

PROOFING YOUR YEARBOOK

Detailed instructions to help you proof
your yearbook before submitting.

PROOFING CHECKLIST

Check for Unassigned Portraits

(Click [here](#) to learn how to do this)

Review to ensure important elements are within safety margins and items that should bleed extend completely into yellow bleed area

(Click [here](#) to learn how to do this)

Check for Spelling Errors

(Click [here](#) to learn how to do this)

Review for Overlapping Elements

(Click [here](#) to learn how to do this)

Review Warning Alerts | Including overset text, trim edge, image resolution and unflowed portraits

(Click [here](#) to learn how to do this)

Run PDF proof of your yearbook after all changes/correction have been made and proof again

(Click [here](#) to learn how to do this)

Approve complete pages

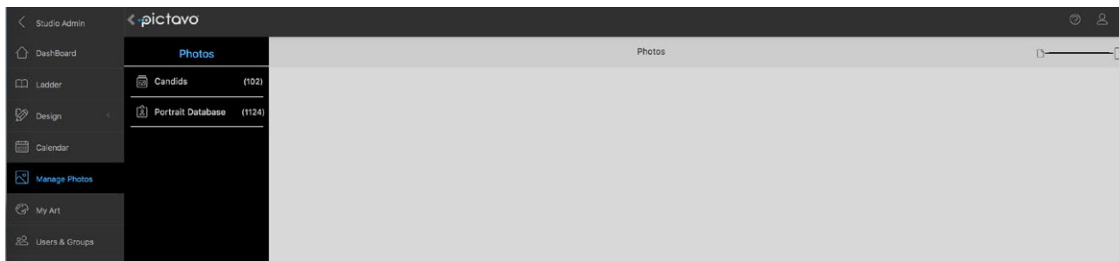
(Click [here](#) to learn how to do this)



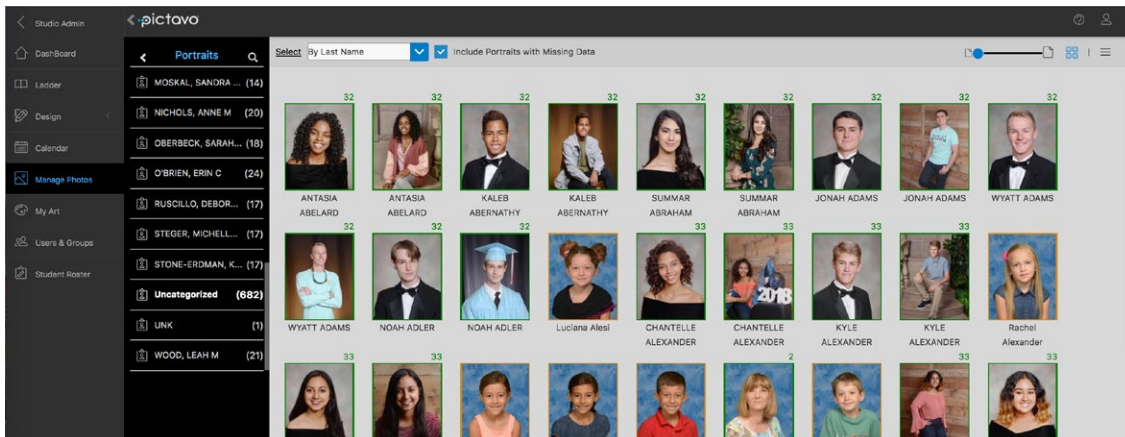
YEARBOOK PROOFING TIPS

UNASSIGNED PORTRAITS

Make sure that all students are assigned to their appropriate grade/homeroom and have been flowed onto a portrait page. To do this you will need to navigate to the portrait database, from the Dashboard click on Manage Photos/Portraits.



You may have more than one folder with unassigned portraits. Check for categories/folders named things like: “NO HR”, “UNK”, “uncategorized” or “not assigned”. When you find portraits in these folders you will want to select them and move them to their appropriate grade, homeroom, or faculty/staff folder. If they are no longer at the school, you should move them to a “do not photo” or a duplicate portrait folder. You can make a new “grade” or “homeroom” and categorize them as such, this way there is no confusion as to why they are not on a flowed portrait page.



