

Creating YOUR YEARBOOK



QUICK START GUIDE

pixami*

Bringing stories to life.™

YEARBOOK PRO



LET'S 
**Get
Started!**

ACCESS FROM MORE DEVICES

WORK ON YOUR YEARBOOK FROM MORE DEVICES THAN
EVER BEFORE, INCLUDING ANY POPULAR TABLET.

YEARBOOKS.INTER-STATE.COM/DESIGNPROGRAMS

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SYSTEM REQUIREMENTS

Pixami uses the latest HTML5 web-based application technology, so you can work on your yearbook anywhere.

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

Browser versions and devices are constantly being made available and Pixami is working consistently to provide compatability with the most popular platforms. If you have any questions about a specific device or operating enviroment, please contact your representative.

Reliable, high-speed internet connection is necessary for best software performance.

Yearbook Programs

Advanced



Simplified

Make it myself in another design program

Customizable design; might require some tutorials

Customizable templates AND absolute design control

Pre-designed templates, drag-and-drop controls

Someone else makes the yearbook for me

Explore other programs at

yearbooks.inter-state.com/designprograms

GETTING STARTED

Getting Started on Your Book

Your representative has given you a link, username, and password to log in to your account. Once you are logged in, you will see a dashboard, featuring four functions.

Initial Settings:

When you first log in to the software, you will need to add users and assign roles. Next, you should upload and organize your photos to use in your yearbook, and then add and assign sections to individual users.



You are now ready to start editing your pages!

MANAGE USERS

User Roles:

Adviser or Editor.

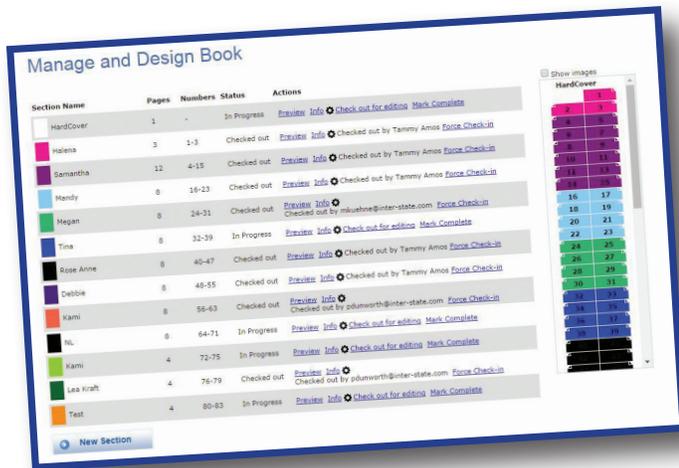
Other roles will not have this option on the dashboard.

You must add users before they are able to log in and start working on the yearbook.

1. Assign user roles to each person working on the yearbook by selecting the appropriate box or boxes next to their name. Users can have multiple roles.
2. Modify a user's name or password by double-clicking their name.
3. To deactivate a user, uncheck all of their roles. That person will no longer be able to log in.

Name	Login ID	Adviser	Editor	Staff	Photographer	Viewer
Garber, Alexa	agarber@inter-state.com	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Eaves, Lauren	leaves@inter-state.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MANAGE BOOK



Section Name	Pages	Numbers	Status	Actions
HardCover	1	-	In Progress	Preview Info Check out for editing Mark Complete
Haleia	3	1-3	Checked out	Preview Info Checked out by Tammy Amos Page Check-in
Samantha	12	4-15	Checked out	Preview Info Checked out by Tammy Amos Page Check-in
Mandy	8	16-23	Checked out	Preview Info Checked out by Tammy Amos Page Check-in
Hegan	8	24-31	Checked out	Preview Info Checked out by mkuahne@inter-state.com Page Check-in
Tina	8	32-39	In Progress	Preview Info Check out for editing Mark Complete
Rose Anne	8	40-47	Checked out	Preview Info Checked out by Tammy Amos Page Check-in
Debbie	8	48-55	Checked out	Preview Info Checked out by Tammy Amos Page Check-in
Kami	8	56-63	Checked out	Preview Info Checked out by mkuahne@inter-state.com Page Check-in
NL	8	64-71	In Progress	Preview Info Check out for editing Mark Complete
Kami	4	72-75	In Progress	Preview Info Check out for editing Mark Complete
Lea Kraft	4	76-79	Checked out	Preview Info Checked out by solumworth@inter-state.com Page Check-in
Yest	4	80-83	In Progress	Preview Info Check out for editing Mark Complete

