



HOW TO YBK

Let's get started: Portrait Flow

The biggest (*and dare we say — most important*) section of your yearbook is your portraits. [The portraits process](#) may seem overwhelming, but HJ YBK is here to answer some FAQs and share helpful resources.

1. "What is a PSPI file?" This folder contains three important items for complete and accurate portrait pages. These items include: zipped folders with the images, an index.txt file, and the image files. [Share this](#) with your school photographer for the full details.

Just an FYI: PSPI stands for Professional School Photographers International. They set the standards for how school portraits should be taken and processed for the yearbook.

2. "How do I get my portraits onto my pages?" Let's back it up to getting your portraits into eDesign. Any portraits or PSPI file must be in the Portraits Library before getting started. This [video tutorial](#) or [step-by-step guide](#) will help with this process.

3. "Okay, we're uploaded. Now... how do I get my portraits onto my pages?" This is where [Portrait Flow](#) comes in. It flows them in alphabetical order in groups you designate (by teacher or by grade). Plus, you can add [teachers and assistants](#) and [adjust the layout](#). All in one place.

4. "They're on the pages. So, now what?" Proof, proof, proof. We want to avoid any angry parents to the best of our ability. Either print or email low-res PDFs to teachers or others able to assist with misspelled names, missing portraits ([watch this video!](#)) or portraits with wrong names, grade or classes. Once the errors are caught, you'll [update the Portrait Data](#) and reflow for the changes to reflect on the page.

Okay. Deep breaths now. Your [eDesign video tutorials](#) and this [resource page](#) are by your side through each step. You got it!



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