

YTO

YearTech® Online Quick Reference Guide

Welcome to Jostens YearTech Online, the easiest way to create a yearbook online. Using YearTech Online, on Jostens Yearbook Avenue, you can work on your book from anywhere you have a high speed internet connection and an internet browser.

The Basic Steps

Creating your book using Jostens YearTech Online is an easy and enjoyable process.

This guide outlines the six basic steps (see list to the right) involved in creating your yearbook online. You can find more detailed information about these steps in the online help on your Yearbook Avenue website.

1. Plan your yearbook project (staff, fonts, styles). (pages 3-4)
2. Complete your Page Ladder (assign pages, set templates). (page 7)
3. Mail in or upload photos and images for your Image Library. (pages 5-6)
4. Create your pages. Start from the Page Ladder or Page Designer to select a page and edit images and text. (pages 8-13)
5. Before submitting, print out page preview(s) to check/review your page(s). 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 14)
6. Submit your page(s). (page 15)

Note: Some of these functions are only available to the adviser and editor login.

Program Requirements



Hardware requirements:

- Windows or Macintosh Operating System
- Intel Pentium processor
- Windows 2000, XP, XP Pr, Vista or 7
- Mac OS 10.4 or higher
- 256 MB available RAM (512 MB or more recommended)
- Video card with 24-bit, high resolution display

Display requirements:

- 1024x768 screen resolution or higher

Internet requirements:

- High-speed Internet required

Browser requirements:

- Windows: Internet Explorer 7.0 and above or Firefox 3.0
- Mac: Safari 3.1 and above or Firefox 2.0 and above

Flash requirements:

- Flash 10 or higher

www.yearbookavenue.com

Award-winning Technology: Yearbook Avenue was awarded the Outstanding Achievement Award by Interactive Media Awards™ (IMA) for the second straight year. Jostens Yearbook Avenue was also awarded a patent by the U.S. Patent and Trademark Office, making it the only patented online yearbook system available today.



Entering Staff Information and Passwords

The screenshot shows the Staff Administration interface. It includes a 'PRIMARY ADVISER INFORMATION' form with fields for Title, Last Name, First Name, Work Phone, and Home Phone. Below that is an 'ADD NEW STAFF' form with fields for Last Name, First Name, Email Address, Login ID, Password, Confirm Password, Role, and checkboxes for Group Chat, Private Chat, and Inbox Access. At the bottom is a table of 'EXISTING STAFF (sorted ascending by last name)' with columns for Inactive, Last Name, First Name, Email Address, Login ID, Role, Inbox, Chat, and buttons for Update, Delete, and Activity.

Inactive	Last Name	First Name	Email Address	Login ID	Role	Inbox	Chat	Update	Delete	Activity
	Adviser	User	john.west@schools.com	adviser	Adviser	Y	G + P	UPDATE	DELETE	ACTIVITY
	BusMgr	User	john.west@schools.com	busmgr	Business Manager	Y	G + P	UPDATE	DELETE	ACTIVITY
	Editor	User	john.west@schools.com	editor	Editor	Y	G + P	UPDATE	DELETE	ACTIVITY
	Staff	User	john.west@schools.com	staff	Staff	Y	G + P	UPDATE	DELETE	ACTIVITY

- Choose **Staff** from the **Plan** menu to access your Adviser and Staff information.
- Click the **Chat Enabled** box at the bottom of the Staff Administration page to enable online chatting on your site.
Note: See the online Help section for more information.
- To add a New Staff member enter their information.
- If Chat is enabled, check the **Group/Private Chat** boxes to allow access to the various Chat Functionalities.
- Check the **Inbox Access** box to allow access to the upload inbox.
- Once you have finished,click on the **Add** button.
- Click on the **Update** button next to an Adviser or Staff entry to make changes.
- Use the **Delete** button to remove a staff member.
- To view an activity history on any staff member, click on the **Activity** button by their name.

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

Security and Permissions

Adviser Login:

The adviser login has the highest level of security. This login has access to do everything the editor and staff logins can do, along with the following:

- Select fonts for your book
- Set styles for your book
- Enter staff information
- Create portrait pages (autoflow)
- Lock and unlock pages
- Submit pages
- Set up a yearbook offer
- Enter sales information
- Access selling tools and promotional pieces on Yearbook Avenue
- Submit personalization information

Editor Login:

The editor login has access to do everything the staff login can do, along with the following:

- Set templates for pages
- Assign pages to staff members
- Move pages
- Create an index
- Create portrait pages (auto flow)
- Create index
- View ladder
- Move photos from Staff inbox to image library (if *Inbox Access* is selected when the Adviser sets up his/her login info)

Staff Login:

The staff login has access to do the following:

- Create/edit pages
- Create portrait pages (auto flow)
- Create index
- View ladder
- Access Staff inbox to image library (if *Inbox Access* is selected when the Adviser sets up his/her login info)

Business Manager Login:

- Create an offer using Yearbook Avenue Sell (ItPays) tools
- Enter sales information
- Access selling tools and promotional pieces on Yearbook Avenue
- Set yearbook and advertising sales goals
- Create an index
- Move photos from Staff inbox to image library (if *Inbox Access* is selected when the Adviser sets up his/her login info)

There are four levels of access to the site: adviser, editor, staff and business manager. Each access level has a different level of security. Here is an overview of the permissions provided with each level.

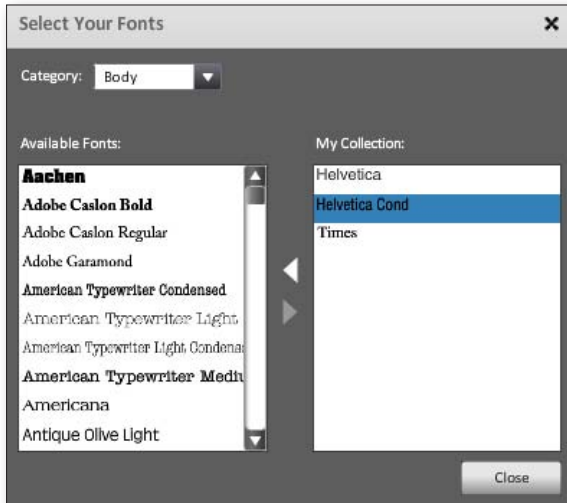
For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

Selecting Fonts for Your Book

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.

You can also access Add Fonts from the Format screen in the Page Designer when text is selected.



- Use the **Plan** menu on your header bar to access the Fonts page.
- Choose fonts to view by selecting from the drop-down menus.
- You will see a preview of the currently selected font in the Font Preview window.
- Click the **Add Arrow** button to add a font to your collection. While in Page Designer you can also use the **Add Fonts** button under the **Format** tab to quickly add new fonts.

Note: When creating your book, your staff will only be able to select from the fonts you choose for your collection.

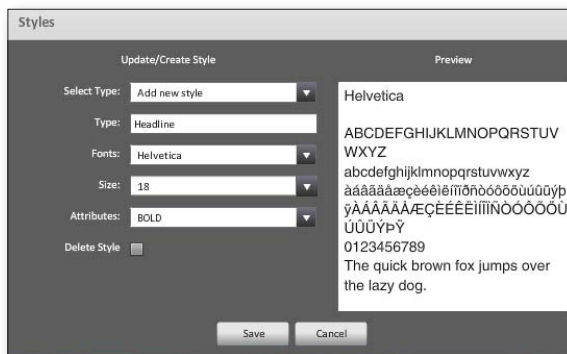
- Click the **Delete** button to delete a font from your collection.
Note: If you delete a font that was already used on a page, no changes will be made to the page(s) using the font. However, the font will not be available for selection on new text boxes or pages.

Setting Styles for Your Book

The adviser can set font styles to use in your book on the Styles page. You will be able to change styles on an individual page.

Use the Plan menu on your header bar to access the Styles page.

You can also add styles from the Page Designer Edit/Styles menu.



- Enter the name of the Style Type you would like to create (Headline, Body Text, etc.). Then enter the font specifications in the Font, Size and Attribute fields.
- You will see previews of the fonts you have selected in the boxes next to the style fields.
- Click on the **Apply Changes** button to save your changes.
- To apply a style to a text box, click on the box to select it. Then right-click and choose the style you would like to apply from the pop-up menu (control-click when using a Mac).

For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

Submitting Your Photographs

Start by collecting and organizing your photos.

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.

