



STRAWBRIDGE STUDIOS, INC.
YEARBOOK SOFTWARE USER MANUAL

PLICBooks User Manual

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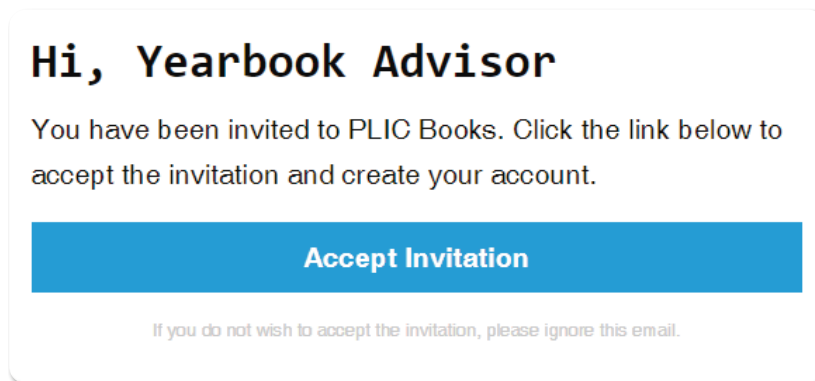
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Getting Started

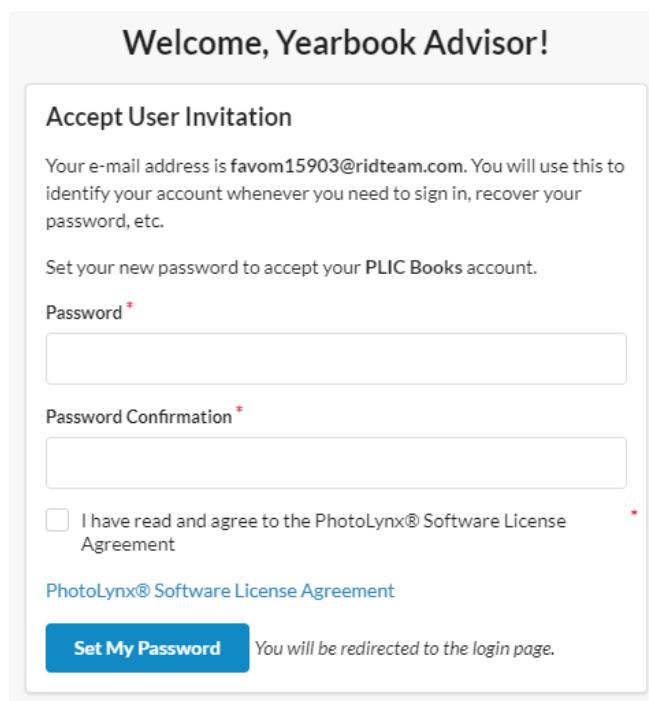
Registration

If you haven't already, you will need to register in order to access your PLICBooks account. You should receive an email from alerts@PLICBooks.com stating that Strawbridge Studios has created an account for you. Your account will not be activated until you access this link and set your password.



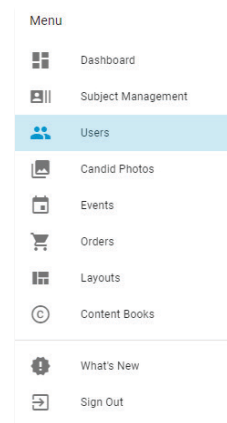
Set Your Password

You will be brought to a registration screen for creating a password which you will use to securely log in to your account. Type an easy to remember character sequence in the fields provided (minimum 8 characters), accept the License Agreement, then click the blue Set My Password button.

A screenshot of a registration form titled "Welcome, Yearbook Advisor!". The form is titled "Accept User Invitation" and contains the following text: "Your e-mail address is favom15903@ridteam.com. You will use this to identify your account whenever you need to sign in, recover your password, etc." Below this, it says "Set your new password to accept your PLIC Books account." There are two input fields: "Password *" and "Password Confirmation *". Below the input fields, there is a checkbox with the text "I have read and agree to the PhotoLynx® Software License Agreement". Below the checkbox, there is a link "PhotoLynx® Software License Agreement". At the bottom, there is a blue button with the text "Set My Password" and a note "You will be redirected to the login page."

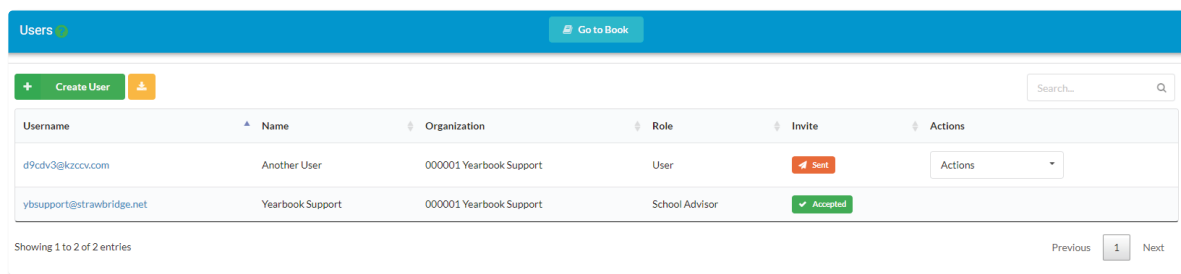
Users

The PLICBooks user system is structured to facilitate orchestrated yearbook production. The School Advisor (highest authority) creates a variety of users which have different roles in the creation of the yearbook. PLICBooks allows several users to log in and work simultaneously on a yearbook project. Click the *Users* button in the menu on the left side of the PLICBooks Dashboard to access the *Users* screen.



Creating Users

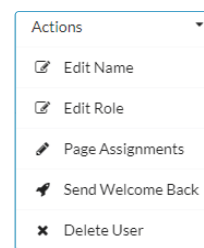
The Users screen will display all users attached to your school organization. To add a new user, click the green Create User button.



For *Standard* users, completely fill out the new user's information including his or her *Full Name* and *Email*. Click the *Organization* box to select your organization name from the drop down that appears. You must then choose a *Role* for this user. Select any of the roles to display a summary of the role with a complete list of the permissions for that role.

The following is a list of all available user roles and a brief description of their functions:

1. **School Advisor** – This role is for viewing and managing the book and allows the user full access and control of all aspects of the book.
2. **User** – This role will allow the user to work on and edit assigned pages. A user's role and page assignments can be edited in the Actions menu.
3. **Proofer** – This role will allow the user to view yearbooks and approve/disapprove pages while not being able to work on the book.
4. **Photographer** – This role will allow the user to upload and manage candid photos without being able to work on the book.
5. **Candid Tagger** – This role allows the user to view and tag candid photos.



Creating Sub Accounts

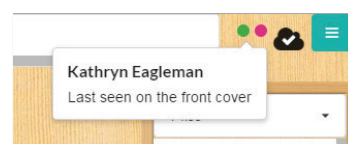
Sub Accounts can be used to create users without the need for an email address and allow you to manually set Usernames and Passwords. This is helpful if you need to bypass the email invite system for user creation. When creating a user, simply change the Account Type from Standard to Sub Account.

A screenshot of a "Create User" form. The form has several fields: "Account Type" (a dropdown menu with "Sub Account" selected), "Full Name" (a text input field), "Password" (a text input field), "Organization" (a dropdown menu), and "Role" (a dropdown menu). Below the fields is a yellow warning box with text: "Sub Accounts are for users who do not have an email account. This account will only exist within PLIC Books. Sub Accounts require an existing PLIC Account on the the same organization in order to function. They will not be able to control their password on their own." At the bottom right are "Cancel" and "OK" buttons.

Note: There must be an existing School Advisor user account for Sub Accounts to function.

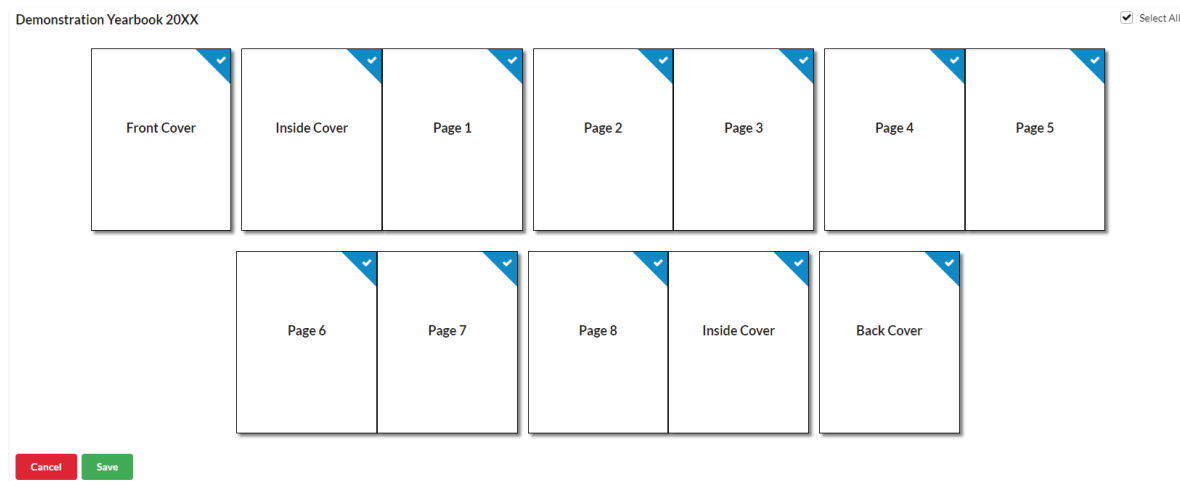
Working and Saving with Multiple Users

As users log in to perform their various tasks, PLICBooks will automatically save changes and update all user screens to display the current state of the book. The *Yearbook Composer* screen displays a cloud icon in the top right corner of the screen which indicates the automatic saving and updating that occurs after any changes are made to the project. This area of the screen will also inform users when other users have logged in and will indicate their presence with a colored dot. Hovering the cursor over a dot will reveal which user it represents and which portion of the book they are working on.



Actions Menu

The Actions Menu will allow you to modify existing user accounts, including: editing their names, roles, & page assignments; sending a notification to returning users; or deleting a user entirely. For Sub Accounts, you can also change passwords via the Actions Menu as well.

