

# BUILDING YOUR YEARBOOK

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Detailed instructions to help you build  
your yearbook using the tools in Pictavo.



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·pictavo | *dsp*  
YEARBOOKS

# ART PALETTE 101

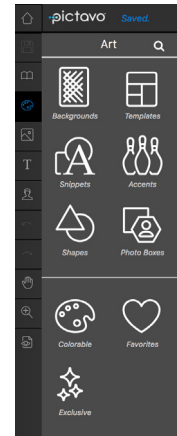
# ART PALETTE 101

## ART ICONS EXPLAINED

### What is ART?

We consider Art anything that you're going to use to help enhance the look of your yearbook pages. We keep backgrounds, accents, templates, Snippets, shapes and photo boxes all tucked under the Art Palette

When the art palette icon is chosen, you'll see all the different types of art available to you within Pictavo.



### BACKGROUNDS

Graphics designed specifically to be in, well, the background of your layout



### SNIPPETS

Mini templates that are easier for swapping in order to fit your design



### TEMPLATES

Pre-designed page layouts that may include other art



### SHAPES

A collection of different shapes you can drag and drop onto your page



### ACCENTS

Small pieces of coordinating art used to enhance a layout



### COLORABLE

Allows you to apply any color in the Pictavo color picker to each piece



### PHOTO BOXES

Shapes that are programmed to hold an image and allow cropping capabilities



### EXCLUSIVE ART

DSP's exclusive backgrounds, templates, and accents



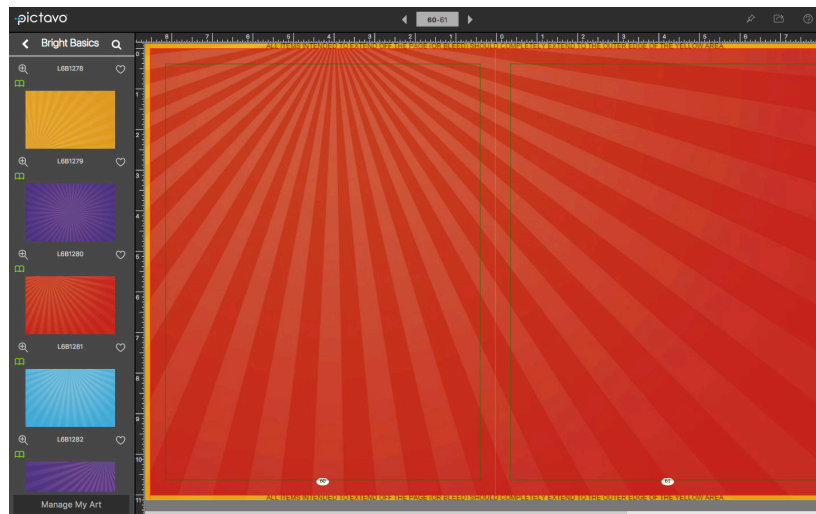
### FAVORITES

Save a copy of artwork that you love



## BACKGROUNDS

A background is a piece of art designed specifically to fit perfectly to the parameters of your page, remain layered as the back-most item at all times and stay locked in place for ease of page editing.



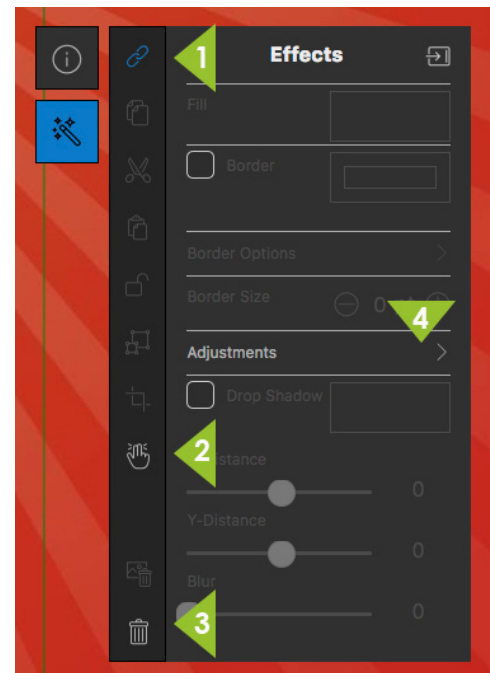
What can I use a background for?

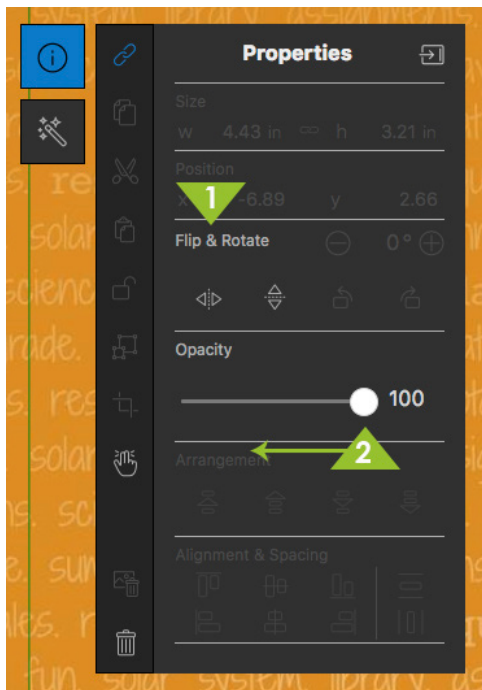
The **ONLY** thing a background can be used for is as a background for your page.

Once a background is placed on your page and selected (clicked on), the contextual menus that appear will only have tools that pertain to backgrounds active.

The tools active in the **EFFECTS** palette (the magic wand menu) are:

- 1) If you're working with a linked page spread, the blue links signify that your pages are linked. By clicking this icon, you can un-link your pages.
- 2) The multi-select touch interface button allows you to select multiple items on a touch device.
- 3) If you'd like to remove the background from your page, use the trash icon.
- 4) Use the adjustments panel to adjust the brightness and contrast of your background.



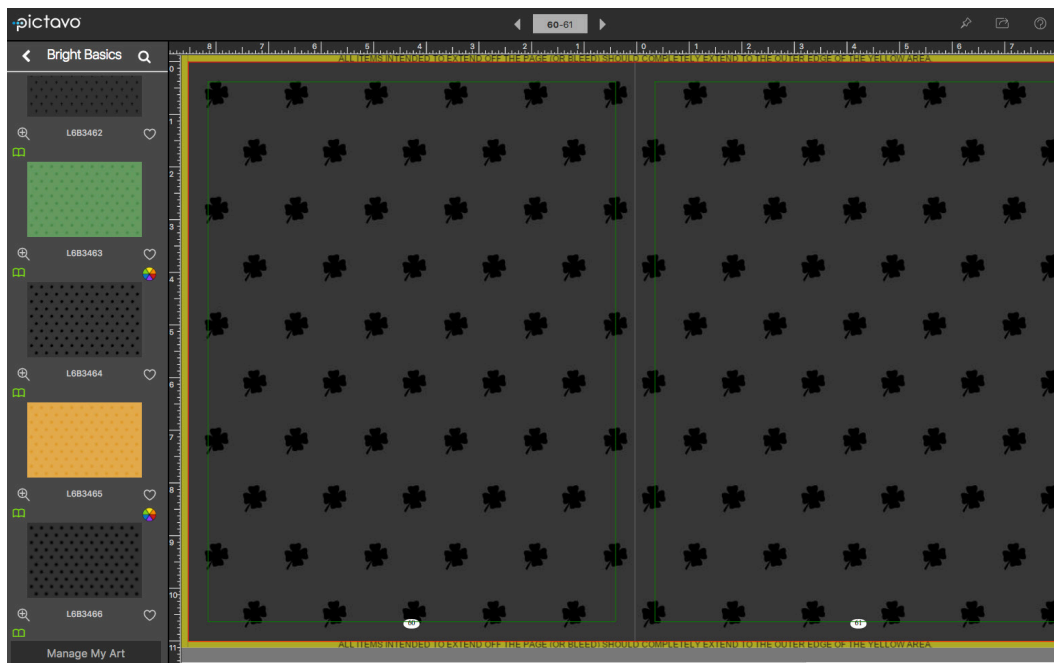


The tools active in the PROPERTIES palette (the i in a circle menu) are:

1) Flip and/or rotate backgrounds to allow for creative freedom.

2) You can also decrease the opacity (make it more see through) of your background by using the Opacity Slider.

If you choose to place a COLORABLE background on your page, things will look a little different. All colorable art will appear black on your page. (Not sure what items are colorable? Look for the color wheel next to the thumbnails in the art menus)



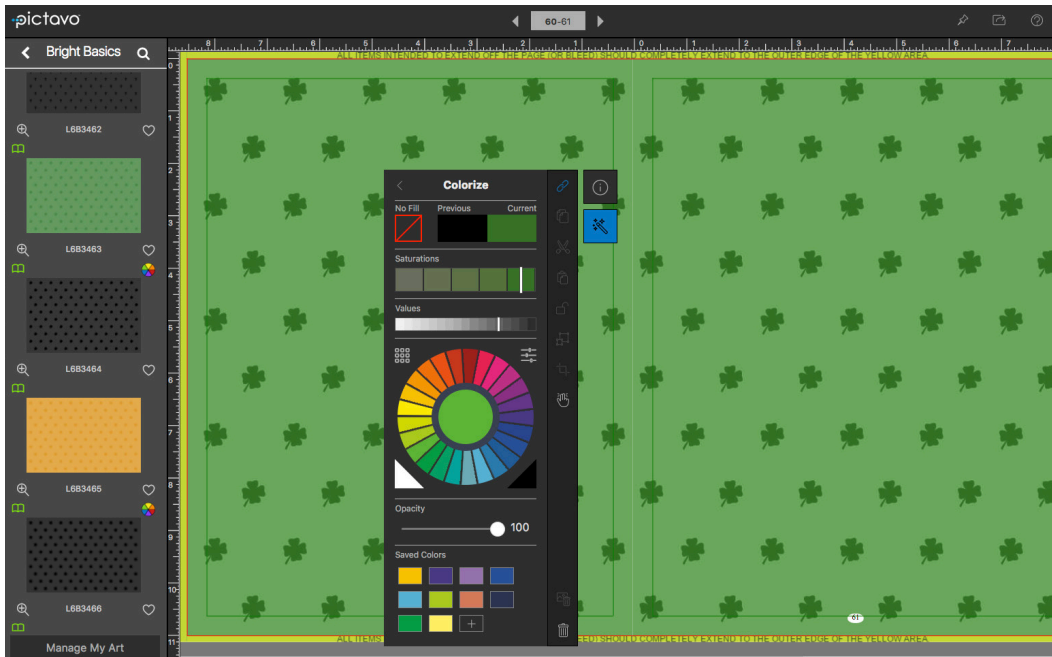


The contextual menus for colorable backgrounds will contain additional options.