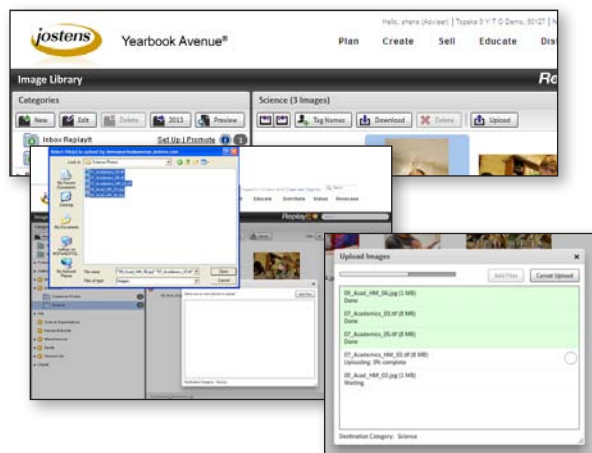
Digital Image Guidelines:

- .JPG, .TIF and .PNG files only
- High resolution files. If you are scanning photos, use 400–500 dpi.
 - If you are using a digital camera, set it to the highest resolution setting.
 - Camera phones will not provide a quality image.
 - Maximum file size is 50 MB.
 - 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:

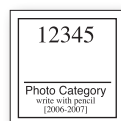
- Category and File names should be a maximum of 20 characters long.
- Use only English alphabet letters and numbers. Do NOT use any special characters or punctuation marks in the names.
- Do not use any spaces at the beginning or end of names.
- Do not use the same name on more than one category or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

Uploading Digital Images



- While in the **Image Library** you can Upload new images to the category you are viewing by clicking the **Upload** button.
- In the pop-up window, click **Add Files** and then locate and select the images you would like to upload from your computer.
- Use the **New** button to add additional categories to your Image Library.
- Once uploaded, your images will be available in your Image Library online.
Note: See the next page for more information on your Image Library.

Submitting Printed Photographs or Images on CD/DVD (Mail to Jostens)



Once you have your photos organized, use the Photo Stickers to label them. Your job number is printed on the top of your Photo Stickers. Using a No. 2 pencil, write the photo category on the sticker.

Note: To avoid leaving indentations, write on the stickers before you put them on the back of your photos. Do not use ink because the ink may bleed onto other photos when mailing.

After you have your photos labeled, fill out your Photo Sorting Envelopes. Print your school name, job number, address information, photo category name and number of photos included on each envelope.



Put each group of photos in the appropriate Photo Sorting Envelope and place all of your Photo Sorting Envelopes in a Return Photo Mailer. To address your Photo Mailer, use the address labels you received in your yearbook kit or write in the address located under Contact Us on your website. Write FINAL on the outside of your photo mailer when you send in your last photo submission.

If you want your portrait 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 under the Need Help/Resources link online.

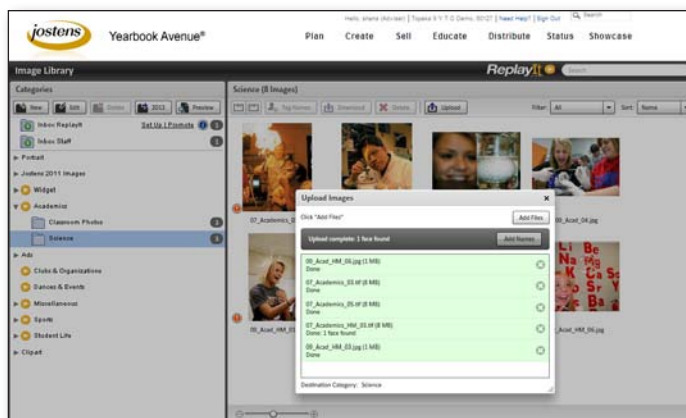
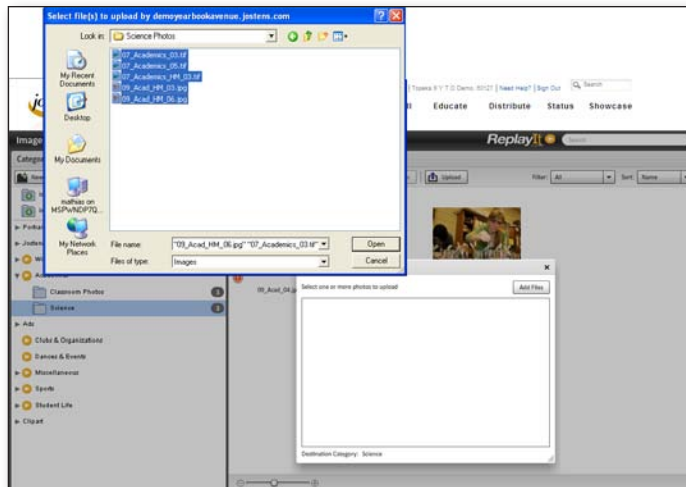
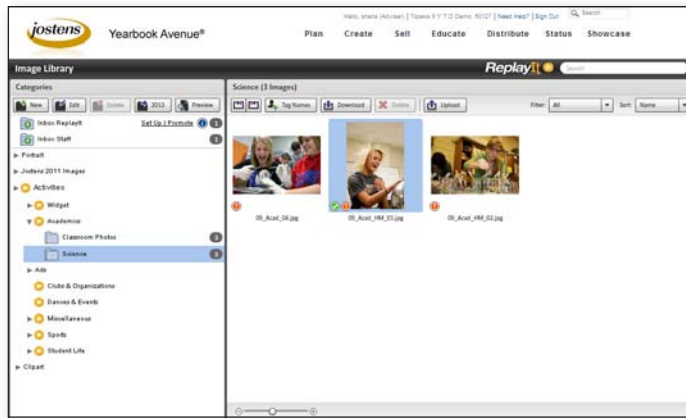
Using Your Image Library

This year we have made managing your images even easier by including eight categories in your Image Library as sub-folders of the top-level Activity folder—Widget, Academics, Clubs and Organizations, Dances and Events, Miscellaneous, Sports, Student Life and Ads. These top-level categories can be renamed or deleted, and you can create subfolders under each category to help you further organize your photos.

Note: If you had already created categories or uploaded images, the images you uploaded will be moved to a Miscellaneous category folder. You can move them into other categories to reorganize them.

Your Image Library will help keep your images organized and store information that will be used to create your index and track student coverage.

Use the Create or Go To menu to access your Image Library.



For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

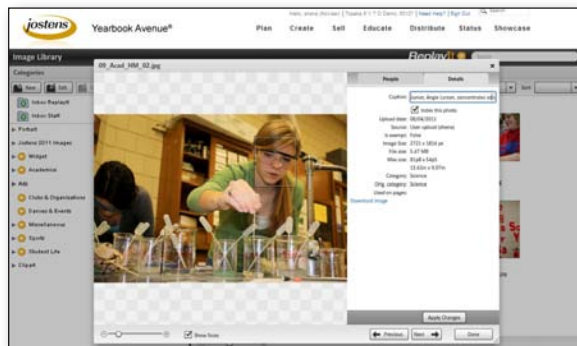
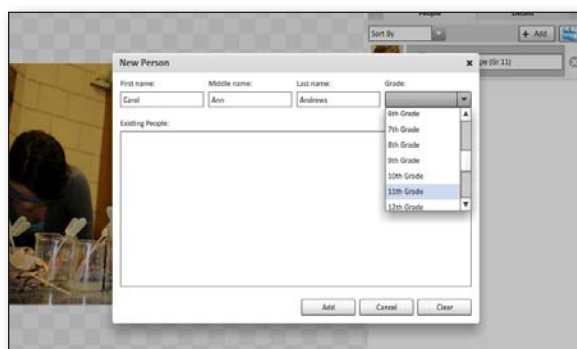
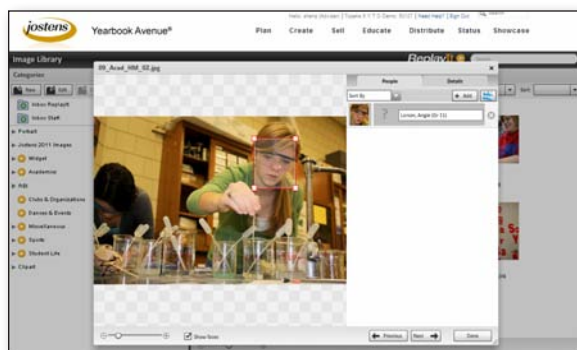
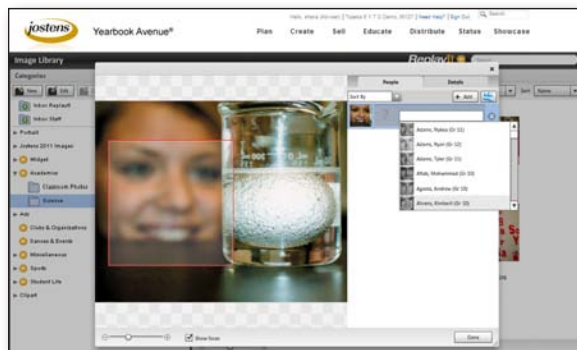
- Use the folder display in the **Categories** window to select the images you would like to view.
Note: 50% of the images uploaded to your top-level category folders will be displayed on your ReplayIt.com site. You can tell which folders will be highlighted on ReplayIt by the yellow play button next to the folder name. If there is a photo you do not want displayed in ReplayIt you can flag it on the ReplayIt site and it will be taken down from ReplayIt, but will remain in your Image Library on Yearbook Avenue.
- Thumbnail previews of the images in your selected category will appear in the Image Library window.
- Use the **Preview Size scroll button** to enlarge or shrink the size of your previews. If you have more images than can display at one time, the **scroll bar** along the right hand side to move through your thumbnails.
- While viewing your thumbnails you can **Rotate** them using the Rotate buttons. You can also **Download** and **Delete** images from your Image Library.
- Use the **Search** box in the Image Library header to search your images. All results will be returned in the Image Library thumbnail window. Use the **Filter** drop-down menu to help you narrow down your search results.
- Use the **ReplayIt** button to go to your school's ReplayIt site. (See page 8 for more information on using ReplayIt to help share content with your school community.)
- Your images are marked to help you track their usage in your book. A **Green Check Mark** on a thumbnail indicates that the image that has been used in your book and a **Red Exclamation Point** means the image still needs to have name information added.
- You can Upload new images to the category you are viewing by clicking the **Upload button** and selecting the images from your computer.
- Use the **New button** to create a new photo category in your Image Library, the **Delete button** to Delete a category, and the **Edit button** to edit the name of a category.
- Use the **Preview** button to create a PDF of all of the photos in a category.