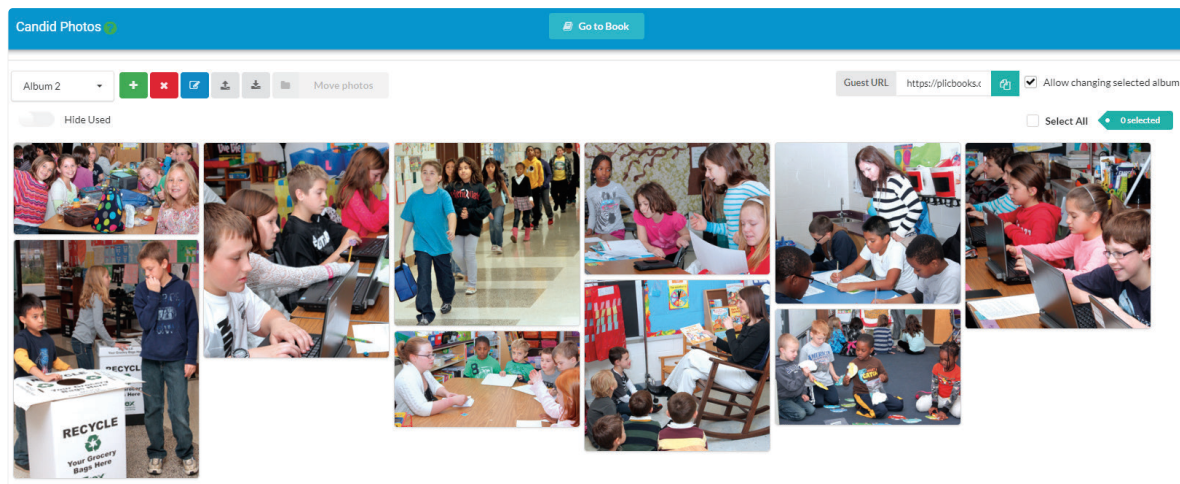
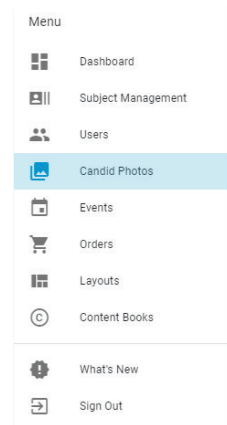


Page Assignments will bring you to a different screen with individual page thumbnails that you can assign to accounts with the User role selected. By default, all pages will be available. Click the page thumbnails to add or remove access to a specific page, visible by the checkmark in the upper right corner.

Note: Accounts with the User role set will only be able to view pages they are assigned to and cannot see any other pages within the book.

Candid Photos

Candid photos are often a significant portion of yearbook content. Collecting images for a yearbook project and keeping them organized can become a difficult task, as many times they are numerous in quantity and they may come from different sources. PLICBooks provides easy to use tools for uploading large quantities of images and keeping them organized. Access the *Candid Photos* control panel by clicking on *Candid Photos* in the Dashboard menu.



Create and Manage Albums

Create, delete, and rename albums by clicking the green *Create Album*, the red *Delete Album*, and the blue *Edit Album Details* buttons respectively. All albums will appear in the drop-down list. Select an album to delete it, rename it, or upload photos to it. You may also nest albums under folders to further help organize your images.



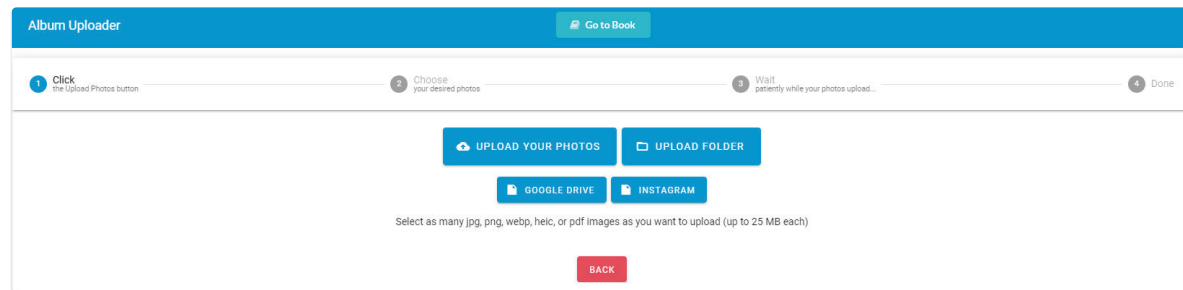
If photos have been uploaded to an album, they will be displayed as thumbnails when the album is selected. To quickly hide any images that have already been used in the book, turn on the Hide Used option.



Uploading Candid Photos

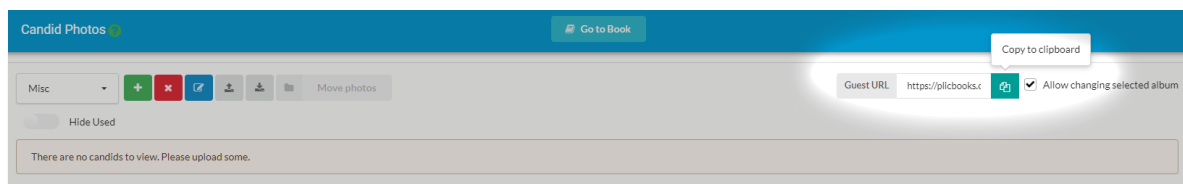
To upload photos, select an album from the drop-down list, and then click the gray upload button. Follow the steps on the next screen to upload photos.

In the Album Uploader view, you can select from the available options to locate your images or simply drag the files from your computer into the dialog box. You are able to upload individual files, groups of files, or even entire folders at once. You may also temporarily link to a Google Drive or Instagram account to import images.



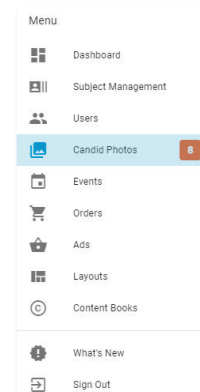
Guest Upload

PLICBooks provides a useful **Guest Upload** feature that allows you to easily collect candid images from anyone. A unique Guest URL is generated for each candid photo album. Click the teal button to the right of the link to copy it to your clipboard, then share the link and have people upload images directly to PLICBooks for you to approve and use in the book.

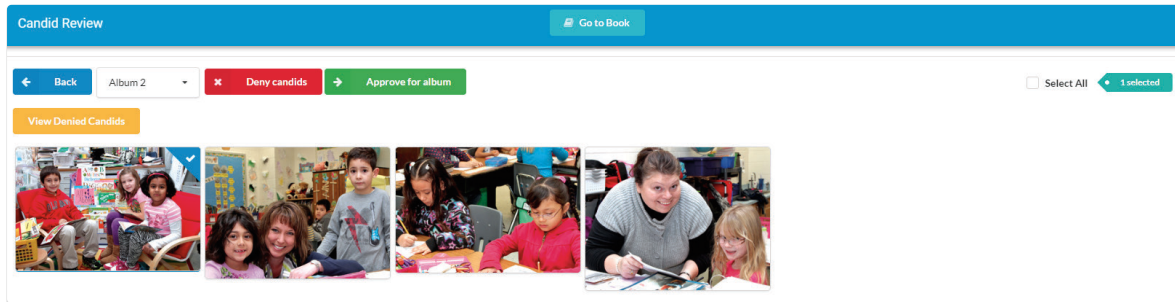


Note: Be sure to uncheck the "Allow changing selected album" box if you don't want to give guests the ability to alter which album their images are uploaded to.

When photos have been uploaded using a Guest URL, an orange block will appear on the Dashboard menu's **Candid Photos** button to alert any users of the upload. The orange block will display the total number of images that have been uploaded. An orange **Awaiting Approval** button will appear at the top of the Candid Photos control panel.



Candid photos which have been uploaded will need to be approved before they can be used in the yearbook. Click the Awaiting Approval button to approve the candid. Click on an image to select it. All selected images will be indicated by a check in the corner. Approve the selected candid by clicking the green *Approve for album* button. The approved images will be removed from Incoming Candid photos and placed into the intended folder. Unwanted images can be Denied or simply left by the user.



Note: Be sure to only upload and approve images that are 300 dpi print quality only.

Managing Photos

Once an album contains photos, they will appear when that album is selected. There is a variety of tools and functions for managing them.

Mouse Over Features - Mouse over a candid photo to display buttons.



View Large Image - Allows viewing the full size image



Delete Photo - This will instantly delete the image. This button will not appear if an image is being used.



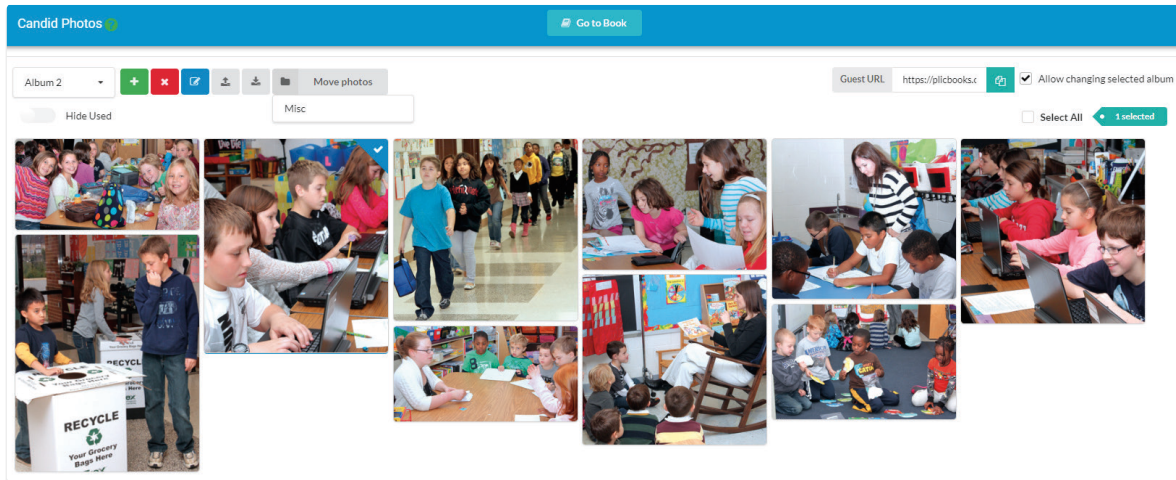
Edit Tags - The tagging feature is a tool which is useful for further organizing and referencing your candid images, allowing them to be easily found later using search tools as well as making them accessible to the index page feature.



