



**GINN
SIGNED**

YOUR YEARBOOK



memento
YEARBOOK



For More Information: yearbooks.inter-state.com/toolbox

memento QUICK START YEARBOOK GUIDE

This Memento Quick Start Guide includes basic instructions to get you started designing your yearbook. You can find more comprehensive instructions by clicking the HELP button in the upper-right side of the screen. The Help Menu that will appear is dependent on which design process you are working on. For example, if you are working on your portrait data, the Help Menu will pertain to adding, naming, moving and editing this section. If you are working on your candid pages, the Help Menu will instruct you on how to create your candid pages.

We strongly encourage you to visit the Help Menu. It is full of helpful hints, easy to navigate and easy to understand.



School knowledge base and forum



DO NOT USE THIS TICKETING PROCESS

888-823-6957

techsupport@inter-state.com

Inter-State Studio supports all of their customers. Please do not use the link to the Memento Ticketing System. If you need Technical Support, please call 800-823-6957 or email techsupport@inter-state.com

« PORTRAIT IMAGES »»

Inter-State Studio will import your individual portrait images directly into your Memento account for you.

If Inter-State Studio took your pictures, the images will be imported after retake images have been shipped or class composites have been shipped if you have discussed that option with your Sales Representative.

If Inter-State Studio did not take your portrait images you will need to send a PSPA formatted CD or link to your Sales Representative. When we receive these images they will be imported into your project.

« DATA ALIGNMENT »»

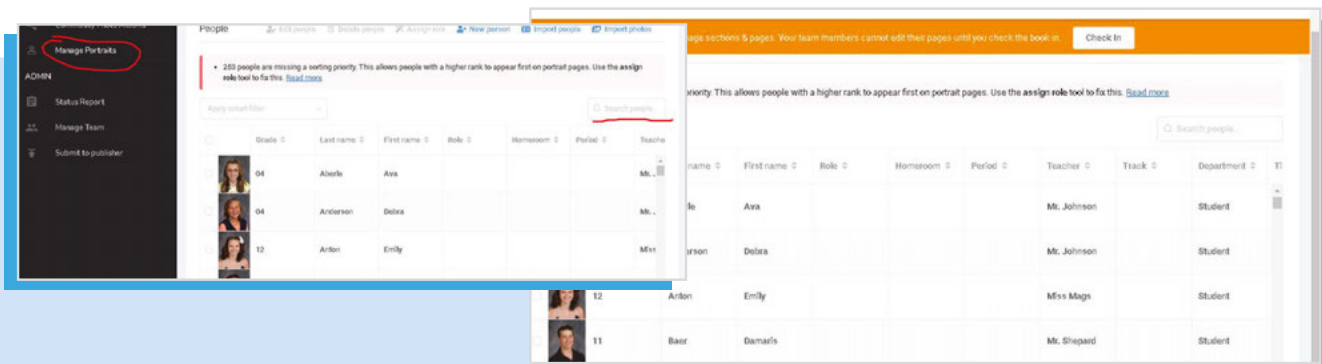
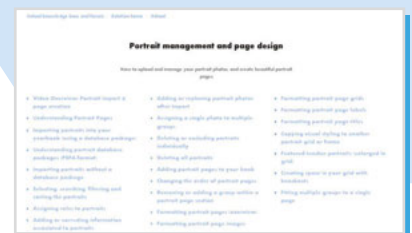
HELP Tab:

To update portrait information, check out the book for editing

Check Out

Check Out Pages then click the

MANAGE PORTRAIT button in the toolbar on the right side. This will display your portrait images and data. Use the SEARCH field to locate the individual you need to edit.

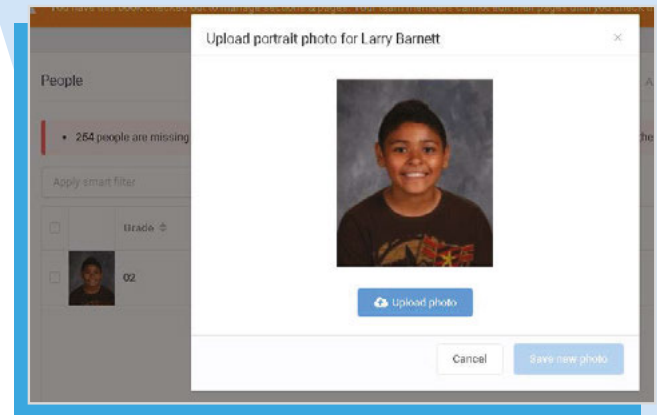


Apply smart filter		barn								
<input type="checkbox"/>	Grade	Last name	First name	Role	Homeroom	Period	Teacher	Track	Department	Title
<input type="checkbox"/>	02	Barnett	Larry				Mr. Smith		Student	17067

Uploading A New Portrait Image

Click on the **Image** and browse to the location of the new image to be uploaded.
Upload image and **SAVE**.

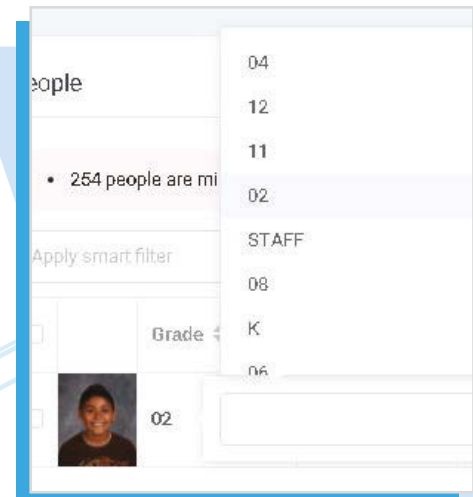
You will use this same process to add images for missing or new students.



Changing Grade Level

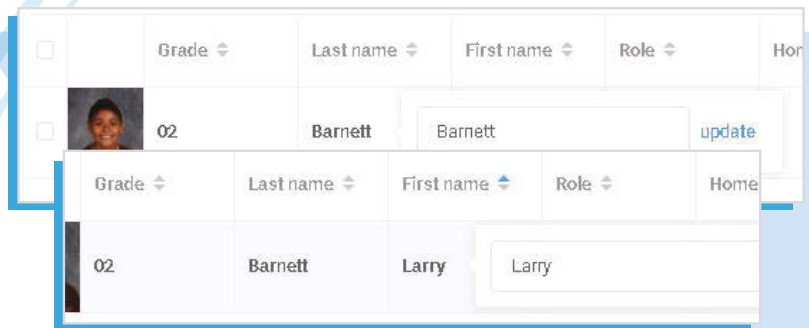
Click on the **GRADE LEVEL** drop down menu to display grade choices.

Make your new grade level selection.



Changing Name

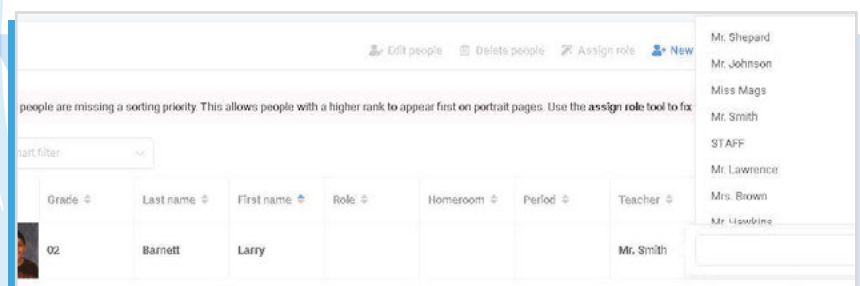
Click on **LAST** or **FIRST NAME** and type in the change.



Changing Teacher

Click on **TEACHER NAME** to display the options.

Choose a new teacher.



Adding New Student

people Delete people Assign role New person

Use the **GRADE LEVEL** drop down to choose a grade level.

Enter LAST NAME

Enter FIRST NAME

Use the **TEACHER** drop down to select a Teacher.

Use the **DEPARTMENT** drop down to select a department.

Enter TITLE

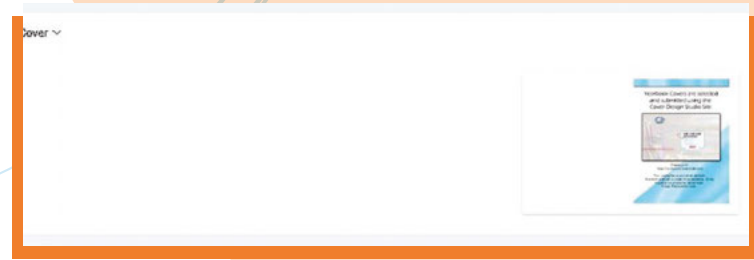
Enter SALUTATION

Enter QUOTE (for specific templates)

COVER DESIGN

Your Yearbook Cover will be selected and submitted using Inter-State Studio's Cover Studio Design site.

