PLIC Books
Lab User's Manual

PLIC Books is a web based yearbook software that lets users, studio or school, login and work on their yearbooks from anywhere. PLIC Books is very user friendly and allows users to upload their own graphics and images to easily design yearbooks. When books are done they can be submitted which sends an editable PDF file that can be adjusted or sent off to be printed.

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Getting Started

You will receive an email from info@photolynx.com stating that an account has been created for you on PLIC Books. Click the *Accept Invitation* link to take you to the registration site. Your account will not be created until you access this link and set your password.

Note: A quality internet connection is required to receive completed yearbooks from your school for processing. We recommend being connected to the internet via hardwire, rather than through a wireless connection, to ensure accuracy of your orders.

Set Your Password

The very first thing you will need to do is set up a password. Once you have entered a unique password, click the blue *Set My Password* button.

Note: Keep a note of your password somewhere. We do not have access to look up any password information for you. If at any time you forget your password, simply click the "Forgot Password" link to reset.
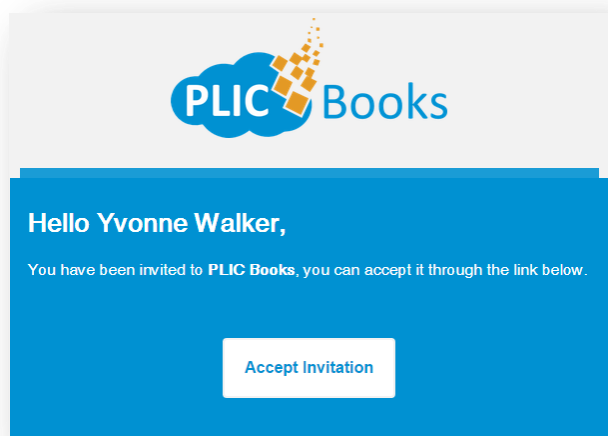
Studio/Lab Dashboard

Every time you log on to PLIC Books, you will be taken to your *Dashboard*. Here you can see a quick overview of your account including your total yearbook projects, how many yearbooks are in progress, if any yearbooks are past due, how many yearbooks have been submitted, etc. Clicking on the corresponding area of your Dashboard will quickly filter your jobs based off that criterion.

For Example: To see all of your yearbooks submitted, press the Yearbooks Submitted button. This will only show you your schools who have submitted their yearbooks to you to be printed.

Menu

To the left of your Dashboard, you will see your *Menu*. Your options here are:
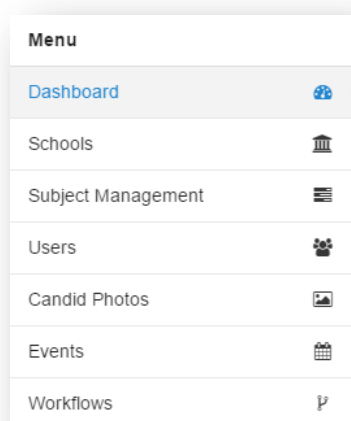
- *Dashboard* – This takes you to your main PLIC Books screen, to get a quick overview of your account
- *Schools* - This takes you to your schools list, and their progress for their Yearbooks
- *Subject Management* – This takes you to where you can manage the subject's listed in your school's yearbooks
- *Users* – This takes you to where you can set up different user accounts
- *Candid Photos* – This takes you to where your candid images are being sent to you to use in your school's yearbooks
- *Events* – This takes you to where you can set up different events to link with your CaptureLife account to get candid images for your set events
- *Workflows* – This takes you where you can set up customized workflows for your schools to follow

Studio/Lab Menu

Just below your *Menu*, you will see your *Studio/Lab Menu*. Your options here are:

Studio/Lab Menu

Themes	👑
Clip Art	📷
Backgrounds	🖼
Alpha Masks	☀
Candid Layout Editor	☷
Studio/Lab's Settings	≣
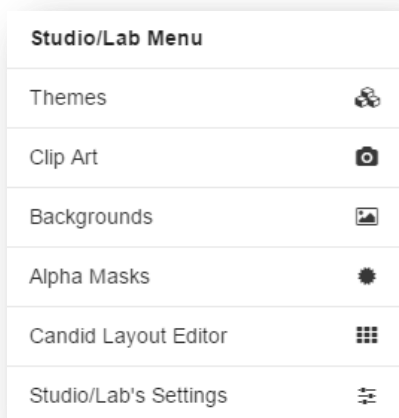
- *Themes* – Use this option to upload different page themes for your schools to use in their yearbooks
- *ClipArt* – Use this option to upload different cliparts for your school to use in their yearbooks
- *Backgrounds* – Use this option to upload different backgrounds for your schools to use in their yearbooks
- *Alpha Masks* – this will take you to the screen where you can upload different masks you can use on your subject images
- *Candid Layout Editor* – Use this option to create different candid layout pages for your schools to use inside their yearbooks
- *Studio/Lab's Settings* – Use this option to turn on/off different options as well as customize your message your schools receive when a yearbook has been submitted

Menu - Schools

Your *Schools* option on your menu will take you to your listing of your current schools and their setups for their yearbooks they are currently working on. This is also where you will go to create new projects and download any yearbook that needs processing.

Creating Projects

Before a school can get started building their yearbook, you must first get the school's project set up. To do this:

1. Click on the *Schools* option in your left side menu
2. Press the green *Create Organization* button to set up your school contact info for the first time
   Note: *If you had previously set up this organization, skip to step 3*
3. Press the blue *Create Project* button
4. Completely fill out your *Create Project* screen
   a. Select the *Organization*
   b. Type in the *Project Name*
   c. Choose your *Season*
   d. Select your *Book Format*
   e. Select your *Workflow*
   f. Select your *Project Settings:*
      - If you wish to not show any page numbers in your book, slide the slider for *Hide Page Numbers in Yearbook* until it is highlighted blue
      - If you have created a cover for your school and you wish to make it to where they are unable to edit this cover, slide the slider for *Lock Covers from being edited* until it is highlighted blue

- To allow your users to edit the margins of their pages, slide the slider for *Allow the margins to be changed* until it is highlighted blue
- To lock your yearbook down from having any other changes made, slide the slider for *Lock customers out from making changes* until it is highlighted blue

d. Completely fill in your *Print Information:*
- Type in the *Number of Copies to Print*
- Type in the *Number of Pages the Book Needs to Have*

5. Press the green *OK* button to save and close. Or to exit without saving, press the red *Cancel* button

Uploading Subjects

You can upload any form of images and data into PLIC Books to start building your yearbooks; however we recommend using the PSPA export. This will help ensure your subjects are automatically properly ordered and grouped with their correct class. Start your upload by:

1. Click on the yellow *Subjects* button next to your project to get started
2. A *Define Fields* box will appear. These are the fields PLIC Books will bring in from your data. To add more fields, press the green *Add Field* button. If everything looks good, press the green *OK* button
3. A *Subject Uploader* box will appear. Here you will want to press the green *Select Folder* option, and browse out to your folder that contains your images and data
   Note: *If using something similar to the PSPA export, be sure to have "Also include files within sub-folder"s checked*
4. Slide over the slider next to *Import subjects from selected data file:* so that it appears blue. Ensure the correct data file is listed in the drop down from your selected folder. If your data has a header, slide over the slider on *First row of data file is header row* so that it appears green
   Note: *If using a PSPA export, your data file will be titled Index.txt and you will not have a header*
5. Press the green *Continue* button
6. Ensure all your data is mapped to the correct fields. Your *Image Field* will be listed above all the other fields. Ensure you see a green button specifying a correct number of matching photos. If this is incorrect, press the drop down and browse for the correct field that shows image names.
   Note: *If you have photos without data matching them, you can choose to upload these as well next to "Upload Which Photos"*
7. Once all your data is mapped properly, press the green *Start Uploading* button to start uploading your images
8. You will see a notification letting you know your upload is complete when done
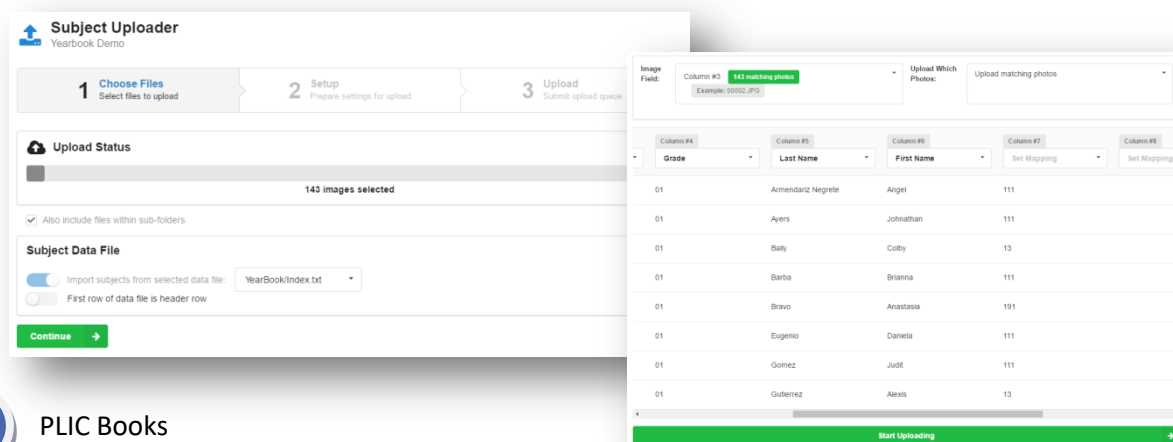
Deadlines

To set a deadline for your school to have their yearbook and submitted to you by, click the blue button with a calendar on it on your *Schools* menu. Select a date on the calendar that pops up, and press *Close.* To change this date, simply select the date button and choose a new date on the calendar that pops up and press *Close.*

Editing Projects

Once your project is set up, you have several options to further edit your project. Click on the down arrow next to the green *Yearbook* button. Here you will see *Project Settings, Upload Subjects, Download Cover, Reset Book* and *Delete Project*.

- *Project Settings* – Click this option to edit any of your project settings you had currently set up, including the *Name, Season, Book Format, Workflows, Yearbook Behaviors* (including the ability to *Hide page numbers in your yearbook, Lock covers from being edited, Allow the margins to be changed* and *Lock customers out from making changes*) and *Print Information* (including the *Number of pages the book needs to have* and the *Number of copies to print*).
- *Upload Subjects* – Click this option to upload additional subjects to your project
- *Download Cover* – Click this option to download and preview the cover that was submitted for this yearbook
- *Reset Book* – Click this option to completely wipe out and reset your yearbook
- *Delete Project* – Click this project to completely delete your project

PLIC Books

Menu - Subject Management

Once you have all your subjects uploaded to PLIC Books, you have further abilities to ensure they are listed properly. Your subjects listed under *Subject Management* will be batched by *Teacher*. To change your batch from *Teacher* to *Grade*:

1. If you have more than one Yearbook available, ensure you are looking at the correct project by selecting the project name at the top of the screen

2. Change your batching from *Teacher* to *Grade* by clicking the blue *Filter By* button and select *Grade*. (Or you can select *Grade by Teacher*) You will get a warning saying you are going to recreate your batches. Press the green *OK* button

3. You will now see a preview of all your subjects with the headers by *Grade* rather than *Teacher*. To change this back, simply select *Teacher* from the filter again.
   Note: Keep in mind this will destroy any pages you have previously worked on and recreate them

4. To move subjects from one batch to another, simply drag their image to the corresponding batch title. You will get a pop up asking if you want to *Copy* or *Move* your subject. Choose the option that best suits you
   Note: To move a group of subjects at one time, simply hold down the CTRL key and select each student you wish to move before dragging
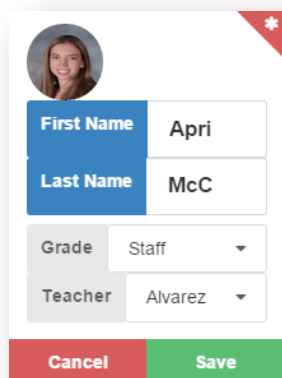
Subject Management Options

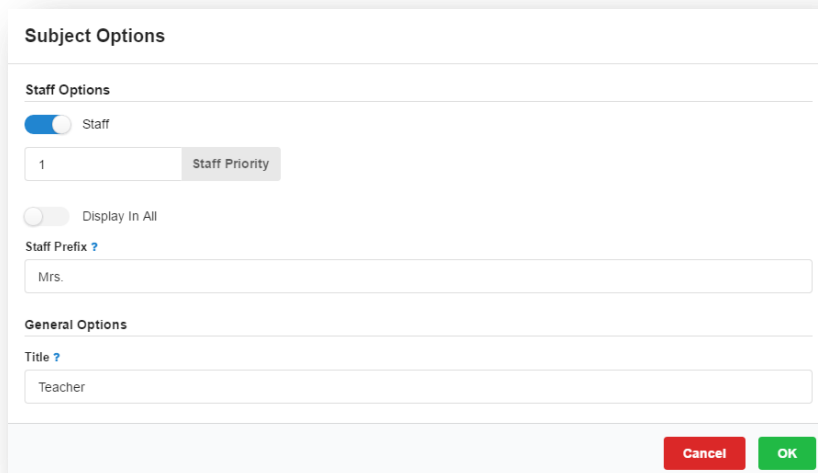You have the ability to edit your subjects from the *Subject Management Screen*. Your options are:

1. *Edit* – Press this option to change any *Name* spellings. You can also select a different *Grade* and *Teacher* field from the corresponding drop down menus. Any changes made will be highlighted in blue. Press *Save* to save your changes or *Cancel* to exit without saving