Times Used in Book - This will appear in the top left corner of images that have been placed in the yearbook. The number will indicate times used. Mouse over this icon to see the pages on which the image is used.

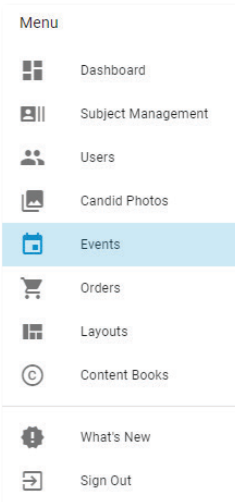


Moving Images - Images can be moved from one album to another by selecting them and then choosing an album from the gray *Move Photos* drop down menu.



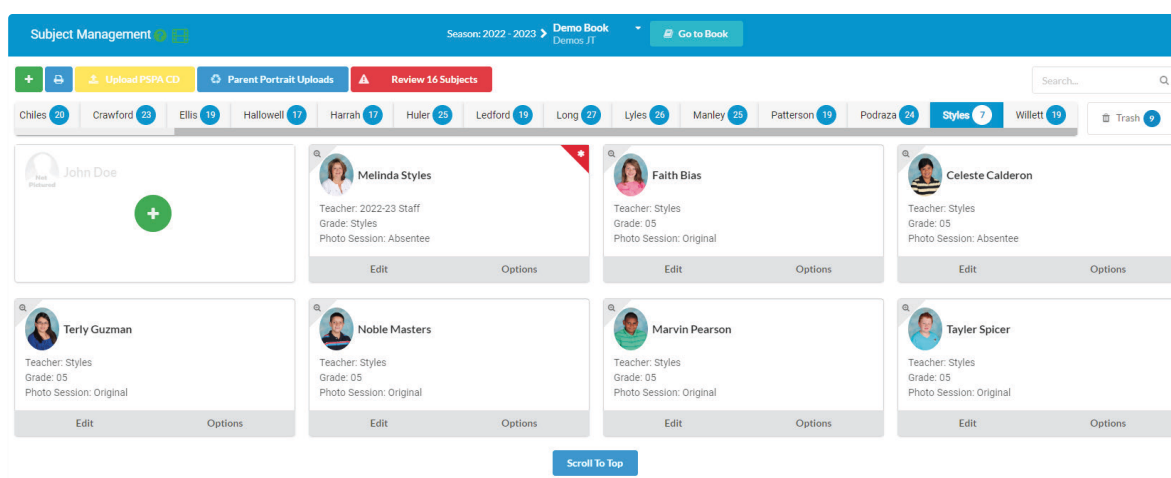
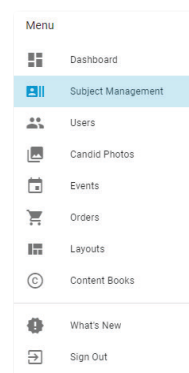
Events

A function called **Events** can be accessed via the PLICBooks Dashboard that allows you to enter in special events that may occur throughout the year. By doing this, PLICBooks will automatically create candid albums for these events, allowing you to keep track of school activities and easily collect & organize photos of them at the same time.



Subject Management

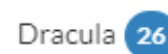
Subject Management allows users to make any necessary data edits, additions, position reassignment, etc. to subjects. Access the Subject Management control panel by clicking on the *Subject Management* button in the home page *Menu*. Your subjects will be uploaded for you if you utilize Strawbridge Studios as your photographer. If you use a third-party photographer, you will most likely have been issued a PSPA-formatted download or disc. PSPA content can be uploaded with ease using the *Upload PSPA CD* button located in the top portion of the Subject Management control panel.



Managing Batches

Subjects are organized by batches, usually by teacher in elementary schools or by grade in middle and high schools. Batch names will appear in a horizontal list spanning the top portion of the Subject Management control panel. Batches can be created, deleted, and renamed.

Batch Name - Scroll through the batch list using the scroll bar. The number of subjects in a batch will appear in the blue circle to the right of the batch name.



Create a New Batch - Click this square green button and then name the new batch in the resulting window.

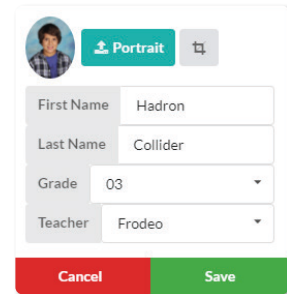


Rename/Delete - To change the name of a batch, or to delete an entire batch, hover over the batch name and select either *Rename* or *Delete*. *Delete* will completely remove the batch and all of the subjects in it from the job.



Editing Subject Data and Portraits

Click the *Edit* button on any subject tab to unlock data fields for editing. Click in the fields and type to make changes to the first or last names. Grade and Teacher can be changed by selecting from the corresponding drop down menus. Click *Save* to save your changes or *Cancel* to exit without saving.



A screenshot of a subject edit form. At the top left is a portrait of a person. To its right is a teal button with a plus icon and the text 'Portrait', and a grey icon of a crop tool. Below these are four input fields: 'First Name' with the value 'Hadron', 'Last Name' with 'Collider', 'Grade' with a dropdown menu showing '03', and 'Teacher' with a dropdown menu showing 'Frodeo'. At the bottom are two buttons: a red 'Cancel' button and a green 'Save' button.

While a subject is unlocked for editing, edits can be made to the subject's portrait as well:

Upload a new portrait – Click this button, and then navigate to the image that you would like to upload to replace the existing one.



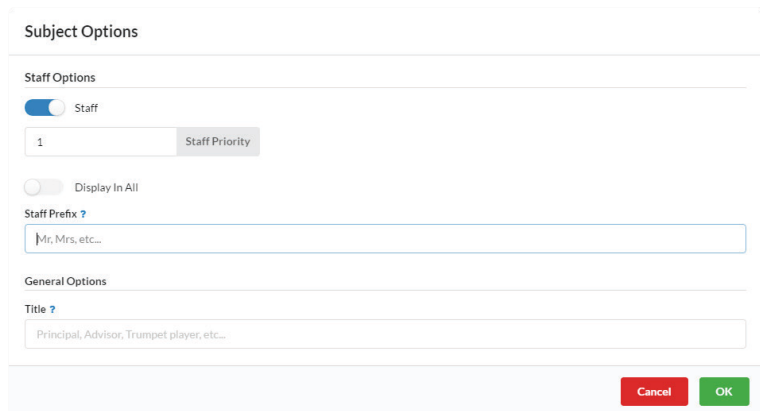
Crop image – Use this tool to adjust the crop of the existing portrait, or to correct the crop ratio of a newly uploaded portrait.



Subject Priority (teacher first), Prefixes, and Titles

You have the ability to prioritize subjects so that they will appear in a specific order in the portrait panel when placed on the yearbook page. This feature is useful for positioning a teacher first on a panel that is otherwise arranged alphabetically, and can be used to arrange portraits in any sequence the user would like. Click a subject's *Options* button to access the options panel.

Staff Options – For class pages, activate the *Staff* option to move the teacher to the first position in the batch. **Once a subject has been listed as Staff, a red star icon will appear in the top right hand corner of their record.** If it is necessary to prioritize more than one staff member, enter a number in the *Staff Priority* field to control a staff member's position in the queue.



A screenshot of the 'Subject Options' panel. It has a title 'Subject Options' at the top. Below it is a section 'Staff Options' with a toggle switch for 'Staff' (turned on) and a 'Staff Priority' field with the value '1'. There is also a 'Display In All' toggle switch (turned off). Below that is a 'Staff Prefix' field with a question mark icon and the text 'Mr., Mrs., etc...'. Underneath is a 'General Options' section with a 'Title' field and a question mark icon, with the text 'Principal, Advisor, Trumpet player, etc...'. At the bottom right are two buttons: a red 'Cancel' button and a green 'OK' button.

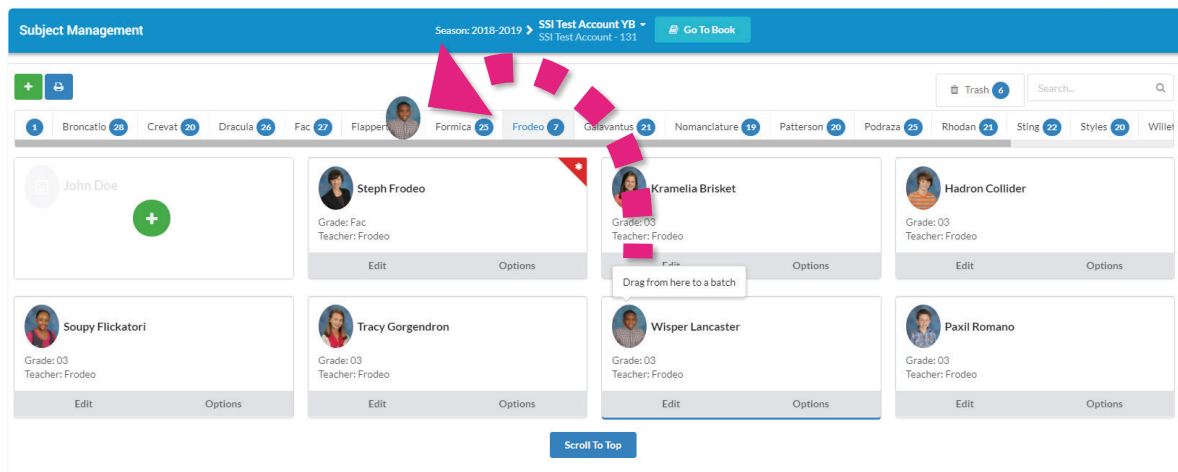
Staff Prefix and Title - Enter a prefix in the Staff Prefix field to include Mr., Ms., etc. to a staff member's name without it affecting their position in a portrait panel. Enter information into the Title field to associate a title with a particular subject. Both the Staff Prefix and Title will then appear with the subject on the page when utilizing specific Class Behaviors that display them.

When finished, click *OK* to apply options, or *Cancel* to exit without applying the options.

*Note: The **Display In All** feature will simply make a subject appear in all batches.*

Moving and Deleting Subjects

Subjects are easily moved from one batch to another by dragging the subjects portrait over a batch name and dropping it. Select accordingly, whether you would like to copy the subject or move it, in the resulting window. Subject "deletion" works similarly; drag and drop an unwanted subject's portrait to the *Trash* batch which is located above the batch list. Subjects cannot be actually deleted, only moved to this batch which cannot appear on yearbook pages.