Click the 'fill' box (box that shows what color is applied to the colorable art currently selected) to be taken to the COLORIZE menu. Here you can choose any color available in the Pictavo color picker to apply to your colorable background. Truly, your options are endless.

\*\*don't forget to save the color you choose to your very own SAVED COLORS library (see bottom of Colorize menu panel) to make it available to use later!

Once a color is chosen, your colorable Background will then appear to be that color.

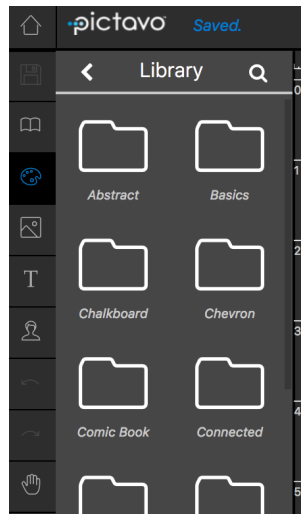
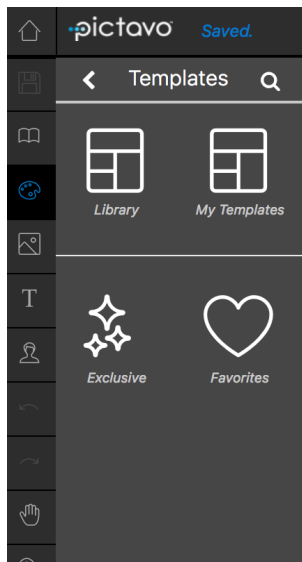






## TEMPLATES

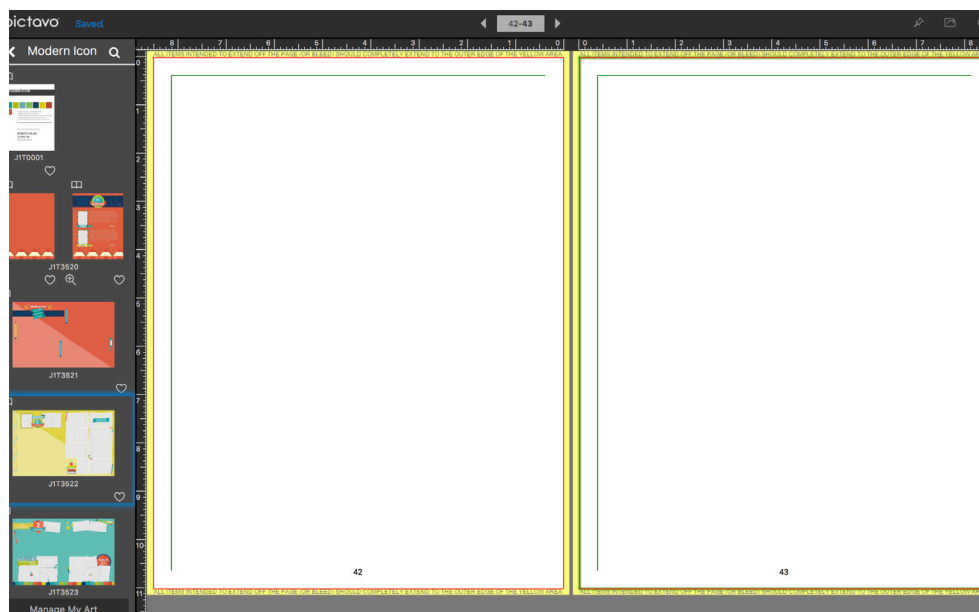
Templates are basically pre-designed page layouts that may include other art. If you're using a specific Art Collection, you can find templates that have been created to complement every collection within this album. If you'd like a little more creative freedom, there are also more simple templates within Pictavo just waiting for you to put your creative touch on them.



After you have clicked on the templates button from the art palette, you will see that you can find templates through the library view, templates you have personally saved "My Templates" or our exclusive templates (which will be discussed more in a later time of this document)

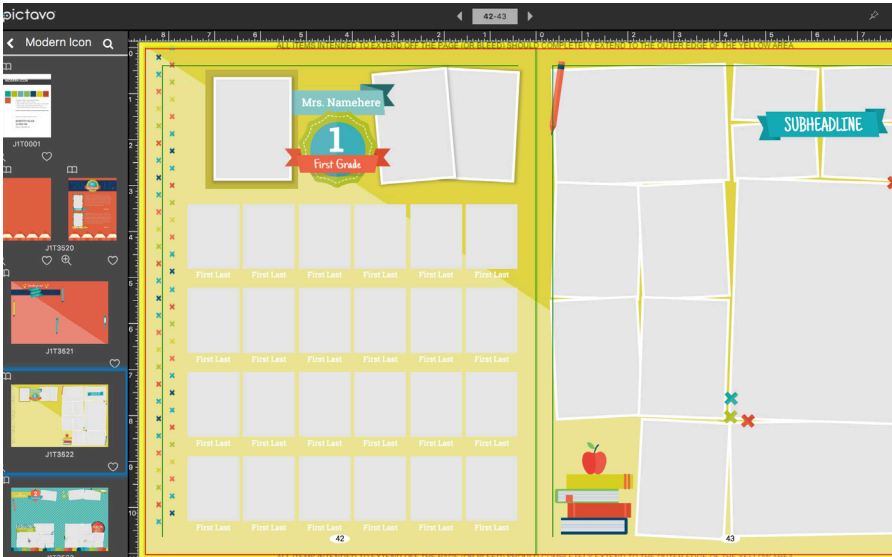
If you search by Library, you will see the templates are organized by theme.

Selecting your theme opens the library of templates for that specific theme. you can scroll on the left to find a template you like, then, drag that template onto the page.

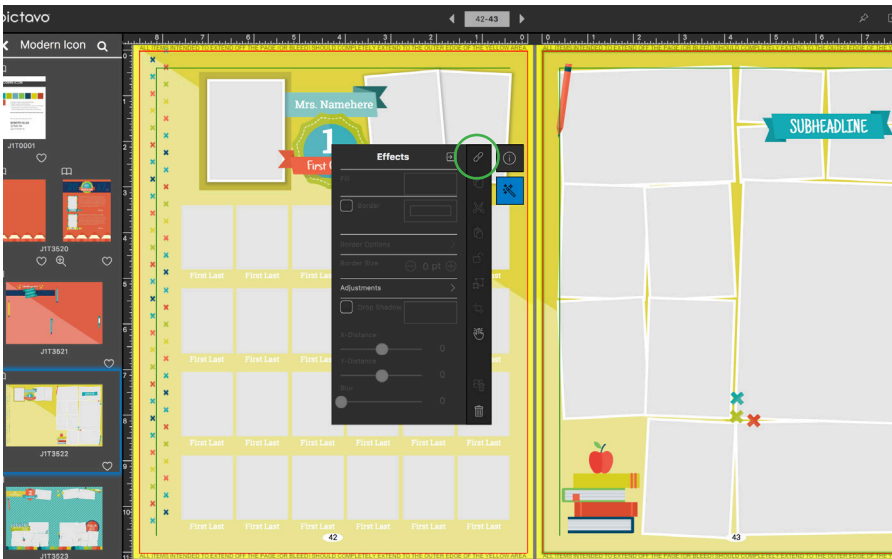


Pictavo might ask you if you would like to clear all page items meaning if you had anything previously on the page and you click “yes”, those items would disappear. Should you choose “no” those items will be stacked onto the page with your template assets.

You might notice that your previous pages were separated and now your pages are linked. Sometimes by dragging on templates that were designed as linked pages, this will automatically link your pages.



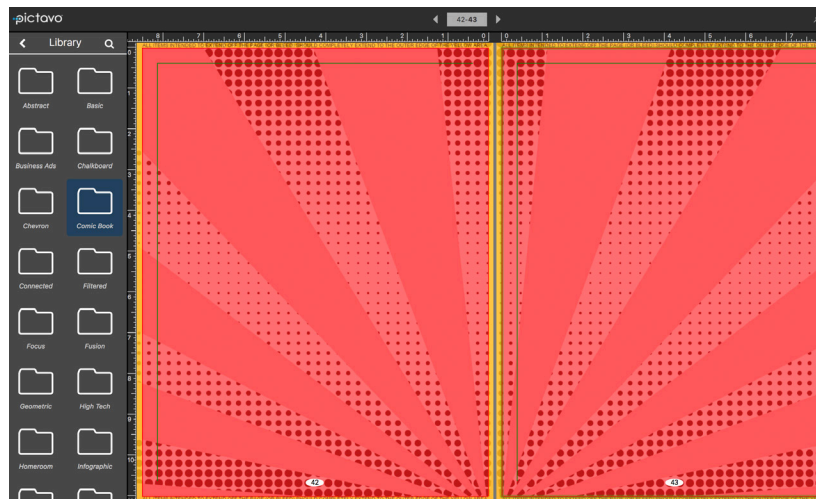
To unlink your pages, you can click somewhere on the page’s background and click the link button on the menu.