2. *Options* – Press this option to specify *Staff* members, the *Staff Priority* (which order they are listed on the page) and whether you want this subject to *Display In All* batches. You can also specify any *Staff Prefix* you wish to display with their name (such as Mr., Mrs., etc.) as well as their *Title* (such as Principal, Advisor, Teacher, etc.) Press *OK* to save your changes or *Cancel* to exit without saving
   Note: One a subject has been listed as Staff, a red star icon will appear in the top right hand area of their record
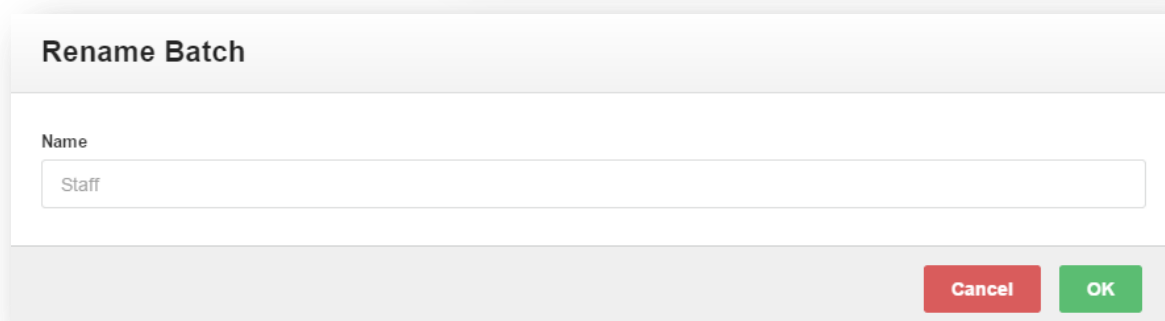
3. *Edit Batch Names* – To change the name of your batch, or to delete an entire batch hover over the batch name and select either *Rename* or *Delete*. To *Rename* type in the new name of the batch and press *OK* to save. Press *Cancel* to exit without saving. *Delete* will completely remove this batch from the job

Adding New Batches/Subjects

You can manually add new subjects and batches in PLIC Books if this information was not included in the initial subject upload.

Adding New Batches

1. Click the green plus sign in your *Subject Management* toolbar
2. Type in your *Batch Name*
3. Press *OK* to save and close or press *Cancel* to close without saving
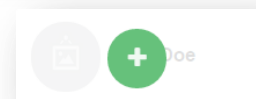
Create Batch

Name

Batch Name

Cancel   OK

Adding New Subjects

1. Click the green plus sign at the bottom of your selected batch to start adding a new subject

First Name   Jane
Last Name   Smith
Grade   3
Teacher   Alvarez

Cancel   Add

2. Press the teal *Portrait* button to upload an image of the subject
3. Enter the subject's data in its entirety in the correct fields
   Note: The Grade and Teacher will auto populate for the batch you are in
4. Press the green *Add* button to save and close, or press The red *Cancel* button to close without saving

⬆ Portrait

Searching Subjects

To search all your batches for a specific subject, type the subject's name in the search bar at the top right corner of your screen. Your results will show everyone listed with that name, and the name of which batch they are listed under. From here you can *Edit* their data or change their *Options*.

Subject Management
Manage subjects and what batches they belong to

Filter By   +   smith   ✕

Alvarez 12   Espinoza 21   McKeehan 18   O'Neal 21   Pellerin 21   Shipley 19   Staff 16   Wellinger 21   Unmatched 0

McKeehan
Alaijah Smith
Grade: K
Teacher: McKeehan
Edit   Options

Scroll To Top

Menu - Users

By default, your user will be the only user listed under the *Users* menu. To create more users, click the green *Create User* button. Completely fill out the new user's information including their *Full Name* and *Email* address. Click the *Organization* box to select your organization name from the drop down that appears. You then must choose a *Role* for this user. For a listing of what each user role does, please contact the PhotoLynx team.

Create User

Full Name | Email
Full Name | Email

Organization | Role
| Role

Cancel   OK

User Actions

Once you set up a new user's account, you have a few options available for you as well. Next to their information you will see an *Actions* drop down menu. Here you will have the option to *Edit Role*, *Edit Manager Role* or *Delete User*.

You can make any user manage any sub-organization you have set up in PLIC Books. This will allow it so as this user logs into PLIC Books, they will only see the projects you have assigned to a specific sub organization. From their *Actions* menu, click *Edit Manager Role*. From here, turn on the slider under *User Manages Sub Organizations*. Then select the sub organization for them to manage under *Sub Organizations*.

Edit Managing Sub Organizations

User Manages Sub Organizations

Sub Organizations

Walkers Photography ×

Cancel   OK

Menu – Candid Photos

PLIC Books has made it easy for you to receive images from parents, teachers, students etc. for candid images throughout the school year. By creating a unique URL for them to upload images to you, PLIC Books has made adding images directly for you to choose from a breeze.

Creating a Unique URL

1. Under your *Menu*, select *Candid Photos*
2. Select your school you wish to have your guests upload to by selecting it at the top of your screen
3. Click the red *Incoming Candids* button
4. PLIC Books will create a unique *Guest URL*. Simply copy this URL and share it to those who wish to upload images to you

Season: 2016 - 2017 ❭ Yearbook Demo ▾ 📖 Go To Book

Guest URL   plicbooks.com/go.php?s=d0h

✔ **Incoming Candids**
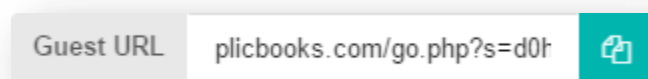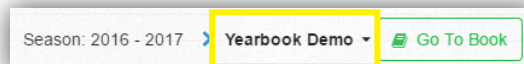
Uploading Images Using the Unique URL

1. Open the unique URL created by PLIC Books – you will be taken to the upload screen
2. If you wish to create a tag for a group of images (*for example: Zoo Trip)*, type the name above the blue *Upload Your Photos* button.
3. Click the blue *Upload Your Photos* button and select which images you wish to upload
4. Once you have selected all the images you wish to upload, click the green *Start Uploading* button – You will see your images begin uploading
5. Once the upload process is finished you will get a notification saying *Uploads Finished*

Selecting and Organizing your Candids

1. As your images are uploaded, you will see them displayed in your *Incoming Candids* screen. You can then organize them into different album (*For Example: Farm Field Trip, Teacher Appreciation Day, Mrs. Smith's class, etc.*)

2. To create an album, click the green plus sign. Type in your Album name and click the green *OK* button. Or to cancel without saving, click the red *Cancel* button
   **Note:** *To delete an album, click the red X button*

3. To move images into your album, first click the red button that states you have candids awaiting approval. Once there, click on the image until you see a blue check mark in the top right hand corner. Select which album to move them into under the drop down and click the green *Approve for album* button