Image Tagging and Facial Recognition

Jostens new imaging tagging software helps you accurately identify everyone in your yearbook using industry leading facial recognition technology. When you click on a face in a photo, you'll be provided with suggestions of who that person might be.

The matches are suggested based on photos you have already tagged, or from the portrait images uploaded to your Image Library.

If no names are suggested, you can begin typing in a name and a list of suggestions will appear. These names will 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.



- Immediately after you upload photos **YTO will place boxes** over areas in your photos that it recognizes as faces. You will see a list of faces with a box that says "Unknown" 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. You may also **choose to type in a name**, and the list will filter to names matching your typed text. You will not be able to resize, move or delete the boxes that are placed automatically over faces by YTO.
- You can **add boxes to faces that were not detected by clicking on a face in the photo**. This will add a box similar to auto-detected face boxes. You will be able to resize, move and delete the boxes you add manually. Manual added faces can not be automatically matched against other detected faces. You can 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.
- After you have added everyone's name, 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.
- To add keywords to an image, click on the **Details** tab while viewing the image preview. Enter the Keywords you would like associated with the selected photo in the **Caption** field.
Note: Entering information in the Name and Caption fields will make finding photos in your Image Library easier. And, if you enter accurate name information for each photo, you can have YearTech Online create your index and coverage report.
- Click the **Done** button to save all of the changes you made.
- Use the **arrow buttons** to move through your images, or close the pop up window and return to your Image Library.

Jostens Image Tagging software helps you accurately identify everyone in your yearbook using industry leading facial recognition technology.

Combined with the power of the Coverage Report, it will be easier to meet your goals of making sure everyone is in the book three times.

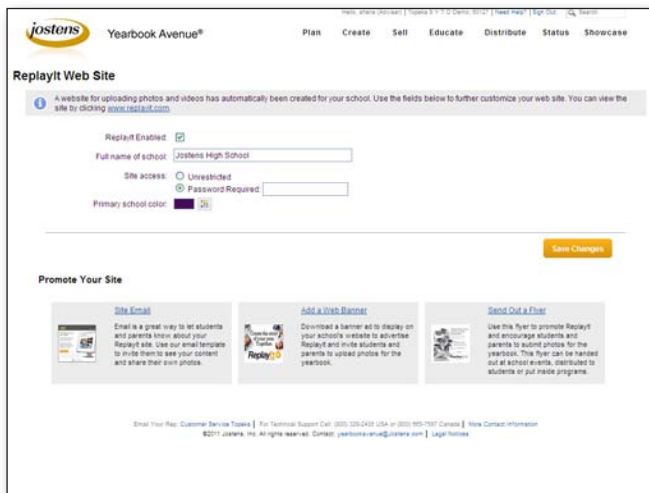
For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

ReplayIt - Setting Up & Promoting Your Site

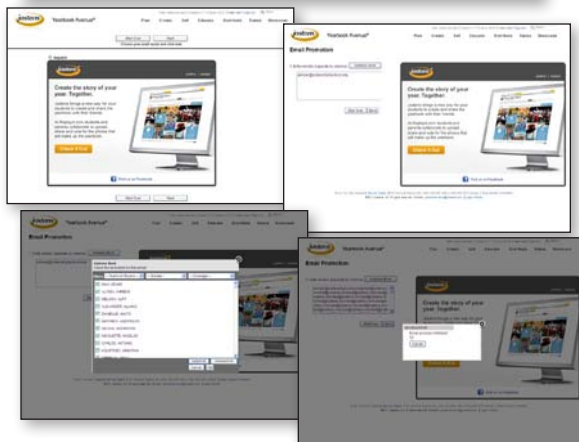
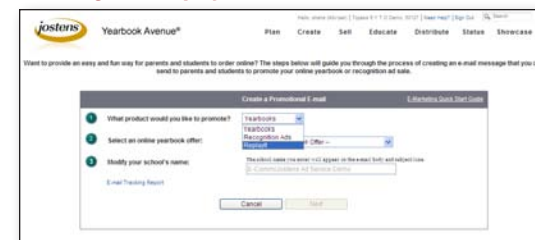
Replay It is an interactive website that empowers your school community to share their collective story.

Using Replay It your school community can share their favorite photos with you, and view the photos your staff and other community members are sharing. It is a great way for you to get more possible content for your yearbook, while at the same time making your school community feel more included.

To set up and promote your school's Replay It page select Replay It from the Plan menu.



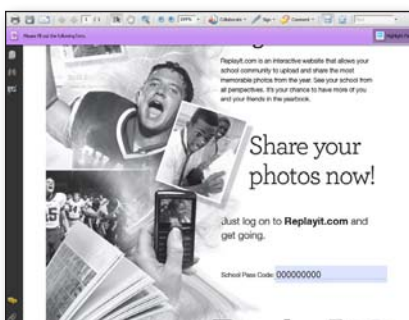
Promoting Your ReplayIt Site-Email



Promoting Your ReplayIt Site-Web Banners



Promoting Your ReplayIt Site-Flyers



Setting Up Your ReplayIt Site

- Click on the **ReplayIt** link under the **Plan** menu to access your Replay It set up and promotional page. You can also access this page by clicking on the **Set Up/Promote** link next to the ReplayIt Inbox in your Image Library.
- Start by setting up a **passcode** for your ReplayIt site and choosing a **school color**. The school color you choose will be featured on your ReplayIt site. Click the **Save Changes** button when you are done.

Promoting Your ReplayIt Site

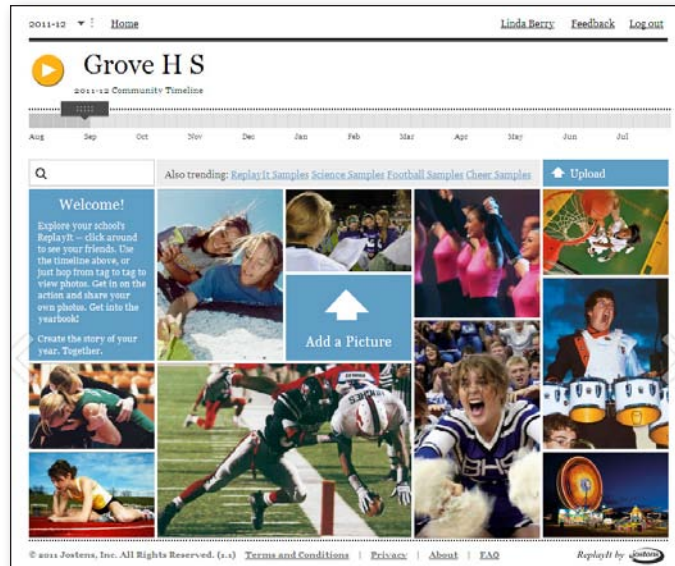
- We have provided three easy ways for you to promote your ReplayIt.com site: email, web banners and flyers.
- When you click on the **Email** link you will be asked what product you would like to promote. Choose **ReplayIt** from the **drop-down menu**.
- If you would also like to promote a yearbook offer in the email select it in drop-down two.
- In **field three** 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 your email. Click **Next** again and you will see a screen where you can input your email addresses.
- You can **enter email addresses manually, copy and paste** them from a list you have, or click on the **Address Book link** to select addresses from the list you uploaded.
- Click on the **Send** button to send your email.

- When you click on the **Add a Web Banner** link you will be asked what product you would like to promote. Choose **ReplayIt** from the list.
- Follow the instructions on the Banner Ads and Links page to have the Web Banner added to your school's web site.

- When you click on the **Send Out A Flyer** link you will open an editable PDF flyer.
- **Enter your school's ReplayIt passcode** and make copies to distribute.

