# Memory Book Online™
User Guide

Welcome to Memory Book Online™, the easiest way to create a yearbook online.
Work on your yearbook anywhere you have a high-speed Internet connection.

The Basic Steps

Creating your yearbook using
Memory Book Online™ is an easy
and enjoyable process.

1. Plan your yearbook project—staff, fonts, styles.
See the **PLAN** section of this guide for more information.

2. Complete your Page Ladder—identify pages and set templates. See the **PLAN** section of this guide for more information.

3. Upload photos and images to your Image Organizer. See the **PHOTOS** section of this guide for more information.

4. Create your pages. Start from the Page Ladder or Page Designer to select a page and edit images and text. See the **PAGES** section of this guide for more information.

5. Before submitting, create page previews of each page to proof or print out. Once you submit a page, you will no longer be able to make changes to it. Changes requested after submission may result in extra charges and delays. Please contact your Sales Consultant at 1-800-247-1526 for assistance.

6. Submit your pages.

Note: Some features are only available to the adviser login.
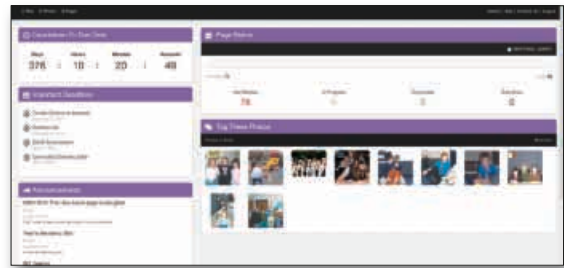
Program Requirements

Hardware requirements:
- Windows or Macintosh Operating System
- Intel Pentium processor
- Windows 7, 8, & 10
- Mac OSX 10.4 or higher
- 512 MB available RAM (1GB or more recommended)
- Video card with 24-bit, high resolution display
- 1024 x 768 screen resolution or higher

Browser requirements:
- Windows: Internet Explorer 11 & above, or Google Chrome, or Firefox (official release channel version)
- Mac: Safari 8 & above, or Google Chrome, or Firefox (official release channel version)

Internet requirements:
- Memory Book Company requires high-speed Internet (DSL, Cable, T1) for the Memory Book Online™ program.

Flash requirements:
- Flash 11 or higher. Flash is a free download from www.adobe.com. If you do not have version 11 or above, you will see a message asking you to download the software the first time you try to access the Page Ladder, Photos, or Page Designer. If you do not have permission to install software, you may need to contact your network administrator.

My Job Number: _____

My Username: _____

My Password: _____

My Image Share Number: _____

My Sales Consultant: _____

My Due Date: _____

My Theme: _____

Technical Support
phone: (877) 302-3140
e-mail: technicalsupport@memorybook.com

Customer Service
phone: (800)-247-1526
fax: (800)-550-7129
e-mail: yearbook@memorybook.com

Memory Book Online™ Top 15 Tips

Sorting

Send your photographer's PSPA-compliant CD to Memory Book Company. Let Memory Book Company know how you would like your portraits sorted (by grade or by teacher).

Teacher Portraits

Let Memory Book Company know if you want to place teacher portraits on both the Staff/Faculty Page AND Class Pages.

Resolution

Set your digital camera to take high resolution photos. If scanning photos, set the resolution at 300 DPI.

Images

Select the digital images you will use in the yearbook and organize those images on your computer.

Uploading

Send your digital images on a disk/removable USB drive to Memory Book Company for uploading. You may also send hard copies of your images sorted in separate envelopes by category to Memory Book Company for scanning and uploading. You will have the opportunity to submit candid images for Memory Book Company uploading up to two times.

Copy Images

Keep a copy of all images sent to Memory Book Company or uploaded to Memory Book Online™.

Page Ladder

Create a Page Ladder **BEFORE** you start building your yearbook.

Proof

Print a proof of your portraits **BEFORE** you flow class pages. Make any changes to portraits BEFORE you flow the class pages. See the Class Pages section of this manual for more information.

Submit

Submit all your pages AND send all your forms/payment by your deadline in order to get your yearbook on time.

Color Correct

Color correct images before uploading to Memory Book Online™. Make sure that images, especially class portraits, are not too dark, too light, or color cast.

Text

Watch out for text that may be difficult to read. Use light-colored text on dark backgrounds and dark-colored text on light backgrounds. You may also lighten elements used as backgrounds using the Tint tool under the Format tab.

Portraits

Double check the following when creating your class portrait pages:

- There are no duplicate or missing portraits.

- Each portrait has a first name and a last name.

- Names and portraits match.

- Portrait sizes are consistent and are lined up and spaced evenly.

- Teachers are not flowed in with the students

- Each class portrait page's grade is identified and is placed in the proper order in the yearbook.

Spell Check

Use the Memory Book Online™ spelling checker.

Margins

Watch out for faces and text placed outside of the margins because these may get trimmed off. If you are unsure of where the margins are located, please contact technical support at 1-877-302-3140.

Duplicates

To avoid unwanted duplicate candid images, look at the bottom left corner of an image's thumbnail under the Images tab before placing on a page. If the book icon is green, this means that this image has already been placed on one or more pages.
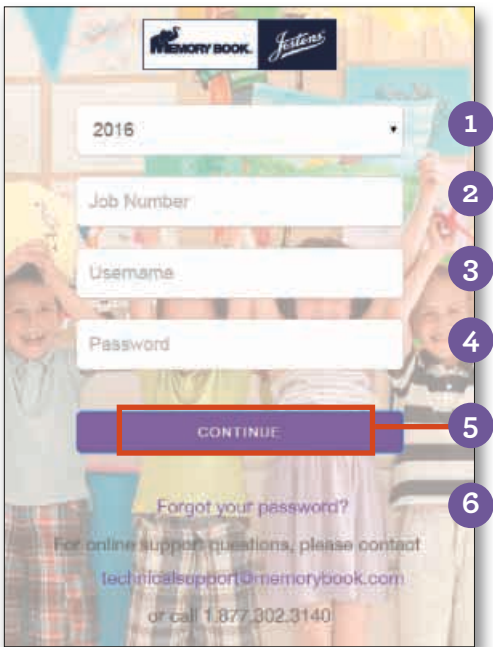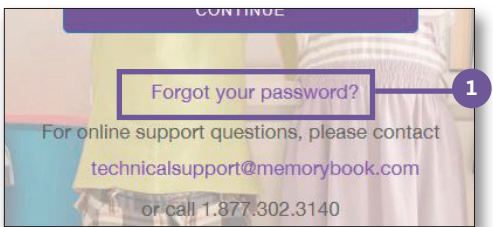
Logging In

1. Select the job year for your account.

2. Enter your job number.

3. Enter your username.

4. Enter your password.

5. Click Continue to go into your account.

6. Forgot Password Link: Clicking on this link will send an email to the email on file for your username.

Resetting Your Password

1. Click on the Forgot Your Password link.

2. A form will appear to fill out. Enter current job year, job number and username. Click Continue.

3. An email will be sent to the email entered for this username.

4. Click on the link in the email.

5. A screen will appear to type your new password and confirm the password. Click Continue.

6. The login screen will now appear. Login using your new password.
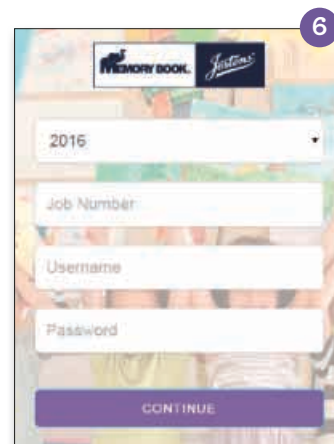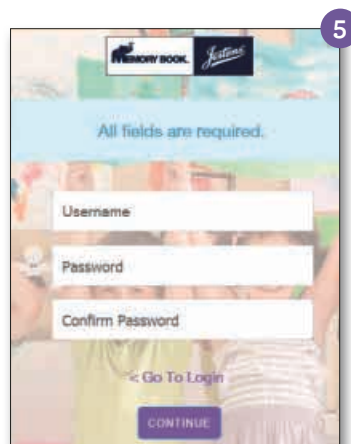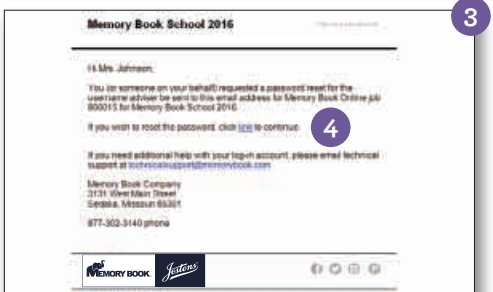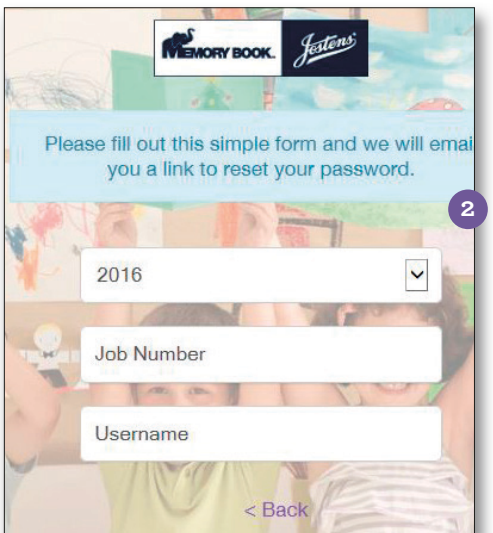
Security and Permissions

The three levels of access to the Memory Book Online™ site are Adviser, Editor and Staff. Each role has different levels of access. The adviser login has the highest level of access. Below is an overview of the permissions available at each level:

Adviser

The adviser login has the highest level of security. This login has access to do everything the editor and staff logins can do, along with the following:
• Submit pages
• Edit/Delete custom templates
• Change Section and Description information
• Create and manage staff information
• Download Images from Image Library
• Move photos from Image Share and staff inboxes to the Image Library
• Lock and unlock pages
• Select fonts for your book

Staff

The staff login has access to do the following:
• Create and Edit pages
• Create portrait pages (autoflow)
• Set templates for pages
• Create Index
• Change Section and Description information
• Upload images into image category folders
• Move photos from staff inbox to the Image Library
• Lock pages
• View Page Ladder

Editor

The editor login has access to do everything the staff login can do, along with the following:
• Edit custom templates
• Upload images into image category folders
• Control Image Share settings
• Lock pages
• Move / Arrange pages
• Assign pages to staff members
• Use Virtual Book
• Use the coverage report to edit student data.
• Access page history
• Share proof via email

My Staff

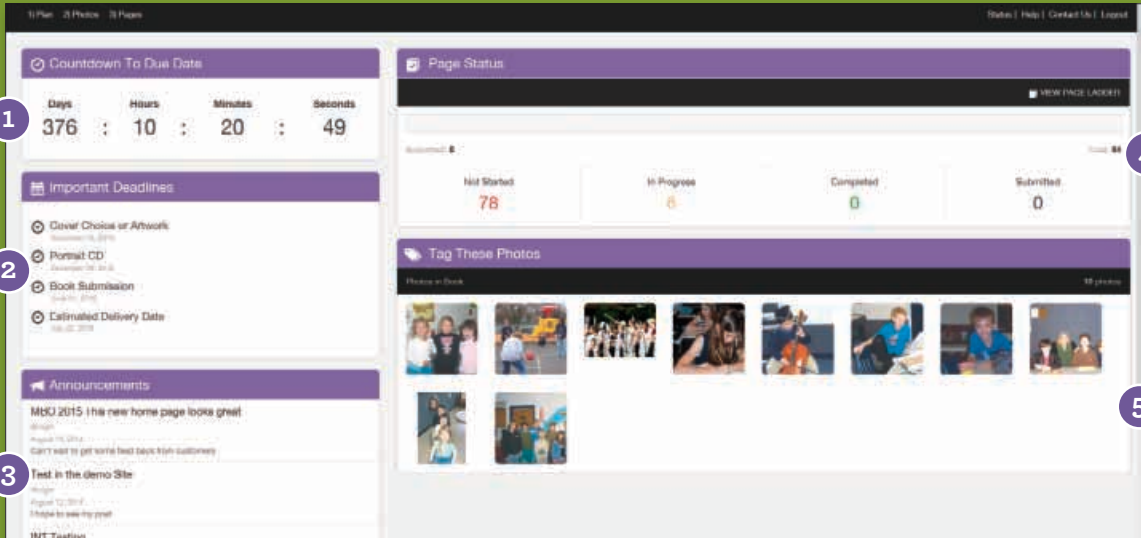| Name:	Username / Password:	Role:	Email Address:

Pop-Up Blockers

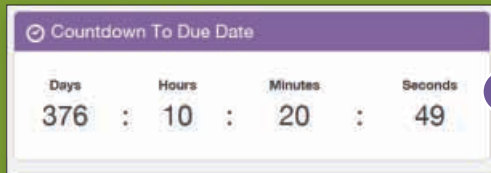Turn off any pop-up blocker you may use. Pop-ups must be allowed in order for Memory Book Online™ to operate fully.

Welcome Page
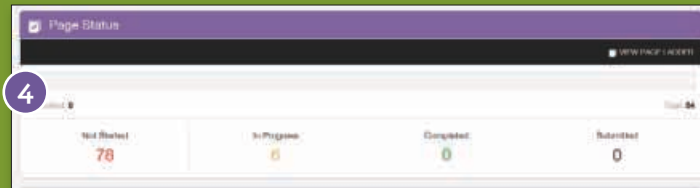
Countdown To Due Date Module

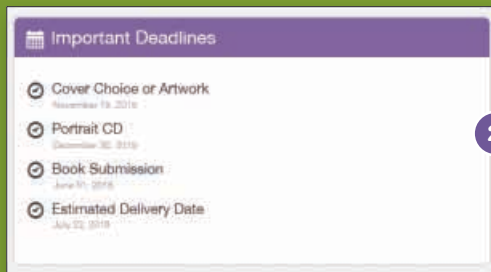This countdown helps remind you how much time you have left to finish your book before your due date.

Page Status Module

This section provides a breakdown of the status of your yearbook pages.
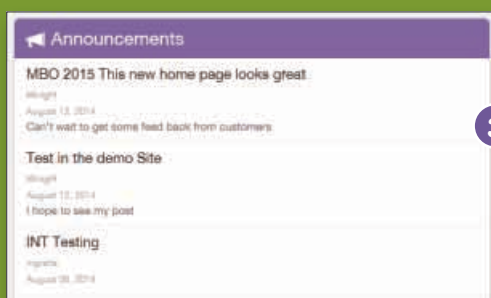
Important Deadlines Module

Here you will find important due dates to help keep your yearbook on track.

Tag Images Module

Tag recently uploaded images within this section.

Announcements Module

Check this section for important announcements made by the Memory Book Team.
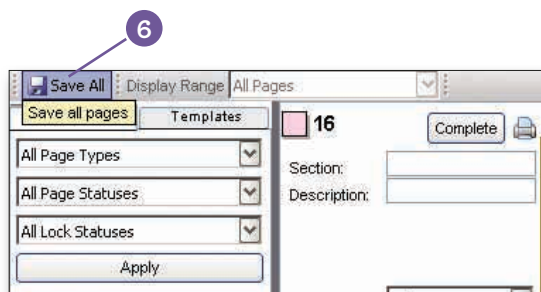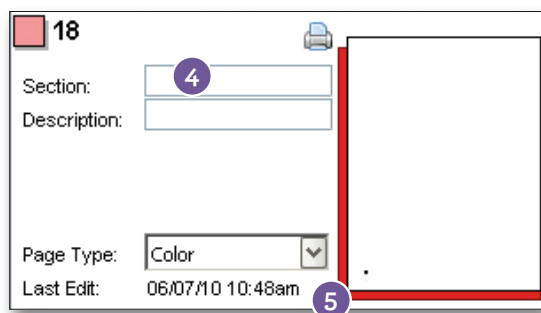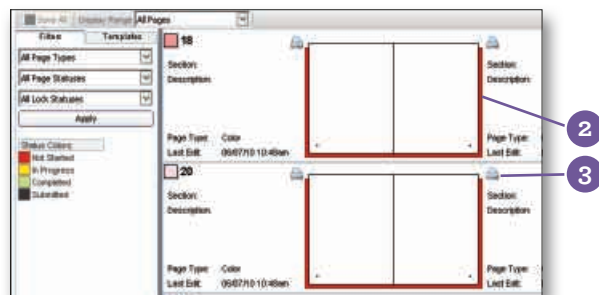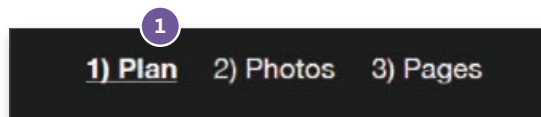
Using the Page Ladder

Use the Memory Book Online™ Page Ladder as a tool to help you create and organize your yearbook.

The MBO Page Ladder is a wonderful tool to help you organize your yearbook.

Access the Page Ladder under the Plan menu.

1 To access the Page Ladder, click on **1)Plan** and choose **Templates**.

2 The color of the shadow behind each page will give you the status of each of your pages.

3 To see a proof of one of your pages, click on the **Printer icon** next to that page. The PDF will open in a new window for viewing and can be printed from that screen.

Keep in mind this PDF will be a low-resolution proof, and images may appear fuzzy. Your images will print with the highest resolution possible when sent to Memory Book Company. If you have any questions about the quality of your photos, please contact Memory Book Company Technical Support.

A page becomes locked when it is completed or submitted. To unlock a completed page, click the Return button. Notice the color code for the page changes from Light Green (Completed) to Yellow (In Progress). This option is available only to Advisers. See the Completing/Submitting Pages section of this manual for more information.

4 To help you identify and organize your pages, enter the Section and Description information next to each listed page. Click on the blank area next to the words Section or Description and wait for two boxes to appear. Click either box and begin typing your information.

5 Next to each page, you can also view when the page was last edited and whether the page will be Color or Black and White. **Note: Please make sure you speak with your sales consultant about pricing options before switching a page from Black and White to Color.**

6 Click on the **Save All** button to save all changes made to your Page Ladder.

Using the Page Ladder Filters
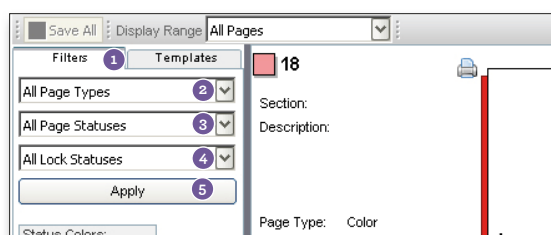
1 Filter the pages you view by clicking on the drop-down menus under the **Filter** tab.

2 Click on the top drop-down to sort your pages by All Page Types, Black and White, or Color.

3 Click on the middle drop-down to sort your pages by All Page Statuses, Completed, In Progress, Not Started, or Submitted.

4 Click on the bottom drop-down to sort your pages by All Lock Statuses, Locked, or Unlocked.

5 Click on the **Apply** button to view your pages sorted via the filters you have chosen.

Copying Last Year's Page Contents to Current Book

Want to carry over page contents and descriptions from last year's Memory Book Online™ account?
Now advisers can apply page contents and descriptions from the page ladder upon logging into a new account.

Click **Load Page Designs** to apply layouts from the previous account.

Click **Load Descriptions** to apply section and description information from the previous account's page ladder.

This feature for loading page layouts and descriptions into the current page ladder aims to make the yearbook creation process more time efficient for advisers who are wanting to continue layouts and themes from previous yearbooks.
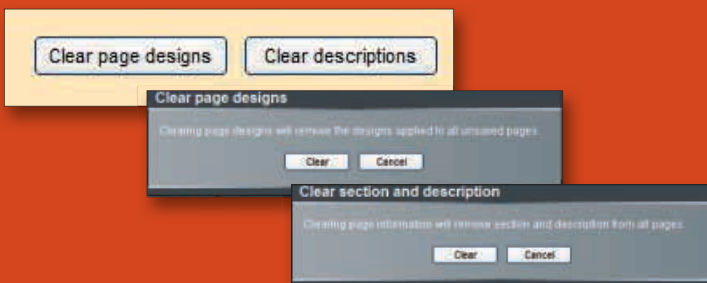
Click **Clear Page Designs** or **Clear Descriptions** if you decide not to use last year's layouts or descriptions after they have been loaded. A prompt will then appear to confirm clearing the layouts or canceling to continue using the layouts.

Print Page Ladder Option
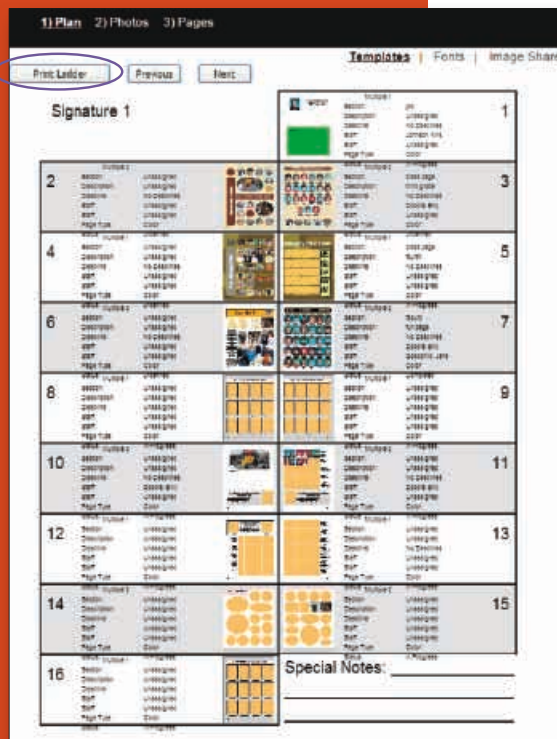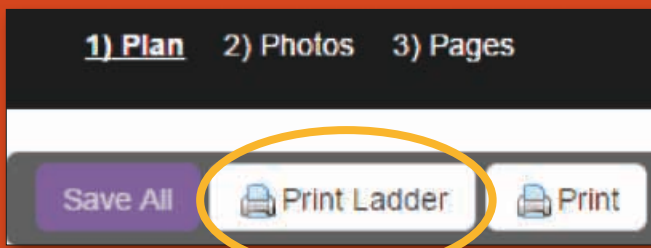
- To print a hard copy of the page ladder, click on **1)Plan**.
- Click on **Print Ladder** button.
- Click on **Print Ladder**.

Managing Staff

Multiple Logins

There are three levels of access to the site: adviser, editor and staff. Each access level has a different level of security.

Advisers can update their contact information and change the password for themselves or their staff members at any time.
We recommend periodically changing passwords to help maintain site security.
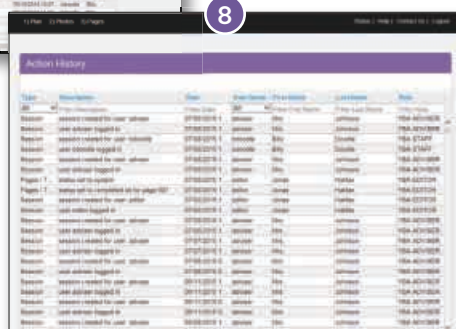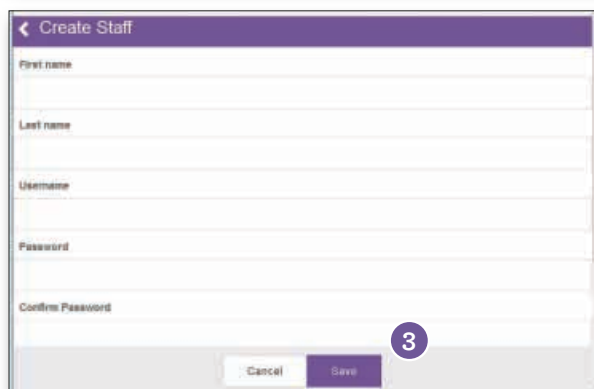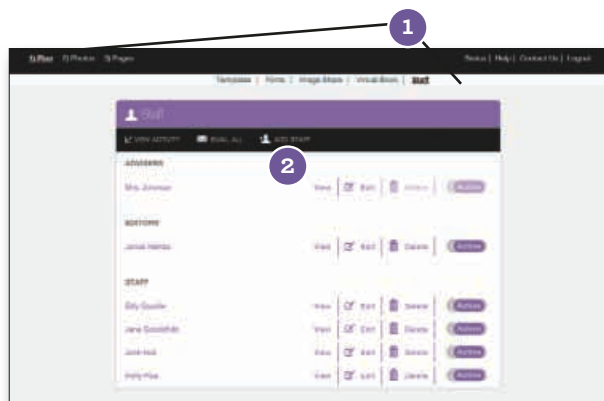
1   Choose **Staff** from the **Plan** menu to access your Adviser and Staff information.

