

PLIC Books

School 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

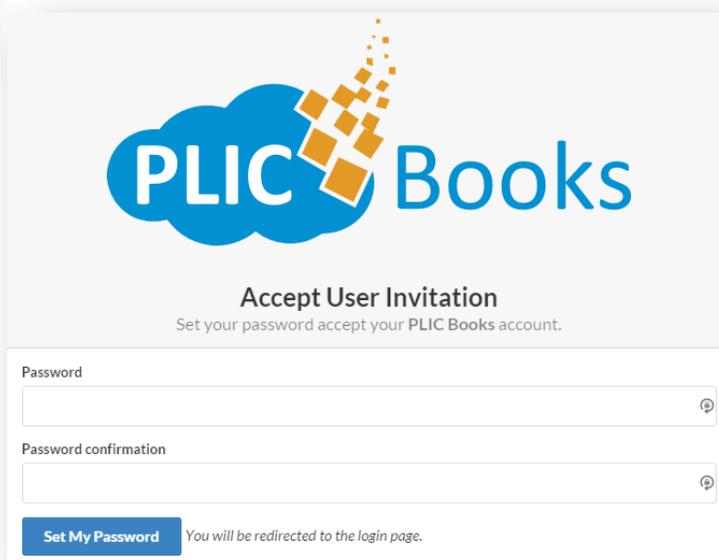
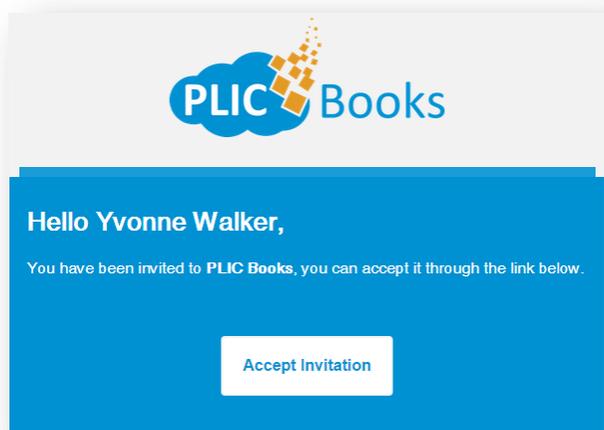
You will receive an email stating your lab has created an account for you on PLIC Books. Click the *Accept Invitation* link to take you to the registration site. Your account will not be created until you access this link and set your password.

Note: A quality internet connection is required to submit completed yearbooks to your lab 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.



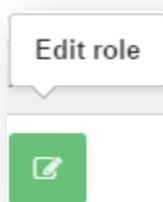
The image shows a screenshot of the PLIC Books password setup page. At the top is the PLIC Books logo. Below it, the text reads "Accept User Invitation" and "Set your password accept your PLIC Books account." There are two input fields: "Password" and "Password confirmation", each with a small eye icon to the right. At the bottom is a blue button labeled "Set My Password" with the text "You will be redirected to the login page." to its right.

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. These roles are:



1. **School Advisor** – This role will allow the user to be able to create new users, change roles of existing users, edit any unlocked pages, view any of the yearbooks, approve/disapprove of individual pages, upload candid images for any of the users to use, create previews and submit the yearbook for production
2. **User** – This role will allow the user to view yearbooks, edit any unlocked pages and upload candid images for any of the users to use
3. **Proofer** – This role will allow the user to view yearbooks and approve/disapprove individual pages
4. **Photographer** – This role will allow the user to upload candid images for any of the users to use



At any time you can edit the user's role by clicking the green *Edit Role* button under *Actions*.