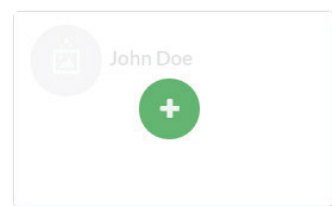


Wisper Lancaster is being moved to the Flapperty batch.

Adding New Subjects

You can manually add new subjects in PLICBooks if needed. It is recommended that an image of the new subject be prepared for upload which is at minimum 640 x 800 pixels and RGB color JPG.

1. Click the green plus sign at the bottom of your selected batch to start adding a new subject.
2. Click the teal *Portrait* button to upload an image of the subject.
3. Enter the subject's data in the correct fields. The Grade and Teacher will auto populate for the batch you are in.
4. Click the green *Add* button to save and close, or click the red *Cancel* button to close without saving.

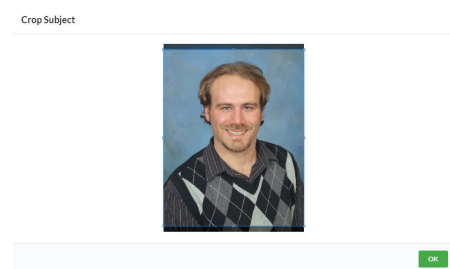
This is the form for adding a new subject. It has a 'Not Pictured' icon and a 'PORTRAIT' button. The form fields are: First Name (text input), Last Name (text input), Teacher (dropdown menu with 'Styles' selected), Grade (dropdown menu with '05' selected), and Photo Session (text input with 'Photo Session' as a placeholder). At the bottom are 'Cancel' and 'Add' buttons.

Note: If you do not upload an image for a new subject, PLICBooks will automatically use a default Not Pictured placeholder image.

Auto Crop for New Subject Portraits

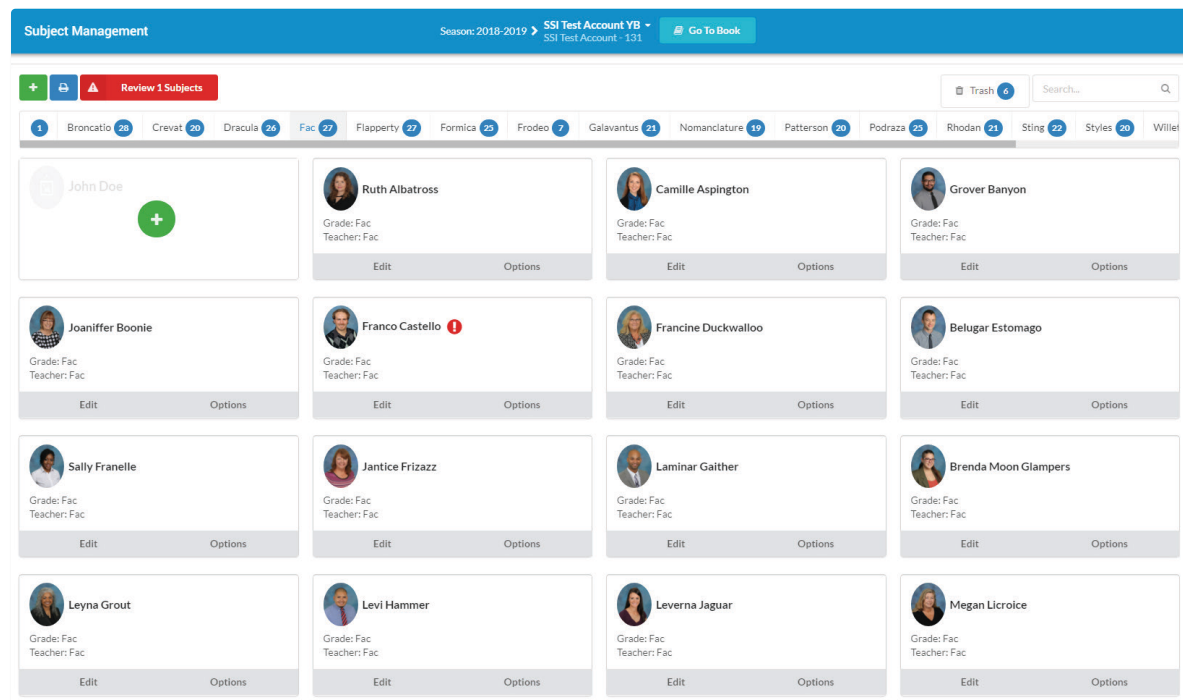
It is strongly recommended that all images that are to be used for subject portraits meet PLICBooks' image requirements of 640 x 800 pixels in RGB color. PLICBooks has installed an automatic cropping utility which will allow the user to upload images which do not meet these size requirements.

If, during the process of adding a new subject, a subject portrait image has been uploaded which is not the correct size, the crop subject window will appear when the green *Add* button is clicked. The user can then decide how they would like to crop the portrait.



Low Resolution Subject Portraits

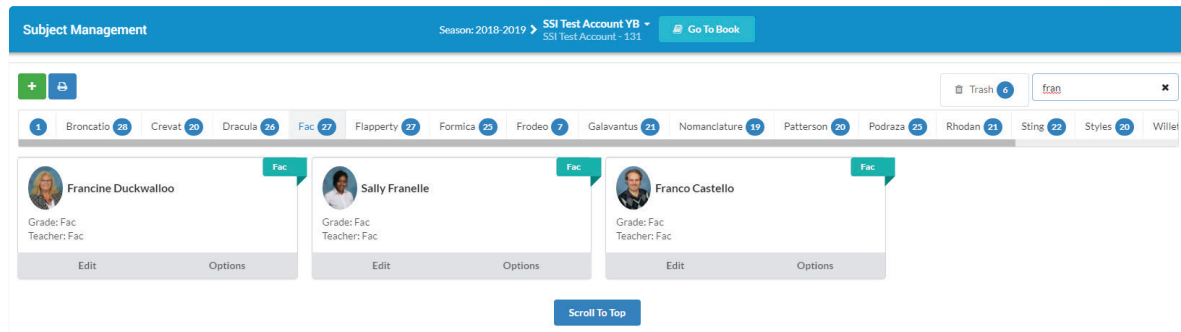
It is possible that images that have been uploaded for new subject portraits are not of adequate resolution for quality printing. PLICBooks not only alerts the user at the time of upload, but will also indicate the problem on the subject's tab. If the portrait is placed on a page, PLICBooks will alert the user with a red warning indicator at the top of the Subject Management control panel. The image below shows the alert in red at the top of the panel as well as the portrait it pertains to in the images below. The image for Franco Castello will have to be re-uploaded at a higher resolution if it is to print well. Clicking the red *Review (1) Subjects* button will allow the user to view all problematic portraits.



Note: This warning can also appear for other reasons, such as subjects with duplicate data, images with an incorrect aspect ratio, or placeholder subjects without an image.

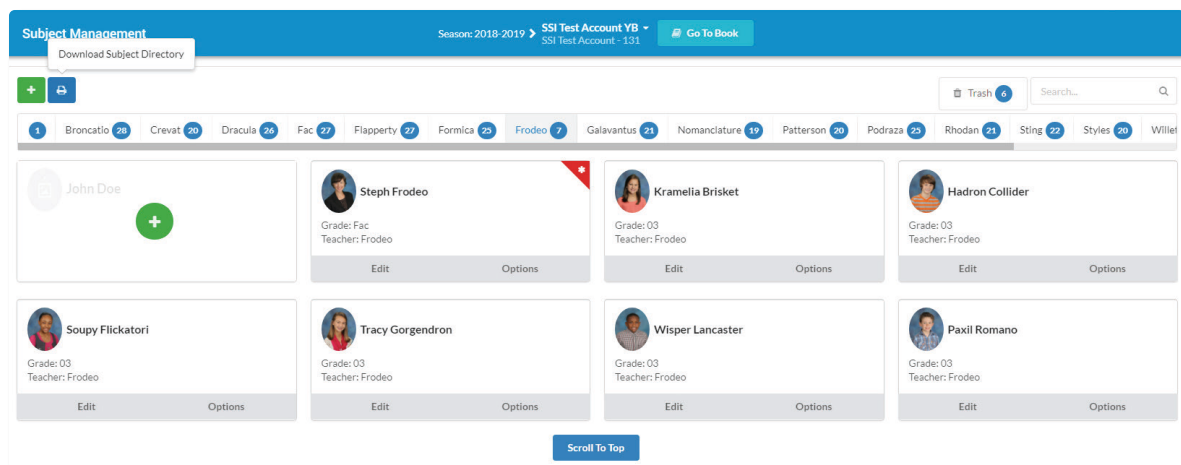
Searching Subjects

To search all batches for a specific subject, begin typing the subject's name in the search bar at the top right corner of your screen. Your results will show everyone who's first or last name matches the search, and the name of which batch they are listed under. From here you can *Edit* their data, change their *Options*, or move them to a different batch.



Download Subject Directory

Proofing your students and staff using a hard copy directory is highly recommended. The pages of classes can be distributed to teachers so that they can determine whether their classes have the correct students and if their names are spelled correctly. The pages can be marked with corrections and then returned to the Yearbook Advisor, enabling them to accurately update classes and subject data in the software. PLICBooks will generate a downloadable student directory for this purpose. Click the blue *Download Student Directory* button to generate a student directory. It will take several minutes to generate the directory. In addition to an email notification, a message will appear in your screen when your directory is ready for download. The directory can then be printed to be used as needed.



Parent Portrait Uploader

PLICBooks has a feature which enables parents to upload portraits of their student directly to a yearbook project for easy approval and placement by the yearbook advisor.

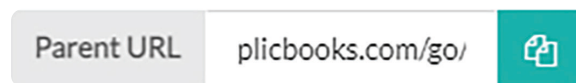
1. Prepare to receive portrait uploads by creating batches for class groups, whether by teacher or grade. This will allow parents to designate the portraits that they are uploading to the appropriate class.



2. Click the Parent uploads button found at the top of the Subject Management screen in your PLICBooks online project.



3. Copy the URL provided on the subsequent screen and distribute it to parents via website, email blasts to parents, posts to virtual learning apps, etc.