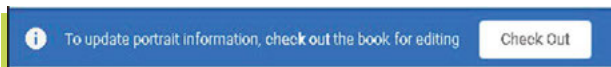
Please go to <https://coverstudio.inter-state.com>



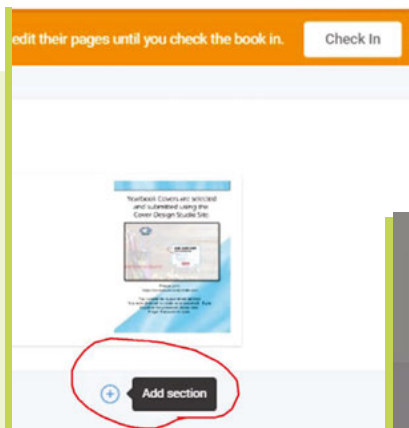
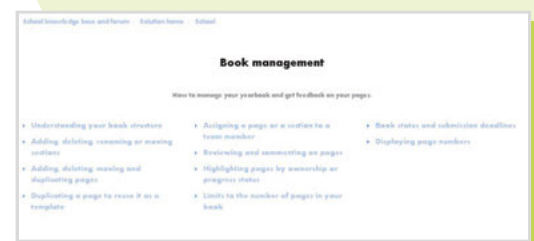
You should have received an email that allowed you to create a password to access the site. If you need to reset the password, click on **FORGOT PASSWORD** on the homepage of the site.

ADDING A SECTION

To manage a section, first **Check Out** the book for editing. Only Editors-in-Chief and Editors can check out the book.



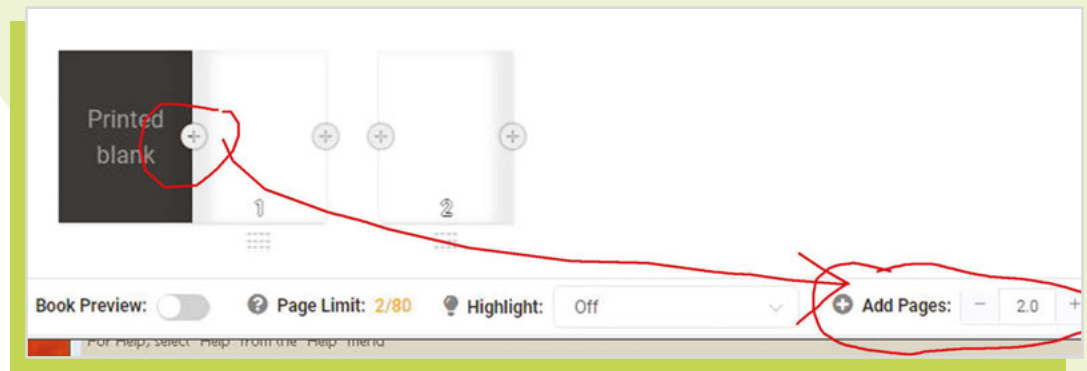
HELP Tab:



To add a new section, click on the **PLUS** sign above or below an existing section.

Name your section then click **ADD SECTION**.

The new section will appear ready for pages to be added.



Click on the **PLUS** sign and choose how many pages you want to add in this section.
Please note: The black page is to force page one in your book to be on the right-hand side.

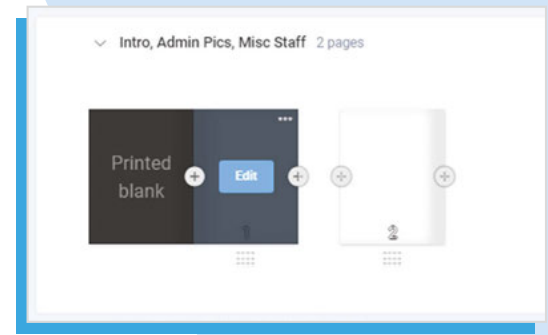


You can assign sections of your book to other users, rename sections, delete sections or view any section in PDF format.

« EDITING PAGES »

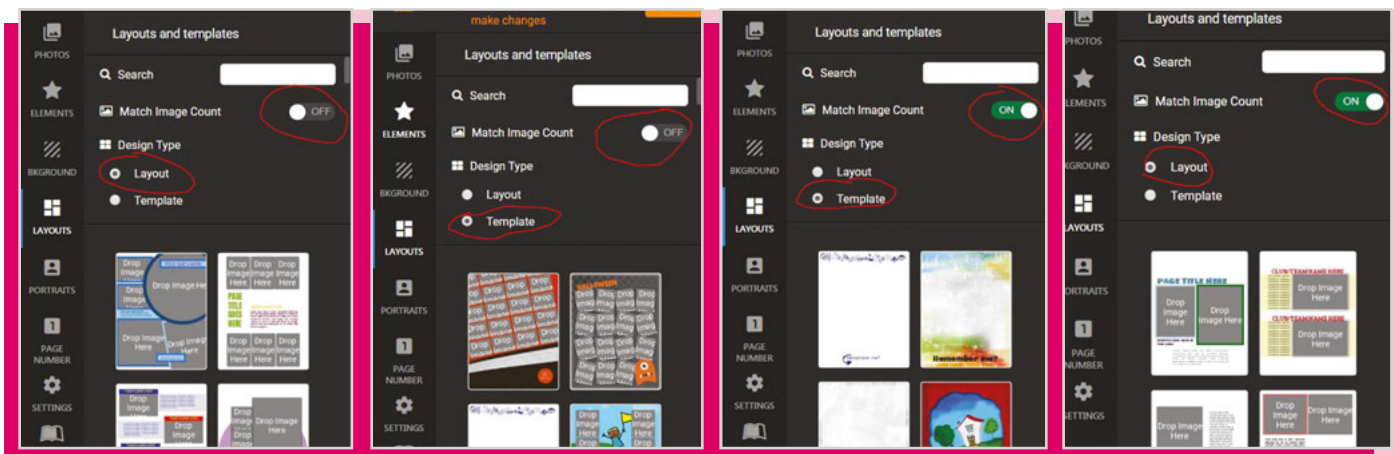
Click the **EDIT** tab.

There are many pre-made templates, backgrounds, borders and clip art that you can add to your pages. You can also drag-and-drop candid images to create customized pages. You have the ability to save any custom pages to use throughout your book.

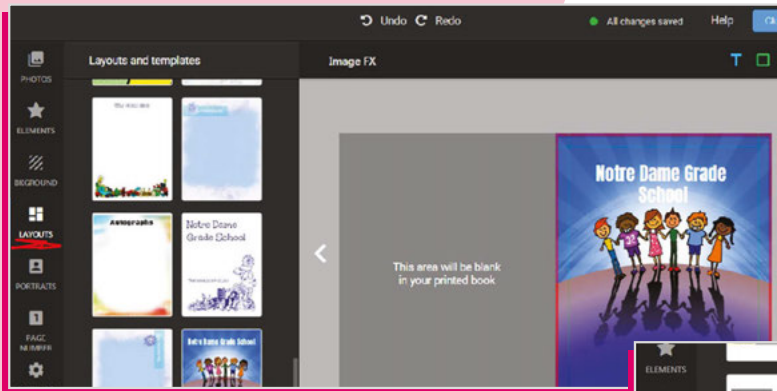


« TEMPLATES »

There are several ways you can filter templates to display different selections. All of the templates can be edited once you have added them to pages.



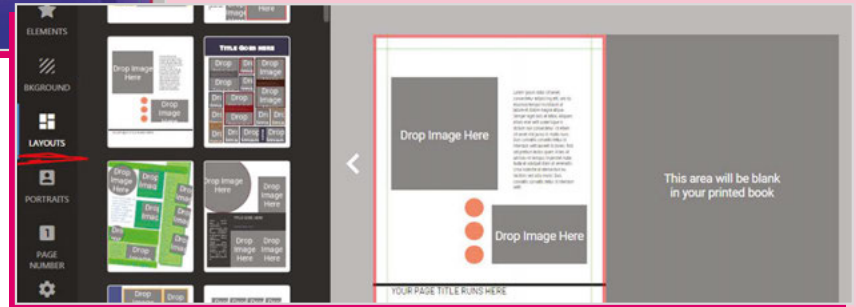
Adding Templates



Once you have a template selected, click on that template to add it to page one. You can edit the name, dates and add text and images to the template.

Click on the Template to add it to Page Two

You can add a background, clip art, images and text once the template is on the page.

