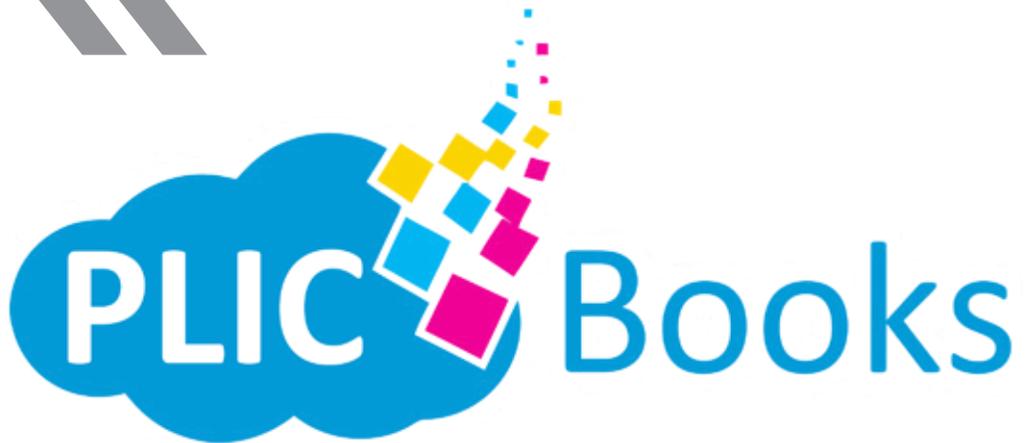




DESIGN

YOUR YEARBOOK



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



« *Let This Be Your Guide to...* »

- » System Requirements
- » Setting Up User Accounts
- » Uploading Candid Photos
- » Subject Image Management
- » Building Yearbook Pages
- » Previewing Your Yearbook
- » Submitting Your Yearbook

« Welcome to PLIC BOOKS

You will receive an email when a PLIC Books account has been created for you. Click the ACCEPT INVITATION link to take you to the registration site. Your account will not be created until you access this link and create a password.



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

« SYSTEM REQUIREMENTS »»

PLIC Books is a web-based yearbook software. This means you can use it on any computer with access to the internet. We recommend using Chrome as your internet browser. PLIC Books will not work with Internet Explorer.

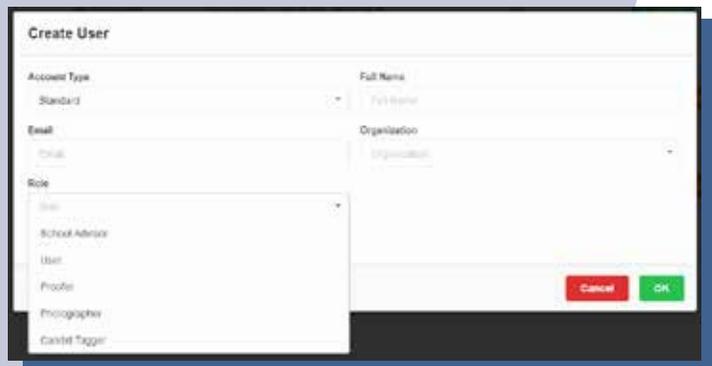
A quality internet connection is also required to submit your completed yearbook for processing. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

« Setting Up USER ACCOUNTS »»

PLIC Books has the ability to have more than one person working on the book at the same time. While working on your book, you may see a notification of someone else logging on.

Follow these steps to create additional users to help you build your yearbook:
(By default, you will initially be the only user listed under the USER MENU).

+ Create User



1. Select **USERS** from the menu on the left. Then click the green **CREATE USER** button.
2. Complete the requested information for the new user including their Full Name and Email Address.
 **Users** can also be created without an email address by changing the Account Type to Sub Account.
3. Click the **ORGANIZATION** box to select your organization's name from the drop-down menu that appears.
4. Assign a **ROLE** to this user.

The following roles can be assigned:

School Advisor

This role can create new users, change roles of existing users, edit any unlocked pages, view entire yearbook, approve/disapprove individual pages, upload candid images for any user to use, create pre-views and submit the final yearbook for production.

User

This role can view the yearbook, edit any unlocked pages and upload candid images for any of the users to use.

Proofer

This role has the ability to only view the yearbook and approve/disapprove any individual pages.

Photographer

This role can upload candid images for any of the users to use.