4. Once parents upload their images, the software will alert you to the portraits awaiting approval. Click the awaiting approval button to approve and place uploaded portraits into batches.



The uploader gives parents upload tips and asks for the students first name, last name, teacher, grade, email, phone number and student ID number. Only the first 4 are required fields.

Note: If a parent uses an image from a professional photographer, you must obtain a copyright release in order to use that image in the yearbook.

Building Your Yearbook

When you are ready to start building your yearbook, you can access your yearbook template by clicking the *Go To Book* button located at the top of the home page.



Once on the *Yearbook Composer* screen, the option to navigate back to the *Dashboard* is found in the *Actions Menu* located at the top right of the screen.



The Yearbook Composer

The PLICBooks design workspace opens displaying the front cover of the yearbook template, and will then display the inside cover and all subsequent pages as spreads until the back cover. Your yearbook page count will be displayed at the bottom of the screen, preloaded with the number of pages determined by your yearbook contract. Advance forward and backward through the yearbook template pages by clicking the blue *Prev Page* and *Next Page* buttons beneath the template. The white box at the bottom center displays the current page number and allows movement to a page directly by typing a page number.



The yearbook template is straddled by two tall columns which contain drag and drop design assets and will be covered in more detail in following sections. The scrolling batch list spans the top of the screen for easy class placement. Batch placement and class layouts are covered in a later section.

Themes

Themes are a set of backgrounds that auto populate your yearbook pages to quickly create a homogeneous design quality which spans the entire book. To use a theme:

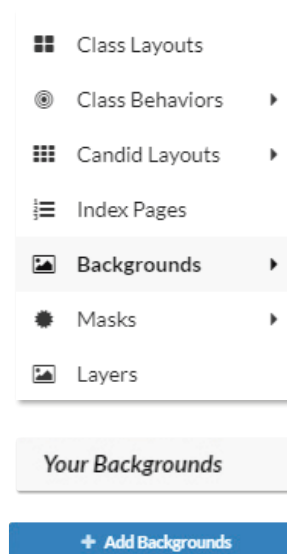
1. You must be on the Front Cover or Back Cover of the yearbook template.
2. Access your *Themes* from your drop-down menu to the top left of your screen.
3. Scroll through your available designs until you find the one you like.
4. Drag and drop this design onto the working page of your yearbook.



Backgrounds

Regardless of whether you have applied a theme to your book or not, backgrounds can be applied to pages to customize them each individually. To change the background on the page you are working on, select *Backgrounds* and then a category from the top left menu. Locate the background you wish to use and drag it onto your working page.

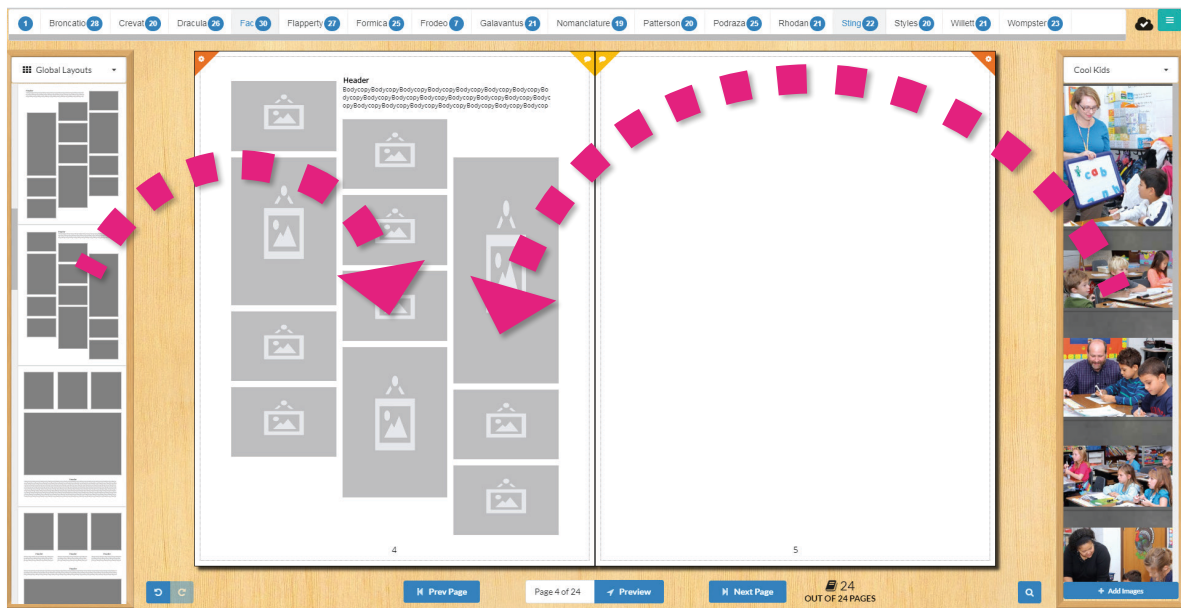
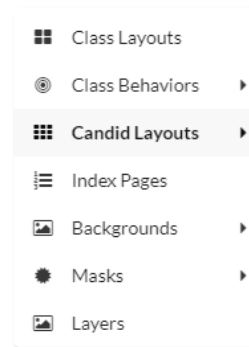
Uploading Backgrounds - Select *Your Backgrounds* from the *Backgrounds* menu to upload your own 8.5x11 inch 300 dpi backgrounds. Simply click the *Add Backgrounds* button located at the bottom of the *Your Backgrounds* menu and follow the steps in the upload window.



Candid Layouts

PLICBooks offers a variety of pre-designed templates for candid pages. These time saving templates include text boxes for headers and other copy. To utilize this option:

1. On the top left drop down menu, mouse over the *Candid Layouts* option, and then select a category.
2. Find a layout you like then drag and drop it onto the working page in your yearbook.
3. Choose *Replace* and *OK* in the resulting dialog box.
4. Fill the template by dragging photos from an album into the layout frames.



Note: Change candid layouts by selecting a different layout and dropping it onto your page. An empty layout is provided in the Global Layouts category for clearing a page entirely.

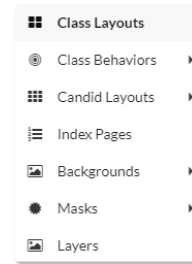
Auto Generate Collage

The topmost candid layout in the Global Layouts catalog, *Auto Generate Collage*, is a tool which will create a photo collage from a set of candid images of your choosing. When you drag and drop this layout on a page (after confirming the replacement of the existing page), the *Create Collage from Candid*s control panel will appear. This panel gives you a variety of controls for selecting candid images to be used in the collage, and provides some options for spacing, outside margins and cropping. With the desired images and settings selected, click the green *OK* button to generate the collage which will appear on the page. Once generated, all of the frames of a collage can be rearranged, layered, rotated, cropped, and have any special effects applied to them the same as any other candid images.

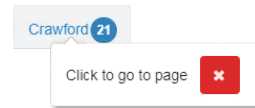


Class Layouts

When classes or batches are initially placed on a page, they will appear in a default grid arrangement. This layout can then be altered by applying a class layout to it and adjusted further with a few other controls. The *Class Layout* pallette can be accessed from the menu located at the top left of the screen.

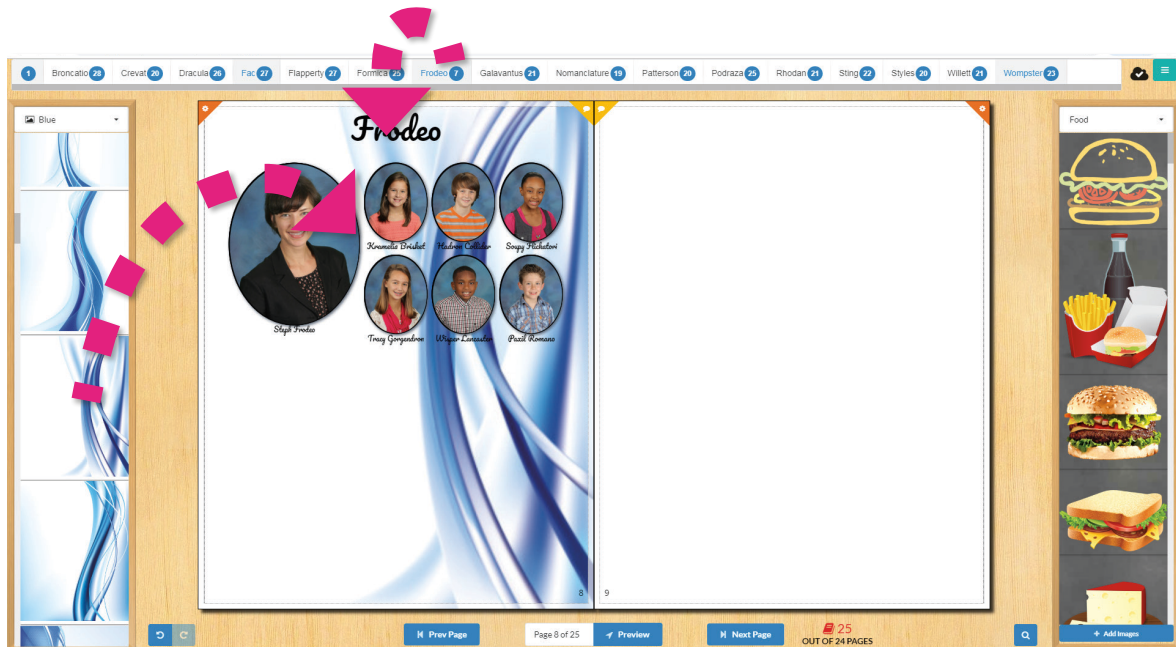


Placing and Removing Batches - To place portraits on a page, simply locate the batch you wish to add at the top of your page and drag that name to the page you are working on. Remove batches from pages by hovering the cursor over the batch at the top of the page and then clicking the red X button.



Choose a Class Layout - Once a batch is placed, its layout can be modified. Access the Class Layouts pallet from the menu on the left side of the screen. Choose a layout and drag and drop it over the placed batch on the yearbook template page.

Note: If a parent uses an image from a professional photographer, you must obtain a copyright release in order to use that image in the yearbook.