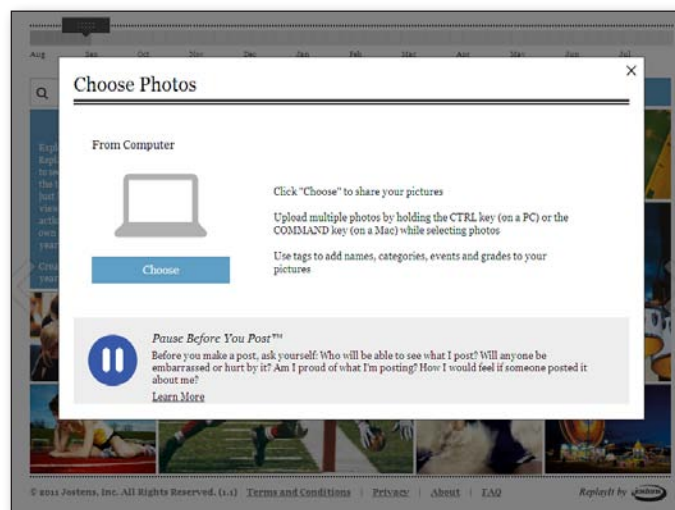
*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Using Your ReplayIt Site



- The first time anyone tries to access your ReplayIt site they will have to **create their own user name and password**. And, if you have included a password during your site setup (see page 8, *Setting Up Your ReplayIt Site*) they will also need to **enter your school's assigned** password to finish creating their account.
- Once they have logged on, users can navigate the site using the **timeline** across the top of the page. By repositioning the pointer users can move from one time to another.
- **Widgets point out which categories need more pictures**. As you can see in the example, Morris high school needs debate photos.
- **Click on an image** to enlarge a photo.

To get started go to www.ReplayIt.com!



- Click on the **Upload** button to upload and share images with your school community.
- You will be able to **choose photos** from your computer, Facebook and Flickr.
- Take the time to **Tag** your images and write a description before you upload them. Then if they get used in the yearbook they'll be easy to index.

Note: Each image uploaded by the school community will be reviewed for the most common offenses such as nudity, gangs symbols, guns and other visible issues. Images that are found to be offensive will not make it to the public ReplayIt site. This process takes just a few minutes. In addition, anyone can flag a photo that they find offensive and it will be removed from the site.



For more detailed instructions and information click the *Need Help?* button along the top of your screen when you are working on your book online.

Using Your Page Ladder

You will be able to assign up to two staff members to a page.

If you assign staff to a page, only the assigned staff along with the Adviser and Editor will be able to edit the page.

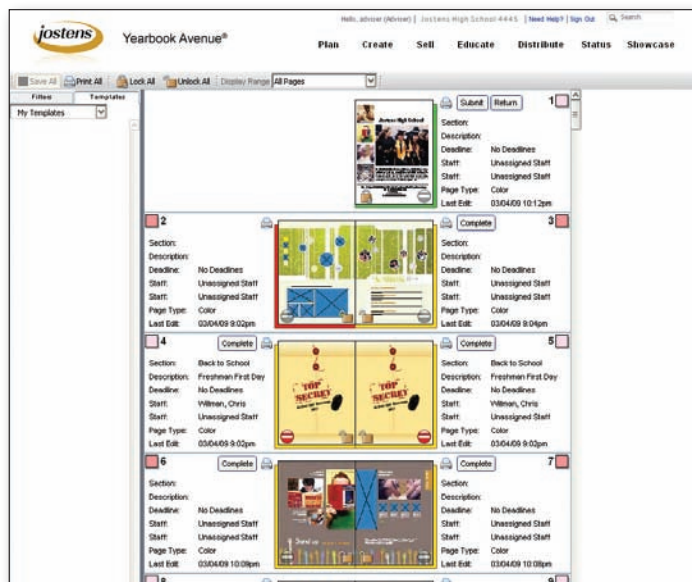
If you wish to allow editing access to all staff, leave pages unassigned.



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

Access the **Page Ladder** under the **Plan** menu, or from the **Go To** menu while you are in your **Page Designer**.

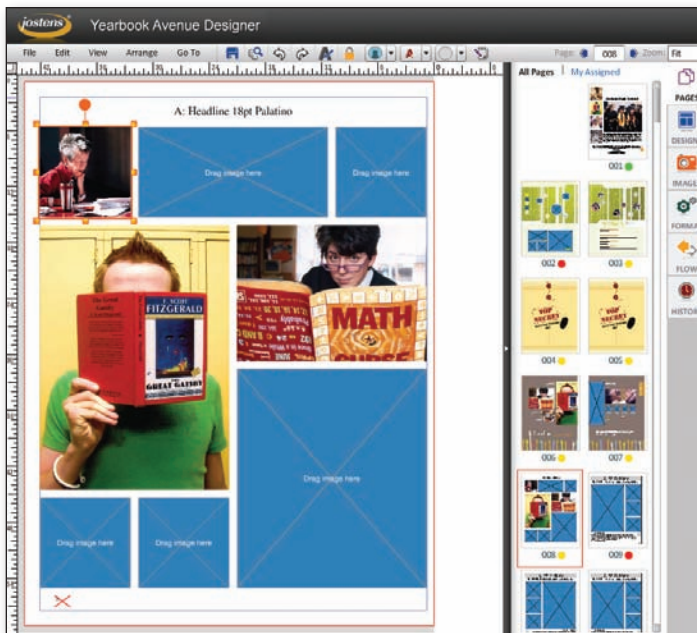
- You can plan your book page-by-page. Section, Description, Deadline, Staff and Page Type can all be edited by clicking on them and entering information in the field that appears.
- Use the **Display Range** drop-down menu at the top of the page to move through the book in 16-page increments.
- The color coding will help you keep track of individual page status.
- Click on the **Print All** button to print a hard copy of your yearbook ladder.
- The **Lock All** and **Unlock All** buttons change the lock settings throughout the book, while the **Locks** on the thumbnails only affect the individual page.
- The Adviser login can Hide a page and a Top Secret image will appear on the ladder.



- Use the **Filters** and **Templates** tabs to move between ladder functions.
- Use the drop-downs under the Filters tab to view your pages by Staff, Deadline, Page Type, Page Status or Lock Status.
- Click on the **Save All** button to save the changes you've made to your ladder.
- Under the Template tab, use the Template drop-down to select a template category.
- To place a template, drag it from the Templates section and drop it on your selected page.

*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Using Your Page Designer



- Use the **Pages, Designs, Images, Format, Flow** and **History** tabs to navigate option screens while creating your page.
- To begin working on a page, click on the **Pages** tab to bring up a thumbnail view of the ladder. Click on the thumbnail of the page that you would like to work on and it will appear in Page Designer.
- Use the **Designs, Images** and **Format** tabs, along with the toolbar and drop-down menus at the top of the Page Designer screen to edit your page.

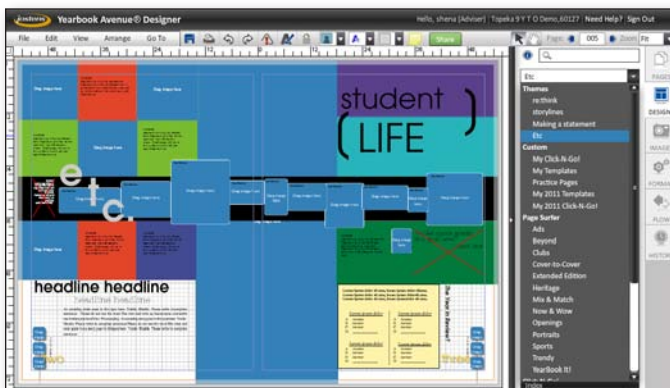
Basic Tools Overview:

- You can add Ruler Guides by dragging them onto your page from the vertical and horizontal rulers. Choose **Lock Guides** from the **View** menu to lock your guides in place.
- To add Column or Row guides, right-click on the side or top ruler and select the number of columns or rows you would like to create.
- Use the Keyboard Arrow Keys to nudge elements on the page. (The Snap to Grid needs to be disabled in order to nudge elements by points. If the grid is enabled the arrow keys will move the element to the nearest pica marker, and then in 1/2 pica increments.)
- To align several elements simultaneously, hold down the Shift key while you select the elements. Then right-click on a selected item and choose the appropriate alignment option.

*Use the **Create** menu to select **Page Designer**.*

Jostens Page Designer provides you with powerful layout tools to help you create exciting pages for your yearbook. Using Page Designer you can place and crop images, edit text, add clip art and backgrounds.

Using Jostens Pre-Designed Templates

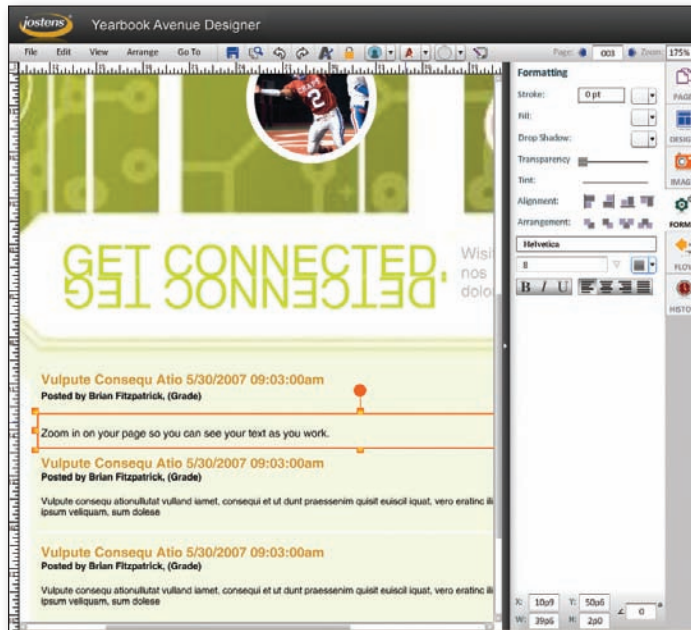


- In the Page Designer, go to the **Designs** tab then use the drop-down menu to select a template design category.
- **We have added four new sets of Theme templates to the Page Surfer designs.** You can use these Theme Categories to create your whole book!
- To place a template, drag it from the template design thumbnails section and drop it on your selected page.
- You can save your page layouts as templates so that you can use the designs on other pages. To save a page as a template simply choose **Save as Template** under the file menu.
- Once you have saved your page as a template you can access it in the **Custom/My Templates Design** category.

