.

3. SEND YOUR EMAIL

After reviewing your email, click on the **Send** button to send it.

Reports

Jostens offers a variety of reports to track all aspects of yearbook and ad sales.



Yearbook Reports

Yearbook Sales Report
View individual orders in detail.

Yearbook Sales Summary
A financial summary of your sales including total number of items sold.

Yearbook Statements
Print out individual order statements (or in batches).

Yearbook Payments Report
Work with payment status - such as selecting orders with a balance due.

All Personalization Info
View all personalization information by student.

Duplicate Students Report
View and resolve duplicate student records.

Yearbook Notes Report
View any notes entered on a yearbook order.

Adjustment Detail Summary
View report of adjustments for an order.

Payment Detail Summary
View report of payments for an order.

Yearbooks Missing Personalization Info
Manage orders that are incomplete or missing materials.

Yearbook Distribution Report
View report of yearbooks to be distributed

Yearbook Notes Report
View any notes entered on a yearbook order.

Yearbooks With Missing/Invalid Grades
Manage orders that are incomplete or missing materials.

Extended Edition Report
View list of student addresses for Extended Edition orders.

Ad Reports

Ad Sales Report
View individual orders in detail.

Ad Sales Summary
A financial summary of your sales including total number of items sold.

Ad Statements
Print out individual order statements.

Ads With a Balance Due
Work with payment status - such as selecting orders with a balance due.

Ad Orders Missing Materials
Manage orders that are incomplete or missing materials.

Ad Manager Report (Jostens Yearbook Ads)
Track the color and page placement of ads that were ordered through Jostens Yearbook Ads. Great for tracking ad placement & color inconsistencies.

Ad Activity Report (Jostens Yearbook Ads)
Lists names & e-mail addresses of parents that have started an ad on JostensAdService.com but have not purchased. Use this report to follow-up with parents to get ads in early.

Submit Personalization

Before submitting your orders, be sure to confirm what orders are being submitted by going to Sell > See Reports > Yearbook Sales Report and reviewing the orders by payment status.

PERSONALIZATION COLOR

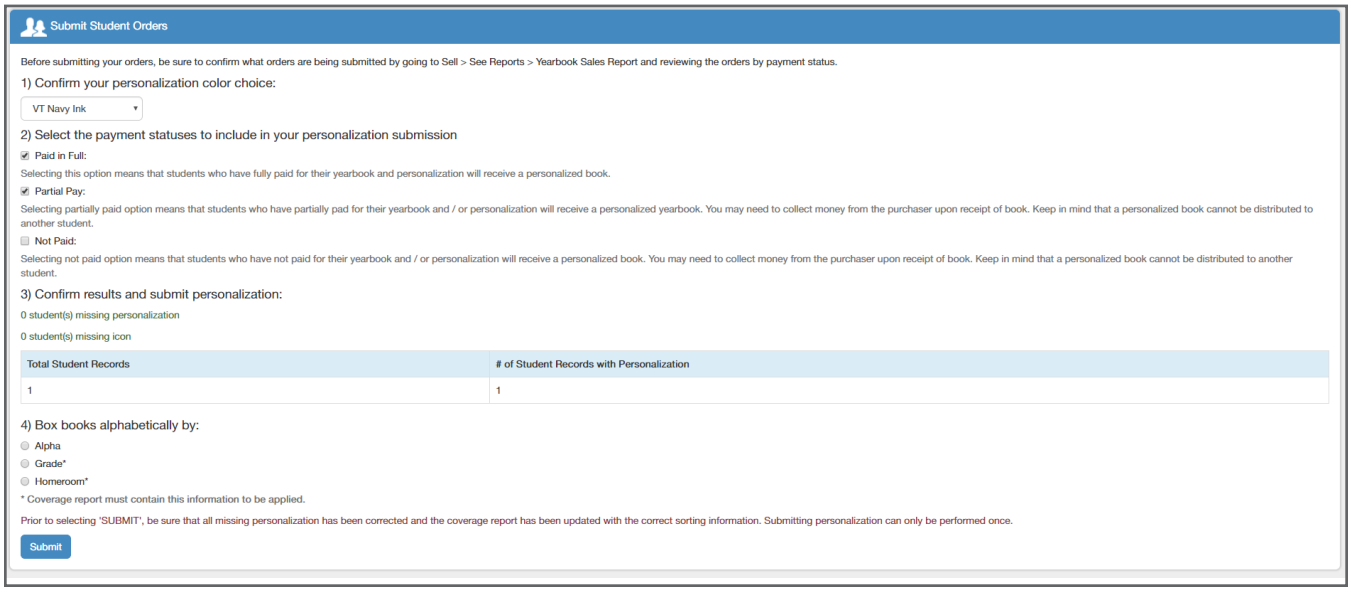
Confirm your color choice before submitting.

