



DESIGNZ

YOUR YEARBOOK



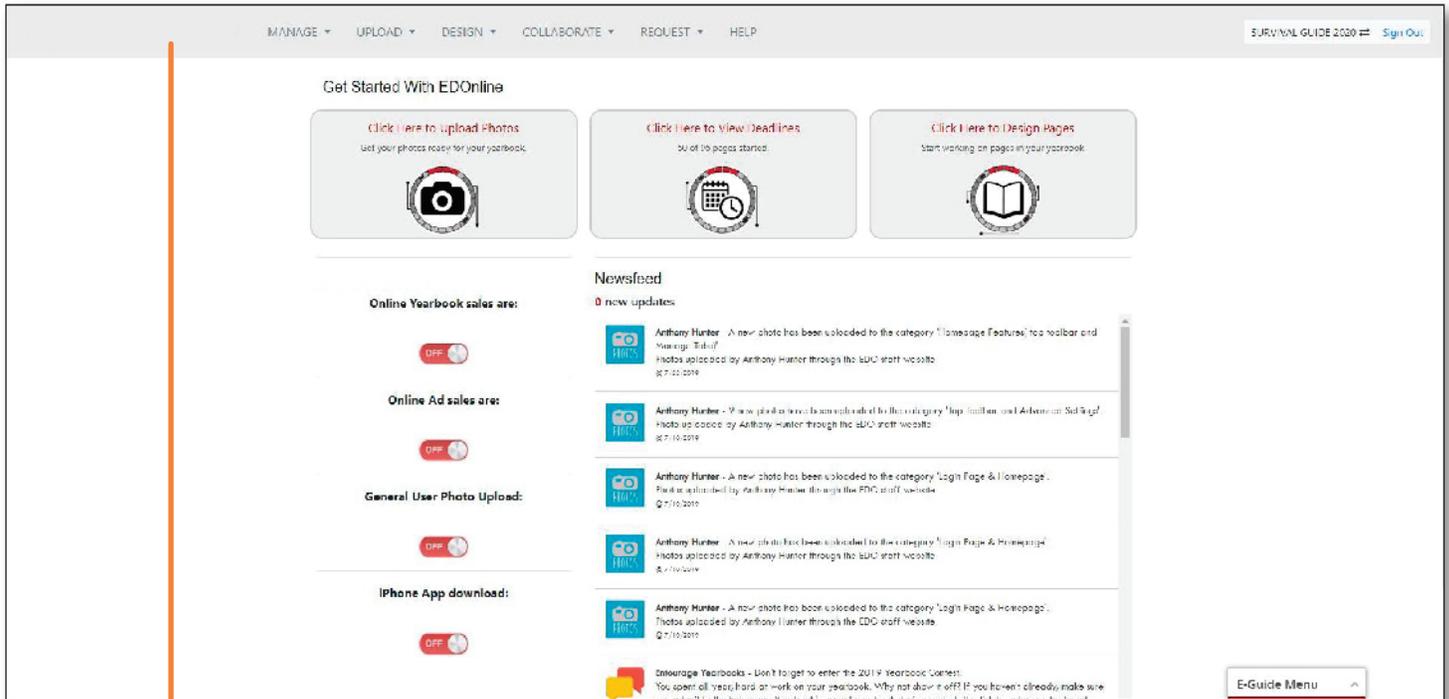
ECHO
YEARBOOK PRO



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

GETTING Started

Once logged into your Echo Yearbook Pro account and you have selected your current yearbook project, you will see three large buttons: **Upload Photos**, **View Deadlines** and **Design Pages**. These are the main tools used to create your yearbook and provide quick access to these core features.



MANAGE

The **Manage Tab** allows you to edit your account information, setup your staff and their permissions, access your yearbook ladder and any content that has been uploaded.

UPLOAD

The **Upload Tab** provides quick access to upload photos and other upload features, such as uploading PDFs and videos.

DESIGN

The **Design Tab** gives you design access to the different parts of your yearbook such as the index and general pages, as well as your People Pages. You can also request a Design Review from this menu.

COLLABORATE

The **Collaborate Tab** allows you access to Explore, Share, Discuss and Learn. These sections include the Template Library and Certification tests.

REQUEST

The **Request Tab** gives you the option to request a Proof Book.

HELP

The **Help Tab** gives you access to additional online tools.

MANAGE YOUR Team

The **Manage Staff** page is where you can add each member of your team by creating new login information, or invite staff members from previous projects to keep the same login information they already use.

MANAGE ▾ UPLOAD ▾

- Yearbook Home
- Manage Account
- Manage Ladder
- Manage Staff/Users**
- Manage Photos
- Manage Uploads
- Manage Tasks
- Manage Deadlines
- Manage Yearbook Sales
- Manage Ad Sales
- Manage LINK
- Approve For Production
- Manage Invoices
- Manage Permissions
- Page Locks

Manage Yearbook Staff and Users

Yearbook Project: SURVIVAL GUIDE 2020
 Yearbook Staff Members: 1
 Member List: [DOWNLOAD CSV](#)

Current Yearbook Staff Members Add New Staff — Create your new team member logins here!

These are staff members who have access to the yearbook project. You can change the member type to allow different permission for different types of users. Click on a staff member name to edit user settings.

#	Name	User ID	Email	Staff Type	Time Spent	Action
1	Anthony Hunter	A.HUNTR	a.hunter@inter-state.com	ADMIN	10.6 Hours	Delete

Total Time Spent on yearbook: 18 Hours 33 Minutes

Invite Staff

You can invite staff members from your other yearbook projects to this yearbook project. Simply click, "Invite Staff" for each member you would like to invite.

Yearbook	Name	User ID	Email	Staff Type	Action
T PROJECT - Template Previews Account	Alex VonBriel	ALEXANDIRA@INTER-STATE.COM	alexandra@inter-state.com	Administrator	Invite Hide In List
T PROJECT - Template Previews Account	Heather	HEATHER123	heather.licnitz@inter-state.com	Administrator	Invite Hide In List
T PROJECT - Template Previews Account	Nicole Lipnitz	24752	nicole@inter-state.com	Administrator	Invite Hide In List
Lucas-Sylvan Elementary 2019	Bailey	BAILEYEVANS@INTER-STATE.COM	bailey.evans@inter-state.com	Editor	Invite

Staff Member Information

Update the profile information for this yearbook staff member. You can update the contact email, change the password, and select member status and position.

User ID:

email addresses are recommended for user IDs. You can invite existing users if you know their User ID.

Name:

Email:

Phone Number:

Password:

Confirm Password:

Staff Member Status:

Staff Member Type:

Admins - Have complete access to everything
 Editors - Can design pages, upload photos and access the collaborate tab
 Staff - Can only upload and view photos
 To edit those default permissions please go to Manage Permissions

EDOnline Designer Type:

Receive Notices:

Receive email notices about training and support resources for creating your yearbook.

The 3 Staff Member Types:

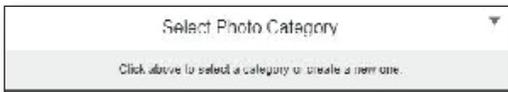
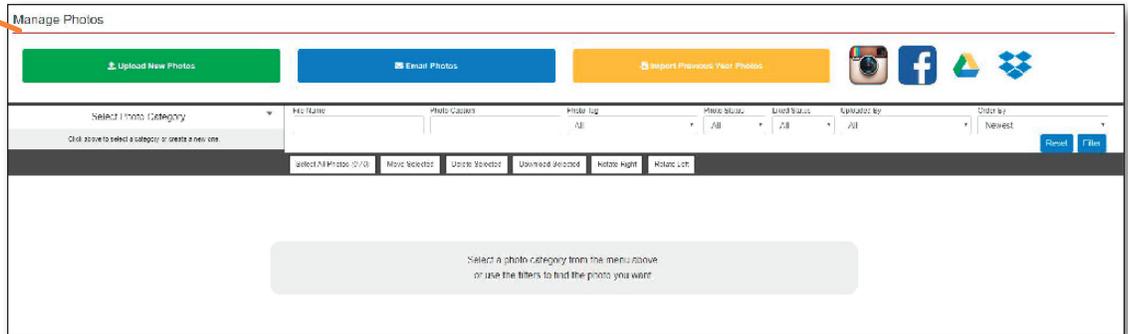
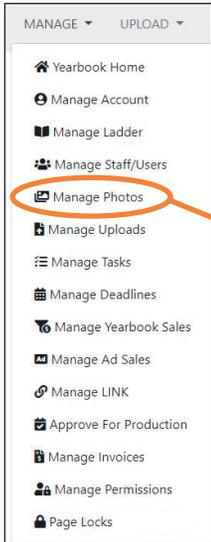
- ADMIN:**
Recommended for the primary contact and those who need full design and account/invoice access.
- EDITOR:**
Recommended for students and those who require access to the **Designer** and **Collaborate Tab**.
- USER:**
Recommended for those who need only limited access to the website, such as **Manage** and **Upload Photos**.

These types can be customized via the Manage Permissions page.

UPLOAD AND Manage Photos

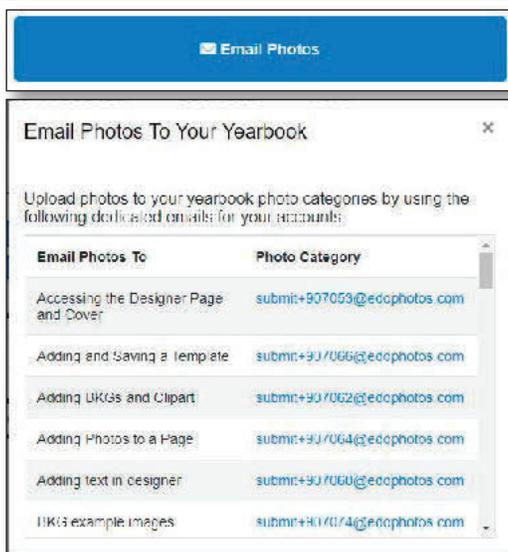
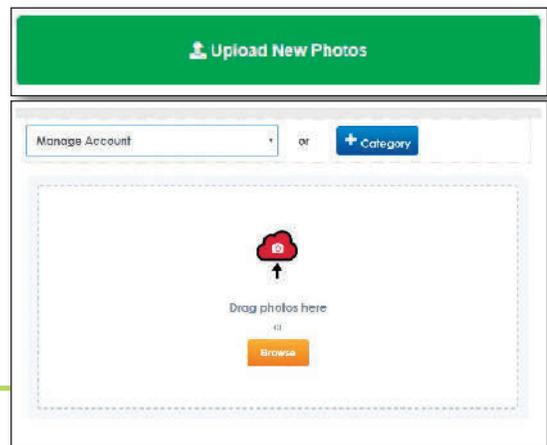
Organize Your Photos

Utilize the **Manage Photos** page to organize your library of photos before or as you upload. This page is integrated with Instagram, Facebook, Google Drive, Dropbox and email submission.