Available to User Roles:
Adviser, Editor and Staff

Begin setting up your page ladder and assigning sections to each user. Pages can be checked out for editing at this stage.

1. Your page ladder is color-coded to help distinguish each section. To add a new section, click the **New Section** button at the bottom of the page. A screen will pop up where you can enter the details of that section and even choose a theme.
2. Click the **Show Images** checkbox at the top of the page ladder to see thumbnails of the pages in your yearbook (still color-coded).
3. Once assigned, sections can be checked out for editing. Only one person can check out a section at a time.



Status Column:

In Progress - Section has been started but not completed.

Checked Out - Section is currently being edited, and cannot be modified by anyone else.

Complete - Section has been submitted and is waiting for an adviser to review for feedback.

Reviewed - Section has been reviewed and approved by the adviser

Actions Column:

Preview - View and turn pages of the selected section.

Info - View the history of changes for the selected section and add comments to the section.

Gear Icon - (Available to Editor & Adviser User Roles) Modify a section, delete a section, split or merge sections, or rearrange pages within a section.

Check Out for Editing - Takes you to the page editing tools and checks out the section.

Mark Complete - When the section edits are complete, and you are ready to submit the pages to the adviser for review, click this button.

Alert: Adjusting Pages - If you decrease the page count, pages will be deleted from the end of a section and cannot be retrieved.

Be aware that changing a page count by an odd number might break a spread in following sections.

DESIGN BOOK

1. Within the **Advanced Design** page where you edit your pages, design elements can be dragged and dropped onto the pages from the tabbed area on the right.
2. Your design changes are saved automatically.
3. Layouts can be changed for each page individually, but backgrounds apply to the full spread.
4. Add clip art, elements, and photos to your page by browsing through the tabs on the right side of the Advanced Design screen. Drag and drop onto the page and scale to size using the handles on the image. An editing toolbar will appear when you click on these objects.
5. Edit multiple design elements together by holding (CTRL) and clicking on each element. You will see the Multi-Select toolbar appear with options to edit.

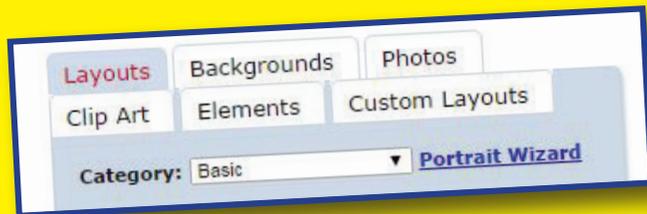
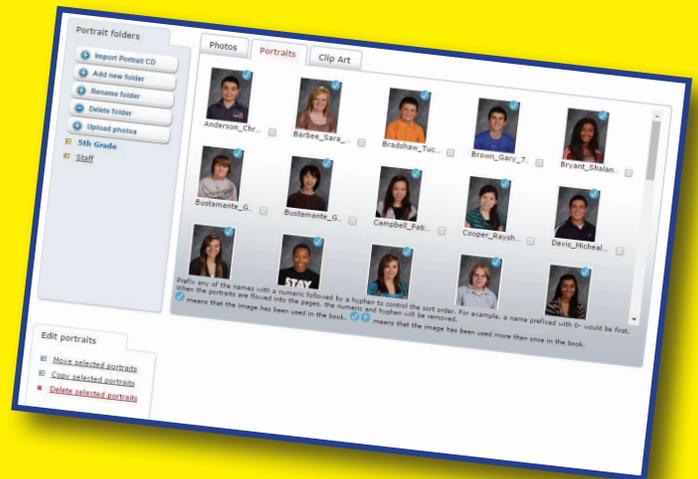