4. You can also manually upload images into any folder. Back in your main *Candid Photos* folder, select which subfolder to upload into and press the gray *Upload*

   button. Then either *Select file(s)* or *Select Folder* of images. Once selected, press the green *Start Uploading* button to manually upload your images.
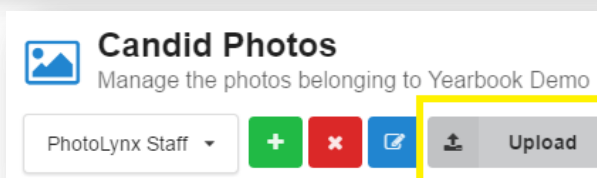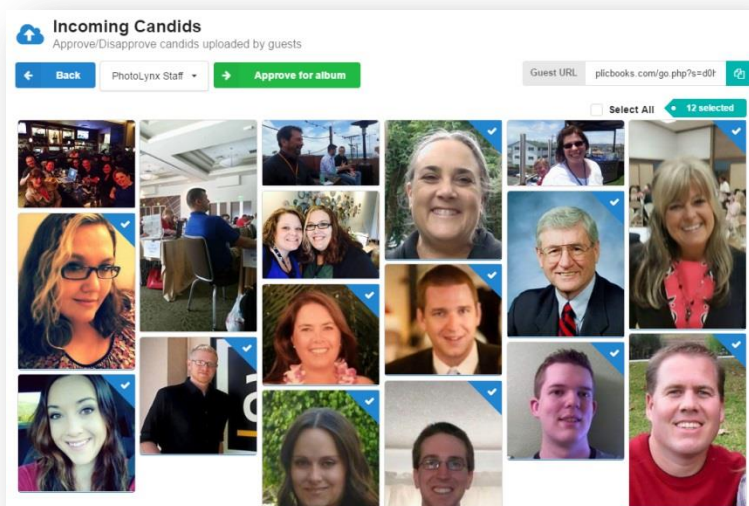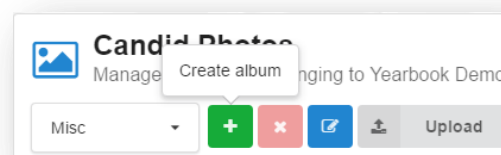
Your candid images are now uploaded and organized so you can add them to your *Candid Layout* sheets in your yearbook!

Menu – Events

Events are another option you can use to receive candid images. Events works hand in hand with your Capture Life account. You simply set up an event, such a "Zoo Field Trip" and have your parents/teachers upload images while at the zoo field trip to the capture life app. The images will then be directly sent to your Candid Images with the event tag you created. To create an Event:

1. Under your *Menu* click *Events*
2. Click the green *Create Event* button
3. Type in the *Name* of your event
4. Select your *Start Time* and *End Time*
5. If you would like, you can type a *Description*. This is optional
6. Turn on the option to say that this is a *CaptureLife Story*
7. Press the green *Save* Button

When your parents/teachers/students sign onto their capture life app, they will see your event listed. Have them simply upload their images of the event to this Capture Life event. These images will come back to you in your *Candid Photos* section, tagged with the event name specified.

Menu – Orders

Your *Orders* menu is a quick and easy way to keep track of who ordered a yearbook. You can manually enter orders here, or you can import orders by uploading a CSV file. You also have the ability to export any orders entered as a CSV file as well. To manually create an order:

1. Click the green *Create Order* button
2. Enter the *First Name*, *Last Name*, *Teacher*, and *Grade* information
3. Type in how many books this person ordered under *Quantity*
4. Type in how much they paid under *Order Total*
5. If they ordered any personalization, type their specific personalization under *Personalization Notes*
6. Press the green *Save* Button

To import a CSV file of orders, such as a report from any orders made from an online vendor, press the blue *Import Orders* button and browse out for the CSV file to import. On the main *Orders* screen, you will see who was and was not a manual entry.

You can edit any order by pressing the gray *Order Information* button. To delete any order, press the red *Delete* button. To export out a CSV file of all orders in PLIC Books, press the orange *Export CSV* button.

Menu – Workflows

This screen will show you your customer's current progress in their yearbook. You can customize your own workflow under your *Studio/Lab Settings*.

Studio/Lab Menu - Themes

A theme is simply a graphic used to design the pages in your book. You have the ability to upload themes for your schools to use. A good example would be if you designed a specific cover for your school's yearbook. To set up your theme:

1. Click the *Themes* option under your *Studio/Lab Menu*
2. Select which set of pages you wish to have your theme assigned to. Your options are:
   a. Previews
   b. Covers
   c. Panels
   d. Candids
   e. Autographs
   f. Indexes
3. Once you select your set of pages, browse out and find your image to upload
4. Press the blue *Save* button once you are finished
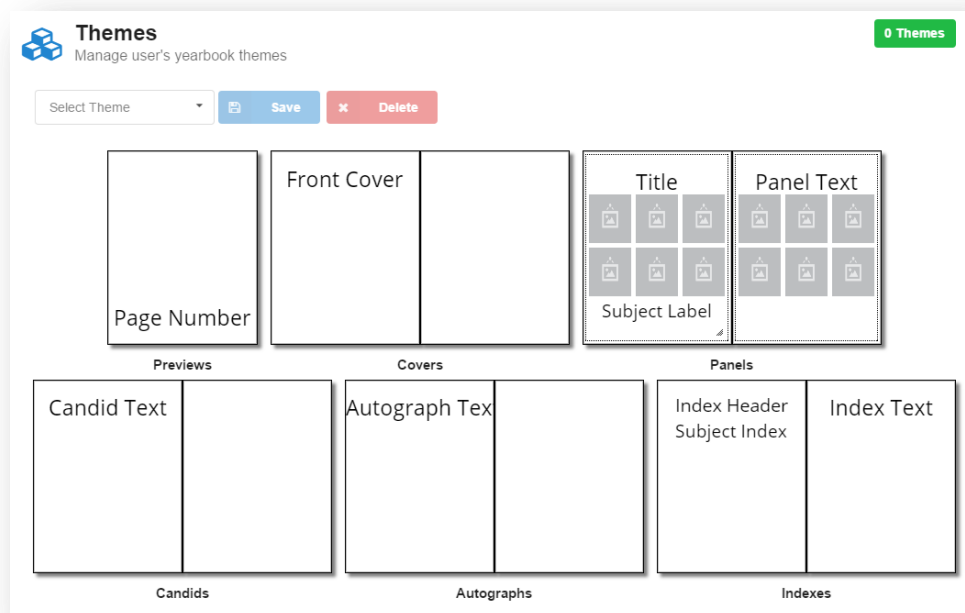
Studio/Lab Menu - ClipArt

By default, your PLIC Books account will come preloaded with clipart that can be used to help design pages inside the yearbook. To upload your own clipart:

1. Press the green plus sign to *Create a New Album*
2. Type in the *Album Name* and press the green *OK* button. Or press the red *Cancel* button to close without saving
3. Press the gray *Upload* button
4. To upload individual images, press the green *Select File(s)* button to browse out and select these images
5. To upload a folder of images, press the green *Select Folder* button to browse out and select your folder of images
   Note: *If your folder of images has subfolders inside of it, check off "Also include files within sub-folders" to include these folders in your upload process*
6. Press the green *Start Uploading* folder to start uploading your images
7. Once finished uploading, you will get a notification saying *Uploads Finished*
8. To *Delete* a specific image, hover over this image and press the red X button
9. To *Delete* an entire sub-folder of clipart, press the red X button in your top menu
10. To *Rename* your folder of clipart, press the blue *Edit* button in your top menu

Create New Album

Album Name

PHOTOLYNX CLIPART

Cancel   OK

1 **Choose Files** Select files to upload	2 Setup Prepare settings for upload	3 Upload Submit upload queue

Select File(s) or Select Folder   ✔ Also include files within sub-folders

Studio/Lab Menu – Backgrounds

To have backgrounds available for your schools to use, you must first upload them. To do this:

1. Press the green plus sign to *Create a New Album*
2. Type in the *Album Name* and press the green *OK* button. Or press the red *Cancel* button to close without saving
3. Press the gray *Upload* button
4. To upload individual images, press the green *Select File(s)* button to browse out and select these images
5. To upload a folder of images, press the green *Select Folder* button to browse out and select your folder of images
   Note: *If your folder of images has subfolders inside of it, check off "Also include files within sub-folders" to include these folders in your upload process*
6. Press the green *Start Uploading* folder to start uploading your images
7. Once finished uploading, you will get a notification saying *Uploads Finished*
8. To *Delete* a specific image, hover over this image and press the red X button
9. To *Delete* an entire sub-folder of clipart, press the red X button in your top menu
10. To *Rename* your folder of backgrounds, press the blue *Edit* button in your top menu

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Create New Album

Album Name

PHOTOLYNX BACKGROUNDS

Cancel   OK

| 1 | **Choose Files** Select files to upload | 2 | Setup Prepare settings for upload | 3 | Upload Submit upload queue |

Select File(s)   or   Select Folder   ✔ Also include files within sub-folders

Studio/Lab Menu – Alpha Masks

If your school would like a specific alpha masks on their student images, you can upload these on the *Alpha Masks* menu.

1. Press the green plus sign to *Create a New Album*
2. Type in the *Album Name* and press the green *OK* button. Or press the red *Cancel* button to close without saving
3. Press the gray *Upload* button
4. To upload individual images, press the green *Select File(s)* button to browse out and select these images
5. To upload a folder of images, press the green *Select Folder* button to browse out and select your folder of images
   Note: *If your folder of images has subfolders inside of it, check off "Also include files within sub-folders" to include these folders in your upload process*
6. Press the green *Start Uploading* folder to start uploading your images
7. Once finished uploading, you will get a notification saying *Uploads Finished*
8. To *Delete* a specific image, hover over this image and press the red X button
9. To *Delete* an entire sub-folder of clipart, press the red X button in your top menu
10. To *Rename* your folder of backgrounds, press the blue *Edit* button in your top menu

Create A Sub-Album

Album Name

Alpha Masks

Cancel   OK

Studio/Lab Menu – Candid Layout Editor

By default, PLIC Books will automatically be loaded with many different candid layouts to choose from. These layouts are also customizable in the sense that you can drag/drop/delete things from a page once it is selected. If you wish to have your own layout available for your school to use, please contact your PhotoLynx tech support team. They will create an XML file with your specifics for you to upload. Once you receive this file:

1. Type in the *Layout Name*
2. Press the blue *Upload* button to browse out and upload your XML file
3. Once loaded, you will be able to preview it in the *Candid Layout Editor* screen
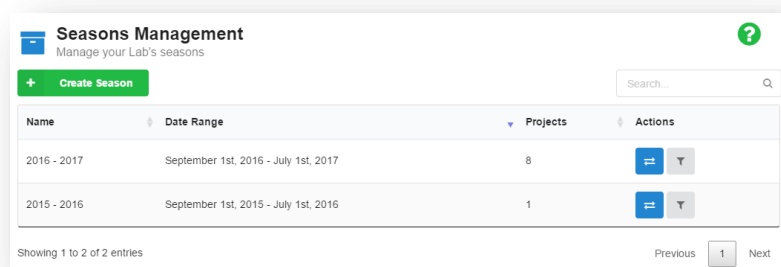
Studio/Lab's Settings

This menu option will allow you to customize the settings for your studios, as well as the custom message they will receive once they submit an order to you. Choose whether or not to *Show app-wide global albums under Clip Art*, *Show app-wide global albums under Backgrounds*, or *include app-wide global themes*. You can also select when you are making a book to default to *Allow the margins to be changed* and to *Combine cover pages in rendered PDF*. You can also include a URL to send to the client when a yearbook has been submitted.

If you wish to change your custom messages, type the desired messages in the corresponding box. Your options are *Customer Locked Message, Submit Message* and *Email Message Users Will Receive the First Time They Login.* Once you have all your preferences set, press the green *Save* button.

Seasons

To create different yearbook seasons (makes it filtering through old and new yearbooks much easier), click the gray *Seasons* button. Then click the green *Create Season* button. Once created you can easily add projects to this season by clicking the blue button, or filter your entire *Schools* menu to show a specific season by clicking the gray filter button.

Workflows

Workflows mark the steps you specify for your customers to take while building a yearbook, and it helps them and you to understand which step is next before the final submission. By default, you will have one titled *Yearbook Progress*. You have the option to edit this workflow by pressing the gray *Workflow Information* button. You can also create a new workflow. To create a new one, click the green *Create Workflow* button.

1. Type in a *Name* for your workflow
2. Type in a *Description* for your workflow (*For example*: "Progress in creating and shipping Yearbooks")
3. Type in the first step and select who needs to complete this step. You can also decide whether or not this step will be visible to the customer.
4. Continue adding additional steps by pressing the gray *Add Step* button
5. Once complete, press the green *Save* button

Book Formats

Use book formats to set up custom book layouts including crop dimensions, bleed and spine. To create a new book format, click the green *Create Book Format* button.

1. Type in a name for your yearbook format
2. Specify your *Crop Width* and your *Crop Height*
3. Specify your *Bleed* and your *Cover Bleed*
4. Choose your *Spine Formula* to be either *Hard Coded, Divide Pages By* or *Page Ranges*
5. Choose your *Spine*
6. Choose whether to give your customers a simpler user interface to use while building their books by sliding the slider for *Books Lite UI*. This will remove background, candid layouts, large teacher layouts, comments and some other major features.