PAYMENT STATUSES

Select the payment statuses to include in your personalization order.

CONFIRM RESULTS

Review missing information before submitting.



ORGANIZE PERSONALIZED BOOKS

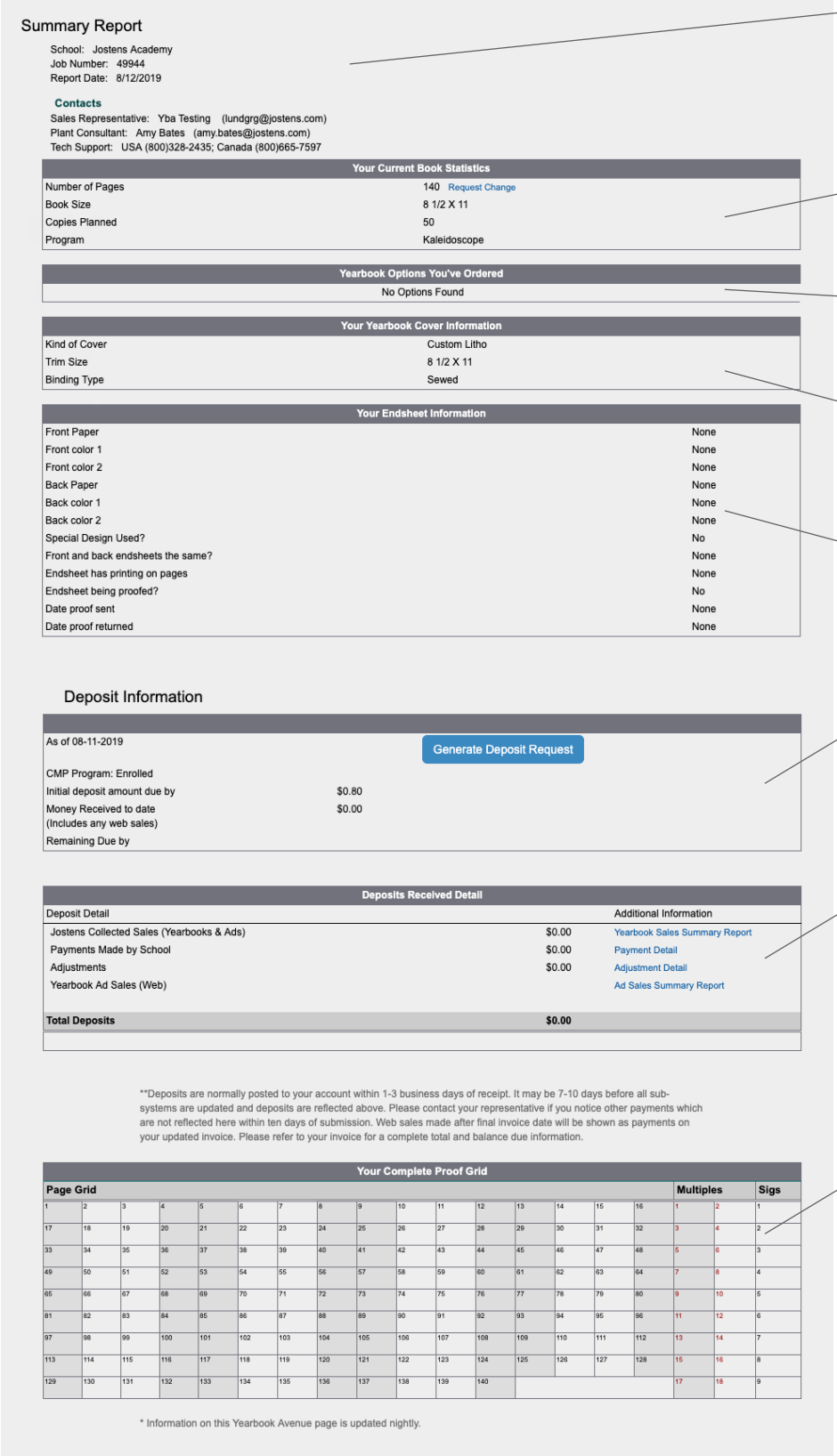
- Alphabetical
- Grade
- Homeroom

SUBMIT

- Prior to selecting 'SUBMIT', be sure that all missing personalization has been corrected
- Submitting personalization can only be performed once.

Summary Report

The Summary Report shows book statistics, cover information, deposit information and more.



Summary Report

School: Jostens Academy
Job Number: 49944
Report Date: 8/12/2019

Contacts
Sales Representative: Yba Testing (lundgrg@jostens.com)
Plant Consultant: Amy Bates (amy.bates@jostens.com)
Tech Support: USA (800)328-2435; Canada (800)665-7597

Your Current Book Statistics	
Number of Pages	140 Request Change
Book Size	8 1/2 X 11
Copies Planned	50
Program	Kaleidoscope

Yearbook Options You've Ordered
No Options Found

Your Yearbook Cover Information	
Kind of Cover	Custom Litho
Trim Size	8 1/2 X 11
Binding Type	Sewed

Your Endsheet Information	
Front Paper	None
Front color 1	None
Front color 2	None
Back Paper	None
Back color 1	None
Back color 2	None
Special Design Used?	No
Front and back endsheets the same?	None
Endsheet has printing on pages	None
Endsheet being proofed?	No
Date proof sent	None
Date proof returned	None

Deposit Information

As of 08-11-2019 — Generate Deposit Request

CMP Program: Enrolled

Initial deposit amount due by	$0.80
Money Received to date (Includes any web sales)	$0.00
Remaining Due by	

Deposits Received Detail		
Deposit Detail		Additional Information
Jostens Collected Sales (Yearbooks & Ads)	$0.00	Yearbook Sales Summary Report
Payments Made by School	$0.00	Payment Detail