To begin, create your photo categories by clicking on the **Upload New Photos** button, then **Create Photo Category**. You can also designate an existing category as a Parent category when creating a new category to make a folder within a folder.

Once your category is selected, click on the **Upload New Photo** button. To upload photos from your files, click Browse and navigate to the photo file(s) on your computer.



Each category that you create will be automatically assigned an email address. The list of addresses can be found in the **Email Photos** button.

Provide parents, teachers and other members of the school community with the corresponding email address(es). Any attached or embedded photos will automatically upload to that specific category once the email is sent.

UPLOAD AND Manage Photos

Upload PDFs to Website

If you have any PDF files you need to upload to the project, you can do so in the **Manage Uploads** section.

MANAGE ▾ UPLOAD ▾

- 🏠 Yearbook Home
- 👤 Manage Account
- 📖 Manage Ladder
- 👥 Manage Staff/Users
- 📷 Manage Photos
- 📄 Manage Uploads**
- ☰ Manage Tasks
- 📅 Manage Deadlines
- 📊 Manage Yearbook Sales
- 📄 Manage Ad Sales
- 🔗 Manage LINK
- ✅ Approve For Production
- 📄 Manage Invoices
- 👤 Manage Permissions
- 🔒 Page Locks

Manage Uploaded Pages

The following is a list of files that have been submitted for this yearbook. The uploaded PDFs are located in the "Insert Photo Menu" under the PDF tab in the LCP online Designer.
If you have any questions about this content or how to use this page, you can contact technical support, at support@centuryyearbooks.com.

The following is a list of Residual have been submitted for this yearbook. The uploaded PDFs are located in the "Insert Photo Menu" under the PDF tab in the LCP online Designer.
If you have any questions about this content or how to use this page, you can contact technical support, at support@centuryyearbooks.com.

View

Delete Selected Upload File

All file types

Select All	File	Type	Uploaded By	Size	Notes/Status	Date	Placed on Page	Action
<input type="checkbox"/>	PROOF GUIDE COVER.pdf	PROOF GENERAL	Anthony Turner	12 KB	Pages: 1	12/19/19 12:23:00 PM		Download
<input type="checkbox"/>	Index print1.pdf	PROOF GENERAL	Anthony Turner	29 MB	Pages: 1	12/19/19 12:23:00 PM		Download
<input type="checkbox"/>	Index print2.pdf	PROOF GENERAL	Anthony Turner	43 MB	Pages: 1	12/19/19 5:00:05 PM		Download
<input type="checkbox"/>	18x 2 Yearbook Kit.pdf	PROOF GENERAL	Anthony Turner	116 MB	Pages: 1	12/19/19 5:00:05 PM	10,50,94,1,2,6,20,34,42,51,7,10,25,14,45,70,1,10,54,51,62,74,6,90,6,22	Download
<input type="checkbox"/>	18x 1 Yearbook Kit.pdf	PROOF GENERAL	Anthony Turner	110 MB	Pages: 1	12/19/19 5:00:05 PM	92,40,31,35,75,12,60,4,8,9,91,34,20,16,60,14,52,20,44,49,64,72,16,85	Download

You can view any PDFs that have been previously uploaded to the account here.

Upload Other Content

Upload your original artwork or any other type of file that are required for this yearbook design. You can upload images, documents, PDFs, etc.
The following file types are supported on this uploader: pdf, .bat, .txt, .doc, .ppt, .rtf, .mov
File type restrictions, unless noted, may not be supported through this uploader.
Only PDFs can be placed directly into the yearbook layout.

Upload File:

Choose files to upload

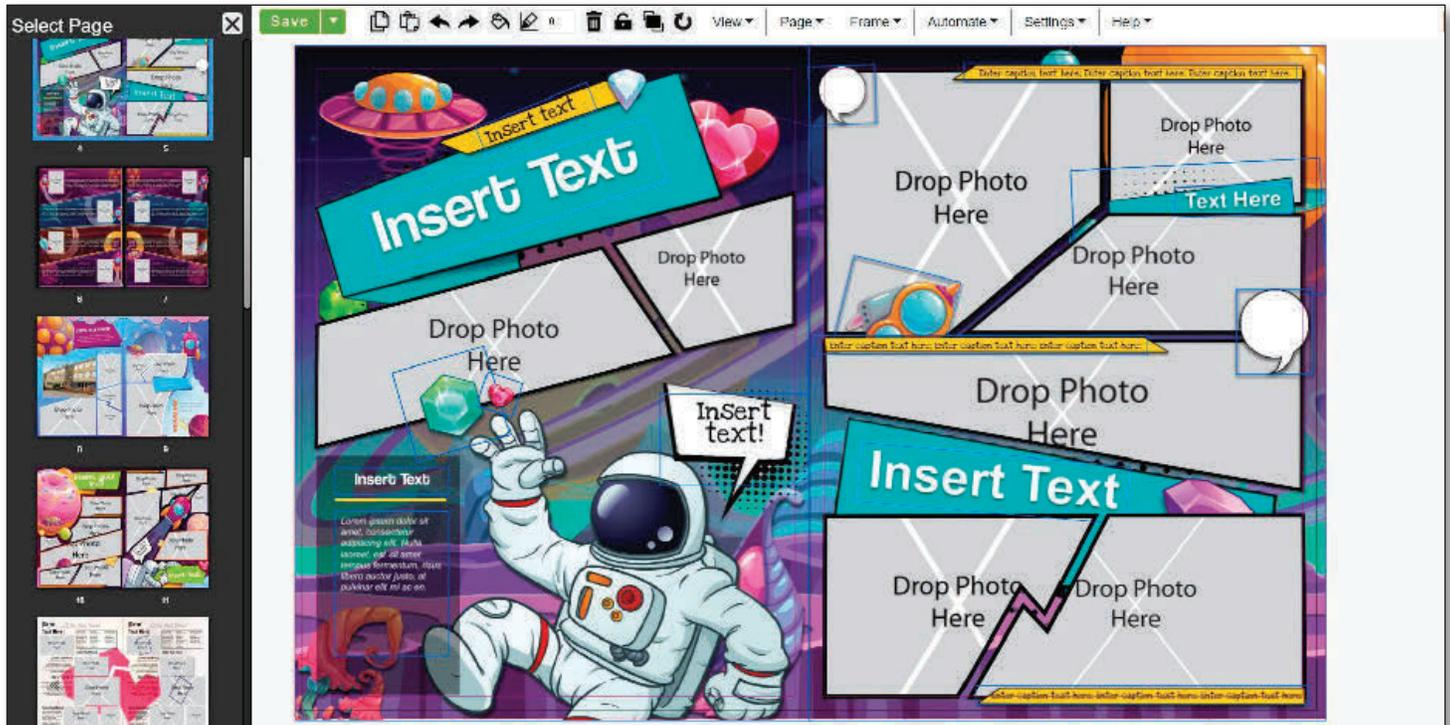
Content Type:

Content Category:

Comments & Notes:

Click the **Upload File** button. You can then select any page design PDFs you have created outside of the program. Designate the content type and any appropriate comments, then click **Upload File** button to complete the process.

The **Design Tab** gives you design access to the different parts of your yearbook such as the index, general pages and People Pages. You can also request a Design Review from this menu.



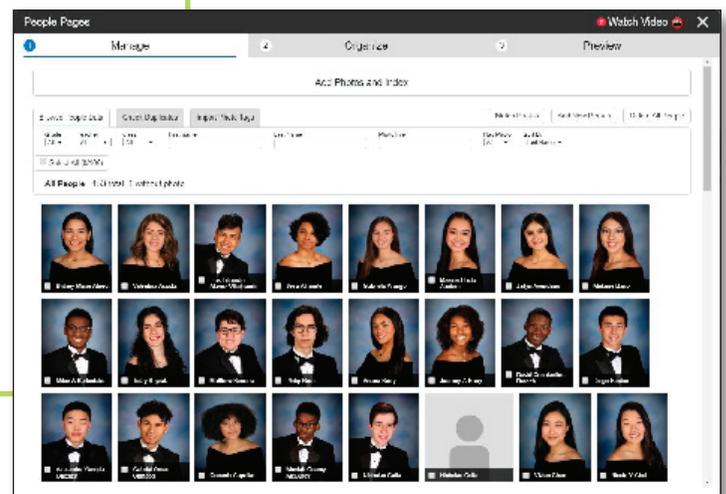
Page Design:

Choose a page to design from the ladder preview on the left side of the screen. You can then use the tools to design your pages.

Design People Pages:

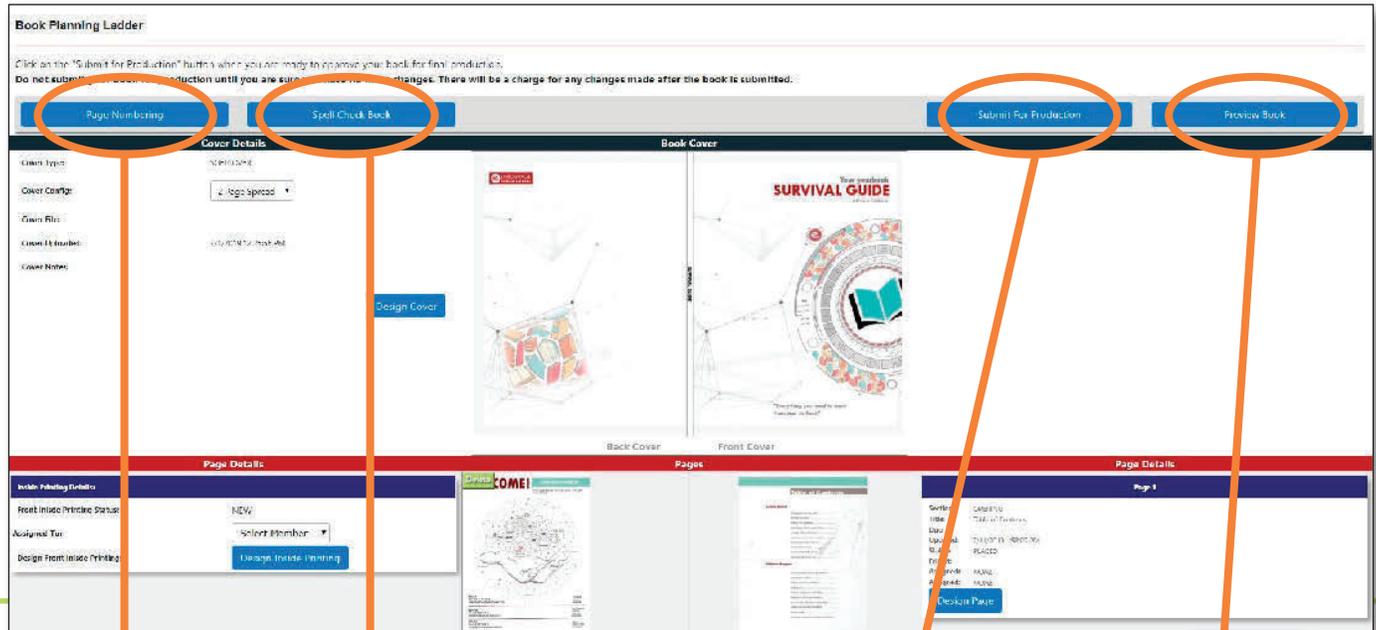
In this section you can create student portrait pages in three steps.