2   To add a New Staff member, click on the **Add Staff** button to enter their information.

3   Once you have finished, click on the **Save** button.

4   To view the activity history of any staff member, click **View** by their name.

5   Click **Edit** next to an Adviser or Staff entry to make changes.

6   Click **Delete** button to remove a staff member.

7   Clicking the **Active** button will allow an adviser to give or take away access to the program.

8   Click **View Activity** to view the action history of all users.

9   Click **Email All** to send a message to all users working on the yearbook.

10   Forgot your password? No worries. We now have a link for this on the login screen. Click on the link to fill out a simple form. An email with your new password will be sent to the email address entered in the Staff logins screen.

Assigning Pages
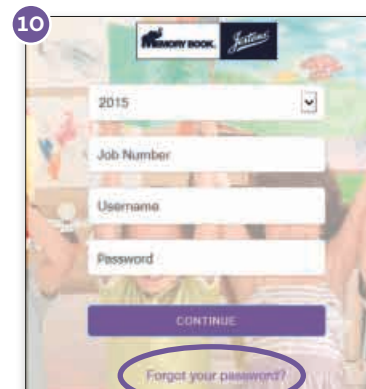
1) Plan   2) Photos   3) Pages
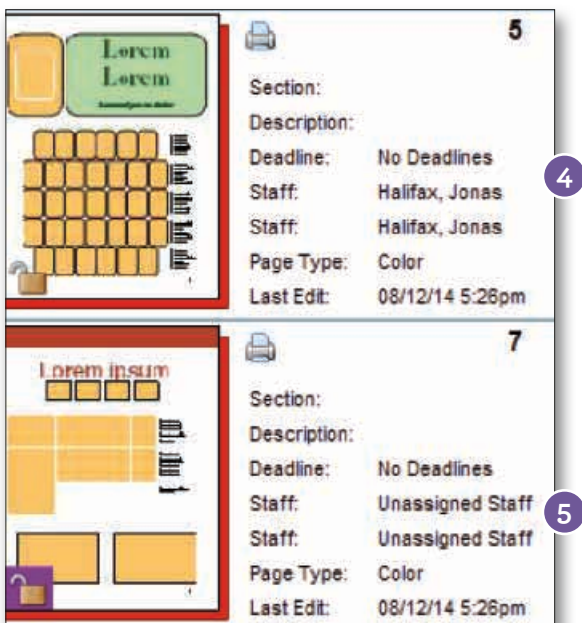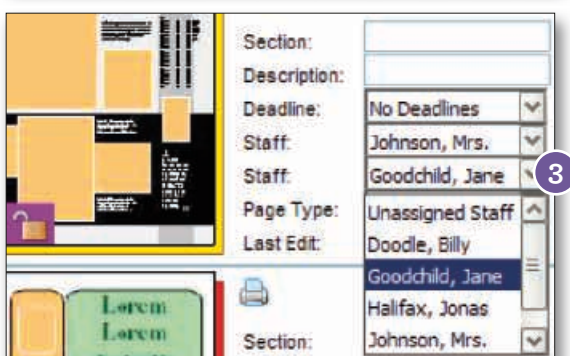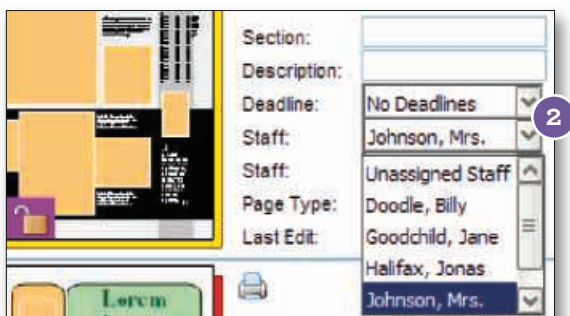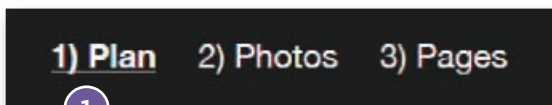
1. To Assign certain pages to specific logins, click on **1)Plan.**

2. Click on the drop-down menu beside the **Staff** field and choose the person's login that is going to be working on that specific page.

3. You may assign more than one person to a page by selecting another person's login in the second Staff field.

4. Only the user(s) assigned to a page can edit the contents of that page.

5. Unassigned pages are open to be edited by all users on the account.

6. In **3)Pages**, users can choose to view their pages by choosing **My Assigned** from the drop-down menu on the **Pages** tab

1) Plan   2) Photos   3) Pages
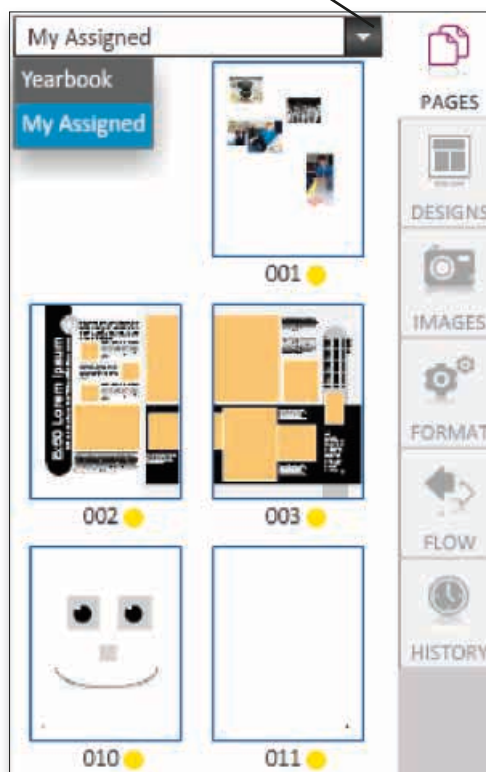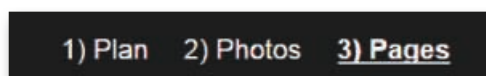
Note: Pages assigned to a user can be viewed by all other users but cannot be edited by users with a Staff login.

Selecting Fonts for Your Yearbook

Use the Plan menu on your header bar to access the Fonts page.

Adding Fonts From Plan Section

1. Click on Fonts in **1)Plan** to access the Fonts page.

2. Click on the drop-down to view all **Font** Categories. As an example, select Body in Font Categories.

3. Click on the drop-down for **Available Fonts.** A list of all available fonts for the chosen font category will be displayed.

4. Click on a font name to see a preview of the font in the Font Preview section.

5. Click the Add button to add the selected font to your collection. **Note: Only fonts added to your font collection will be available for use in your yearbook.**
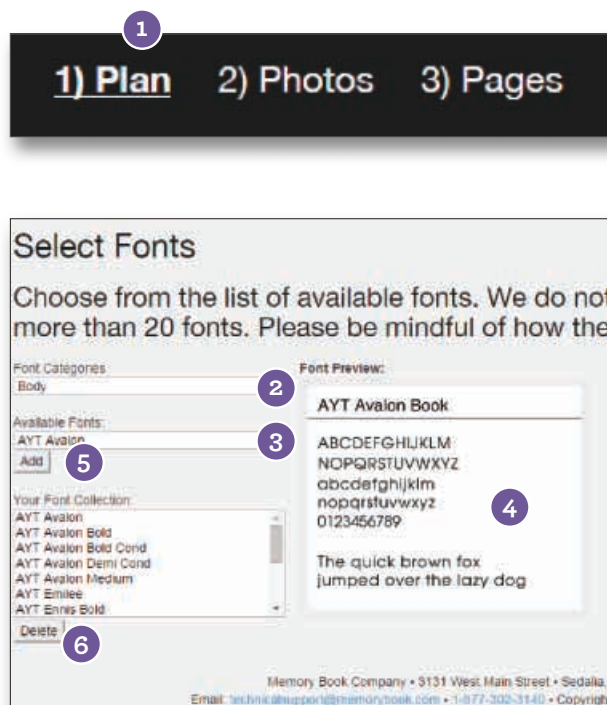
6. Click the Delete button to delete a font from your collection. **Note: If you delete a font that was already used on a page, no changes will be made to the page(s) using the font. However, the font will not be available for selection on new text boxes or pages.**

Adding Fonts From Pages Section

With a text box selected on a page, go to the Format tab and click the ADD FONTS button.

You can also access **Add Fonts** from the Format screen in the Page Designer when text is selected.

Note: If you delete a font that was already used on a page, no changes will be made to the page(s) using the font. However, the font will not be available for selection on new text boxes or pages.

1. Click on the drop-down to view all **Font** Categories.

2. As an example, select **Body** in Font Categories.

3. A list of all available fonts for the chosen font category will be displayed under **Available Fonts**.

4. Click on a font name to see a preview of the font in the **Font Preview** section.

5. Click the right arrow button to add the selected font to your collection. **Note: Only fonts added to your font collection will be available for use in your yearbook.**

6. Click the left arrow button to remove a font from your collection.

Decorative Fonts

AYT **Abyss**
AYT **Action**
AYT Albert
AYT **Alibi**
AYT **Amigo**
AYT Amorie
AYT **Angst**
AYT **Appetite**
AYT Aramar
AYT **ASHLEY**
AYT **Austere**
AYT **Awkward**
AYT **AZUCAR GOTHIC**
AYT **Bad Habit**
AYT BANKER SQUARE
AYT **Batavia**
AYT **Best Seven**
AYT **Big Fiction**
AYT **Booster**
AYT **BREEZY**
AYT **Bria**
AYT **Buzzhack One**
AYT **Cadenza**
AYT **Calm**
AYT **CAMERON**
AYT **CAMPBELL Cutout**
AYT **Canaan**
AYT **Casual**
AYT Centrum Light
AYT Cheers Type
AYT **Christina Print**
AYT **Clarence**
AYT **CLOWNING WAY**
AYT **Clueless**
AYT **Compact**

AYT **CONEY**
AYT Constance
AYT **Cooper Black**
AYT COPPERPLATE
AYT **Corrosion**
AYT **Cruft Platz**
AYT **Curve**
AYT **Dancing Comfort**
AYT **David**
AYT **DELANO OUTLINE**
AYT **DENISE**
AYT **Design**
AYT Dessau Light
AYT **EAGLE TYPE**
AYT Earthquake
AYT **Eddie**
AYT **Elegance**
AYT Elmore
AYT EMILEE
AYT EMPIRE
AYT Engravers Gothic
AYT Eric Brush
AYT **Falcon**
AYT Fast Pardon
AYT **Fatback**
AYT **Feltpoint**
AYT Fette Engschrift
AYT **FEVER**
AYT **Firewalk**
AYT **Frenzy**
AYT Gary
AYT **Genuine**
AYT **GHOST WRITER**
AYT Good Name

AYT **GRAND FONT**
AYT **Graphics Wide**
AYT **GRAY**
AYT **Greed**
AYT Hedgehog
AYT High Emotions
AYT **High Goal**
AYT Hilarious
AYT **Hobo**
AYT HUXLEY VERTICAL
AYT **Ignite**
AYT IMPORT TEXT
AYT **IMPOSING**
AYT Jackson
AYT **JADE**
AYT **James**
AYT Jasper
AYT Jeremy Pointed
AYT Jinx
AYT Josh
AYT **JOSIE**
AYT **Josie Square**
AYT Kendric Curl
AYT Kindle
AYT **Knockout**
AYT Kurt
AYT **KYLE**
AYT LAMAR
AYT Logic Disk
AYT **MATTER OF FACT**
AYT Mech Monoline
AYT Marred Text

AYT Miles
AYT **Modern Art**
AYT **Moondog**
AYT **Mystical**
AYT **NAPPING**
AYT **Numbscull**
AYT **Oblique**
AYT Old Typewriter
AYT Olde Wall
AYT Olive Oil
AYT **Oodles**
AYT **Open Classic**
AYT OPENFACE
AYT PALLADIO TITLING CAPS
AYT **PATHFINDER**
AYT Pesky
AYT **Platinum Blonde**
AYT **Rachel New**
AYT **Real Brush**
AYT **REAL VIRTUE**
AYT **Recessed**
AYT **Regal**
AYT **Relaxed**
AYT **Repel**
AYT **Return to Earth**
AYT **RIGID**
AYT **Rippulation**
AYT **Roughcut**
AYT **Rovertex**
AYT **Rundschrift**
AYT **Salut**
AYT **Serene**
AYT **Severe**
AYT **Sham Cutout**

AYT **SHARP**
AYT **Sharp Type**
AYT **Sharpie Print**
AYT **Sheared**
AYT **Sidewalk Cracked**
AYT Sleepwalker
AYT **Snooze**
AYT **Speakingstyle**
AYT **SPRINT**
AYT **SQUASH**
AYT Steeplechaser
AYT **Strike**
AYT **Style Brand**
AYT **Stylish**
AYT **Sundown**
AYT **Supertype**
AYT **Swipe**
AYT **Swish Works**
AYT Tarnished
AYT The Hawk
AYT **THE WALL**
AYT **Thumbprint**
AYT **Tick Tock**
AYT **Tremolo**
AYT **Trendy**
AYT **Trunko**
AYT Tyler
AYT **Typemaker**
AYT Ultimate
AYT Victorian
AYT **Vision Thick**
AYT Wired 90
AYT **Yellowjacket**

Sans Serif Body Fonts

AYT Avalon
AYT Chantilly
AYT Ebony
AYT Ennis Book
AYT **Foundation Sans**
AYT Franklin Gothic Book
AYT Function
AYT Goudy Sans
AYT **Grotesk**
AYT Koch Geometric
AYT Letter Gothic
AYT Maximo
AYT MicroSquare
AYT News Gothic Book
AYT Opus
AYT Sans
AYT Struktur
AYT Urbano

Serif Body Fonts

AYT Basel
AYT Baskerville
AYT Bergamo
AYT Betany Light
AYT Bodoni
AYT Caslon
AYT Century Old Style
AYT Cheltenham
AYT Clearface
AYT Egyptienne
AYT English Serif
AYT Foundation Roman
AYT Garamond Classic
AYT Garamond Modern Book Condensed
AYT Goudy Oldstyle
AYT Impresa
AYT Litho Antique Light
AYT Lynn
AYT Marseille
AYT Missouri
AYT **Modern 216**
AYT New Baskerville
AYT Palladio
AYT Rockingham Light
AYT Square Serif
AYT Sunset Light
AYT Typewriter

Ornament Fonts

AYT Dingbats �ખ■✳❂✦↔
Celestia Antiqua Ornaments
AYT Symbol Δινγβατσ
AYT Symbol Sans Δινγβατσ

Script Fonts

AYT Abigail
AYT Arizona
AYT Basic Class
AYT Bedford
AYT Benjamin
AYT Betsy
AYT **Brave**
AYT Calypso Script
AYT Catherine
AYT Cecil
AYT Chelsea
AYT Connie Three Dee
AYT Cowgirl
AYT Cursive Hand
AYT Daisy
AYT Danny
AYT **Darnell**
AYT Deanna Script
AYT Duque
AYT Felix Script
AYT Florence Script
AYT **Footloose**
AYT Giulio
AYT Handschrift Cursive
AYT Henry
AYT **Hudson**
AYT Kendall Script
AYT Letter Perfect
AYT Luke
AYT Malacca
AYT Melville
AYT Nicole
AYT Poppy
AYT **Rachel**
AYT Renatta Hand Drawn
AYT Ricky
AYT Sha Sha
AYT Stern Hand
AYT Typo Upright

Image Share

Setting up a Community Photo Site will allow parents and members of your community to submit their photos for your use in the yearbook. To set up your site, use the Image Share link under **1)Plan**.

Enabling the Photo Sharing Site

1 Go to **1)Plan**, and click on the **Image Share** link.

2 Check the box next to "Do you want to have a web site for parents…?" Then, enter a start date, end date, and maximum number of images in the spaces provided.

3 Check the box next to "Do you want the site enabled?"

4 Click on the **Save** button. A User ID and link for your web site will then be automatically generated in the blank spaces shown above.

5 Text will appear below the Save button that you may copy and paste into an email to send to parents or students. This letter contains a link to the web site along with the username and end date information.

Using the Photo Sharing Site

1. Go to **http://images.memoryebooks.com/login.**
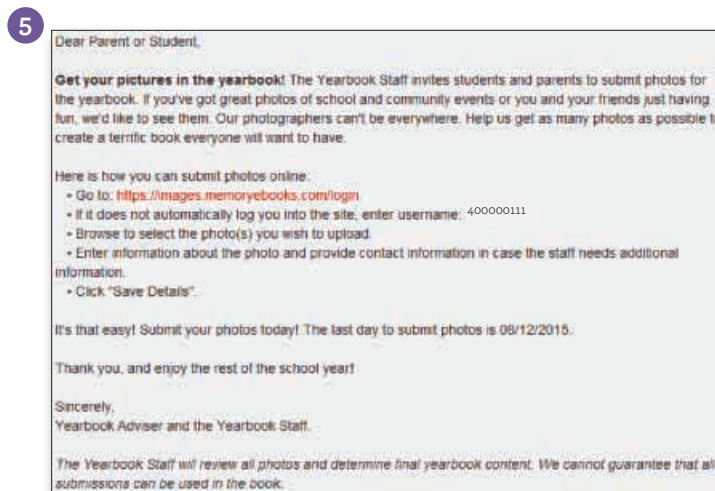
2. Type the User ID in the space provided, and then click on **Submit.**

3. To upload images, click the **Choose Files** button.

4. Navigate to the folder containing the image(s) you want to upload. Double-click an image to upload a single image or hold the **Ctrl** key on your keyboard to select multiple images to upload.

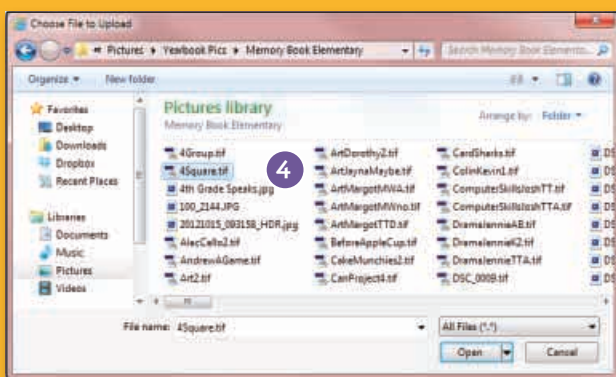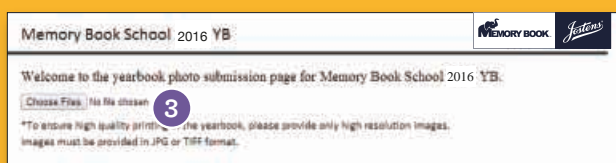5. A new screen will appear for you to type in Contact Information and Image Information. All fields are required except for Current Grade or Description under Image Information.

   Under Contact Information, type in your email address, first name, and last name in the spaces provided.

   Under Image Information, type in the first name and last name associated with each image uploaded in the spaces provided. If there is more than one person in the image, type in each person's name under Description in the space provided. Under Grade, use the drop down to choose the appropriate grade information. A thumbnail preview is provided to help you identify the image(s).

   If you do not finish filling in Contact Information and Image Information, any image(s) uploaded will not appear in the Inbox Image Share folder.

6. When you are ready to upload, check the box next to "I have read and understood the terms and conditions for image usage." Then, click on the **Upload Chosen Images** button. Do not leave the screen during the upload process which may take several minutes. Uploading time will depend on the size and number of files and your Internet connection speed.
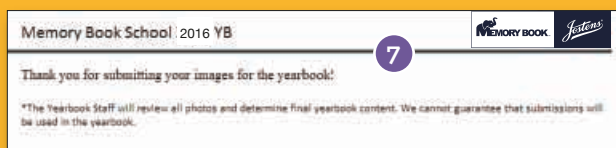
7. A new screen will appear with the following message: "Thank you for submitting your images for the yearbook!" If you have more images to upload, please log back into the site again.

Uploading Digital Images

You may upload more than one image at a time. However, keep in mind that uploading time will depend on the number and size of the files you are uploading and your Internet speed connection.
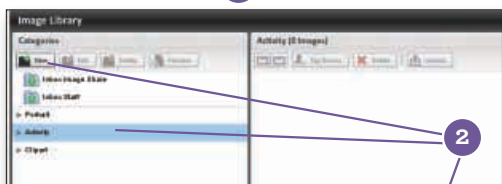
1 Click on the **2)Photos** link at the top of your page to begin uploading images.

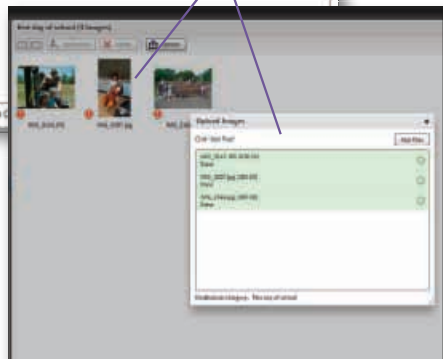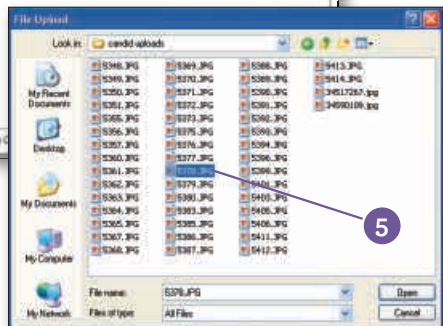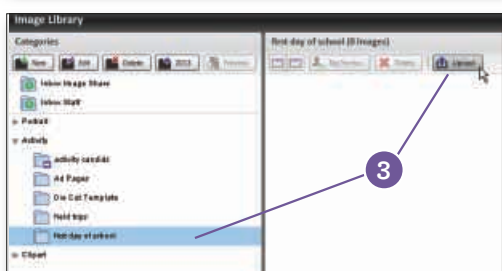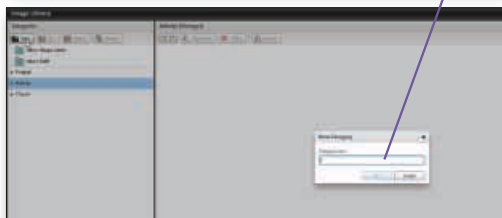**2** Click on the **Activity** category, then the New button to add a category to upload images into. A prompt will appear. Type a name for the category, then click OK. The new category will then appear in a folder under the Activity category.

3 Click on the category you will upload images into. Then click on the **Upload** button in the top toolbar.

4 An upload screen will appear. Click on **Add Files** to choose the images you would like to upload to Memory Book Online™.

5 Browse to the folder where your images are stored, and select the image you would like to upload. Shift-click if you would like to select more than one image at a time.

To deselect or to select images that are not consecutive, hold down the Ctrl key while choosing the image.

When you are ready, click Open.

6 Your images will begin to upload into the category. **DO NOT close out of your browser or go to another web page until the files are finished uploading. If you would like to continue working on your yearbook, open a new tab or browser window.**

Images that have successfully uploaded will be highlighted in light green on your screen and can be seen in the category behind the upload screen once the process is complete.

Your images will now be available to organize and place on your pages. NOTE: If you uploaded to the Staff Inbox, you will need to place the images in a category before they can be placed on your pages.

Notes

Using Your Image Organizer

Organizing your images will allow you to save time when creating your yearbook because you will be able to find your images more efficiently. You may use the Image Organizer to edit portrait information, move photos in their appropriate categories, and assign keywords and names to expedite the search process. See the Class Pages section of this manual for more information on editing portrait information.
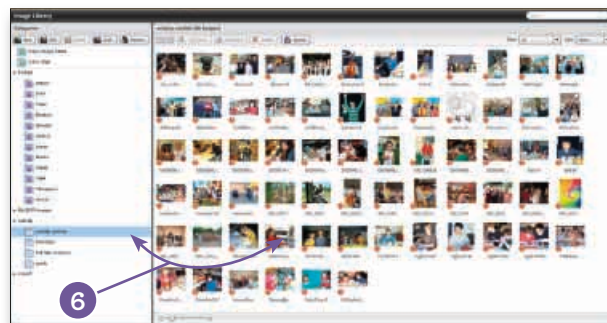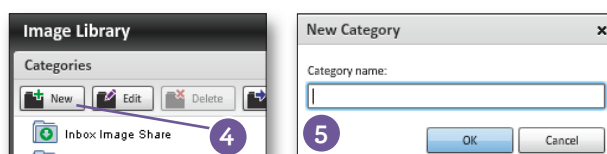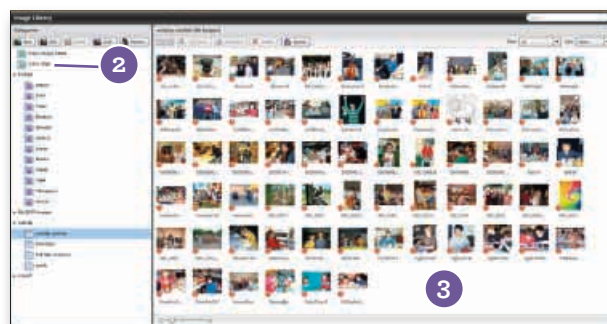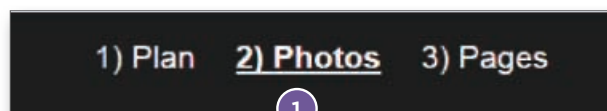
1 To access the Image Organizer, click on the **2)Photos** link at the top of your page.