Adjustments	$0.00	Adjustment Detail
Yearbook Ad Sales (Web)		Ad Sales Summary Report
Total Deposits	**$0.00**	

**Deposits are normally posted to your account within 1-3 business days of receipt. It may be 7-10 days before all sub-systems are updated and deposits are reflected above. Please contact your representative if you notice other payments which are not reflected here within ten days of submission. Web sales made after final invoice date will be shown as payments on your updated invoice. Please refer to your invoice for a complete total and balance due information.

Your Complete Proof Grid

Page Grid																Multiples		Sigs
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	1	2	1
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	3	4	2
33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	5	6	3
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	7	8	4
65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	9	10	5
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	11	12	6
97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	13	14	7
113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	15	16	8
129	130	131	132	133	134	135	136	137	138	139	140					17	18	9

* Information on this Yearbook Avenue page is updated nightly.

SCHOOL INFO AND CONTACT INFO

General information for your school and sales representative.

BOOK STATISTICS

Your book by the numbers: pages, copies, program, etc.

YEARBOOK OPTIONS

Additional options or accessories ordered.

COVER INFO

Kind of cover, trim size, and binding type for the cover.

ENDSHEET INFO

Paper, colors, proof information, and special printing information.

DEPOSIT INFO

Deposit amounts and due dates.

DEPOSIT RECEIVED

Information on any deposits received by Jostens.