1. Student portraits and data will be uploaded to your account by Inter-State Studio. If you are an Inter-State Studio photography customer we will seamlessly upload your images and data. If you are not a photography customer we will need you to send us your PSPA CD to upload this information for you.
2. Select students by class, grade or teacher. Then, choose a template.
3. Automatically flow all of your student portraits onto specified yearbook pages.



Planning Your Yearbook Pages

View your yearbook progress, assign pages to staff, designate page content and directly access pages to design.



PAGE NUMBERING:

Add page numbers to your yearbook pages. Simple and advanced options are available.

SPELL CHECK BOX:

Review potential spelling errors page-by-page. This feature will make approved corrections to your page(s) automatically.

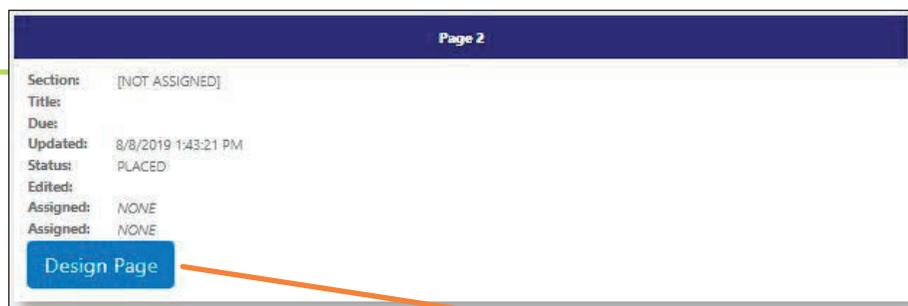
SUBMIT FOR PRODUCTION:

When you are ready to submit your book for production, this button will take you to the approval form.

PREVIEW YEARBOOK:

View the digital flipbook of your yearbook progress. You can also generate a PDF version of your book sent to an email address of your choice.

Please Note: Your yearbook cover will be created in a separate program from Echo Yearbook Pro. You will receive an email with login information to Cover Design Studio. This software will allow you to select from any of our 30+ standard covers and allow you to upload your custom cover.



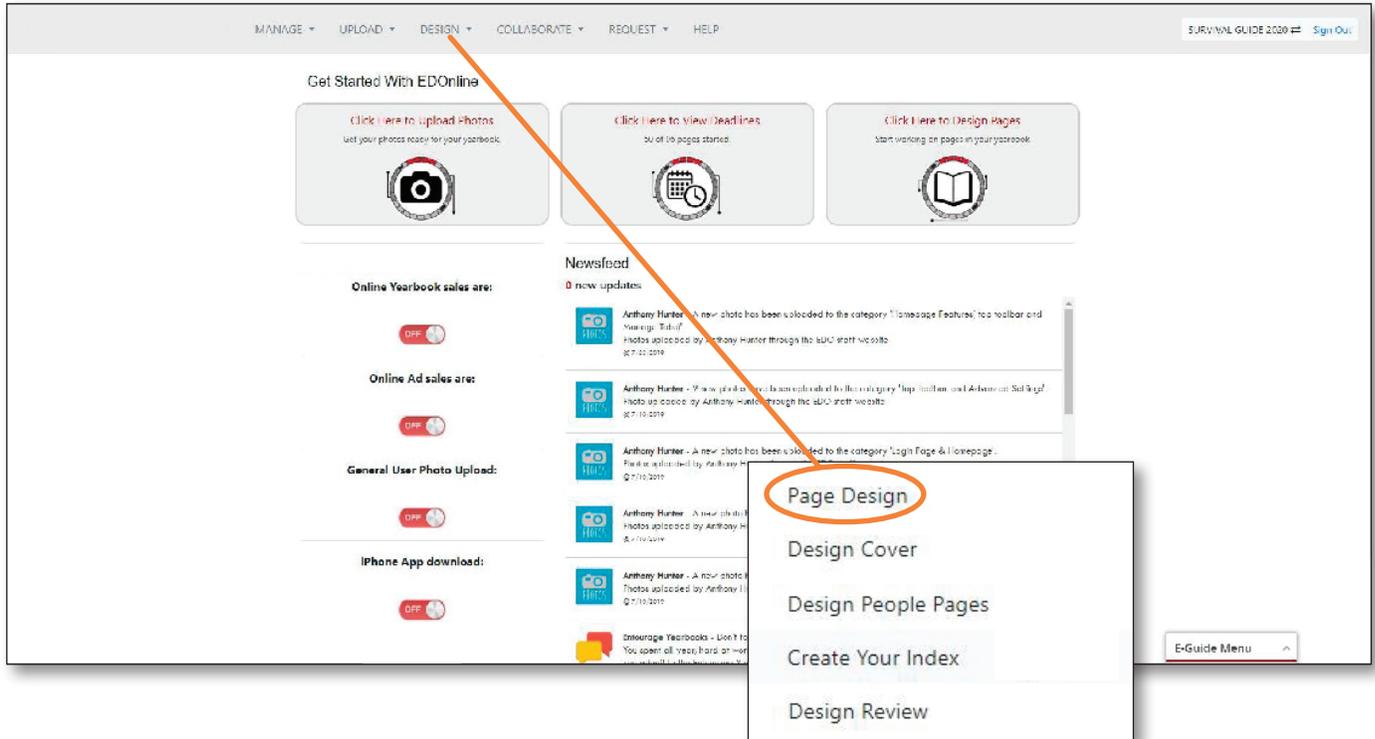
In these boxes you can assign pages to members on your team. You can also lock certain pages once they are complete to prevent further editing from non-admin staff members.

You can access your designer by clicking on the **Design Page** button next to the corresponding page you would like to access.

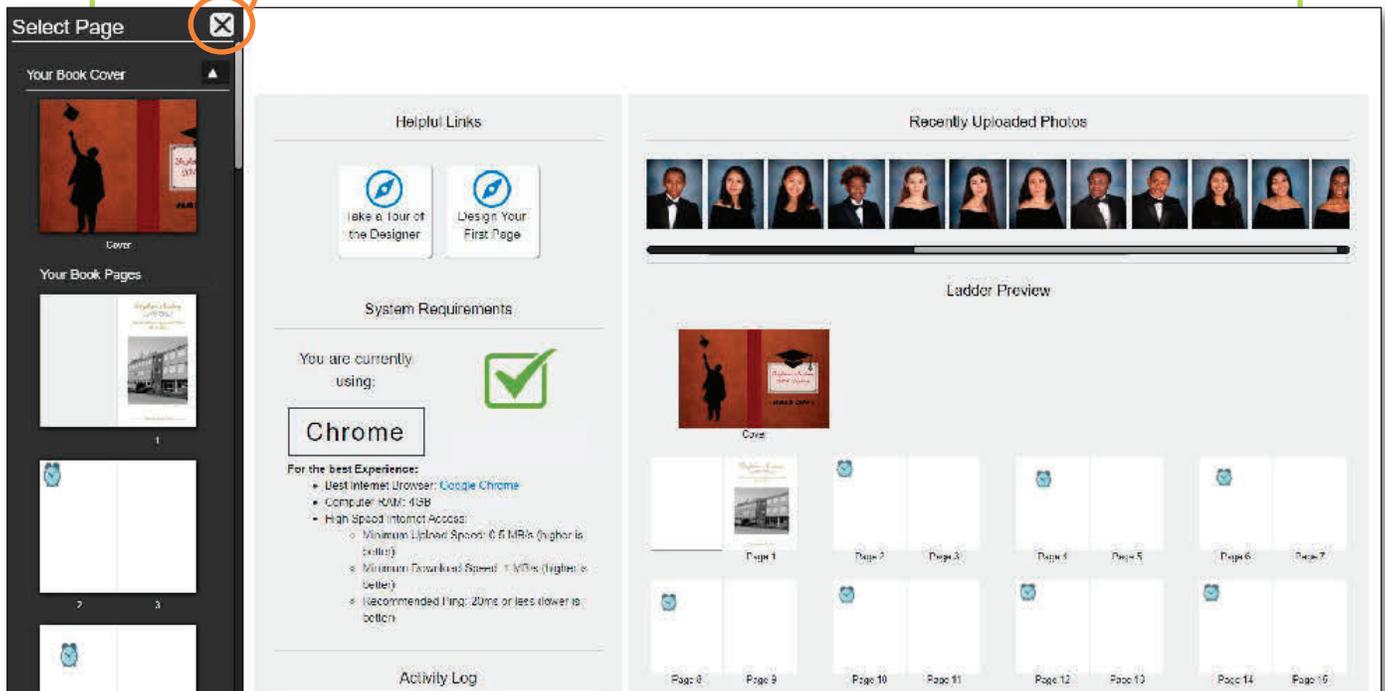
ACCESSING THE Designer

When in Echo Yearbook Pro:

Access the designer using the **Design Tab** or **Manage Ladder**. Only one person can access a spread at one time. It is recommended to use Google Chrome or Mozilla Firefox as your browser while you design your pages.



Click the gray X to hide the Select Page side menu for pages and return to the left toolbar.

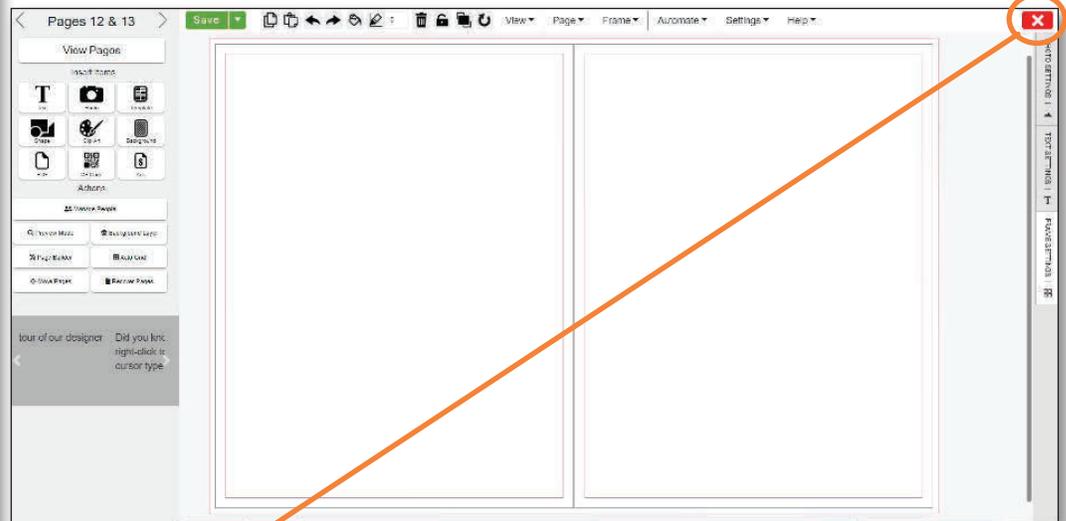


IN THE Designer

Welcome to the designer!



