



#### VARSITY YEARBOOK

## Get your portraits flowing in eDesign

If you've received your portraits and makeup days are over, it's time to upload them into eDesign and let Portrait Flow handle the hard part.

Follow these steps carefully or [check out this page](#) for detailed guidance.

**Gather Your Materials:** [Review this info sheet](#) for help, and always contact your school photographer for your yearbook portraits. You'll need:

- Image files
- An index.txt file
- A zipped folder formatted for PSP/PSA guidelines

**Upload Your Zipped Folder:** Navigate to the eDesign Portrait Library to find the **Import/Export menu** and select **Import PSPI File**. [Watch this tutorial](#) for step-by-step instructions. Upload the zipped portraits folder directly into eDesign — no need to unzip or manually tag files.

**Flow Your Portraits:** Go to the **BOOK tab** and select **Edit > Portrait Flow** to [start placing portraits](#) and names on pages. [Explore various design settings](#) and options to customize your layout.

**Proof and Reflow:** Double-check everything! Have an administrator, front office staff or teachers familiar with all students proof names and faces. [Make corrections](#) in the **Portrait Library** and reflow the pages using **Portrait Flow**.

**Tip:** If your portraits aren't ready yet, practice your layout by creating [placeholders](#). This helps you finalize spacing and settings for when your files are available.

### eDesign Tip of the Week:

**Looking to recreate last year's portraits layout?** When in Portrait Flow, click **IMPORT** to bring your flow settings and design from last year's eDesign book.

**Need to rewind? All previous [Adviser Assistance emails](#) are available on their own page.**



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