Main Toolbar

- **Undo & Redo** - Reverse or reapply up to 5 actions.
- **Enlarge Layout** - Allows the preview area to be viewed in three sizes: small, medium, and large.
- **Add Image Frame & Add Text Frame** - Adds an area for you to drop in images or text to your page. To add text in the Text Frame, click the T icon in the text toolbar.
- **Previous/Next Page** - Move forward and backward within the section.
- **Toggle Grid** - Creates a grid overlay on the page. Items will automatically snap to the grid as you move them.
- **Save Layout** - Allows you to save the current layout as a new/custom layout that will be available on the Custom Layouts tab.
- **Preview** - Flip through the pages of the entire book.
- **Cancel** - Leave the design page without saving any of your changes.
- **Done** - Leave the design page and save all of your changes.

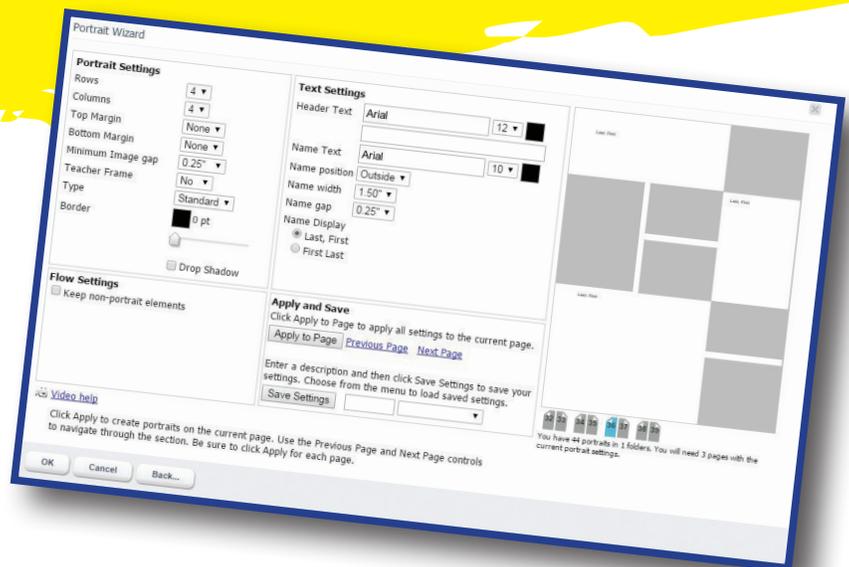
PORTRAIT PAGES & DATA

1. Your portraits will be added to the **Manage Photos** section under the **Portrait** tab by Inter-State Studio. If you are not an Inter-State Studio photography customer, please send us your **PSPA CD** and we will upload it for you.
2. Edit portrait information within the **Portrait** tab and make sure to update your panel pages within the **Portrait Wizard** (see #4&5 below) to make sure the changes applied.
3. Estimate how many portraits you will have in each section and how many you would like to fit on each page before you start working in the **Portrait Wizard** within the **Manage & Design Book** section.