## SNIPPETS

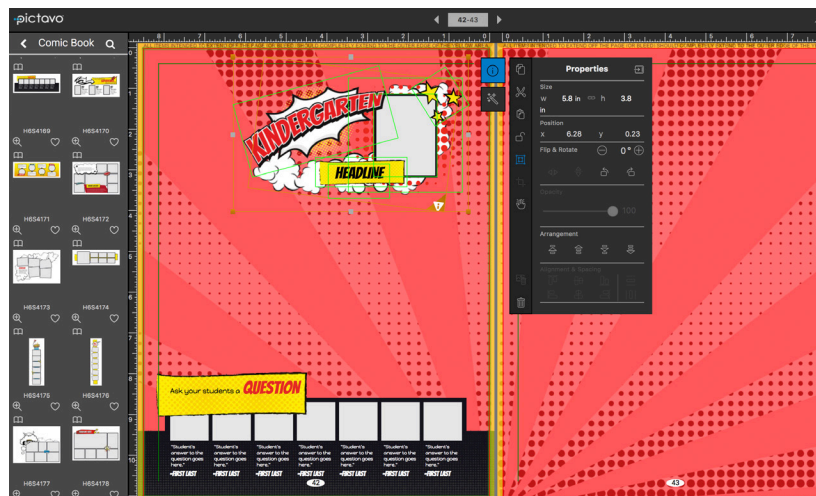
Snippets are essentially mini templates that are easier for swapping in order to fit your design.



What can I use Snippets for?

Choose from the library or pre-made snippets including small collage boxes, premade page titles, titles for class pages and more.

You can use these snippets by dragging and dropping your choice on the page.





## ACCENTS

Accents are pieces of art designed and sized with enhancing or “filling in” your pages in mind. Many of the Accents available in Pictavo’s libraries are part of an Art Collection. This means they will be organized into folders named by Art Collection and will match with other pieces from the same collection. You can search by descriptive words or by art collection, depending on what you are looking for.



What can I use an Accent for?

An Accent is a piece of art best used to enhance a yearbook layout. Once portraits, candids and copy are on your pages, use Accents to do just that: accent your existing layout.

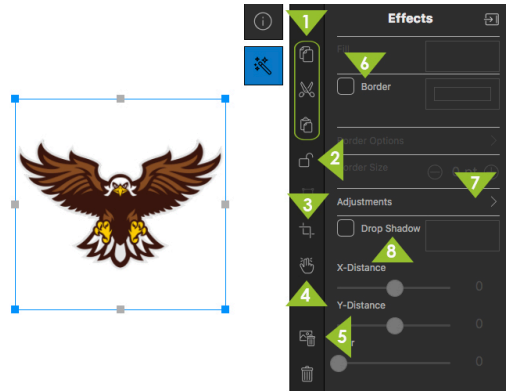
Once an Accent is placed on your page and selected (clicked on), the contextual menus that appear will be loaded with tools and options for your art.

These are the tools active in the EFFECTS palette (the magic wand menu):

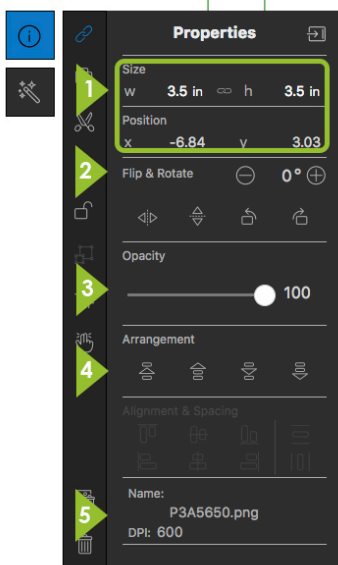
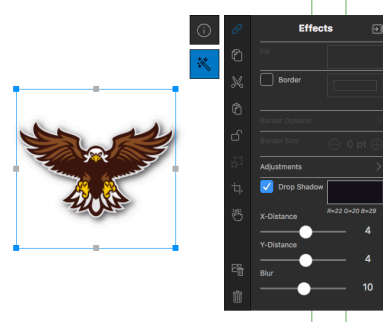
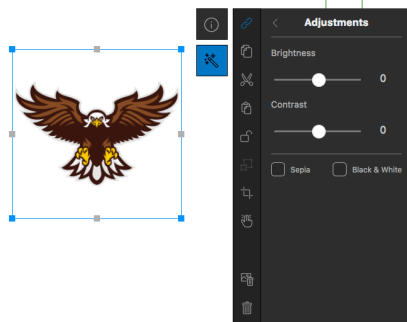
- 1) The COPY, CUT and PASTE icons are readily available on the main tool bar of your menu.
- 2) If you'd like to lock the placement of your accent, use the LOCK icon.
- 3) Use the CROP tool to resize your accent or its frame separately.
- 4) Multi-select tool option for working on touch devices.
- 5) Use the DELETE CONTENT icon to delete only what's held within a photo box, not the photo box itself.
- 6) Add a BORDER to your Accent -- keep in mind the border will ONLY BE AROUND THE BOX your Accent is held in. The border does NOT follow the outline of the Accent.

7) Visit the ADJUSTMENTS area to change the brightness or contrast of your Accent. This is also where you can change the color mode to Black & White or Sepia. (see additional image below)

8) Add a DROP SHADOW by simply checking this box. Want to customize? Change the color, distance and blur of your drop shadow by using the tools below. (see additional image below)



### ADJUSTMENTS PANEL and DROP SHADOW OPTIONS



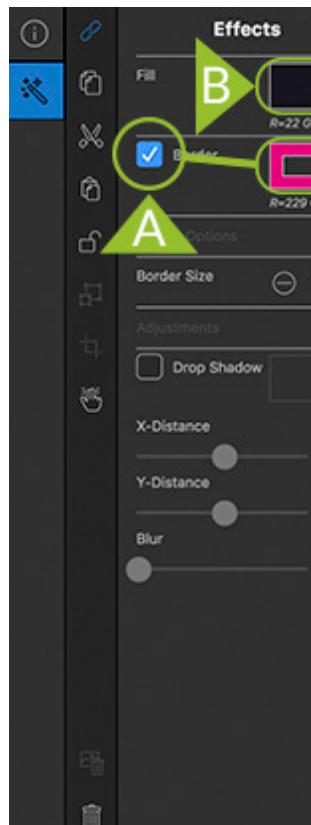
Find even more tools in the PROPERTIES palette (the i in a circle menu) along with important information:

- 1) See the exact size and position of your art.
- 2) FLIP and/or ROTATE selection.
- 3) You can also decrease the opacity (make it more see through) of your Accents by using the OPACITY SLIDER.
- 4) Change where your accent falls in layer order using ARRANGEMENT.
- 5) Find the file name and resolution of whatever is selected here.



## SHAPES

Pictavo has a variety of shapes that, just like all of our other art, you can just drag and drop onto your page to use as design elements!



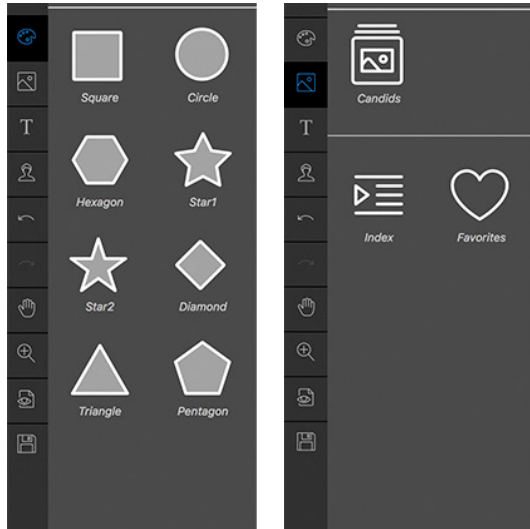
Shapes will always initially appear black, but you can change their color by using the Fill swatch in your Effects menu.

You can also add borders to shapes by first checking the box and then selecting the outline color. You can choose the thickness by increasing the Border Size.



## PHOTO BOXES

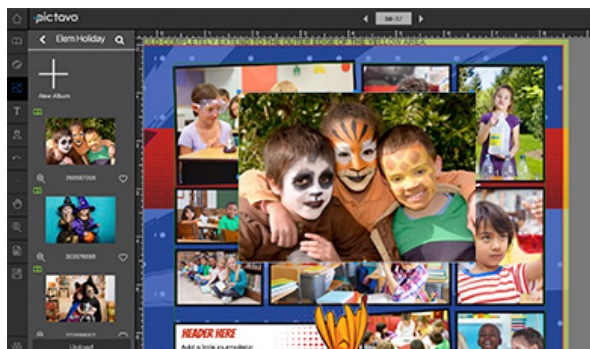
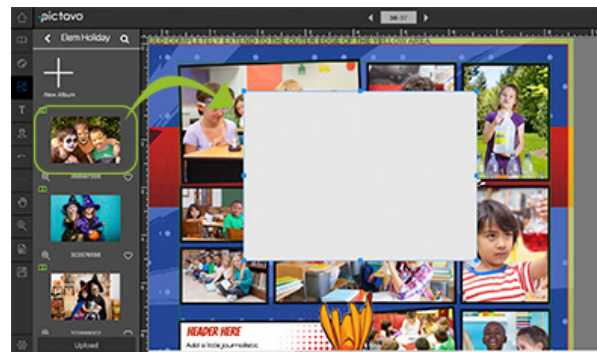
Shapes and Photo Boxes are similar, but photo boxes are a shape you can put a photo inside.