PAGE GRID

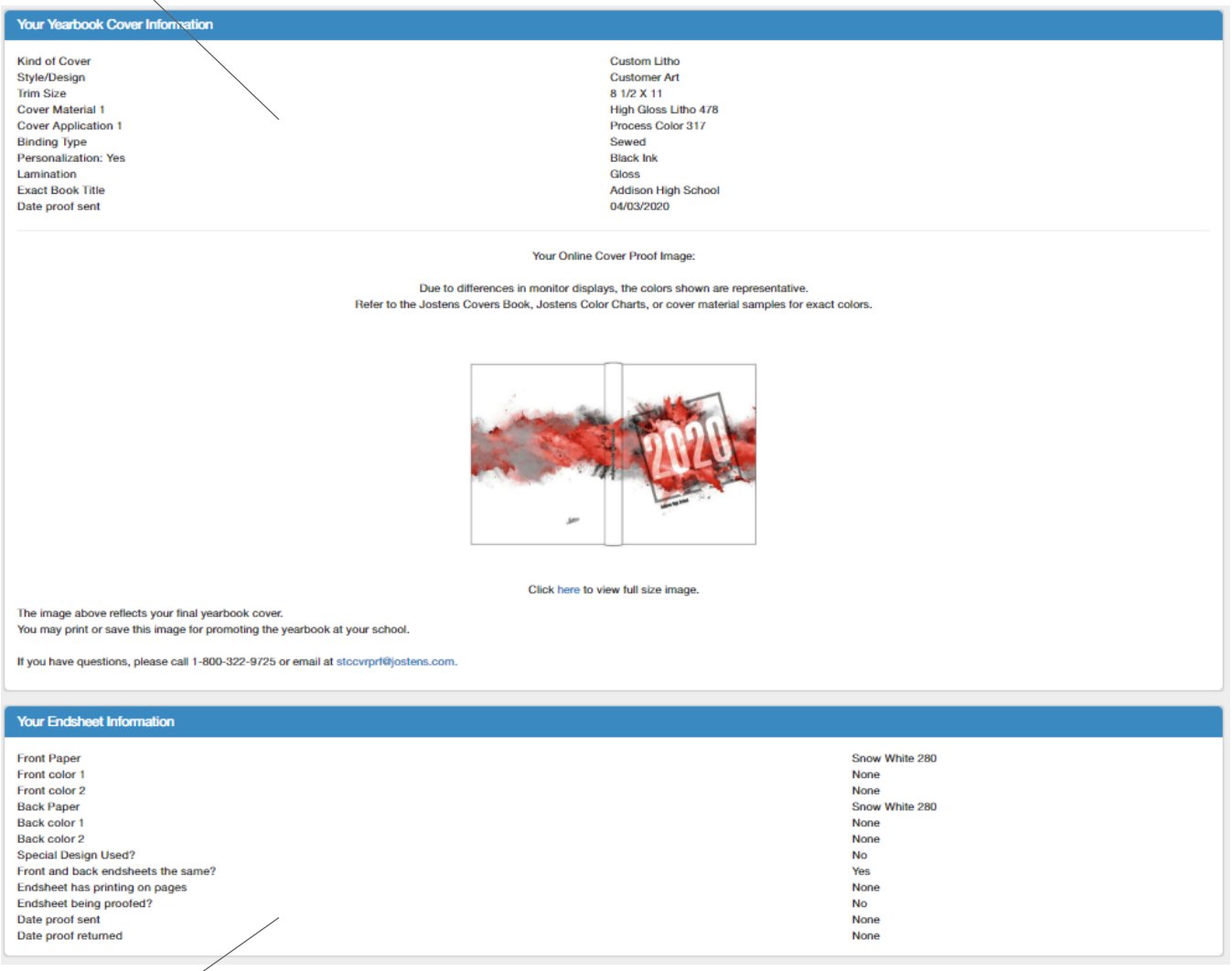
Grid of the entire book's pages.

Cover

View all the information about your cover in one place.

COVER INFO

Kind of cover, trim size, and binding type for the cover.



Your Yearbook Cover Information

Kind of Cover	Custom Litho
Style/Design	Customer Art
Trim Size	8 1/2 X 11
Cover Material 1	High Gloss Litho 478
Cover Application 1	Process Color 317
Binding Type	Sewed
Personalization: Yes	Black Ink
Lamination	Gloss
Exact Book Title	Addison High School
Date proof sent	04/03/2020

Your Online Cover Proof Image:

Due to differences in monitor displays, the colors shown are representative.
Refer to the Jostens Covers Book, Jostens Color Charts, or cover material samples for exact colors.