You can create a new folder by typing the desired folder name in the homeroom field and clicking okay. It will now appear in the dropdown, allowing you to move other portraits into it. This will identify them as someone who is not supposed to be on a page and avoids future confusion.

Tip: Unflowed portraits will have an orange outline around them. Flowed portraits will have a green outline and a page number which is associated with the page number the portrait can be found on.

You will also want to make sure that all of your homerooms have been flowed onto a page as well to ensure that no classroom has been left out of the yearbook.

BLEEDS • MARGINS • SPELL CHECK

Make sure that all items intended to go off the page are extended to the outer edge of the bleed area (yellow highlighted area). Keep items that you do not want trimmed well inside of the red outline (cut line). Any important items, such as faces and other focal points of a photo and text should always fall within the margins (the thin green line). **Don't forget to 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.**



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.

MICKFLAVEN TAKES THE PLUNGE

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.

OVERLAPPING ELEMENTS

Overlapping elements in many cases are candid images, accents, or portraits that end up on top or below other elements. In some instances, you will have intentionally overlapped elements, however sometimes this happens by accident and the result can be disastrous. Watch out for candid images and accents that might be partially or completely covering portrait images or text.



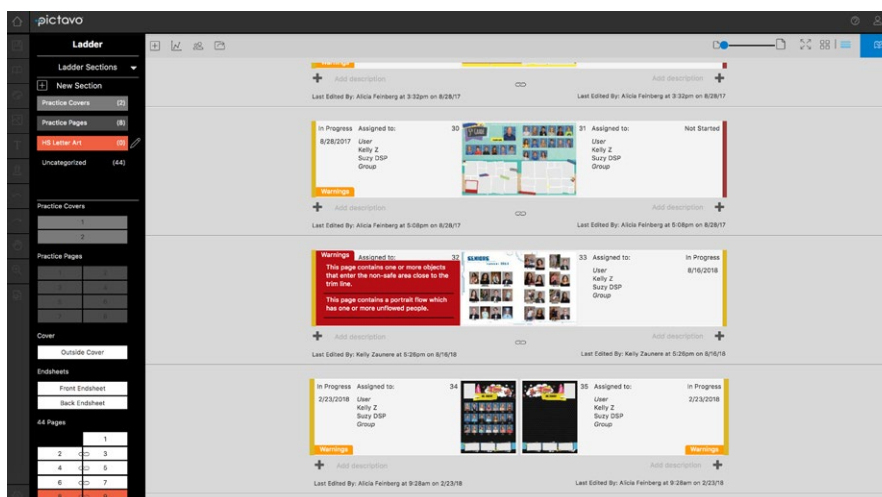
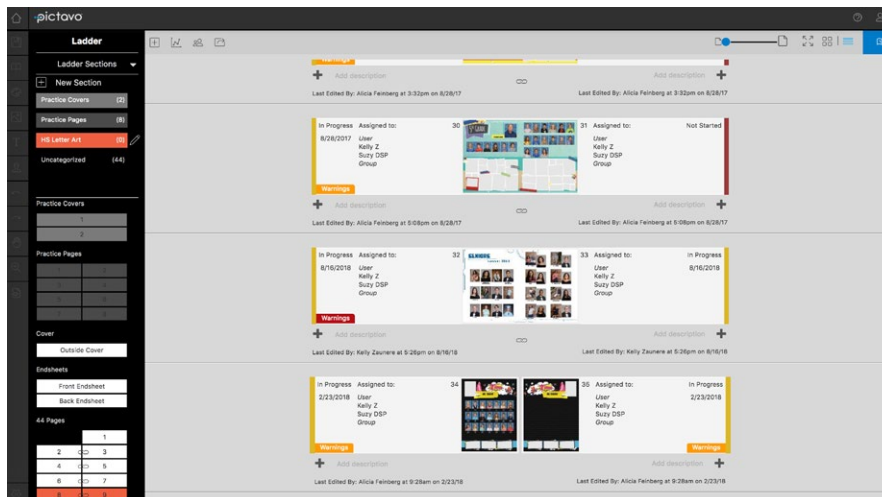
In this example, you can see that the school house accent graphic is overlapping a student's portrait and their name. You will want to either scale the graphic, move, or delete it completely in order to fix the problem.