Create User

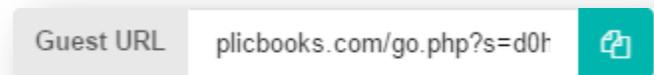
<p>Full Name</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Full Name"/>	<p>Email</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Email"/>
<p>Organization</p> <input style="width: 90%; border: 1px solid #ccc;" type="text" value="Organization"/>	<p>Role</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Role ▾</p> <p>School Advisor</p> <p>User</p> <p>Proofer</p> <p>Photographer</p> </div>

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 Candid*s 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



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 Candid

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

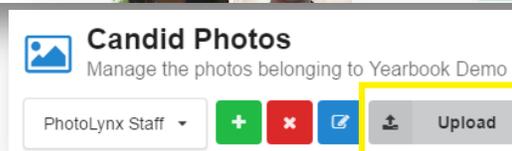
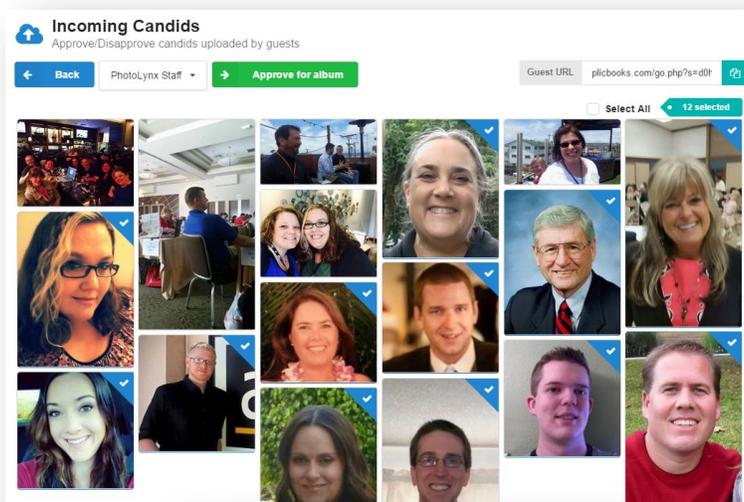
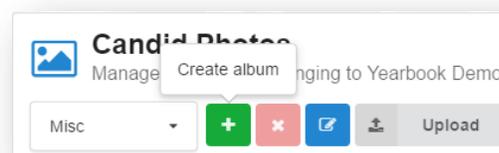
2. To create an album, click the green plus sign. Type in your Album name and click the green *OK* button. Or to cancel without saving, click the red *Cancel* button

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 candid's 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.

Subject Management

Your PLIC Books account should already be pre-loaded with images and data from your lab. 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 on the gray button
2. Change your batching from *Teacher* to *Grade* by clicking the blue *Filter By* button and select *Grade*. 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*

Confirm Recreating Batches

You are about to destroy all existing batches, and to recreate them based off of the existing subject's Grade. Do you want to continue?

Cancel

OK

Copy or Move?

Would you like to move or copy Nichole to Alvarez?

Move

Copy

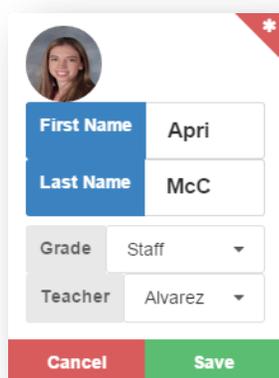
Subject Management Options

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

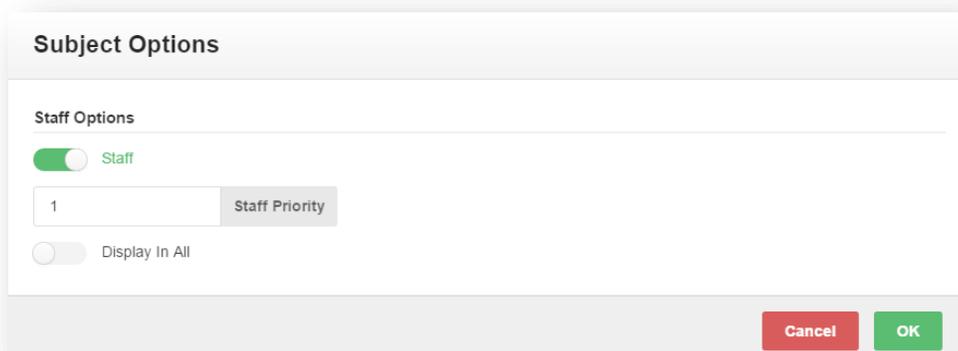
1. **Edit** – Press this option to change any *Name* spellings. You can also select a different *Grade* and *Teacher* field from the corresponding drop down menus. Any changes made will be highlighted in blue. Press *Save* to save your changes or *Cancel* to exit without saving
2. **Options** – Press this option to specify *Staff* members, the *Staff Priority* (which number they are listed on the page) and whether you want this subject to *Display In All* batches. Press *OK* to save your changes or *Cancel* to exit without saving

