YBK ALL DAY

It's portrait season!

If you have your portraits (and makeup days are over), it's time to get those loaded into eDesign and let Portrait Flow do the hard part. Pay close attention to the steps below as you get started, or check out this page for full details.

1. **Get in touch with your school photographer for your yearbook portraits.** You should have image files, an index.txt file and a zipped folder formatted following PSPI/PSPA guidelines. Check this info sheet out for more help. Always check with your school photographer first before your yearbook rep to make sure you have what you need.

2. **Upload your zipped portraits folder into eDesign.** No need to unzip the folder and upload individual files to manually tag or type in the names. Assuming your folder is formatted correctly, you'll simply head to the eDesign Portrait Library Import/Export menu and choose Import PSPI File. Watch this tutorial.

3. **Get to flowing.** While on the BOOK tab, head to Edit > Portrait Flow to begin placing your portraits and names onto pages. There are so many options and design settings. Check them out!

4. **Proof, reflow and proof again!** Have an extra set of eyes proof names and faces. (We recommend a guidance counselor or a group of teachers who see every student in a grade level.) Make your changes in the Portrait Library, then simply reflow from Portrait Flow.

Don't have your portraits yet? You can practice your settings and spacing by creating placeholders. This can help you plan once you have the files.

HELPFUL HINTS

Don't forget about these! To help proof, you can create directory proofs or a missing portrait report. These will both help ensure you have accurate information. And, make sure to check the number of portraits you have against the enrollment numbers.

Need to rewind? All previous Adviser Assistance emails are available on their own page.

🌿 Herff Jones Yearbook recycles 2,000+ tons of paper and 200+ tons of aluminum plates every year.