In this instance, the names aren't completely covered by the candid images, however they are too close together. With the white text and the white border around the images, these names will be very difficult to read. To fix the problem in this case, you will want to scale the height of the candid images so that your images aren't so close to the portrait names.



WARNING ALERTS

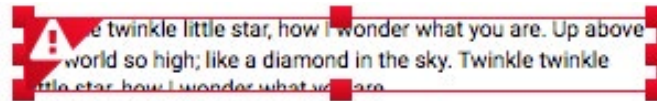
While designing pages, you may see Pictavo's **WARNING FRAMES** appear on certain design elements. You will also see these warnings in the ladder view (see below). The following pages will show you what these warnings look like and briefly explain what they mean.



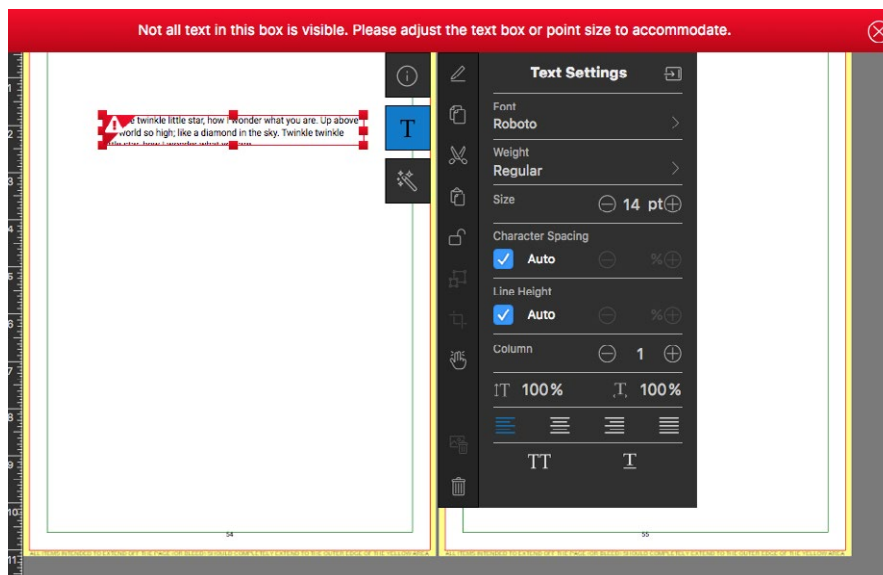
OVERSET TEXT WARNING

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.

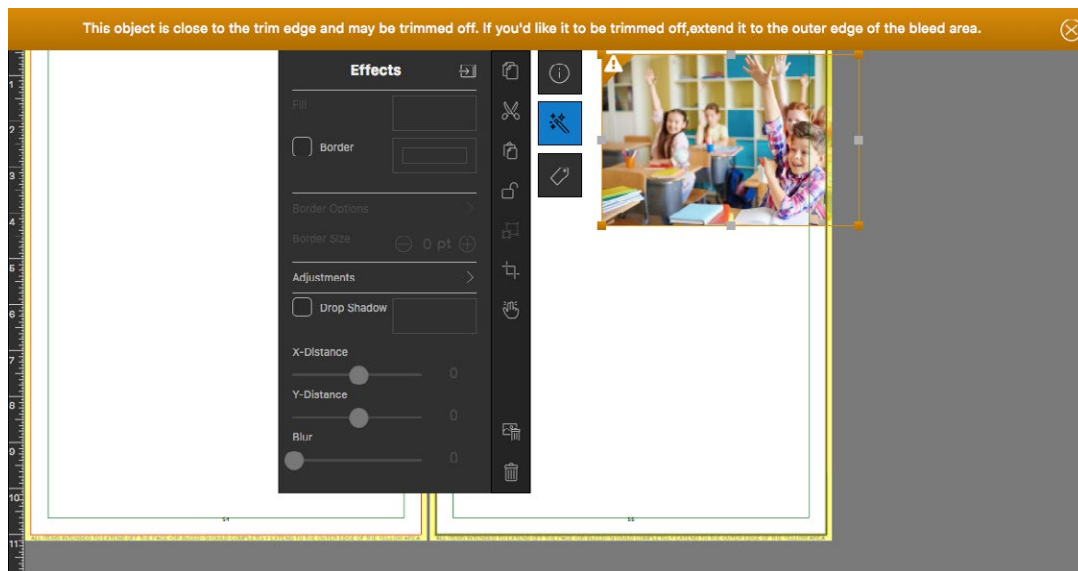
TRIM EDGE WARNING

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.



