

« Designing
your

YEARBOOK

pixami*
Bringing stories to life.™



*For More
Information:*

yearbooks.inter-state.com/toolbox



« Welcome to PIXAMI YEARBOOK PRO

You will receive an email with a link when your Pixami account has been created. This email will also contain your username and password.



Please keep a reference of your username and password.
Inter-State Studio is not able to look up your password information.

Let This Be Your Guide to...

- » System Requirements
- » Managing Users
- » Setting Up Your Yearbook Ladder
- » Portrait Pages & Data Setup
- » Photos & Index Pages
- » Advisor Review & Customer Support

SYSTEM REQUIREMENTS

Pixami is a web-based yearbook software. This means you can use it on any computer with access to the internet. A reliable, high-speed internet connection is necessary for best software performance.

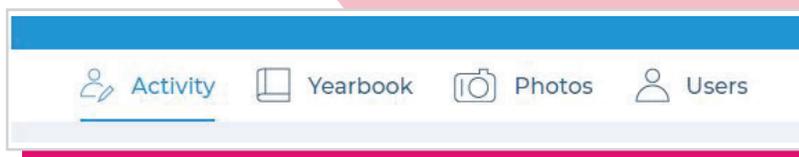
Browser versions and devices are constantly being made available and Pixami is working constantly to provide compatibility with the most popular platforms. If you have any questions about a specific device or operating system, please contact your Inter-State Studio Representative.

Pixami works best on the following systems:

Operating System	Device	Browser
 Apple	Laptop Computers Desktop Computers	Apple Safari Google Chrome
 Windows	Laptop Computers Desktop Computers	Google Chrome Microsoft Internet Explorer
 Chrome OS	Chromebook	Google Chrome

GETTING STARTED

Once you are logged in, you will see a dashboard featuring four functions: **Activity**, **Yearbook**, **Photos** and **Users**.

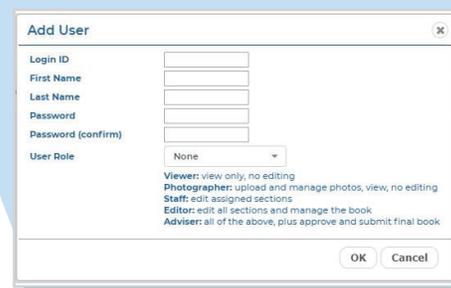


MANAGING USERS

The first step once you are logged in is to assign user roles to anyone that might be helping with your yearbook. Role options include: **Advisor**, **Editor**, **Staff**, **Photographer** or **Viewer**. Only Advisors and Editors will have the option to manage users on the dashboard.

To add users and assign roles:

1. Click on **USERS** and then **ADD USERS**.
2. Complete all information and select a role from the drop-down to assign.
3. Click **USER SETTINGS** to edit an account.



YEARBOOK/YEARBOOK LADDER

This feature will only be available to the user roles Advisor, Editor or Staff assigned to them.

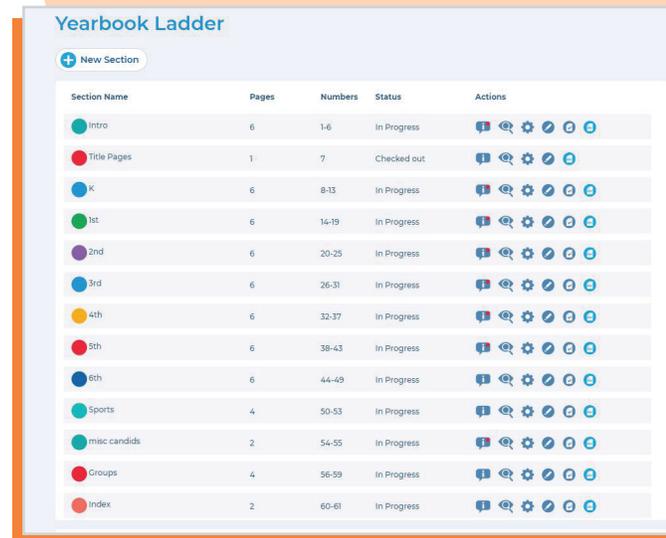
YEARBOOK LADDER

Begin setting up your yearbook 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 top of the page. A screen will pop up where you can enter the details of that section and even choose a theme.

2. Sections of the book can be assigned to users by clicking the gear icon, under the ACTION column, then placing a check mark beside the username.

3. Once assigned, sections can be checked out for editing. Only one person can check out a section at a time.



Section Name	Pages	Numbers	Status	Actions
Intro	6	1-6	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
Title Pages	1	7	Checked out	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
K	6	8-13	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
1st	6	14-19	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
2nd	6	20-25	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
3rd	6	26-31	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
4th	6	32-37	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
5th	6	38-43	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
6th	6	44-49	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
Sports	4	50-53	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
misc candida	2	54-55	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
Groups	4	56-59	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]
Index	2	60-61	In Progress	[Info] [Preview] [Gear] [Check Out] [Mark Complete] [PDF]

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.

