



DESIGN

YOUR YEARBOOK



memento
YEARBOOK



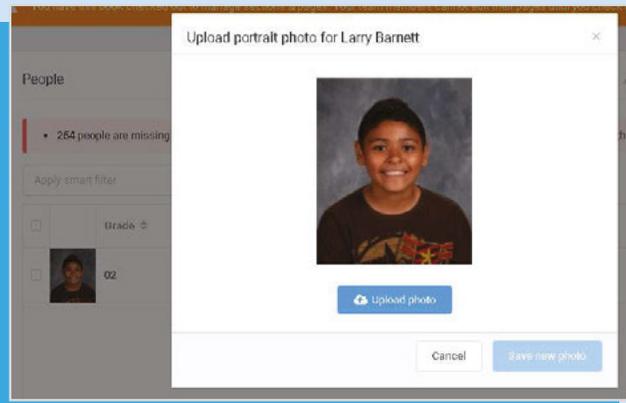
For More Information: yearbooks.inter-state.com/toolbox

Apply smart filter		barn								
	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**.

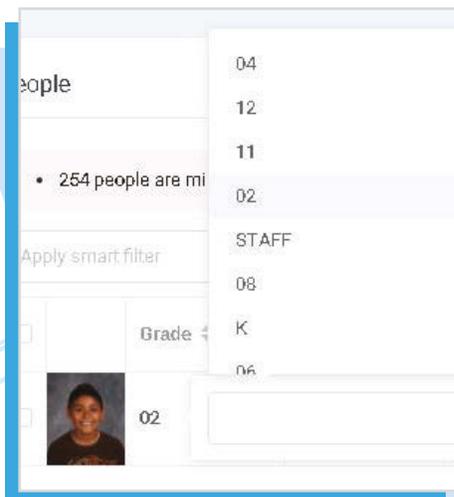
You will use this same process to add images for missing or new students.



Changing Grade Level

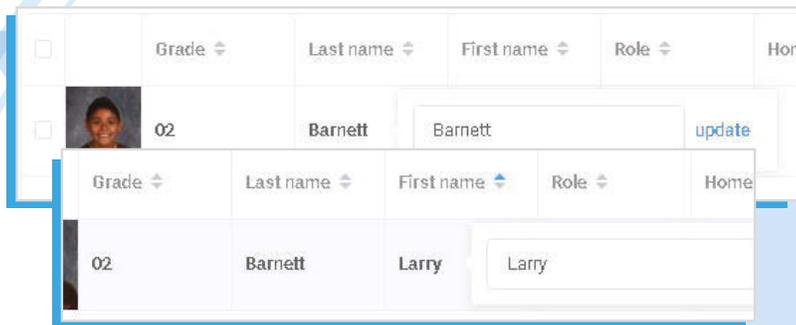
Click on the **GRADE LEVEL** drop down menu to display grade choices.

Make your new grade level selection.



Changing Name

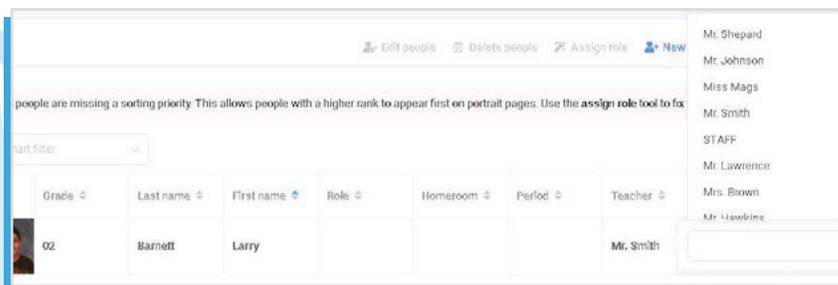
Click on **LAST** or **FIRST NAME** and type in the change.



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**

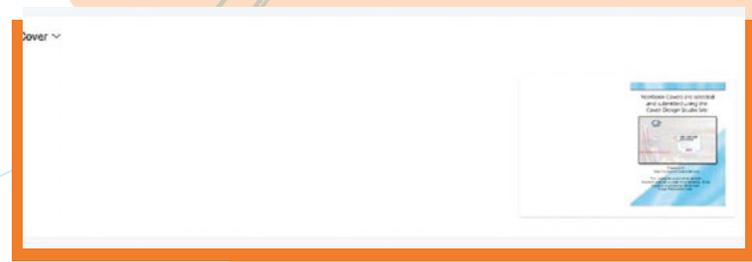
Enter **SALUTATION**

Enter **QUOTE** (for specific templates)

COVER DESIGN

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

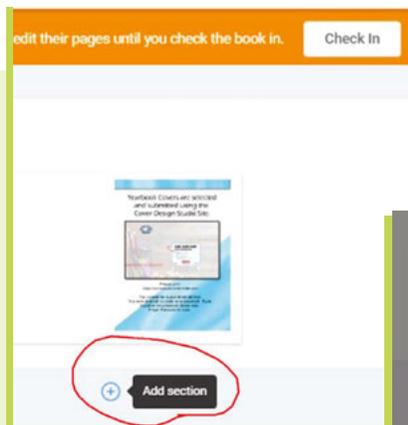
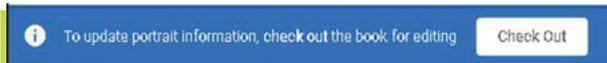
Please go to <https://coverstudio.inter-state.com>



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.

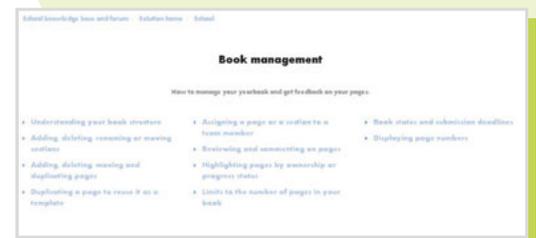
ADDING A SECTION

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



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

HELP Tab:



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.

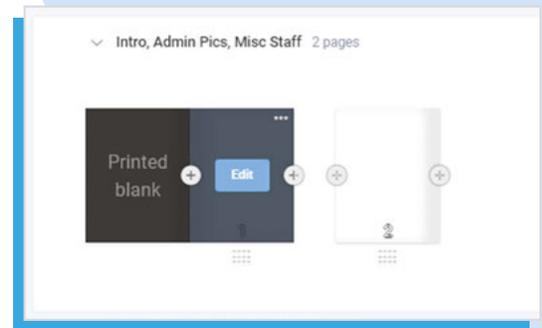


You can assign sections of your book to other users, rename sections, delete sections or view any section in PDF format.

EDITING PAGES

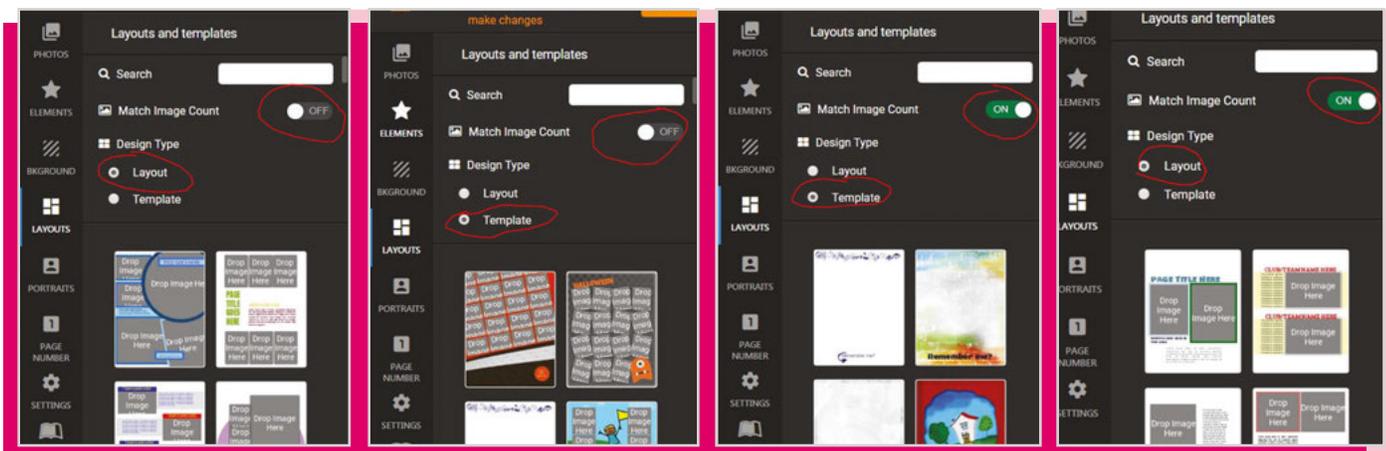
Click the **EDIT** tab.