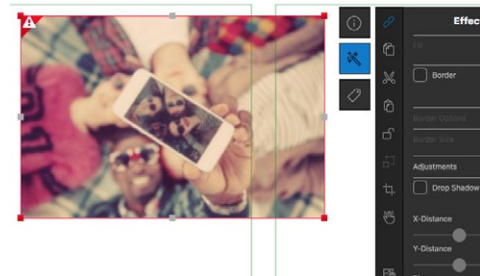
How to fix this issue:

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

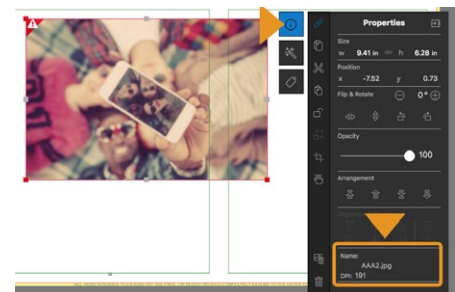
IMAGE RESOLUTION WARNING

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.

For more details regarding the element with the resolution warning, click the PROPERTIES icon (the **i** in a circle). At the bottom of the properties 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 options are a) approve low resolution images on your pages and accept the quality they'll print at or b) replace the photo in question with a better quality image.

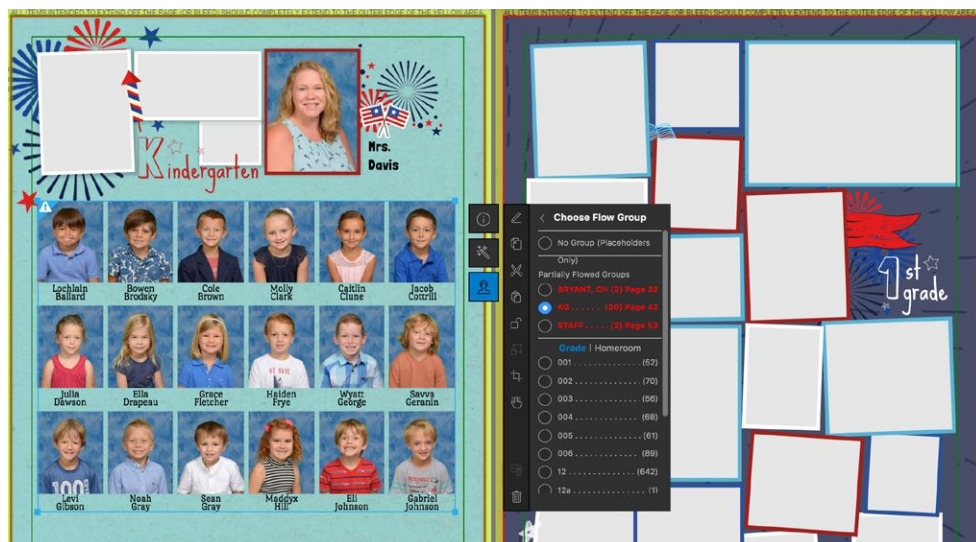
UNFLOWED PORTRAITS

UNFLOWED PEOPLE WARNING

You may see an error that says “This page contains a portrait flow which has one or more unflowed people.” If you see this error, it’s likely that a student’s portrait got knocked off the grid. Usually it’s that your grid is not large enough for the amount of students that are in the flow group.



You can also see this alert when you are on a specific page if there are students that need to be flowed. This alert can be found when selecting on the portrait grid, and clicking the portrait button. Please be aware that the frame surrounding the portraits might not show up in red or yellow as they might for a low resolution candid for example. You might also see other homerooms highlighted in red indicating that there are multiple classroom grids that need to be adjusted to accommodate the amount of portraits.