Candid Tagger

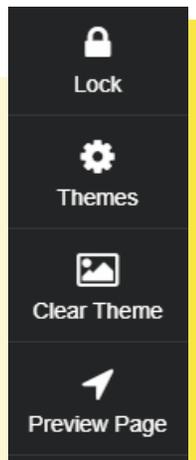
This role can view candid images and edit tags.

« Advisor PAGE CONTROL »»

To help with yearbook management, PLIC Books offers the following features:

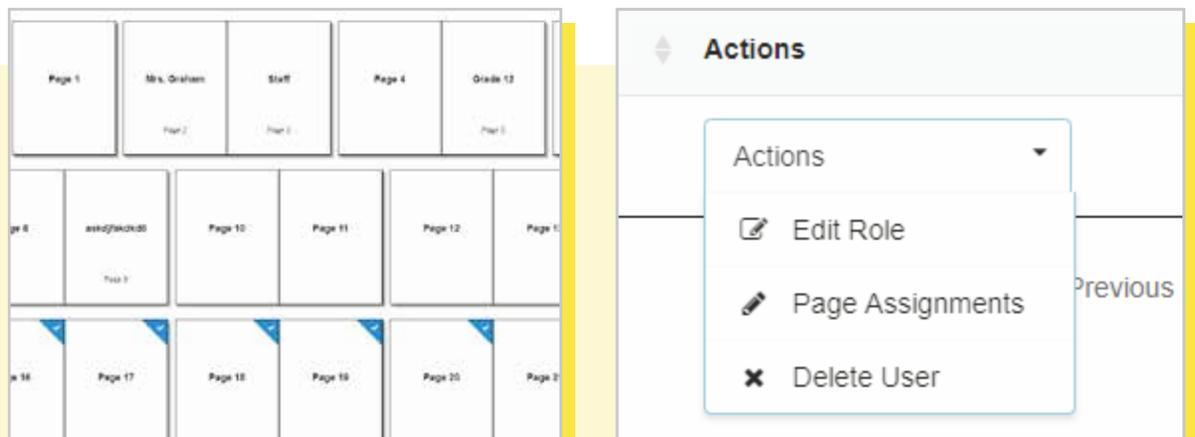
« LOCK PAGE »»

Advisors can lock/unlock a page by clicking on the Lock icon in the upper corner of the page. This prevents anything from being changed or from the page being moved.



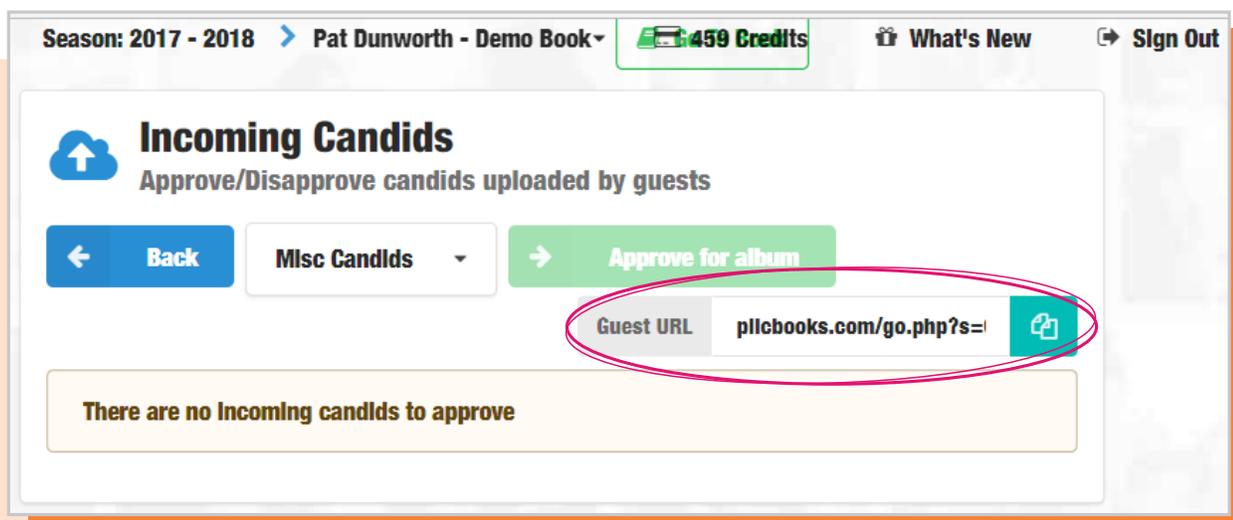
« PAGE ASSIGNMENTS »»

Advisors can assign specific pages to people who are assigned the role of "user" when registered. Select **USERS** from the menu on the left and find the person that you want to assign pages to. Click the drop-down arrow in the actions column and select **PAGE ASSIGNMENTS**. Check or uncheck the pages you want them to work on then select the green **SAVE** button at the bottom of the page.