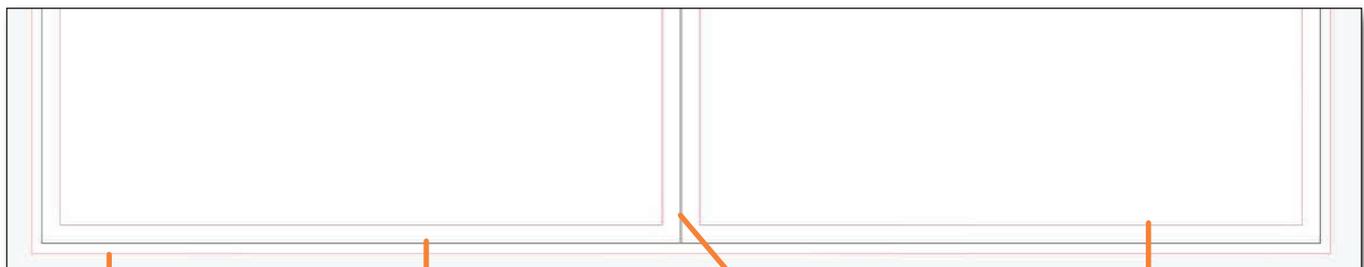
On the left side of the page is the **Select Page** menu. Select a spread to open the pages and begin your design.



Click the red X button at the top right of your page in order to close the designer and return to your ladder.

Page Guides

While in the designer, these colored lines on the canvas will guide the placement of your content:



RED GUIDELINE

This is the bleed line. All backgrounds should meet or exceed this line completely to ensure a clean bleed off the page.

BLACK GUIDELINE

This is the trim line, where the pages will be cut during production. This designates the actual page edge in the final product.

BLACK CENTER LINE

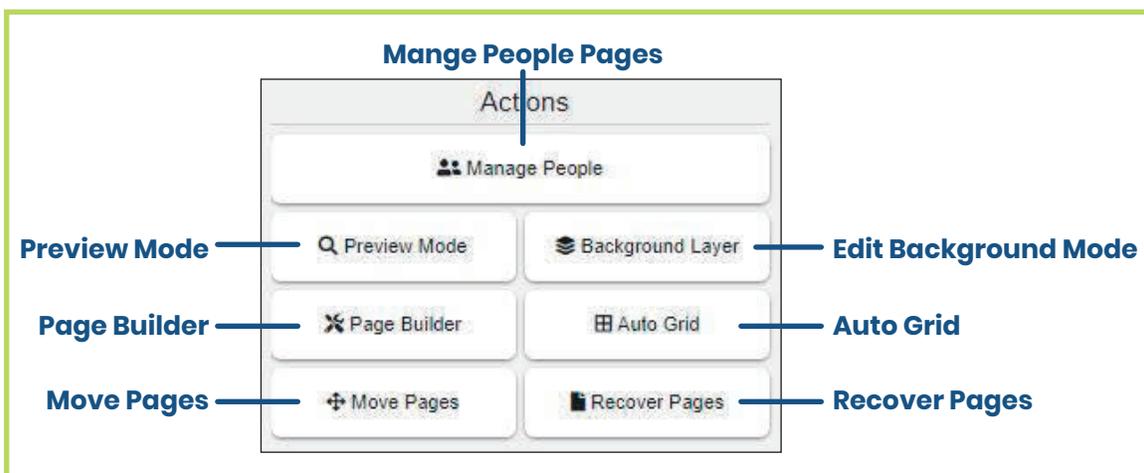
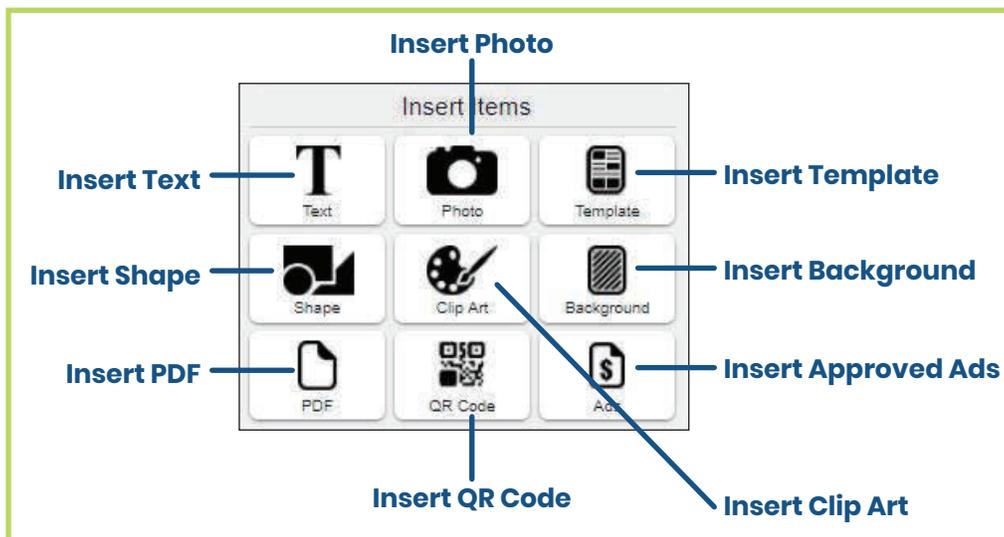
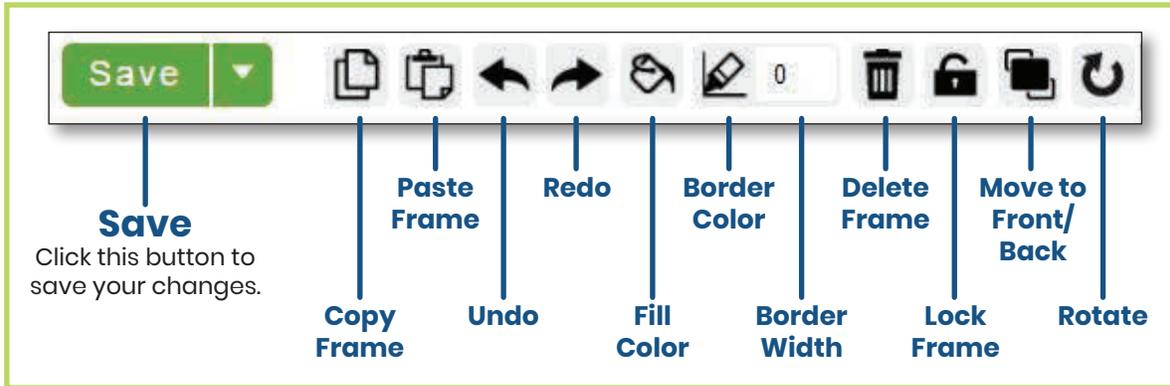
This is the center of your spread, where the pages will be bound to the cover. Make sure text or faces in pictures are not in this area.

PURPLE GUIDELINE

This is your margin or "safe zone". Any items you do not want to get cut off must stay within the purple guidelines.



Top and Left Toolbars:



DESIGNER *Tabs*



View Tab

In the **View Tab**, check the box next to the feature you would like to activate. With the **Ruler**, measure the dimensions in inches and distance of objects to the page edge. The **Snap To** feature will display a green line when an object aligns with the edge of another object while being moved. The **Grid** feature will overlay a transparent graph onto your page.

Page Tab

The **Page Tab** offers the options to mirror a page layout or clear a page when you want to start over from scratch.



Frame Tab

The **Frame Tab** provides quick access to frame settings such as add drop shadows to an object, add rounded corners to a selected object, or apply wrap text to an image so that text wraps around its edges.

Automate Tab

In the **Automate Tab**, you can manage your people pages. You can also access the index generator.



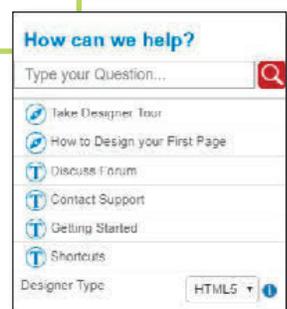
Settings Tab



In the **Settings Tab** you can manage page locks that are created by your staff members. This is useful when a staff member does not properly close a spread. Deleting the page lock will allow other members to access the spread.

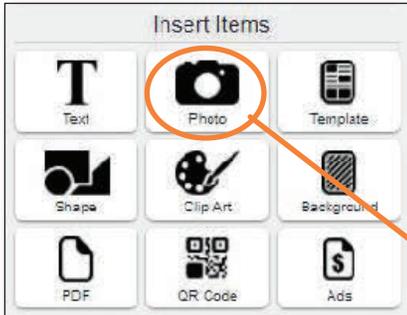
Help Tab

The **Help Tab** is another way to access support documents. For additional help from our technical support staff please contact us at 1-888-823-6957.

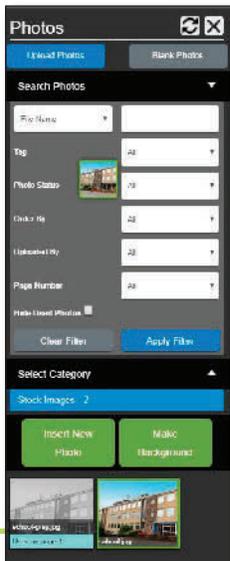


ADD PHOTOS To Pages

Place Photos:



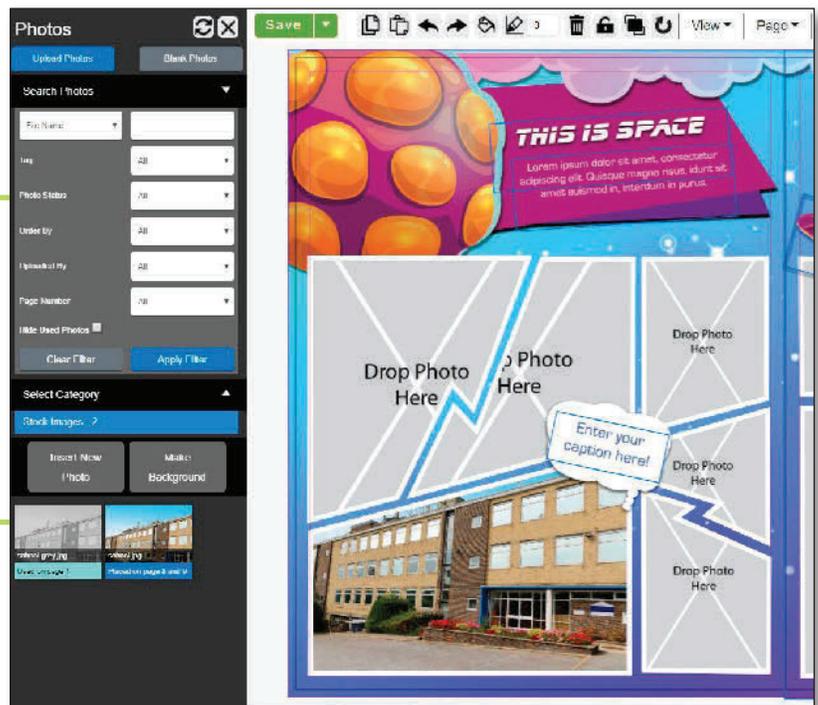
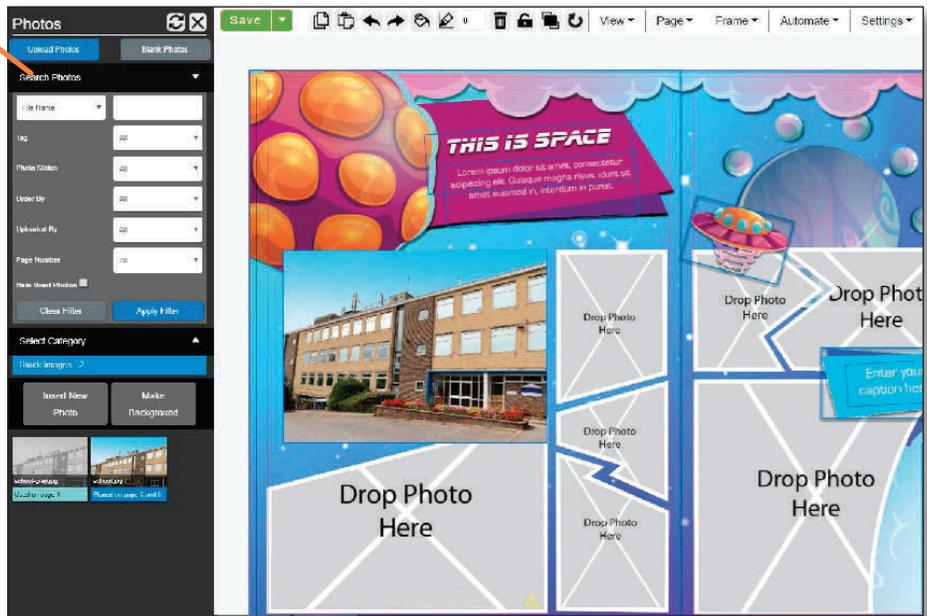
Access the designer using the **Design Tab** or **Manage Ladder**. Only one person can access a spread at one time. It is recommended to use Google Chrome or Mozilla Firefox as your browser while you design your pages.



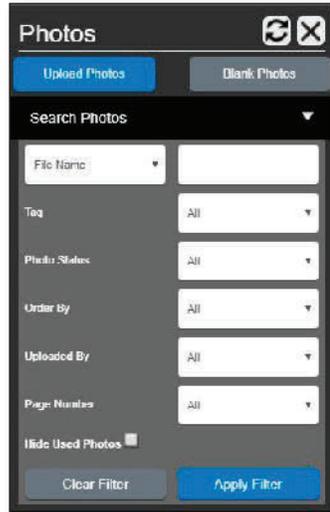
After you select the photo, click anywhere on the page canvas and it will appear.

If you have inserted a template, there will be **Drop Photo** boxes. After you select a photo, click inside a Drop Photo box and it will appear.

If a placed photo does not fit properly, you can adjust it by using the **Photo Settings Tab** on the right hand side of the designer.



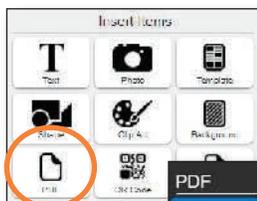
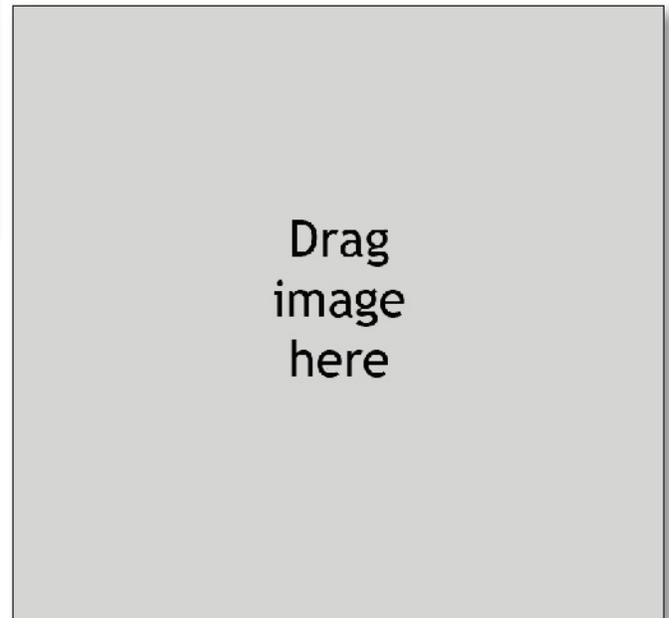
ADD PHOTOS *To Pages*



Drop Photo Boxes:

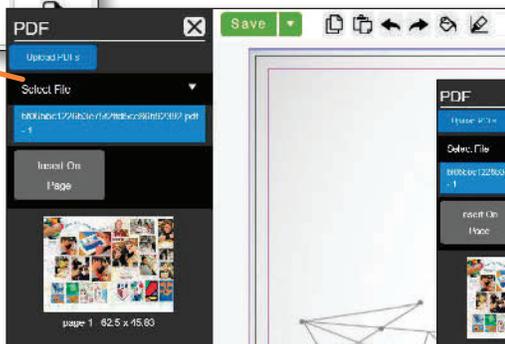
You can insert these placeholder boxes as well.

These are useful at the beginning of your project if you want to design a page without having photos available for that page.



Add a PDF:

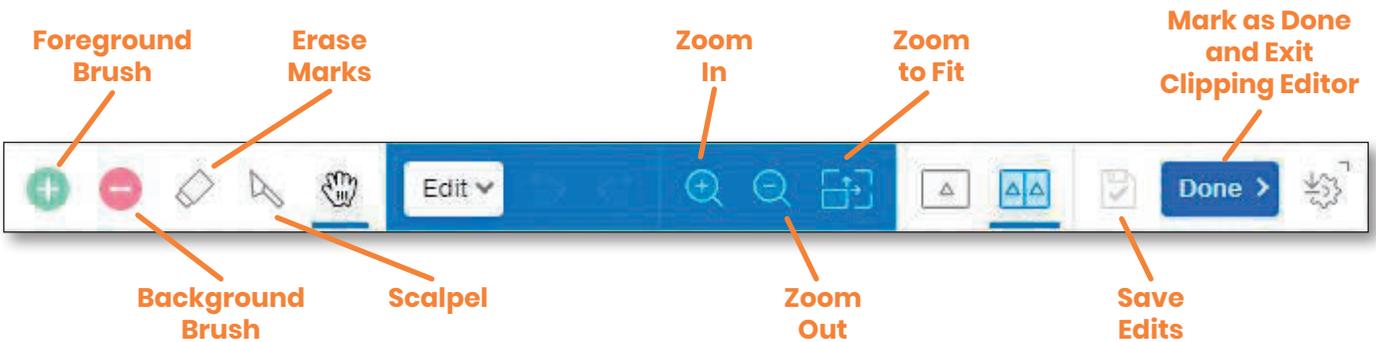
Once you upload a PDF under **Manage Uploads**, you can place it on the page by clicking the **Insert PDF** button on the left toolbar.



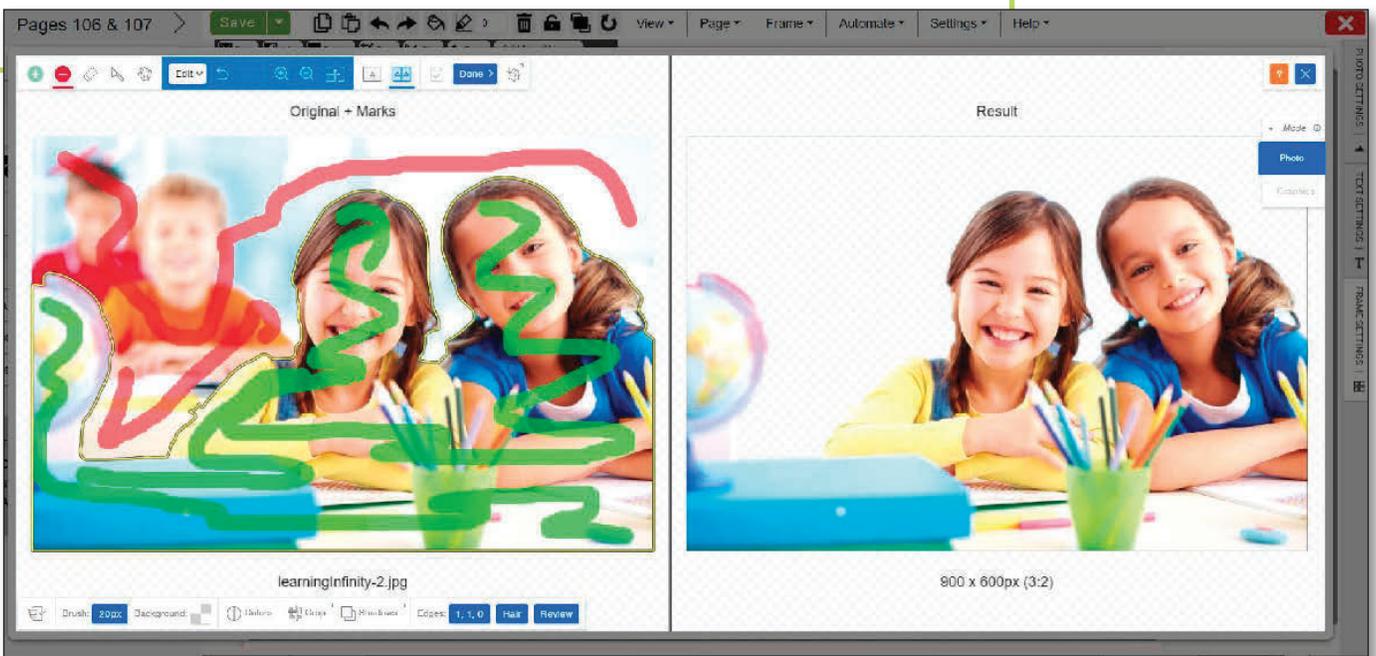
CLIP Photos



When a photo is selected on the page, a **Photo Edit Toolbar** will appear under the top toolbar. In this toolbar, select **Clip** to remove the background from an image.

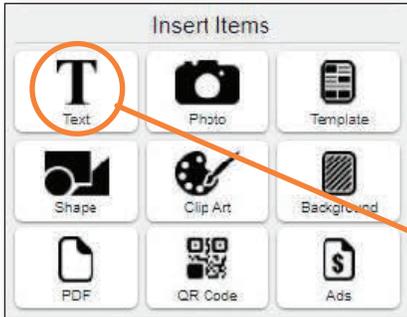


Use **Foreground Brush** for everything you want to keep in the photo.
Use the **Background Brush** for anything you want to get rid of on the photo.