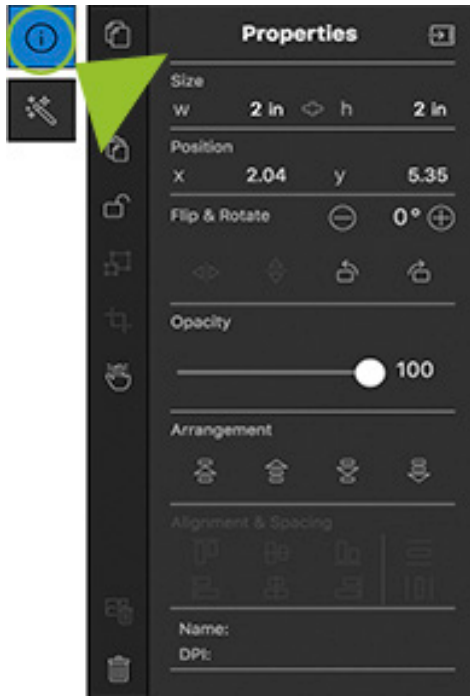
The Photo Boxes menu displays your options for shapes of photo boxes available. Click and drag any of them onto your page.

Once you've placed a Photo Box on your page, navigate to the Photos area.

Choose a photo, click and drag it into your photo box.

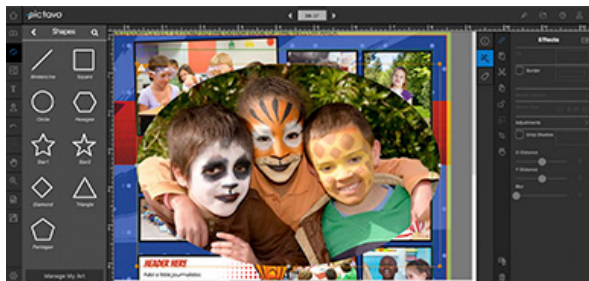
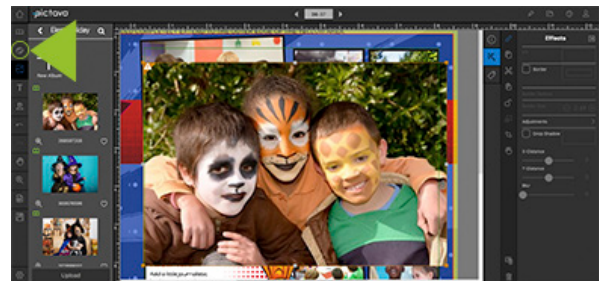


Your photo will now take the shape of the photo box you created, and the Effects menu will pop up just as it did with Accents and Shapes allowing you to add a border, drop shadow, etc.



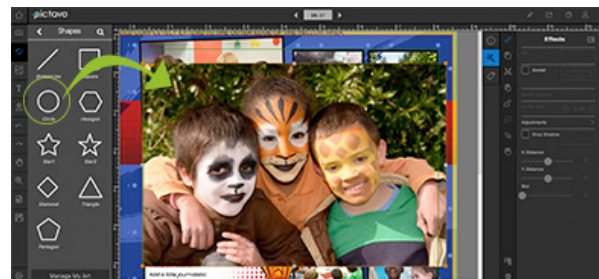
If you choose the Properties menu, you can rotate, change the opacity and the arrangement of the photo, as well.

If you've already placed a photo on your layout, but now you'd like to crop that photo into a shape; that's no problem! Go back to your Art menu, select Shapes.



Select the shape you'd like your photo cropped to, and drag it onto your picture.

Your picture will now assume the shape of the photo box you dropped onto it! In the sample below, the circle became more of an oval shape when cropping based on the proportions of the photo.



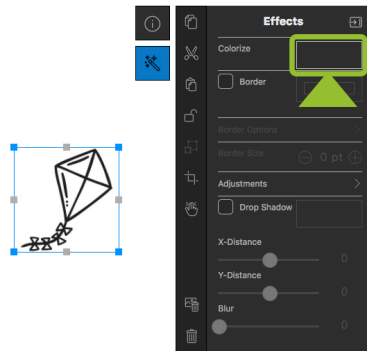
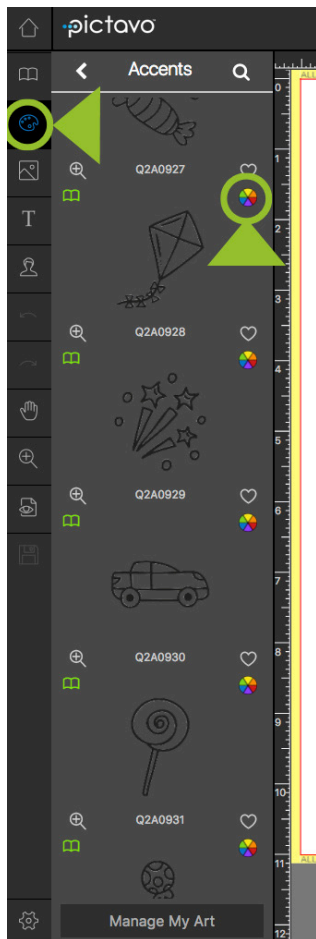




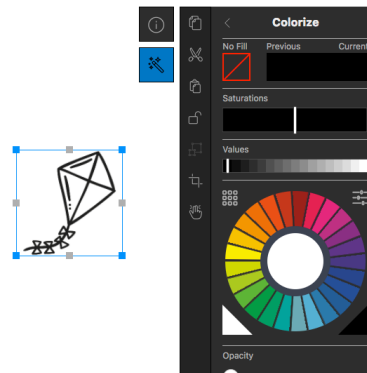
# COLORABLE ART

Pictavo's art libraries are loaded with pieces of colorable art for you to use on your pages. Apply any of Pictavo's colors to any of these elements to complete your layouts in a way only colorable artwork can!

It's easy to spot Colorable Art in an art menu. There will always be a little color wheel next to indicate what elements are colorable.

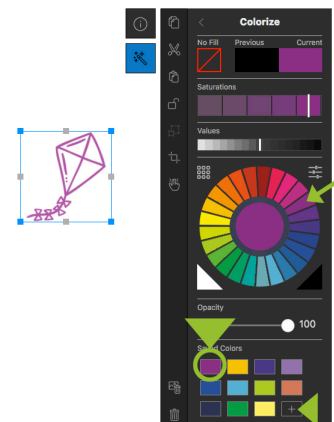


Add Colorable Art to your page just like any other element: drag and drop. Colorable Art will always appear black when dropped onto your page. Notice the Colorize box; click here to move to Pictavo's color menu.



In this window, choose whatever color you'd like your element to be. Not only can you choose a color, but the saturation and lightness or darkness of the color can be adjusted here, as well.

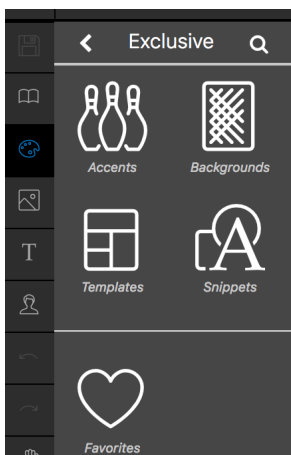
Once you've chosen a color, your design element will turn to this color. If you plan to use it again later, save the color to your Saved Color library by clicking the addition symbol (found at the end of any colors you've already saved -- see the image on the right).





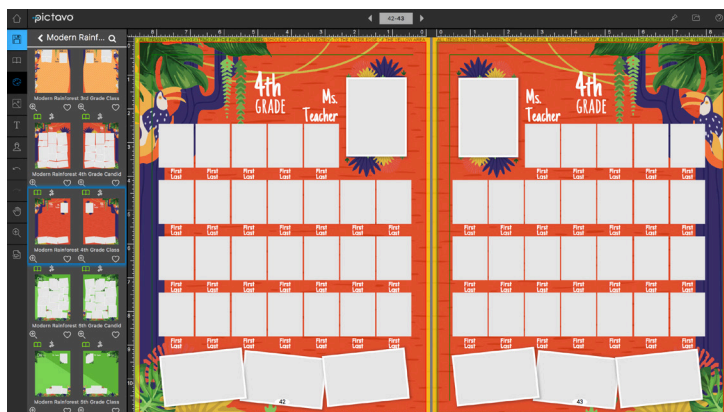
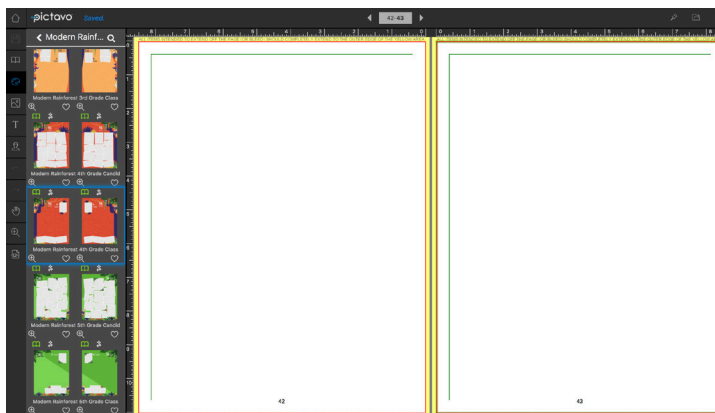
## EXCLUSIVE ART

DSP carefully curated Exclusive artwork to give you more options to choose from. You can find the exclusive art panel from the Art Palette menu.