*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 Page Designer. You can access these designs by clicking on the **Designs** button in Page Designer.*

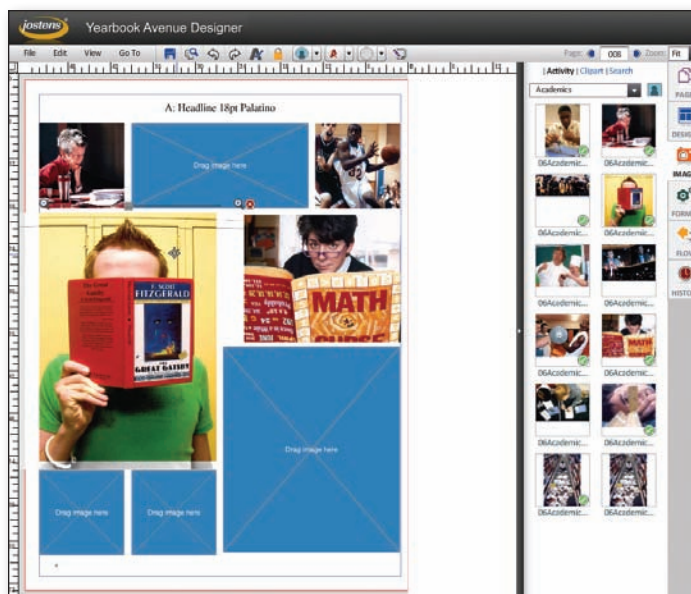
*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Placing Text



- Enlarge your Page View using the drop-down menu so that you will be able to see the text on your monitor as you edit it.
- Choose the text box you would like to edit by selecting it with your mouse or click on the **Place New Text Box** button on the tool bar to add a new text box. Highlight and delete the default text and enter your own text.
- Use the **Format** tab to change the font attributes and alignment for your text. There are many options to choose from including:
 - Knockout Text
 - Text Wrap
 - Drop Shadow
 - Line Spacing
 To learn more about using these tools, use the **Need Help** menu on Yearbook Avenue.
- You can also change the attributes and style of a text box by right clicking on the text box and choosing from the pop-up menu.
- To move a text box, click on the edge until your cursor becomes a 4-sided arrow. Then use your mouse to reposition the text box.

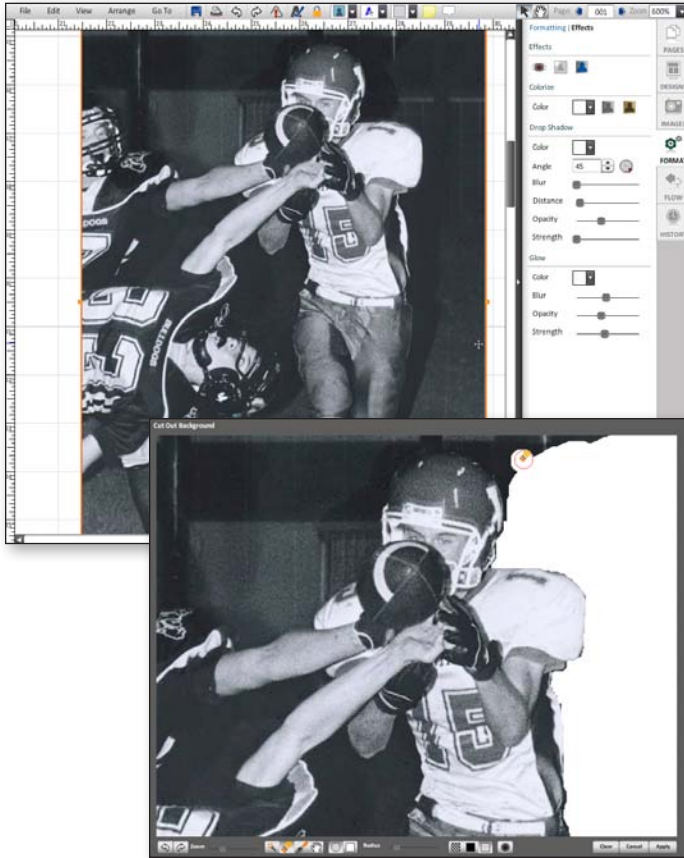
Placing Images



- Click on the **Images** tab in Page Designer to access the available images.
- Use the Images drop-down menu to select an image category. Jostens clip art is listed by category under the clip art header in the drop-down menu. Photos you submitted will be in the Activity or Portrait sections.
- When you use the **Search** button the returned images will appear in the image column.
- To place an image, drag it from the Image thumbnails section and drop it on the photo box you would like it placed in. You can also drag and drop an image onto your page without placing it into an existing photo box.
- Double-Click on the image in the box. A zoom scroll bar will appear along the top of your image. Use this bar to resize the selected image. While the image is selected you can also use your mouse to move the image around in the box to change the cropping area.
- To move an image box, click on the box until your cursor becomes a 4-sided arrow. Then use your mouse to reposition the image box.

*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Cut Out Backgrounds



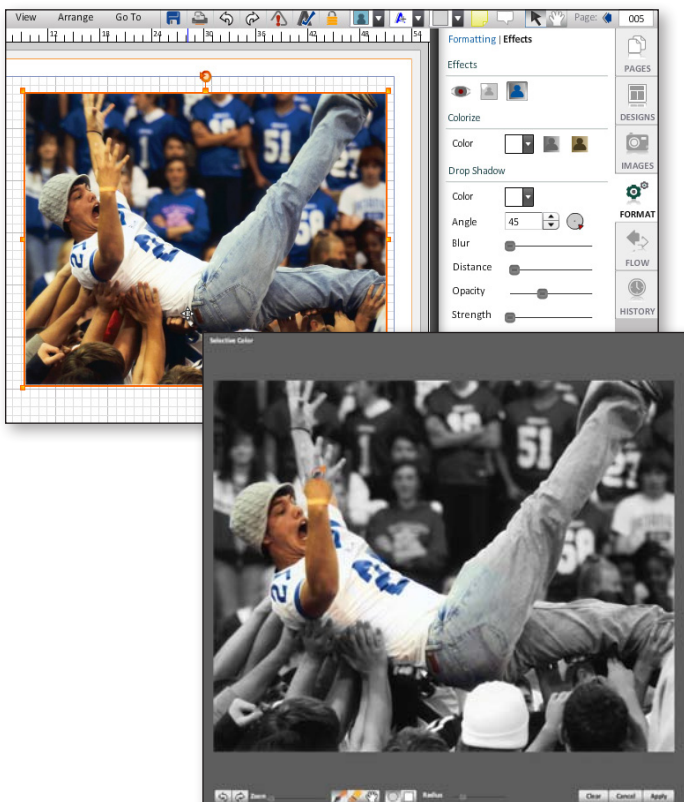
- To make a Cut Out Background, select the image you would like to edit and then click on the **Cut Out Background** icon in the **Format/Effects** toolbar.
- Use the Cut Out Background **Eraser tool** to erase the area you would like to remove from your image. Use the buttons at the bottom of the window to change the Eraser from circle to square shape, and use the **Radius scroll line** to change the size of your Eraser.
- If you erase an area and decide you want it back you can use the **Undo Arrow button**. You can also use the **Paintbrush** to paint an area back in that you previously erased.
- You will want to **Zoom** in on your image to make editing easier. When you are Zoomed in you can use the **Hand tool** to reposition your image in the editing window.
- Once you finish your image click **Apply** to apply the image edits to your page.

There are some exciting Photo Effects available in the YearTech Online Page Designer. You can use Page Designer to:

- *Adjust tint and transparency*
- *Add drop shadows*
- *Change shapes*
- *Make photo backgrounds*
- *Create rounded corners*
- *Remove red eye*
- *Rotate photos*

Access the effects by selecting the Format tab in Page Designer.

Selective Color



- While in Page Designer, select the photo you want to edit.
- With the image selected, click on the **Format** tab, and then select the **Effects** link at the top of the Format window.
- Click on the **Selective Color** button.
- Use the Selective Color **Brush tool** to add color back to areas of your image. Use the buttons at the bottom of the window to change the Brush from a circle to a square shape, and use the **Radius scroll line** to change the size of your Brush.
- If you paint an area and decide you don't want it colored you can use the **Undo Arrow button**. You can also use the **Eraser** to erase the color you added to an area.
- You will want to **Zoom** in on your image to make editing easier. When you are Zoomed in you can use the **Hand tool** to reposition your image in the editing window.
- When you finish your image click **Apply** to apply the image edits to your page.