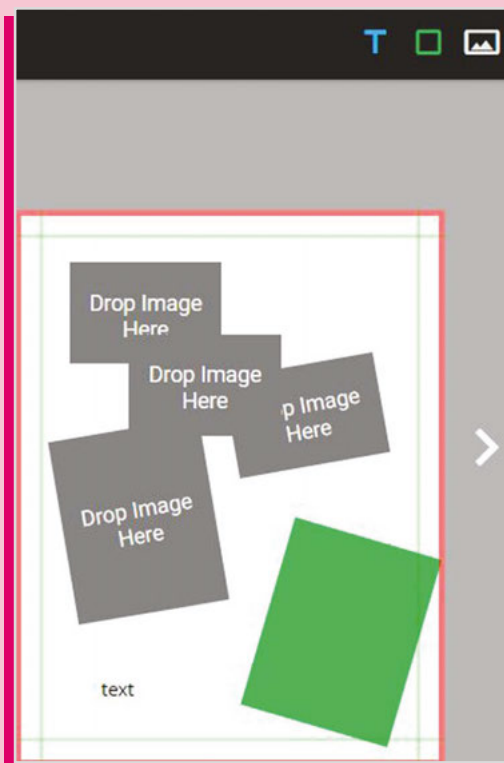


Manually Creating Templates

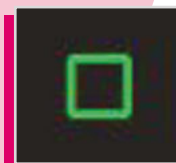
You can manually create your own templates by dragging images and clip art directly onto a page or create your template by adding backgrounds, clip art, image and text nodes prior to adding your images. This allows you to position and size all of the elements on your template before adding your images.

Add Image & Text Nodes

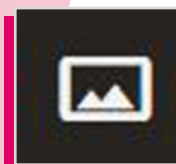
Use the TEMPLATE tools to create your custom template. This will allow you to build a custom template using image nodes, text nodes and shapes.



Add a text node to the page. Click the text node to access text editing tools.



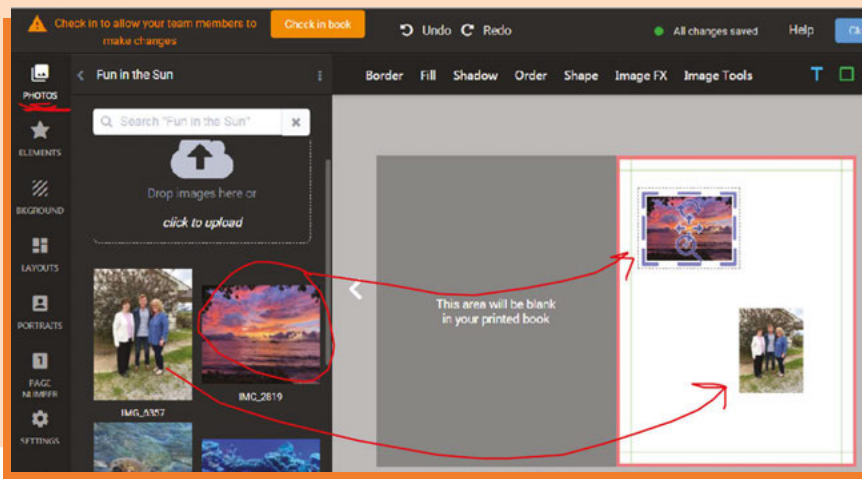
Add a shape to the page.



You can add images to the image nodes. Click the image node to access editing tools.

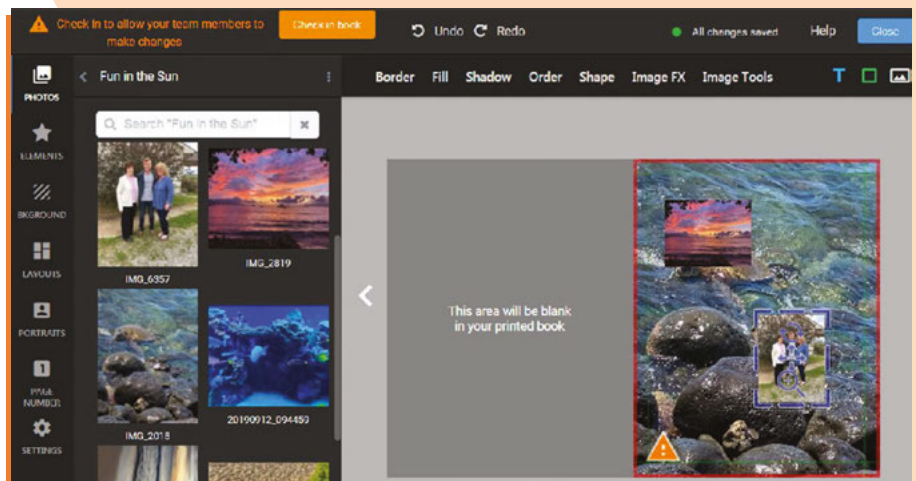
« SECTIONS JUST DRAG & DROP »»

You will need to upload images into candid folders to be able to drag images directly onto a page. We will cover this more in depth shortly.



Click on the image and drag onto the page. You can resize and edit the image once it is placed on the page.

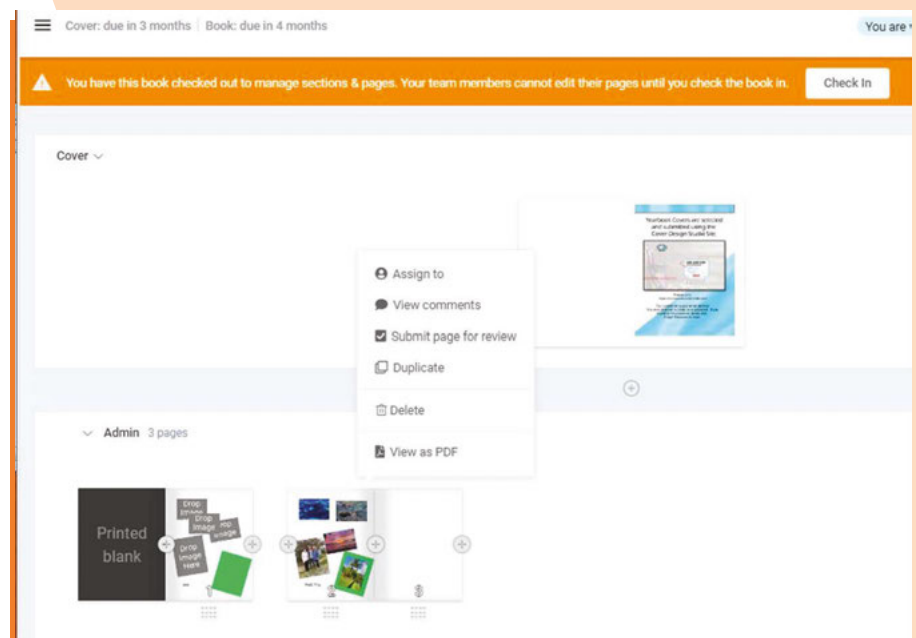
You can use one of your images as the background image. Hold the mouse over the image, click on the image and it will add it as the background. Candid images used as backgrounds need to have enough resolution to print without appearing blurry. Low resolution images will be identified.



EDIT Sections

Check out A Section To Edit.
You have the ability to:

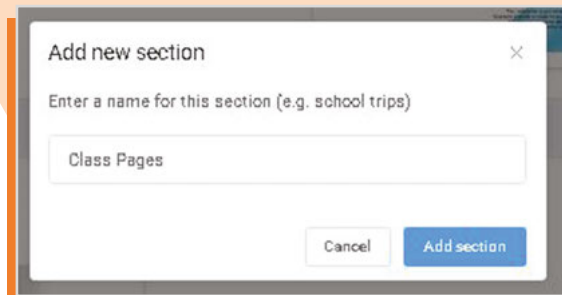
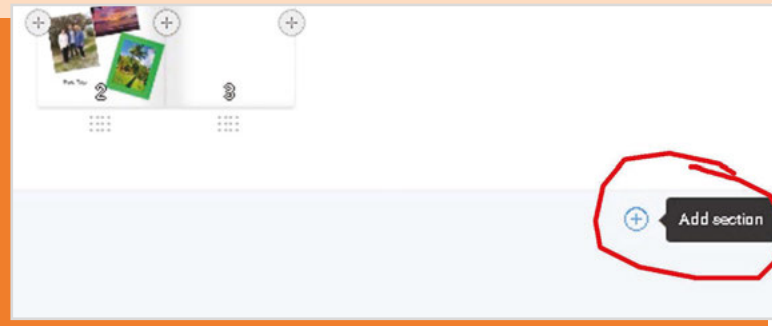
- Assign a section to a user
- View comments
- Submit page for review
- Duplicate a template
- Delete
- View as PDF file



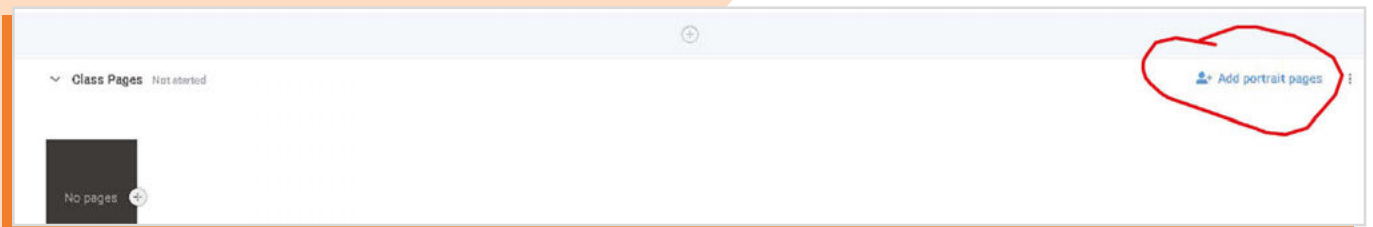
Adding A Portrait Page Section

Check Out pages then click the **PLUS** sign and **ADD SECTION**.