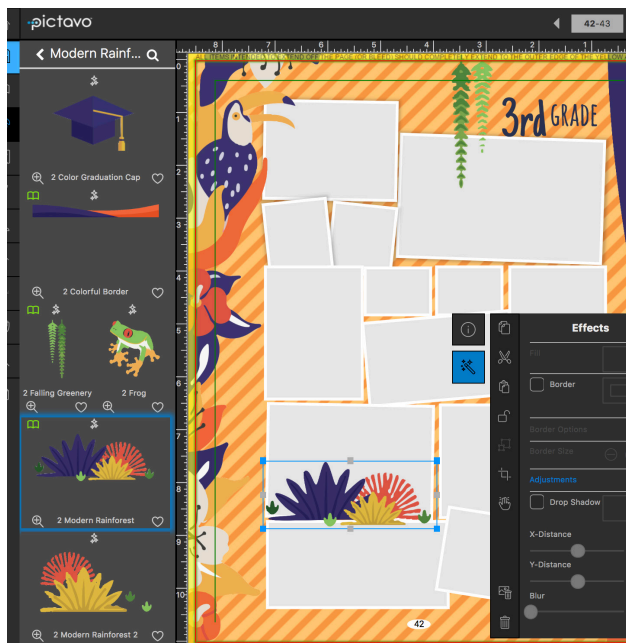
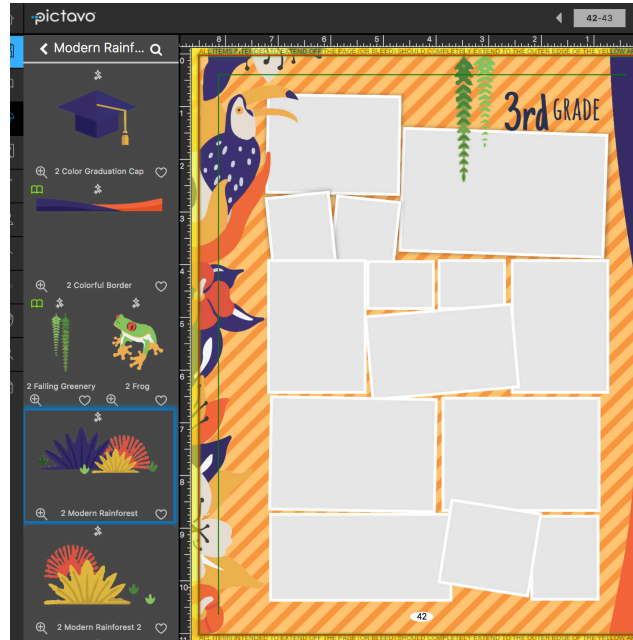
Add Exclusive art to your page just like any other element: drag and drop. You can choose from backgrounds, templates accents or snippets.

By choosing the Templates button from the Exclusive art panel you can choose to search by library similarly to the way previously listed on page 12, and select your yearbook's theme.



Click on the template you want to add to the page and drag them onto your yearbook pages.

You can search through the Exclusive Accents that have been uploaded by DSP by clicking the Accents button from the Exclusive Art Panel.



Click and drag to add your accent to the page and use the menu options to change it's size and move it around on the page for placement.

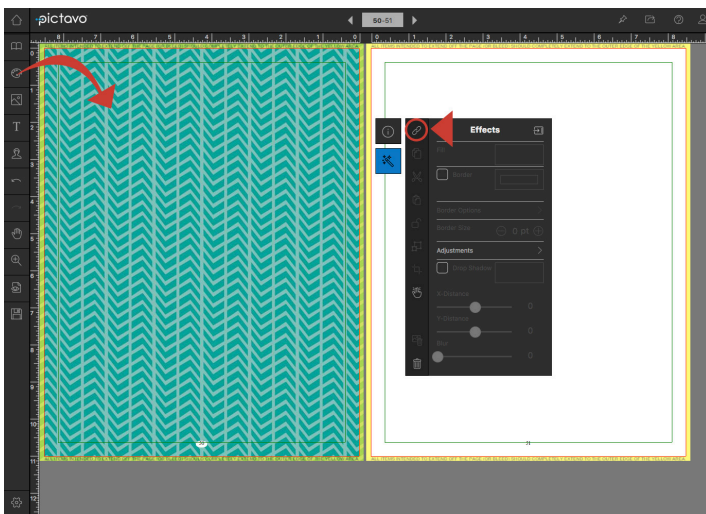


# LINKING PAGES

# LINKING PAGES

Pictavo will automatically assume that you'd like to view your pages in "spreads" to help you envision what your actual physical book is going to look like. Even though you're viewing a 'spread', pages will not be linked.

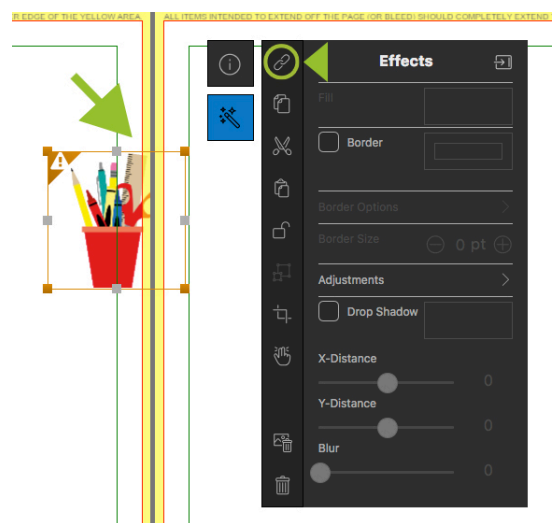
## TO LINK PAGES:



If you'd like to link your pages to behave more like a 2-page 'layout', add any item to your page.

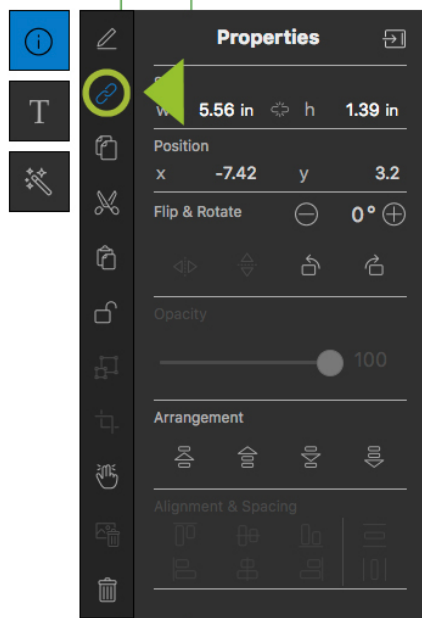
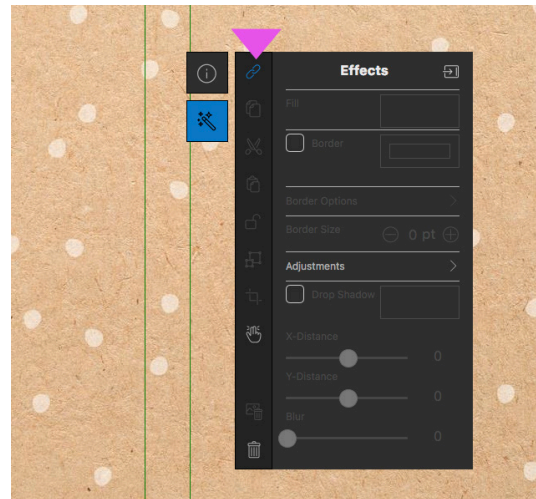
If you're adding a background, the contextual menu will immediately give you the option of linking using the icon circled below.

If you add an accent or text box, you'll need to drag the item close to the gutter to trigger the link icon to appear in your contextual menu.



## TO UN-LINK PAGES:

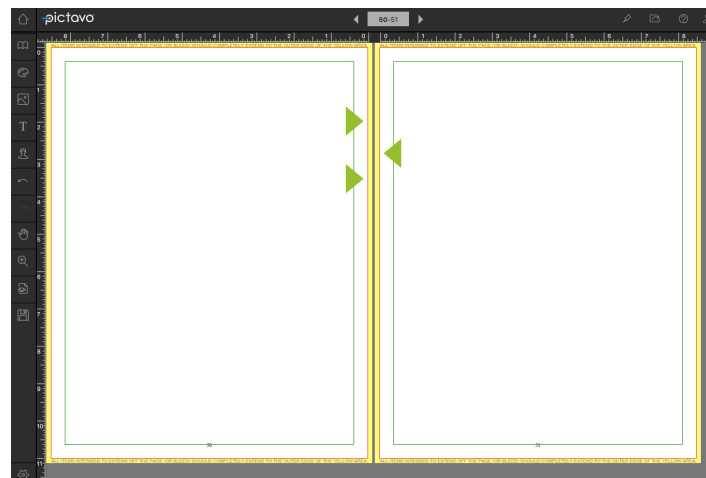
If your spread already has a background, the BLUE link icon will be present in your menu that will appear if you click anywhere on either page. When the icon is blue, this means your pages are already linked and behaving like a spread. Click the icon and your pages will un-link.



If your spread is empty and you know you want to un-link the pages, drag anything onto the page anywhere and the BLUE link icon will be present in your menu. Blue means linked. Click the icon and your pages will un-link.

## NOT SURE IF YOUR PAGES ARE LINKED?

If you aren't sure whether your pages are linked or not, look for the yellow bleed area down the center of your spread. If you can see the yellow area in your gutter, your spread is currently in single page format.





# PAGE LAYOUT TIPS

# PAGE LAYOUT TIPS

## BLEEDS • MARGINS • SPREADS

The yellow border around your Pictavo page is the bleed area. All color blocks, images, etc. that are meant to extend off the page (or bleed) should extend to the outer edge of the yellow area. Pictavo backgrounds (and backgrounds you import to the Backgrounds folder) will automatically fill the bleed area.



BLEED AREA

### BLEEDS

The yellow border around your Pictavo page is the bleed area. All color blocks, images, etc. that are meant to extend off the page (or bleed) should extend to the outer edge of the yellow area. Pictavo backgrounds (and backgrounds you import to the Backgrounds folder) will automatically fill the bleed area.

### MARGINS

The thin green line around the edge of each page is the safety margin. Make sure to keep your text and important parts of images (such as faces) within these margins. If items are meant to extend (bleed) off the page, it is acceptable to place them past the margin.

### SPREADS

Merge two single pages together to design them as a spread, with art and photos spanning across both pages. Use the Link icon to link and unlink pages.