How to fix this issue:

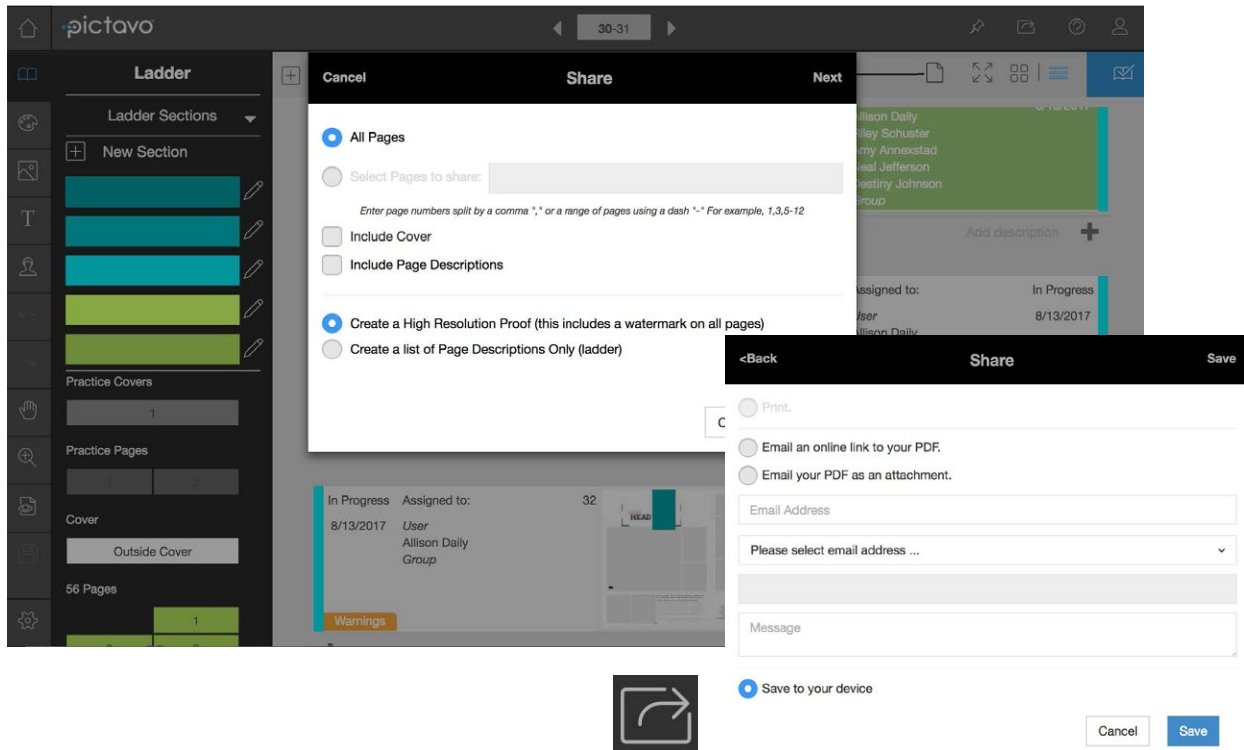
Navigate to the portrait page(s) in questions and modify the portrait grid layout to accommodate the unflowed people.



**DOWNLOAD
HIGH-RES
PDF PROOF**

DOWNLOADING A PDF

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.

FINAL REVIEW:

Generate a High Res PDF for the final proofing of your yearbook. The PDF proof is a true representation of how your book will look when printed. If you find any discrepancies between your PDF and how the pages appear on screen please contact DSP Yearbooks or Pictavo Support for assistance.



APPROVING AND SUBMITTING

READY FOR APPROVAL

MARKING PAGES AS READY FOR APPROVAL

If you have a yearbook class and have students working on each page, you may want to have your students' mark their pages as ready for approval.

Marking pages Ready for Approval happens in the ladder, select the pages that you would like to mark as ready for approval. Then click the Checkmark icon in the tool bar (the Ready for Approval Icon).



