



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.



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
- » Adding Photos & Indexing
- » 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.

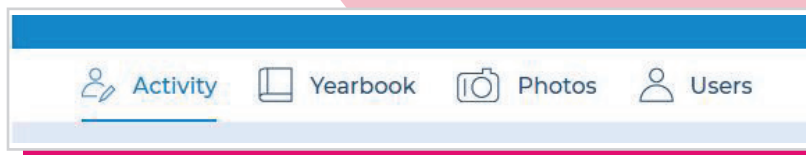
Pixami works best on the following systems:

Operating System	Device	Browser
 Apple	Laptop Computers Desktop Computers	Firefox 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 be taken to the [Activity Overview Page](#).

From here, the [Help](#) and [Help Videos](#) can easily be referenced. These videos will walk you through all steps of using the program to design your yearbook.

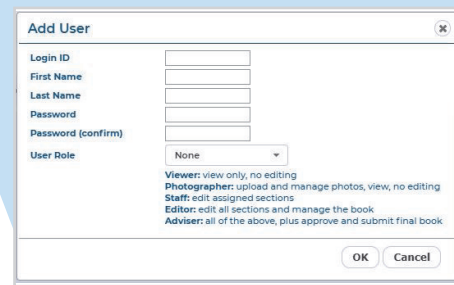
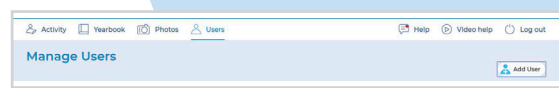


MANAGING USERS

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.

A screenshot of the 'Add User' form in the Pixami software. The form includes input fields for 'Login ID', 'First Name', 'Last Name', 'Password', and 'Password (confirm)'. There is a 'User Role' dropdown menu currently set to 'None'. Below the dropdown, there is a list of roles with their descriptions: 'Viewer: view only, no editing', 'Photographer: upload and manage photos, view, no editing', 'Staff: edit assigned sections', 'Editor: edit all sections and manage the book', and 'Advisor: all of the above, plus approve and submit final book'. At the bottom right of the form are 'OK' and 'Cancel' buttons.

YEARBOOK/YEARBOOK LADDER

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

YEARBOOK LADDER

The Yearbook Ladder is used to set up and organize your yearbook into sections. You can add as many or as few of sections as you would like. Each section can then be assigned to a user for editing. The assigned role of the user will determine what information and access the user will have.

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. Enter the section name, number of pages and select from the background themes available, if desired.

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. To edit a section, you will need to click on the checkout icon.



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

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.

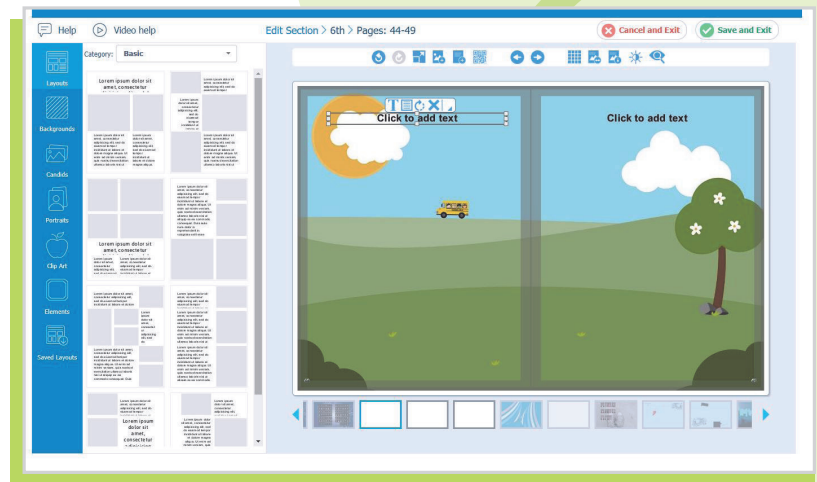


« ADVANCED DESIGN »

Checking out a section will open the ADVANCED DESIGN tab in your browser. You will use these features to create your yearbook one section at a time. You can add photos, elements and customize backgrounds.

This short video covers the Advanced Design features:

<https://youtu.be/juSlkzhBRVs>



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.

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 under Saved Layouts.

Edit Background: Allows you to change the opacity of your background image or remove it from the page.

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



« PORTRAIT PAGES & DATA »»

- 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 SPOA Link or CD and we will upload it for you. If you need assistance with this process please reach out to your Yearbook Representative.
- 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.
- 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.
- You are able to move or remove portraits from PHOTOS>PORTRAITS>PORTRAITS NOT FROM PAGES.