Completed: Section has been submitted and is waiting for an advisor to review for feedback.

Reviewed: Section has been reviewed and approved by the advisor.

Action Column:

Show Info: Shows any user allowed to check out the section, section name, page count, status, who has the section checked out and a brief history of the section.

Preview: Displays a preview of the section/book.

Gear Icon: Gives a user access to settings, section name, page count, section color coding and assigning users.

Check Out for Editing: Click to check out this section.

Mark Complete: Users can alert the advisor to a finished assignment or advisors can mark the section complete to indicate that it is finished.

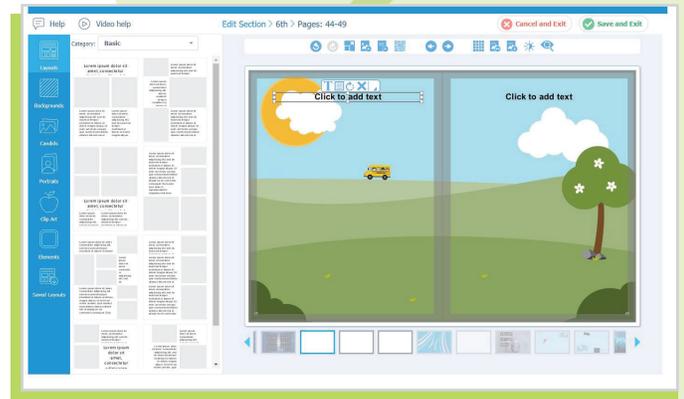
PDF Icon: Create a proof of one or all sections.



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

ADVANCED DESIGN

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 left.
2. Your design changes are saved automatically. Layouts can be changed for each page individually, but backgrounds apply to the full spread.
3. Add clip art, elements and photos to your page by browsing through the tabs on the left 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 the objects.
4. 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 Functions:

Undo/Redo: Reverse or reapply up to five actions.

Enlarge Layout: Allows the preview area to be viewed in three sizes: small, medium or large.

Add Image Frame: Adds an area for you to drop in images.

Add Text: Adds an area for you to add text to your page. To add text in the Text Frame, click the T icon in the text toolbar.

Add Digital Link (QR CODE): Add a QR Code to the page to link directly to a website or school video.

Previous or Next Page: Move forward or backwards within a 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.

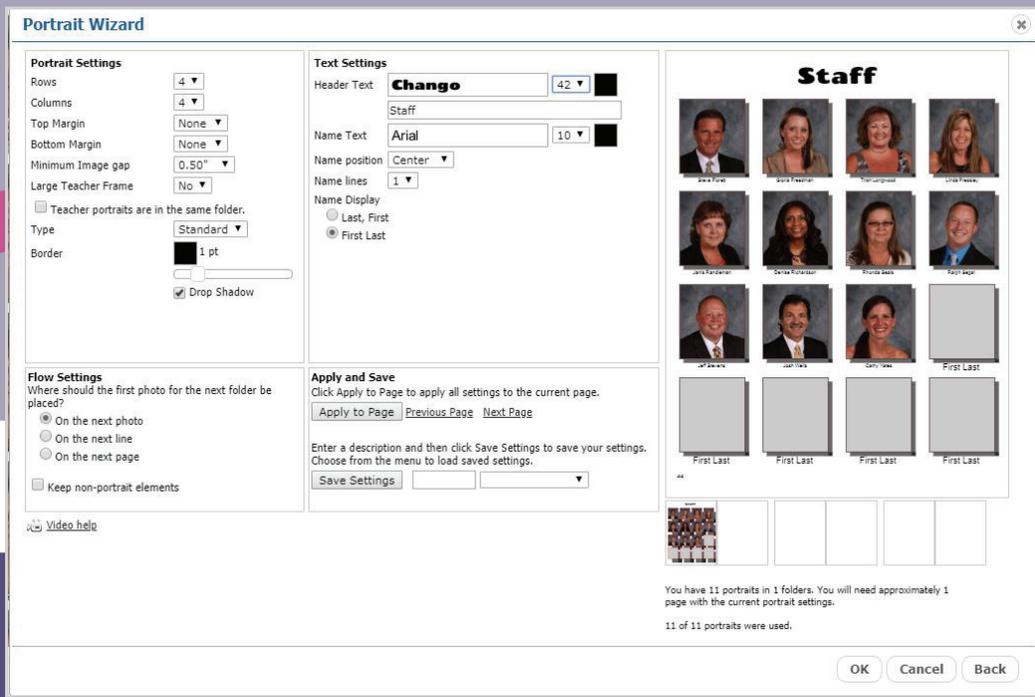
Edit Background: Change the background for the page.