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.

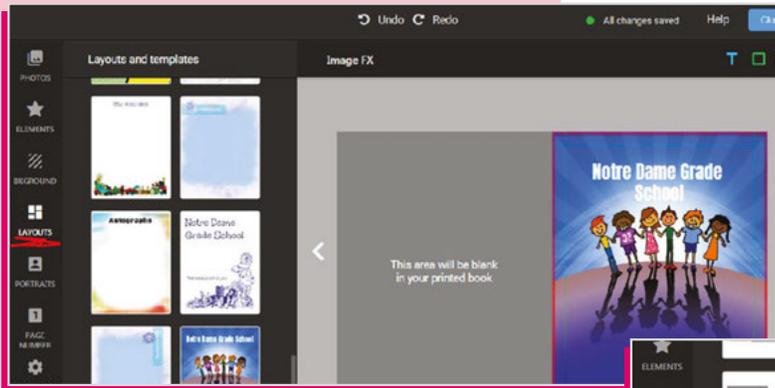


TEMPLATES

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.



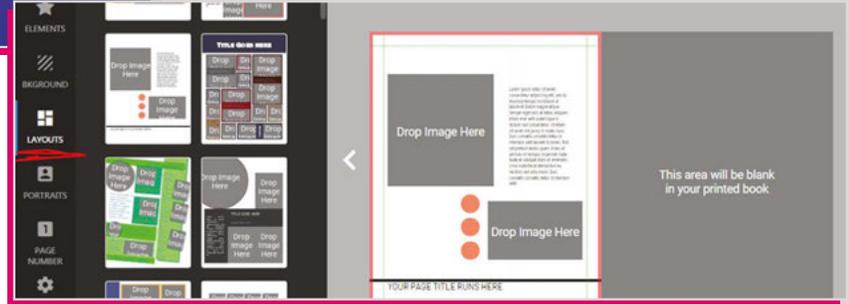
Adding Templates



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.

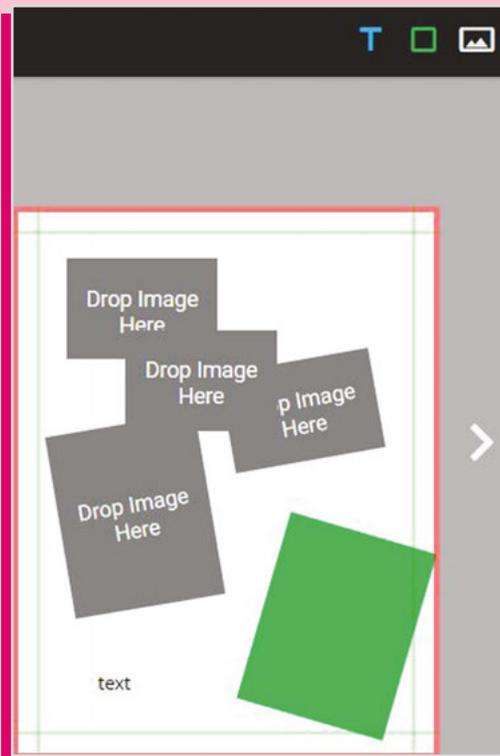


Manually Creating Templates

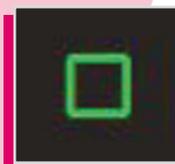
You can manually create your own templates by dragging images and clip art directly onto a page or create your template by adding backgrounds, clip art, image and text nodes prior to adding your images. This allows you to position and size all of the elements on your template before adding your images.

Add Image & Text Nodes

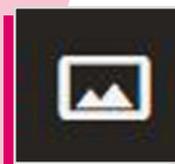
Use the TEMPLATE tools to create your custom template. This will allow you to build a custom template using image nodes, text nodes and shapes.



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



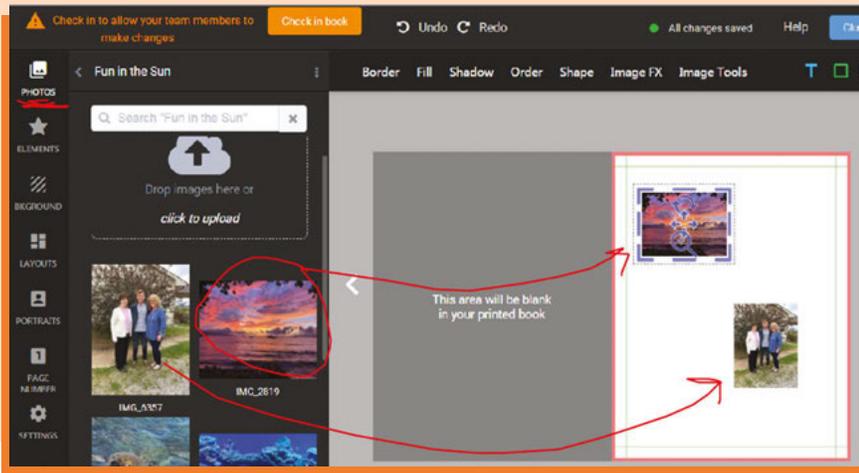
Add a shape to the page.



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

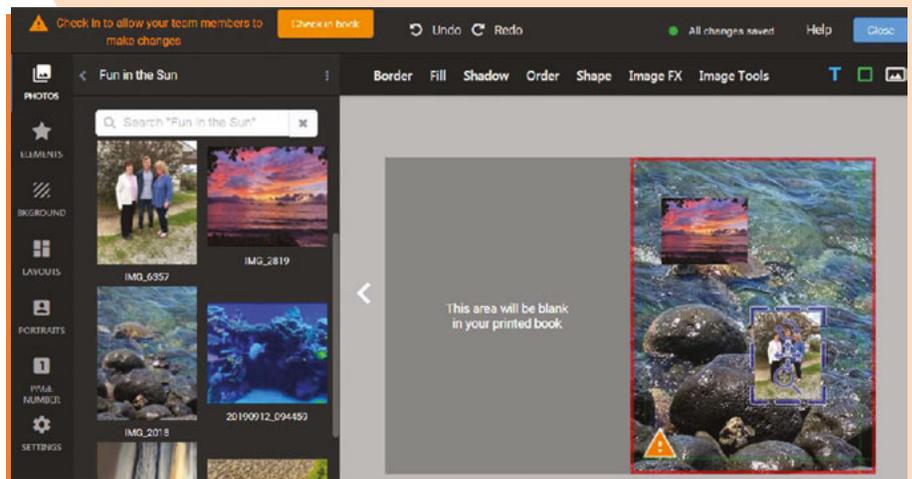
SECTIONS JUST DRAG & DROP

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.