« CANDID PHOTOS »»

PLIC Books makes it easy to collect images from parents, teachers and students. You can easily create a unique URL in PLIC Books to share with anyone who has images to share for the yearbook.



To Create a Candid Folder and Upload Photos:

1. Under MENU, select CANDID PHOTOS. Then click the green PLUS sign, type in your album name and click the green OK button to save. For each folder created, PLIC Books will generate a unique Guest URL.
2. From the drop down select the folder you want to add photos to. Select the gray UPLOAD TO ALBUM button and the upload screen will open.
3. Choose the location of your photos, select the pictures you want to add and type any description on the line below the photos then select START UPLOADING.
4. If you have additional photos to add you can do that now by choosing UPLOAD MORE PHOTOS or choose BACK if you are done.



Sharing and Using the Unique URL:

1. Under Menu, select **CANDID PHOTOS**. Then select the folder from the dropdown that you would like people to submit photos to.
2. Click on the **CLIPBOARD** to the right of the URL to copy then email it out to parents, teachers and students!
3. When they click the link it will open a **Guest Uploader** in their browser for them to upload photos without the need for a log in!

Knowing When Photos Have Been Submitted To The Guest URL:

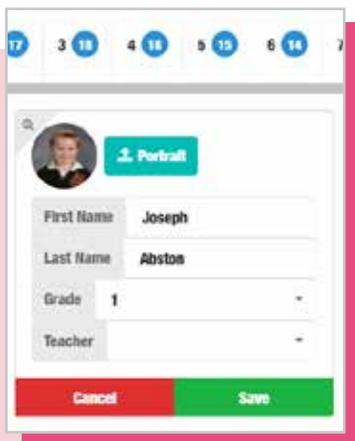
When logging into PLIC Books there will be a number in an orange box next to **CANDID PHOTOS** in the menu alerting you to how many pictures there are awaiting review.

1. Under Menu, select **CANDID PHOTOS** the click the orange **AWAITING APPROVAL** button at the top.
2. **SELECT ALL** or individually click on the photos you would like to approve (**GREEN BUTTON**) or deny (**RED BUTTON**).
3. The approved photos will automatically be place into the candid folder that they were submitted for and will be available for use in the book.

Subject MANAGEMENT

Your PLIC Books account will be pre-loaded with images and data if your students' pictures were taken by Inter-State Studio. If they were not taken by Inter-State Studio, you will need to request your SPAO- compliant disk from your photography provider and send to Inter-State Studio for upload into your account.

Options include:



Edit

Select this option to change any name spellings. You can also select a different **Grade** or **Teacher** field from the corresponding drop-down menu. Any changes made will be highlighted in blue. Select **SAVE** to save any of your changes or **CANCEL** to exit without saving. Or to move an image to the correct tab, click on their oval picture and drag and drop them to the right class which will update grade and class.

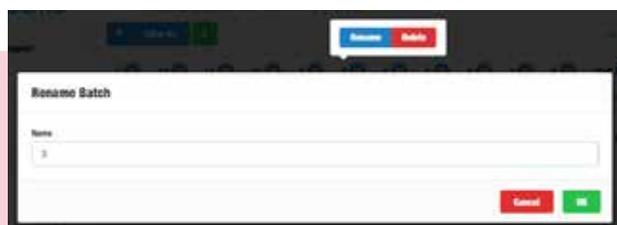


Options

Select this option to specify **Staff Members**, **Staff Priority** (*the order they are listed on the page*) and whether you want this subject to **DISPLAY IN ALL BATCHES**. Press **OK** to save your changes.



Once a subject has been listed as Staff, a red star icon will appear in the top right-hand area of their record.



Edit Batch Names

To change the name of a batch or to delete an entire batch, hover over the **BATCH NAME** and select either **RENAME** or **DELETE**. To rename, type in the new name of the batch and click **OK** to save. **DELETE** moves the students to **TRASH**, but can still be retrieved if needed.