Note: *Once a subject has been listed as Staff, a red star icon will appear in the top right hand area of their record*

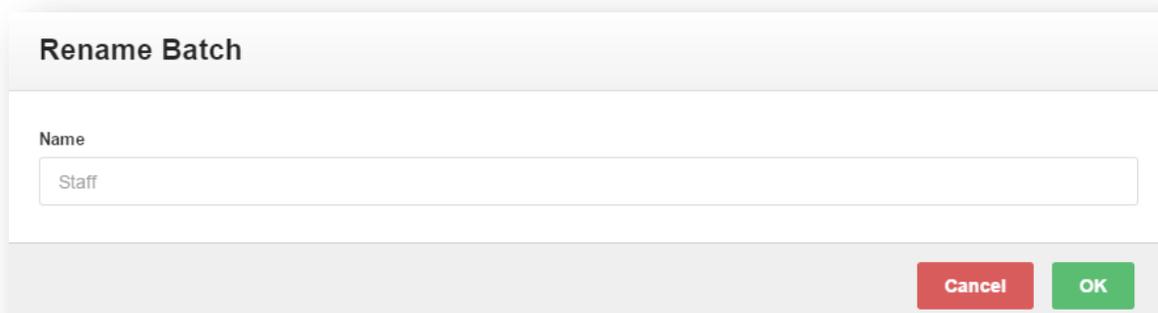
3. **Edit Batch Names** – To change the name of your batch, or to delete an entire batch hover over the batch name and select either *Rename* or *Delete*. To *Rename* type in the new name of the batch and press *OK* to save. Press *Cancel* to exit without saving. *Delete* will completely remove this batch from the job



A screenshot of a subject edit form. At the top left is a circular profile picture of a woman. To its right is a red star icon. Below the picture are two rows of labels and values: 'First Name' with the value 'Apri' and 'Last Name' with the value 'McC'. Below these are two dropdown menus: 'Grade' with 'Staff' selected and 'Teacher' with 'Alvarez' selected. At the bottom are two buttons: a red 'Cancel' button and a green 'Save' button.



A screenshot of the 'Subject Options' dialog box. The title is 'Subject Options'. Under the heading 'Staff Options', there is a toggle switch for 'Staff' which is turned on. Below that is a text input field containing the number '1' and a label 'Staff Priority'. At the bottom is another toggle switch for 'Display In All' which is turned off. At the bottom right are two buttons: a red 'Cancel' button and a green 'OK' button.



A screenshot of the 'Rename Batch' dialog box. The title is 'Rename Batch'. Below the title is a text input field with the label 'Name' and the current value 'Staff'. At the bottom right are two buttons: a red 'Cancel' button and a green 'OK' button.

Adding New Batches/Subjects

You can manually add new subjects and batches in PLIC Books if this information was not included in the previous upload by your lab.