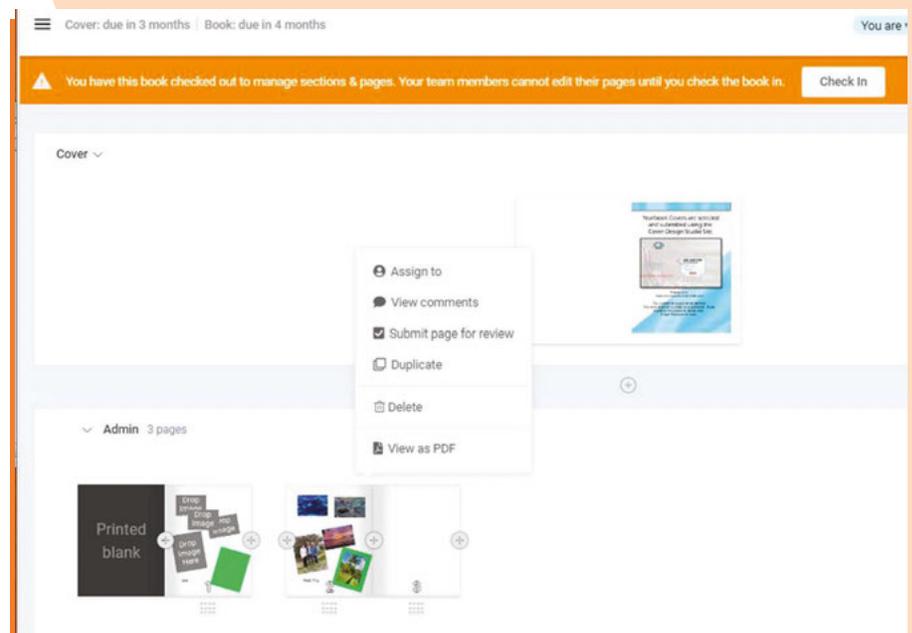
You can use one of your images as the background image. Hold the mouse over the image, click on the image and it will add it as the background. Candid images used as backgrounds need to have enough resolution to print without appearing blurry. Low resolution images will be identified.



EDIT Sections

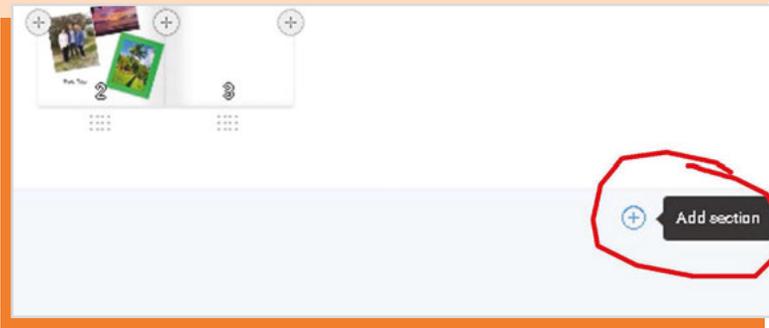
Check out A Section To Edit. You have the ability to:

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

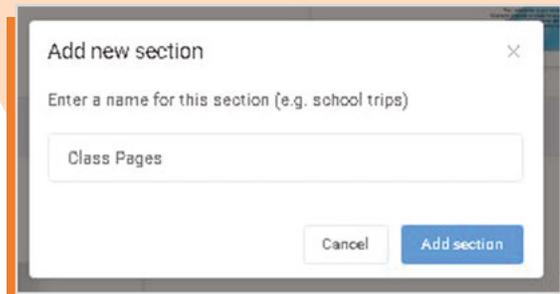


Adding A Portrait Page Section

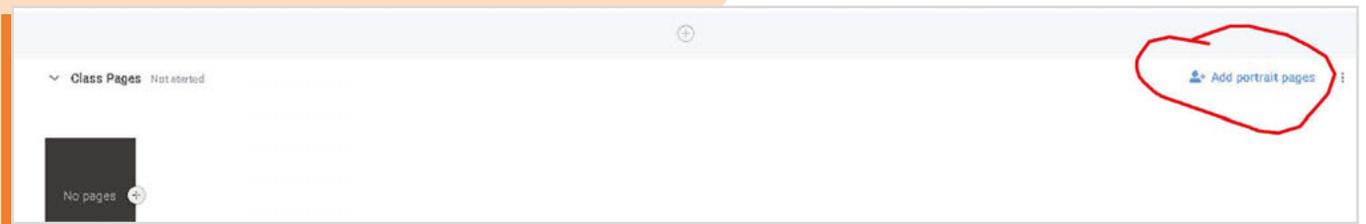
Check Out pages then click the **PLUS** sign and **ADD SECTION**.



Name your section and **ADD**.



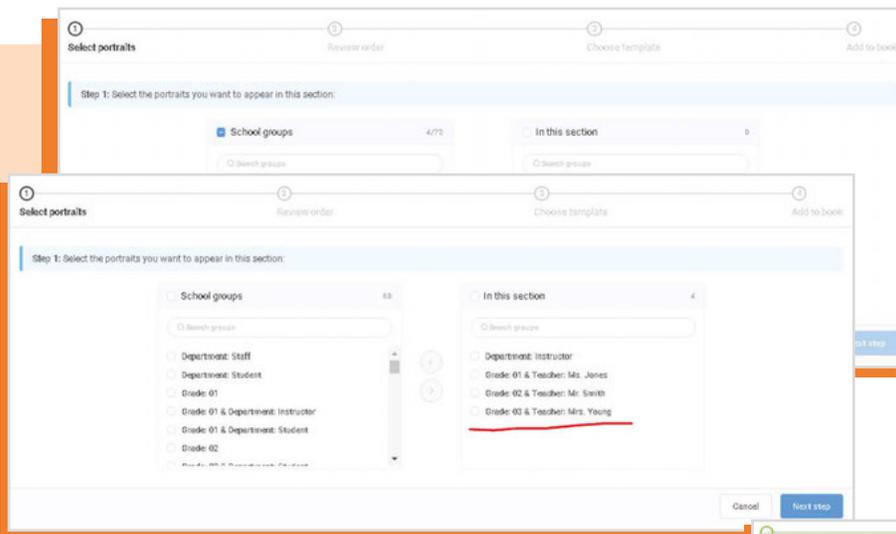
Click **ADD PORTRAIT PAGE** button.



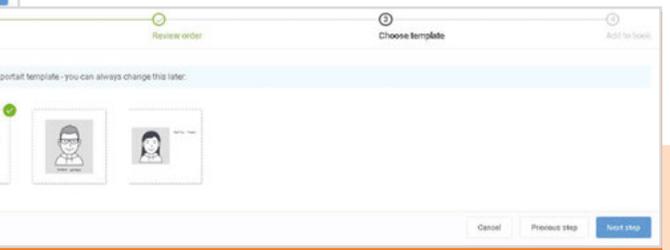
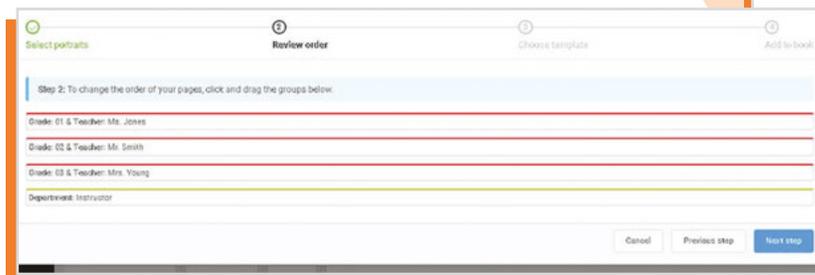
Select Portraits

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.

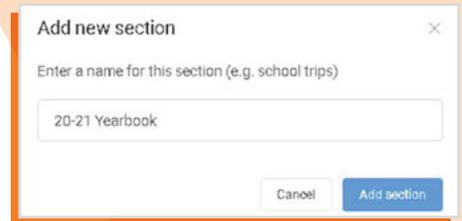
Understanding Sections

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.