For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

Portrait Panel Pages, Getting Your Images Ready

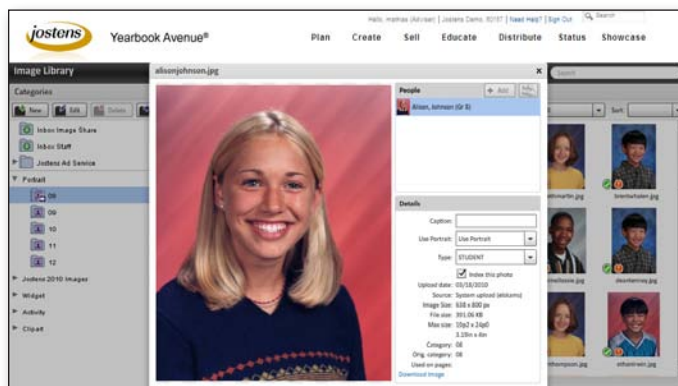
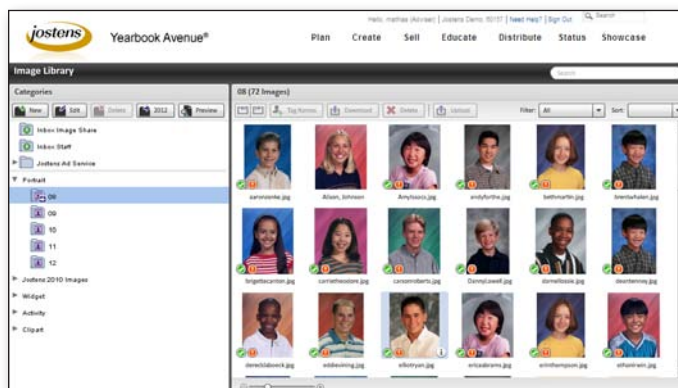
Before you flow your panel pages, it is important that you edit the “No Grade” category in the Image Library. If you do not redistribute these photos to the appropriate category before you flow your pages, the photos will not appear in your book.

If you decide to create your portrait pages using the auto flow functionality available in the YearTech Online Page Designer, follow these steps:

1. Submit your portrait CD to Jostens in the Portrait CD mailer included in your yearbook kit, or submit your portraits in Photo Sorting Envelopes for Jostens to scan and upload to your site.
2. Edit your student image information in the Image Library. Then print out a category preview to create your own “photo proofs” to edit. Enter all changes into the Image Library BEFORE you flow your pages.
3. Auto flow your portrait categories into your book.
4. Make all corrections in the Image Library. This will ensure that the edited information shows up correctly when you create your Index.

Proofing Tips:

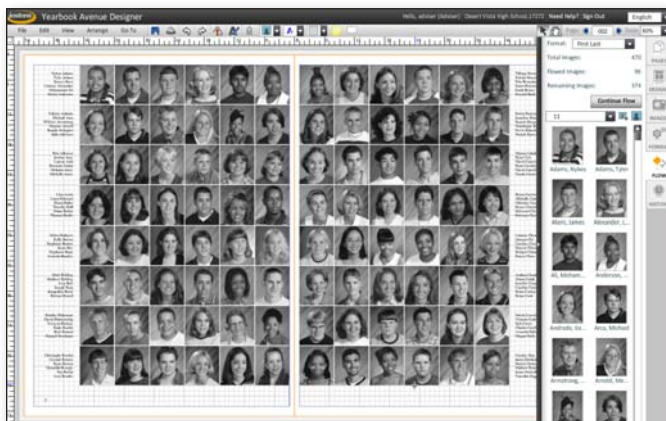
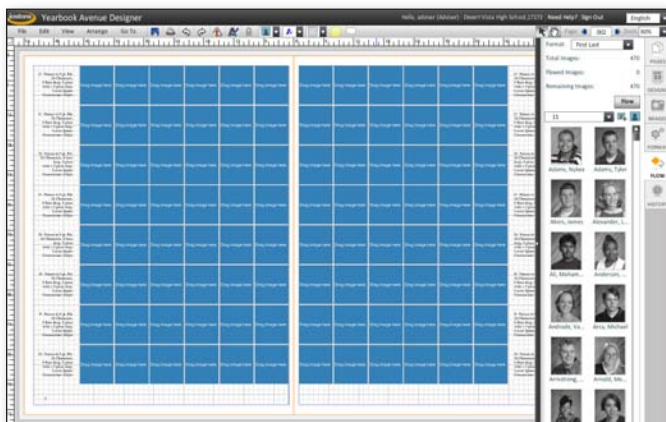
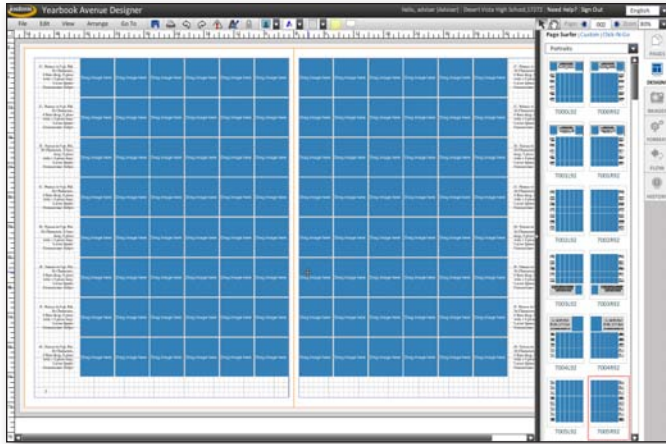
If you need assistance from classroom teachers or others to review the portrait information and provide feedback you can print out category previews by clicking on the PDF button in the Image Library. Then enter all changes into the Image Library before you flow your pages.



- If you need to move a person from one portrait category to another you can do so by clicking on their image thumbnail and dragging their image to another category.
- You can change a person's name by double-clicking on the portrait thumbnail and clicking the **edit button** next to their name.
- Use the **Use Portrait drop-down menu** to choose whether to use the portrait or “no photo” artwork.
- Use the **Use Portrait drop-down menu** to tag an image as Teacher, Assistant, Student or Other. Portraits will place alphabetically within each portrait type category, and the categories will place in the following order: Teacher, Assistant Teacher, Student, Other.
- Use the **Delete Image** button to remove an entry.
Note: We recommend against deleting images in case you decide to use them later, instead select “Don't Use Portrait.”
- If you select the **Index This Photo** option, all the information in the Names field will be included in the Index.
Note: If you do not want an entry to appear in the index, uncheck this box.
- Click **Done** to save your changes to the portrait record.

*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Portrait Panel Pages, Creating Your Pages

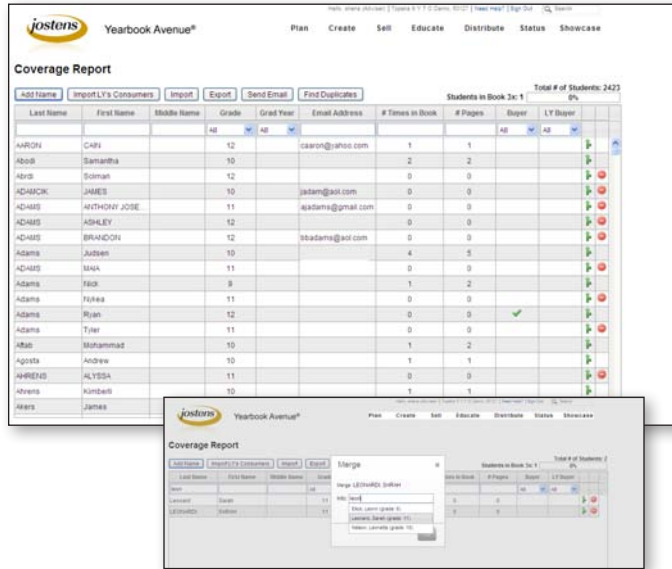


- Go to the page you would like to edit in **Page Designer**.
- Click on the **Designs** tab.
- Choose the **Page Surfer** link at the top of the Designs window and select **Portraits** from the drop-down menu.
- Drag the template design you would like to use onto your page.
Note: You also have the option to design your own portrait page layout and use the steps listed below to flow portraits into your custom layout.
- Select your name formatting style you would like to use from the **Format** drop-down menu.
- Choose the grade that you would like to flow from the drop-down menu.
- Click the **Flow** button.
- After you Flow your pages, you can edit your pages in Page Designer.