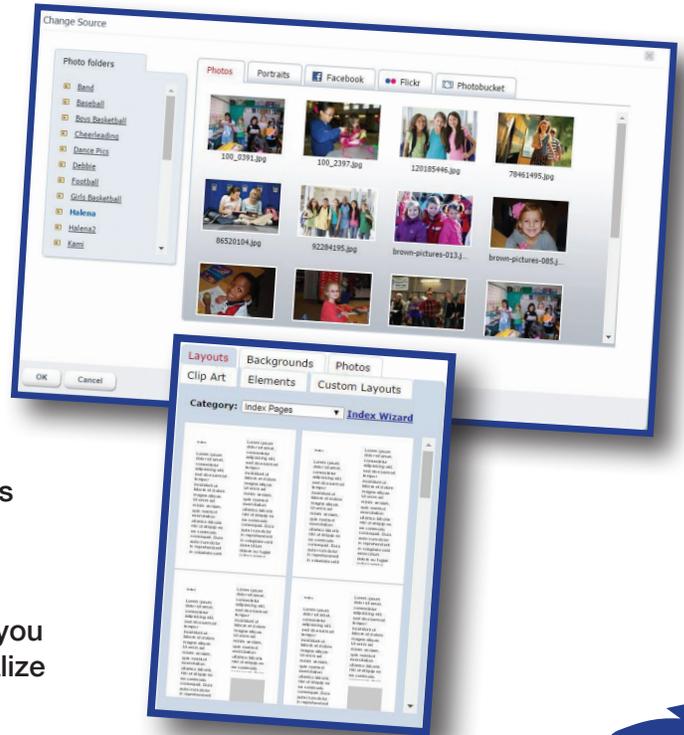
4. To flow in your portraits, open the **Portrait Wizard** within the **Layouts** tab on the section you are editing. Drag and drop the portrait folder from left to right.

5. The **Portrait Wizard** will open with **Portrait Settings**, **Flow Settings**, **Text Settings**, and **Apply & Save**. Watch the video help located in the bottom left of the **Portrait Wizard** for helpful details.
6. You are able to delete or move individual portrait frames on your portrait pages. Portraits will reflow as necessary.



PHOTOS & INDEX

1. Upload photos in the **Manage Photos** section of Pixami. They will then be available on the Photos tab.
2. Use **Autofill** to automatically flow photos into the current section until all photos for the section are used or all photo frames are filled.
3. Upload your photos from your PC and organize by folder. A folder will be automatically created for each section you set up in your page ladder.
4. Under the **Photos** tab, the **Change Source** option allows you to use another folder of photos for the section, as well as import photos directly from any Facebook, Flickr or Photobucket account.
5. To index photos go to the **Photos** tab under the **Manage Photos** section. When you select a photo the **Preview/Info** icon will appear. Click that icon and enter the names as Last Name, First Name, with one name per line in the Indexing box. Portrait photos are automatically indexed.
6. Create an Index section within your book and select **Index Pages** from the **Layout** Category Menu. Once you have selected a layout, click the **Index Wizard** to finalize your Index pages.



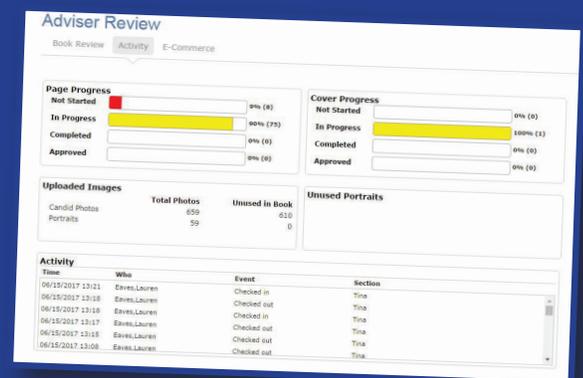
ADVISER REVIEW AND CUSTOMER SUPPORT

Adviser Review is available to User Roles: **Adviser**.

The **Book Review** tab is where the Adviser can review sections of the book and either approve or reject the submissions.

The **Activity** tab shows how the book is progressing in real time.

Once all sections have been approved on the **Adviser Review Page**, a **Submit Proof** Button will appear. Clicking this button sends your book to Inter-State Studio for production.



Don't hesitate to call your Inter-State Studio Representative or Tech Support with questions regarding your account.

Tech Support #: 888-823-6957