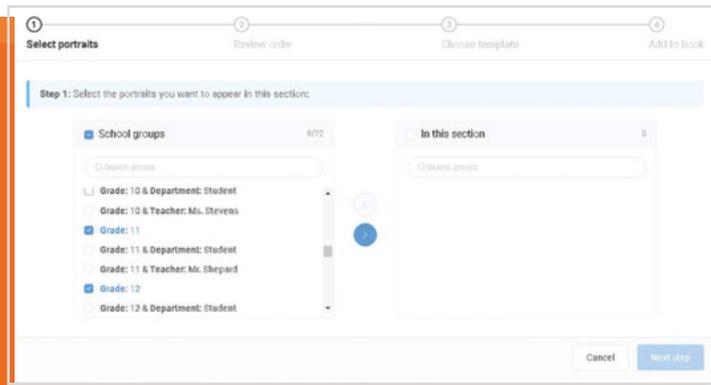
Name the Section.



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.

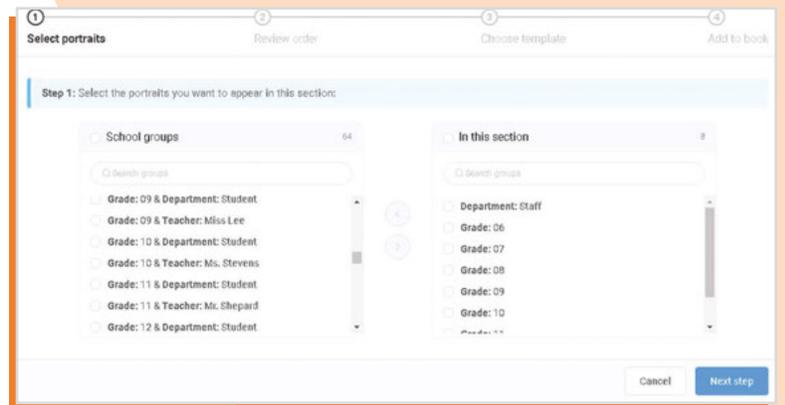


Next, we are going to add Class Pages.

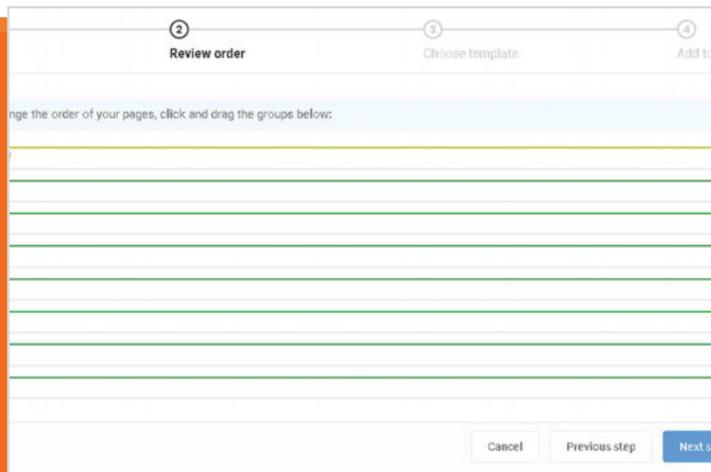


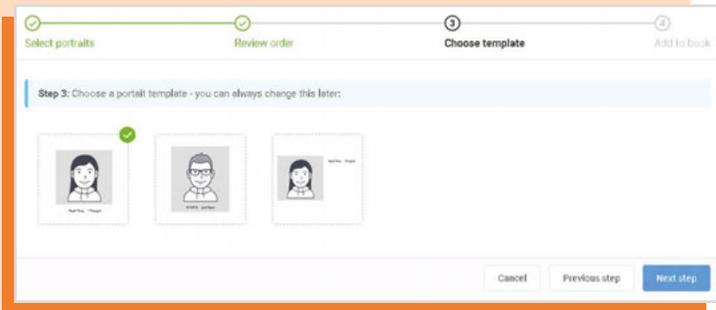
All of your portrait groups will be displayed under the Select Portraits area on the left side of the screen. Click the groups you want to add to this section. For our example, we will choose staff plus 6th - 12th grades.

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



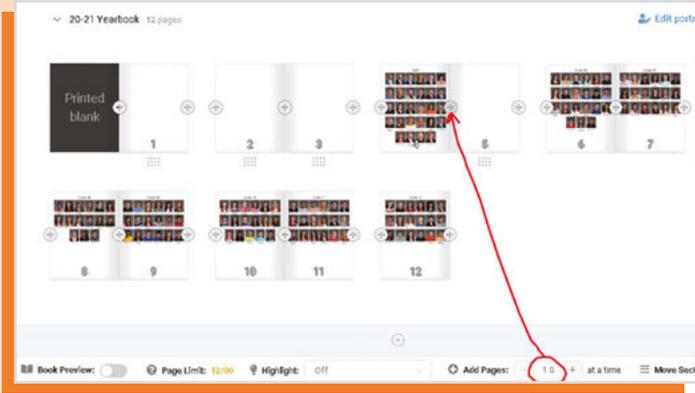
You can drag the grades to sort the order. In this example, we want staff followed by low to high grades.



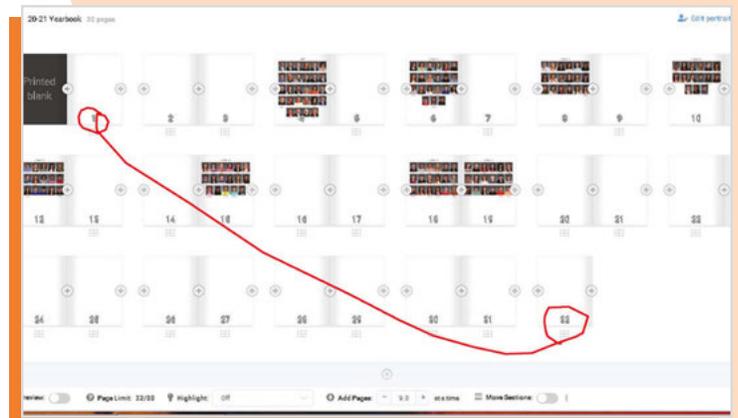


Next, choose your portrait template. We are going to use the name under the image.

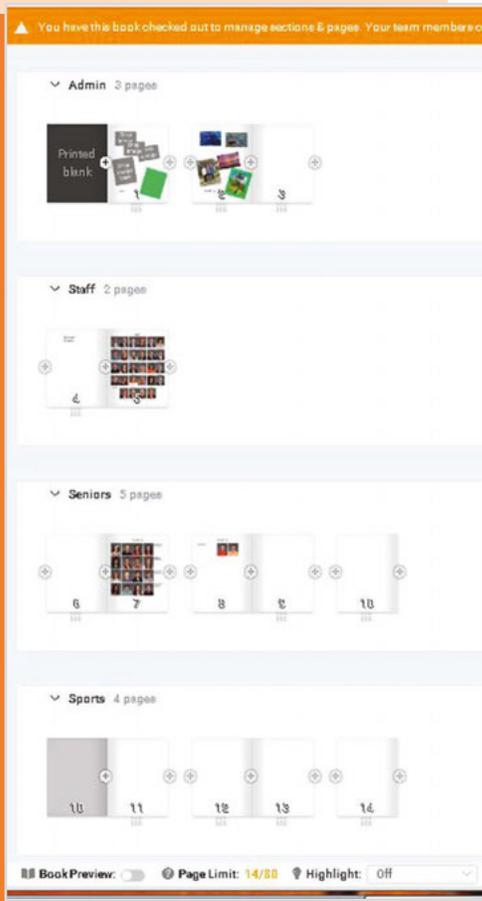
Add to book.