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



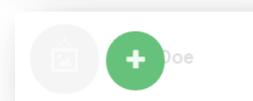
Create Batch

Name

Cancel
OK

Adding New Subjects

1. Click the green plus sign at the bottom of your selected batch to start adding a new subject
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
4. Press the green *Add* button to save and close, or press the red *Cancel* button to close without saving



First Name	Jane
Last Name	Smith
Grade	3
Teacher	Alvarez

Cancel
Add



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

Yearbook Test | Grade | + | Go To School > |

Alvarez 13 | Staff 16 | Espinoza 21 | McKeehan 18 | O'Neal 21 | Pellerin 21 | Shipley 20 | Wellinger 21

Jane Smith
Grade: 3
Teacher: alvarez

Edit Options

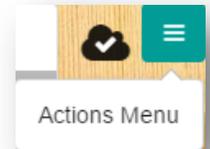
Alajah Smith
Grade: K
Teacher: McKeehan

Edit Options

Scroll To Top

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.




Building Your 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

> Yearbook

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:

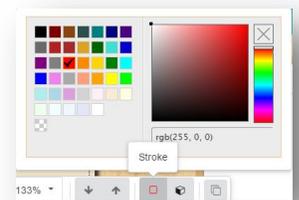
- **Font Options** – Your font options allow you to change the style, size, type and color of your font. Simply highlight your text and make your selections. Your options include:

- Bold
- Italic
- Underline
- Left Justify
- Center Justify
- Right Justify
- Font Type
- Font Size
- Font Color
- Background color
- Line Height



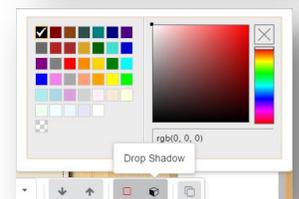
- **Special Effects** - You also have the ability to add special effects to your font. Simply highlight the desired area of the font you wish to include the special effect on and make your selection. Your special effects choices are:

- **Stroke** – Enable this to put a stroke around your text. Choose which color you would like from the *Color* button.
- **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.

- 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.

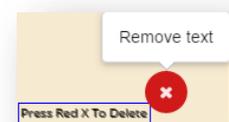


- **Rotate** - Press and hold the top green button above your font and rotate your text box to the desired position.



- **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

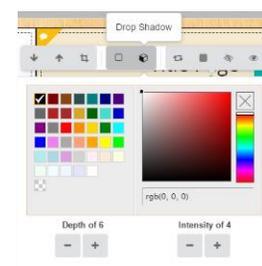
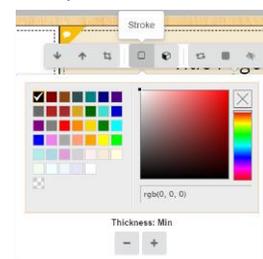


Adding/Editing Clipart

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

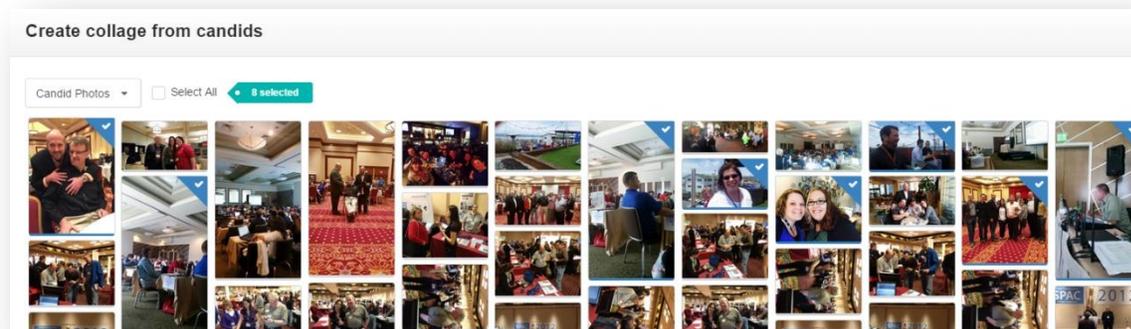
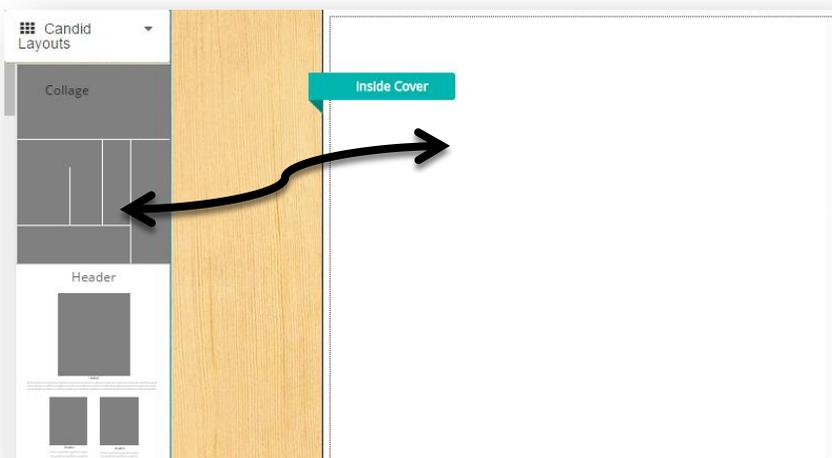
PLIC Books offers several different ways to layout your Candid Images on pages in your yearbook. To utilize this option:

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

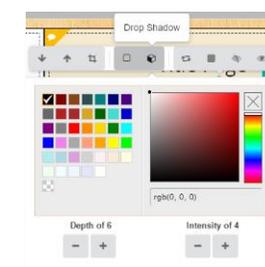
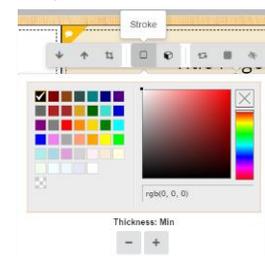
 **Saturation** – Press the plus or minus sign to intensify or decrease the opacity on your image

 **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.

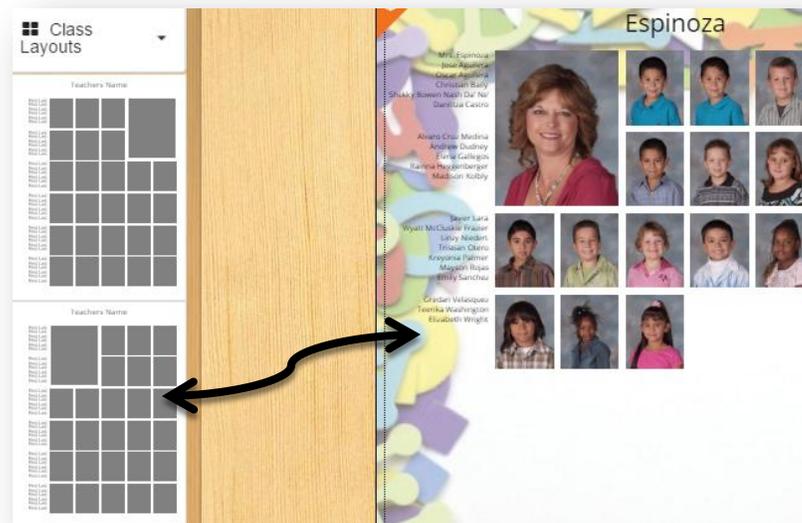
Change Column/Image Size

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

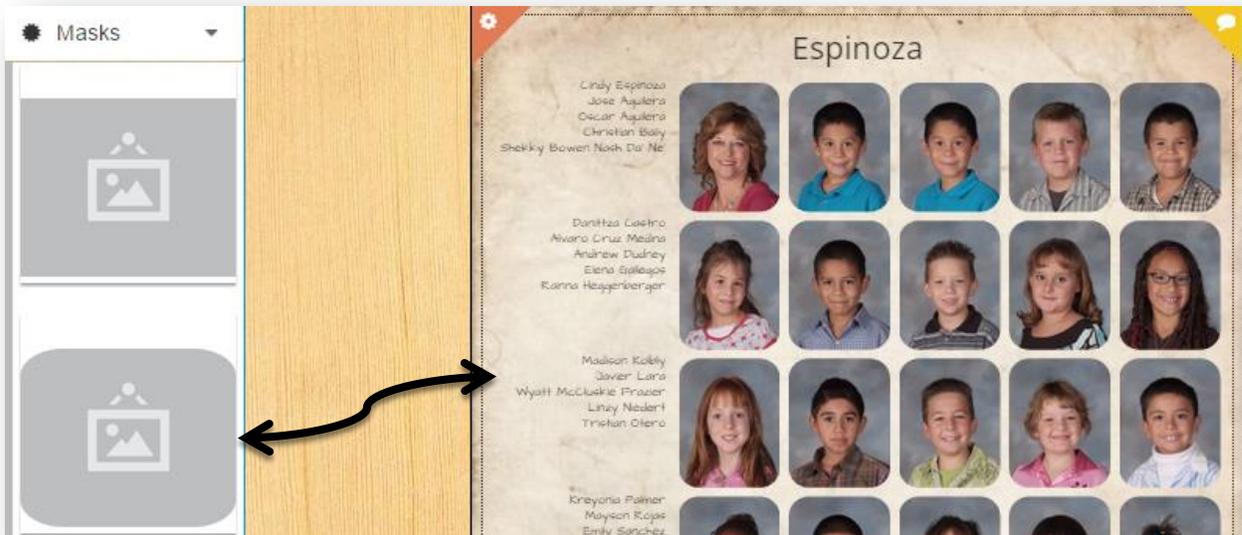
To change the font and font color of the subject's names, simply click on one of the names to get the options toolbar to pop up. Once a change has been made here, it will update for everyone on the page.