# PLACEHOLDER TEXT • SPELL CHECK • OVERFLOW TEXT

The yellow border around your Pictavo page is the bleed area. All color blocks, images, etc. that are meant to extend off the page (or bleed) should extend to the outer edge of the yellow area. Pictavo backgrounds (and backgrounds you import to the Backgrounds folder) will automatically fill the bleed area.

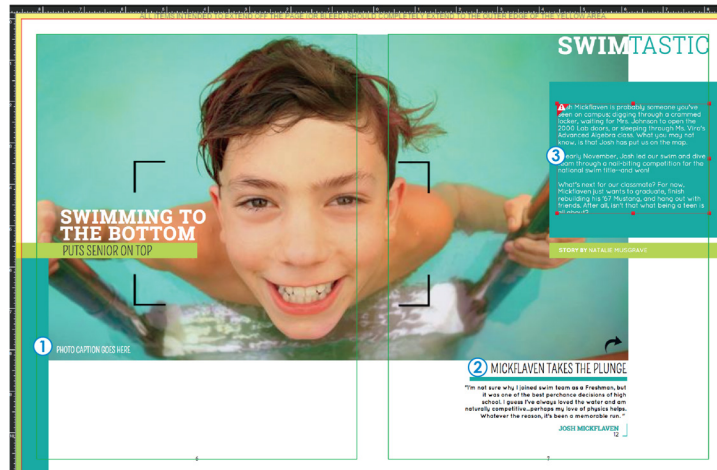


PHOTO CAPTION GOES HERE

MICKFLAVEN TAKES THE PLUNGE



## PLACEHOLDER TEXT

Delete unused text boxes to avoid placeholder text, such as “Add a headline” or “Lorem Ipsum” that automatically appear in new text boxes and in templates.

## SPELL CHECK

When typing in a text box, a red jagged line will appear beneath any word that is not in the Pictavo dictionary. Right click on the unknown word to see suggested alternatives. If the word is correct, you may choose to add it to the Pictavo dictionary.

## OVERFLOW TEXT

If a text box is not large enough to fit all of your text, the text box will become red and a warning will appear in the upper left corner. Simply increase the size of your text box to allow enough space for all text to be shown.

# USING ART ACROSS SPREADS

Applies to standard hard cover books only.

When standard hard cover books are bound, the inside edge of the page (or center of a spread) is pulled tightly together, making that part of the page difficult to see. Always keep text, faces and important elements within the green safety margins for the best results.

## ✕CORRECT



In this example, the main photo has been placed so that the most important parts (faces, in this instance) will be visible once the book is bound. The text across the top of the page is also within the safety margin. We've darkened the center of the spread past the safety margin to illustrate the parts of your spread that will not be fully visible once the book is bound.

## ✕INCORRECT

In this instance, the faces and text that fall within the shaded area will not be fully visible after the book is bound. Making conscious design choices will prevent losing important parts of your book into the spine area.



 | 

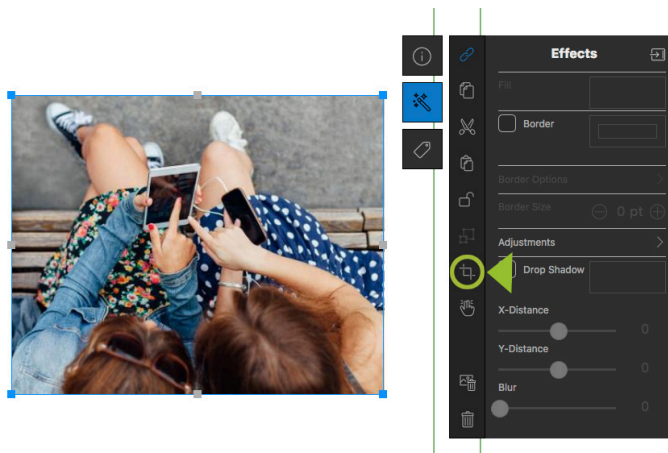
# CROP TOOL

# CROP TOOL

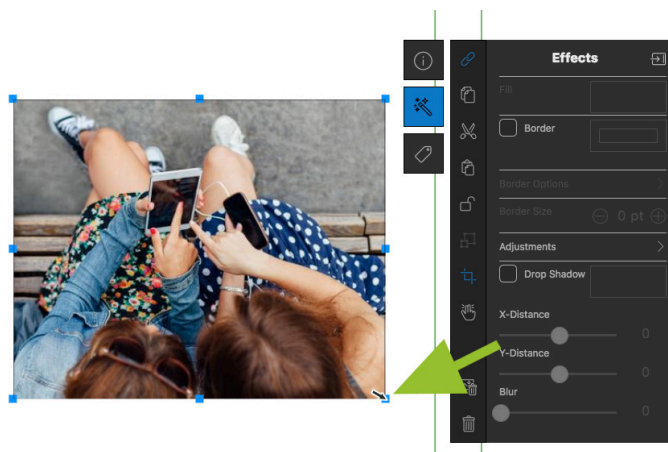
Let's face it, not every image gets loaded to your project exactly how you'd like to use it. Use Pictavo's advanced cropping tool to create just the photo you need in just the right place.

## USING THE CROP TOOL

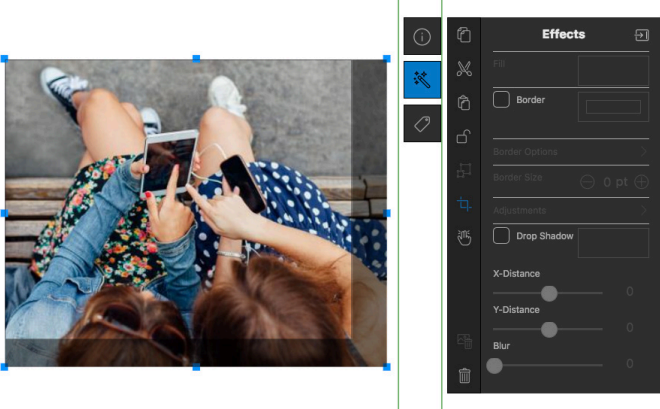
By selecting any 'crop-able' item you've placed on your page, your photo-specific contextual menu will appear. Here, you'll see the CROP icon



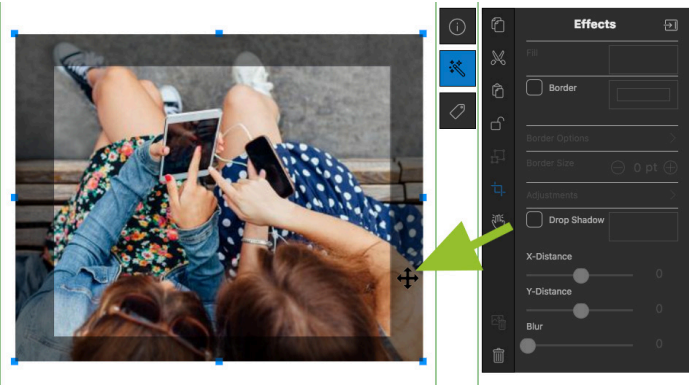
By selecting the crop icon, a new set of handles will appear on your item. To resize your image, use these handles to drag corners of your photo. You'll see a small arrow signifying you're on a handle and Pictavo is ready to resize.



When you resize your IMAGE, the original FRAME will remain the same size. The shaded area of the image will no longer be visible and, in theory, be CROPPED (but it will actually still be there if you need to re-adjust).



If you'd like to re-position the portion of the image that's visible, you can do that by clicking anywhere in the SHADED area (the move tool will appear) and move as you like.

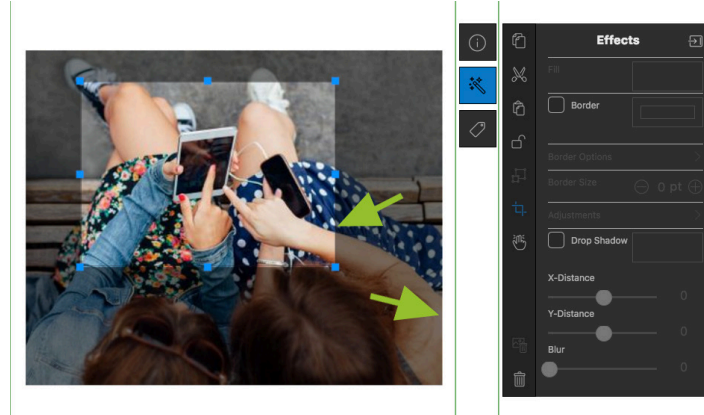


If you're happy with your repositioned and resized image, go ahead and click the crop icon again or click anywhere else on the page to get out of your contextual menu.

If you want to resize the actual FRAME, start the same way, but instead of using the handles on the corners of your image, click on the frame (see below) and the handles will appear there to edit as needed.



Notice that when you resize the FRAME, the IMAGE stays the same size allowing for complete freedom in getting just the right crop for your layout without the learning curve of advanced photo editing software!





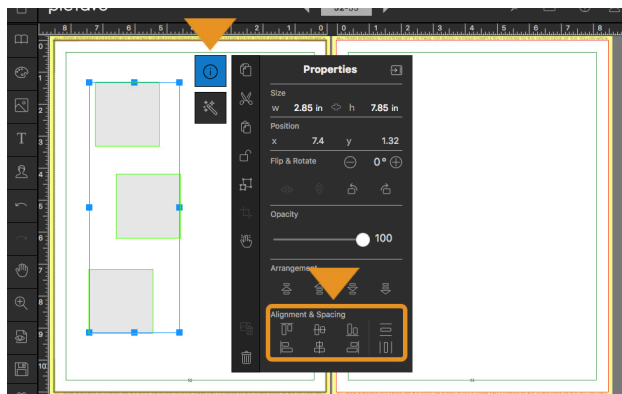
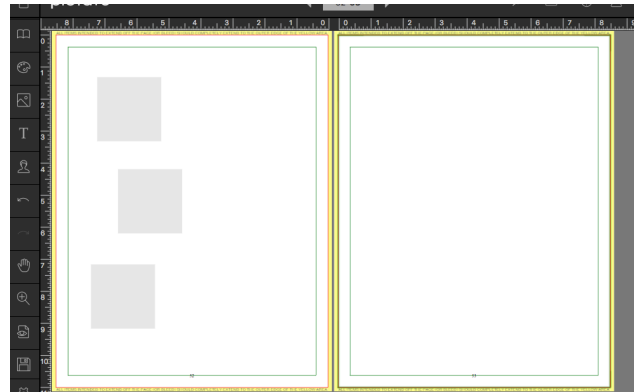
# ALIGN & DISTRIBUTION TOOLS

# ALIGN & DISTRIBUTION

The tools to align and distribute items on your page might be the secret design weapon you don't even realize you have. Need to line a few items up but struggling with rulers, smart guides or a grid? Simple solution: use the ALIGNMENT TOOL.