Preview Pages: Flip through the pages of the entire book.



« 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 were 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. For additional helpful details, watch the Video Help located in the bottom left of the PORTRAIT WIZARD.
6. You are able to move or remove portraits from PHOTOS>PORTRAITS>PORTRAITS NOT FROM PAGES.



PHOTOS & INDEX

1. Upload photos in the MANAGE PHOTOS section of Pixami. They will then be available on the PHOTOS TAB.

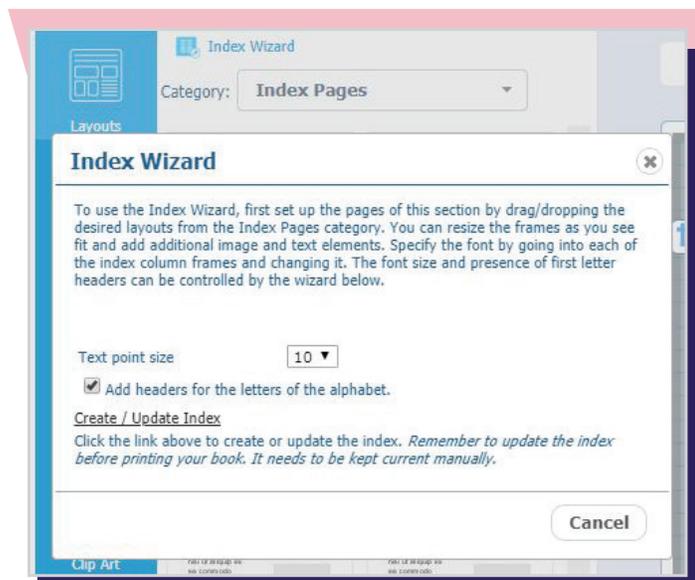
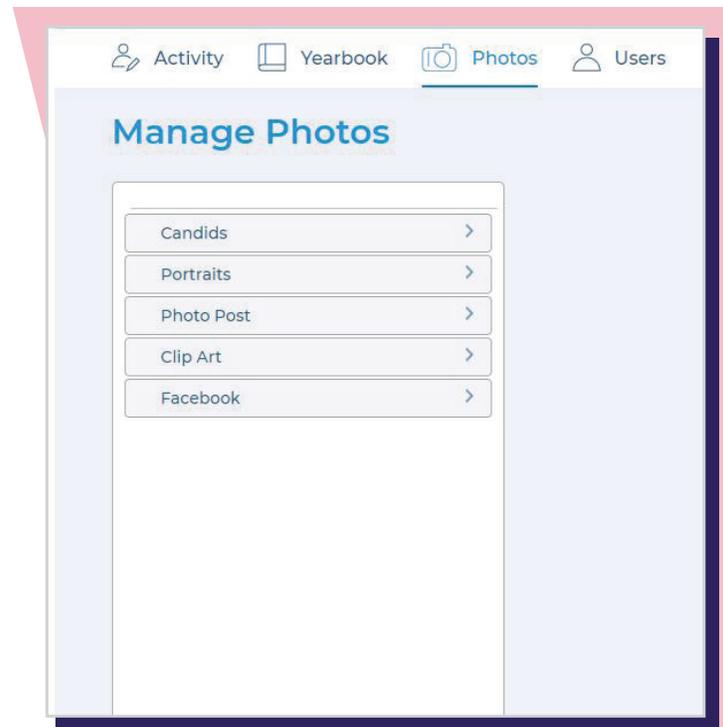
2. Use AUTOFILL to automatically flow photos into the current section until all photos for the section are used or all photo frames are filled.

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.

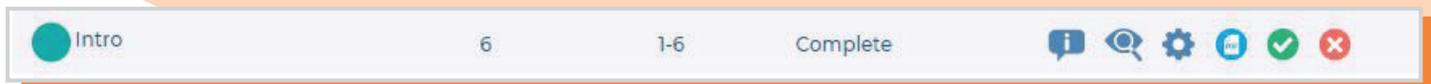
5. To index photos, go to the PHOTOS tab under the MANAGE PHOTOS section. When you select a photo, the PREVIEW/INFO icon will appear. Click that icon and enter the names as Last Name, First Name, with one name per line in the Indexing box. Portrait photos are automatically indexed.

6. To create an Index section within your book, select INDEX PAGES from the LAYOUT CATEGORY MENU. Once you have selected a layout, click the INDEX WIZARD to finalize your Index Pages.



« ADVISOR REVIEW & CUSTOMER SUPPORT »»

The Advisor Review option is only available to users assigned as Advisors.



The **BOOK REVIEW** tab is where the Advisor can review sections of the book and either approve or reject submissions.

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

Once all sections have been approved on the **ADVISOR 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 our Tech Support with questions regarding your account or building your book.

Tech Support: 888-823-6957