2 If you did not choose a specific category during the uploading process, you may view the photos you just uploaded by clicking on the Inbox Staff category.

3 Your most recently uploaded photos in the Inbox Staff category will appear in alphabetical order in the main window of your screen.

4 To add categories, select **Portrait** or **Activity** and then click the New button from the row of buttons on the top left side of your screen.

5 An Add Category window will appear. Enter the name of the category, and click OK. Ex: 4th Grade Candids
Your new category is now in the list on the left side of the screen.

6 Click on a photo you would like to move, and drag it to one of the categories listed on the left. To select and move multiple photos, do a Shift+click. Choose the new category to view all the photos placed there.

Image Organizer Toolbar Close-up

Edit category preferences

Carry images over to next year

Rotate image

Download copy of image

Upload new images

Add a new photo category

Delete a photo category

Create a PDF proof of category images

Add tags to image

Delete image

Image Tagging

Tag images with the names of those in the photo to allow for easy searching.
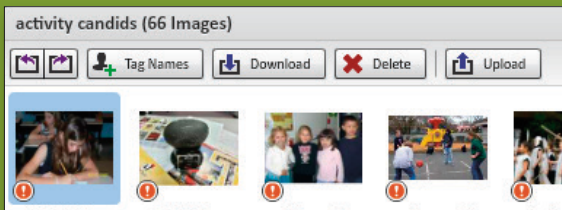
1. Select the photo and click on the **"Tag Names"** button.
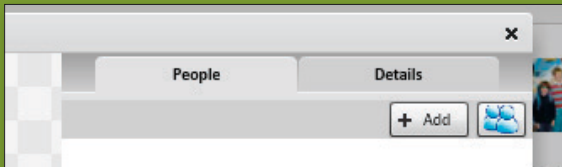
2. Under the **"People"** tab, click the Add button.
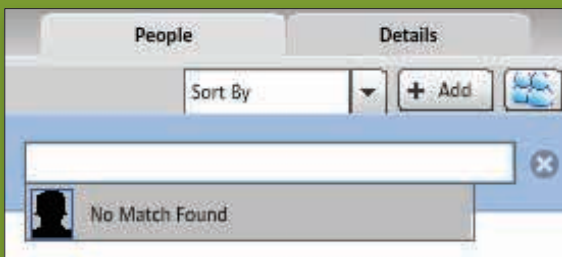
3. As you type the name in the space provided, Memory Book Online will search the list of current students uploaded to the portrait section of the program. Click on the name of the student to associate it with that photo.

Clicking this icon will allow you to view information about the file, including Max Size, pixel dimensions, and file name.

A green tag on your photo indicates the image has a name or names associated with the image. This will help you track usage in the Coverage Report and building an Index .

A gray tag on your photo indicates the image has <u>not</u> been tagged. This will help you determine which images you need to tag names to.

Download Images from the Image Organizer

Need to download a photo from the Memory Book Online site? Now advisers can use the **"Download"** button in the Image Organizer to quickly and easily download a needed photo onto their hard drive.
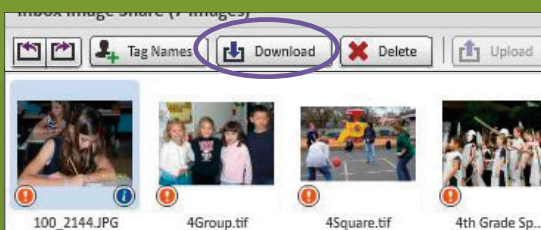
1. In the Image Organizer, select the image you would like to download.

2. Click the **"Download"** button. When the prompt appears, click "Save" and choose a place on your computer to save the image.

Using Your Image Organizer

Editing Portrait Information:

1. To select a class/grade, click on the name of the class/grade on the left side of the screen.

2. To change data for an individual, double-click on their thumbnail picture on the right of the screen. The picture will now appear in an image preview window along with its information. There are 2 tabs to utilize, the **People** tab and the **Details** tab.

Note: The name will appear in the yearbook as it appears in the image's name tag.

Editing Portrait Name - People tab :

1. Double-click the portrait image so it appears in the image preview window (as shown on the left).

2. In the image preview, click on the People tab so you can see the name tag attached to the image. Click the pencil icon in the top right of the tag. An edit name prompt will appear.

3. Edit the name as you would like it to appear in the yearbook. Only First and Last name required. Click OK to save changes.

Note: After changing the name on an image, it will show correctly in the image preview but not in the collection area until this area is refreshed. To do this, click to another category and then click back to the category you are working with.

Change Portrait Type / Flow Order - Details tab:

This will determine the order pictures will appear on the page. All students/staff in one portrait type will be sorted alphabetically. Portraits are sorted in the following hierarchical order: Teacher, Assistant Teacher, Student, and Other.
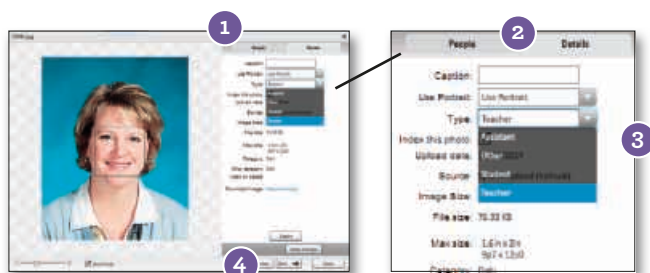
1. Double-click the portrait image so it appears in the image preview window.

2. In the image preview, click on the Details tab.

3. Click the drop-down by Type in order to change the Flow/hierarchy order of the image.

4. Click Apply Changes to save the order change.

Use / Don't Use Portrait Image - Details tab:

If a student/staff is not to appear in the yearbook, change the "Use Portrait" to "Don't Use Portrait." It is best not to delete the portraits.
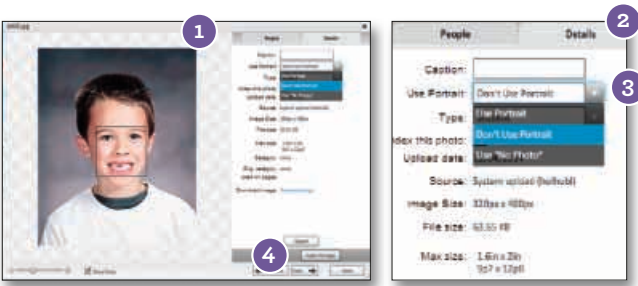
1. Double-click the portrait image so it appears in the image preview window.

2. In the image preview, click on the Details tab.

3. Click the drop-down by Use Portrait to select an image as "Don't Use Portrait". The image will then become shaded with Don't Use on it.

4. Click Apply Changes to save changes.

Change Class/Grade:
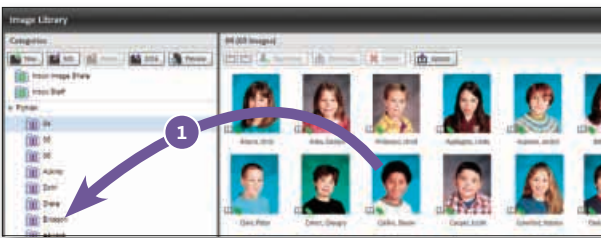
1. Move students/staff by dragging their picture from the right to another grade/class folder on the left.

Add a New Person/Student:
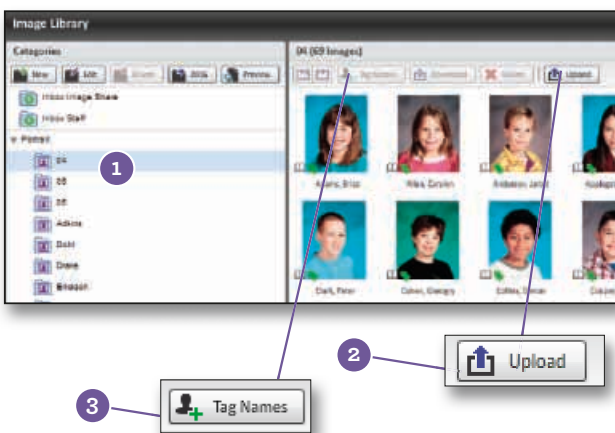
1. Select the Portrait category that the new person is to be uploaded to.

2. Click the Upload button. A white screen will appear. Click Add Files. A browser navigation window will appear. Navigate to the image, select it, click Open. The image will now upload to the category.

3. Click the Tag Names button to add a name to the new person or student. Once the image is tagged, the new student will be in alphabetical order with the other portrait images in the category.

Tip: You can use a "No Photo Available" image as a placeholder on a page for a student until you have a replacement image. You can then drag and drop the new image over the "no photo" to replace it.

Need more "No Photo Available" images? Just call Technical Support @ 877-302-3140 to have more added to your account.

Add a No Photo Available image:
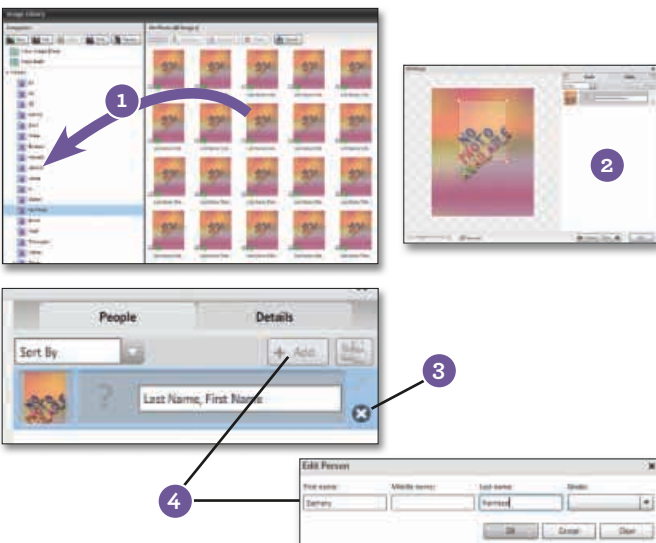

1. Drag and Drop a "No Photo" image from the No Photo category to the category missing a student.

2. Double-click the portrait image so it appears in the image preview window.

3. In the image preview, click on the People tab so you can see the name tag attached to the image. Click the X on the tag to remove it. This will break the link between this tag and the other(s) with the same name.

4. Click the ADD button. A prompt will appear to add a name to the "no photo" image. Click OK to save changes. The new name will now appear with the image.

Note: After changing the name on an image, it will show correctly in the image preview but not in the collection area until this area is refreshed. To do this, click to another category and then click back to the category you are working with.

Accessing Image Share Images

Before you can place an image uploaded to Image Share, it needs to be assigned to a category.
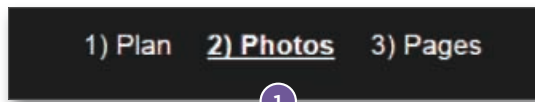
1 Go to **2)Photos**. This will take you to the Image Organizer.
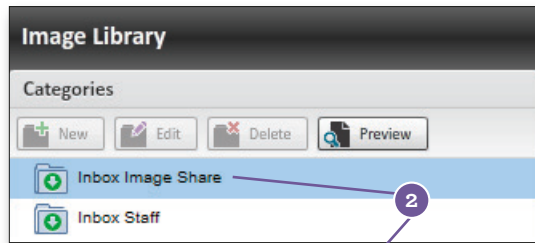
2 Under Categories in the left pane, choose Inbox Image Share. Thumbnails of all images in this category will show to the right. The number of images available under this category will appear in parentheses next to the top right pane header. Depending on the number of images and preview size, you may have more than one page.

3 To view the information for the file, point to an image, and click on the blue "i" icon.

4 Click on the Details tab to see image information including the Upload Date, Source Info, and Max Size.

The Source Info is the information typed in during the upload process under Contact Information. The Source Info may also include the Grade information associated with the image. The Max Size is the biggest size you can make the image in the Page Editor.
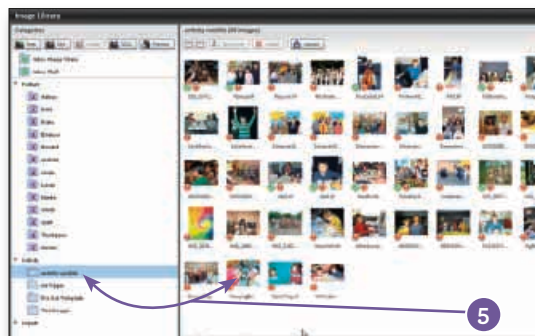
5 To move an image to an existing category, click on the thumbnail on the bottom right pane and drag it to one of the categories listed on the left pane. The category you are dropping the image into will be highlighted.
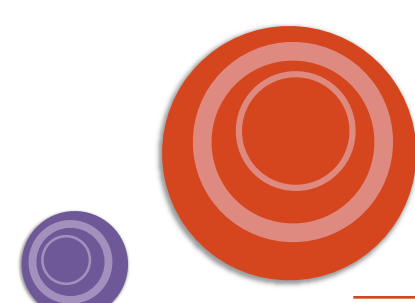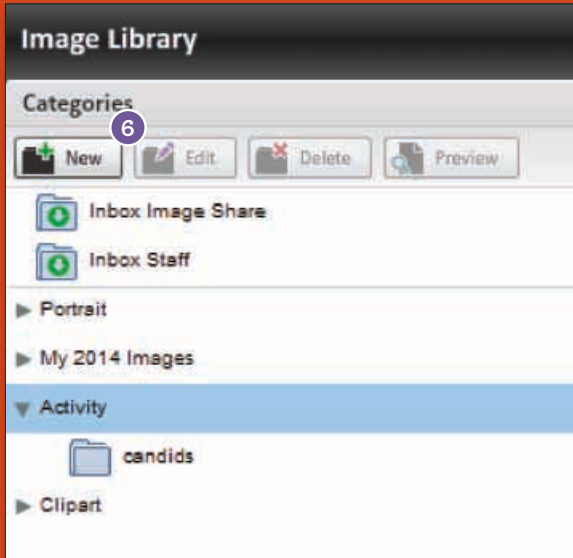
6 To create a new category, Select **Activity** and then click on **New** on the left pane.
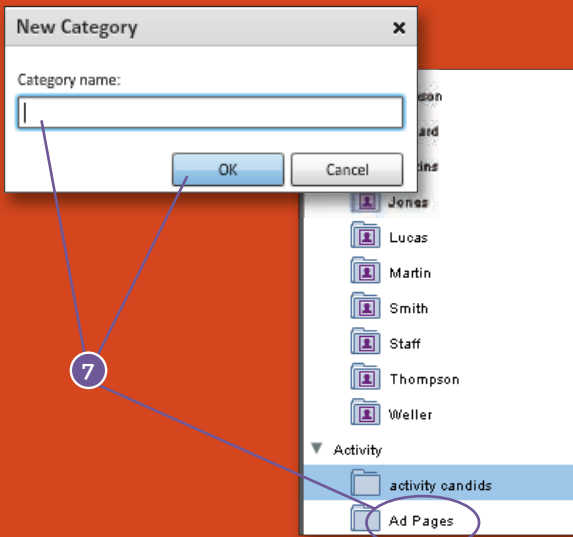
7 A New Category window will appear. Type in the category name in the space provided, and click on OK.

The new category will be placed in alphabetical order after Portrait. You are now ready to move images to this category.

8 Go to **3)Pages**. This will take you to the Page Designer. Go to the Images tab on the right side of the screen. Using the drop down, click on the category to browse through thumbnails of available images.

To place an image on a page, click and drag the image's thumbnail on a photobox or a blank area on the page.

See the Creating Your Yearbook section of this manual for more information.
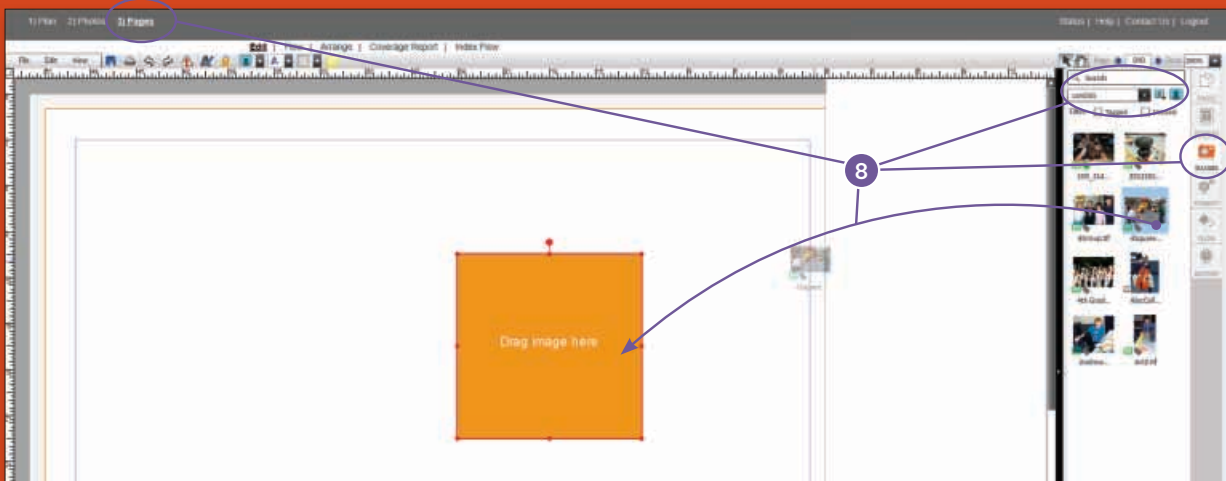
Facial Recognition

Facial Recognition
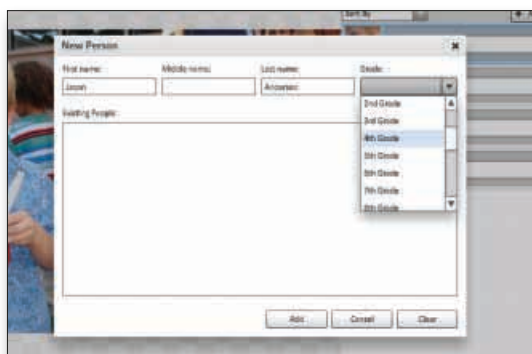
- Immediately after you upload photos **MBO will place** boxes over areas in your photos that it recognizes as faces. You will see a list of faces with a box that says "Unknown" to the right of the photo. **Click each box to select a name for each face** - matches will appear at the top of the list and will be highlighted. You may also **choose to type in a name**, and the list will filter to names matching your typed text. You will not be able to resize, move or delete the boxes that are placed automatically over faces by MBO.

- You can **add boxes to faces that were not detected by clicking on a face in the photo.** This will add a box similar to auto-detected face boxes. You will be able to resize, move and delete the boxes you add manually. Manually added faces can not be automatically matched against other detected faces. You can tag the faces with names using the same process as outlined above.

- If the person you are tagging is not in the list, click on the **+ Add button** and enter the Name and Grade information into the appropriate fields. Click **OK** to add the name information to your image.

- If you need to remove a name from the list, click on the **X button** next to the name.

- After you have added everyone's name, click on the **Details** tab and check the **Index This Photo** box so the names will show up in your index if the photo is used in your book.

- To add keywords to an image, click on the **Details** tab while viewing the image preview. Enter the Keywords you would like associated with the selected photo in the **Caption** field.
  Note: *Entering information in the Name and Caption fields will make finding photos in your Image Library easier. And, if you enter accurate name information for each photo, you can have Memory Book Online create your index and coverage report.*

- Click the **Done** button to save all of the changes you made.

- Use the **arrow buttons** to move through your images, or close the pop up window and return to your Image Library.

Image Formatting Effects

Transparent (Ghost) Images, shapes, and text

- While in Page Designer, select the photo or page element you want transparent.

- With the element selected, use the Transparency slider under the Format tab to choose a percentage for your transparency.

original image

30% transparency applied

Transparency can be added to images, text and shapes!

Cut Out Image Backgrounds

- Remove the background from images using the Cut Out Background tool.

- On the page, click on an image and choose the Format tab. Then click on the Effects link and choose the Cut Out Background button.

- Using the tools provided, select areas of the background to remove. When finished, click Apply.

Apply other formatting options such as drop-shadow or outer glow to add your own unique style to images with cut out backgrounds.

Selective Color

- Add color back into black and white images with the Selective Color Tool.

- On the page, click on an image and choose the Format tab. Then click on the Effects link and choose the Selective color button.

- Using the tools provided, select areas of the image to restore color to. When finished, click Apply.
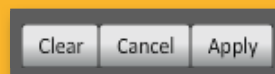
Copyright

What is copyright?

Copyright law was created to protect the artist, the creator or the holder of the copyright from unlawful use of their material. Without written consent, you should assume that all published and even some unpublished works are protected by copyright law. This includes works posted on the internet.

Olympics
The Olympic Rings are protected by a special trademark law. Do not use them in your yearbook. They can only appear in the yearbook if they are in a photograph taken at an Olympic venue.

A school in Colorado had always used the Olympic Rings as the school symbol. When the adviser decided to use the rings in the school yearbook, they contacted the Olympic Committee to request permission. Not only did the Olympic Committee refuse to let them use the Olympic symbol in the yearbook, the school had to remove the large scale model of the rings they had outside the school building.

Student artwork
It is a good idea to get written permission from students before you include their work in your yearbook. Use of their work in any other medium than the yearbook would require a different permission.

Cartoon Characters
Any cartoon character in a TV show, movie or cartoon strip, may be copyrighted and is potentially protected by trademark law as well. You may be liable for copyright infringement even on a student drawing of the cartoon character unless there are enough differences between the original and the student's drawing.

Movie and Television Characters
The names and characteristics of movie and television characters may be copyrighted material that you cannot use without permission. Celebrity photographs are subject to copyright protection.

Games and/or Game Boards
Games such as Monopoly, Trivial Pursuit, etc., are subject to copyright and trademark protection and cannot be reproduced without permission.

One school decided to use a Monopoly theme in their yearbook. Unfortunately, they failed to get permission from Parker Brothers before they sent the yearbook to the printers. As soon as Parker Brothers became aware of the situation, they flew in a lawyer to supervise the destruction of every copy of the yearbook.

Showing a picture of a product, like Nike, in the student fads section is not a trademark violation because you are identifying the product. If you use that product's symbol as a theme throughout the yearbook, it would be a trademark violation.

Currency
You can reproduce currency as long as it lacks reproductive detail. You can safely include images of currency in your yearbook as long as its size and color are not the same as the original.

When in Doubt
If you are not sure if something has a copyright or trademark, get permission to use it or don't use it. One camp asked permission to use a character from Family Circus. Not only did they obtain permission, but Bill Keane drew a special cartoon for the school to use on their cover!

To Obtain Permission:
- Find out who holds the copyright or trademark.
- Contact the copyright or trademark holder.
- Allow ample time to receive permission.
- Always get permission in writing.

- Once you receive permission:
- Follow any restrictions given from the holder of the copyright or trademark.
- Send a copy of the permission to your publisher with your yearbook to avoid production delays.

Activity Photos

Need help uploading your activity photos?

Memory Book Company will upload <u>two sets</u> of activity photos for your yearbook. Please allow five business days after receipt of your files for your photos to be made available for use in your Memory Book Online™ account.

Digital Files:

- Set your digital camera to take high-resolution images. Refer to your camera's operating manual for more information on how to set image size.

- Scanned images should be saved as highest quality JPG files in RGB mode.

- **The recommended resolution is 300 dpi.** (Lower resolution images cannot be enlarged in the Memory Book Online™ program.)

- Send only the images you know you will use in your yearbook.

- Organize related images into folders and sub-folders. Use folder names that readily identify its contents. For example, group all sports photos into a folder named "SPORTS."

- Use short, descriptive names for image files. For example, in the "SPORTS" folder, you may name the files "Football001.jpg" or "Basketball003.jpg."

- Each image file must have a unique file name.

- Avoid using punctuation marks (? * ! , / ( ) { } [ ] : ; " ' >) in the file names.

- Copy the folders and files to a disk or jump drive and send to Memory Book Company, 3131 W. Main St., Sedalia, MO 65301

- We recommend using a carrier such as UPS or FedEx that allows for package tracking.