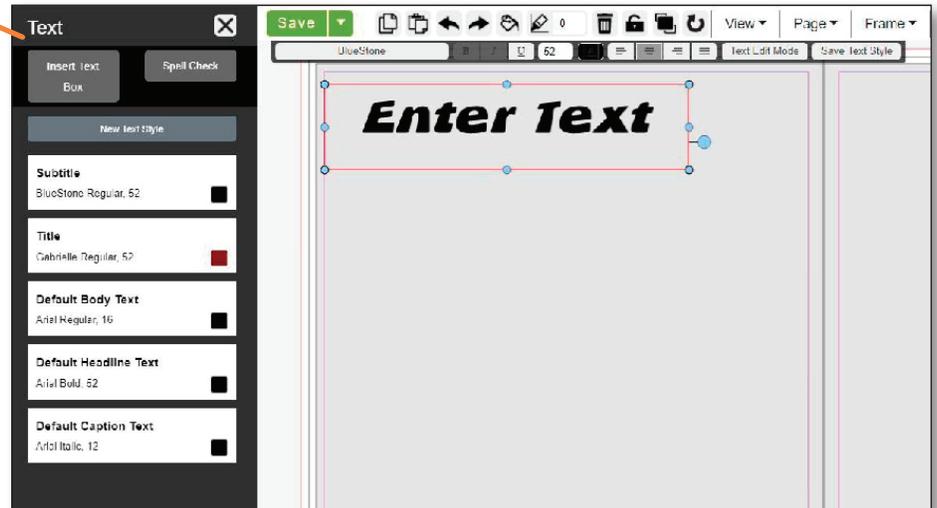
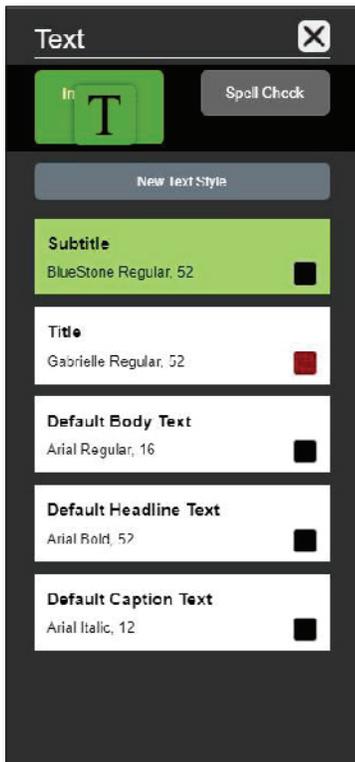
You are given 500 clipping credits at the start of your project. Each time you click **Done** you spend a point, so please use the clipping feature wisely. If you run out of clipping credits, or do not seem to have any, please contact tech support.

ADD Text

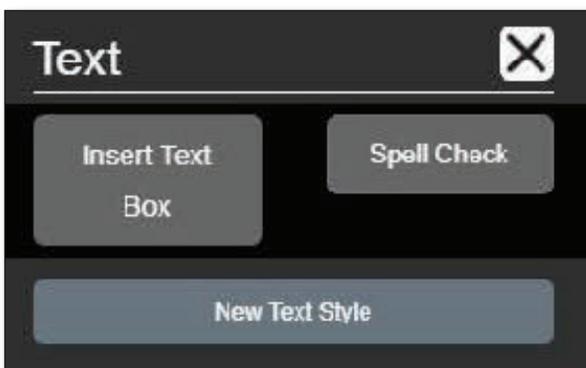


Place Text:

Select the **Insert Text** button in the **Insert Items** section of the left toolbar. Click on a default style and click onto the page to insert the text box.

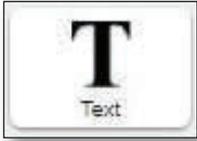


Once the text is placed on the spread and the text box is selected a **Text Editing Toolbar** will appear under the top toolbar. See more details on the next page.



You can also **Save as New Text Style** so that you can re-use your text settings later without the need to reformat your text each time you place a new text box.

EDIT Text

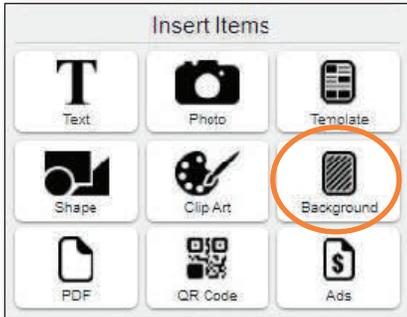


Once the text is placed on the spread, and the text box is selected, a **Text Editing Toolbar** will appear under the top toolbar.



Choose from our selection of various fonts and styles that will fit your yearbook page or theme. "Busy" fonts, such as Boogie Nights, are recommended for headlines only.

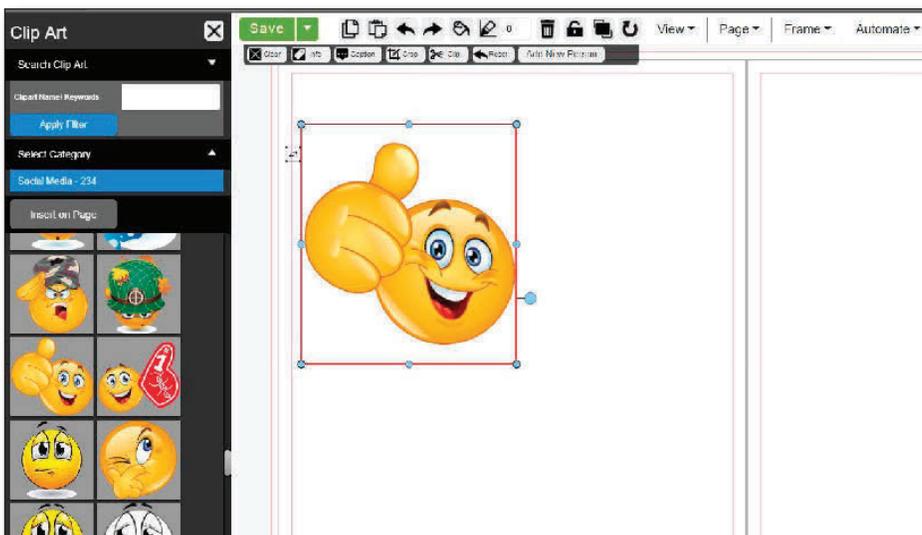
ADD BACKGROUNDS & *Clip Art*



To add backgrounds, click the **Insert Background** button on the left toolbar. Select a category or search for a specific background type using the keyword search button. Click on the desired background and click onto the page to insert it. Some backgrounds are intended for placement on one page and others will cover an entire spread.

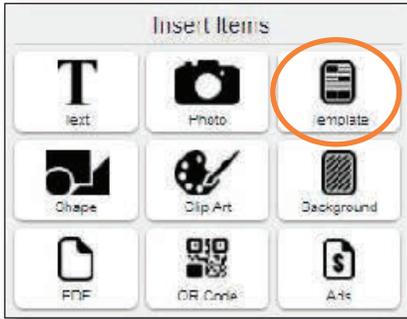


In order to edit the background you must be in **Background Layer** mode, found in the **Actions** section on the left toolbar. In this mode, you will be able to select or edit your background layer.



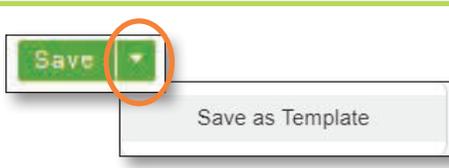
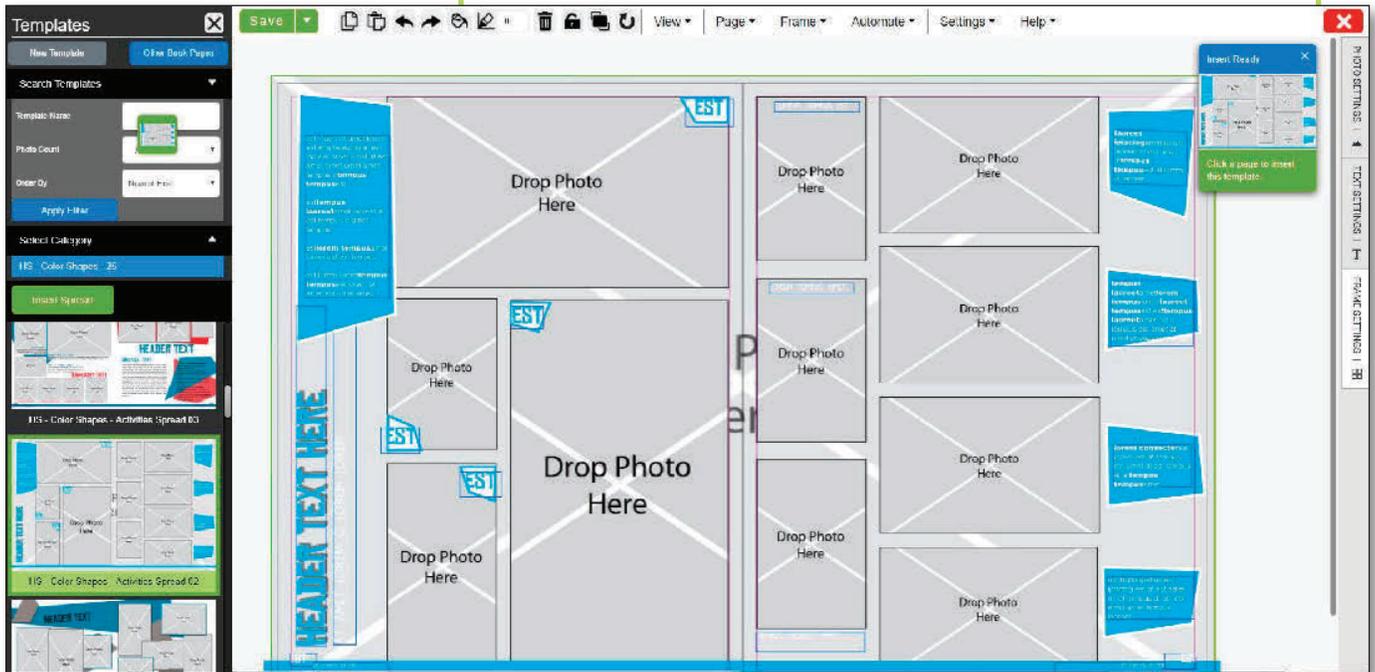
Add **Clip Art** to add to the theme of your page. There are plenty of themes and categories to choose from to fit your idea. Use the keyword search bar or browse through the categories.

