

THE PORTRAITS PROCESS

Portraits are incredibly important, so set aside plenty of time to ensure all portraits are included in the right grade or class and that all names are spelled correctly. For help with the portrait section, begin with the People and Index section at LearnYBK.com, then check out the tutorials in eDesign help.

STEP 1: OBTAIN THE PORTRAIT FILE

Obtain the PSPA/PSPI file from your school photographer. Use the one made specifically for yearbook. Some photography companies send a CD, and others send a link to download the files.

STEP 2: UPLOAD THE PORTRAIT FILES

In the Portraits section of the eDesign Library, go to the Import/Export menu and choose Import PSPI File. You may need to create a ZIP file of the portraits before uploading.

CREATING A ZIP FILE:

PREPARING YOUR PORTRAIT CD FOR UPLOADING

If you receive your portraits on a CD, you'll need to create a ZIP file for uploading to eDesign:

1. Open the CD on your computer.
2. Select the contents of the CD and copy ALL of the files to a folder on your local computer.
3. After the files copy over, right-click on the folder and choose Send To > Compressed (Zipped) folder. On Mac, control-click the folder and choose Compress.

STEP 3: FLOW THE PORTRAITS

Use eDesign's Portrait Flow to place portraits and names onto the pages. Select a page in the ladder, then go to Edit > Portrait Flow to launch. It flows them in alphabetical order in groups you designate (by teacher or by grade). You can now flow grades or a larger teacher photo.

Do not put empty portrait frames onto pages first. eDesign does it for you.

STEP 4: PROOF THE PORTRAIT PAGES

Either print the portrait pages or email low-res PDFs to teachers or others able to assist:

- ▶ Any misspelled names?
- ▶ Any missing portraits?
- ▶ Any portraits with the wrong names?
- ▶ Any student listed in the wrong grade/class?

There is also an option to print directory proofs of your portraits. See eDesign Help for more info.

STEP 5: CHANGES IN PORTRAIT LIBRARY

After proofing, make all changes to portraits in the portrait section of the Library, NOT on the pages. See the instructions on editing portraits in eDesign Help for guidance. Use a consistent format for grades and teacher names. Teacher names are only needed if you plan to group students by teacher in the book.

STEP 6: RE-FLOW THE PORTRAITS

Open Portrait Flow again. A red alert will appear next to any group in Portrait Flow that needs to be re-flowed. Click Edit beside the portrait flow you need to re-flow. Portrait Flow remembers all the settings from when the section was last flowed. Re-flowing the section will put the changes you made on the pages. Changes made in the Library will not go onto the pages until you re-flow.