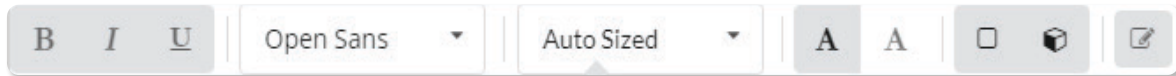


Change Column/Image Size - To change how large your class images are displayed on the page, simply hover the cursor over your portraits and select *Small*, *Medium* or *Large*. Or, you can customize how many columns are on the page by clicking the orange *Custom Size* button and typing the number of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



Header Text Options - To choose the font, size, and color of the header text, simply click in the header text box to get the options toolbar to pop up. The text style of one portrait layout header can be applied to all the portrait layout headers in the yearbook by clicking on *Apply Styles to All Pages*. Headers can be deleted if desired.

Portrait Text Options - To modify the appearance of portrait text, simply click on one of the names to make the options toolbar appear. The toolbar will allow you to adjust the font styling, color, and add effects like stroke or drop shadow. You can also adjust the sizing of the text to make name sizes more consistent across the page. Settings will be applied to the whole class layout, and you can apply them to all class pages with the *Apply Label Styles to All Pages* button.



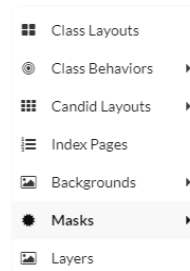
Portrait Effects

Commonly used effects like stroke and drop shadow can be applied to portraits. The portrait effects toolbar can be accessed by clicking on any portrait, and features a variety of simple, easy to use image manipulation tools which affect color, brightness, contrast, and opacity in various ways. Any effect which is applied will be applied to the whole class layout. Individual subject photo cropping may be adjusted from here as well. Any effects applied will be applied to the whole layout, and an *Apply Portrait Effects to All* button is available to apply them to all class pages.



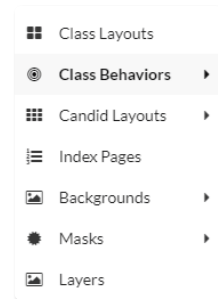
Masks

A variety of Masks are available to frame both portraits and candid photos in a variety of shapes. Access the *Masks* palette from the top left drop down menu. Drag a mask onto a candid photo to apply it to the image or drag it onto a class layout to apply it to all portraits on the page. To change a mask, simply drag and drop a new mask onto the class layout or candid.



Class Behaviors (Last Name First, etc.)

Class Behaviors are settings you can apply that allow you to further tweak class layouts. These allow you to adjust display order of names, alignment and padding of the portraits, show staff prefix & title info, and remove individual page numbers. The *Class Behaviors* palette is located in the drop-down menu of the left column on the composer screen. Drag and drop a setting onto an already-placed layout to apply it.



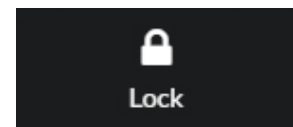
Note: Options in the Page Behaviors category may also be applied to candid pages.

Page Options

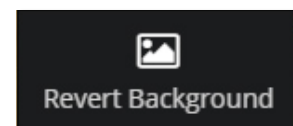
A menu of options is located in the top outside corner of each page which contains a few controls which are useful in general book management as well as further manipulating the appearance of the content on a page. Access Page Options by clicking on the gear icon in the top outside corner of a page. Different options are available for candid and class pages.



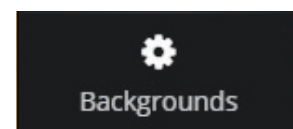
Lock – If a page has been arranged to a finished or otherwise adequate level, prevent it from being altered intentionally or accidentally by locking it. Once a page is locked, the **Options** menu will display an *Unlock* button.



Revert Background – If a new background has been selected by mistake and the wish is to revert it back to the original theme, click *Revert Background*.



Backgrounds - To change the settings on your current background, click *Backgrounds*. From here you have a couple different settings options:



Grayscale – Make the background appear in black and white.

Opacity – Click the plus or minus sign to intensify or decrease the opacity on your image.

Saturation – Click the plus or minus sign to adjust the color intensity on your image.

Contrast – Click the plus or minus sign to adjust how vivid your image appears.

Brightness – Click the plus or minus sign to adjust how light or dark your image appears.

Hue – Click the plus or minus sign to shift the overall color of the background.

Flip Horizontally – To change the orientation of a background image horizontally, slide the *Flip Horizontally* button until it is green.

Flip Vertically – To change the orientation of a background image to be vertical, slide the *Flip Vertically* button until it is green.

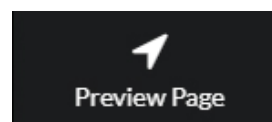
Collage and Shuffle Collage – These buttons appear in the page options menu when *Auto Generate collage* has been used to create a collage layout on a page (See Page 14). The *Collage* button opens the *Create Collage from Candid*s control panel allowing you to create a new collage or change an already existing one. An existing collage can be quickly rearranged using the *Shuffle Collage* button. The *Shuffle Collage* button can be clicked repeatedly until the most pleasing arrangement is generated.



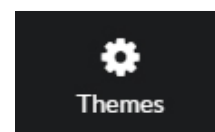
Save Layout – This button will let you save a candid layout you've created for later use. Saved layouts will appear in the *Your Layouts* category under *Candid Layouts* in the left-hand column of the book designer. You can also create, edit, and organize your own custom layout templates via the *Layouts* menu from the PLICBooks Dashboard.



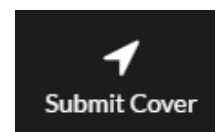
Preview Page – This button will quickly generate a downloadable PDF of that page only. Great for hardcopy proofing or email.



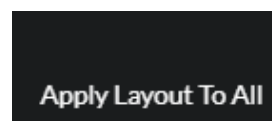
Themes - If the title page is set to a theme, the *Options* menu will display a *Themes* button. This button will open a control panel which is the same as the *Backgrounds* option on other pages. Settings applied here will affect all themed pages of that particular page type (candid or class).



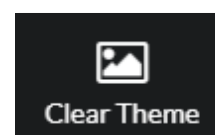
Submit Cover - This option appears on the front and back cover only. If you have opted to create your cover in PLICBooks, remember to complete both front and back cover designs before submitting. While these options are present on both the front and back covers, you need only to click *Submit Cover* once as it will submit the full front and back cover design.



Apply Layout to All - Click this option to bring up a window that will allow you to apply various page settings to any or all placed class layouts at once.



Clear Theme - This option will clear an applied Theme from the entire book, including the cover.



Comments

Users may add comments, or view any comments made, on a page by clicking the *Comments* icon found on the top corner of each page. This feature is most useful for a multiple user situation where a person in the Proofer role would review pages and leave instructions for users as they create and edit pages.



Comments

JT Talley Today at 11:27 AM
Please correct the spelling of principal, congratulations and kindergarten.

Note: Comments are not intended for communication with the studio and are not monitored.

Basic Layout Functions

There are a few features which facilitate common layout tasks.

Zoom/Preview – Enlarges portions of the screen up to 300% to ease eye strain. Click the Zoom icon in the lower right corner of the Composer screen to open the zoom options or to view a high resolution preview of the current page.

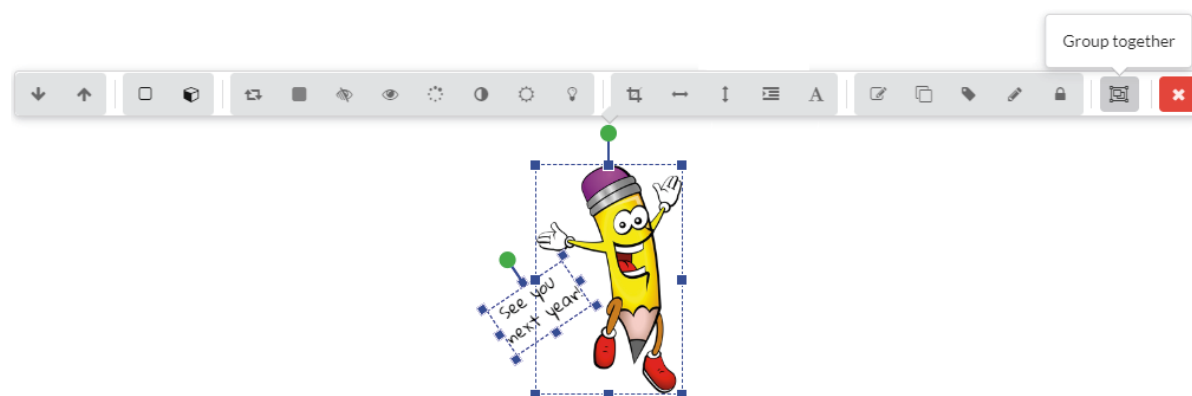


Undo/Redo Action – Click the left or right button of this feature located in the lower left corner of the Composer screen to toggle backwards and forwards through the complete history of actions performed in the current session in the Composer. Leaving the Composer clears all action history.



Windows keypad functions Ctrl+Z and Ctrl+Y

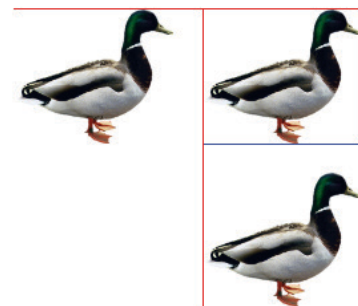
Group – Select a candid, text, or clip art and then hold shift and click on other objects to have multiple objects selected at once. The selected objects can be repositioned or altered with effects or settings simultaneously. The selected objects can be grouped by clicking the *Group together* icon which will appear in object toolbars when multiple objects are selected at once. Grouped objects will stay grouped for easy selection later.



Group Alignment – When multiple elements are selected on a page, an option for group alignment tools becomes available in the toolbar. This will allow you to quickly adjust how the elements are aligned to each other or size them all equally based on the first element selected.



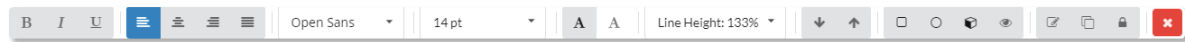
Alignment Lines – By default, objects which are being dragged to a position on the page will "snap" into alignment with other objects on the page. Red alignment guides will appear indicating vertical or horizontal alignment. To further assist in accurate layout, a customizable grid can be turned on in the *Actions Menu* under *My Settings*. If no alignment assistance is desired, both of these features can be turned off from the same control panel.