Portrait Wizard

Portrait Settings

Rows: 4
Columns: 4
Top Margin: None
Bottom Margin: None
Minimum Image gap: 0.50"
Large Teacher Frame: No
☐ Teacher portraits are in the same folder.
Type: Standard
Border: 1 pt
☒ Drop Shadow

Text Settings

Header Text: **Change**
Staff
Name Text: Arial
Name position: Center
Name lines: 1
Name Display:
☐ Last, First
☒ First Last

Flow Settings

Where should the first photo for the next folder be placed?
☒ On the next photo
☐ On the next line
☐ On the next page
☐ Keep non-portrait elements

Apply and Save

Click Apply to Page to apply all settings to the current page.
[Apply to Page](#) [Previous Page](#) [Next Page](#)

Enter a description and then click Save Settings to save your settings.
 Choose from the menu to load saved settings.
[Save Settings](#)

[Video help](#)

Staff

Grid of portraits showing staff members. Some are labeled with names like 'John Smith', 'Sarah Johnson', etc. Some are labeled 'First Last'.

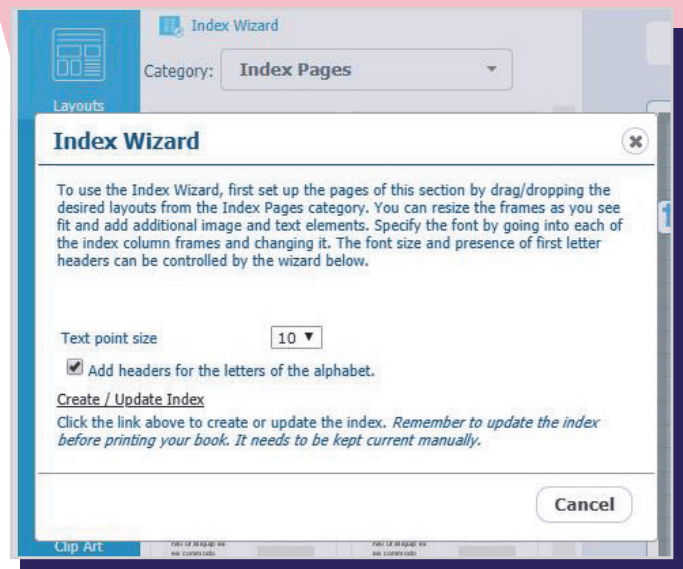
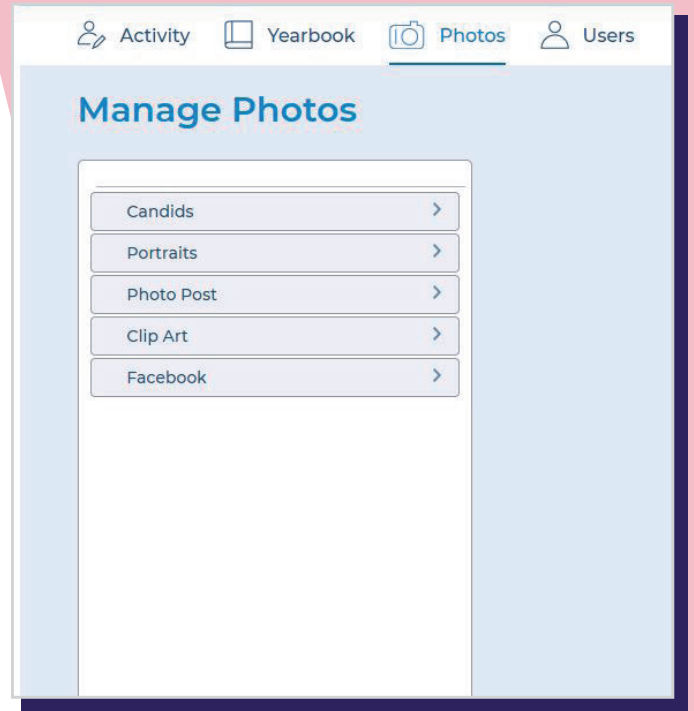
44

You have 11 portraits in 1 folders. You will need approximately 1 page with the current portrait settings.
 11 of 11 portraits were used.

OK Cancel Back

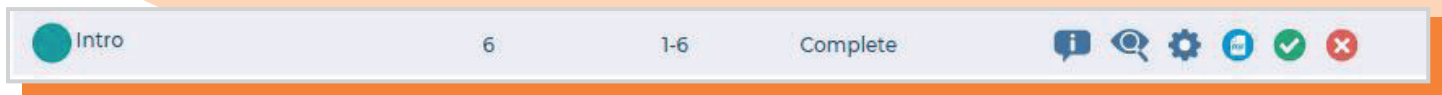
« ADDING PHOTOS & INDEXING »

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.
4. 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.
5. To create an Index section, you must name the section Index, then use the Index Wizard at the top of the column on the left once the section is checked out.



« 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 for approval.

Once a user marks a section of the book complete, the Advisor will see a green check and a red X appear in the Progress Bar in the **ACTIVITY** tab.

Each section must be approved by the Advisor. Once all sections are marked as approved, a **SUBMIT** button will appear at the top of the Yearbook Ladder. 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