- RETAIN COPIES OF YOUR IMAGES on your computer.

Printed photos:

- Separate your photos into categories, and assign an envelope for each category.

- Make sure all envelopes are clearly marked. The photos will be uploaded into the categories you have designated.

- Send the photos to Memory Book Company, 3131 W. Main St., Sedalia, MO 65301

- We recommend using a carrier such as UPS or FedEx that allows for package tracking.

Caution: Your images will be organized and uploaded to your Memory Book Online™ account within five business days after receipt of your files. Memory Book Company is not responsible for missed deadlines if your photos are not received far enough in advance.

Photo and Image Guidelines

Category and File Naming Guidelines:

- File names should be less than 20 characters long (for example: BBall1.jpg, BBall2.jpg).
- Use only English alphabet letters and numbers. DO NOT use any special characters or punctuation marks in the names.

Digital Image Guidelines:

- JPG, .TIF and .PNG files only.
- Scan images at 300-400 DPI, or use a digital camera with a minimum of 3.0 megapixels set to the highest resolution setting.
- Maximum file size is 25 MB.
- RGB file format only (no CMYK).
- Do not alter the resolution of your photos in a photo editing software. Doing so may result in images that print poorly.

Memory Book Company recommends starting your yearbook by collecting and organizing all of your photos. This will make it easier to find and upload your photos when you begin creating your yearbook.
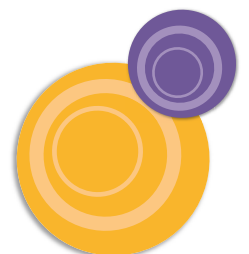
Designing Your Pages: Overview

The Memory Book Online™ Page Editor provides you with powerful layout tools to help you create exciting pages for your yearbook. Using the Page Editor, you can place and crop images, edit text, and add clipart and backgrounds.
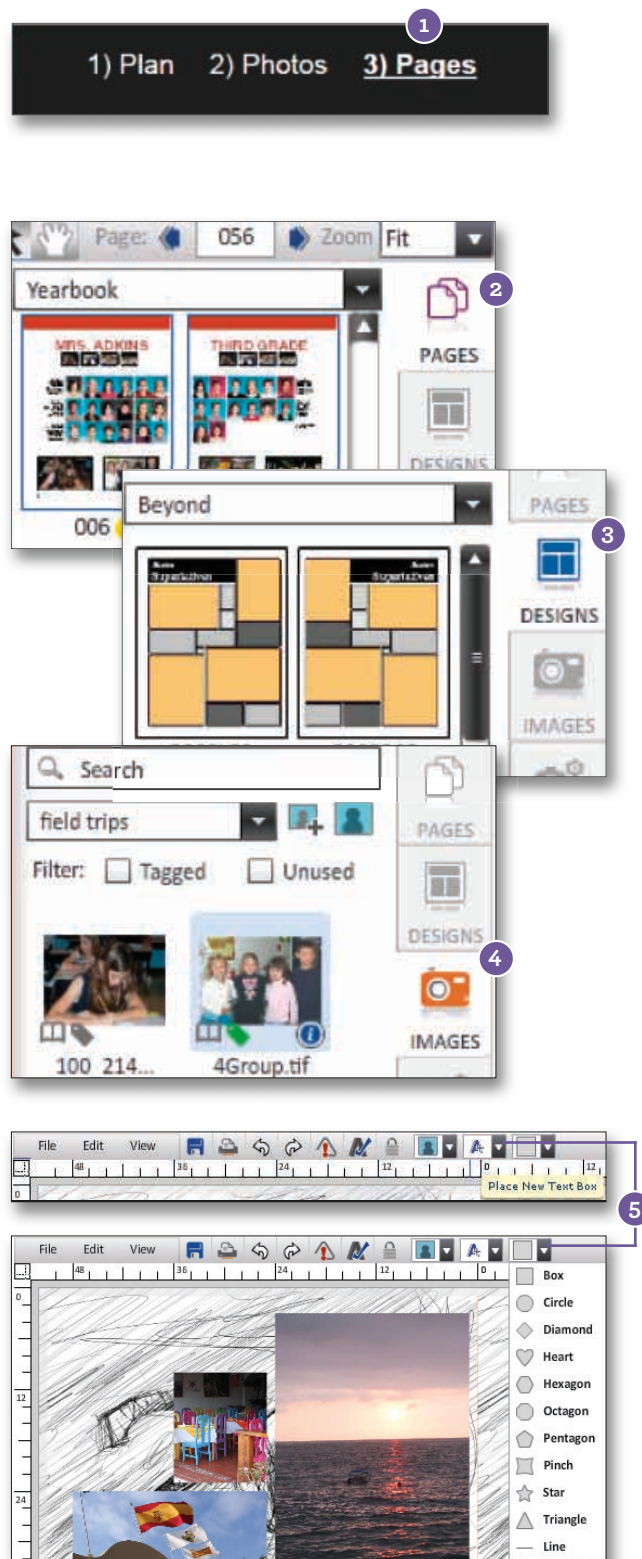
The MBO Page Designer provides you with powerful layout tools to help you create exciting pages for your yearbook. Using Page Designer you can place and crop images, edit text, add clipart and backgrounds.

1 To access the Page Editor, click on **3) Pages**.

2 Click on the **Pages** tab on the right side of your screen. To select pages, you may click on a page's thumbnail or use the Previous/Next Page icons on the toolbar.

3 Choose the **Designs** tab on the right side of your screen so that you can add a page template or a Click-N-Go template to your page. See **PAGES** section of this manual for more information on adding templates.

4 Choose the **Images** tab on the right side of your screen so that you can add photos and clipart to your page.

5 Choose the **Place New Text Box** icon on the toolbar so that you can add text to your page. Choose the Shapes drop-down from the toolbar to add shape boxes to your page.

6 Choose the **Format** button on the right side of your screen so that you can change image, text, and shape attributes on your page.

Using Your Toolbar

To help you create your yearbook, use the Page Editor toolbar. The toolbar area features three drop-down menu options and icons of the most commonly-used actions.

Note: Drop down allows the option to add a page number.

①   **③**

Print Proof PDF   Redo   Check Spelling   New Photobox   New Text Box   Add Note   Pan Tool   Previous/ Next Page

File   Edit   View | Page: 001   Zoom Fit

②   Save Page   Undo   Highlight Incomplete Elements   Lock/ Unlock Elements   New Shape   Selection tool   Page Zoom

Note: Drop down allows for different shapes.
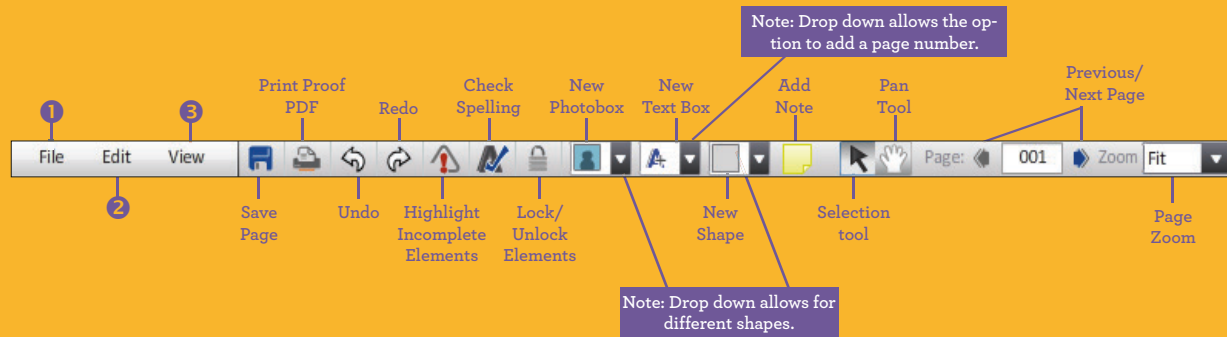
①

File Menu Options:
- *Save*—Save changes made to your pages.
- *Save As Template*—Save entire page layouts as templates. See the *Saving Templates* section in this manual for more information on how to create templates.
- *Save As Click-N-Go*—Save elements on a page as templates. See the *Saving Templates* section in this manual for more information on how to create templates.
- *Page Info*—Shows you the same information you would find on the Page Ladder.
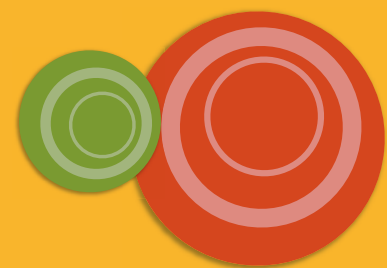- *View PDF*—Creates a low-resolution PDF of your page in another window.

②

Edit Menu Options:
- *Undo*—Corrects the last action you took.
- *Redo*—Restores the last undo.
- *Cut*—Completely removes an element from a page so you can paste it on another page.
- *Copy*—Copies an element from a page so that you can paste it elsewhere.
- *Paste*—Places an element that has been cut or copied onto a page.
- *Delete*—Removes an element from a page.
- *Find/Replace*—Finds all occurrences of a word and replaces it with another word within the page.
- *Spell Check*—Checks a page for misspellings.
- *Select*—Gives the option to select all elements, only images, only text boxes, only elements, or only incomplete elements in a page.
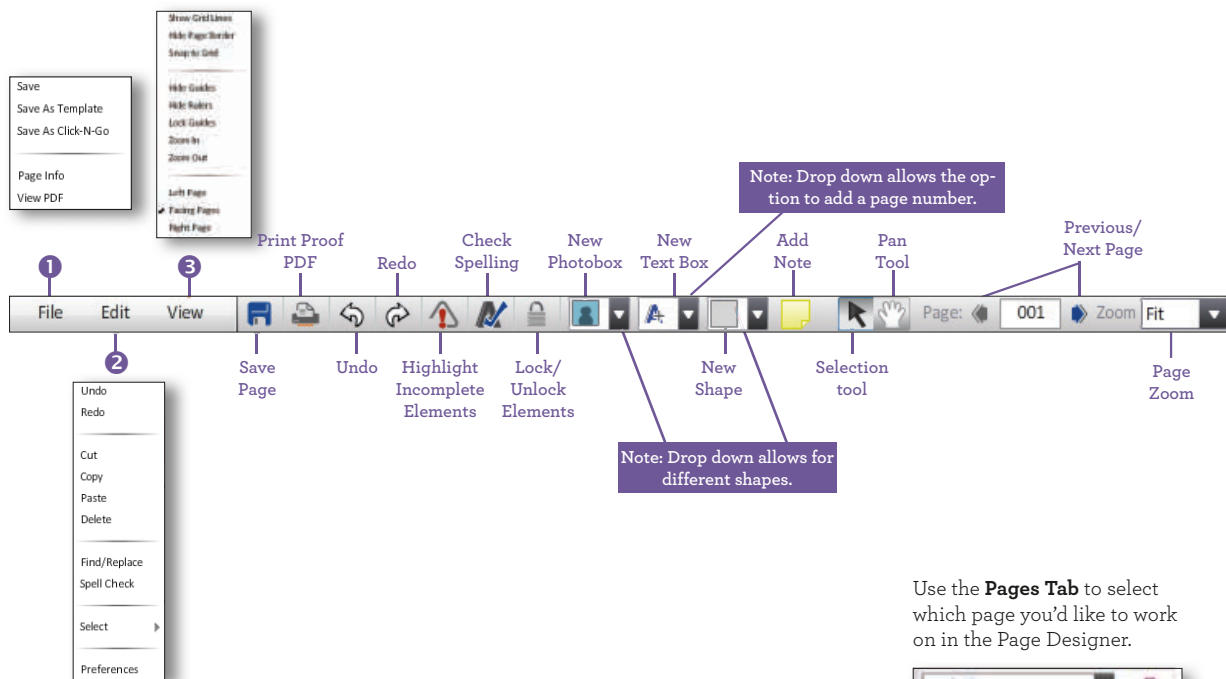
③

View Menu Options:
- You can hide or show grid lines, guides, and rulers on the page.
- *Snap to Grid*—A check mark appears next to this option when it is activated. **Note: Turn this option off if you are having a hard time positioning elements where you want them to go.**
- *Show/Hide Guides*—show or hide guides used on a page
- *Show/Hide Rulers*—show or hide rulers on the design area.
- *Lock Guides*—lock guide lines on a page
- *Zoom In/Zoom Out*—Page zoom.
- *Left Page*—View only the left side of facing pages.
- *Facing Pages*—View both left and right sides of facing pages.
- *Right Page*—View only the right side of facing pages.

Page Designer Toolbar Close-up

Save
Save As Template
Save As Click-N-Go

Page Info
View PDF

Show Grid Lines
Hide Page Border
Snap to Grid

Hide Guides
Hide Rulers
Lock Guides
Zoom In
Zoom Out

Left Page
Facing Pages
Right Page

Note: Drop down allows the option to add a page number.

❶ ❸ ❷

Print Proof PDF   Redo   Check Spelling   New Photobox   New Text Box   Add Note   Pan Tool   Previous/Next Page

File   Edit   View   Page: 001   Zoom Fit

Save Page   Undo   Highlight Incomplete Elements   Lock/Unlock Elements   New Shape   Selection tool   Page Zoom

Note: Drop down allows for different shapes.

Undo
Redo

Cut
Copy
Paste
Delete

Find/Replace
Spell Check

Select   ▶

Preferences

Use the **Pages Tab** to select which page you'd like to work on in the Page Designer.

Page Designer Tabs Close-up
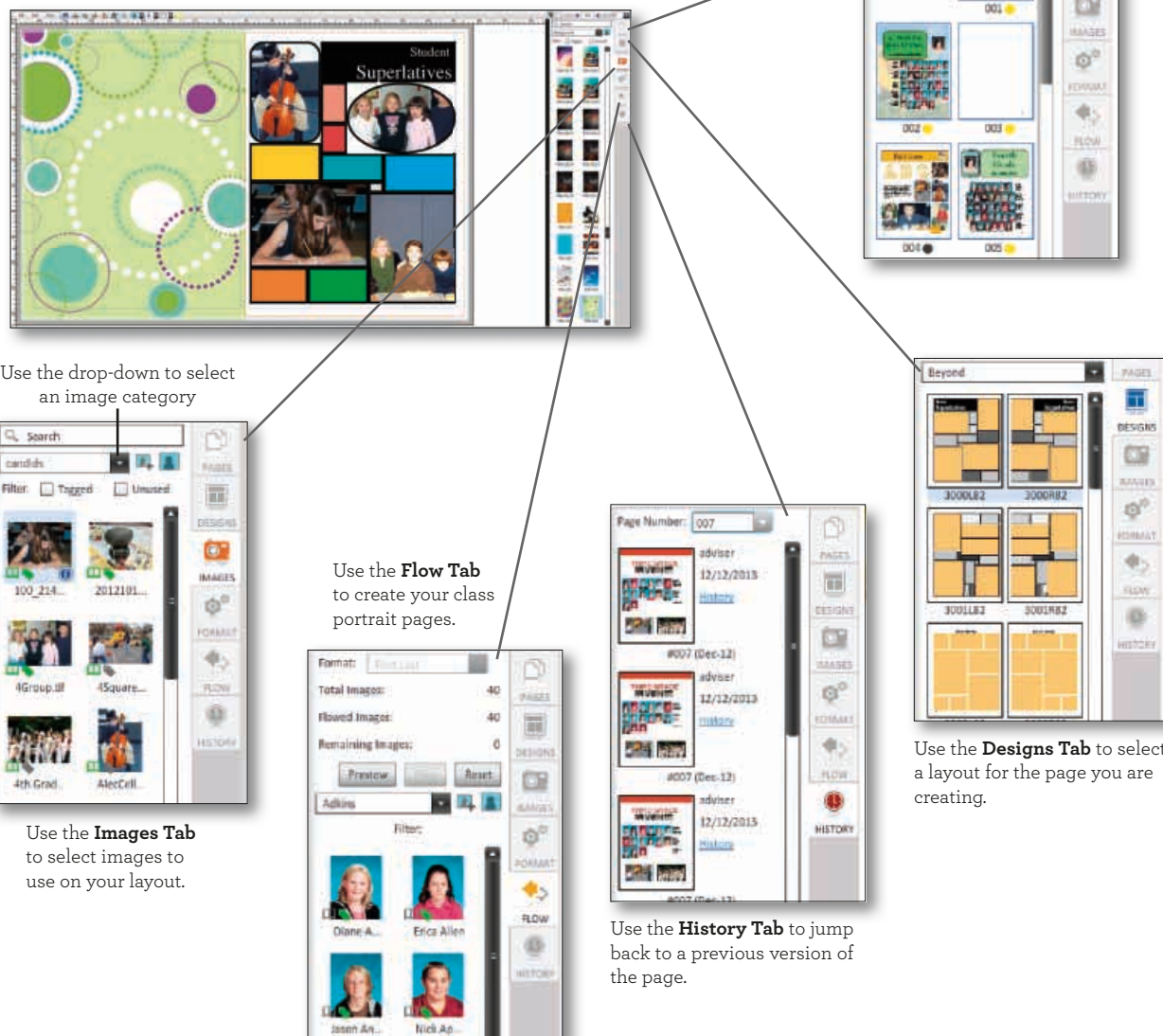
Use the drop-down to select an image category

Use the **Flow Tab** to create your class portrait pages.

Use the **Designs Tab** to select a layout for the page you are creating.

Use the **Images Tab** to select images to use on your layout.

Use the **History Tab** to jump back to a previous version of the page.

Text Box Formatting

Use the drop-downs to select the Stroke size and color.

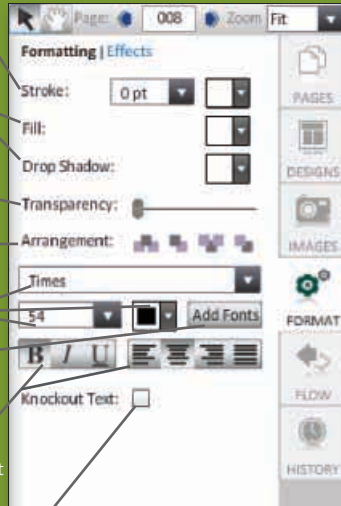Use the drop-downs to select the Fill and Drop Shadow color.

Use the slider to adjust the Transparency (how see-through the image is)

Use the Arrangement buttons to change the text box layering.

Use the drop-downs to select your font, size and color.

Use the Add Fonts button to choose more fonts to add to your list.

Use the buttons to set your Text Attributes and Alignment choice.

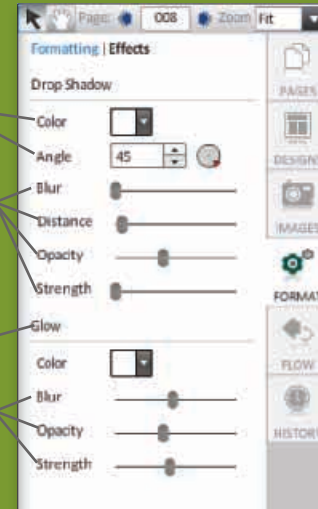Check the box by Knockout Text to turn it on.

Text Box Effects

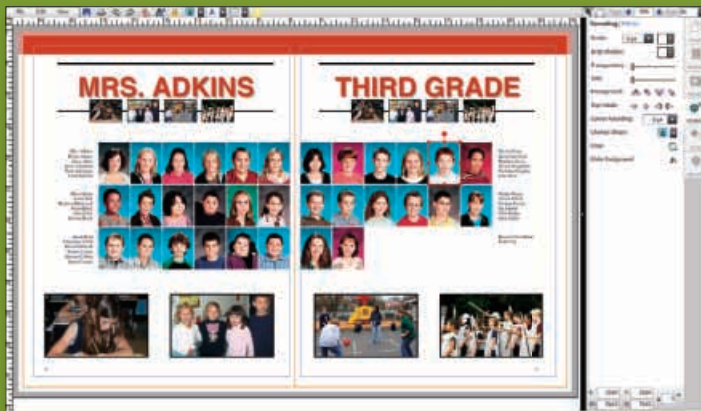Use the drop-downs to select the Color and Angle for your Drop Shadow.

Use the sliders to adjust the Blur, Distance, Opacity and Strength for your Drop Shadow.

Use the drop-downs to select the Color for your Glow.

Use the sliders to adjust the Blur, Opacity and Strength for your Glow.

The **Format Tab** offers different options depending on whether you are editing text, images or shapes.

Image Formatting

Use the drop-downs to select the Stroke size and color.

Use the drop-downs to select the Fill and Drop Shadow color.

Use the slider to adjust the Transparency (how see-through the image is).

Use the slider on the Tint tool to change the lightness of an image.

Use the Arrangement buttons to change the text box layering.
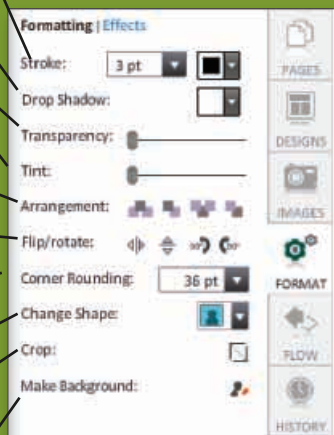
Use the Flip/Rotate buttons to manipulate your image.

Add rounded corners to your photobox.

Use the drop-down to change the Shape of your image.

Click on the Crop button to bring up cropping tools for the selected image.

Click the Make Background button to turn the selected image into a Background on that page.

Click on the appropriate Effects button to open image editing tools for Red Eye Removal, Cut Out Background or Selective Color.

Select a color from the Colorize drop-down to apply it to your image, or use the Grayscale or Sepia buttons to alter your image.

Image Effects

Use the drop-downs to select the Color and Angle for your Drop Shadow.

Use the sliders to adjust the Blur, Distance, Opacity and Strength for your Drop Shadow.

Use the drop-downs to select the Color for your Glow.

Use the sliders to adjust the Blur, Opacity and Strength for your Glow.

number	tint level
1	10%
2	20%
3	30%
4	40%
5	50%
6	60%
7	70%
8	80%
9	90%
0	100%

Adding Templates to Your Pages

Many pre-designed templates are available to help in the creation of your yearbook. These templates can be used as is or modified for a custom look. You may also use your own templates created from your previous Memory Book Online™ account (if available) or your current Memory Book Online™ account.

Note: See the Saving Templates section in this manual for more information on how to create templates.

TIP: To keep an element from getting deleted or overwritten, select it and then click the Lock elements icon on the toolbar.

We have provided you with hundreds of pre-designed layout templates to help make the yearbook creation process easier.

These templates can be used as-is or modified in Page Designer. You can access these designs by clicking on the Designs button in Page Designer.

TIP: If you decide at a later time not to use the template you have assigned to a page, make sure to delete all the elements from that template. To do this, click Ctrl+A and then Delete on your keyboard.

1. To access the Templates, click on **3)Pages** and choose Edit.

2. Choose the Designs button on the right side of your screen. You will have the option to preview templates from Page Surfer, Custom, or Click-N-Go categories, each with their own additional subcategories to choose from using the drop-down.

  Choose Page Surfer if you want to apply pre-designed page templates provided by Memory Book Company.

  Choose Custom if you want to apply pre-designed page templates or Click-N-Go templates created by you.

  Choose Click-N-Go if you want to apply pre-designed Click-N-Go templates provided by Memory Book Company.

3. To place a template, drag it from the Templates section and drop it on your selected page. The page templates will automatically adjust to fit right or left pages.
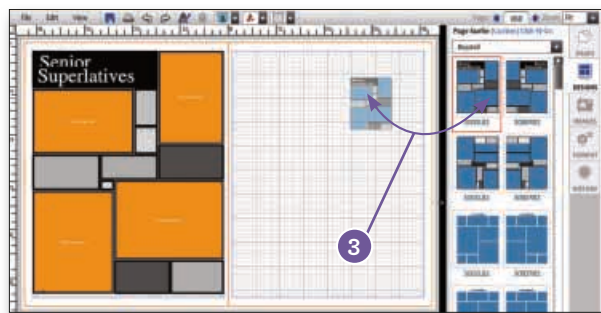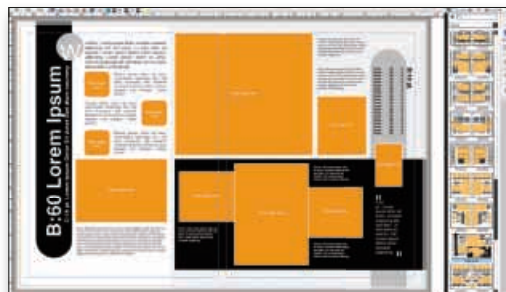
Page Surfer Activity Categories

Beyond

Clubs

Mix & Match

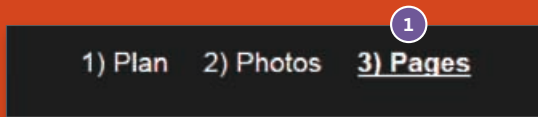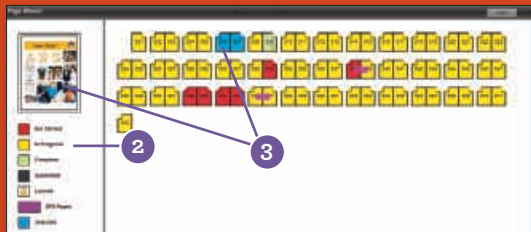**Sports**

Arranging Pages

When you use the Arrange feature, you are moving page spreads to a new location. To avoid confusion and errors, it is best to ALWAYS use the Page Ladder to plan page placement BEFORE you begin creating pages. The Arrange feature is available only to Adviser logins.