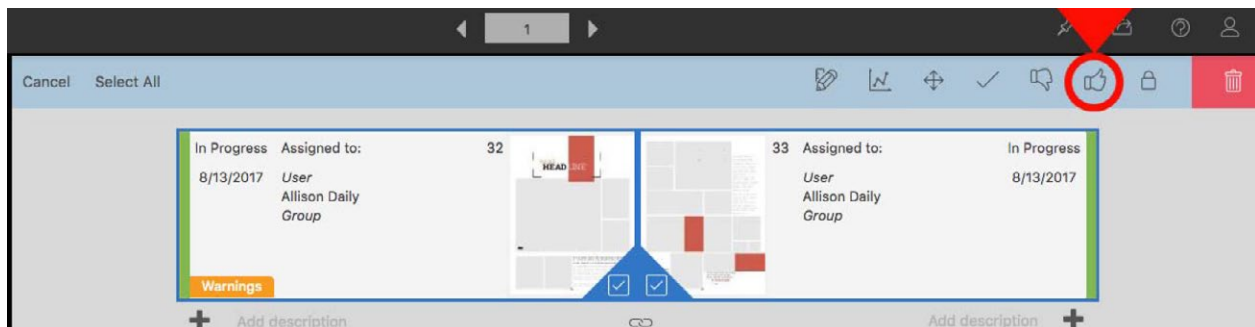
Once you have marked a page or spread Ready for Approval, you will get a pop-up window warning you that you cannot undo the action. Once you have clicked 'yes' your page will have the new status of Ready for Approval (green bars) and your Admin now knows to check over these pages.



APPROVING PAGES

Approving pages is the last step before submitting a book. Only the project Admin can approve pages.

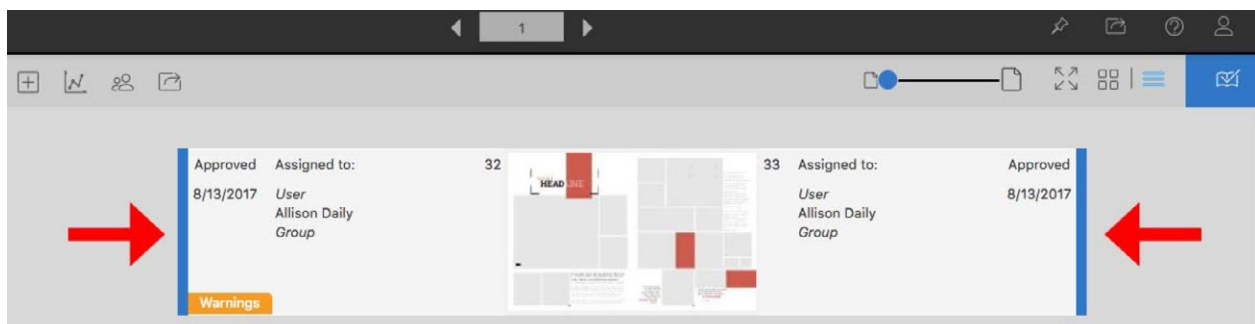
Marking pages Approved happens in the ladder. Select the pages that you would like to mark as Approved, then click the Thumbs Up Icon in the tool bar (the Approved Icon).



Once you have marked a page or spread Approved, you will get a pop-up window confirming what pages have been approved. Once you have clicked 'yes' your page will have the new status of Approved (blue bars). Once your entire book is approved, you will be ready for submission.



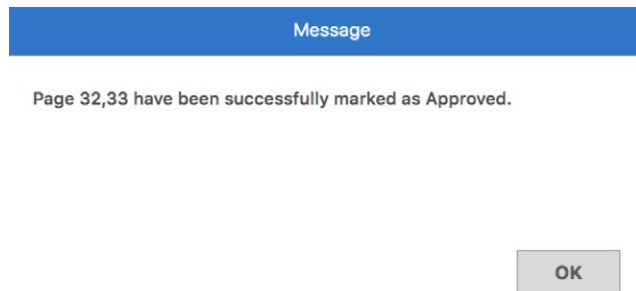
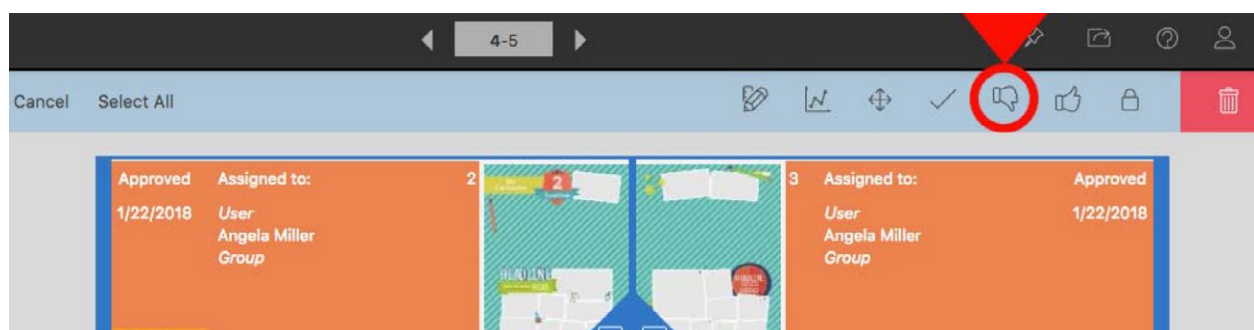
Page 32,33 have been successfully marked as Approved.