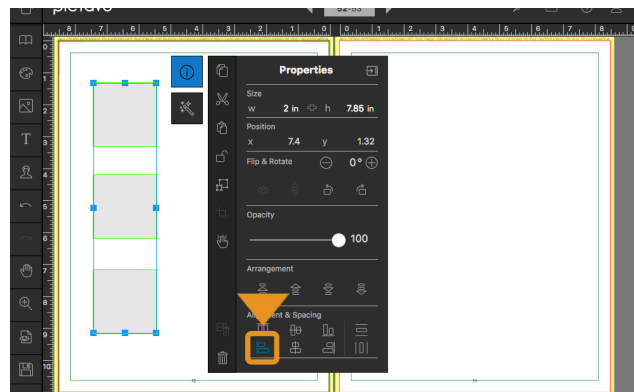
## USING ALIGNMENT AND SPACING TOOLS

Let's say we want the three boxes in the following graphic to be aligned with each other according to their left sides.

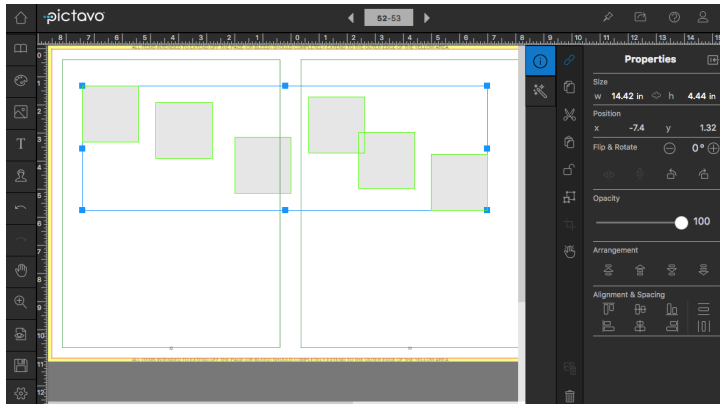


Select all the items you'd like to align, go into the PROPERTIES menu and choose what alignment option you'd like. Align to top, center on one another vertically, align to bottom, align to left, center on one another horizontally, align to right.

In this instance, we chose align to left and all three boxes aligned their left sides.

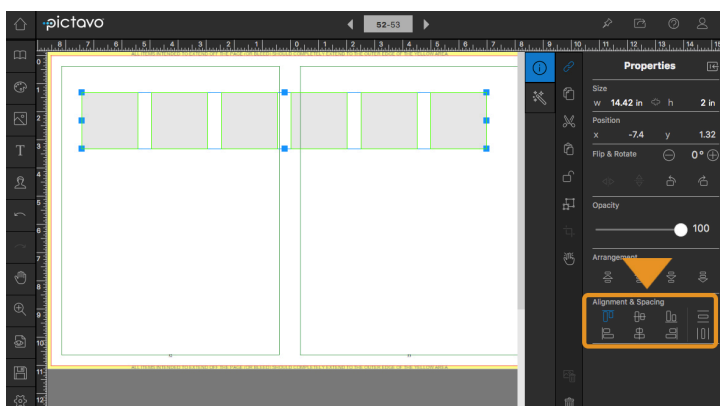
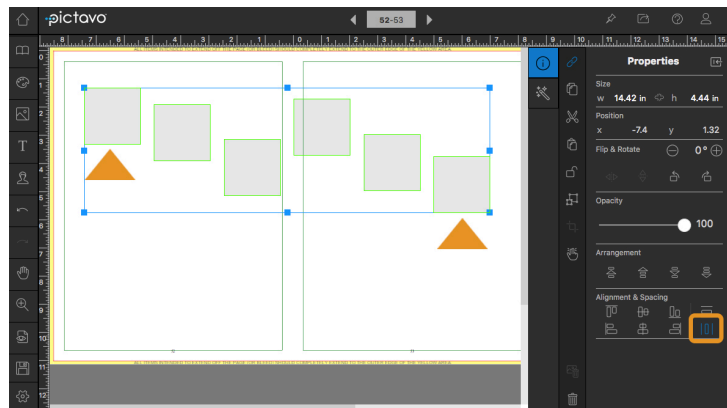






In the case of wishing to equally space items on a layout, we'd want to use the DISTRIBUTION or SPACING tools. In the graphic below, the boxes are randomly placed, not lined up, not spaced equally. Either drag and select all of the items or select a group by using the shift key or the multi-item select tool.

The SPACING tool looks at what items are selected and will distribute everything evenly between the left-most item and right-most item when using the horizontal spacing tool (selected in photo on right).



Now that items have even space between them, using the ALIGN tool again will line things up. Perfectly spaced, perfectly aligned design elements!

·pictavo | *dsp*  
YEARBOOKS

# GROUP & UNGROUP

# GROUP & UNGROUP

When laying out yearbook pages, it's common to end up with so many elements on your page that it's difficult to effectively select and move items. This is when the GROUP tool comes in handy!

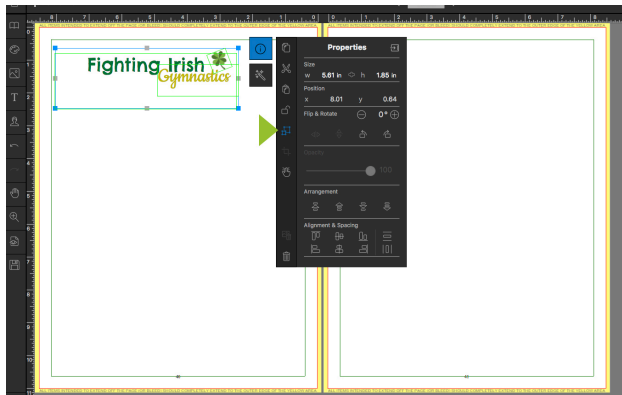
What do GROUP and UNGROUP do?

When there are two or more elements in your layout that you would like to GROUP or 'stick together' so they behave as one element, we use the GROUP tool.

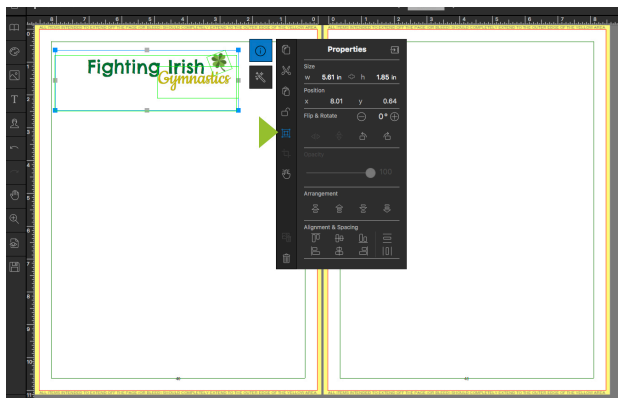
If there are elements that have been grouped that now need editing or replacing, simply UNGROUP to make the elements behave separately again. For instance, if we've created a headline for our page using two text boxes and an accent like this:



It's a good idea to group the three elements so we can move the heading as needed while we finish designing our layout. We can do this by selecting the three items by dragging to select multiple items, using the shift key to select multiple items or using the multi-select touch tool. You'll notice that Pictavo shows the bounding box for each item within the larger box that shows the selection.



The GROUP tool looks like two boxes offset from one another (see image above).



When items are grouped and then selected on the page, the group icon will change and this will be your indication that you have selected an item(s) that are part of a group.

To ungroup items, simply click or touch the icon which will change back to the icon that indicates items are not grouped



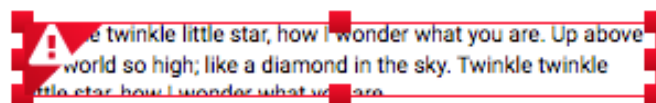
# WARNING FRAMES EXPLAINED

# WARNING FRAMES EXPLAINED

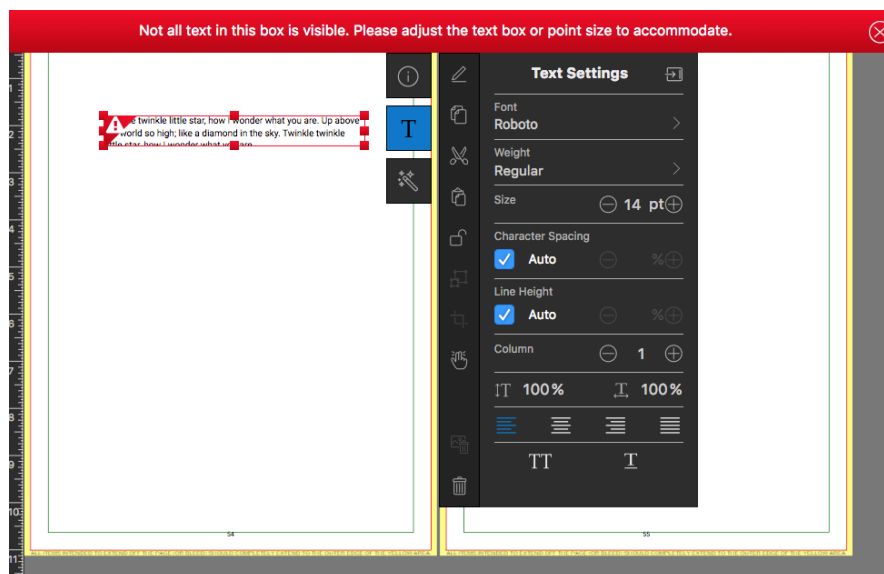
While designing pages, you may see Pictavo's WARNING FRAMES appear on certain design elements. This article briefly explains what these warnings look like and what they mean.