1 To access the Arrange section, click on **3)Pages** and choose Arrange.

2 The color key will help you track your pages at a glance.

3 The Page Preview shows a thumbnail of the left page of the selected spread. When a page spread is selected, the page colors will change to blue.
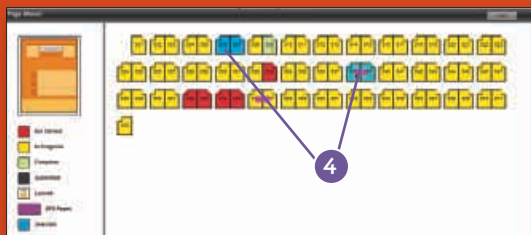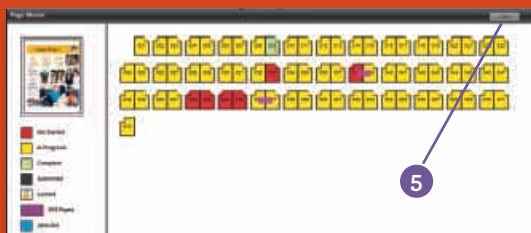
4 To move a page spread, simply click on the highlighted pages you would like to arrange. Then, drag and drop the selected pages over the page position you would like them to start. If you are sure you want to move page spreads, choose Yes on the Page Insert Confirmation window that appears. **Note: You cannot move pages that are locked.**

To select a group of page spreads to move all at once, Shift+click on the left page of the group. Then, while holding down the Shift key, click on the right page of the group. The group of pages will become highlighted and be ready for you to drag and drop to their new location.

In this example, pages 6-7 are being moved to the position after the current page 39. All unlocked pages from the current pages 8 to 39 will now move up two available page positions. For example, what was page 8 will now be page 6. However, since page 9 is locked, this page will not move. What was page 10 will now be page 7 and so on.

5 To reset the page movements, click the Undo button.

TIP: When using the Arrange feature, watch out for left-hand pages that might move to right-hand pages and vice versa. This may cause an unwanted rearrangement of elements within these pages.

Note: You cannot move pages that are locked. This may cause an unwanted rearrangement of pages.

Placing Images

You can use the MBO Page Designer to edit photo boxes and create exciting photo shapes on your layout.

There are some exciting Photo Effects available in the YearTech Online Page Designer. You can use Page Designer to:
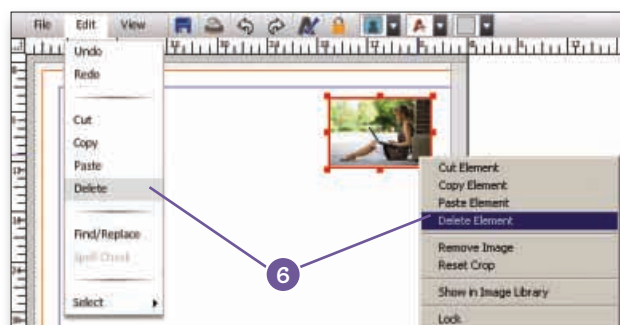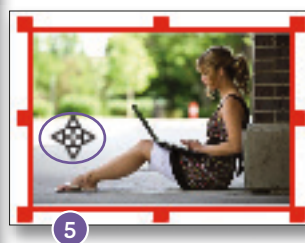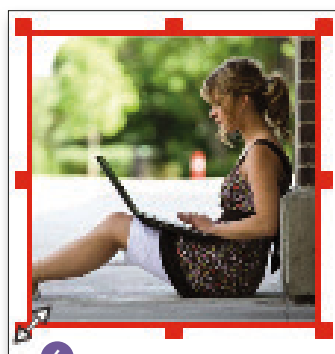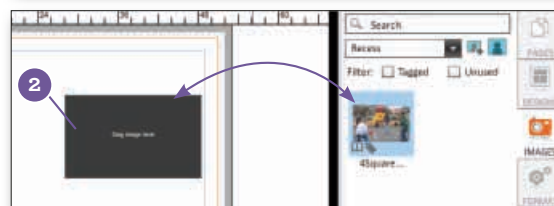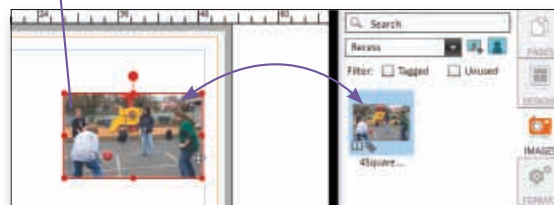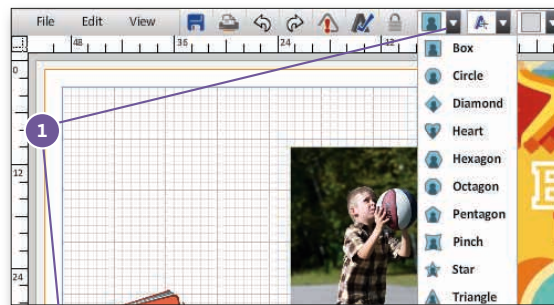- Adjust tint and transparency
- Add drop shadows
- Change shapes
- Make photo backgrounds
- Create rounded corners
- Remove red eye
- Rotate photos

Access the effects by selecting the Format tab in Page Designer.

TIP: To keep an element from getting deleted or overwritten, select it and then click the Lock elements icon on the toolbar.
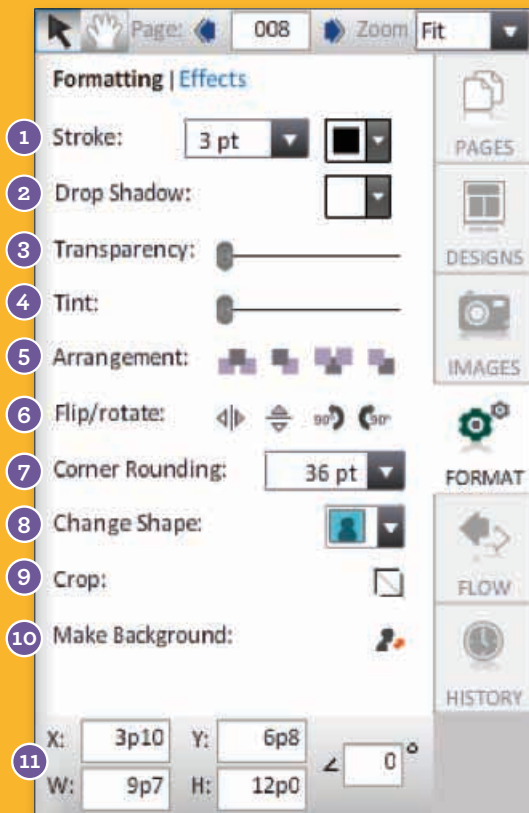
1 To add images to your page, click on the Place New Photobox icon on the toolbar. Using the drop-down, choose the shape you would like to use for your image. OR.... Drag and drop an image from the Images tab onto a blank spot on a page. This will place the photo on the page. However, it will automatically open the Crop function, unless you have placed clipart. The Crop function will have to be closed before moving or changing the photo size.

2 If using a photobox already in place, drag an image from the Images tab and drop it on the box in which you would like it placed. If there is already an image in the photobox, it will be replaced with the one you dragged into the photobox.

3 To reposition the image within the box, double click the photobox to open the crop function. You may use the slider and/or click and drag the image to move the image within the photobox. The ghosted portion indicates the portion of the image that will not show through from the photobox. Click the "X" button or click outside the photobox when finished.

4 With the photobox selected, click on any of the eight handles and drag to resize the photobox. The image will scale accordingly. To resize the photobox proportionally, hold down the Ctrl key while dragging any of the eight handles. (You won't be allowed to resize more than the image resolution will allow.)

5 To move a photobox, hover your mouse over the photobox until your cursor becomes a four-sided arrow. Then click and drag to reposition the image box. **Note: You may also nudge a photobox by selecting it and then using the arrow keys.**

6 There are three ways to delete a photobox. Select the photobox and press the Delete or Backspace key on your keyboard twice. OR select the photobox and go to Edit > Delete. OR right-click on the photobox and choose Delete Element.
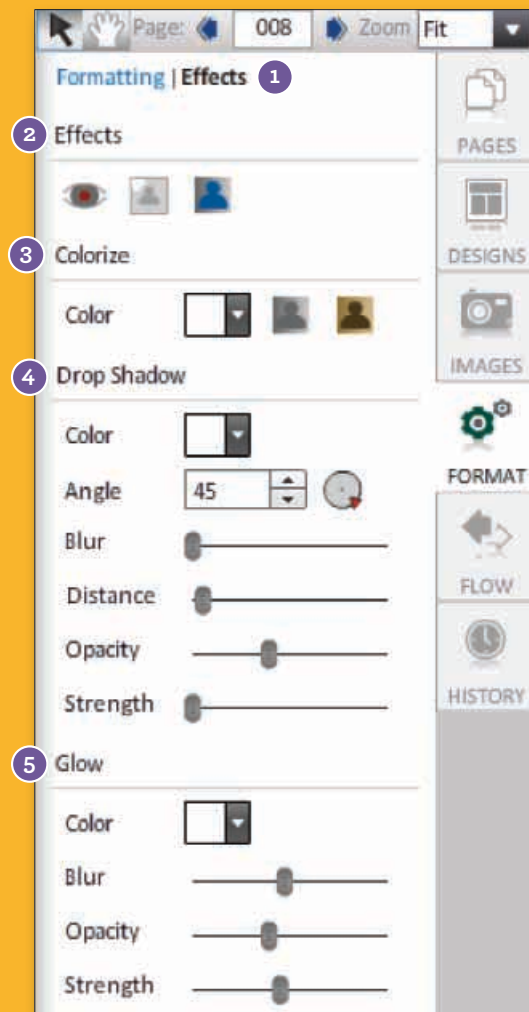
Photobox Formatting Options

1 Stroke: 3 pt
2 Drop Shadow:
3 Transparency:
4 Tint:
5 Arrangement:
6 Flip/rotate:
7 Corner Rounding: 36 pt
8 Change Shape:
9 Crop:
10 Make Background:
11 X: 3p10 Y: 6p8 ∠ 0° W: 9p7 H: 12p0

Photobox Effects Options

Formatting | Effects **1**
2 Effects
3 Colorize
   Color
4 Drop Shadow
   Color
   Angle 45
   Blur
   Distance
   Opacity
   Strength
5 Glow
   Color
   Blur
   Opacity
   Strength

---

1 Add a border to your photobox. Using the drop-down menus, choose the border's thickness and color.

2 Use the drop-down next to Drop Shadow to add and/or choose a color for the drop shadow. More options are available under the Effects link.

3 Use the slider next to Transparency to adjust the transparency of an image (how see-through it is).

4 Use the slider on the Tint tool to change the lightness of an image. **Note: This does not make the image transparent.**

5 Use Arrangement to change the layer order of the photobox on the page.

6 Flip the image horizontally or vertically or rotate the image in 90° increments within the photobox.

7 Add rounded corners to your photobox.

8 Change the shape of the photobox into one of ten shapes.

9 Change the image's scale and position within a photobox.

10 Turn your image into the page's background.

11 Change the X and Y coordinates to move the photobox on the page. Change the Width (W) and the Height (H) by typing in a number. Rotate the photobox by typing in a number between 1 and 359. **Note: There are 6 picas per inch, and there are 12 points per pica.**

1 Click on the Effects link under the Format tab.

2 Under Effect, click on the eye icon to use the Red Eye Removal tool, clear icon for Cut Out Background, and blue icon for Selective color.

3 Under Colorize, click on the gray icon to convert color images into black and white (functionality not available for pages already in black and white). Click on the brown icon for sepia tone, or the drop-down for Custom Tone.

4 Under Drop Shadow, you can change the Color, Angle, Blur, Distance, Opacity, and Strength of a photobox drop shadow.

5 Under Glow, you can change the Color, Blur, Opacity, and Strength of a photobox's outer glow.

Note: There are 6 picas per inch, and there are 12 points per pica.

You can also use the numbers on your keyboard to apply a tint to the element.

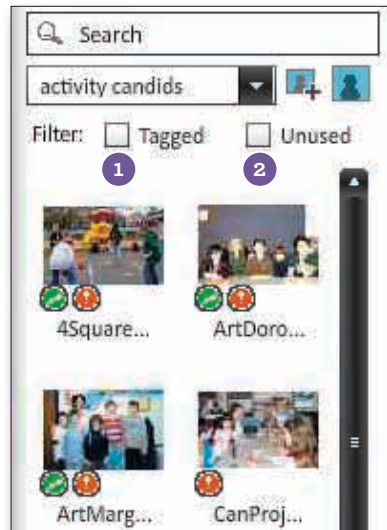| number	tint level
1	10%
2	20%
3	30%
4	40%
5	50%
6	60%
7	70%
8	80%
9	90%
0	100%

A green check on your photo indicates the image has been placed on a page already. This will help you determine which images you have already used in your book.

Image Filters

Sort and find used or tagged images easily using the image filters located on the Images tab in **3)Pages**.

1 Tagged filter - selecting this filter will show only images that have been tagged with a name or keyword within the Image Library.

2 Unused filter - selecting this filter will show only images that have not been placed or used on any pages.

Cropping Images

The Crop tool can be accessed three different ways:
- double-clicking a photobox with an image
- dragging and dropping an image directly onto the page (does not include clipart)
- selecting a photobox with an image and then clicking on the Format tab on the right side of your screen and choosing Crop under the Formatting options
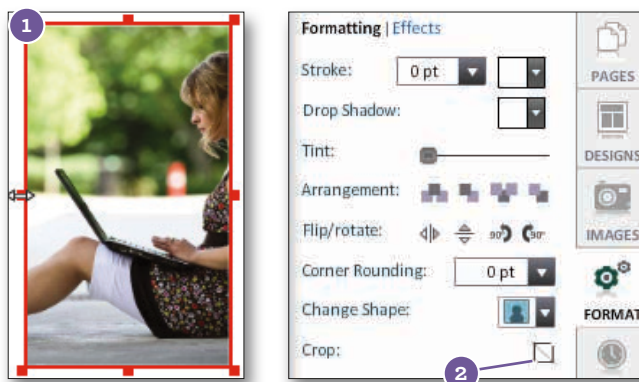
1 With the photobox selected, adjust it to the desired size.

2 Click on the Crop icon under the Format tab on the right side of your screen or double click on the image to open the Crop tool.

3 A scaling toolbar will appear. The part of the image that will not print appears as a faded image outside the photobox margin.

Resize the picture within the photobox by sliding the bar on the scale tool toward the plus side to make it larger or toward the minus side to make it smaller.

4 Move the image inside the box by clicking and dragging within the image area of the photobox. When you are finished with the Crop tool, click the red X on the scaling toolbar or click anywhere on your screen.
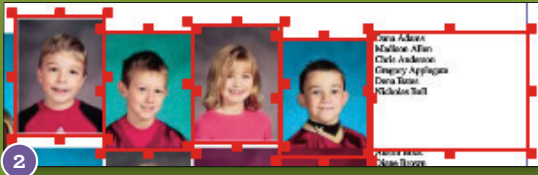
Aligning Elements

Quickly align multiple elements on a page. Whenever you select more than one element, the alignment option shows up along with the other formatting options.
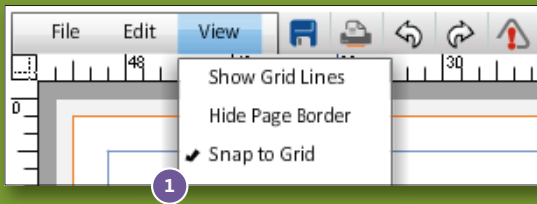
1 Groups of elements (portraits, candids, shapes, and text boxes can be aligned together easily. First, make sure **Snap to Grid is NOT ACTIVE**. If Snap to Grid is active, there will be a check mark next to it under the View menu. Snap to Grid is not active if there is no check mark next to it under the View menu.

2 Select the elements to be aligned. To select more than one element, click on the first element, hold down the Shift key on your keyboard, and then click the remaining elements. Multiple elements can also be selected by dragging the cursor around the elements to be aligned. Everything with a red outline will be aligned.
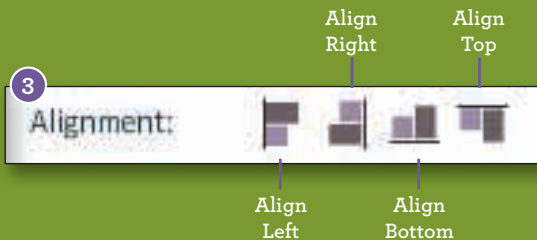
3 Once all the elements have been selected, click on the Format tab on the right side of the screen and choose any of the four options by Alignment.

**4** The elements will move according to the alignment selected.

Ruler Guides

You can add Ruler Guides to your page by dragging them from the vertical and horizontal rulers. Use the guides to align or evenly distribute elements on your page. Guides will appear green on your screen and will not print.
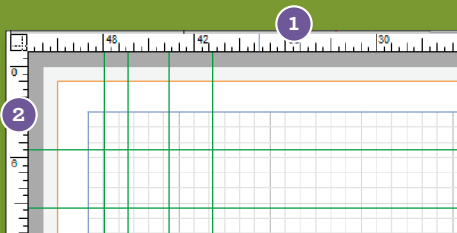
1 Click on the top ruler and drag down to create a horizontal guide. **Note: If you are unable to do so, go to View > Show Guides.**
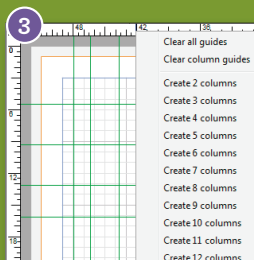
2 Click on the left ruler and drag across to create a vertical guide.
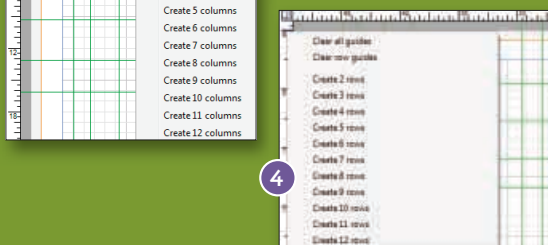
3 Right-click on the top Ruler to access a column guide pop-up menu. From this menu, you can Clear All Guides, Clear Column Guides, or Create 2 to 12 Columns.

4 Right-click on the side Ruler to access a column guide pop-up menu. From this menu, you can Clear All Guides, Clear Row Guides, or Create 2 to 12 Rows.

Drop Shadows
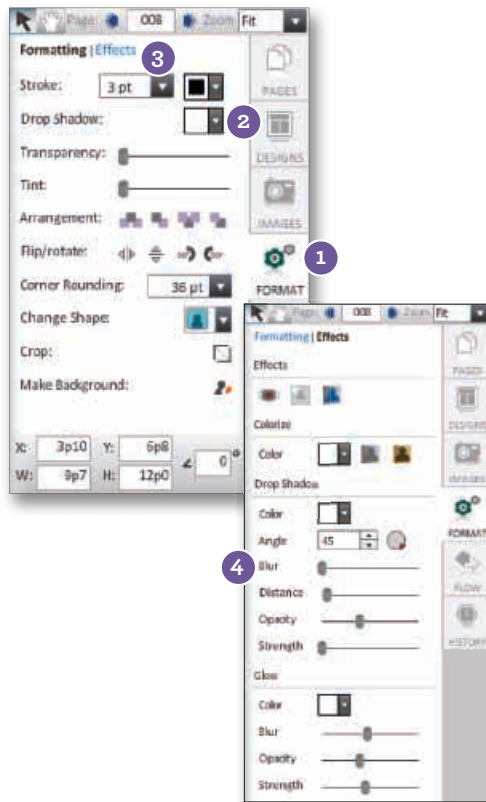
Make your photoboxes, text, and shape elements stand out by adding drop shadows.

1 Select the element you would like to add a drop shadow to and click on the Format tab.

2 Under the Formatting options, choose a color from the drop-down. A drop shadow with default settings will be added to the selected element.

3 To adjust the settings on the drop shadow, click on the Effects link.

4 Under Effects, there are several options available to adjust the look of the added drop shadow. You can change the Color, Angle, Blur, Distance, Opacity, and Strength of an object.

Red-Eye Adjustment
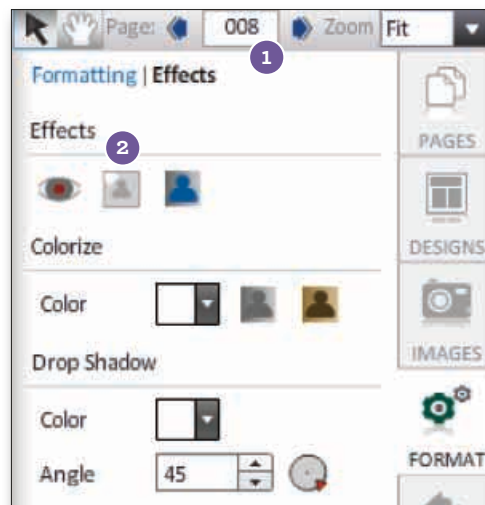
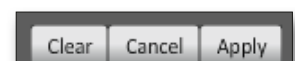Remove Red-Eye from your photos with our easy-to-use tool!

1 On the page, click on an image and choose the Format tab. Then click on the Effects link

2 Next click on the Red Eye Removal tool.

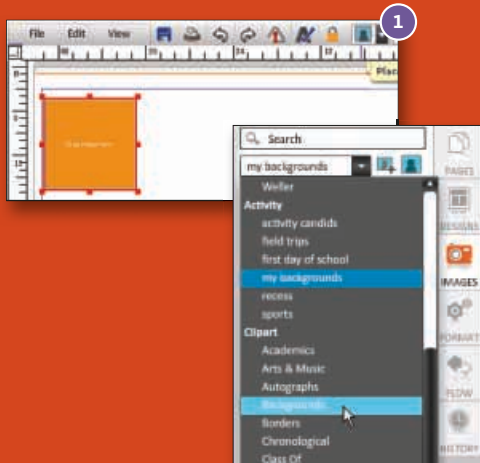**3** Using the tool provided, select the red area of the eye.

4 When finished, click Apply.

Backgrounds & Borders

You can easily add backgrounds and borders to your pages by using the Make Background icon found under the Format tab on the right side of your screen.

1 Use the Place New Rectangle Photobox icon to add a new photobox to the page.

2 Click on the Images button on the right side of your screen to choose an image. You may use your own image (provided its resolution is high enough), or you may use Memory Book Online™ clipart.
Note: If using clip art, borders and backgrounds can be found in the drop-down menu under Clipart.
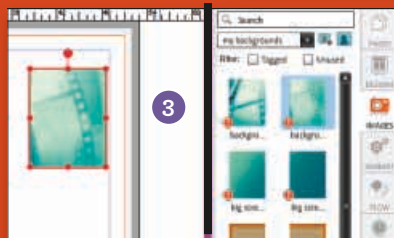
3 Click and drag the image into the photobox. (See the *Placing Images* section of this manual for more information.)
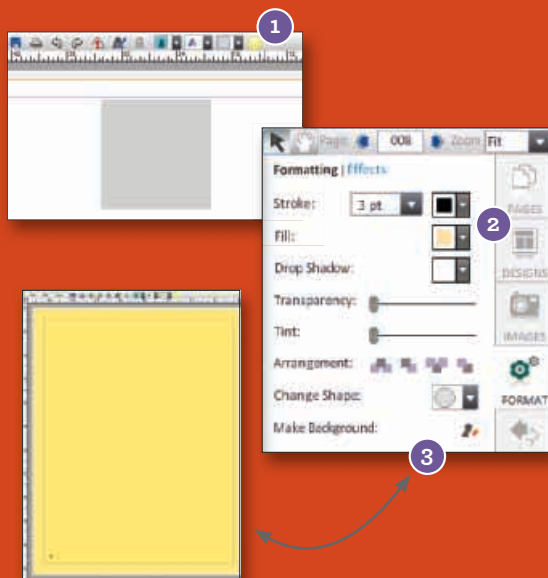
4 With photobox selected, go to the Format tab on the right side of your screen and choose the Make Background icon. This will enlarge the selected image and send it to the back of your page. If you click the Make Background icon again, the photobox will return to its original size. You can also delete the background by selecting it and clicking the Delete button on your keyboard.