Click here to view full size image.

The image above reflects your final yearbook cover.
You may print or save this image for promoting the yearbook at your school.

If you have questions, please call 1-800-322-9725 or email at stccvrprf@jostens.com.

Your Endsheet Information

Front Paper	Snow White 280
Front color 1	None
Front color 2	None
Back Paper	Snow White 280
Back color 1	None
Back color 2	None
Special Design Used?	No
Front and back endsheets the same?	Yes
Endsheet has printing on pages	None
Endsheet being proofed?	No
Date proof sent	None
Date proof returned	None

ENDSHEET INFO

Paper, colors, proof information, and special printing information.

Deposits

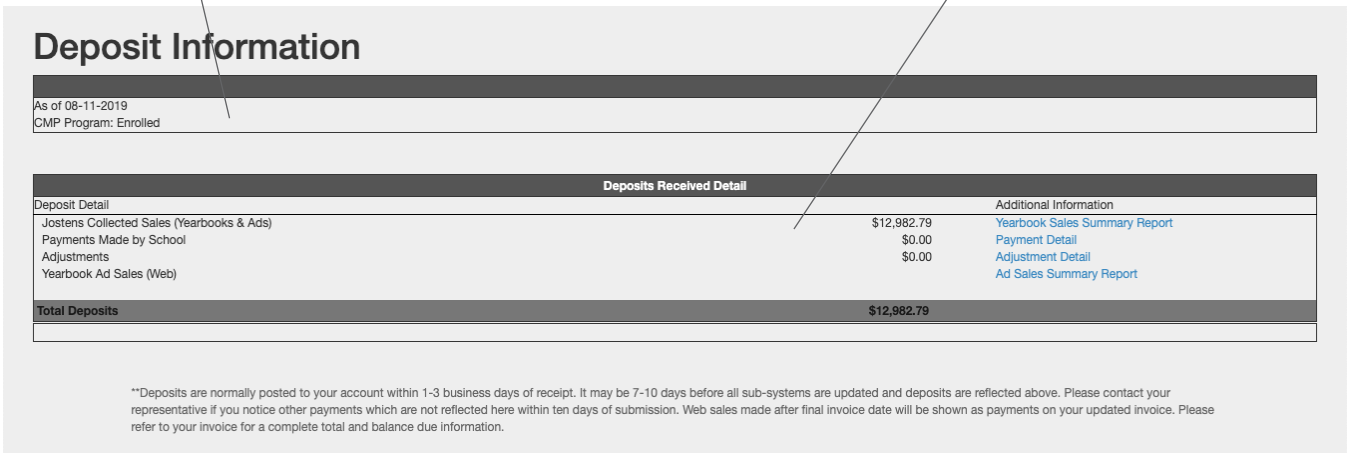
View detailed deposit information.

DATE STAMP AND MARKETING PROGRAM ENROLLMENT STATUS

The last date the deposit information was updated and CMP enrollment status.

DEPOSIT RECEIVED

Information on any deposits received by Jostens.



Deposit Information

As of 08-11-2019
CMP Program: Enrolled

Deposits Received Detail		
Deposit Detail		Additional Information
Jostens Collected Sales (Yearbooks & Ads)	$12,982.79	Yearbook Sales Summary Report
Payments Made by School	$0.00	Payment Detail
Adjustments	$0.00	Adjustment Detail
Yearbook Ad Sales (Web)		Ad Sales Summary Report
Total Deposits	**$12,982.79**	