*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

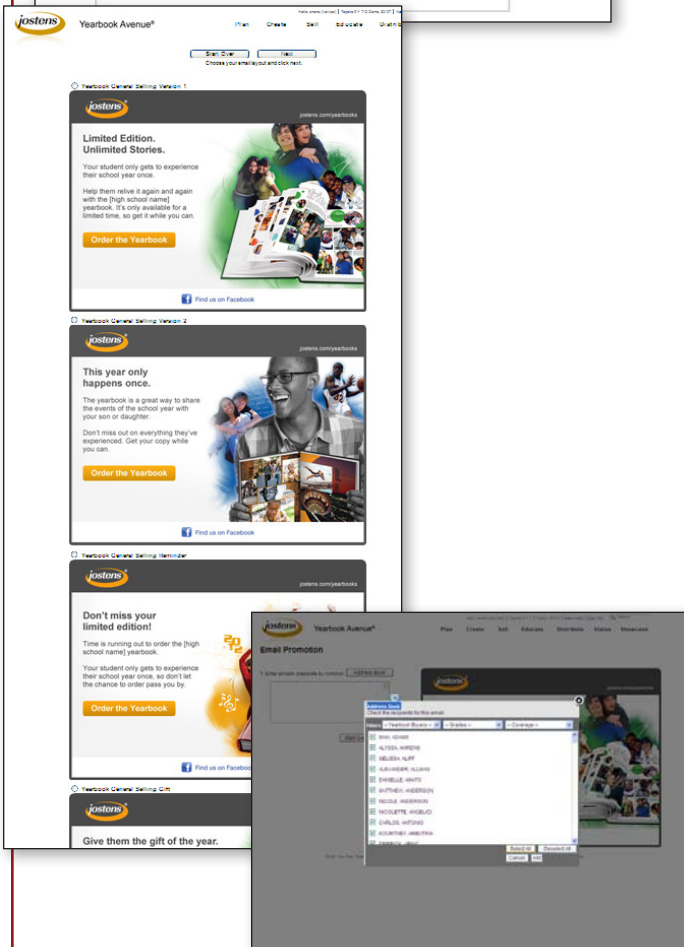
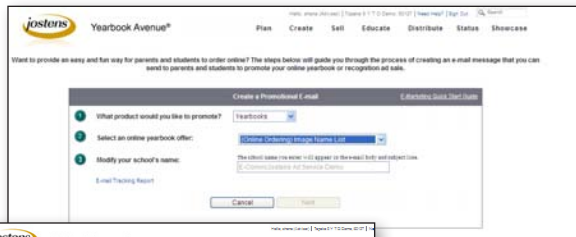
Coverage Report

The Yearbook Coverage Report makes it easy for staffs to track the number of times a student appears in a 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.



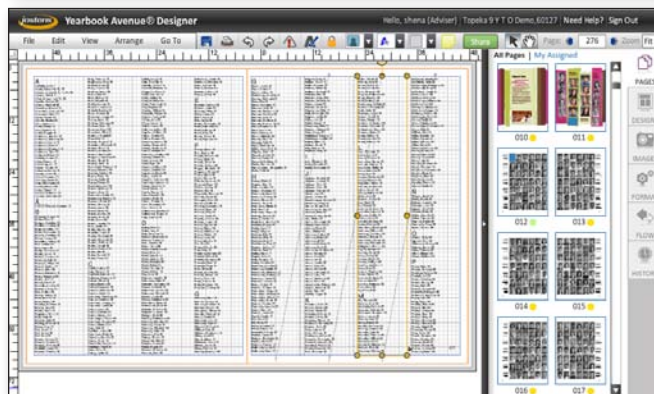
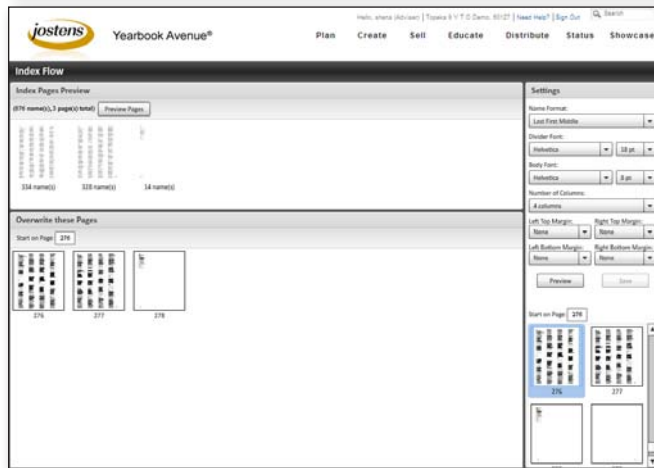
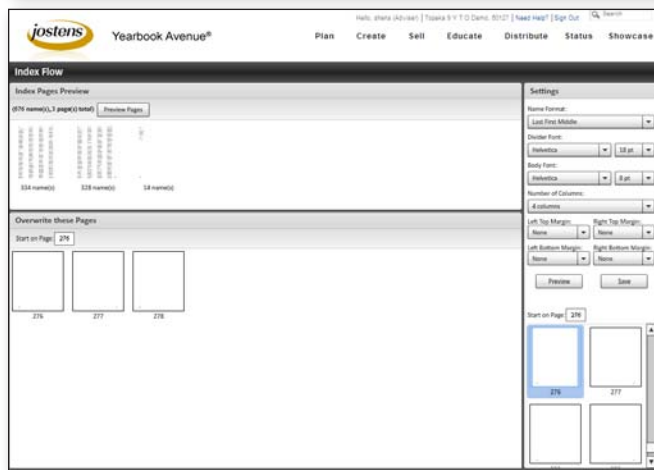
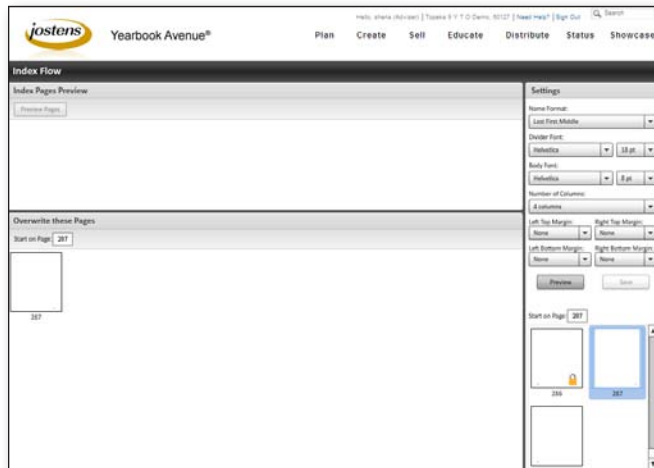
- Access your Yearbook Coverage Report by clicking on the **Coverage Report** link under the Create or Go To menu.
- Your Coverage Report default sort will be alphabetical by Last Name. **Click on any report header** to change the sort.
- You can use the Coverage Report tools to **Add a Name, Import Last Year's Consumers, Import and Export Lists** and **Find Duplicate Names**.
- Use the **Export** button to create a comma separated file that can be opened in Excel to use offline.
- **Start typing in any column's top field to begin an auto-sort based on what you are entering**. This easy-to-use functionality will allow you to easily search and sort by names, grades and number of times a student is in the book.
- Use the green **Merge** button to merge two records. You can choose which name to keep when you merge records.
- Use the red **Delete** button to delete a record.
- Use the **Send Email** button to send an email promoting your yearbook, Replay it, and ads.
- On the Email setup page you will be asked what product you would like to promote. Choose **Yearbooks** from the drop-down menu.
- Choose the Selected Offering in drop-down number two.
- In **field three** 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 **Next**.
- You can **enter email addresses manually, copy and paste** them from a list you have, or click on the **Address Book** link to select addresses from the list you uploaded.
- Click on the **Send** button to send your email.

Email Templates



*For more detailed instructions and information click the **Need Help?** button along the top of your screen when you are working on your book online.*

Creating Your Index



- Use the **Settings** tab to select the page you would like to flow your index onto and set the parameters of your index pages.
- Use the available menus to select the **Name Format, Divider and Body Fonts** and **Number of Columns** for your index.
- Edit the **Margins** to alter the layout of your index.
Note: Be sure to leave adequate margin space at the top and bottom of your pages if you would like to add headlines, candid photos or stories. You can add these elements in the Page Designer after you flow your index.
- Click **Preview** to see how your pages will flow.
- Once you are satisfied with the preview use the **Save** button to flow your index.
- You can edit your index by opening it up in the Page Designer.

Note: The indexing tool uses the information you entered in the Name fields in your Image Library to create your index. The name fields in the Image Library are set up so that entries are formatted correctly for placement in the index. It is important to keep the information in the Image Library up to date so that the index is correct.

Use the Jostens Online Index creation tool to quickly and easily create the index for your book.