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

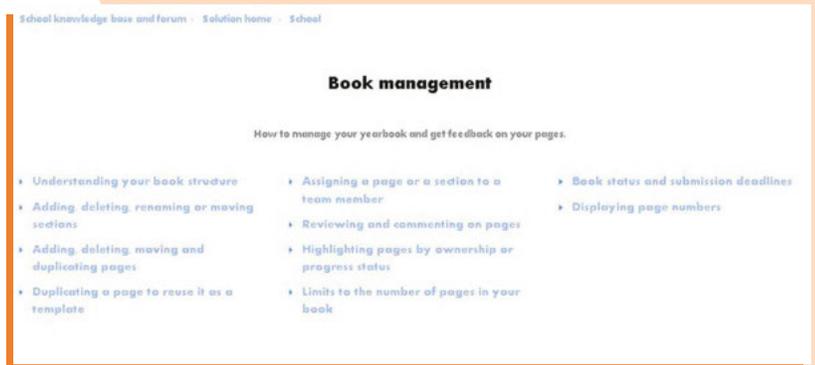


You can also create a layout with multiple sections. In this example, you can see we created an Admin section with three pages followed by a Staff section with two pages. The Seniors section with five pages and a four page Sports section.

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.

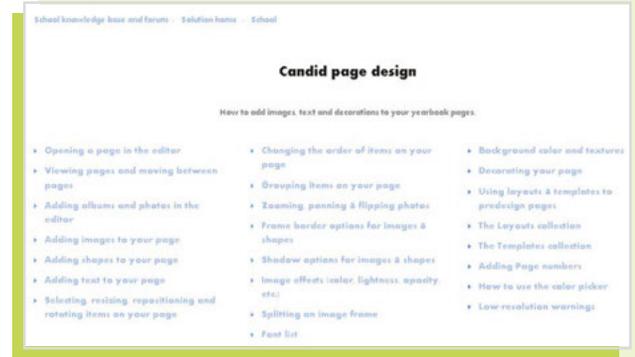
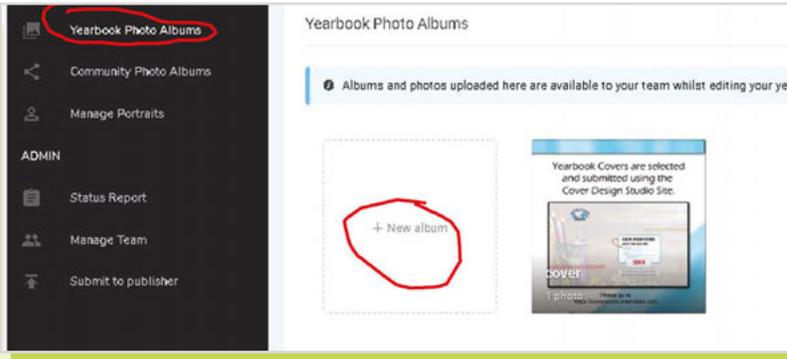
HELP Tab:



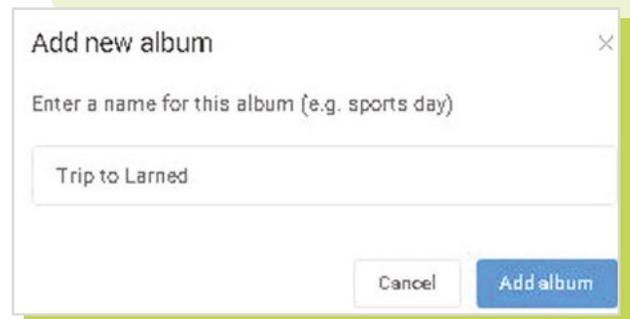
UPLOADING CANDIDS

HELP Tab:

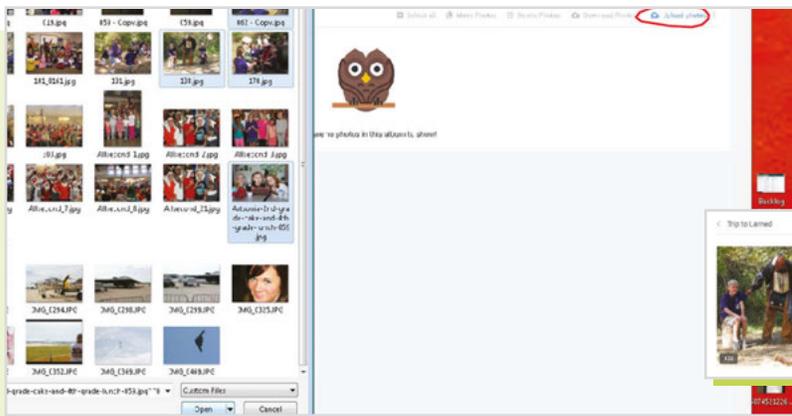
You can upload candid images inside or outside of the page editor. To upload outside of page editor click the **YEARBOOK PHOTO ALBUM** button then click the **NEW ALBUM** button to create a folder.



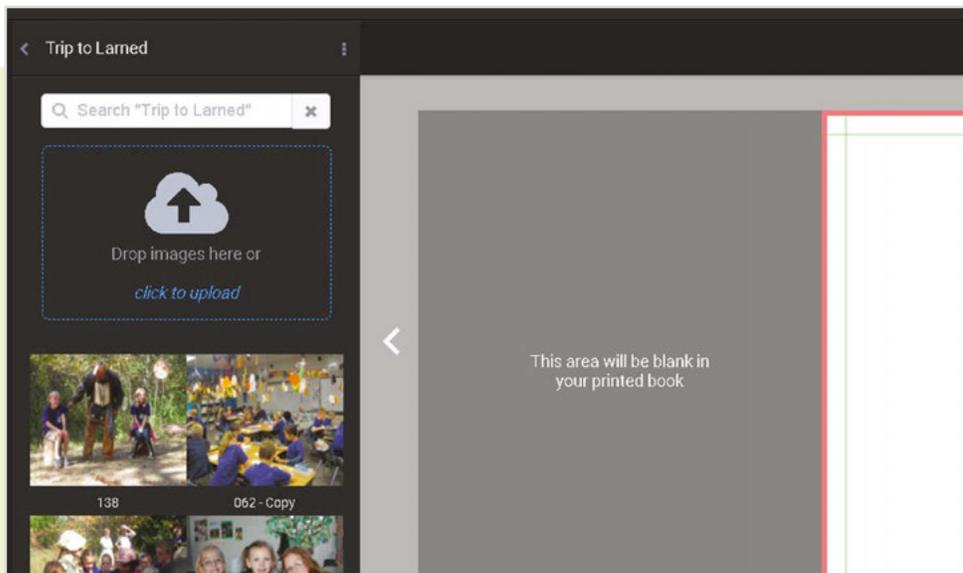
Name the Folder then click **ADD ALBUM**.



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



Inside Page Editor

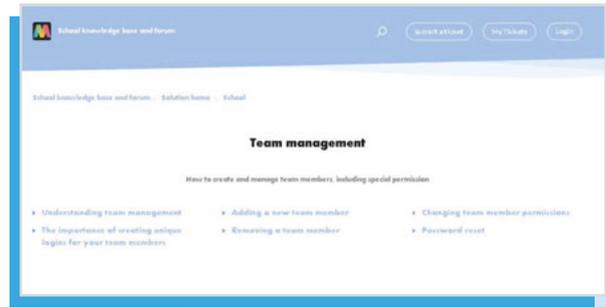


Create a new folder or find the folder you want to import images into. You can browse through images or drag-and-drop to the window.