## OVERSET TEXT WARNING

When a text box contains too much copy, an OVERSET TEXT warning frame will appear.



Clicking on the warning icon (! in triangle in the upper left corner) will show the full warning across the top of the page design pane.



How to fix this issue:

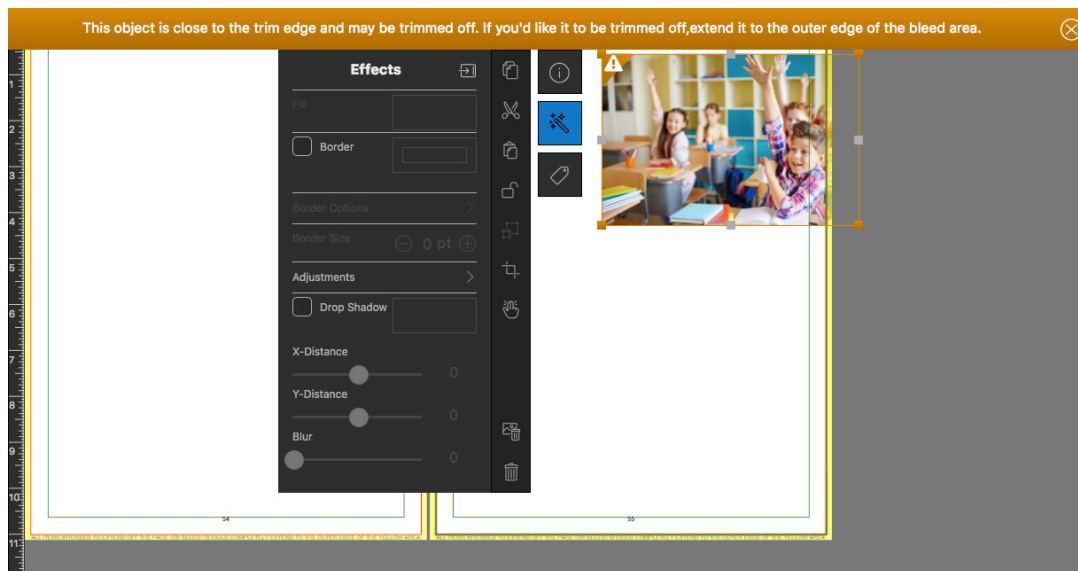
By expanding your text box to make room for all the copy contained in the box, the issue will be resolved and the warning will disappear.

# TRIM EDGE WARNING

When you've moved a design element too close to the TRIM EDGE (the edge of your page), Pictavo will alert you with a warning.



Again, by clicking the warning icon (! in triangle in the upper left corner), Pictavo will give a more thorough explanation across the top of the page design area.

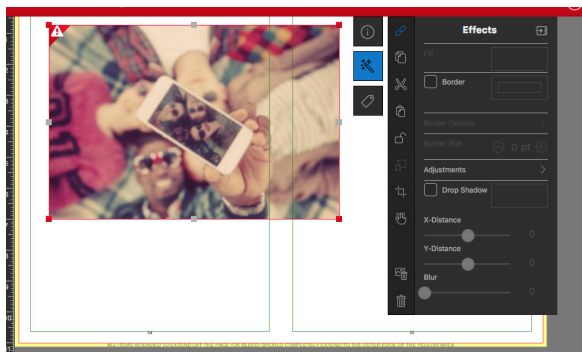
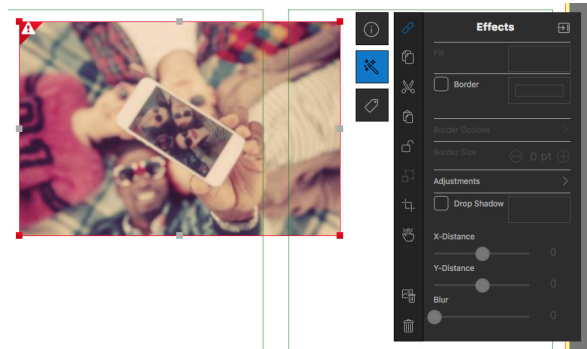


How to fix this issue:

By moving the element away from the page edge, the issue will be resolved and the warning frame will disappear. \*\* It is possible that having an element close to your page edge or even extending off the page is part of your intended design. If this is the case, leave the element where it is and disregard the warning frame.

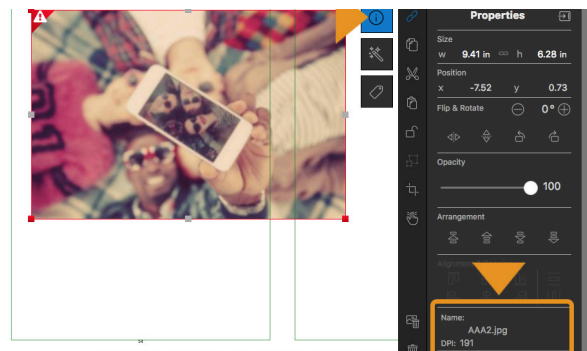
# IMAGE RESOLUTION WARNING

When a photo or design element does not meet Pictavo's print resolution standard, a RESOLUTION WARNING will appear. A low resolution image can occur by uploading a low quality image (a small file from a mobile device or a web image) or by resizing a high resolution element to a size too large to maintain an acceptable print quality level. When print resolution falls below 200 DPI, Pictavo will warn users with a red warning frame.



As previously mentioned, clicking on the warning icon (! in triangle in the upper left corner) will give more information regarding the warning.

If you'd like even more information regarding the element with the resolution warning, click the PROPERTIES icon (the **i** in a circle). Notice in the lowest portion of the contextual menu, both the file name and image resolution will be shown giving you more insight on the quality of your photo or design element.



How to fix this issue:

If the resolution warning frame appeared after resizing a design element or photo (stretching it larger), decrease the amount you've resized the element until the warning disappears.

If the resolution warning frame appeared when you placed a photo in a photo box or dragged a photo onto your page, this means the image uploaded was of low quality to begin with. If the image had been previously resized in a photo editing software, going back to the original image and NOT compressing the quality as much could be an option. If the photo uploaded is the only version of that specific photo you have, your only options may be to either a) approve low resolution images on your pages and accept the quality they'll print at or b) re-take the photo in question if that's an option.

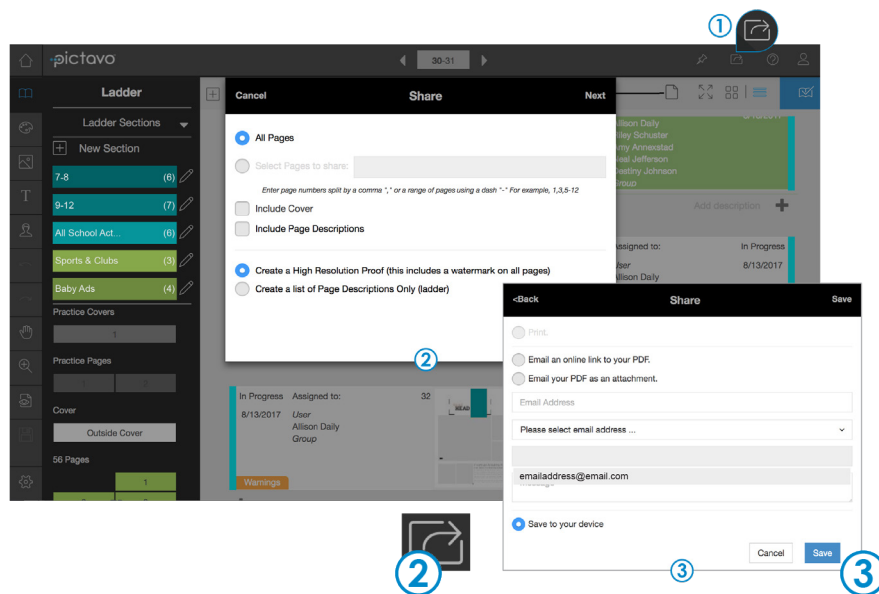


# BOOK PROOFING TIPS



# BOOK PROOFING TIPS

## SHARING PAGES • PRINTING PAGES • CREATING A PDF



### SHARING PAGES

Use the Share button (accessible from the Ladder, Cover or Page Designer) to generate the most current version of your book. Proof your yearbook throughout the design process and again before submitting your book.

### PRINTING PAGES

From the Share Menu, select which parts of the book to include in your proof. You may choose all pages or specify a particular page range.

### CREATING A PDF

Now it's time to generate and share your proof. Options include: print, email a link to the PDF, email the PDF as an attachment, or save the PDF to your device.

### COMMON THINGS TO PROOF FOR

- Make sure each student and faculty member is shown in the portrait flow, shown only once, and their name is spelled correctly.
- Check that names and photos in the portrait flow are not covered by other objects and are easy to read against the page background.
- Common misspellings include your school name, and the words: principal, sophomore, and Dr. Seuss.
- Check the Table of Contents for accuracy.
- Avoid page numbers overlapping text/images.
- Check for spelling and punctuation accuracy.

# NOTES

# NOTES



4080 W. New Haven Ave., Melbourne, FL 32904 • 321-952-9876  
yearbooks@dsp-photo.com • www.dsp-photo.com