Name your section and **ADD**.



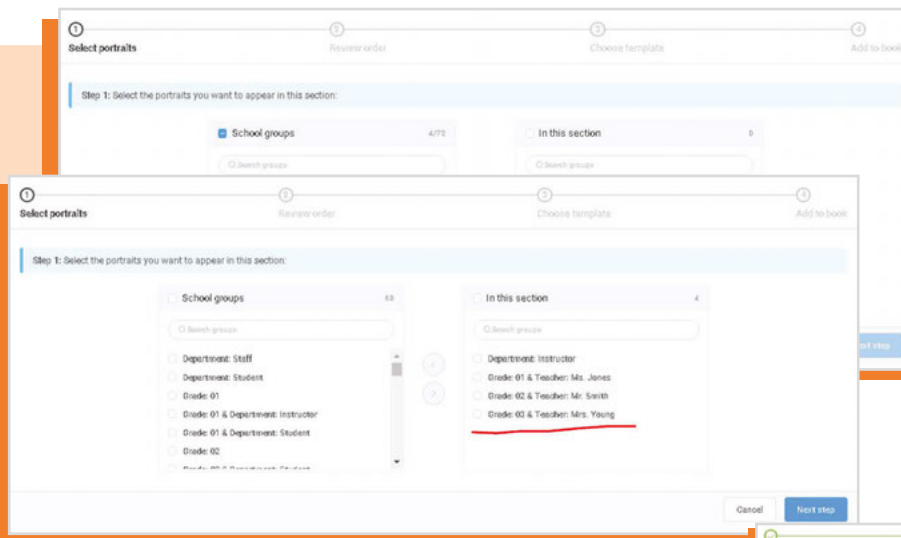
Click **ADD PORTRAIT PAGE** button.



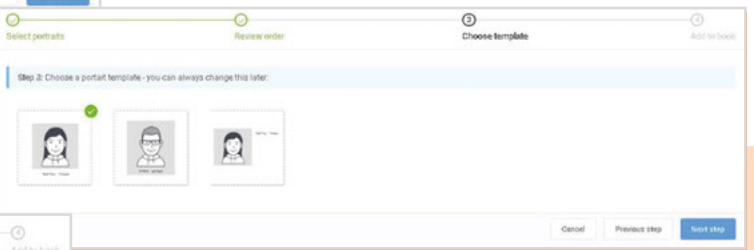
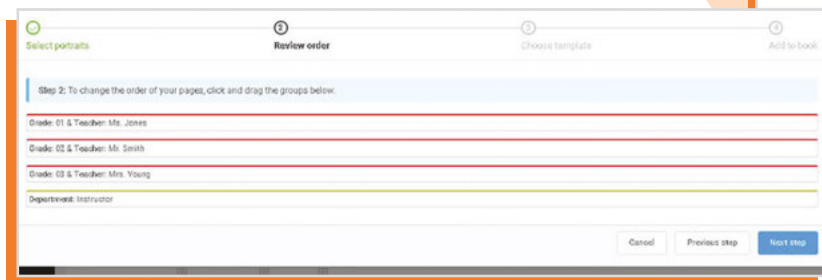
Select Portraits

All of the classes and grades will be listed on the right side of the display window. You can drag the classes over into the **IN THIS SECTION** window on the right or go through the list and check the classes or grades you want to add and click the **BLUE ARROW** button to move them under the This Section window.

Select Frame Type.



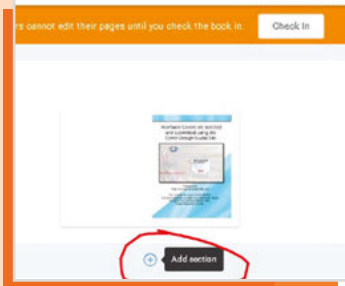
Drag-and-drop to sort order



Classes added to section.

Understanding Sections

Creating sections is not difficult once you understand how it works. You can add as many sections as you want and lay out the sections to meet your needs. In this example, you are a single user and want to create a single section for your yearbook. This will allow you to access all pages at once and move pages within that section.

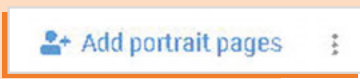


Check Out Pages
Click the **GREEN** Plus Sign to add a section.

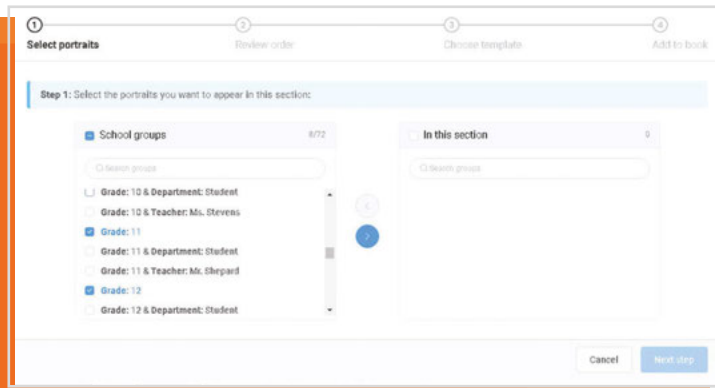
Name the Section.



Use the +/- to control the number of pages you want to add. For this example, we are adding three pages behind the first blank page.

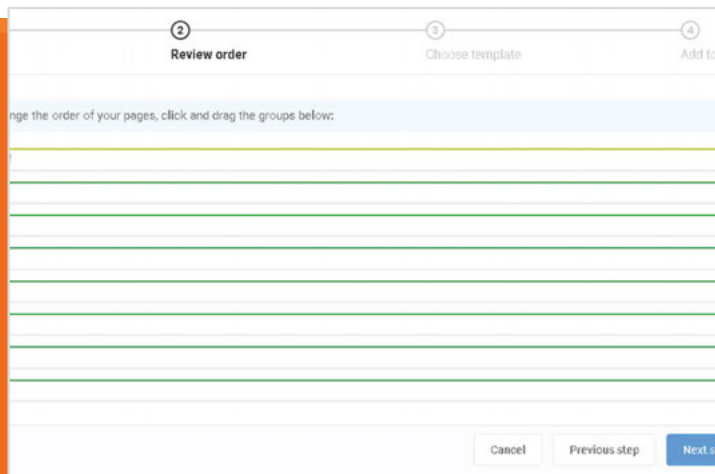
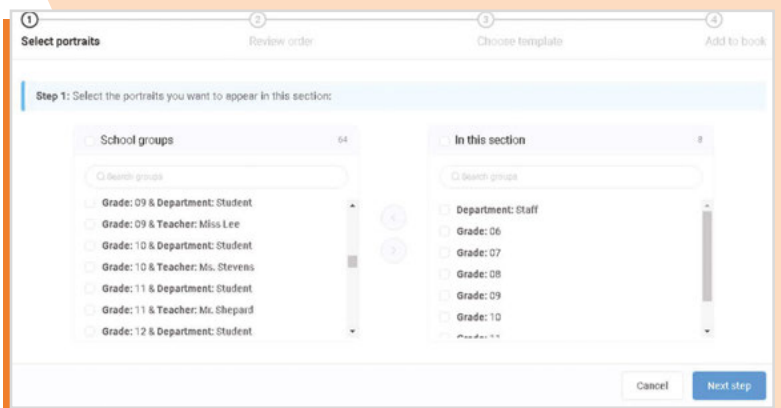


Next, we are going to add Class Pages.

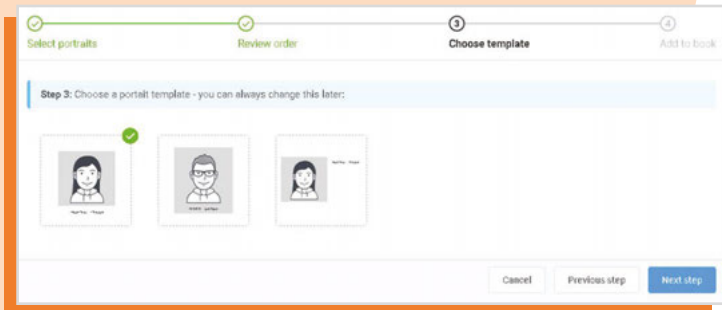


All of your portrait groups will be displayed under the Select Portraits area on the left side of the screen. Click the groups you want to add to this section. For our example, we will choose staff plus 6th - 12th grades.

Click the **BLUE** arrow to add to the section.

