Creating YOUR YEARBOOK

Quick Start Guide

Yearbook Wizard

Let's Get Started!

Easy Account Access

You can access your account from any computer with a broadband internet connection by visiting www.yearbookwizard.com
Table of Contents

SYSTEM REQUIREMENTS

SECTION 1       GETTING STARTED

SECTION 2       SCHOOL IMAGES & DATA

SECTION 3       DATA MANAGER

SECTION 4       YEARBOOK COMPOSITE COVERS

SECTION 5       PARENT IMAGE UPLOADER

SECTION 6       CLASS DATA ALIGNMENT
SYSTEM REQUIREMENTS

Prior to logging in, your computer will be checked for all of the necessary System Requirements. Yearbook Wizard will also inform you of any plug-ins that you will need and direct you to free downloads. Once you have met the requirements and have downloaded and installed all necessary plug-ins, you will be allowed to log in and start working on your yearbook.

Supported Operating Systems

PC | MAC

Yearbook Wizard System Requirements

**Software**

- IE8 (or higher)
- Firefox 3.6 (or higher)
- Chrome 10 (or higher)
- Adobe Flash Player 10 (or higher)
- Adobe AIR (for image uploader)
- PDF Reader like Adobe Reader (for proof viewing)
- Broadband Internet Connection

**Monitor**

- 1280x1024 Monitor Resolution (1024x768 minimum)

This Web Site could perform differently depending on the Operating System you have installed.

This program requires the current version of Adobe Reader to open PDF proof files. Security settings on your network may require assistance from your network administrator to install Active X and image uploader components.

Explore other programs at yearbooks.inter-state.com/designprograms
GETTING STARTED

Getting started on your book
The Yearbook Wizard software is fairly easy to use once you know the basics. You should be familiar with your computer and some of its basic features.

Initial Settings
When you log into the book for the first time, you will be prompted to set up the initial Yearbook Settings. These settings will be used to set up the initial build of your yearbook. You can modify these settings at any time. The initial settings will affect all pages in the yearbook.

Remember, if you do select a style or theme here, you can still make changes later as you are editing your yearbook.

SCHOOL IMAGES & DATA

1. If Inter-State took your school pictures
   • Your images and data will be uploaded when processing is completed. If necessary, contact your representative for additional information.

2. If another photography company took your school pictures
   • Mail us your image CD, complete with retakes, so we can import the images and data into your yearbook.
   • CDs must adhere to the standards set up by the Professional School Photographers Association (PSPA).
   • CDs not meeting PSPA standards will not work and cannot be used to flow the classes into the yearbook.
   • Information is available for aligning data after the PSPA CD is imported.

3. Retakes
   • Retake images will be uploaded to your yearbook as soon as they are available.
   • If a student or staff member had both an original photo and a retake, you will be required to review this data and determine which image should be used. You will be alerted of data available to review by a yellow bar that will appear above your Data Manager or Home Page window.

Click on the Personal Data link.
• Only students or staff who had an original and retake image will be displayed.
• The window will display all images associated with that name in the database. On the right you will see the image that is currently being used in the yearbook. On the left you will see the new retake that is available. The class and grade information is displayed under the name. Both retake and original images are labeled accordingly.
In the Current Image in Book box, you can choose to Replace With New Person or Replace With New Image.

• If you choose Replace With New Person, the current image in the book will be replaced with the image, name and class information shown in the New Image box.

• If you choose Replace With New Image, the current image in the book will be replaced with the new image only. You will be keeping the current name and class information but will replace the current image in the book with the new image shown.

In the New Image box, you can choose to Ignore This Person or Add as New Person.

• Choose Ignore This Person to keep only the current image, name and class information shown. We will keep the person shown in the New Image box, but it will only appear in the yearbook if you change that person’s portrait in the Data Manager.

• Choose Add as New Person to add the person shown in the New Image box as a completely new person. You will have a record of both images in your yearbook. Only use this option if the two images are of different people.

Note: No images will be deleted from your database. Even if you choose to ignore them, all images will still be accessible.

It is very easy to remove a student or staff member from the book. Removing them from the book does not delete them, so you are able to add them back again if necessary.

4. Working on your book prior to images and data being uploaded

• You can start building your yearbook as soon as you receive your log-in information, with the understanding that any candid pages may be rearranged when your portrait images are added to your book.

• If you choose to do this, we recommend you start on page 1.

• When your images and data are uploaded, the classes will be added to your book, turning a number of your blank candid pages into class pages.

• We also recommend that you do not name your pages in Page Order or assign users until after your images and data have been uploaded.
The Data Manager contains all of the images and data from your school photographer, and has five areas of data that you can manage:

- **Personal Data** (only available after your school’s data and images have been imported)
- **Class Data** (only available after your school’s data and images have been imported)
- **Class Rosters** (only available after your school’s data and images have been imported)
- **Data Check Tool**
- **Image Report**

The following questions will guide you through working in your Data Manager

1. **How do my images and data flow into my yearbook?** The Yearbook Wizard uses a database and images to automatically populate the class pages. The accuracy of the yearbook is directly related to the accuracy of your data. Every time there is a change to the data in your Data Manager, your images and data will reflow on the page. Because of this, you will want to make sure the data is correct before adding text or candids to class pages. It is imperative that all of your data is correct or aligned PRIOR to editing class pages. If your data is correct and accurate, you shouldn’t have any issues if the data is reflowed.