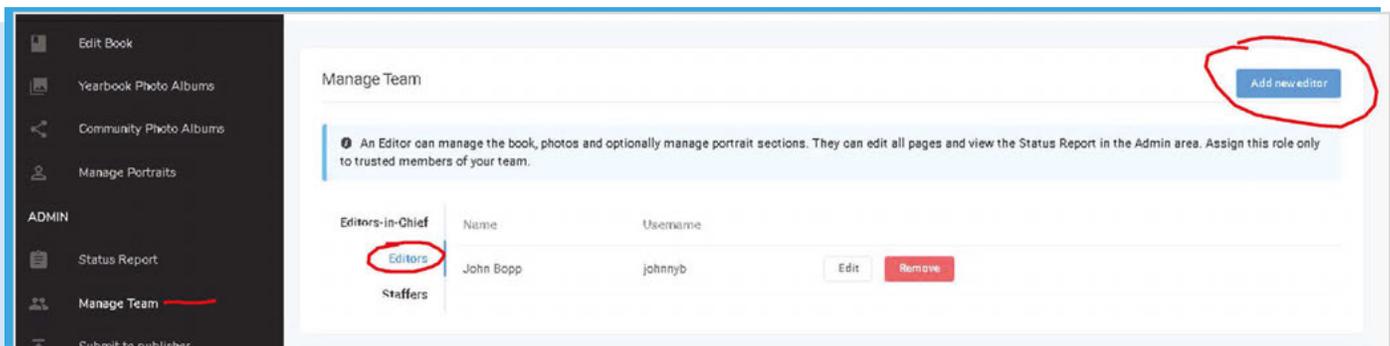
We strongly recommend organizing your candid images into very specific folders. This will allow you to locate and place images faster when you are working on your yearbook.

MANAGE TEAM

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.

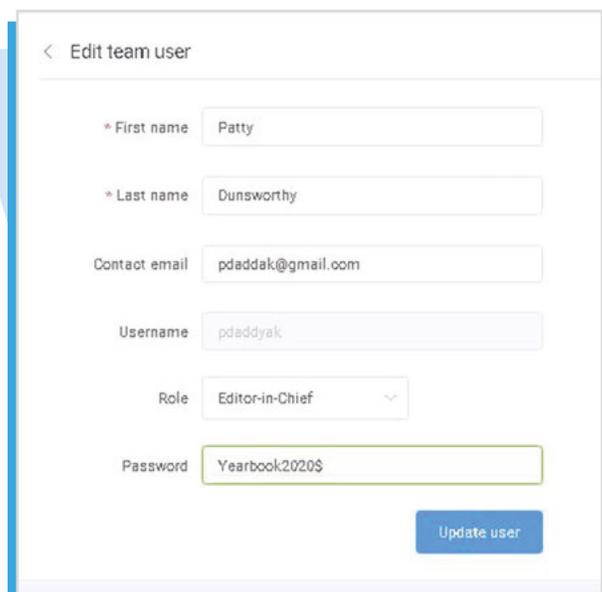


Click **MANAGE TEAM** on the left and then click on the type of user you want to add - Editor in Chief, Editors or Staffers.

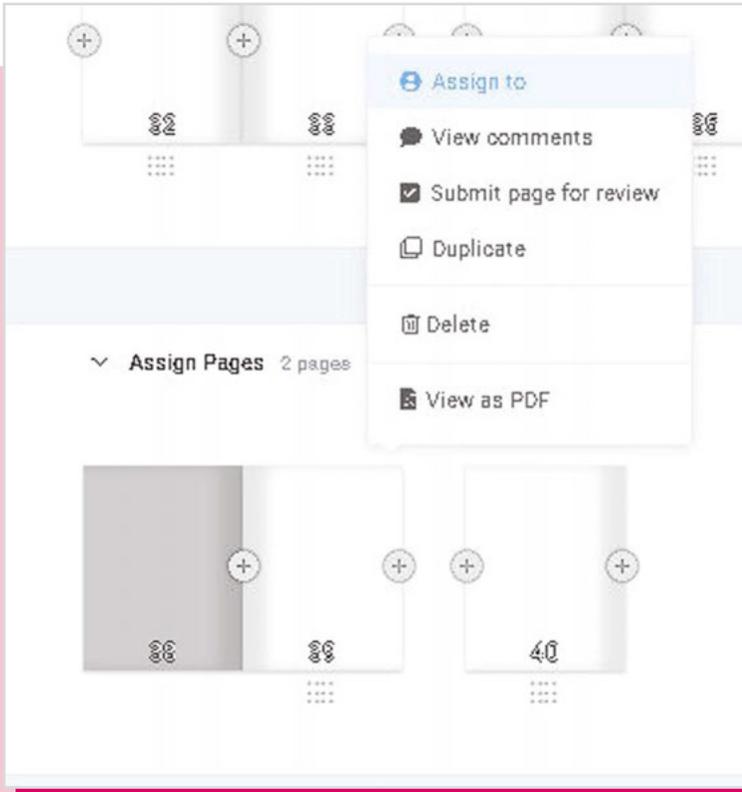
Click the **ADD NEW EDITOR**.

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

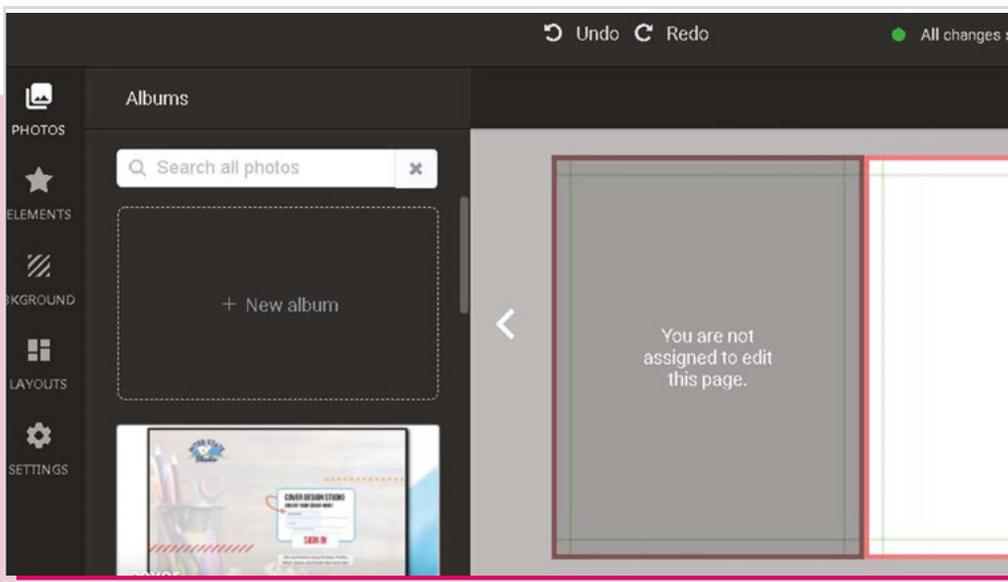
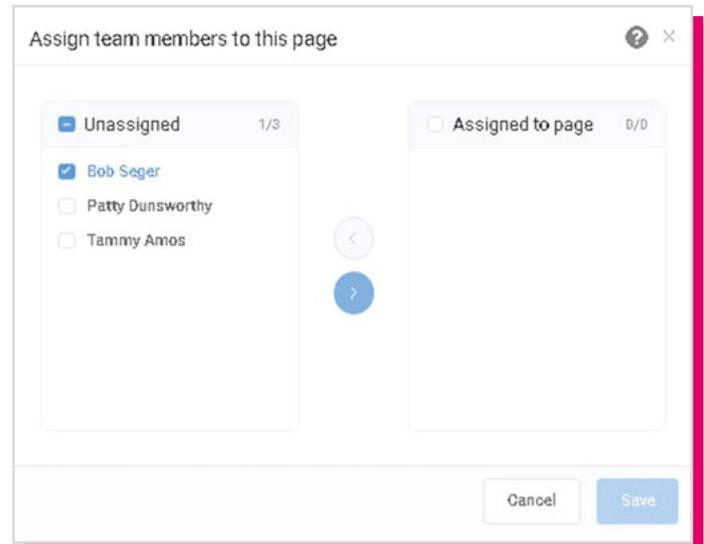
Update User.