Adding NEW SUBJECTS OR BATCHES

You can manually add new subjects and batches in PLIC Books if some images or information were not included in the initial upload.

Adding a New Subject:

1. Click the green **PLUS** sign in the green circle at the top of your selected batch to start adding a new subject.
2. Select the teal **PORTRAIT** button to upload an image of the subject.
3. Enter the subject's data in its entirety in the correct fields.
(The *Grade* and *Teacher* fields will auto-populate for the batch you are in.)
4. Select the green **ADD** button to save and close or press the red **CANCEL** button to close without saving.

Adding a New Batch:

1. Click the green **PLUS** sign in the green square in the **SUBJECT MANAGEMENT** toolbar.
2. Type in your Batch Name.
3. Select **OK** to save and close or press **CANCEL** to close without saving.

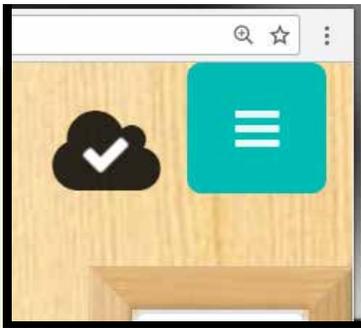


To search your batches for a specific subject, type the subject's name in the search bar in the top right corner of your screen. Results will show everyone listed with that name and under which Batch Name they are listed. From here, you can **EDIT** their data or change their **OPTIONS**.

« Building YOUR YEARBOOK »»

Once you have all your subjects set up properly under the correct batches, you are now ready to build your yearbook! To access your yearbook, click GO TO BOOK at the top of your page.

« ACTION MENU »»



Click the teal button in the top right corner of your screen for quick access to the ACTION MENU while you are designing your yearbook.

The Action Menu gives you quick access to the following:

- Dashboard* ▶ Select this to quickly return to your dashboard.
- Subject* Management ▶ Quickly access your Subject Management Screen.
- Subject* Index ▶ See an index of all your subjects for this school and on which page they are listed in your book.
- Help* ▶ Provides a pop-up walk-through about individual features in your book.
- What's* New ▶ See a listing of recent updates.
- My* Settings ▶ View personal settings here. (*Guidelines, Alignment Tools, etc.*)
- Quality* Report ▶ Quickly see any misspellings, low-res images or offensive language.
- Sign* Out ▶ Select to sign out of your PLIC Book account.

THEMES

These are entire book designs that are provided to you to help easily design your yearbook.

To Use a Theme:

1. Access **THEMES** from the drop-down menu at the top left of your screen.
2. Scroll through available designs.
3. Drag and drop a design onto the cover page of your yearbook. Your entire book will be updated with the theme.

 **Themes** are only visible while on the cover page.



BACKGROUNDS

Backgrounds are page designs provided to help you design your yearbook.

To Use a Background:

1. Access **BACKGROUNDS** from the drop-down menu at the top left of your screen.
2. Select a subfolder of backgrounds.
3. Scroll through available backgrounds.
4. Drag and drop a background onto the working page of your yearbook.



« PAGE OPTIONS »»

After you have applied your theme to the entire book, you can customize each page individually.

To Customize a Page:

Theme ▶

If a Theme has been applied to your book, you will see this option. After clicking the **OPTIONS** button, you can select **THEMES** to access your theme options for the current page you are editing.

Backgrounds ▶

If a Background has been applied to your book, you will see this option. After clicking the **OPTIONS** button, you can select **BACKGROUNDS** to access background options for the current page you are editing.

Revert Backgrounds ▶

Press to revert back to the theme background.

Comments ▶

To add comments or view any comments made to a specific page, click the **COMMENT** icon found in the top corner of the page.

To further customize your theme or background images, *choose any of these options:*

Opacity ▶

Intensify or decrease the opacity of an image.

Flip Horizontally ▶

Change the orientation of your background image to be horizontal. Slide the **FLIP HORIZONTALLY** button until it is blue.

Flip Vertically ▶

Change the orientation of your background image to be vertical. Slide the **FLIP VERTICALLY** button until it is blue.

Adding/Editing TEXT OBJECTS

To add a text object, simply double-click where you want the text object to appear. Highlight and replace the text with your own. If placed on a page with subject images, these images will automatically adjust around your text object. You can also edit any text object that is already listed on your page.