INSERT *Template*

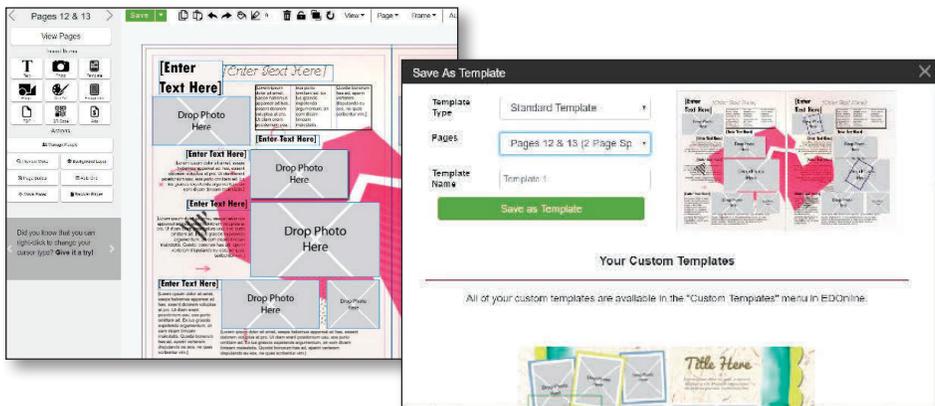


Choose from a multitude of templates we have to offer under our **Template** section. These pre-designed pages can give you a great starting point to build from and save valuable time.

If there is content on the page when you insert a template, you will be prompted to replace or cover that existing content.

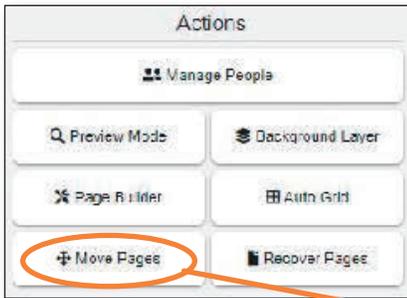


You have the ability to save your own pages as templates for later use. To **Save as a Template**, select the green down arrow next to the **Save** button.



You will have the option to save just a single page or the spread. Custom saved templates are not visible to other accounts but can be accessed by your staff in the **Templates** button > **Custom Templates** category.

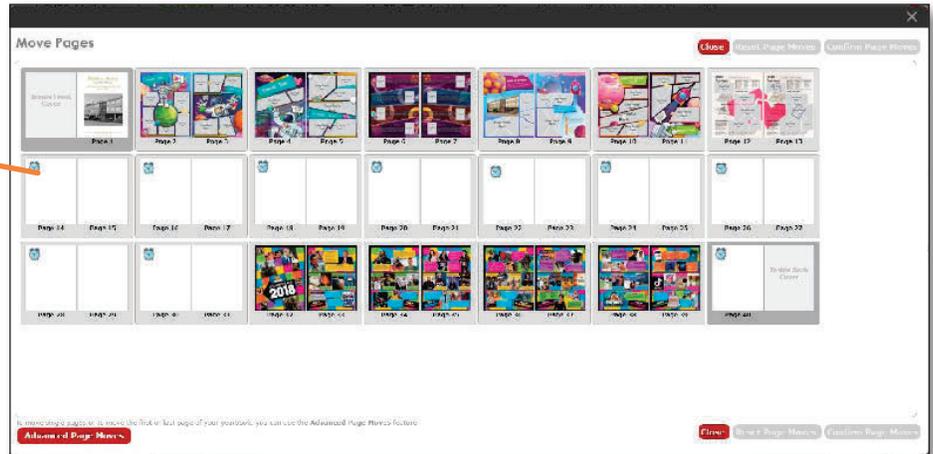
MOVE PAGES & Recover Pages



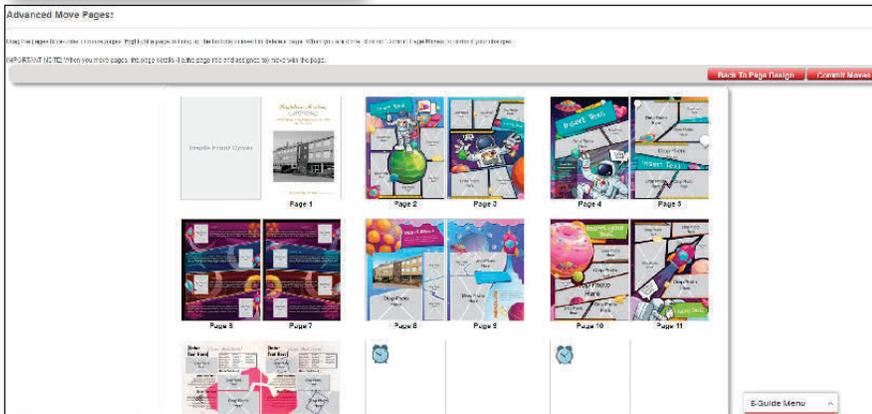
If you need to rearrange your pages, you can do so under the **Move Pages** button in the actions section of the left toolbar.

The pop-up window that appears will allow you to click and drag spreads into a new order.

Click **Commit Page Moves** to save the changes or use **Reset Page Moves** to start over.



Advanced Page Moves



If you would like to move single pages at a time, click the **Advanced Page Moves** button at the bottom right of the move pages pop-up window.

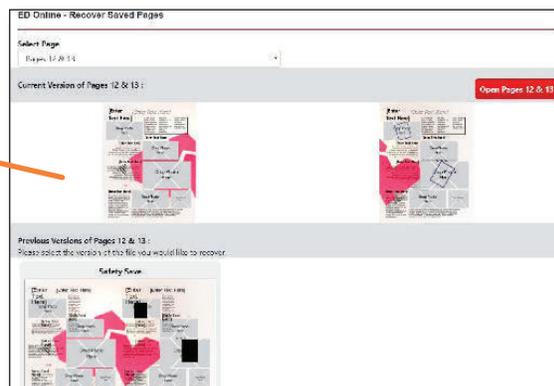
You may bump some pages into the unused page dock at the bottom of the screen. In order to save your changes, the dock at the bottom of the screen must be empty. You can drag-and-drop important pages back into the correct place in your book, or delete the blank or unneeded pages.



Recover Pages:

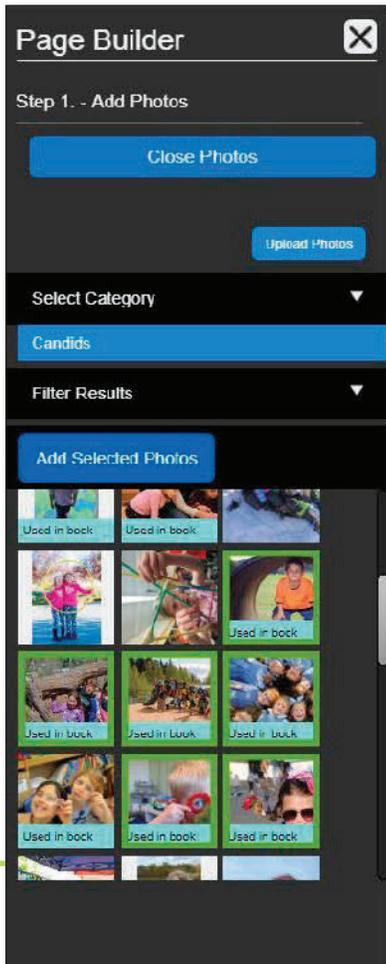
If you want to revert to a previous version of a spread, click on **Recover Pages** in the **Actions** section of the left toolbar.

You can choose between the last ten saves of a spread.



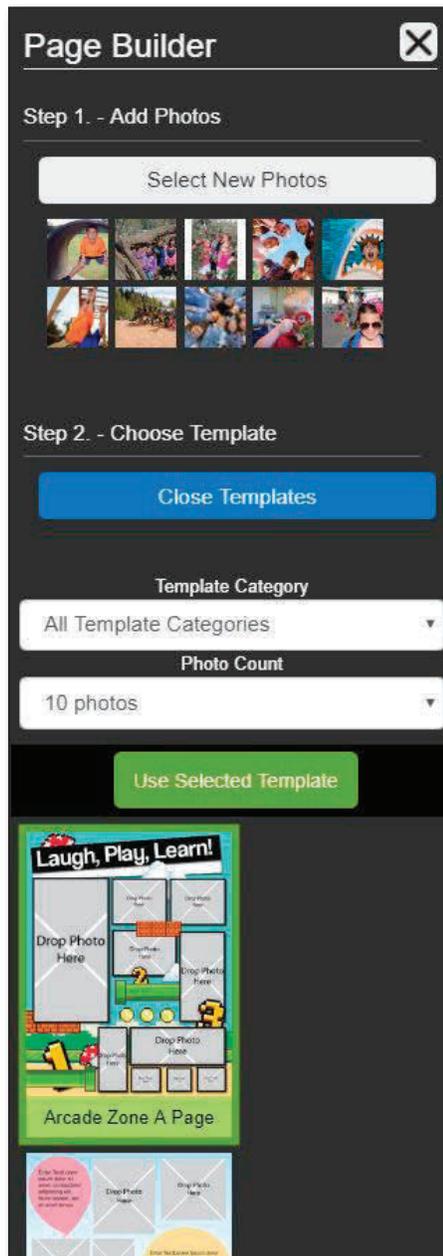
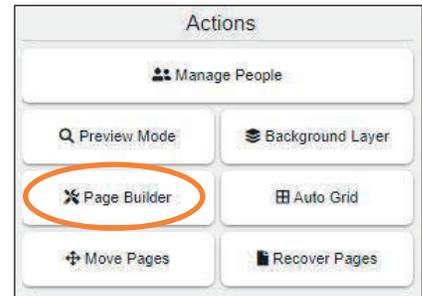
RECOVER PAGES

PAGE Builder



Once you click on the **Page Builder** icon a side menu will appear.

Use **Page Builder** to place multiple photos in a template of your choice onto a blank page. Find this feature in the **Action** section of the left toolbar.



This time-saving tool works in three quick steps:

Step 1: Add Photos

Click on the **Select New Photos** button and your categories list will open. Choose the photos you want on the page. The selected photos will have a green border. Then click **Add Selected Photos** when you are finished with your selection.

Step 2: Add Photos

Click **Choose Template** to browse for your desired template. You may sort by category or by photo count, which will display templates that have the same quantity of photo spots available as selected in step one. Click **Use Selected Template** when your final choice is highlighted green.