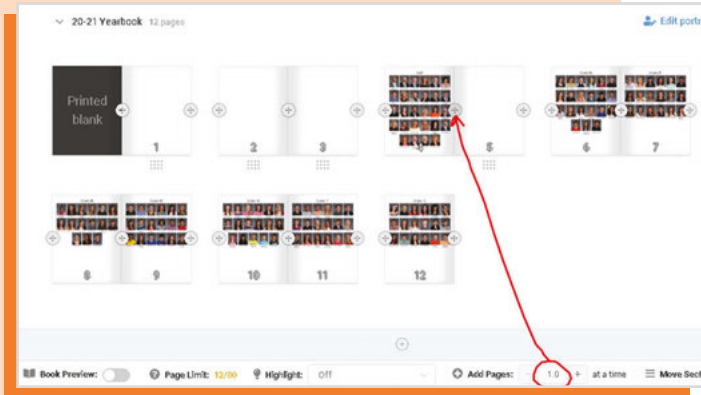


You can drag the grades to sort the order. In this example, we want staff followed by low to high grades.

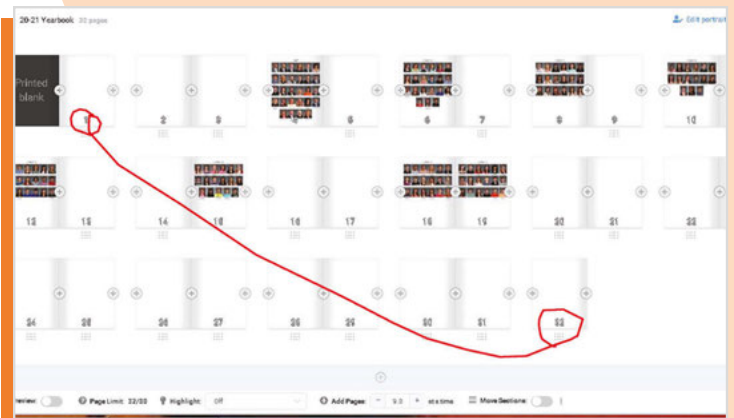


Next, choose your portrait template. We are going to use the name under the image.

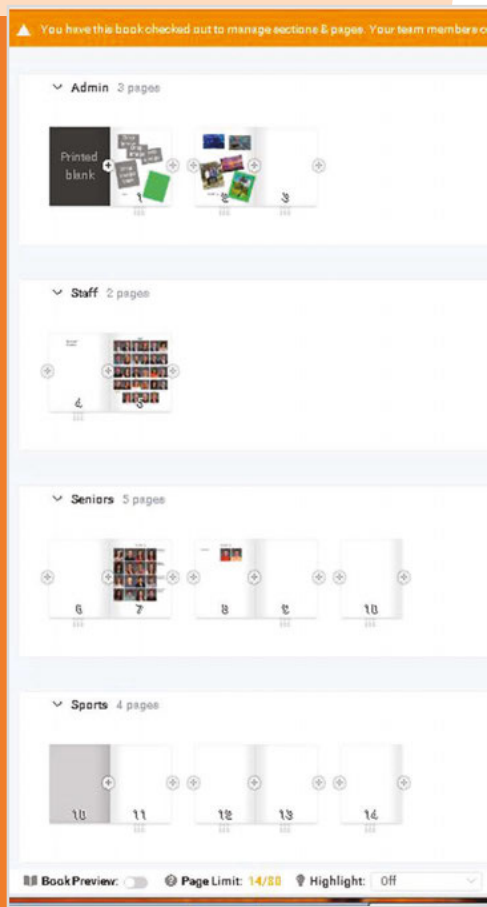
Add to book.



To add Divider Pages, choose the number of pages you want to add and click the **PLUS** sign on the page ladder to insert the page(s). In this example, we choose one page after page 4. Continue to add pages when needed.



Multiple Sections

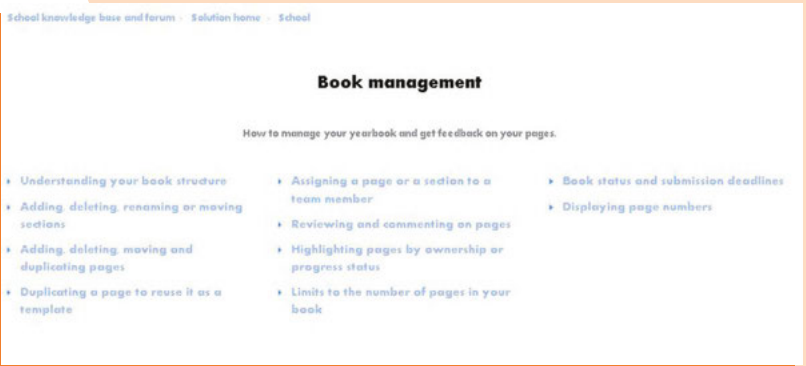


You can also create a layout with multiple sections. In this example, you can see we created an Admin section with three pages followed by a Staff section with two pages. The Seniors section with five pages and a four page Sports section.

The process to create the sections is the same. It will depend on how you want to set your page ladder up.

Please refer to the HELP tab for more detailed instructions.

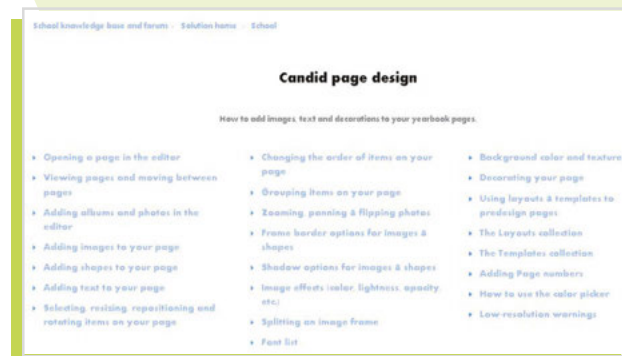
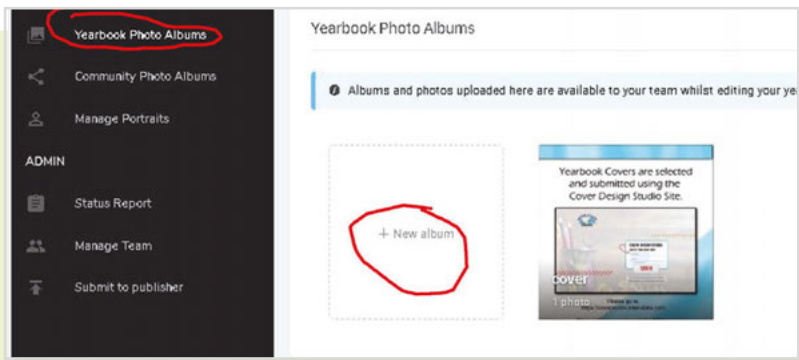
HELP Tab:



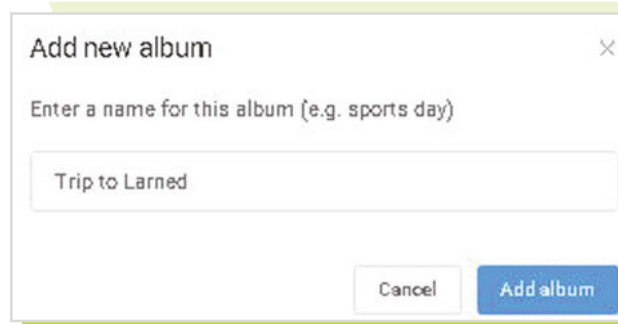
UPLOADING CANDIDS

HELP Tab:

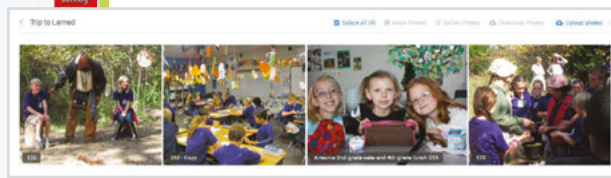
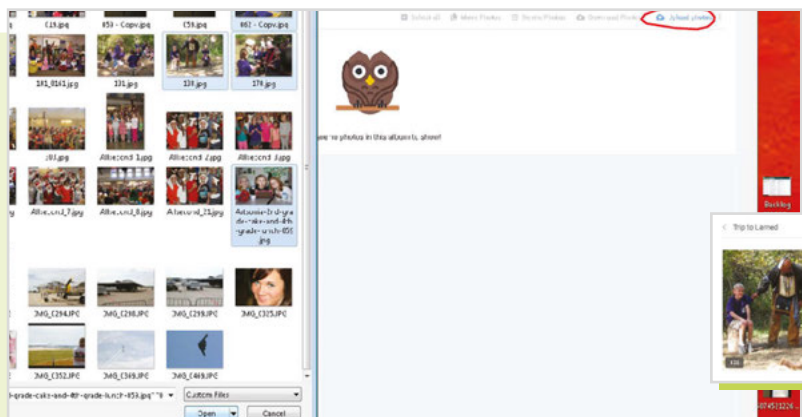
You can upload candid images inside or outside of the page editor. To upload outside of page editor click the **YEARBOOK PHOTO ALBUM** button then click the **NEW ALBUM** button to create a folder.