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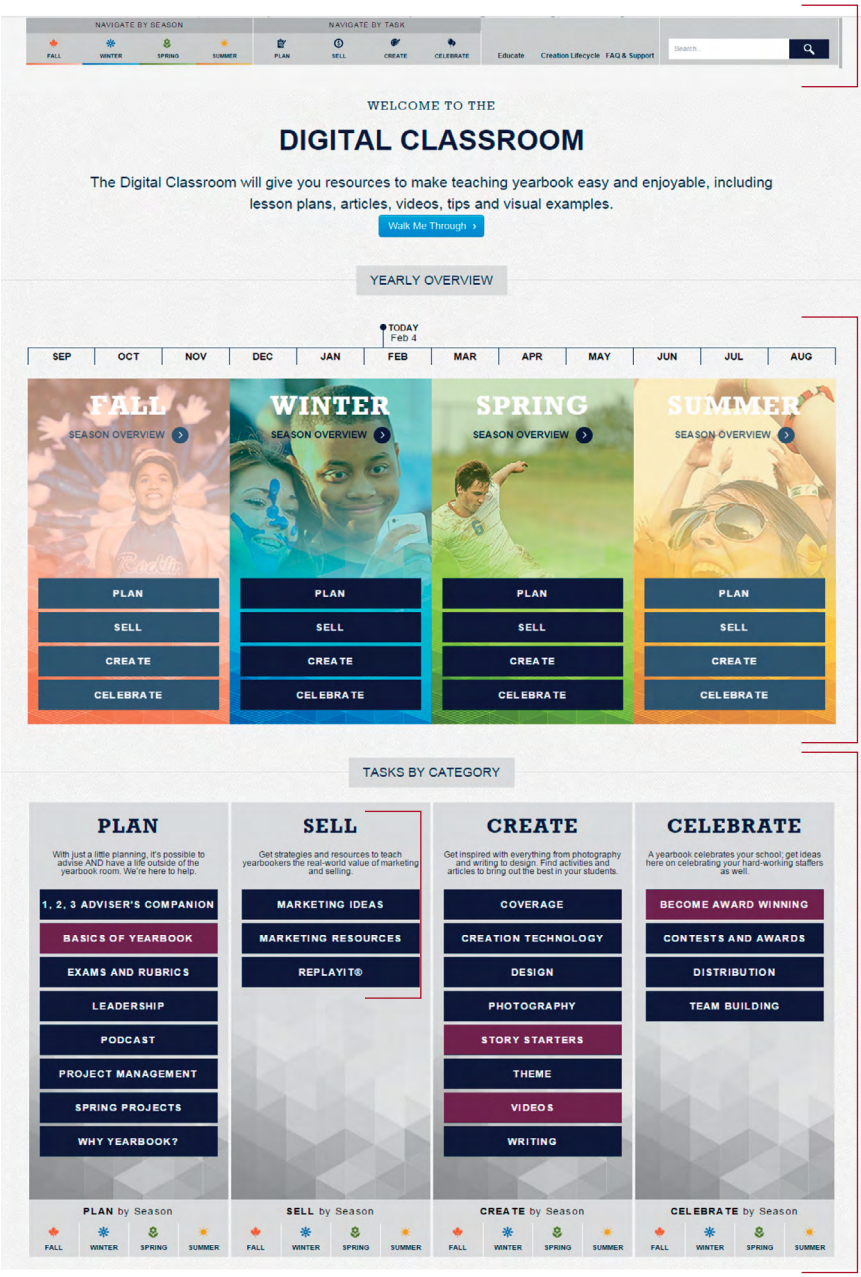
Digital Classroom

The digital classroom on Yearbook Avenue makes it easy for you to find all the resources you need for creating an educational and inspirational experience for your students. From videos to handouts, from lesson plans to digital reference guides, here is a directory of the yearbook resources — just a few clicks away.



SEARCH

When you know exactly what you want or are interested in a specific topic, the search function is invaluable.

SEASONAL ORGANIZATION

Though many yearbook tasks overlap and some need to be done in every season, there is a basic timeline that should be followed. Yearbook Sales should be conducted in the fall. Creation happens in the winter. Creation and planning for next year happens in the spring. Summer is time for planning. Use the digital classroom's seasonal organization to help you know what to do and when to do it.

TASKS BY CATEGORY

Making a yearbook is an interdisciplinary endeavor. Whether you are planning, selling, creating or celebrating, find all the resources you need in this section.