Actions Menu

Actions Menu

Once you have accessed your book, you can have access to your *Actions Menu* at any time by clicking the teal button in your top right hand corner of your screen. Once accessed, your options are:
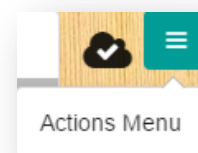
- *Dashboard* – press this to quickly return to your *Dashboard*
- *Subject Management* – press this to quickly access your *Subject Management* screen for this school
- *Subject Index* – Press this to see an index of all your subjects for this school, and which page they are listed on in your book
- *Help* – press this to get a pop up walkthrough over individual features in your book
- *What's New* – press this to see a listing of recent updates
- *Sign Out* – press this to sign out of PLIC Books

Multi Users

PLIC Books has the ability to have more than one person working on the same book at the same time. While working in your book, you will see notifications of someone else logging on to work on the book, as well as get notifications of who made what changes.

Tawnya Pitman just started working on this Book

Tawnya Pitman
Tawnya Is here

Building Your Yearbook

> Yearbook

Once you have all your subjects set up properly under the correct batches, you are now ready to move on to build your yearbook! To access your Yearbook template, click the *Yearbook* button from your *Schools* screen

Themes

Themes are entire book designs that your lab has provided you to help design your yearbook. To use a theme:

1. Access your *Themes* from your dropdown menu to the top left of your screen
2. Scroll through your available designs until you find the one you like
3. Drag and drop this design onto your working page of your yearbook
   Note: *If your cover page does not update, this is because your lab has designed a cover for you and has disabled the ability to edit this*

Backgrounds

Backgrounds are page designs that your lab has provided to help you design your yearbook. To use a background:

1. Access your *Backgrounds* from your dropdown menu to the top left of your screen
2. Select a subfolder of backgrounds to search through (***For Example:*** *Colorful*)
3. Scroll through your available backgrounds until you find the one you like
4. Drag and drop this background onto your working page of your yearbook
   Note: *If your cover page does not update, this is because your lab has designed a cover for you and has disabled the ability to edit this*

Page Options

After you have applied your theme to your entire book, you can then customize each page individually. To do this:

- *Themes* – If you have a *Theme* applied to your book, you will see this option. After clicking your *Options* button, you can select *Themes* to access your theme options for the current page you are working on
    - *Opacity* – Press the plus or minus sign to intensify or decrease the opacity on your image
    - *Flip Horizontally* – To change the orientation of your background image to be horizontal, slide the *Flip Horizontally* button until it is blue
    - *Flip Vertically* – To change the orientation of your background image to be vertical, slide the *Flip Vertically* button until it is blue
- *Clear Theme* – Press this to completely clear your theme throughout your book
- *Submit Cover* – After you have completed building your cover page for your book, you can submit this to your lab for approval using this option. Once submitted, your cover will then be locked from being edited.
- *Backgrounds* – If you have a *Background* applied to your book, you will see this option. After clicking your *Options* button, you can select *Backgrounds* to access your background options for the current page you are working on
    - *Opacity* – Press the plus or minus sign to intensify or decrease the opacity on your image
    - *Flip Horizontally* – To change the orientation of your background image to be horizontal, slide the *Flip Horizontally* button until it is blue
    - *Flip Vertically* – To change the orientation of your background image to be vertical, slide the *Flip Vertically* button until it is blue
- *Clear Backgrounds* – Press this to completely clear your background on your page
- *Comments* – To add comments, or view any comments made, to a specific page click the comment icon found on the top corner of your page.

Adding/Editing Text Objects

To add a text object, simply double click where you want the text object to appear. You can then highlight and replace the words "Type Here" with whatever text you want to appear. 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 editing options are:
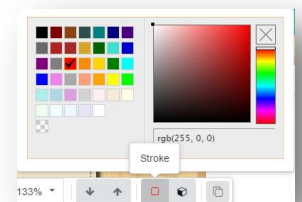
- *Font Options* – Your font options allow you to change the style, size, type and color of your font. Simply highlight your text and make your selections. Your options include:
  - o Bold
  - o Italic
  - o Underline
  - o Left Justify
  - o Center Justify
  - o Right Justify
  - o Font Type
  - o Font Size
  - o Font Color
  - o Background color
  - o Line Height
- *Special Effects* - You also have the ability to add special effects to your font. Simply highlight the desired area of the font you wish to include the special effect on and make your selection. Your special effects choices are:
  - o *Stroke* – Enable this to put a stroke around your text. Choose which color you would like from the *Color* button.
  - o *Glow/Drop Shadow* – Enable this to put a glow or a drop shadow around your text. Choose which color you would like from the *Color* button.
- *Reposition/Resize* – Simply move your text box around to reposition and resize your text box. The objects surrounding the text box will move to adjust to the changing size.
  - o To have a larger "blank" area around your font without changing the size of your font, drag the font box from the bottom right corner.
- *Rotate* - Press and hold the top green button above your font and rotate your text box to the desired position.
- *Layer Text* – To move your text on top of another object, or behind another object, select the corresponding buttons. The up arrow layers on top, the down arrow layers below.
- *Remove Text Box* – To completely remove your text box from your page, hover over your text item and press the red X button
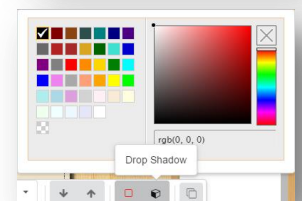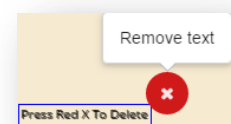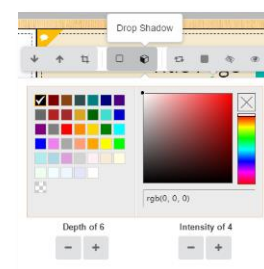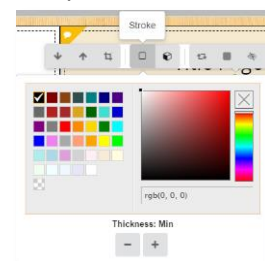
Adding/Editing Clipart

To add clipart objects to your page, hover over the clipart menu item in the top right menu options. From here, you will see different categories open up. Choose which category you would like to browse through. You can also *Search* for specific clip art by typing a keyword in the search field. ***For Example: Typing in "Dog" will show all dog clip art items in your drop down menu.*** Once you find the perfect clip art to add your page, simply drag it to your working page. If placed 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. Your editing options are:

- *Rearrange* – to move your images, simply click on an image and drag it to a different position on the page
- *Layer* – To layer your images above or below another image, click either the up or down arrow
- *Rotate* – To rotate your image, click the green dot above your graphic and drag your image to the proper rotation
- *Crop* – To crop your image, click the cropping tool and adjust your image by clicking either the plus or minus magnifier tools. Once finished, click the green check mark.
- *Special Effects* - You also have the ability to add special effects to your graphics. Your special effects choices are:
    - *Stroke* – To add a border around your image, select the *Stroke* option. Choose your color and thickness.
    - *Drop Shadow* – To add a drop shadow behind your image, select the *Drop Shadow* option. Choose your color, depth and intensity.
    - *Invert* – To invert your image, slide the *Invert* button
    - *Grayscale* – To make your image black and white, press the *Grayscale* button
    - *Blur* – Press the plus or minus sign to intensify or decrease the blur on your image
    - *Opacity* – Press the plus or minus sign to intensify or decrease the opacity on your image
    - *Saturation* – Press the plus or minus sign to intensify or decrease the opacity on your image
    - *Contrast* – Press the plus or minus sign to intensify or decrease the contrast on your image
    - *Brightness* – Press the plus or minus sign to intensify or decrease the brightness on your image
    - *Hue* – Press the plus or minus sign to intensify or decrease the hue on your image
   - *Edit Tags* – Allows you to create or rename any tags for this graphic

Note: *These changes will be made to individual images, not all images on the page. These options also honor transparent PNG's.*

Candid Layouts

PLIC Books offers several different ways to layout your Candid Images on pages in your yearbook. To utilize this option:

1. On the top left drop down menu, select the *Candid Layouts* option
2. Find a layout you like from the menu to the right on how to have the images laid out on your page and drag/drop onto your blank working page in your yearbook
   Note: You can change your selection easily by selecting a different layout and dropping it onto your page
3. You will then get a *Create Collage from Candids* screen. Select Candid Photos from your drop down and select all the images you wish to include on your Candid Layout and press the green *OK* button. Or press the red *Cancel* button to exit without saving
   Note: You can change your photo selections easily by selecting a different image from the Candid Images drop down menu and dropping it onto your page
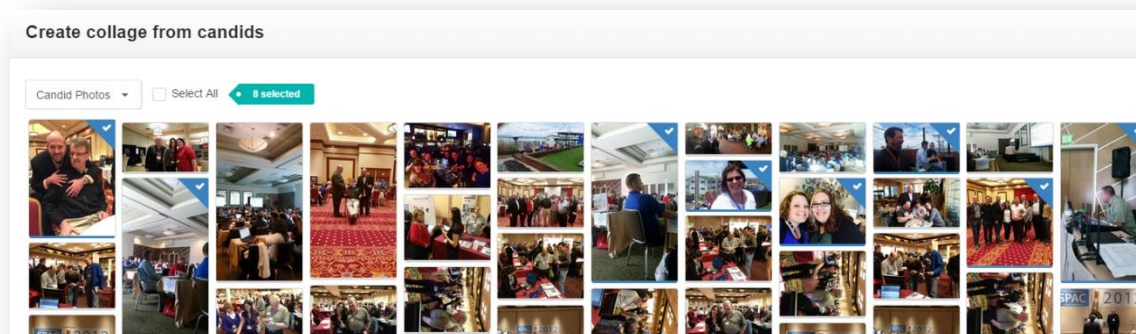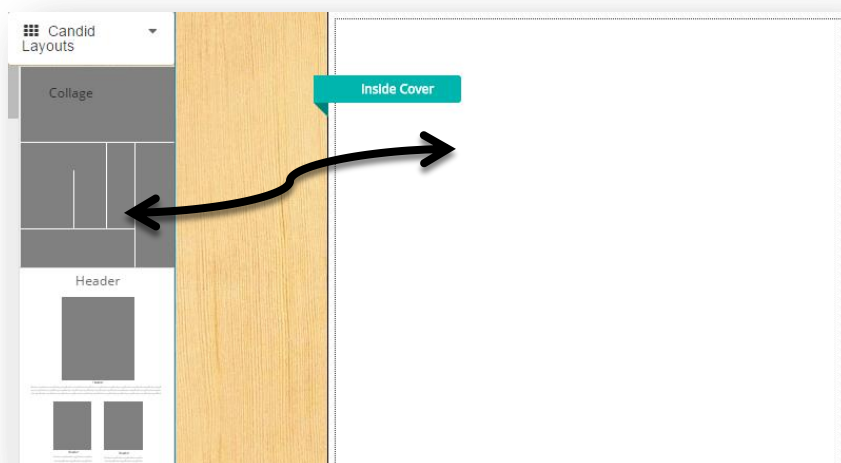
Once your collage is set up on your page, you have several editing options to further customize your Candid Layout.

- *Rearrange* – to move your images, simply click on an image and drag it to a different position on the page
- *Layer* – To layer your images above or below another image, click either the up or down arrow
- *Rotate* – To rotate your image, click the green dot above your graphic and drag your image to the proper rotation
- *Crop* – To crop your image, click the cropping tool and adjust your image by clicking either the plus or minus magnifier tools. Once finished, click the green check mark.
- *Special Effects* - You also have the ability to add special effects to your images. Your special effects choices are:
  - *Stroke* – To add a border around your image, select the *Stroke* option. Choose your color and thickness.
  - *Drop Shadow* – To add a drop shadow behind your image, select the *Drop Shadow* option. Choose your color, depth and intensity.
  - *Invert* – To invert your image, slide the *Invert* button
  - *Grayscale* – To make your image black and white, press the *Grayscale* button
  - *Blur* – Press the plus or minus sign to intensify or decrease the blur on your image
  - *Opacity* – Press the plus or minus sign to intensify or decrease the opacity on your image
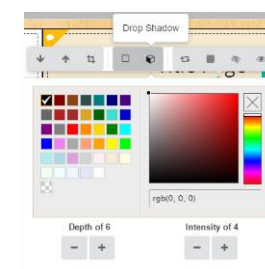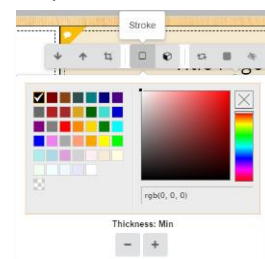 - *Saturation* – Press the plus or minus sign to intensify or decrease the opacity on your image
  - *Contrast* – Press the plus or minus sign to intensify or decrease the contrast on your image
  - *Brightness* – Press the plus or minus sign to intensify or decrease the brightness on your image
  - *Hue* – Press the plus or minus sign to intensify or decrease the hue on your image
  - *Edit Tags* – Allows you to create or rename any tags for this graphic

Note: *These changes will be made to individual images, not all images on the page.*

Class Layouts

To start adding your class pictures to a page, simply locate the batch you wish to add at the top of your page and drag that name to the page you are working on. To the left you will see your *Class Layouts* options appear. This will choose how to display your images on your page. Simply find the layout you desire and drag it to your working page.

Change Column/Image Size

To change how large your class images are displayed on the page, simply over your images and select *Small, Medium* or *Large*. Or you can customize how many columns are on the page by clicking the orange *Custom Size* button and typing the number of columns you wish to see.