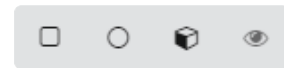
Adding and Editing Text

To add a text frame, simply double click where you want the text frame to appear. You can then highlight and replace the words “Type Here” with whatever text you want to appear. If placed on a page with subject images, these images will automatically adjust around your text frame. Select a text box to edit text or apply any of the following settings or options.

Toolbar – Clicking in a text frame displays the toolbar for the selected text frame. The toolbar contains general text appearance controls for choosing style, justification, font, point size, color, and line height. Simply highlight your text and make your selections.



Stroke/Border/Drop Shadow/Opacity - Instances of these effects can be applied to any selected text by clicking on the desired icon in the text frame toolbar. Stroke & Drop Shadow will apply to the text itself, while Border & Opacity apply to the text frame. Each option provides dialogs for color choice and effect adjustment.



Apply Styles to Entire Page – Quickly change all other text frames on a page to match in appearance by clicking this icon located in the text frame toolbar.



Reposition/Resize – Click and drag to move a text frame. To change text frame size, click in a text frame and then hover the cursor over a blue square on the border or corner until the cursor changes into a two directional arrow. Click and drag the text box border to the size desired.

Rotate – Select a text frame and then click and drag the green dot located above the top center of the text frame.

Layer Text – To move your text on top of another object, or behind another object, select the corresponding buttons located in the text frame tool bar. The *up arrow* layers on top, the *down arrow* layers below. All layers on the page can be viewed using the Layers option in the left-hand column of the book designer. This will allow you to see the order of layered elements and select any of them directly.



Duplicate Text – Create a copy of the selected text frame, on the current page, or any page in the book.



Lock – Lock the text frame from editing.

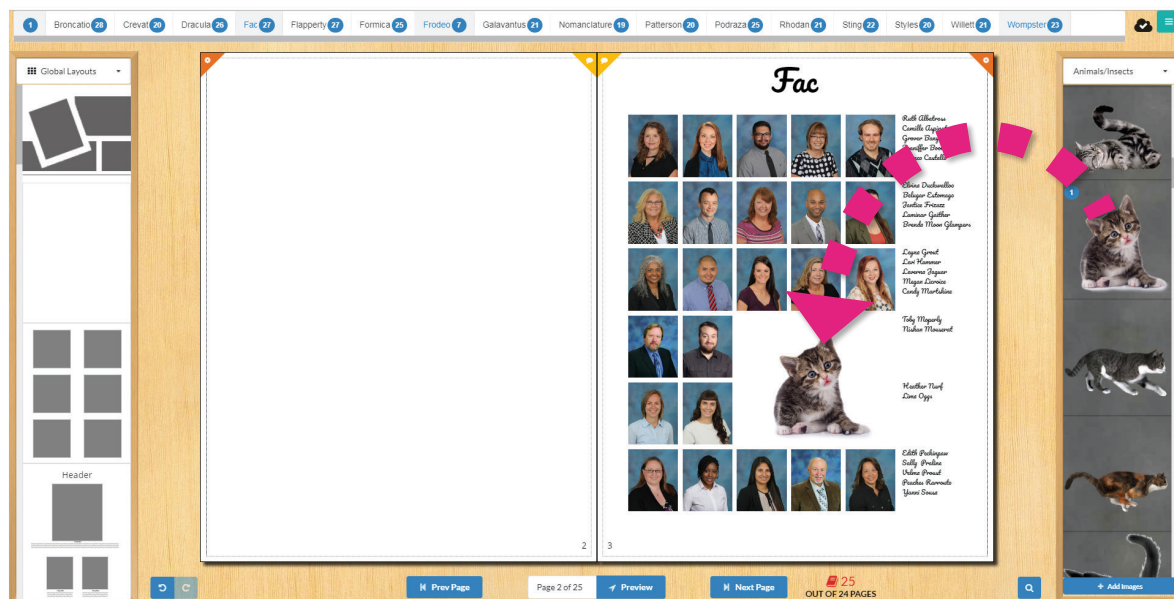


Remove Text Frame – To completely remove your text frame from your page, click the red X button which appears when hovering the cursor over the text frame.



Placing and Editing Candid, Clip Art, and Design Elements

Access candid images, clip art, design elements, and individual subject photos through the menu located on the right side of the book designer. Clicking on the menu header will display any candid albums created, a clip art palette, a selection of simple design elements, and an option to view all subject photos as standalone images. A search feature is available to assist in locating specific clip art, candid image files, or a particular person's portrait. All of these items can simply be dragged from the column into the page. If placed on a page with a class layout, the layout will automatically adjust around the newly placed item.



Reposition/Resize – Move images by clicking and dragging them to a new position. To change the image size, click in a image frame and then mouse over the dashed border until the cursor changes into a two directional arrow. Click and drag the image frame to the size desired.

Rotate – To rotate an image, select it and then click and drag the green dot located above the top center of the image frame.

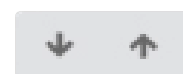
Remove – To completely remove the image from your page, click the red X button which appears when mousing over the image frame.



Toolbar– The tool bar will appear above a selected image. It contains a variety of options for adjusting an image's appearance. Detail on specific functions follow.



Layer – To move an image on top of another object, or behind another object, select the corresponding buttons located in the image toolbar. The *up arrow* layers on top, the *down arrow* layers below. This function will allow a candid or clip art to sit behind a class layout if that is preferred.



Crop/Flip – To crop your image, click the Crop icon in the image toolbar and adjust your image accordingly. Images can be flipped horizontally and vertically as well.



Caption – This option will place a text box directly below the image. By default it contains the image filename, but you can edit this as desired.



Drop Shadow/Border - Apply these effects to any selected image by clicking on the icons located in the image toolbar. Use the resulting windows to choose colors and adjust thickness depth and intensity.

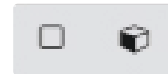
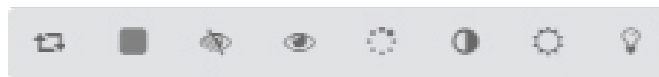


Image Manipulation – The image toolbar also features a variety of simple easy to use image manipulation tools which affect orientation, color, brightness, contrast, focus, and opacity in various ways.



Apply Styles to Entire Page – Quickly change all other candid photos or clip art on a page to match in appearance by clicking this icon located in the candid or clipart toolbar.



Duplicate Image– Create a copy of the selected candid or clip art, on the current page, or any page in the book. This feature also works with grouped objects.



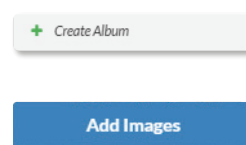
Edit Tags– For candid photos only, users can directly remove or add tags to candid photos.



Uploading Candid Photos and Clip Art

PLICBooks has made it possible to create albums and upload both candid photos as well as clip art directly to albums created in the yearbook template screen. Remember that candid images should be 300 dpi print quality images. For clip art, be aware that PLICBooks supports PNG files which are necessary for having transparent negative space in an image.

Two functions are available to assist in this process. The *Create Album* option in the right-hand drop down menu will allow you to make new albums and folders, and the blue *Add Images* button at the bottom of the same column will allow you to upload images to an existing candid folder when selected via the drop down menu. Please refer to the prior section on Candid Photos for more information on working with albums and uploading images.



The Actions Menu



Besides housing buttons for navigating back to the Dashboard, this menu serves as a catch all for a few other useful features. Click the teal *Actions Menu* icon in the top right corner to access this menu.

Dashboard, Subject Management, and Candid Photos - Click either of these buttons to go directly to their respective screens.

Subject Index - Lists subjects alphabetically with the page they are placed on. Click the page number to go directly to the page in the yearbook.

Project Management - This opens a window where you can set User page assignments, view user activity history, rollback the yearbook to a previous version, or add words to your school organization's dictionary to prevent the spellchecker from flagging them during a Quality Report.

My Settings - This opens a control panel which combines settings for alignment features with preferences for candid usage.

Quality Report - Specifically an image quality report, it will inform the user of any portraits or candid photos which are of poor resolution and thereby unsuitable for printing.

Help - This runs an extremely simple overview which points out features on the *Composer Screen*.

What's New - Read about the latest software updates. Good for returning users to see how the software has changed since their last use.

Sign Out - Allows users to sign out while on the Composer Screen.

Preview (*Finalize and Submit*)

Besides housing the necessary mechanisms for previewing and submitting the yearbook, *Preview* is also useful for having a general overview of a book and for managing the page count and sequence of its pages. *Preview* displays a yearbook's pages arranged in order. Pages can be reordered by clicking and dragging them to a new position. This screen offers some other options, the most important of which is ***Finalize and Submit***:

Preview PDF – This will allow you to download a low-resolution version of a PDF to preview your yearbook.

Rename Pages – Click and type in the field below pages to rename them for organization purposes.

Go to Pages – Click the blue arrow button on a preview page to go directly to the corresponding page in the yearbook template.

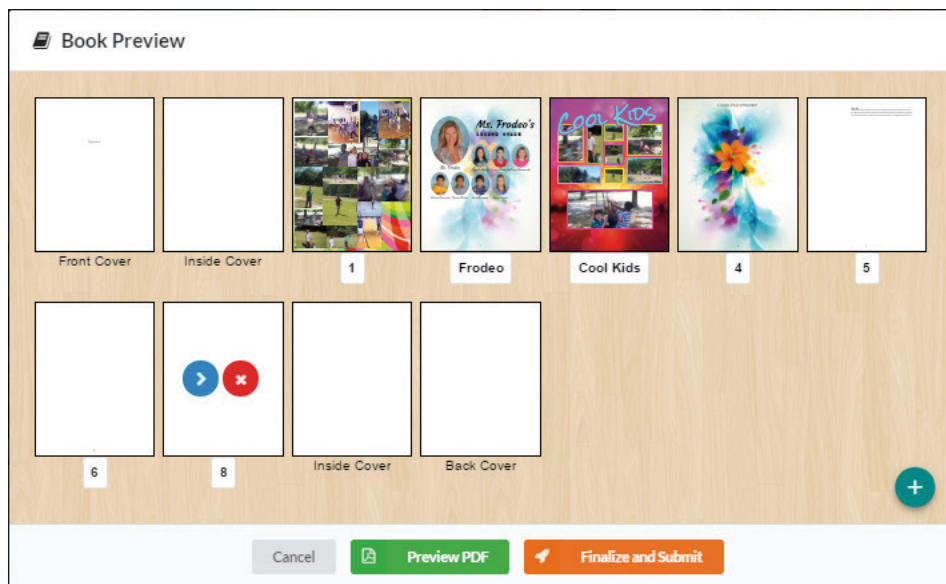
Duplicate Page – Click the icon that displays two overlaid squares on a preview page to duplicate it.