TIP: When you place a border on your page, you may need to edit other page elements in the Page Editor to make sure they fit within the border.

TIP: Shapes can also be turned into backgrounds. No matter what shape it is, the fill color used in the shape will become the background color for the page once you click the Make Background icon.

TIP: Backgrounds in the Clipart category labeled Backgrounds autofill the back of the page.

Solid Color Backgrounds

1 Use the Place New Rectangle Shape icon to add a new shape to the page.

2 With shape selected, go to the Format tab on the right side of your screen. Click the Fill drop-down and choose a color for your background.
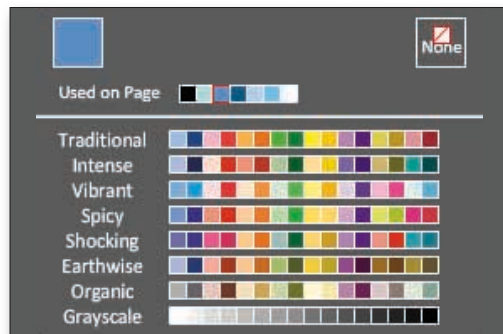
3 Next, click the Make Background icon. This will enlarge the selected shape and send it to the back of your page. If you click the Make Background icon again, the shape will return to its original size. You can also delete the background by selecting it and clicking the Delete button on your keyboard.
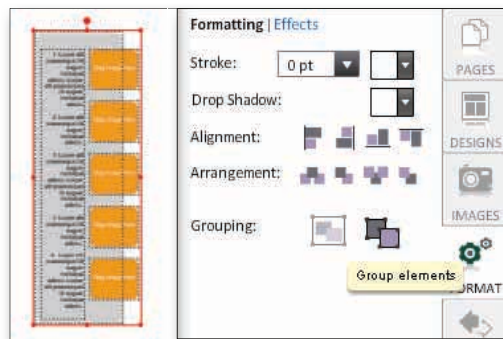
Formatting Elements

Colors Used

- Track the colors used in your book in the color palette.
- "Colors Used" is now listed in the top of the color palette.
- Mouse over the color square to easily see the category the color is listed under, and the name of the color used on that page. Choose that color for use on other pages in order to have continuity throughout your book.

Grouping Elements

- Keep important page elements together or adjust several elements at once by using the Grouping tool located on the Format tab. Highlight/select multiple elements on a page and then click the Group Elements button to keep them together.

Colorize Images

- Colorize your images by making them Black and White, Sepia tone, or choose a Custom Tone.
- Select an image on a page, click on the Format tab.
- Click on the Effects link.
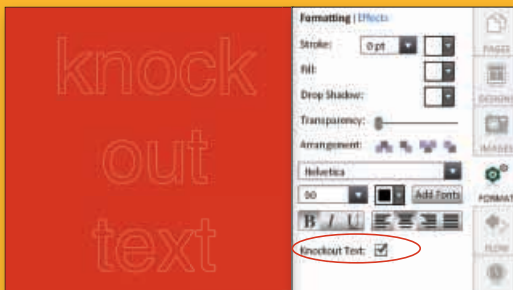- Select a tone from the Colorize section.

Formatting Elements

Outer Glow

- Add an Outer Glow to your text, images and shapes. Highlight the text, image or shape and click on the Format tab. Click the Effects link to access the Glow function.
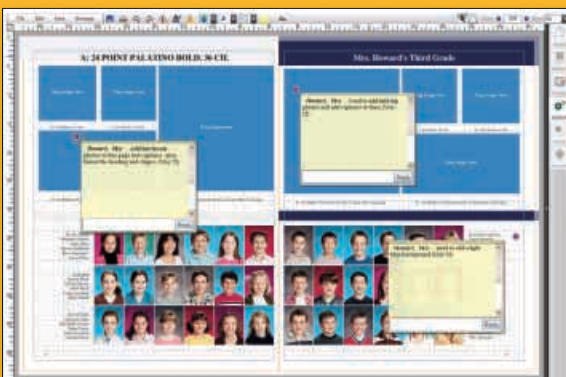
Knockout Text

- Change the style of your text to have an outlined appearance.

- Select a text box on a page, click on the Format tab, and check the Knockout Text option.

Notes On Pages

- Post Notes on a page and communicate easier with anyone helping build the yearbook.
- Click the notes icon and create a note on your page.
- Place your curser in the text field and type a message.
- Click post and the note will be available for others working on the page.
- Reply to an existing note in the same fashion.
- Click the red marker in the left hand corner to move the note to the element it is associated with.
- Double click the red marker to open or close the posting.
- **Notes will not appear on proofs or submitted pages.**

Placing Text
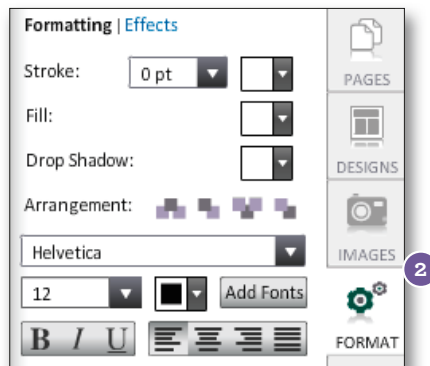
1 To add new text to your page, click on the Place New Text Box icon on the toolbar. To edit existing text, highlight text to be replaced and enter new text.

2 Click on the Format tab to choose different text formatting options, including font attributes and text alignment. See the *Formatting* section of this manual for more information on formatting text. Also, see the *Selecting Fonts for Your Yearbook* section of this manual.

3 You may also change font attributes and text alignment by right-clicking on the text box and choosing from the menu that appears.

4 To move a text box, hover your mouse on the edge of the text box until it becomes a four-sided arrow. Then use your mouse or the arrow keys on your keyboard to reposition the text box. **Note: You may also add a fill color to the text box.**

Type On A Path Tool
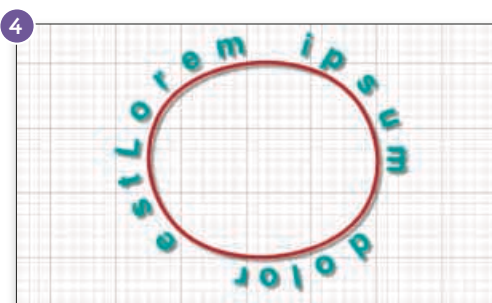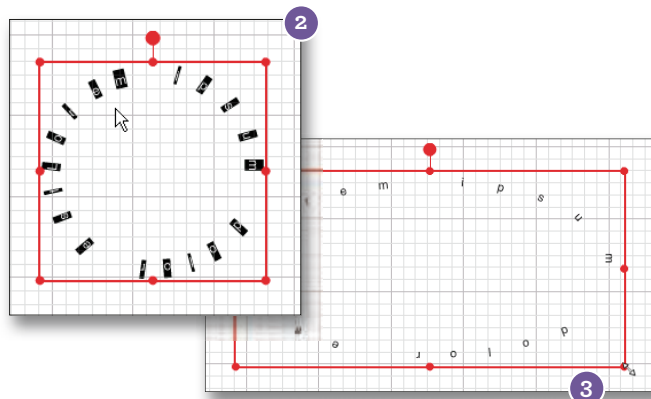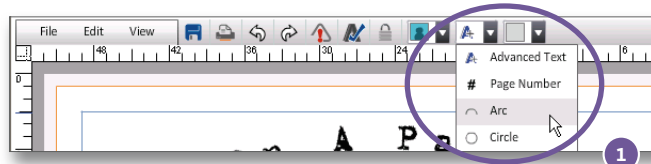
Type text on an arc or circle path to add style to your yearbook pages!

1 In **3)Pages**, click on the down-arrow next to the type tool and select an Arc or Circle path textbox to be added to the page.

2 Click inside the text box to begin typing on a path. Note: Click outside of the text box for all text to show after typing.

3 Adjust the path by using the handles on the text box to narrow or stretch your arc or circle.

4 Format your type from the Format tab by changing the font style, size, color, and even add drop shadow.

Text Box Formatting Options
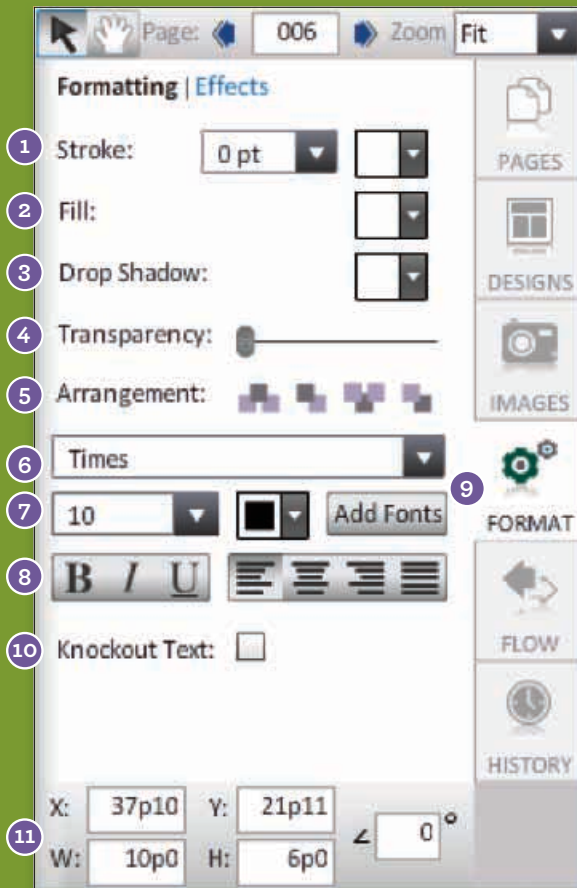
1. Add a border to your text box. Using the drop-down menus, choose the border's thickness and color.

2. Choose a fill color for the text box.

3. Use the drop-down next to Drop Shadow to add and/or choose a color for the drop shadow. More options are available under the Effects link.

4. Use the slider next to Transparency to adjust the transparency of an image (how see-through it is).

5. Use Arrangement to change the layer order of the text box on the page.

6. Choose a font for your text. Go to page 10 for more information on how to add fonts to your collection.

7. Choose a font size and font color for your text.

8. Change font attributes and text alignment.

9. Add fonts to your collection.

10. Check the box next to Knockout text to outline your text

11. Change the X and Y coordinates to move the text box within the page. Change the Width (W) and the Height (H) by typing in a number. Rotate the text box by typing in a number between 1 and 359. **Note: There are 6 picas per inch, and there are 12 points per pica.**

Note: There are 6 picas per inch, and there are 12 points per pica.

TIP: Right-click on elements to quickly bring up a menu for changing text attributes, accessing common actions from the toolbar, and/or aligning objects.

Text box is not large enough for the text inside.

A red x through your text on the page indicates the text box is not large enough for the text inside. Enlarge the text box to ensure that all text inside the box will print correctly.

Text Box Effects Options
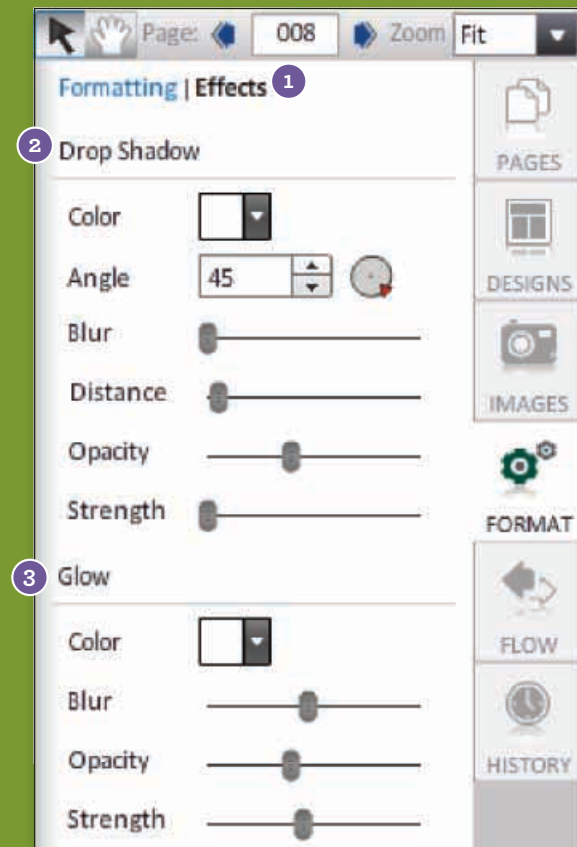
1. Click on the Effects link under the Format tab.

2. Under Drop Shadow, you can change the Color, Angle, Blur, Distance, Opacity, and Strength of a text box drop shadow.

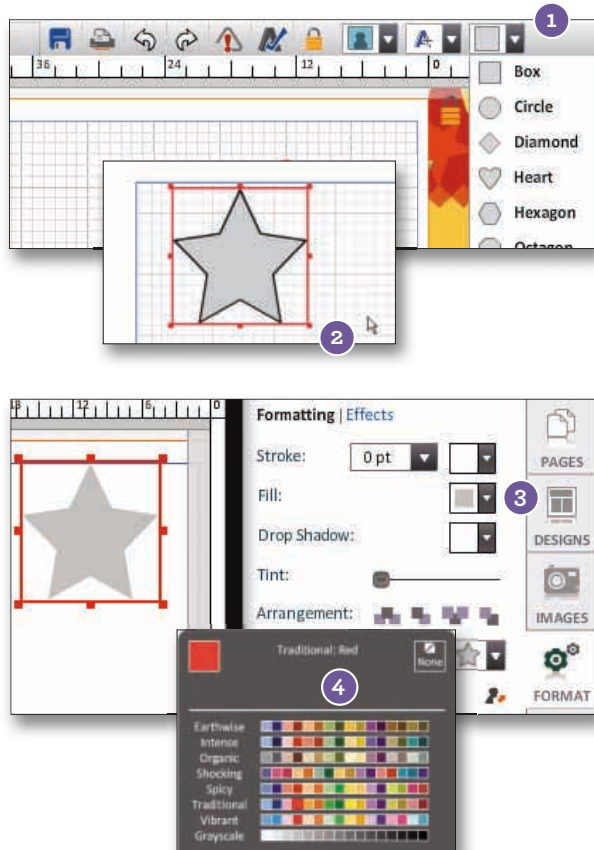3. Under Outer Glow, you can change the Color, Blur, Distance, Opacity, and Strength of a text box drop shadow.
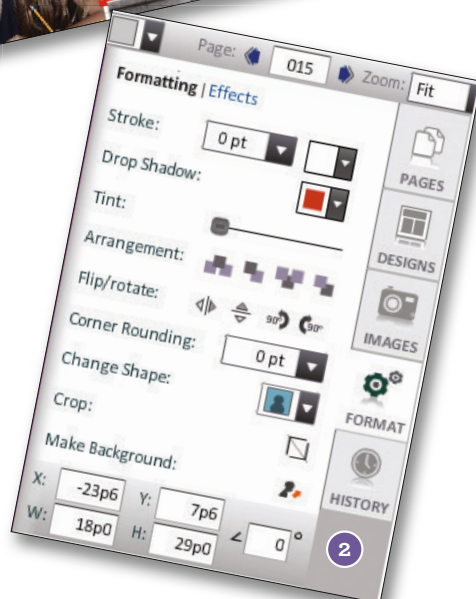
Placing Shaped Elements

1 From the drop-down, select the element shape you would like to add to your page using the Place New Rectangle Shape icon on the toolbar.

2 You can resize the shape by clicking and dragging one of eight handles around the shape until you reach the size you want. Hold down the Ctrl key while resizing to keep the shape proportional.

3 You can change the color of the shape when it is selected by clicking on Format on the right side of your screen and then Fill.

4 From the drop-down, select a color from the palette to apply.

Rotating Elements

Select the element (image, text or shape) you wish to free rotate. Shift-click to select more than one element.

There are two ways to free rotate an element.

1 Place your mouse over the free-rotate handle until it turns into a curved two-sided arrow. Move the element in the direction you wish to rotate it.

OR

2 Click on the Format button on the right-side of your screen. At the bottom right, type in the angle you wish to use to rotate the element and click Enter.

Shape Formatting Options

Formatting | Effects

Stroke: 0 pt
Fill:
Drop Shadow:
Transparency:
Tint:
Arrangement:
Corner Rounding: 0 pt
Change Shape:
Make Background:

X: -52p0 Y: 0p0
W: 104p0 H: 4p6 0°
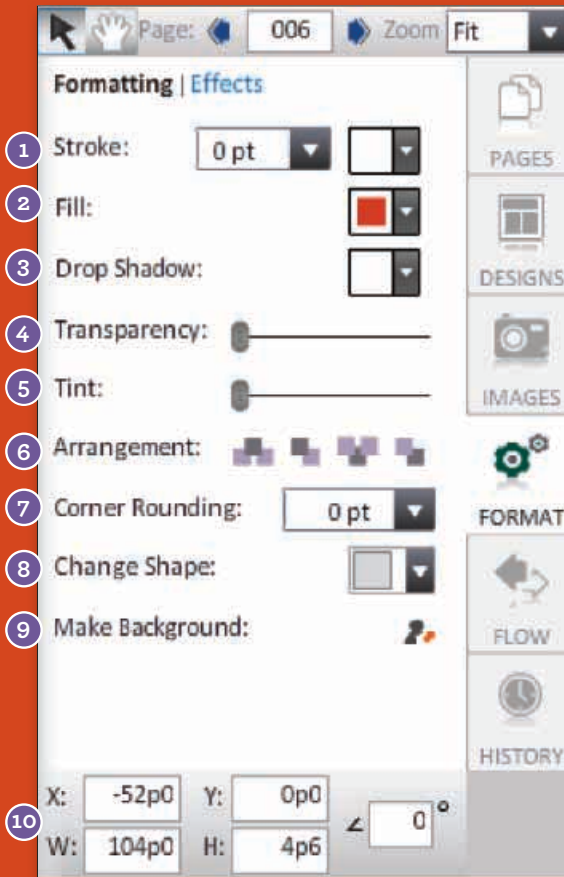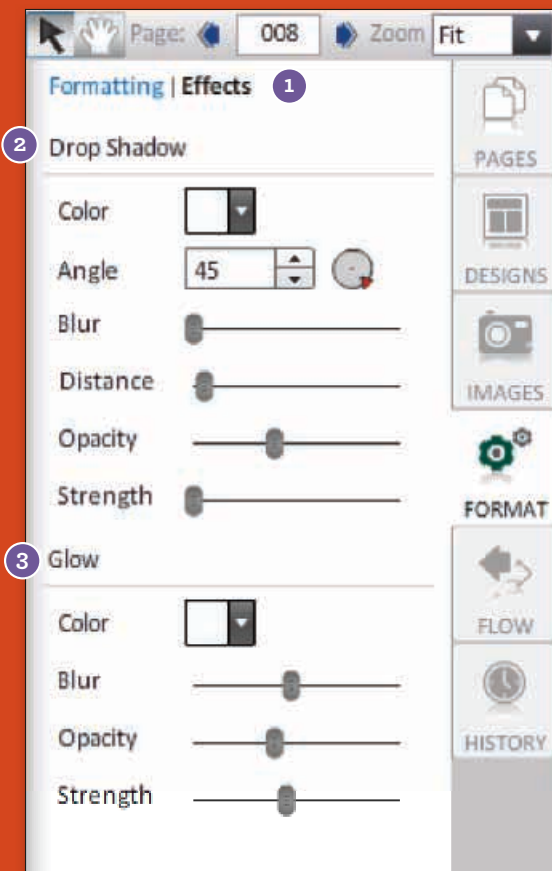
1. Add a border to your shape box. Using the drop-down, choose the border's thickness and color.

2. Choose a fill color for the shape.

3. Use the drop-down next to Drop Shadow to add and/or choose a color for the drop shadow. More options are available under the Effects link.

4. Use the slider next to Transparency to adjust the transparency of the shape (how see-through it is).

5. Use the slider on the Tint tool to change the lightness of the shape. **Note: This does not make the shape transparent.**

6. Use Arrangement to change the layer order of the shape on the page.

7. Add rounded corners to your shape.

8. Change the shape of the box into one of ten shapes. **Note: Corner Rounding can be applied to rectangular shapes**

9. Turn your shape box into the page's background.

10. Change the X and Y coordinates to move the shape within the page. Change the Width (W) and the Height (H) by typing in a number. Rotate the shape by typing in a number between 1 and 359. **Note: There are 6 picas per inch, and there are 12 points per pica.**

Shape Effects Options

Formatting | **Effects**

Drop Shadow

Color
Angle 45
Blur
Distance
Opacity
Strength

Glow

Color
Blur
Opacity
Strength

1. Click on the Effects link under the Format tab.

2. Under Drop Shadow, you can change the Color, Angle, Blur, Distance, Opacity, and Strength of a shape's drop shadow.

3. Under Glow, you can change the Color, Blur, Opacity, and Strength of a shape's drop shadow.
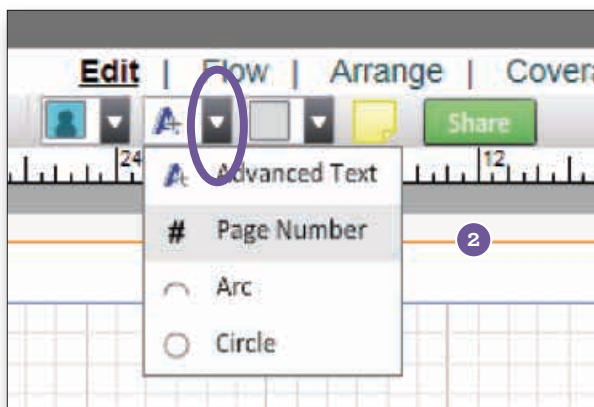
Adding Page Numbers (pg#'s) to Pages

NOTE: Page numbers will place with the # of that page.

NOTE: The default pg.# on the page is in Times 10pt. New pg.#'s added to pages will be in Helvetica 12pt.
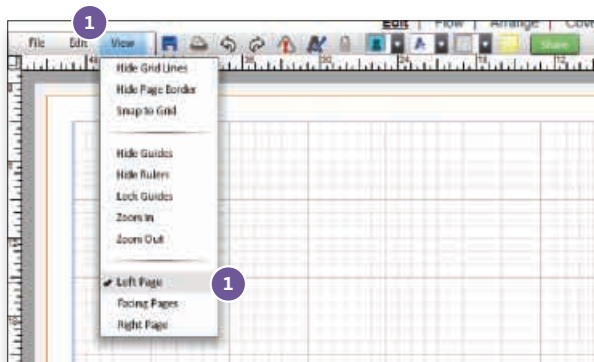
1 Switch to a single page view (View> Left Page or Right Page). This will ensure the page number places on the intended page.

2 Locate the "Add New Text Box Button" on top toolbar. Click the white drop-down arrow beside the button. Choose "Page Number".
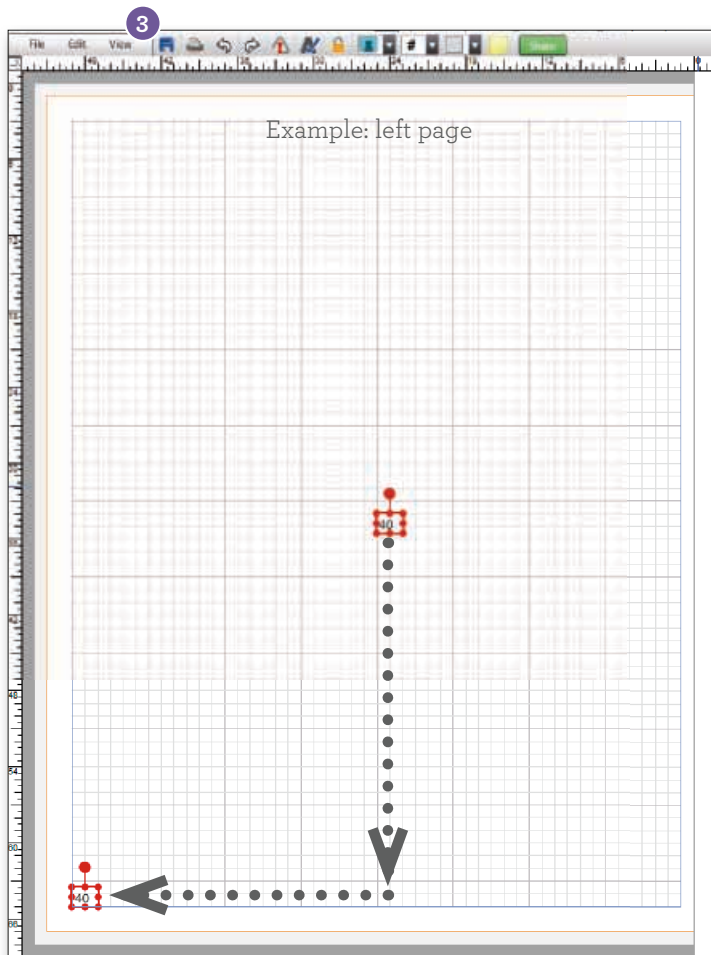
3 This will add a page number box to the **center of the page**. Position the page number. Use the arrows on your keyboard or mouse to easily move the number to the bottom corners or to a spot of your choosing.