### Change Font/Font Color of Subject's Names

To change the font and font color of the subject's names, simply 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. *Note: Font size is not an option – PLIC Books will adjust the subject's name automatically to fit in the space provided.*
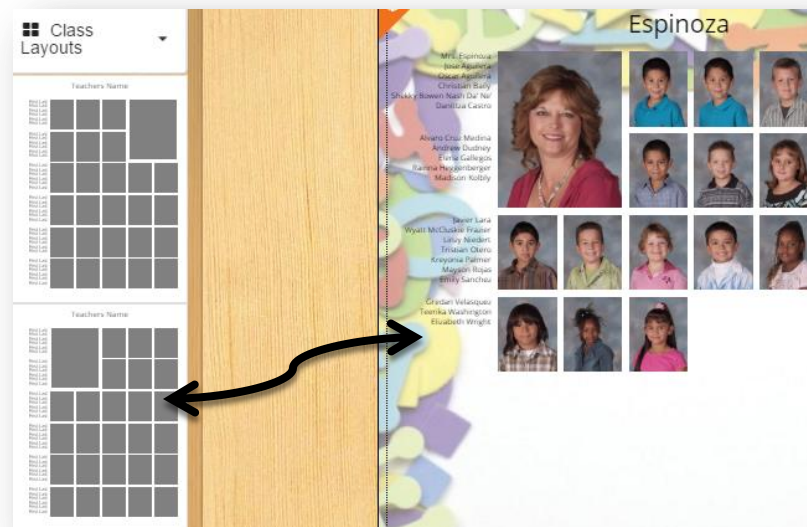
Masks

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.
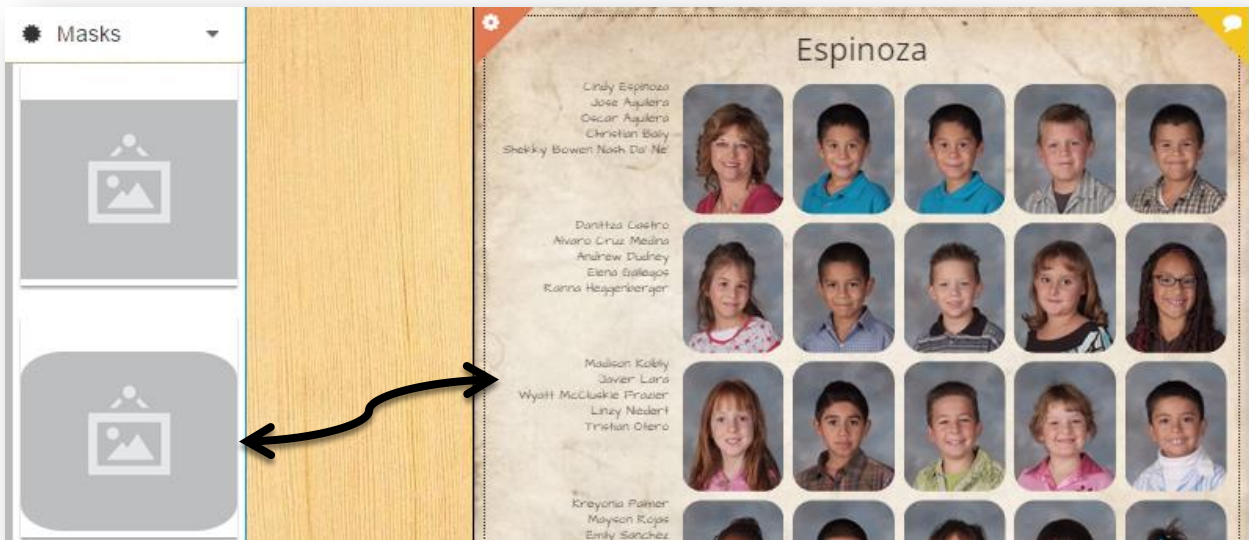

Autograph Layouts

To add a blank page for your student's to receive autographs from their peers, select the *Autograph Layouts* option from the top left drop down menu and drag this to a blank working page.

Index Pages

PLIC Books makes it quick and easy to add an index page for your students to quickly look up which page they are listed on. To add this as an option, select *Index Pages* from your top left drop down. Select your layout you wish to include and drag it onto your working page. PLIC Books will auto populate the information for you.
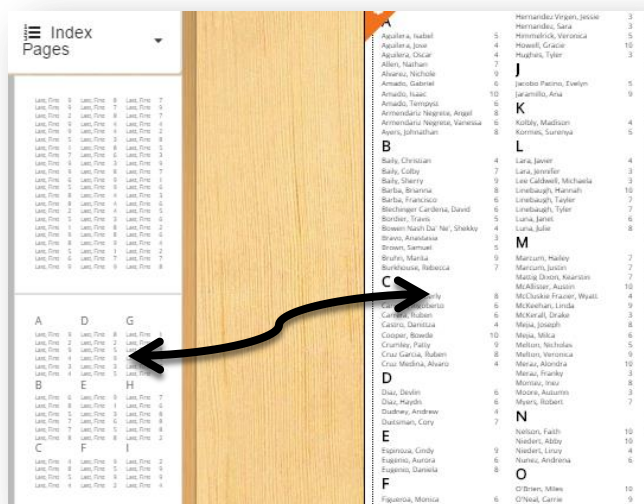
Previewing Your Book

Once you have all your pages set up, you can do a quick preview by clicking the *Preview Full Book* button. This will show you a preview of each page in the order that they are in. If you notice a page out of order, simply drag it to its correct position to reorder. You can also quickly delete a page, or go to a page by clicking on the corresponding buttons on that page. Your other options here are:

1. *Preview PDF* – This will allow you to download a low-resolution version of a PDF to preview your yearbook
2. *Finalize and Submit* – Select this option only when your yearbook is complete and you are ready to submit to your lab for printing
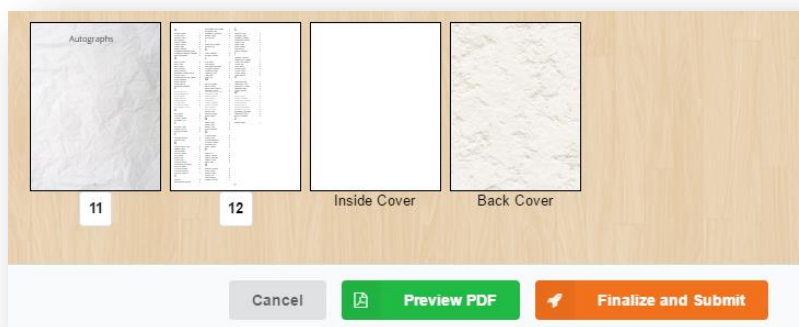
Submitting Your Book

Once you click *Finalize and Submit* you will get a notification 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 press the green *OK* button. Or press *Cancel* to return to your editing functions.