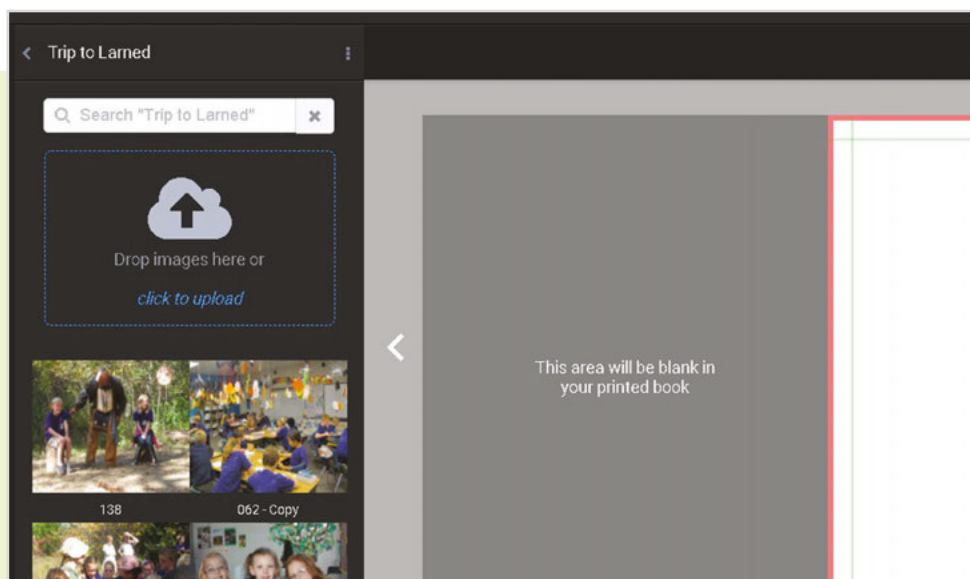
Name the Folder then click **ADD ALBUM**.



Browse to the image and **UPLOAD PHOTOS**.



Inside Page Editor



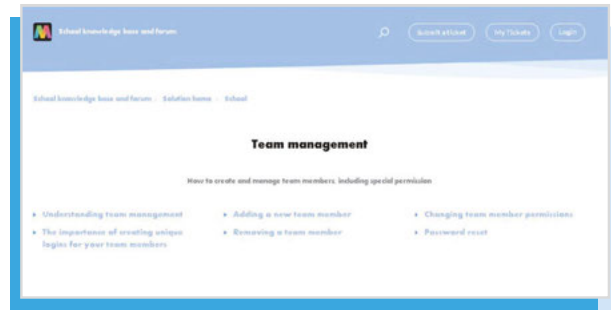
Create a new folder or find the folder you want to import images into. You can browse through images or drag-and-drop to the window.

We strongly recommend organizing your candid images into very specific folders. This will allow you to locate and place images faster when you are working on your yearbook.

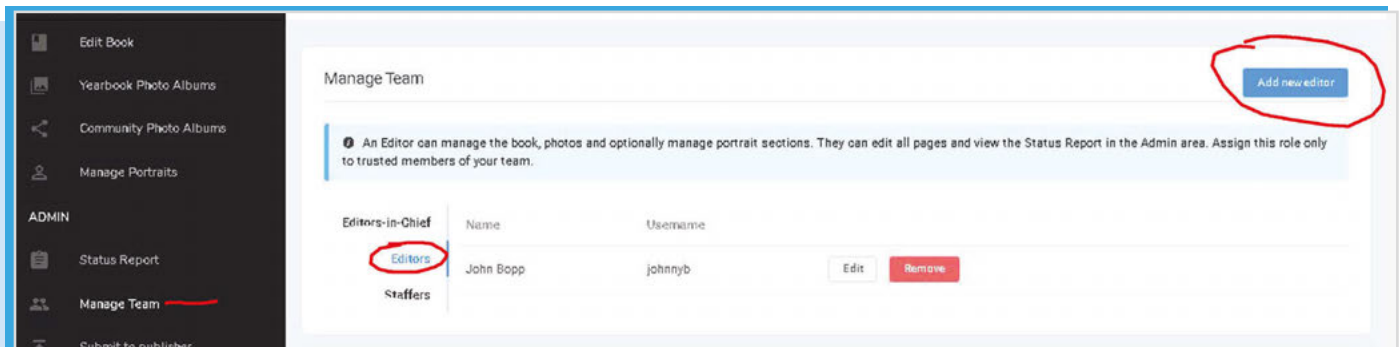
MANAGE TEAM

HELP Tab:

You can create team members and assign specific pages those team members may work on.
There are 3 different types of users.



1. **Editors-in-Chief** have an all access pass to the yearbook, including the Admin area (team management, status report and book submission). This role is only recommended for yearbook coordinator(s) in a supervisory role since they can create new team members and assign them roles & permissions.
2. **Editors** have access to edit the complete book and to manage photo collections. They may optionally be given permission to manage portraits. They may access the Status Report in the Admin section. This role is recommended for trusted team members.
3. **Staffers** may only work on pages assigned to them. They may optionally be given permission to upload photos and create albums. They cannot access administrative, book setting areas or manage portraits. This role is recommended for students or casual contributors.



Click **MANAGE TEAM** on the left and then click on the type of user you want to add - Editor in Chief, Editors or Staffers.

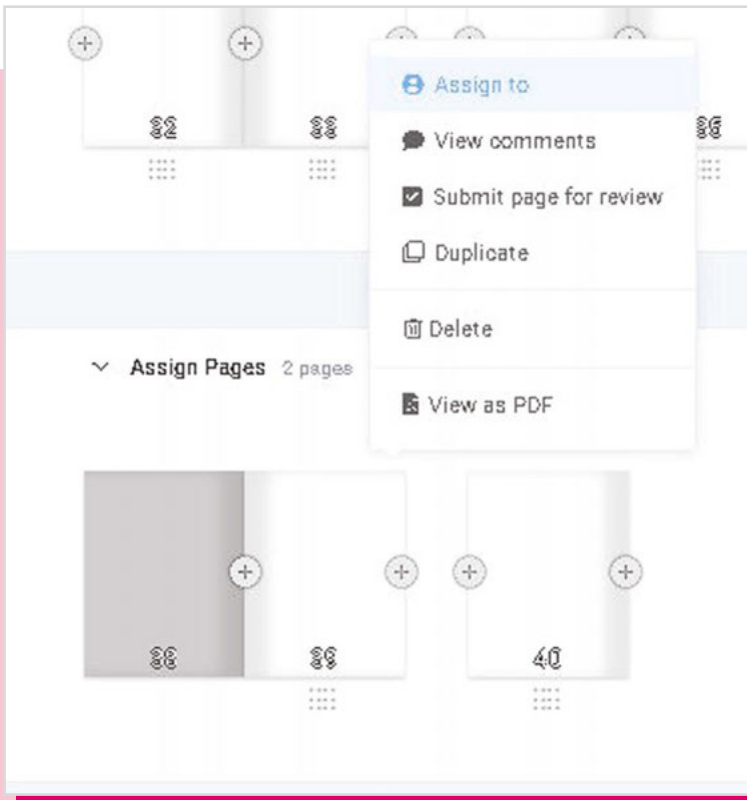
Click the **ADD NEW EDITOR**.

Enter the users' information, making sure you choose the correct user type.

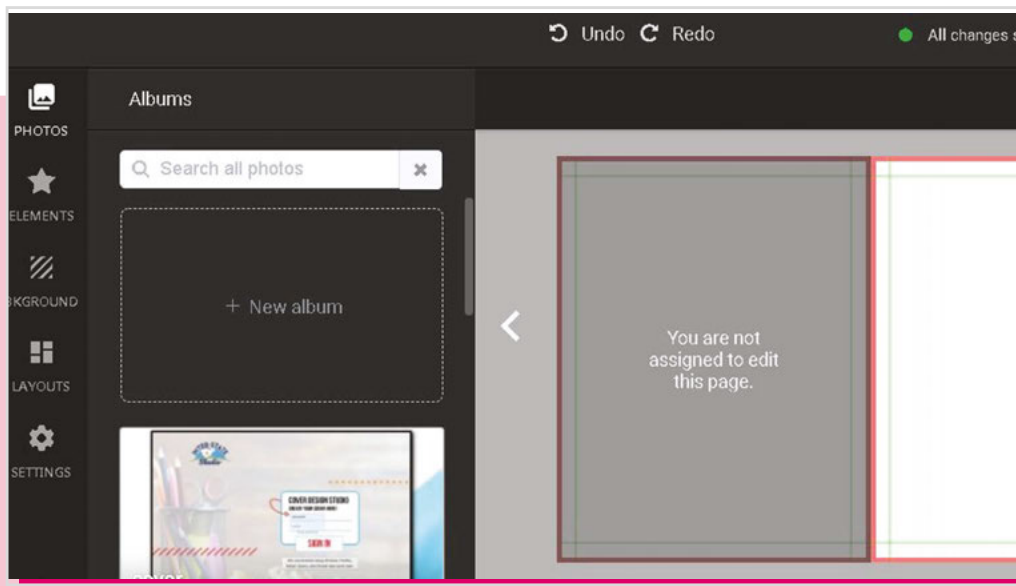
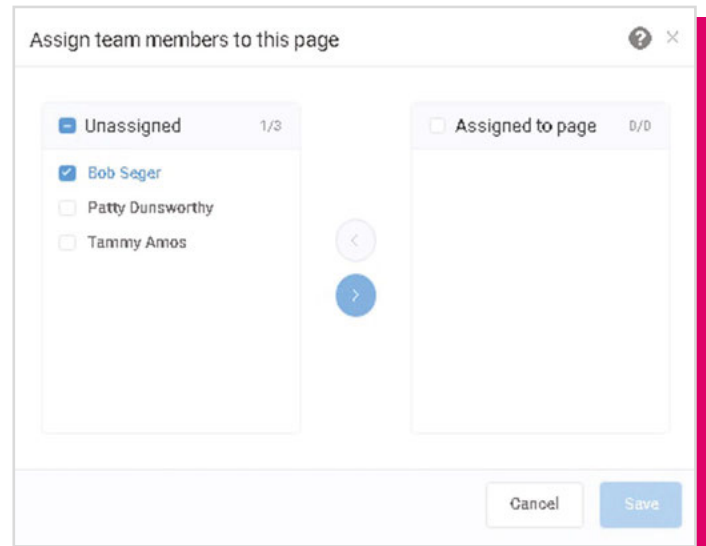
Update User.