4 Optional: change the page number style, size and color from the Format tab.
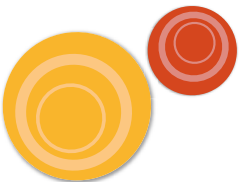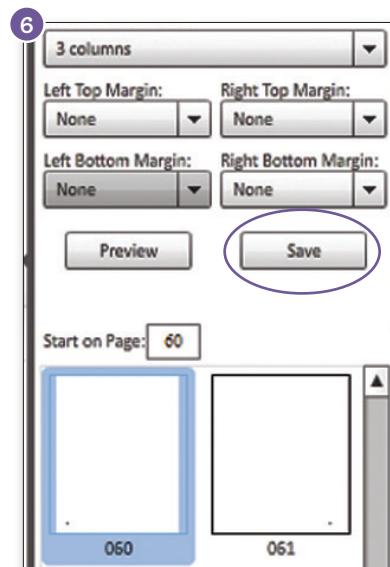
Example: left page
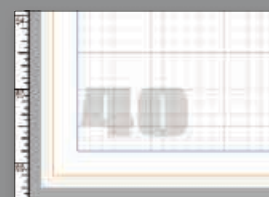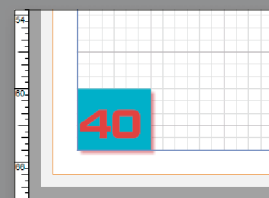
Index Tool

You can easily build an Index from all of the tagged images used on your pages. The index will show the student's name and all of the pages you can find them on.

1 1) Plan   2) Photos   **3) Pages**
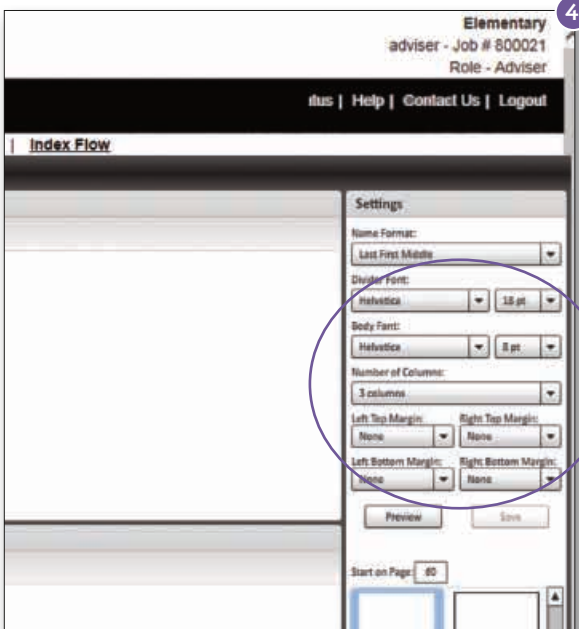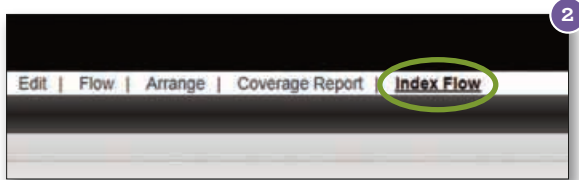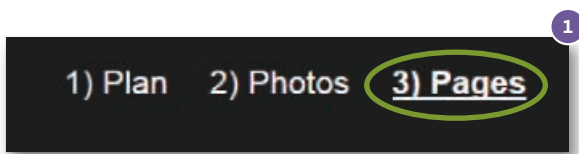
1 To create an Index of tagged students, click on **3)Pages.**

2 Click on **Index Flow.**

3 Choose the **Page** the index will start or be on.

4 Choose a **Divider Font** and size, a **Body Font** and size and how many **Columns** you would like. You can also adjust the Margins of the index.

5 Choose **Preview Page**

6 Click **Save.**

2 Edit | Flow | Arrange | Coverage Report | **Index Flow**

3
Overwrite these Pages
Start on Page: 60
060

5
Index Flow
Index Pages Preview
(185 name(s), 1 page(s) total) Preview Pages
185 name(s)

4
Elementary
adviser - Job # 800021
Role - Adviser
tus | Help | Contact Us | Logout
| **Index Flow**
Settings
Name Format:
Last First Middle
Divider Font:
Helvetica   18 pt
Body Font:
Helvetica   8 pt
Number of Columns:
3 columns
Left Top Margin: Right Top Margin:
None   None
Left Bottom Margin: Right Bottom Margin:
None   None
Preview   Save
Start on Page: 60

6
3 columns
Left Top Margin: Right Top Margin:
None   None
Left Bottom Margin: Right Bottom Margin:
None   None
Preview   Save
Start on Page: 60
060   061

Saving Custom Templates

There are two types of templates you can save—page templates and Click-N-Go templates. Both types are useful whenever there is a design you would like to use more than once in your yearbook.
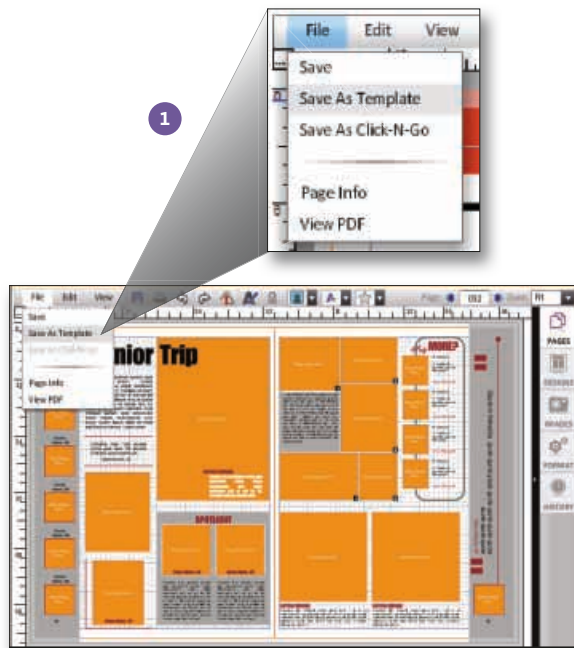
Custom Page Templates

Page templates capture the entire design on a page. Saving pages as templates allows you to quickly apply the same design to another page. **Note: Keep in mind that elements will be mirrored if placing an even-numbered page template to an odd-numbered page and an odd-numbered page template to an even-numbered page.**

① To save page layouts as Templates, go to **File > Save As Template.**

② Depending on your page view, you will have the option to save the left page, right page, or both pages as a template. Enter the name for your template and click on the Save button in the pop-up window.

③ You can access your saved templates by going to Designs. From the drop-down, under Custom, choose My Templates.

TIP: To keep an element from getting deleted or overwritten, select it and then click the Lock elements icon on the toolbar.
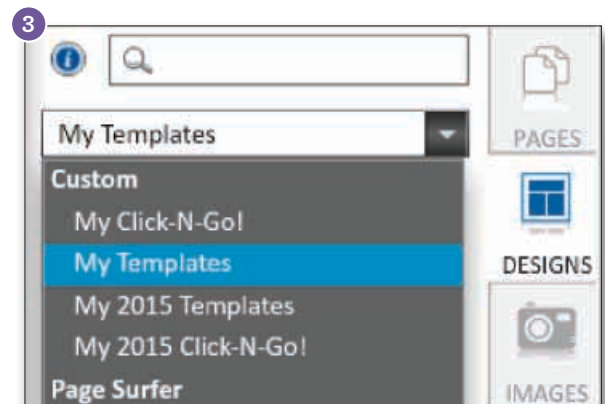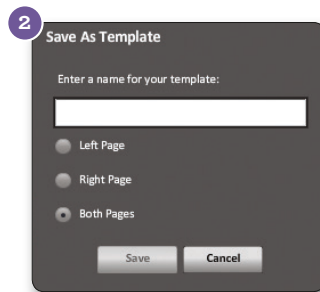
④ Apply the custom template by clicking and dragging it onto the page. The Retain Existing Content prompt will appear. Click Yes to place existing content into the new design. Click No to overwrite the page with the new template.
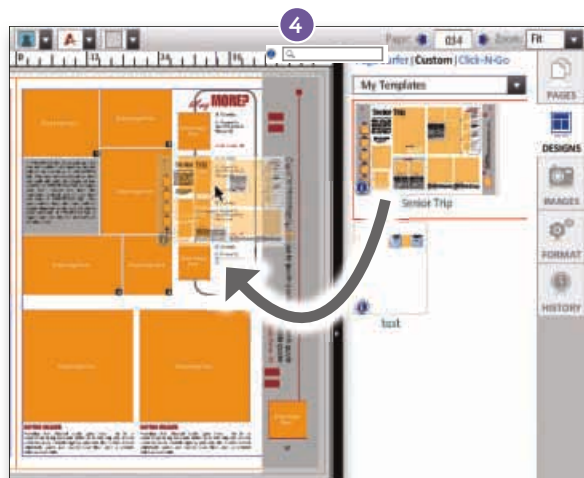
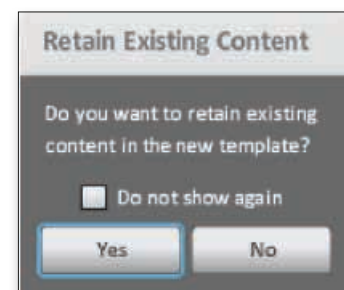These templates can be used as-is, or modified in the Page Designer.

Custom Click-N-Go Templates

Click-N-Go templates capture pieces of a design all the way up to the entire design on a page. Saving designs as Click-N-Go templates allows you to quickly apply the same design to another page. Unlike page templates, existing elements on the page will not be overwritten nor will there be any mirroring of elements regardless of what page these Click-N-Go templates are placed.
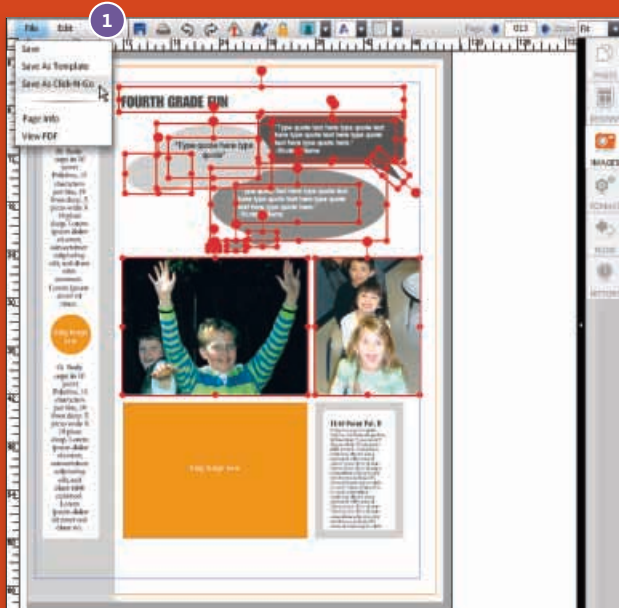
(1) To create Click-N-Go templates, select the elements you want included in the template and then go to **File > Save As Click-N-Go.**

(2) Type in the name of your new Click-N-Go template and click Save.

(3) You can access your saved Click-N-Go templates by going to Designs on the right side of your screen. From the drop-down, choose **My Click-N-Go!** under Custom.

(4) Apply the custom Click-N-Go template to a page by clicking and dragging it on the page. Place the elements in the desired location before deselecting.
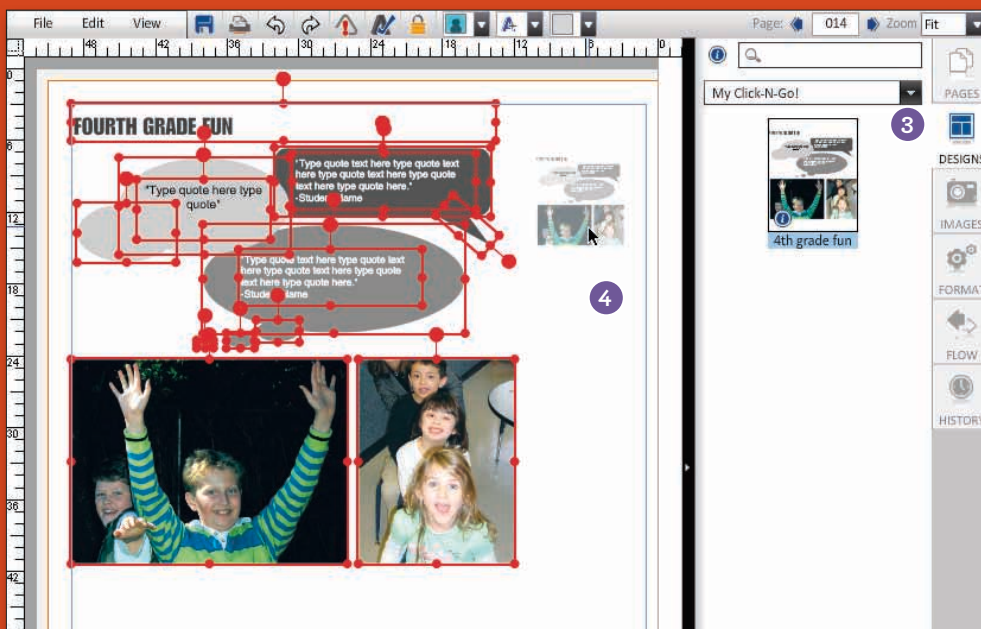
TIP: Memory Book Online™ offers many pre-designed Click-N-Go templates under Designs > Click-N-Go.

Use MBO predesigned Click-N-Go! templates to easily add Headline, Infographic, Photo Pres, Quote, Scoreboard and Sidebar elements to your layouts.

Save As ClickNGo

Enter the name of your new click-n-go

4th grade fun

Save   Cancel

Relaxed Margins

The Relaxed Margins feature is a design feature that will allow you to extend your **text***, **shapes and images** beyond the page margins and past the outer edges of the pages.

Advisers can activate this feature by accepting the terms and conditions. By activating this feature, **elements may be at risk of being trimmed off** in production. Elements kept within the **blue margin line** are safe from trimming. Elements outside of the blue margin line are considered at risk for trimming.
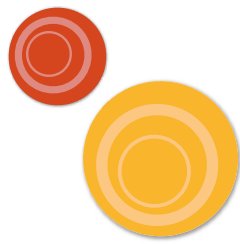
1 To activate the Relaxed Margins feature, go to **1)Plan.** Click on the **Features** link.

2 To turn on a feature, select the checkbox next to the feature. To turn off a feature, deselect the checkbox.

3 Click **Accept** to accept the terms and conditions of the feature.
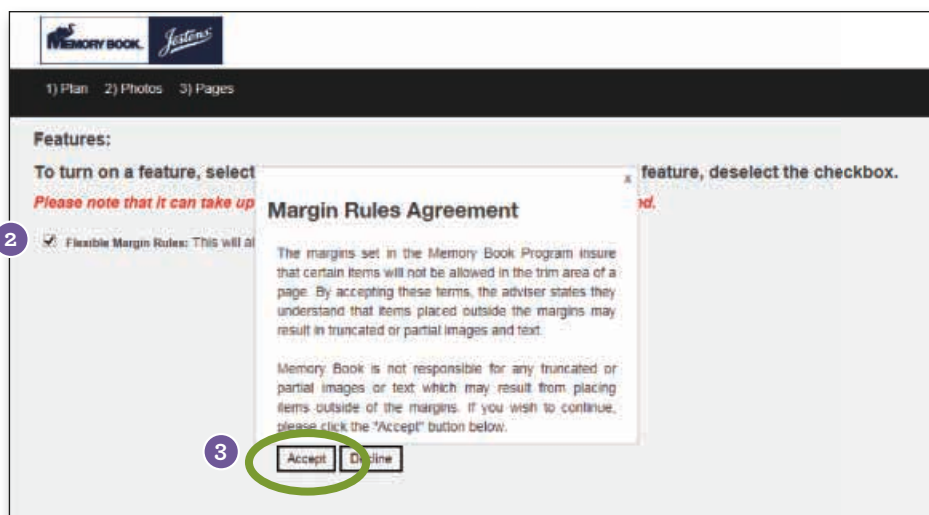
*text elements placed outside of the margins can be trimmed off. Headlines and student names should be kept within the blue margin line.

Extending Text

The text in this text box is safe from trimming because it is within the blue margin line.

The text in this text box is at risk of being trimmed because it goes beyond the blue margin line.
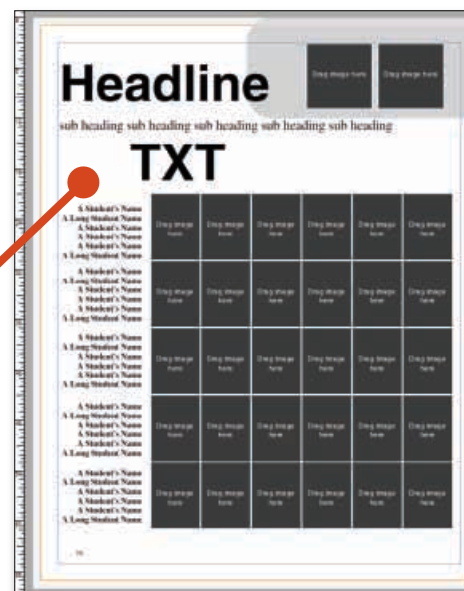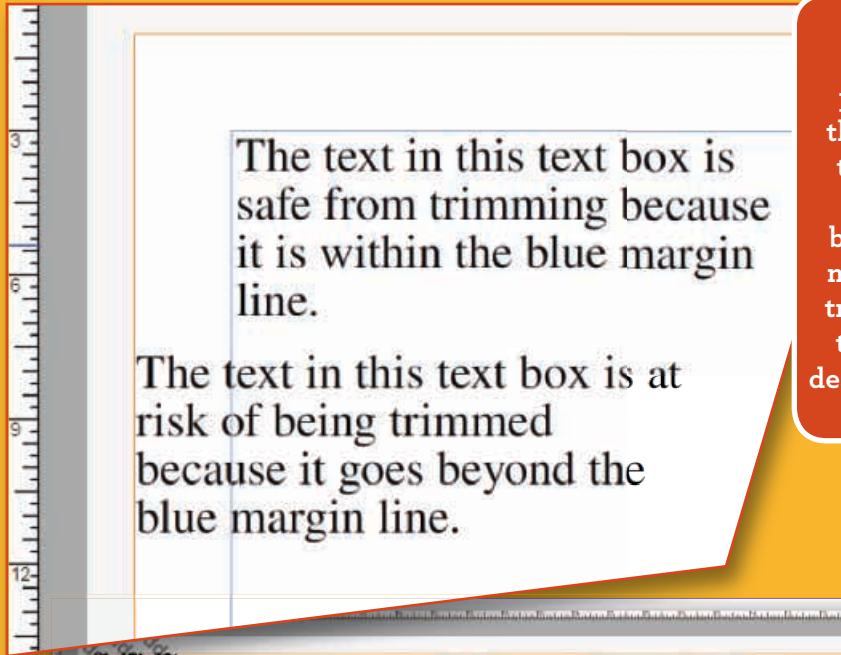
*text elements placed outside of the margins can be trimmed off. Text kept within the blue margin line is not at risk of being trimmed. Extended text should be for design purposes only.

Headline TEXT

tex
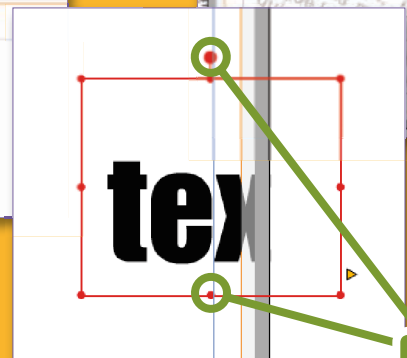
Text and photos will only be able to extend to the midpoints of the text box or photobox .

Extending Photos & Images
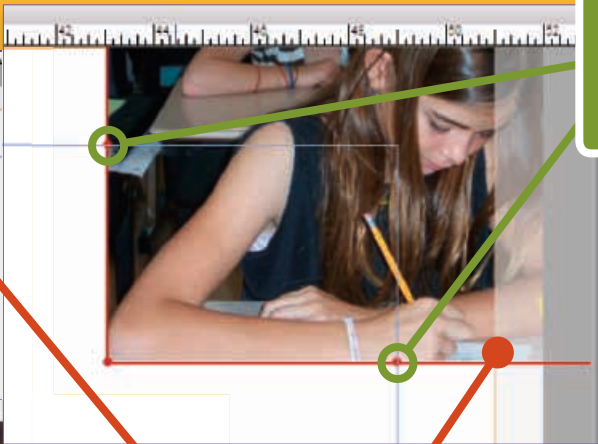
*photos placed outside of the margins are at risk of being trimmed off. Trimming results may vary.

Edit/Proofread Portraits Information

Print Out a Proof Sheet for Each Class

- Click on **2)Photos**. This will take you to the Image Organizer.

- To view the classes/grades click on the plus sign next to Portrait. This will expand the list of class/grade names as pictured below.

- Click on the class/grade name and then the Preview button at the top of your screen. This will create a proof sheet for that class/grade on a separate window.

- To print the PDF, go to File > Print and choose your printer.

- Repeat these steps until all classes/grades are printed.

- Hand the proof sheets out to your teachers for them to check/correct portrait information.
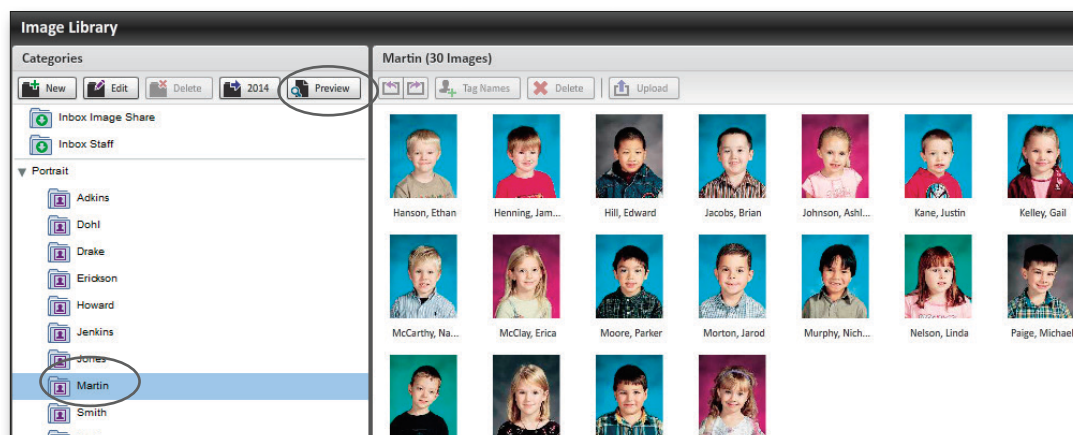
Coverage Report

MAKING CHANGES TO PORTRAIT DATA IN THE COVERAGE REPORT SECTION WILL ALSO REFLECT IN THE IMAGE LIBRARY.

The Coverage Report feature allows you to add student names and view, edit and make modifications to the student's portrait in your portrait class list.

Locating the Coverage Report

To use this feature, click on the "Coverage Report Link" in **3)Pages**

Features of the Coverage Report

**A** Class List - Shows all students uploaded from the CD, or added to the student portrait section. Click on a name to change spelling, or click in a blank cell to add information (such as grade) to the student if needed.

B Add Name - Allows you to add a student to the student list.

C Export List - Lets you export a student list. This list can be downloaded, opened in a spreadsheet software, and printed for review.

D Search Fields - Provides an easy way to search for a student in the list.

E Information Headings - Click on any of the headings in this area to reorganize the student list. The first click arranges the student list A to Z; the second arranges the student list Z to A. For example, to arrange all students alphabetically A to Z, by last name, click on "Last Name" once. To see the same information listed alphabetically Z to A, click a second time.