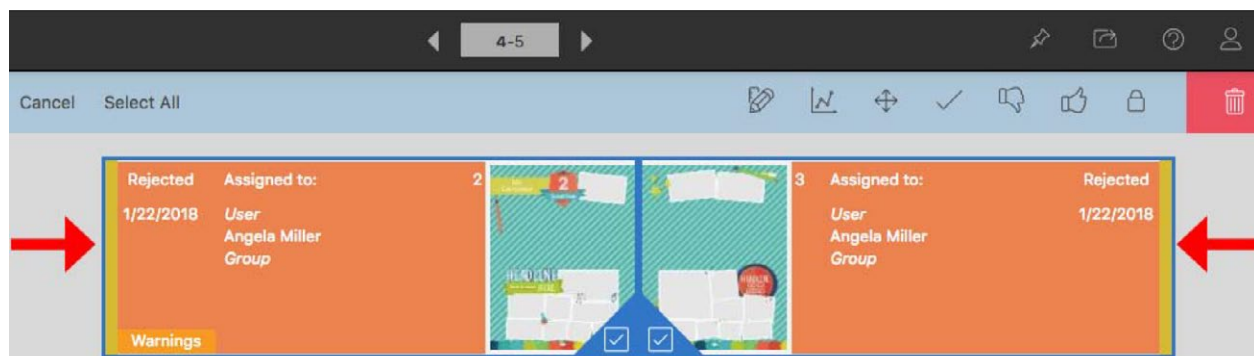
EDITING APPROVED PAGES

As the Admin, you can change the status of any page, any time prior to submitting your book for publishing.

We all make mistakes and sometimes, even after a page has been proofed five times, there might still be a correction that needs to be made. All page status changes happen in the Ladder. Your pages will have a status of Approved (blue bars). Select the pages that changes need to be made on. Then hit the Reject (thumbs down icon).



Pictavo will confirm the selected pages have been marked as Rejected. The status indicator will now show that these pages have been Rejected (Dark yellow indicator), which means edits can be made.