Your Text Editing Options Include:



Font Options ► Allows you to change the style, size, type and color of your text. Simply highlight your text and make your selections.

Special Effects ► Highlight the desired area of the text to which you wish to add a special effect and make your selection.

Reposition or Resize ► Move your text object around to reposition or to resize. The objects surrounding the text will move and adjust to the changing size.



To have larger space around your text without changing the size, drag the text object from the bottom right corner.

Rotate ► Click and hold the top green button above your text and rotate your text object to the desired position.

Layer Text ► Use the arrows to layer your text. The **UP** arrow layers on top and the **DOWN** arrow layers below.

Remove Text Box ► Hover over your text object and select the red X.

Adding/Editing CLIP ART

To add clip art, hover over the clip art menu in the top right menu options. Choose the category through which you would like to browse. You can also search for specific clip art by typing a keyword in the search field.

Once you find a piece of clip art you want to add, simply drag the clip art to your working page. If you place it on a page with subject images, these images will automatically adjust around your clip art. You can also edit any clip art you place on your page.

Editing options include:

- Rearrange* ▶ Click on the image and drag it to a different location on the page.
- Layer* ▶ Click either the **UP** or **DOWN** arrow to layer.
- Rotate* ▶ Click the green dot above your graphic and drag your image to the proper rotation.
- Crop* ▶ Click the cropping tool and adjust your image by resizing the cropping box that appears over the image. Once finished, click the green check mark.
- Special Effects* ▶ Add special effects to your graphics.

CANDID LAYOUTS

PLIC Books offers several different ways to lay out your Candid Photos.

To utilize these options:

1. On the top left drop-down menu, select the **CANDID LAYOUTS/GLOBAL LAYOUTS** option.
2. Find a layout you like from the menu and drag/drop onto your blank working page.



You can change your selection easily by selecting a different layout and dropping it onto your page.

3. If you choose **AUTO GENERATE COLLAGE**, a **CREATE COLLAGE FROM CANDIDS** screen will appear. Select **CANDID PHOTOS** from the drop-down and select all the images you wish to include. Select the green **OK** button to save or the red **CANCEL** button to exit without saving.



You can change photo selections easily by selecting a different image from the **CANDID PHOTOS** drop-down menu and dropping it where you would like it to be.

4. Once your collage is set up on the page, you can edit the images as needed to further customize your layout.

« CLASS LAYOUTS »»

To start adding class pictures to a page, locate the batch you wish to add at the top of your page and drag the name to the page you are editing.

To the left, you will see your CLASS LAYOUTS options appear. Choose how you would like to display your images and simply drag and drop the preferred layout to your working page.

Change
Column, Row
& Image Size

To change how large your class images are displayed on the page, hover over your images and select **SMALL**, **MEDIUM** or **LARGE**. You can customize the number of columns on the page by clicking the orange **CUSTOM SIZE** button and typing the number of columns and rows you wish to see.



Change
Font Type &
Font Color of
Subjects' Names

To change the font type and color of the subjects' names, click on one of the names to get the options toolbar to pop up. Once a change has been made here, it will update for everyone on the page.



Font size is not an option. PLIC Books will adjust the subject's name automatically to fit in the space provided.

Masks

To add a mask around each subject image on your page, select **MASKS** from the top left drop-down menu. Once you locate a mask you like, drag it onto your working page.



Index Pages

Easily add an index page for your students to quickly find pages where their images are shown. Select **INDEX PAGES** from your top left drop-down menu and select the layout you wish to include. Drag the layout onto your working page and PLIC Books will populate the information for you.



Previewing YOUR YEARBOOK

Once you have all your pages set up, you can do a preview by clicking the PREVIEW button. This will show you a preview of each page in order. If you notice a page out of order, drag it to its correct position. You can quickly go to a page by clicking on the blue arrow on the thumbnail.

Other Options Include:

- Preview PDF** ▶ This will allow you to download a low-resolution PDF to preview your yearbook.
- Finalize and Submit** ▶ Select this option ONLY when your yearbook is complete and you are ready to submit for printing.

Submitting YOUR YEARBOOK

Once you click FINALIZE AND SUBMIT, you will get a warning stating that this action cannot be undone. If you are absolutely finished with your book and have no further edits to make, check "I understand and wish to continue" and click the green OK button. Click CANCEL if you would like to return to your editing functions.



Have questions or need assistance?
Contact us at 1-888-823-6957