ASSIGNING PAGES EDIT PAGES

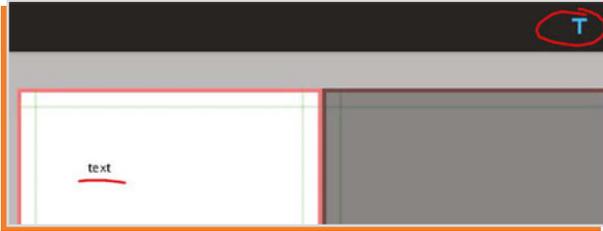


To assign a page to a team member, hover over the page, then click the three dots in the upper-right corner. Choose “ASSIGN TO”. Select their name in the left column, then click the **BLUE ARROW** to move them to the assigned column. Don’t forget to click on “**SAVE**” at the end.



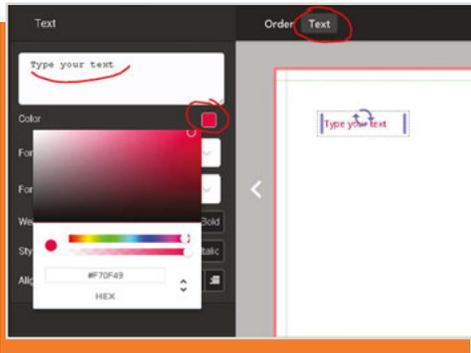
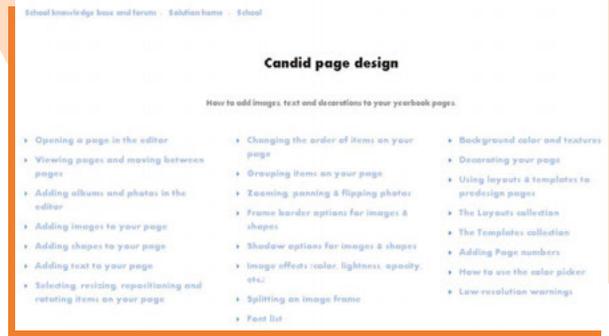
If you are not assigned to a page, you will see this alert when you attempt to edit the page.

EDITING TEXT

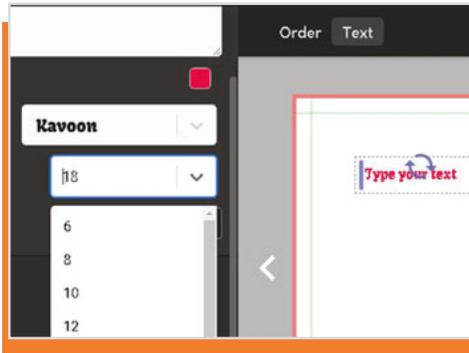


Click the **BLUE "T"** to add a text node to a page.

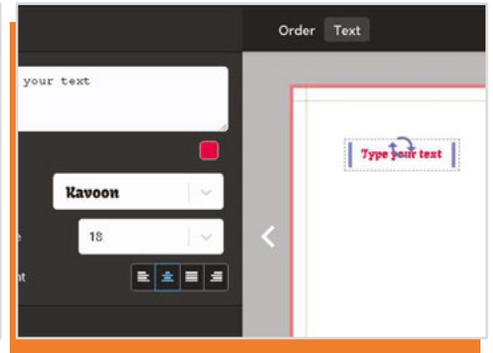
Click on the text node.



Enter text and choose a color for the text.

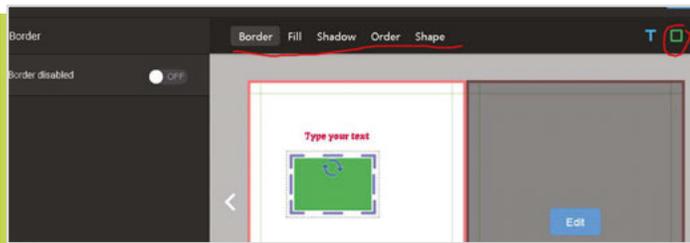


Choose a font style and point size.



Click to align text.

ADDING SHAPES



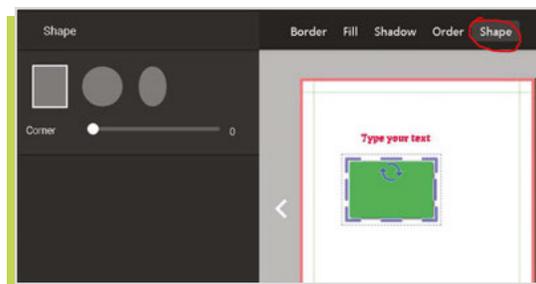
Click the **BLUE SQUARE** to add a colored box to your page. You can edit the shape to meet your needs. This image box is **NOT** an image node. You will need to add the shape and then add an image node on top of the shape to accomplish this.



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



Border

ON

Size

SHADOW



Shadow

ON

Blur

Depth

Angle

ORDER



Order

SHAPE



Shape

Corner

IMAGE FX



Image FX

Brightness

Contrast

Saturation

Grayscale

Sepia

Hue-Rotate

Invert

Blur

Opacity

Flip Horizontally OFF

Flip Vertically OFF

SPLIT



Image Tools

SPLITTER

Columns

Rows

Spacing

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.



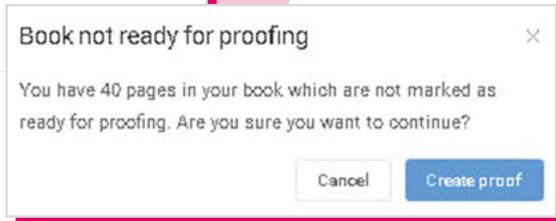
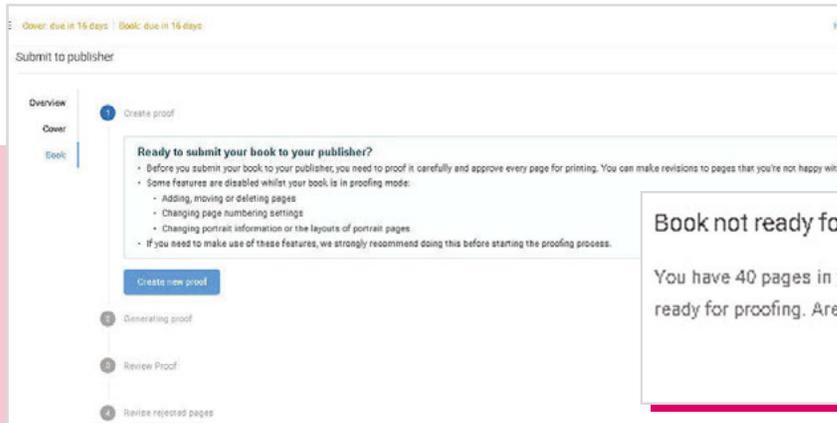
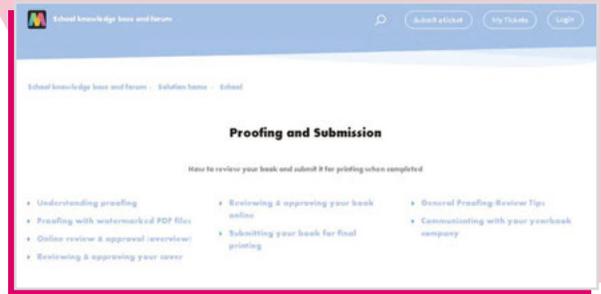
CHANGE SHAPE AND MOVE IMAGE

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.