Step 3: Create Page

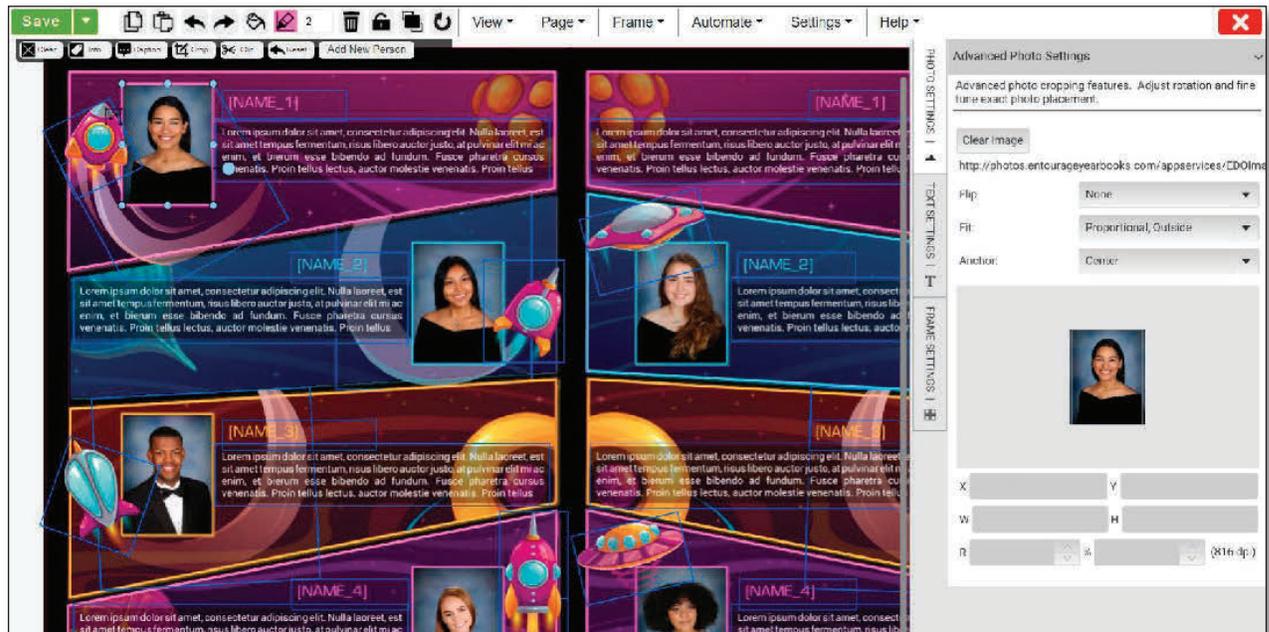
Click **Create Page** to view the generated template that **Page Builder** creates. You have the option to click **Regenerate Preview** so the photos shuffle around on your template or place the design on the left page or the right page once you are satisfied with the layout.

The screenshot shows the Page Builder interface. On the left sidebar, there are four sections: 'Step 1 - Add Photos' with a 'Select New Photos' button and a grid of photo thumbnails; 'Step 2 - Choose Template' with a 'Select Template' button and a preview of the 'Laugh, Play, Learn!' template; 'Step 3 - Create Page' with a 'Close Preview' button; and 'Finished - Page Generated' with a 'Reset Page Builder' button. Below these is a paragraph of instructions: 'Once you have added photos and selected a template, click Generate Preview to see how the photos will look with the template. You can then shuffle the photos in the template by clicking Regenerate Preview.' The main workspace shows the 'Laugh, Play, Learn!' template preview, which features a large photo of a boy in an orange shirt, several smaller photo frames, and a Super Mario Bros. theme with a brick wall, a Piranha Plant, and a Goomba. A toolbar at the top includes a 'Save' button, a dropdown menu, and various editing icons like copy, paste, undo, redo, delete, and zoom. At the bottom of the workspace, there are tabs for 'Page Notes' and 'Page Details'.

Once the template is placed on the page, you can adjust the photo within the photo frames using the **Photo Settings Tab** on the right side of the designer. See next page for details.

ADVANCED Menu

The **Advanced Menu Tab** gives you more options to adjust and edit objects on the page. Click one of the tabs on the right side of the designer to expand those options. You must have a photo or text box selected to view the options within those tabs.



To easily close any of the **Advanced Setting** tables, click the **Advanced Menu** button on the bottom of the designer.

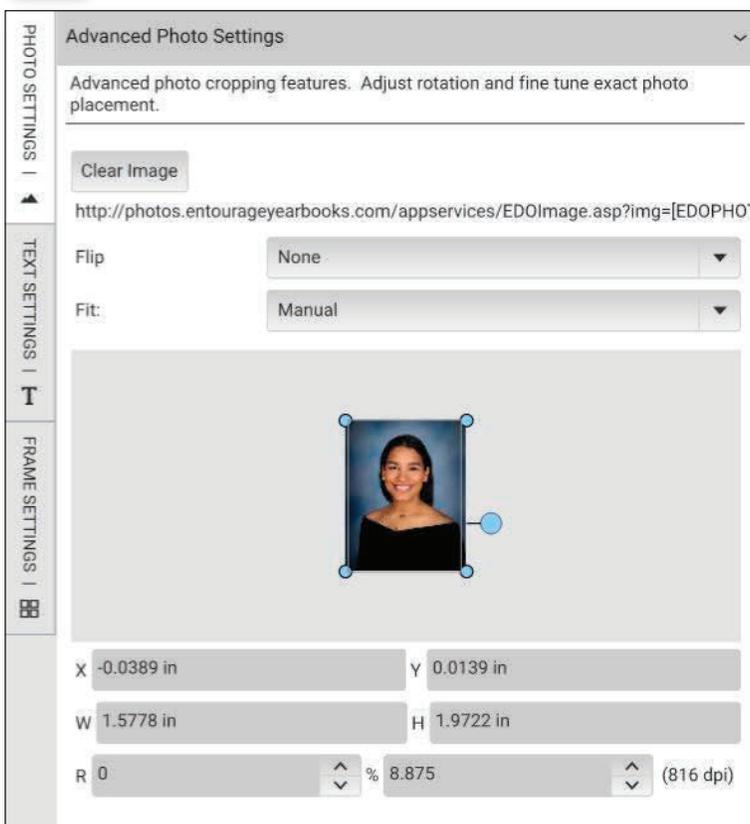


Photo Settings

CLEAR IMAGE

Deletes the image, leaving the selected frame available for a new image.

FLIP

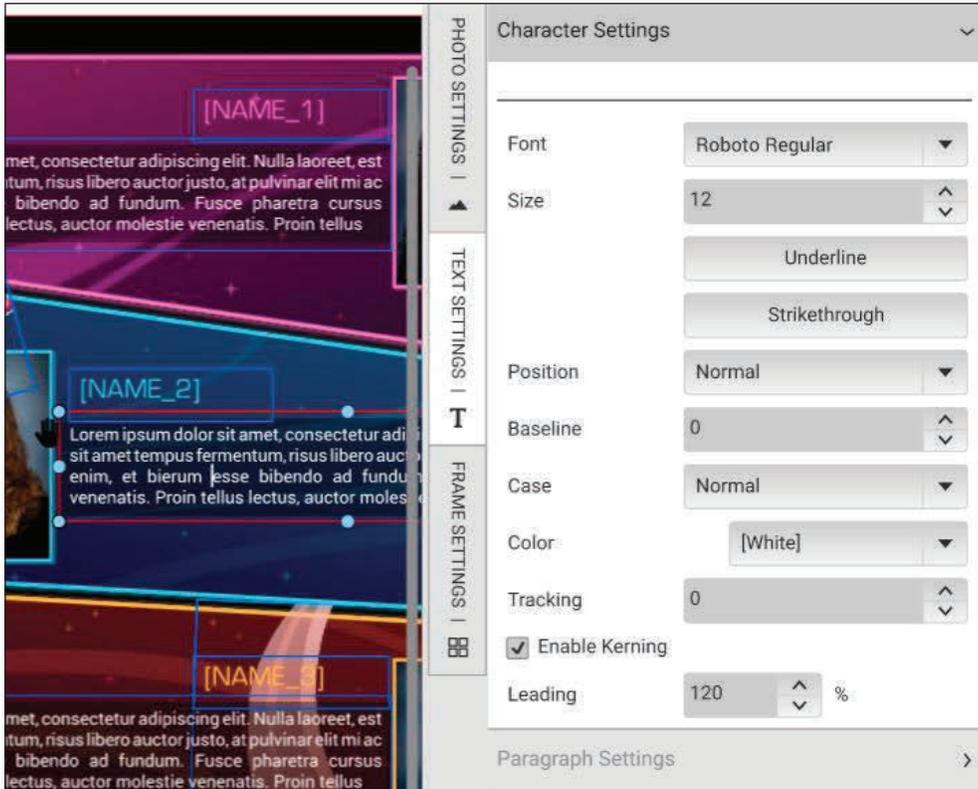
Horizontally or vertically flip the image.

FIT

Gives several fitting options for the image. Use **Manual** to move image within the frame without altering the frame size or shape.

The settings below the image preview allow you to change the image's position on the page, dimensions, rotation and size within the frame.

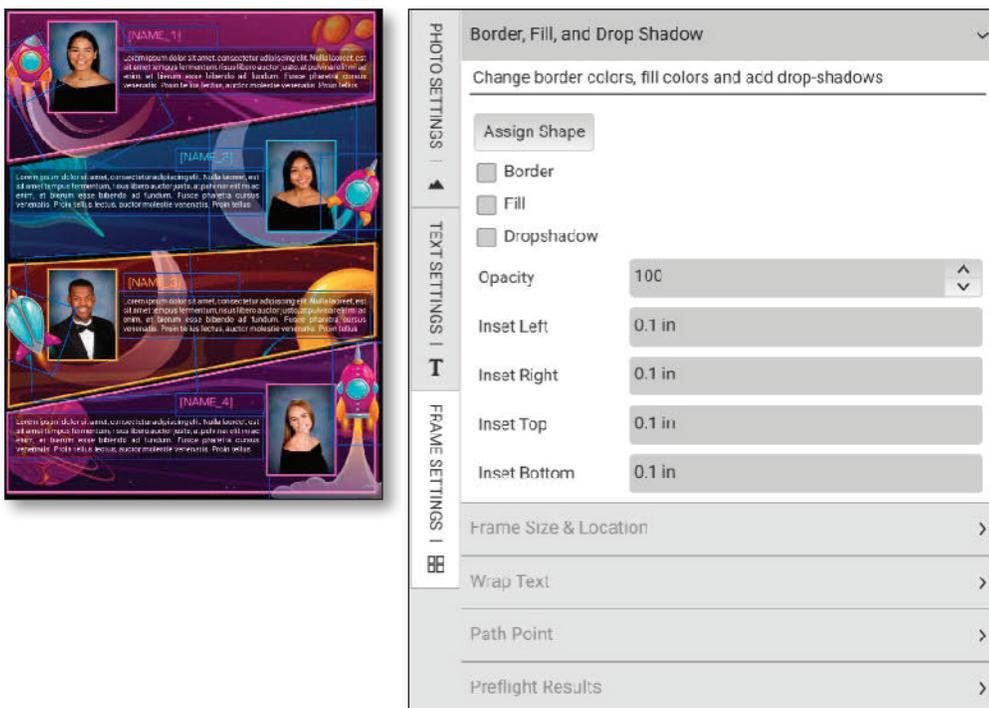
TEXT Settings



In addition to **Font**, **Size** and **Color** options, this feature provides **Baseline**, **Case**, **Tracking**, **Kerning** and **Leading** for more advanced text formatting.

Frame Settings

Various border, color and fill options can be found here. The **Inset** options customize the margins between the text and frame.



This tab is most frequently used to add or lower the opacity of an image so that it appears lighter than usual. The lower the percentage, the more transparent the image will become.



For additional support in using Echo Yearbook Pro please contact
Inter-State Studio's tech support at

1-888-823-6957

Or

by email: techsupport@inter-state.com