2. **How do I align my data?** We recommend you review your data in the following way:
   - Click **Class Roster** in your **Data Manager**.
   - Select **Entire School** (by group).
     - A PDF proof will be generated.
     - Data on the class roster will appear in alpha order by last name, including teachers and assistants.
   - We recommend printing all the class pages and handing them out to the teachers so they can proof the data for:
     - Misspelled names
     - Incorrect names
     - Nicknames/shortened names
     - Missing/extra students
   - Have the teachers mark any changes to the classes on the print-out and return to you.
   - Once the print-outs have been returned, make your changes to **Personal Data** or **Class Data** in the **Data Manager**.

**Note:** Part of the submission process will be to run the Data Check Tool. The Data Check Tool will check the data for any inconsistencies and alert users of potential issues with the yearbook. As you are aligning your data, sometimes it is beneficial to run this tool to see if there are any Orphaned Members. These are individuals that are listed in the database but are not associated with a class. You can leave this member orphaned if you do not want to include them in the yearbook. If they should be included, simply go to their personal data and assign them to a class.

3. **How do I edit the data in Personal Data?**
   - Search for the individual you wish to edit. You can search in the following ways:
     - First Name
     - Last Name
     - Classification
     - By scrolling through the name list.
   - You can change the sort order by clicking on the titles at the top of the list.
After selecting a student, you will be able to edit the following information.

- Salutation
- First Name
- Last Name
- Font Size
- Classification - Is the person a teacher, student, staff member, etc.?
- Class

4. How do I add a new person? To add a new person to your database, go to:
   - Personal Data
   - Select Add a New Person (in blue above search box).
   - Complete the data and Save.
   - After saving, you will be given the option to add the image.
   - Click on Change Portrait.
   - You will be given the option to choose from:
     - The Library (this is where any images uploaded by you are stored)
       - Select your photo and scale to size by holding mouse on image and moving so head is inside green box; use the zoom tool if necessary.
       - When satisfied with your image, click Crop Portrait.
     - “Not Pictured” image
     - Your new person has now been added to your data.

Tip: If you have students who did not have a photo taken by your school photographer, you can still include them in the book by uploading a candid photo into your Image Library. Then follow the above instructions.

5. How do I remove a person from the book?
   - Personal Data
   - Select the individual to be removed from the book.
   - Click Remove from Book.
   - Select OK on the warning box notifying you that your book will reflow if you remove this individual.

Note: By following this procedure, you are simply removing this individual from the yearbook. They will still appear in the database. You can add this individual back to the yearbook at a later time if needed, by assigning them to a class.

6. How do I change the image of an individual?
   - Personal Data
   - Select the individual.
   - Click on Change Portrait under the image.
   - Select from three options:
     - Choose from Library
     - Choose “Not Pictured” image
     - Choose Photographer-Supplied Portrait (this will only appear if there are multiple images)
7. How do I change the order in which my class pages appear in the yearbook? Classes initially will be sorted in the book by grade from low to high, then alphabetically using the teacher’s last name. In MOST cases, the data will be collected by class or grade and will be sorted and placed on class pages in this manner.

- **Class Data**
  - Click on Change Sort Order at the bottom.
  
  You can reverse the sort order by clicking on Reverse Sort Order at the bottom of the page. Or you can manually sort the classes by dragging and dropping them into your desired order.
  - Click Save Sort Order.

8. How do I add a new class?

- **Class Data**
  - Click on Add New Class at bottom.
  - A new class window will open. This window contains all staff and students in the database and all settings are blank.
  - Enter class data settings.
  - Add students by marking the box. Repeat this process for teacher.
  - Click Save.

You have now created a new class!

9. How do I move students from one class to another?

- **Class Data**
  - Select the class for which you want to add or remove students.
  - All students currently in that class will be listed above the line with check marks next to their names. All other students in the database are shown under the line.
  - To remove students, uncheck the box by their name.
  - To add students, check the box by their name.
  - Click Save.

10. How do I delete a class?

- **Class Data**
  - Select the class you would like to delete.
  - Click Delete at the bottom of the page.

**Note:** Deleting a class removes it completely from the book and designates all the people in that class as Orphaned.

11. How do I change the appearance of my class pages?

- **Class Data**
  - Select a class.
  - In the Yearbook Display box, make desired changes.
  - These changes can be copied to all classes by clicking Copy to all Classes.
  - Click Save.
12. How do I change the name or title of my class?
   • **Class Data**
   • Select a class.
   • Change your class name or page title.
   • **Class Name** – identifies your class throughout the Wizard program.
   • **Page Title** – is the title that will appear on your class page, if you choose to include it.
   • Click **Save** when your edits are complete.