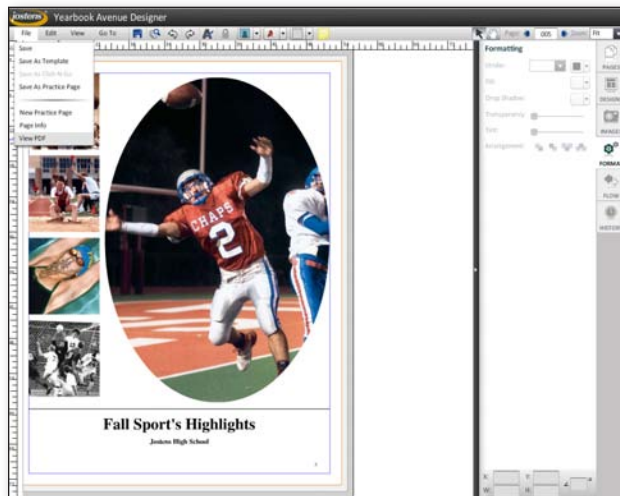
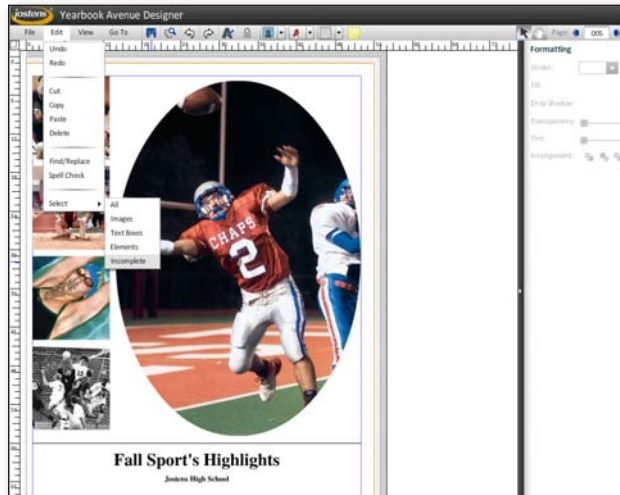
You can access the Indexing tool by selecting Index under the Create or Go To menu on your header.

For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

Reviewing Your Pages Before Submission

Before submitting a page, do a complete review and carefully check for misspellings and incorrect photo placement. Correct any errors you find.

Once a page has been submitted, it cannot be changed.



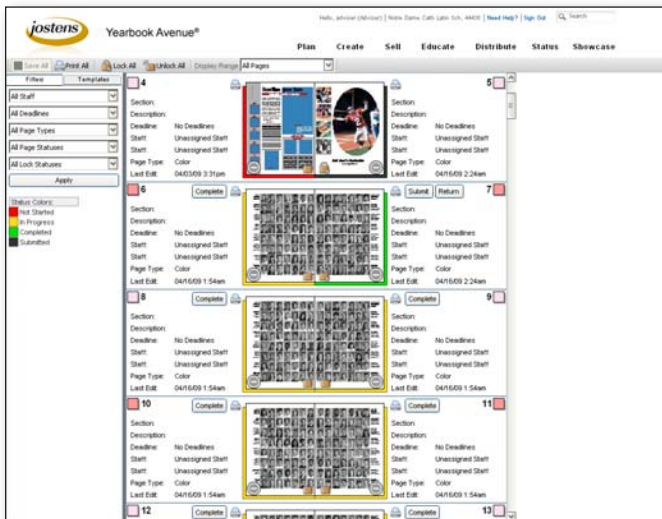
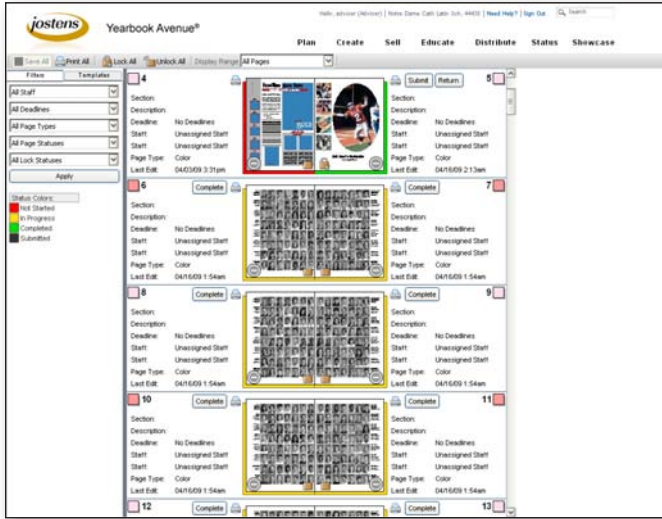
- The **Highlight Incomplete Elements** tool, located under the **Edit/Select/Incomplete** menu or on the **Page Designer** toolbar, will display possible problems such as text that is too large to fit in the text box and text/photo boxes that haven't been edited.
- The **Highlight Incomplete Elements** function does not check content, spelling, photo cropping, etc. It is important that you print a PDF and review your page before submitting it to the plant.
- Use the **View PDF** link under the File menu to create a PDF of your page.
- To print a hard copy of your page, click on the printer icon at the top of the Print Preview PDF window, or select Print from the File menu while viewing your Page Preview.

When reviewing your page, check the following carefully:

- 1) Check all text for proper spelling, punctuation and placement.
- 2) Double-check the spelling and accuracy of all names.
- 3) Check all photos for proper placement.
- 4) Print out a final copy of the page for your records prior to submission.

For more detailed instructions and information click the *Need Help?* button along the top of your screen when you are working on your book online.

Submitting Your Pages



- When you are working in your **Page Ladder** (found under the Plan and Create menus), you will notice the pages are color-coded to indicate their status. You will also notice when a page is in process, a Complete button is available.
- The page status turns green after you click the **Complete** button. You can only use the Complete button after you have edited all of the photo and text boxes on your page.
Note: Use the Highlight Incomplete Elements functionality in Page Designer to see which elements you still need to edit on a page.
- After a page is marked as complete, you will see two new buttons -- **Submit** and **Return**.
Note: The Submit and Return buttons are only available to the Adviser login. If you decide the page still needs modification, simply select the page and make the changes. You also have the option to Return which requires the page to be set Complete again when you are finished with your edits.

- Before you can submit your page you will need to view the Proof PDF for final confirmation that the page is correct. Click on the **printer icon** on the Page Ladder to generate the Proof PDF. Once you view the PDF version of the page you will be able to hit the Submit button.
- After you thoroughly review your page and determine it is ready for submission, click on the **Submit** button.
Note: 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.
- Once a page has been submitted, it will appear on your Page Ladder with black color-coding. Submitted pages cannot be changed.

You can also Mark Complete and Submit your pages from the **File/Page Info** menu link while viewing your page in your Page Designer.

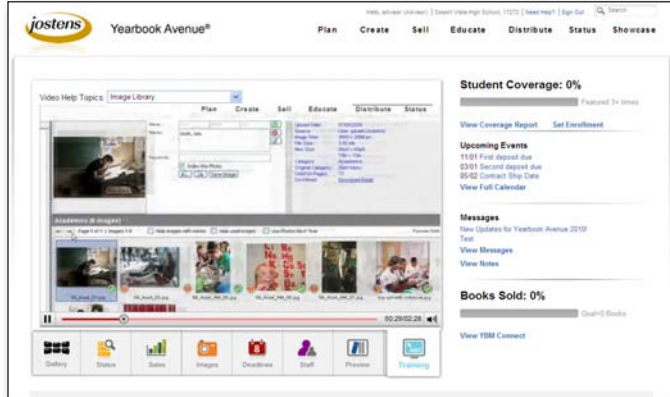
Before submitting a page, do a complete review and carefully check for misspellings and incorrect photo placement. Correct any errors you find.

Once a page has been submitted, it cannot be changed.

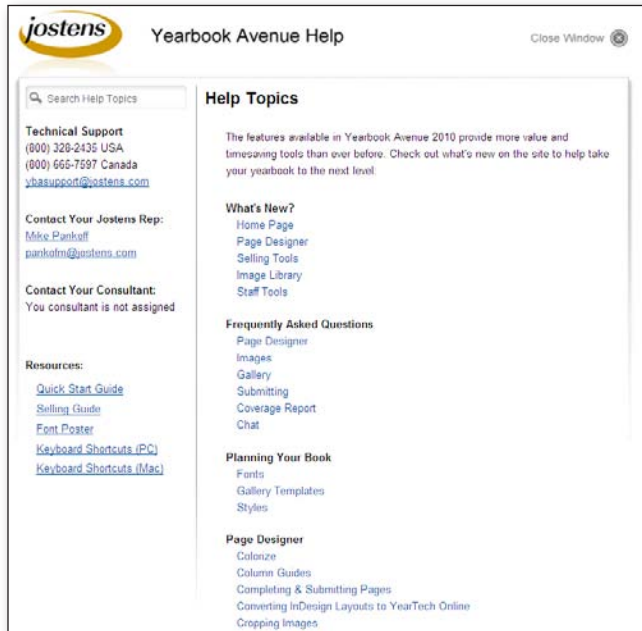
For more detailed instructions and information click the Need Help? button along the top of your screen when you are working on your book online.

Online Resources

There are online resources available to help answer your Yearbook Avenue and YearTech Online questions.



- Click on the **Training** button on your Yearbook Avenue Home Page to access a variety of training videos.
- Choose the video you would like to view from the **drop-down menu**.



- Click on the **Need Help** link at the top of any screen to access a wide variety of help topics available to view online and download as PDFs.

Technical Support

You can also contact the Jostens Technical Support team with your questions.

PHONE

USA: (800) 328-2435

Canada: (800) 665-7597

EMAIL

ybasupport@jostens.com