F Number of Times in Book - This section of the class list lets you know how many times the student is in the book. This will only count images in which the student has been tagged in the Image Organizer.

G Students in Book 3x - This area provides a way to quickly view the number of students found in the yearbook at least 3 times.

H Merge Students - Clicking on the green arrow button allows you to merge one student into another. This could be used to merge two duplicate students.

I Delete Student - Clicking on the red minus button allows you to delete a student from the list.

J Information - Clicking on the blue "i" button allows you to preview image information.

Flowing / Building Class Pages

Using Premade Templates For Flowing Class Pages

Note: Make sure to choose templates with enough room to flow all portraits in each group. Not allowing enough room may result in students not being placed on your pages.
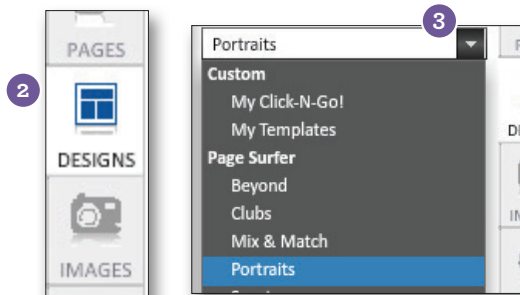
1 Go to the page on which you would like to flow your class portraits.

2 Click on the Designs tab, found on the right side of your screen.

3 Click on Portraits, found under the Page Surfer heading to view portrait templates.
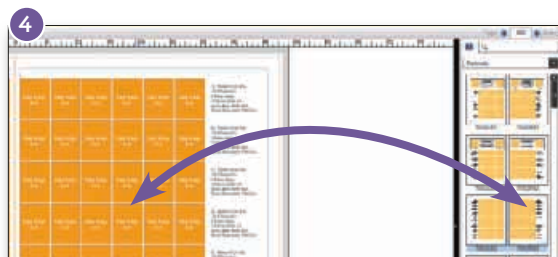
4 Select a template. Apply it by dragging and dropping it onto your page.

5 After you have applied templates to all the pages needed for that group, click on the "Flow" tab. Select a class to flow from the drop-down menu.
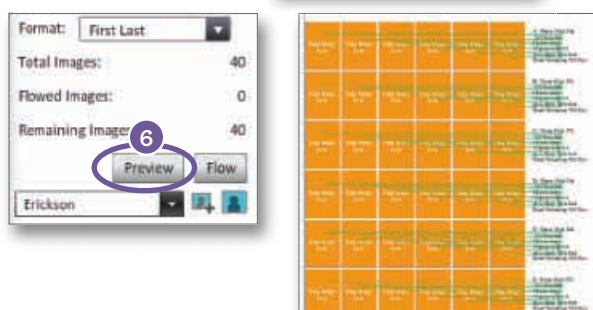
6 Click the "Preview" button to preview where the students will be placed in the template.

Note: You must remove all empty photo and text boxes before flowing images onto the facing page.

7 Click the "Flow" button to flow students into the template.
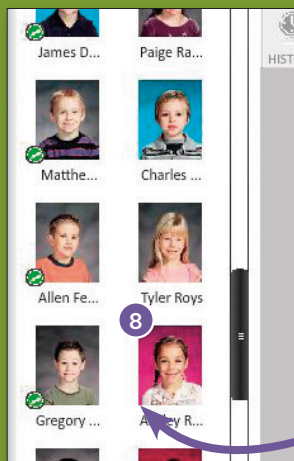
8 Verify that all images from the class have flowed onto a page. If they have not, place a template on the next page and repeat the flow process for that class.

Note: Images without a green check mark have NOT been placed on a page and will have to be flowed before submitting.

Helpful Tips For Template Flowing Class Pages

•   You must have a portrait template on page before flowing.

•   Your class portraits will continue to flow to the next template if the class will not fit into the template on the page. Be sure, when laying out your pages, to allow plenty of room for the entire class.

•   You may flow more than one group into a template if it has enough photoboxes provided.

•   Formatting images and text (changing fonts, font size, borders, etc) can be done after the class is flowed onto page.

•   Remove photoboxes before flowing for custom design. Your students will flow into photoboxes that remain on the page.

•   You will receive an error at submission if all portraits are not flowed or marked as "do not use."

•   Before flowing, make sure all student names and classroom/grade assignments are correct. This will save you time later.

•   Adding a new portrait template onto a page will remove everything else. If there is something on the page you would like to keep, such as backgrounds or headlines, make sure to lock the item on the page before flowing.

•   To keep class pages consistent, consider flowing your entire school, or each grade with the same settings. To do this, find the settings that work for the **largest class first**, then apply those settings to the other groups.

•   To leave room at the bottom of your page for candids, choose a template with a slightly smaller portrait size.

•   **Once you find settings or templates you like, write them down for future reference.**

Note: Images without a green book icon have NOT been placed on a page and will have to be flowed before submitting.

Notes

_____

_____

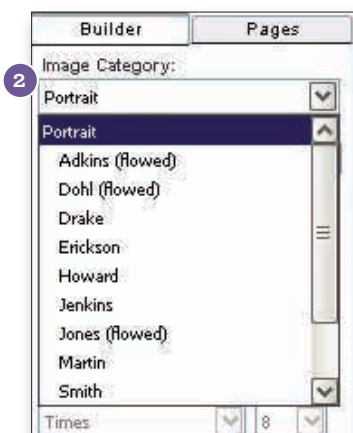_____

_____

Flowing / Building Class Pages

Using the Panel Builder For Flowing Class Pages

Memory Book Online™ has a Panel Builder that offers several choices for creating your class pages. In order to simplify this process, this manual has tips and examples to use depending on class size.


1 Go to 3) Pages and then Flow (link at top). This will take you to the Panel Builder.

2 Under Image Category, select the class/grade you want to flow. Any class/grade that has already been flowed will say "(flowed)" next to the name.

3 Select the page number on which you want to begin the flow of your class/grade. The "Start on Page" section is found near the middle of your screen.

4 Change any other settings as desired. Portrait size is given in picas. View the examples on pages 44 and 45 to get started.
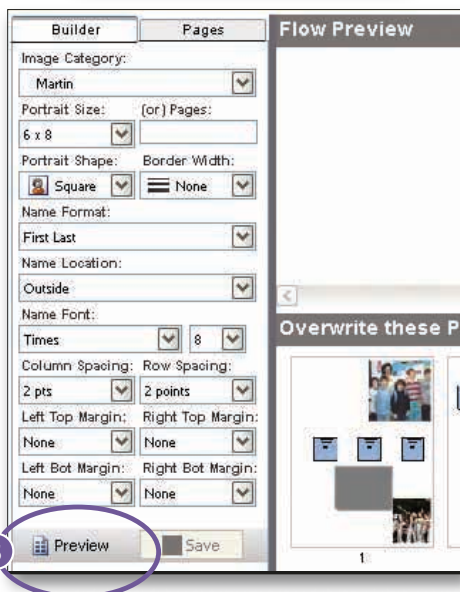
5 Click on Preview to see a thumbnail of what your page will look like.

If you need to change a selection to alter the template, make the change and click on Preview again to see the page.

6 Once you are satisfied with the look, click on Save and then Flow It!.
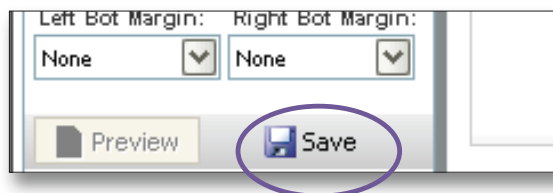
7 To look at the finished page, click on the thumbnail on the bottom half of the screen. This will take you to the Page Editor for you to view the page and make additional changes.
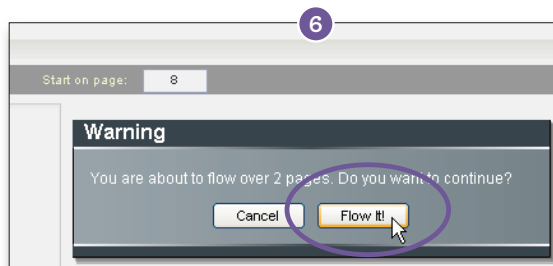
•Repeat Steps 1 to 6 to flow each class/grade.

Remember, we want this to be easy for you. So, if you have any questions, please contact Memory Book Company Technical Support. We are here to help you through the program.

Tips For Panel Flowing Class Pages

1.) Before flowing, make sure all student names, and classroom/grade assignments are correct. This will save you time later.

2.) Panel Flowing portraits onto a page will remove everything else. If there is something on the page you would like to keep, such as backgrounds or headlines, make sure to lock the item on the page before flowing.

3.) To keep class pages consistent, consider flowing your entire school, or each grade with the same settings. To do this, find the settings that work for the largest class first, then apply those settings to the other groups.

4.) To leave room at the bottom of your page for candids, choose a slightly smaller portrait size, or choose a "Bottom Margin" of 6, 12, 18, or 24 picas. (Remember - there are 6 picas in an inch.)

5.) Once you find settings you like, write them down for future reference.

Notes

Flowing / Building Class Pages

Panel Flow Samples

20 Portraits - Names Under Photos

Under Image Category, choose the grade or class you would like to flow onto the pages.

In Memory Book Online™, fill in each field of the template builder to match the fields as they are pictured here. These field settings are used to create the template.

The portrait size is measured in picas. There are 6 picas per inch.

Actual Size

30 portraits - Names Under Photos

Under Image Category, choose the grade or class you would like to flow onto the pages.

In Memory Book Online™, fill in each field of the template builder to match the fields as they are pictured here. These field settings are used to create the template.

The portrait size is measured in picas. There are 6 picas per inch.

Actual Size

30 Portraits - Names to Side

Under Image Category, choose the grade or class you would like to flow onto the pages.

In Memory Book Online™, fill in each field of the template builder to match the fields as they are pictured here. These field settings are used to create the template.

The portrait size is measured in picas. There are 6 picas per inch.

Actual Size

After flowing portraits, check names and pictures before adding your design elements to the page.

56 Portraits - Names to Side

Actual Size

Under Image Category, choose the grade or class you would like to flow onto the pages.

In Memory Book Online™, fill in each field of the template builder to match the fields as they are pictured here. These field settings are used to create the template.

The portrait size is measured in picas. There are 6 picas per inch.

After flowing portraits, check names and pictures before adding your design elements to the page.

Moving Class Portrait Pages

When necessary, saving entire page layouts as page templates is a great way to move pages, especially class portrait pages, as long as you are moving an even-numbered page to another even-numbered page and an odd-numbered page to another odd-numbered page. Otherwise, save them as Click-N-Go templates. Memory Book Company recommends that you use the Page Ladder to carefully plan your yearbook BEFORE you begin creating pages to avoid confusion. (See the *Using Your Page Ladder to Plan Your Yearbook* section of this manual for more information.)

1 Follow instructions from the *Custom Page Templates* section of this manual for more information on how to save your class portrait page as a template.

To save your class portrait page as a Click-N-Go template, go to File > Select > All.

2 Then go to File > Save As Click-N-Go.

3 Type in the name of your new Click-N-Go template and click Save.

4 You can access your saved Click-N-Go templates by going to Designs on the right side of your screen. From the drop-down, choose My Click-N-Go! under Custom.

5 Apply the custom Click-N-Go template to a page by clicking and dragging it on the page. Click-N-Go templates will not overwrite anything on a page so be sure to delete any elements that you do not want to remain on the page.

In this example, we are placing the template on another page that already has a background we want to keep.

TIP: Do not copy and paste a portrait page from one page to another. Doing so may negatively impact your portrait page's layout, i.e., it may cause your spacing to become inconsistent. For best results, follow the steps outlined on this page or use the Builder to reflow your portrait page to another page.

Reviewing / Proof Your Pages

When reviewing your page, check the following carefully:

1. Check all text for proper spelling, punctuation, and placement.

2. Double-check the spelling and accuracy of all names.

3. Check all photos for proper placement. Anything in the gray area on the edges of the page will get trimmed off.

4. Print out a final copy of the page for your review prior to submission.

1 When you select Incomplete elements (Edit > Select > Incomplete OR the Highlight Incomplete Elements icon in the toolbar), possible issues such as text that is too large to fit in its box and text and photoboxes that have not been edited will be flagged.

Selecting Incomplete elements does not check content, spelling, photo cropping, etc. It is important that you print a PDF and review your page before submitting it.

2 Use the Printer icon in the Page Ladder to create a medium-resolution PDF of your page.

3 To print a hardcopy of your page, click on the Printer Icon at the top of the PDF or go to File > Print.

Before submitting a page, do a complete review and carefully check for misspellings and incorrect photo placement. Correct any errors you find.

Once a page has been submitted, it cannot be changed.

TIP: Please check your class pages carefully for the following: Duplicate images, missing names, or missing photos. These issues MAY get your book stopped during production.

Note: You may not be allowed to submit your page until you have generated this PDF proof.

Virtual Book

Virtual Book allows you to flip through your yearbook like a book.

Note: The preview includes the bleed area.
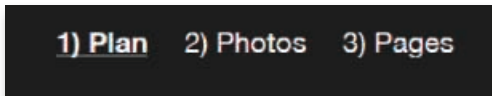
1 Go to **1) Plan**, and click on the Virtual Book link.

2 To change pages, you may hover your mouse over a page, move in the direction you want the page to flip, and release your mouse. You may also use the arrow buttons.

3 To quickly change pages, use the slider or click on the Go To Page button. When a Go To Page window appears, type in the page number and click on Go.

4 The refresh button updates all pages to the latest version and takes you back to the first page.

5 Whatever page you are viewing in Virtual Book, clicking the Edit buttons will take you to that page in the Page Editor where you may make additional changes.

Print / Proof All Pages Option
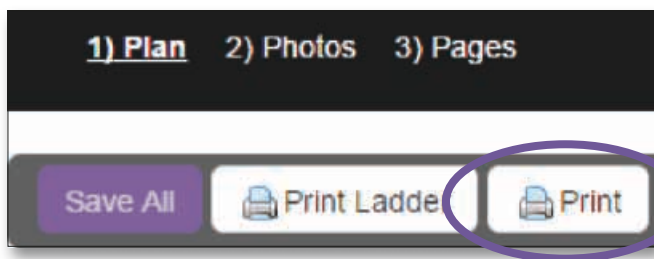
- To print a proof of all pages, click on **1)Plan**.

- Click on the **Print** button

- The PDF proof will now generate. Click Finished button to see proof.

- **Save** the PDF proof to your computer. Save options may be different depending on which web browser being used.

Internet Explorer
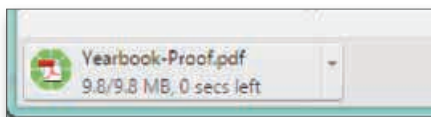
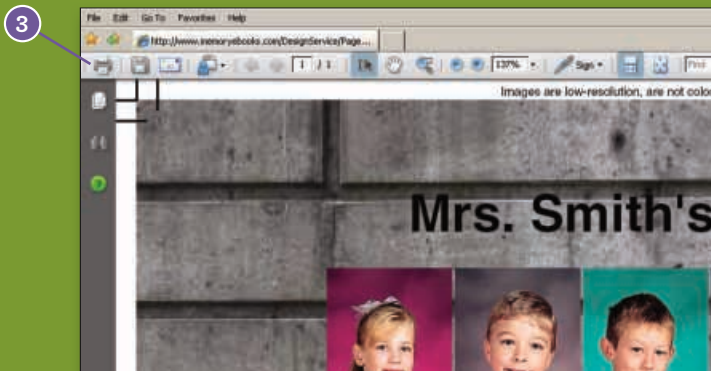Mozilla Firefox

Safari

Google Chrome
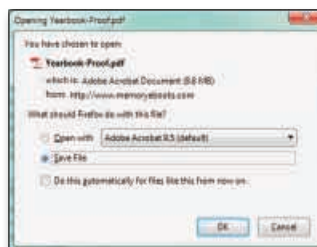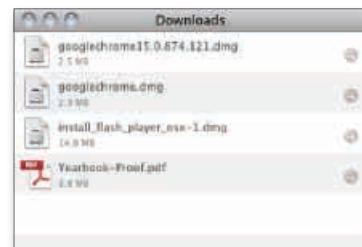
Submitting Your Pages

Before submitting a page, carefully review and check for misspellings and incorrect photo placement. Correct any errors you may find. Once a page has been submitted, requests for additional changes may incur costs and/or delay.

Only the Adviser login has the ability to submit pages. **Be very certain that all pages have been thoroughly reviewed before they are submitted.**

When working in your Page Ladder (found under Step 1: Plan), notice the pages are color-coded to indicate their status. Also, a Complete button is present when a page is still in progress.

Status Colors:
- Not Started
- In Progress
- Completed
- Submitted

1 The page status turns green after you click the Complete button. You should use the Complete button only after you have edited all of the photo and text boxes on your page. **Note: Select incomplete elements (Edit > Select > Incomplete) to see which elements, if any, still need to be edited on a page.**

2 After a page is marked as Complete, you will see two new buttons—Submit and Return. **Note: The Submit and Return buttons are only available with the Adviser login.**

You still have the option to choose Return, which allows you to make additional changes to the page. Once you are finished making all of your changes to the pages, select Complete once again.

3 Before you can submit your page, you may need to view a Proof PDF of the page for final confirmation that the page is all right. Click on the printer icon on the Page Ladder to generate the Proof PDF. Once you view the PDF version of the page, you will be able to select the Submit button.

4 After you thoroughly review your page and determine it is ready for submission, click on the Submit button. Once all your pages have been submitted, please let your customer service representative know.

Before submitting a page, do a complete review and carefully check for misspellings and incorrect photo placement. Correct any errors you find.

Once a page has been submitted, it cannot be changed.

NOTE: Once you submit a page, you will no longer be able to make changes to it. Changes requested after submission may result in extra charges and/or delays. Please contact your customer service representative for assistance.

Frequently Asked Questions

I cannot login to my Memory Book Online™ account. What do I do?

Make sure that you choose Adviser when using the adviser password and Staff when using the staff password. Also, make sure that you have chosen the correct Job Year and have typed in the correct Job # and Password. If everything is correct, but you still can't log in, try restarting your computer and/or closing your browser completely and then try again. If you have had too many unsuccessful attempts, your account will be locked out. Please call Memory Book Company Technical Support at 1-877-302-3140 if this problem persists.

Where do I mail my photo CDs so Memory Book Company can load them onto my account?

We recommend using UPS or FedEx so you can track your CD. Please send the CDs to the following address:

Memory Book Company
3131 W. Main St.
Sedalia, MO 65301

Please let your customer service representative know the CDs are on their way by calling 1-800-247-1526.

How long will it take to get my photos/CD uploaded once Memory Book Company receives them?

It will generally take 3-5 business days after Memory Book Company receives your images to upload them to your account. Once your images are uploaded, you will receive an email notification.

Will pop-up blockers prevent the site from working properly?

Some functions in Memory Book Online™ require using pop-up windows. If you are using a pop-up blocker, please set it to allow pop-ups from the Memory Book Online™ site.

Can we create our cover or endsheets online?

This feature is currently unavailable.

Why is there a purple bar that spans two adjoining pages in the Page Ladder?

The purple bar means that the two pages are a two-page spread.

Where are the images I have uploaded?

They are in the Staff Inbox or in the Activity category you chose during the upload process.

Can I delete images from my Image Organizer?

Yes. You can also delete categories by first deleting all of the images in that category. You cannot delete images that have been used in your yearbook.
Note: Do NOT delete portrait images from your Image Organizer. Instead, mark it as "Don't Use Portrait."

I cannot see the preview or save button when I am trying to flow my pages. What do I do?   FAQ for PANEL FLOW METHOD

There are two things to check. One, make sure there aren't too many toolbars on your Internet browser. If there are, you can go to View > Toolbars to uncheck any toolbars such as Yahoo, Google, etc. Two, make your screen resolution bigger. If this does not work, make the screen that you are working with smaller. You will now see a scroll bar that you can use to scroll up and down to where you can see the Preview or Save buttons.

I have kids that weren't there on picture day, and I have no picture for them. Where do I get a "no photo" image?

"No Photo" clipart is available under the Portraits category in the No Photo folder.

How do I upload a single retake photo to my portrait categories?

Upload the photo to the Inbox Staff folder. After you have successfully uploaded the photo into your Image Organizer, you may drag and drop this photo into the correct grade/classroom listed on the left side of your page. Assign a name and save. This portrait will now flow with the rest of the class when using the Flow feature.

How do I correct the spelling of a person's name?

To correct the spelling of a student's name, go to your Image Organizer. Double-click on the "Portraits" section, and find the student you wish to change. Double-click on that student, then click the "Edit" button to the right of their name. Change the name and info as needed, and click "Okay" when finished. Finally, click "Apply Changes."

How do I change the class assignment of a student?

Using your Image Organizer, find the student you want to move. Drag and drop the student into the correct classroom listed on the left side of your screen. Your student should now flow with the correct class when you are using the Flow feature.

How do I move images in the Image Organizer?

In the Image Organizer, click on the thumbnail of the image you would like to move and drag it to a category folder on the left. Make sure the folder you are moving the image to is highlighted before you let go.

Is it possible to download images from Memory Book Online™ and put them on my computer?

Yes. If you are the Adviser, you will be able to download images in **2)Photos** by selecting the image you wish to download and then clicking the Download button in the top row of buttons. You will then be able to save the image to any location on your computer.

How do I save a page as a template?

Go to File > Save As Template. After you name and save the template, it will be under Designs (right side of your screen) > Custom > My Templates.

How do I save a Click-N-Go template?

First, select the elements you would like to save as a Click-N-Go template. Then, go to File > Save As Click-N-Go. After you name and save the template, it will be under Designs (right side of your screen) > Custom > My Click-N-Go!.

Can we save two-page spreads as templates?

Yes. Make sure you are viewing pages as Facing Pages (View > Facing Pages). Then go to File > Save As Template. At the prompt, type in the name of your template and choose Both Pages before selecting Save.

How do I lock elements on a page?

With the item selected, click the Padlock icon on the toolbar. The handle bars around the object will turn into locks. To unlock, simply select the locked object and select the Padlock icon on the toolbar.

How do I delete an entire page?

To delete everything on a page, go to 3) Pages and navigate to the page you want to clear out. Then, click on Edit > Select > All. After that, click on the delete key on your keyboard.

How do I make a solid color background?

Add a shape to your page by clicking the Shape button in the top toolbar. With the shape selected (highlighted), click on the Format tab. Change the Fill color to desired color. Next, click on the Make Background button to make the shape a full-page solid color.

Can we type text on a path?

Yes. Type on a path is possible by choosing the Arc or Circle path from the drop-down next to the Place New Text Box button.

Can I move portraits around after they are placed on the page?

Yes. However, make sure when moving photos to keep the names with the photos. For major changes, consider reflowing the entire page in order to keep the photos and names lined up correctly.

I was trying to move my photoboxes and text boxes up and my bottom rows overlap each other. How do I fix this?

Go to View and deselect Snap to Grid. Select all that you are trying to move and nudge them using your arrow keys on your keyboard. They will now all move one pica at a time and won't overlap.

Why am I able to place an image across two pages but not a text box?

This is a safety feature in the program to ensure that text will not fall into the gutter and not be seen in the final yearbook. The best solution would be to create two separate text boxes and split the heading between both pages.

Can I put my pictures on the outside of the blue line?

The blue line on the page is the margin. The margin is set to ensure that no important elements of your book get trimmed off. You may extend images beyond the margins. However, watch for faces or other elements that you don't want to get trimmed off.

I have an image I would like to use as a background. What size does it need to be?

Images will need to have pixel dimensions of at least W:2000 x H:3000 in order to be used as a background. You can find out the dimensions of any image with an image editing software, or by checking the properties of the image file.

How do I reflow my pages?

Lock anything on the page you wish to keep. If you do not want to keep anything on the page, go to Edit > Select > All and then click delete on your keyboard. To begin reflowing, go to Flow under 3) Pages. Choose the portrait category you want to reflow and adjust Builder settings as necessary.

I can't see my proof PDF after I select the printer icon. What do I do?

Make sure that you set your Internet browser to allow pop-ups from www.memoryebooks.com.

Why can't we get a high-resolution PDF of every page?

We have many schools using Memory Book Online™. Providing access to high-resolution PDFs would therefore cause a huge impact on our system and cause a slowdown. However, we are continuously looking for ways to improve our PDF quality, including the possibility of offering high-resolution PDFs.

Can I print all proof pages at once?

Yes. To print a proof of all pages, click on **1)Plan**. Click on the **Print** button . **Save** the PDF proof to your computer. Save options may be different depending on which web browser being used.