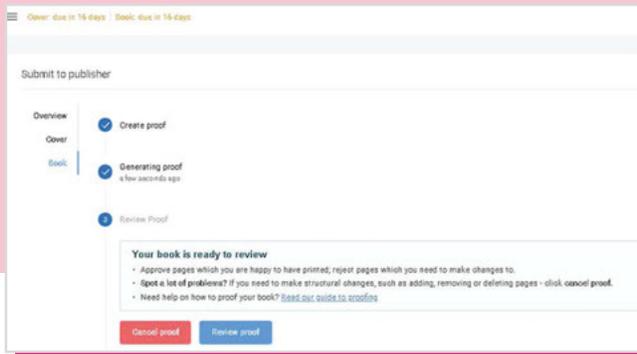


BOOK SUBMISSION

* Missing Graphic Submit to Publisher *



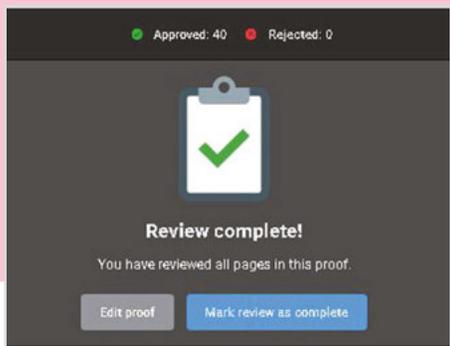
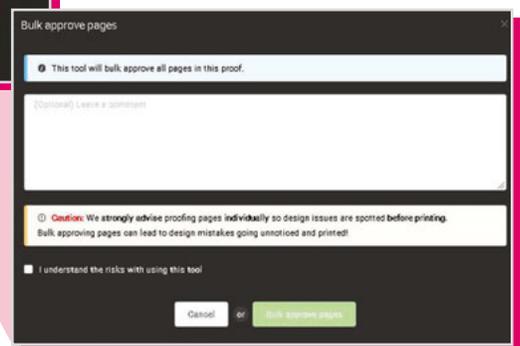
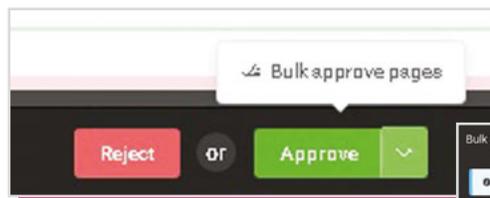
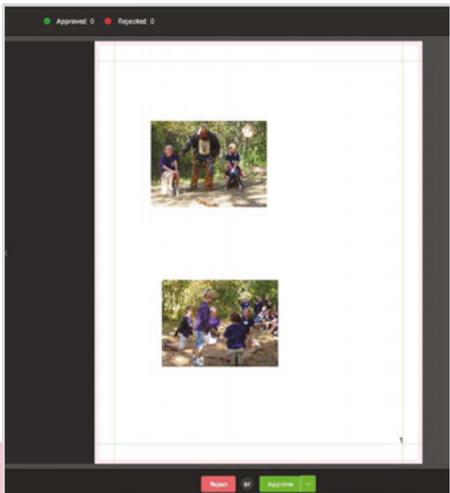
Create a book proof.



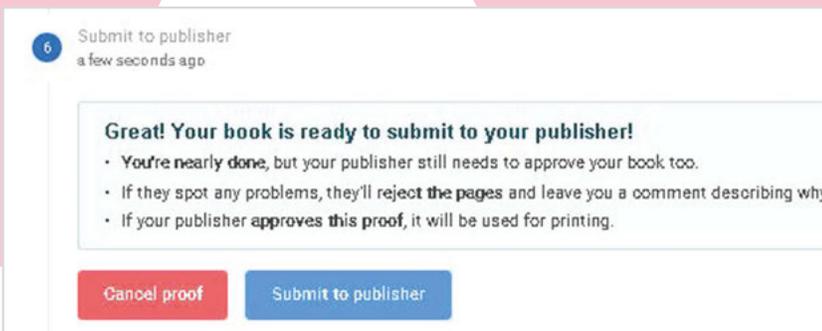
Review the Proof.

You will need to approve each page.

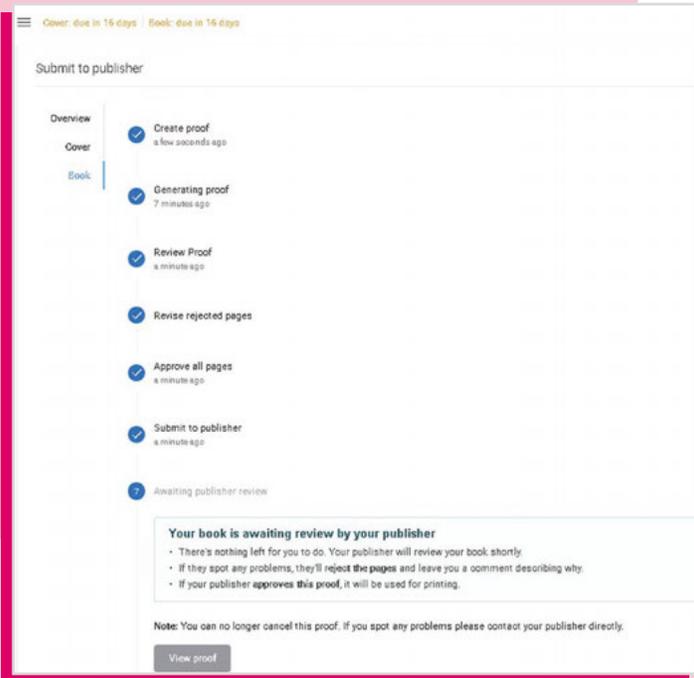
You have the ability to bulk approve your pages, but we **DO NOT RECOMMEND** doing this.



Mark review as complete.



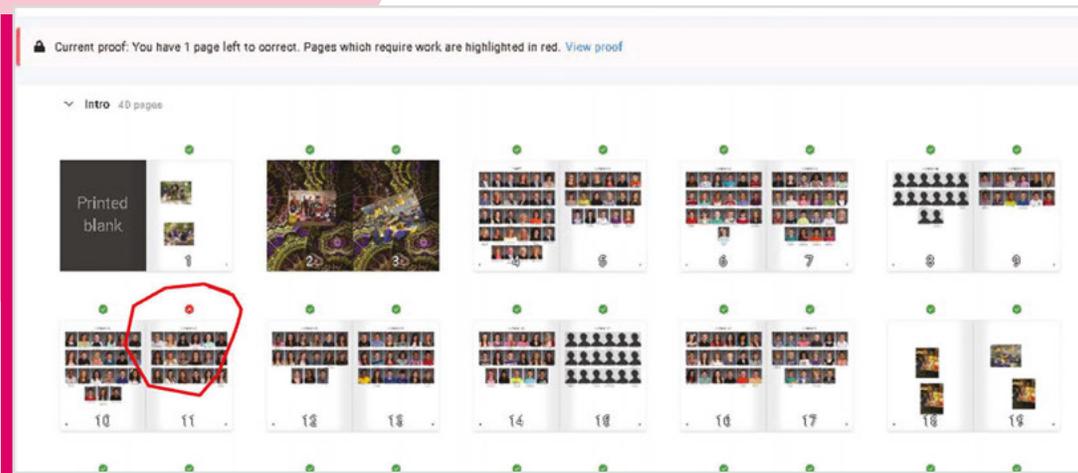
Submit to publisher.



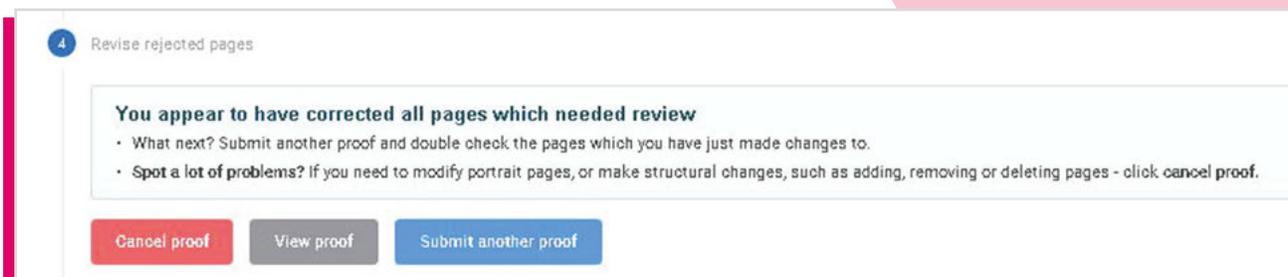
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