SELL

Whether you are selling the yearbook or advertising to support it, we've got the programs, tools and ideas to help you succeed. Generate demand, create excitement and build anticipation — all keys to a successful campaign.

BASICS OF YEARBOOK

The resources found here include articles, lesson plans and quizzes that are most useful for beginning yearbookers.

STORY STARTERS

A dynamic yearbook tells relevant and interesting stories. Use these helpful Story Starter sheets for interview questions, survey questions, photo possibilities and module ideas on a wide array of yearbook topics.

VIDEOS

Learn more about the journalism skills you'll need to create a great yearbook and how to best use Jostens creation tools. Our library of educational videos explains it all in an easy-to-learn, step-by-step format.

CONTESTS AND AWARDS

This section showcases the outstanding advisers and staff members who earn recognition both locally and nationally from Jostens and scholastic press organizations. You'll also find information for future contests.

Frequently Asked Questions

We want you to have a great yearbook experience. When you have questions, your Jostens team is here to help.

WHAT DOES THE RED X IN MY TEXT BOX MEAN?

Your text does not fit within the box. You need to increase the size of your text box or make the text smaller.

HOW DO I RE-USE A PAGE LAYOUT I'VE CREATED ON MULTIPLE PAGES?

Under the File menu, select Save as Template. You can save the left, right or both pages. To use your saved template, go to the Designs tab, and under Custom choose My Templates from the drop down list.

HOW DO I GET OLDER VERSIONS OF MY PAGES?

Select the History tab to see previous versions of your page. Drag and drop any previous version onto your current page.

CAN I FLOW TEXT FROM ONE TEXT BOX TO ANOTHER?

Yes. Click the small blue box with an arrow inside in the first text box. Drag the line that appears to the text box you'd like to flow into. Unlink text boxes by clicking the blue box that the linking arrow points to and select a new text box to flow into.

HOW DO YOU CREATE, SAVE, EDIT AND DELETE PRACTICE PAGES?

You can create a practice page by going to File > New Practice Page. Once you have created a practice page, save the page like you would any other page in the book. The page will be saved under Custom in the Designs tab. To edit or delete a practice page, click on the small (i) icon on the bottom left of the thumbnail. You will have the option to edit or delete.

HOW DO I UPLOAD IMAGES FROM WITHIN LAYOUT PRO?

From the Images tab, either drag and drop images directly into the tab or click Upload to choose photos from your device. Images will be uploaded to the active folder in the Images tab.

WHY DOES MY ELEMENT NOT MAINTAIN PROPORTIONS WHEN CHANGING THE SIZE?

Hold shift to constrain proportion on an element.

HOW DO I APPLY SEPIA TONE OR BLACK & WHITE TO AN IMAGE?

Select an image that has been placed on a page and open the Snap Edit tool from the contextual toolbar. You may apply sepia and black & white effects there.

CAN I USE THE COLOR SWATCHES IN PHOTOSHOP?

You can download the color swatches for Photoshop located under Photoshop Tips and Tricks. This will allow you to match colors in Photoshop to the Jostens color palettes.

I SEE THE IMAGES THAT I SAVED FROM LAST YEAR IN THE IMAGE LIBRARY, BUT HOW DO I GET THEM TO SHOW UP IN THE LAYOUT PRO?

They must be moved out of the previous year's folder into a current image folder in the image library.

WHAT'S THE DIFFERENCE BETWEEN TINT AND TRANSPARENCY?

Tint is the brightness or darkness of an object. Transparency allows you to see through the object as you make it lighter.

WHY CAN'T I SUBMIT MY PAGE?

You may have a text box that hasn't been edited, text that doesn't fit, or an empty image box. Go to the Preflight Panel to view page notifications, resolve issues and complete/submit your page.

HOW DO I CONVERT INDESIGN LAYOUTS FOR USE IN LAYOUT PRO?

Open your INDD file in Adobe InDesign and export your file as a PDF (Export Settings [PDF]). In Photoshop, convert your PDF to a JPG using maximum quality settings. Upload the JPG to Layout Pro. Drag the image to your page.


Jostens