A screenshot of the 'Edit team user' form. It contains fields for: 'First name' (Patty), 'Last name' (Dunworthy), 'Contact email' (pdaddak@gmail.com), 'Username' (pdaddyak), 'Role' (Editor-in-Chief dropdown), and 'Password' (Yearbook2020\$). There is an 'Update user' button at the bottom right.

« ASSIGNING PAGES EDIT PAGES »»



To assign a page to a team member, hover over the page, then click the three dots in the upper-right corner. Choose “ASSIGN TO”. Select their name in the left column, then click the **BLUE ARROW** to move them to the assigned column. Don’t forget to click on “**SAVE**” at the end.



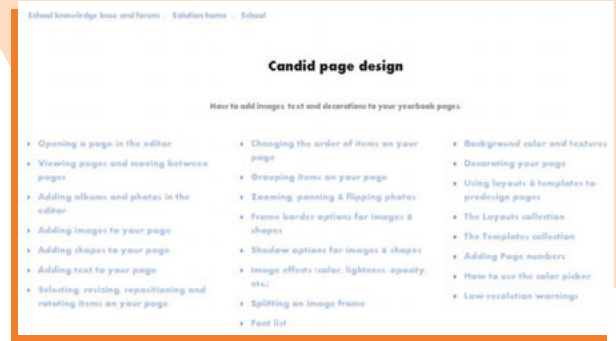
If you are not assigned to a page, you will see this alert when you attempt to edit the page.

« EDITING TEXT »

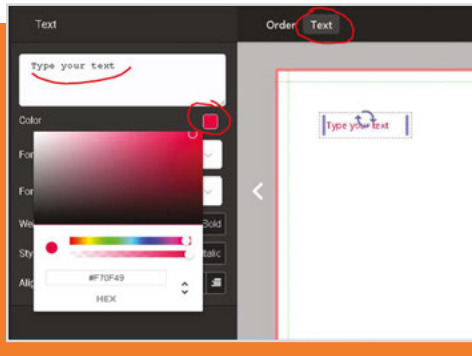
HELP Tab:



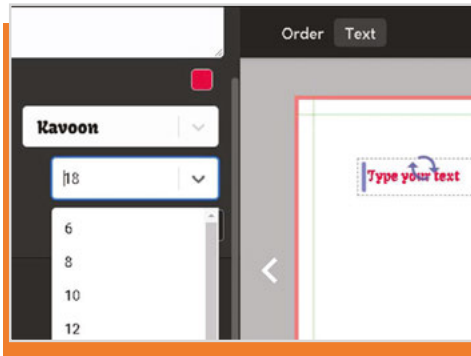
Click the **BLUE “T”** to add a text node to a page.



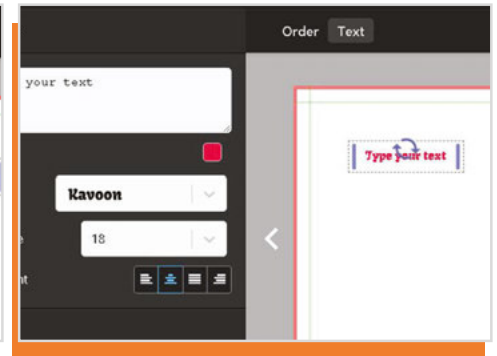
Click on the text node.



Enter text and choose a color for the text.

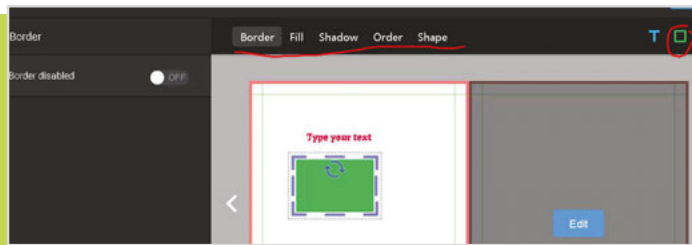


Choose a font style and point size.

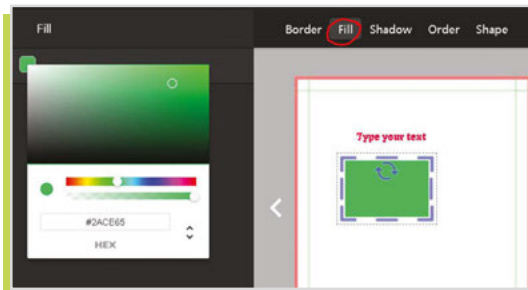


Click to align text.

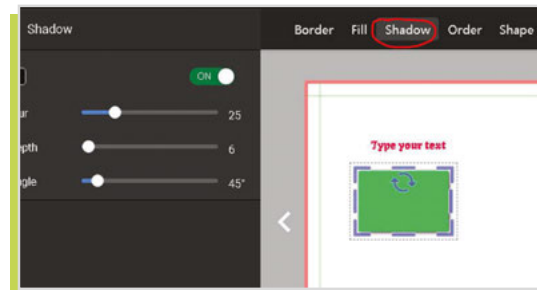
« ADDING SHAPES »



Click the **BLUE SQUARE** to add a colored box to your page. You can edit the shape to meet your needs. This image box is **NOT** an image node. You will need to add the shape and then add an image node on top of the shape to accomplish this.



Click **FILL** to choose a color.



Click **SHADOW** to add a shadow to a shape.



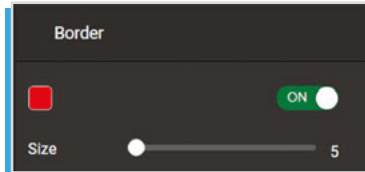
Click **SHAPE**.

« EDITING IMAGES »»

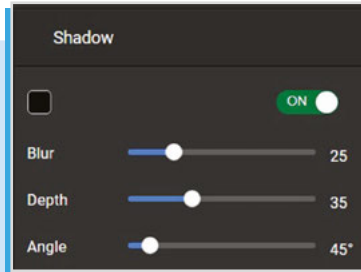
Click on the **CANDID IMAGE** to display the Toolbar.

Border Fill Shadow Order Shape Image FX Image Tools

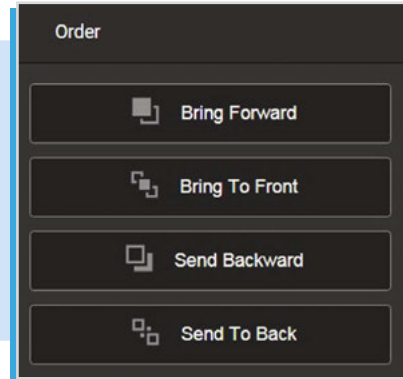
BORDER



SHADOW



ORDER



SHAPE

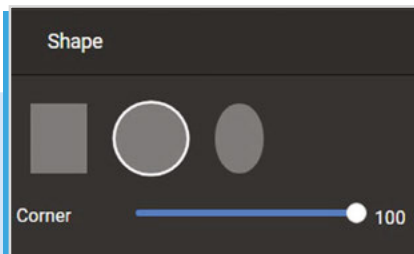
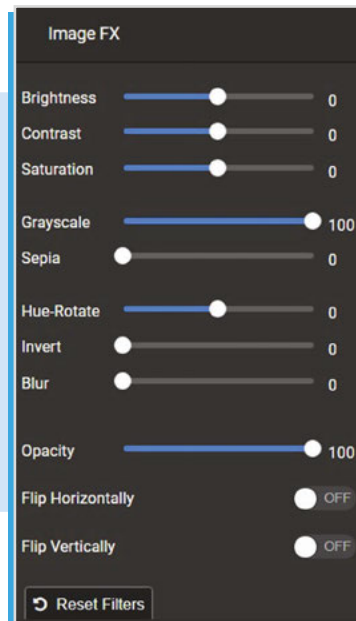
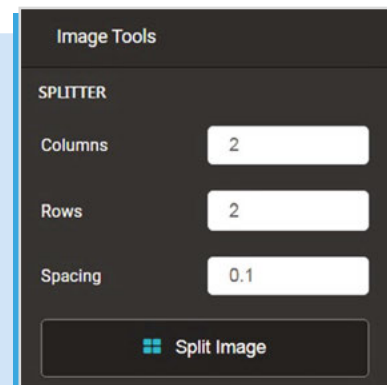


IMAGE FX



SPLIT



« EDITING IMAGES »»

CHANGE IMAGE SIZE

Enlarge or reduce the size of the image by clicking on any of the blue corner **SIZING BRACKETS** and dragging diagonally.