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.



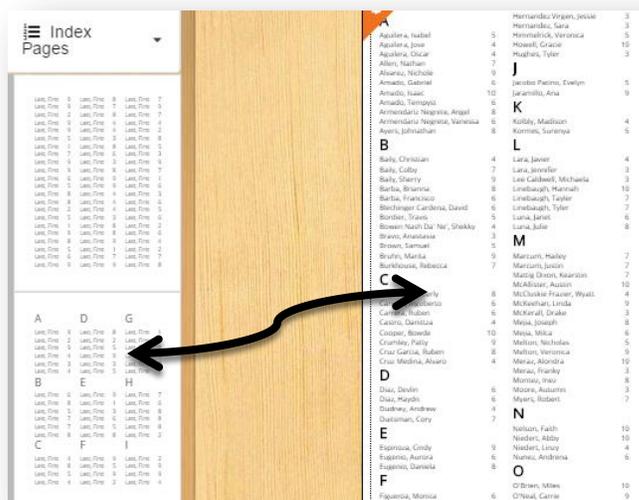
Autograph Layouts

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

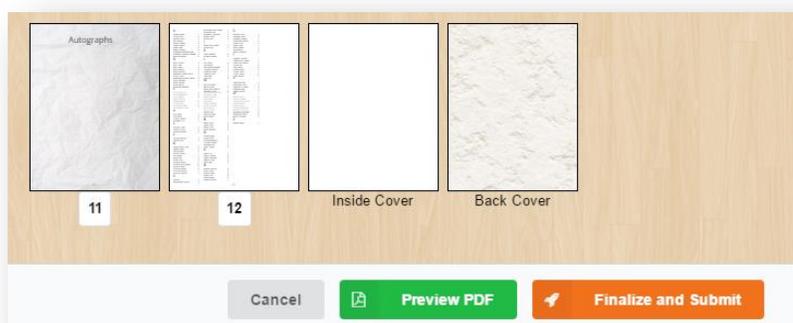
PLIC Books makes it quick and easy to add an index page for your students to quickly look up which page they are listed on. To add this as an option, select *Index Pages* from your top left drop down. Select your layout you wish to include and drag it onto your working page. PLIC Books will auto populate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