Delete Pages – Click the red X button to delete a page from the book.

Add New Page – Click the teal + button in the lower right of the panel to add a new page. New pages will always be added to the end of the book.

Note: Duplicating, deleting, and adding new pages can only be done when your current page count differs from the page count that has been preset on your yearbook project.

Finalize and Submit – Select this option only when your yearbook is complete, has been reviewed, and is ready to be submitted to Strawbridge Studios for proofing or final printing. *More information on reviewing and submitting on the following pages.*



Reviewing Your Yearbook

Before submitting your book, it should be thoroughly reviewed to minimize the number of errors that will need to be corrected in the proofing stage. Generating and printing a hardcopy PDF is highly recommended for checking spelling and grammar, and can be done from the **Preview** page. Here are a few other common errors that should be checked.

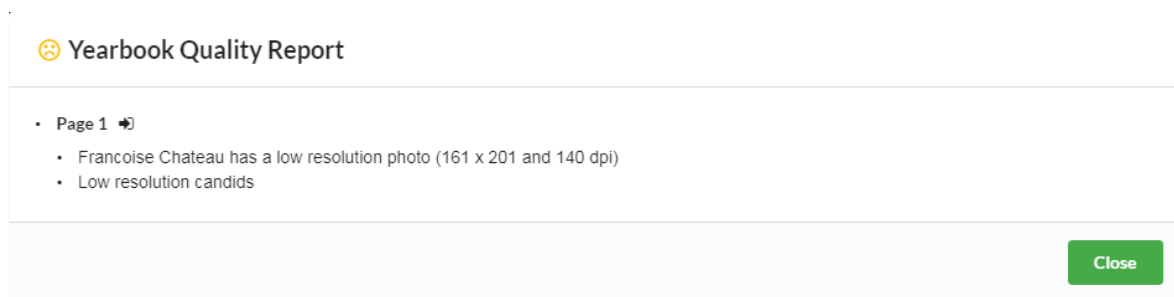
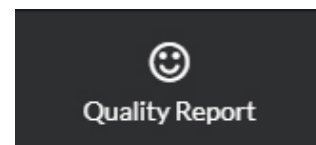
1. Does the book have the correct number of pages?
2. Have all classes been placed?
3. Have any class portrait pages accidentally pushed portraits onto the next page?

Quality Report

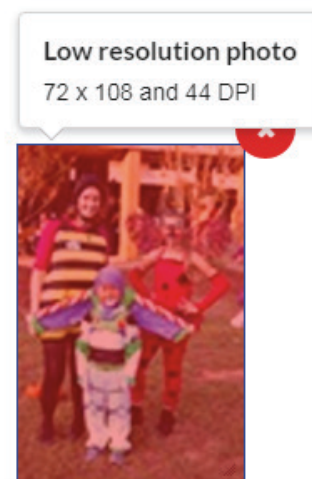
Low resolution images, spelling errors, and missing classes are all problems that can occur during the yearbook design process. PLICBooks provides an easy way to check if these problems are affecting your book. To do so, first click the **Actions Menu** in the top right of the book composer.



Next, select **Quality Report** from the **Actions Menu** drop-down. A Yearbook Quality Report window will pop up listing by page any possible issues with low resolution images, spelling or other items of concern.



PLICBooks will also indicate all low resolution images by displaying them in red on the screen. For best results, all low resolution images should be replaced with an image of higher, print quality resolution. The red tint will not print, but if the low resolution image is left in place, it may appear blurry or pixelated when printed.




Submitting Your Yearbook

When you are ready to submit your yearbook, go to **Preview** and click the *Finalize and Submit* button.



Once *Finalize and Submit* is clicked, the Quality Report will run, displaying any issues you may need to check before proceeding. At the bottom of the report, confirm that you have reviewed the book and that there are no further edits to make by clicking the checkbox, then click **Submit** to send a notification to Strawbridge Studios that your book is ready to be rendered for hard copy proofing or print. Alternately, you can click *Cancel* to return to the book for editing.

Note: Strawbridge Studios requires further action outside of PLICBooks before your final yearbook submission is printed. Submitting from PLICBooks does not automatically send your yearbook to press.



Please review any issues above and your proof before submitting. By submitting this Book, you acknowledge that you have checked your proof. Do you want to submit this yearbook? **This action cannot be undone.**

I have checked my proof and wish to submit my Book

Additional Functions

Ads

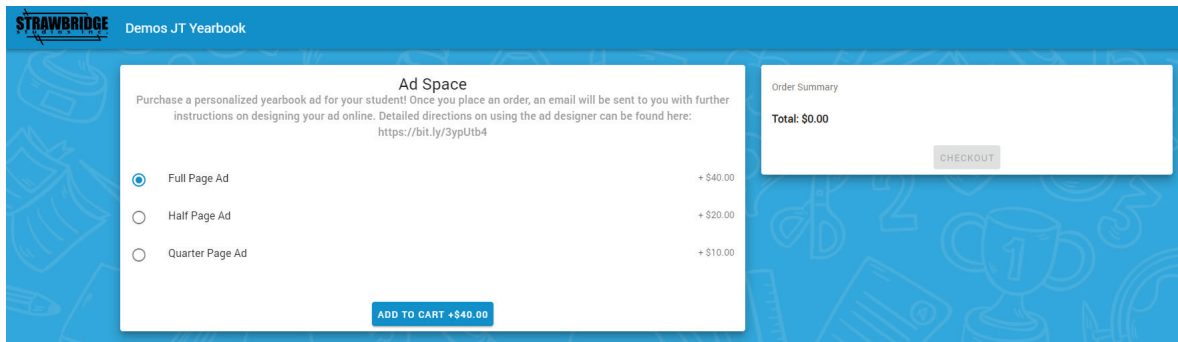
Some schools elect to sell personal ads or dedications to include in their yearbook. PLICBooks allows you to set up ad sales for customers to design and submit their own ad space online. Once submitted, these ads will be available for you to simply drop into pages directly in the book composer.

The basic process works as follows:

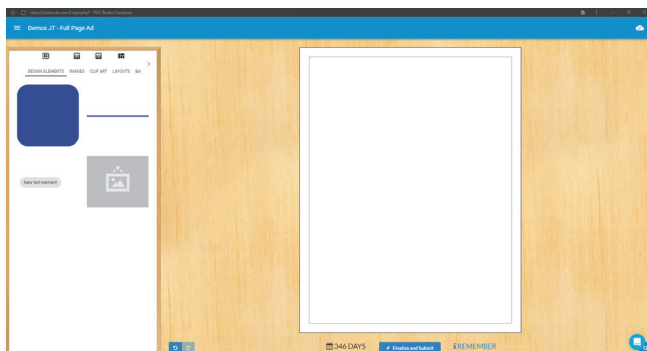
1. A link is created for the storefront where customers can purchase their ad space at pre-determined pricing, sizing, and deadlines set by you.



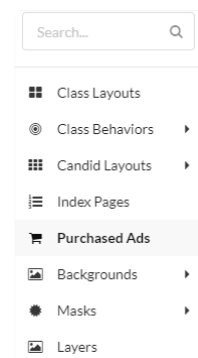
2. Customers visit the storefront, purchase their ads, and then receive a special user account invite with the role of Books Store Designer.



3. Once the customer activates their account, they can log in to PLICBooks and access a design screen similar to the one used by school advisors for book design. Here, they can upload images, add text, and use all of the other design capabilities PLICBooks provides to create their desired ad. When complete, the customer submits the ad for placement in the yearbook.

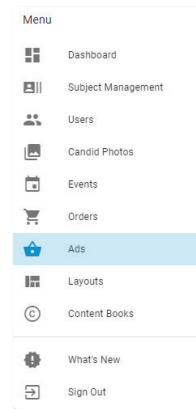


4. The submitted ads will then appear in the left-hand column of the book composer in a Purchased Ads category for you to drag and drop into the page.



When the ad storefront is activated, a new Ads option will appear on the PLICBooks Dashboard menu. This area allows you to perform a number of tasks related to ad management, such as:

- View & download a list of all ads purchased
- Create new ads and send ad designer invites without requiring purchase
- Resend ad designer invites for purchased ads without activated accounts
- Unlock submitted ads for further editing
- Access the ad designer for any purchased ad

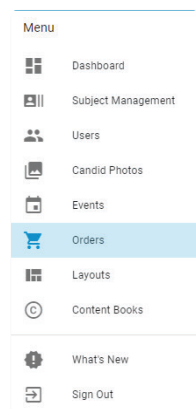


If you are interested in adding this feature to your yearbook, please reach out to your Strawbridge Yearbook Representative for further information.

Orders

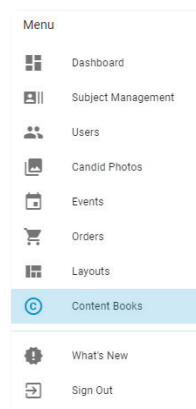
PLICBooks provides a functionality for tracking your orders as your yearbook sale progresses. The Orders option on the Dashboard menu will take you to a screen where you can manually enter orders and their associated information or import them from an outside data file.

Note: This function is provided as a tool for your purposes only. Strawbridge Studios does not import online sales into PLICBooks, nor is the PLICBooks order tracker monitored by the studio.



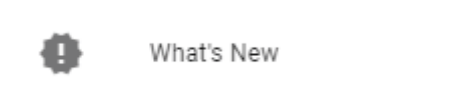
Content Books

The *Content Books* option on the PLICBooks Dashboard menu allows you to download PDF catalogs of fonts, backgrounds, clip art, and themes available in the program. You can download them all at once or filter for specific categories and items. This feature can be handy for viewing the vast amount of content available in PLICBooks more easily than scrolling through the columns in the book composer.



What's New

The developers behind PLICBooks are continually working on updating and improving the software. Throughout the year, new features may be added, and certain features may be expanded or gain new capability. Click the *What's New* option from the Dashboard menu to catch up on all the latest updates!



Closing

We hope you enjoy using PLICBooks to create a yearbook that your school will cherish for years to come! Please feel free to reach out to your Yearbook Representative or Yearbook Support at Strawbridge Studios with any questions or if you need any assistance.