ROTATE AN IMAGE

Hold down the mouse on the **ROTATE** symbol that displays on the image and rotate the mouse.



ENLARGE OR REDUCE IMAGE

Hold mouse down on **MAGNIFYING** symbol and drag mouse upward to enlarge and downward to reduce. The image will not be able to be reduced unless you change the shape of the image node.



CHANGE SHAPE AND MOVE IMAGE

Click on one of the blue corner **SIZING BRACKETS** tools in the middle of the window. You can change the shape of the image node. Hold the mouse down on the **ARROW** button and move the image inside the image node.



BOOK SUBMISSION

HELP Tab:

* Missing Graphic Submit to Publisher *

Submit to publisher

Overview

Cover

Book

1 Create proof

Ready to submit your book to your publisher?

- Before you submit your book to your publisher, you need to proof it carefully and approve every page for printing. You can make revisions to pages that you're not happy with.
- Some features are disabled whilst your book is in proofing mode:
 - Adding, moving or deleting pages
 - Changing page numbering settings
 - Changing portrait information or the layouts of portrait pages
- If you need to make use of these features, we strongly recommend doing this before starting the proofing process.

Create new proof

2 Generating proof

3 Review Proof

4 Review rejected pages

Book not ready for proofing

You have 40 pages in your book which are not marked as ready for proofing. Are you sure you want to continue?

Cancel

Create proof

Create a book proof.

Submit to publisher

Overview

Cover

Book

1 Create proof

2 Generating proof

3 Review Proof

4 Review rejected pages

Your book is ready to review

- Approve pages which you are happy to have printed; reject pages which you need to make changes to.
- Spot a lot of problems? If you need to make structural changes, such as adding, removing or deleting pages - click cancel proof.
- Need help on how to proof your book? [Read our guide to proofing](#)

Cancel proof

Review proof

Review the Proof.

You will need to approve each page.

You have the ability to bulk approve your pages, but we **DO NOT RECOMMEND** doing this.

Approved: 0 Rejected: 0

Reject

or

Approve

Bulk approve pages

Reject

or

Approve

Bulk approve pages

This tool will bulk approve all pages in this proof.

(Optional) Leave a comment

Caution: We strongly advise proofing pages individually so design issues are spotted before printing. Bulk approving pages can lead to design mistakes going unnoticed and printed!

☐ I understand the risks with using this tool

Cancel

or

Bulk approve pages

Approved: 40 Rejected: 0

Review complete!

You have reviewed all pages in this proof.

Edit proof

Mark review as complete

6 Submit to publisher
a few seconds ago

Great! Your book is ready to submit to your publisher!

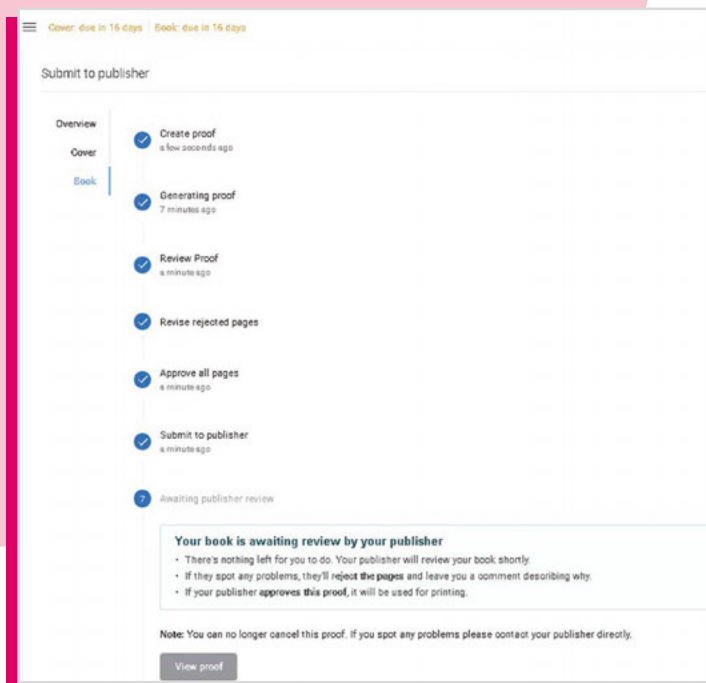
- You're nearly done, but your publisher still needs to approve your book too.
- If they spot any problems, they'll reject the pages and leave you a comment describing why.
- If your publisher approves this proof, it will be used for printing.

Cancel proof

Submit to publisher

Submit to publisher.

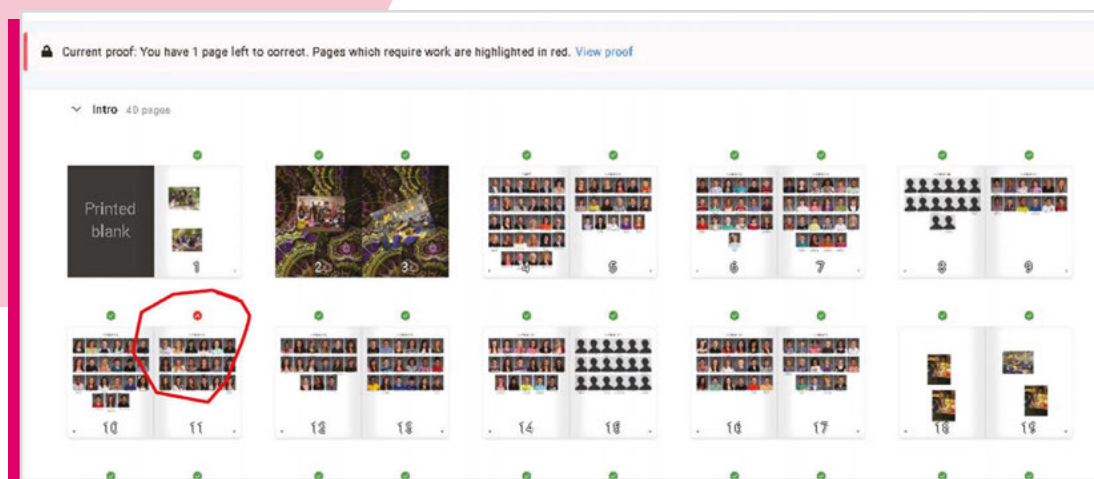
Mark review as complete.



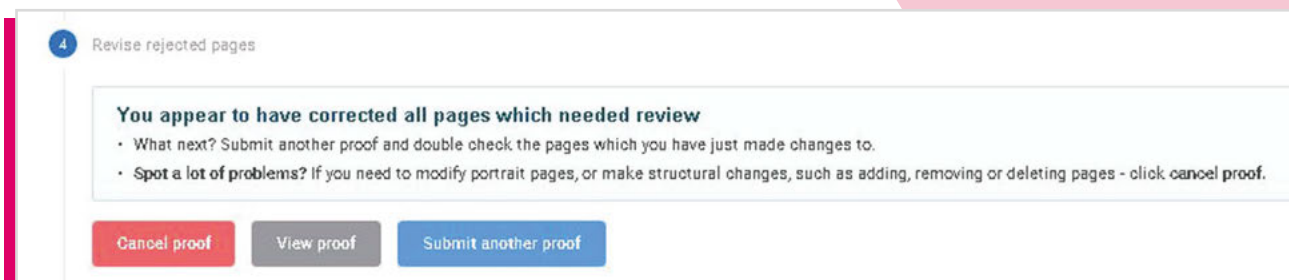
Your submitted proof will be reviewed by our production group. You will be informed of the status of your proof and will be notified and contacted if we discover any issues we think you need to address.



If any page is rejected you will receive an email telling you what page we need you to look at.



Open your book and find the rejected page. You might decide the page is fine the way it is or you might decide to fix the issue we have alerted you about.



Repeat the submission process to resubmit your yearbook. You will receive status notification emails about your yearbook.