13. How do I put two classes on one page?
   • **Class Data**
   • Make sure the two classes you want to combine on a page are next to each other in the sort order.
     (Note the number of students and staff in each class, so your new template will accommodate them all.)
   • Go to **Yearbook**.
   • Click on **Page Template**.
   • Click on the first class you want to combine in the page ladder.
   • Choose a two-class template that will accommodate all the students for both classes.
   • Click **Save**.
   • In the yearbook, you will see the two classes combined on a single page. Repeat the process for additional combined class pages.

   **Note:** If you use a two-class template in your yearbook, the drag and drop feature in Page Order will be disabled. All sorting must then be done using Class Data.

14. How do I combine two classes into one class?
   • **Class Data**
   • Select one class you wish to combine.
   • Click **Combine Classes**.
   • Select the class or classes you wish to add to the original class selected.
   • Click **Combine Groups**.
   • The original class will remain and will include the students from the class you chose to combine.
   • Return to the **Class Data** screen to combine additional classes.

   **Note:** Be very careful when combining classes. Once classes have been combined, they can only be separated by manually changing each student’s data.
16. How do I copy portraits to the Image Library? Use this function to place images from your personal data onto pages as candid images.

- Data Manager
- Class Data
- Open the class you want to copy.
- Scroll down and choose ‘Copy Portraits to Library.’
- Choose one of our supplied backgrounds or choose None to leave the transparency (no background).
- Click the copy button at the bottom. Applies to Inter-State Green Screen photography customers only.

• Your images are now queued to be placed in your library. The copy function is not immediate and will take a few hours.
• You can check up on your image progress by going to Yearbook, Image Library. Under the Portraits folder, you will have a folder with the name of the class. Once your images are done rendering, they will appear here.

Note: If Inter-State does not take your photos, you may still use this feature, but you will not have the option to choose one of our backgrounds. The image will be placed with the default background from your photographer.

We do not recommend that you scan text or words to be placed as images, since they generally do not reproduce well on the page. All text should be added using the tools within the Yearbook Wizard.
After selecting your cover choice:

- Go to **Cover Builder**.
- If your cover selection requires a color choice, you will choose that when you first enter the composite cover builder.
- Use the **Zoom** slider to zoom in or out on the cover.
- Open your **Image Library** by clicking on the white arrow on the right side of the screen.
- Select an image node.
- Select an image from your library that you want to fill that node.
- Click on the image on the page and use the **Scale** slider tool to zoom in or out on the image.
- Use the **Rotate** slider tool to rotate the image.
- Click and drag on the image to move it around in the node.
- Click on the text node for school name.
- Type in your school name.

**Note:** If you fail to enter a school name on your cover, we will print your yearbook cover with no school name.

- Select **Save Cover** to save your changes.
- Create proof of your cover.
- **Submit Cover**.
- Make sure you submit your finished cover. The cover must be 100% complete prior to submitting for printing. You will not be allowed to submit your yearbook until your cover has been submitted.

---

**PARENT IMAGE UPLOADER**

You have the ability to allow others to upload images to possibly be used in the yearbook!

- Parents go to www.yearbookwizard.com/uploads.
- Parents enter the numeric code you provide them.
  - You will use the same yearbook code you received when you set up online ordering.
  - Parents only have the ability to upload images.
  - They cannot view other images or the layout design of the yearbook.
  - Users will need to meet the same system requirements.
- Parents type in a category name.
- Select **Create Category**.
- Browse to select images.
- **Upload Files**.
- Images have now been sent to the school’s Image Library.

These images will be uploaded into a file in the Image Library labeled To Review.
• Click Image Library.
• Select a category under the To Review folder to view those images.

- Select the **Move Image in this Category** icon to move the image to a category and make that image available for use in the book. Use the drop-down menu to select the appropriate folder to which you want to move the image.

- Select the **Edit Information for Images in this Category** icon, your image and provide any keywords for the image should you want to search for it.

- After reviewing the image, should you decide you do not want to use it in the yearbook, delete the image by clicking the red button beneath the image.

- Images in the To Review folder will only appear in the advisor’s Image Library. The images will not appear for other users until the image has been approved by the advisor and moved to another category.
Please review the information regarding school images and data as outlined in Section 2.

The accuracy of your class pages will be determined by the accuracy of the data and images your photographer supplies to you. We simply import the data you supply to us. There are a couple of common data issues that may need to be addressed after your data is imported. We will cover the three most common issues you will need to address:

If staff are not classified as staff:

• Select Data Manager.
• Click on Personal Data.
• Select the name of the person to edit.
• Under Classification, select Staff from the drop-down menu.
• Repeat this process for each person needing to be reclassified.

If teachers are listed as numbers and not names:

• Select Data Manager.
• Click on Class Data.
• Select the Class Name in blue you wish to edit.
• Update Class Name and Page Title.
• Click Save.

To combine multiple classes into one class:

• Select Data Manager.
• Click on Class Data.
• Select the Class Name in blue INTO WHICH you want to combine other classes.
• Click the Combine Classes button.
• Place a checkmark next to each class you want to combine.
• Click Combine Groups to combine all those classes into one class.

Note: Don’t hesitate to contact your customer service representative or technical support for assistance in aligning your data.