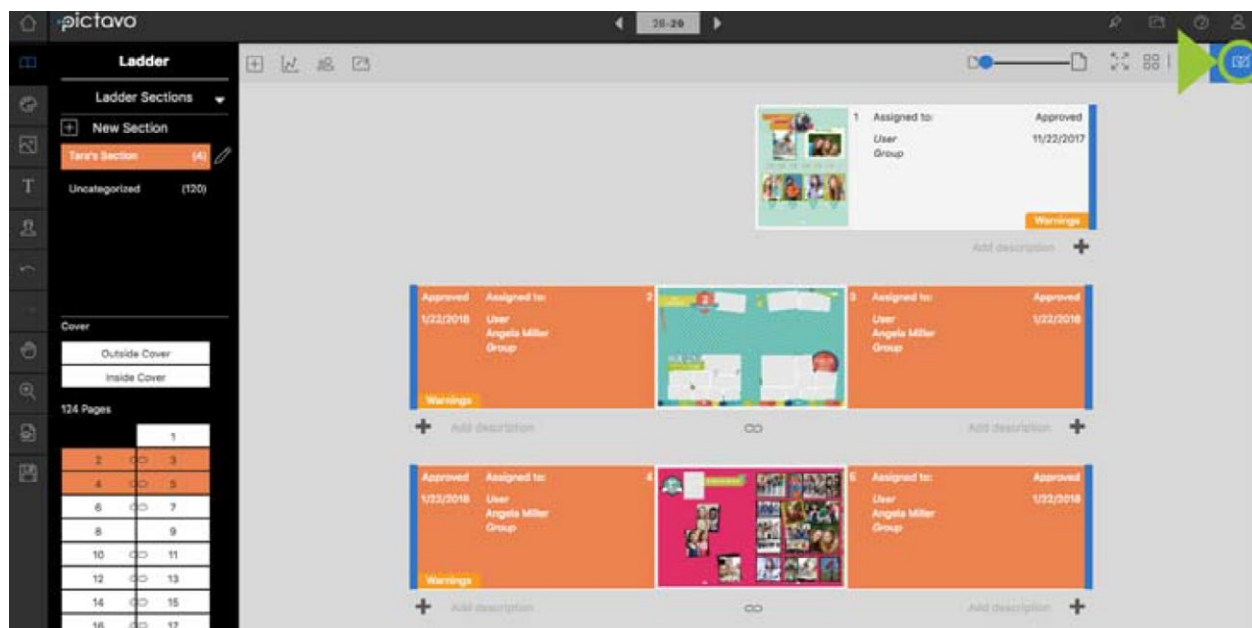


Once edits are made and pages are proofed, you can, once again, mark the pages Ready for Approval or Approved.

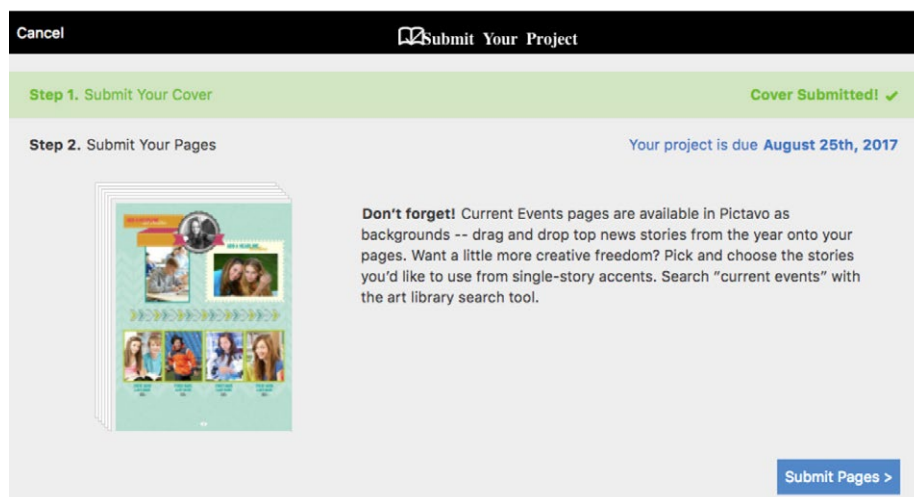
SUBMITTING YOUR BOOK

In order to submit your pages for publishing, the cover and all pages must be approved. Not sure if your pages have been approved? Check the ladder. The bar down the side of your page thumbnails will be blue if they are approved.

Once all of your pages have the approved status, click on the Submit button (see where the green arrow is pointing in sample image below).



If your cover has already been submitted (necessary before page submission) and all of your pages have been approved (blue), you will see an active Submit Pages.



SUBMITTING YOUR BOOK

The submission process is actually a long scrolling 'form' that will need to be filled out completely before officially submitting. The Following series of screenshots will walk you through the details that need to be verified during the submission.

First you will be asked to verify your book quantity. You can change your book quantity only if you have not previously submitted a custom cover and confirmed final numbers. If you need to make changes please contact DSP Yearbooks prior to submitting. Please be aware that changing the number of books ordered can affect your final book price.

Take a look at page count, print color, quantity, book dimensions, and binding type. If there are discrepancies here please contact us prior to submitting, as these cannot be changed by you in this window.

Book Quantity

100 Changing the quantity of books ordered may affect your final book price. Contact your Yearbook Provider with questions regarding book quantity changes.

Page Count & Project Specifications

Pages Submitted: 124 **Binding Type:** Soft Perfect-Bound **Print Color:** Full Color Black/White

Original Page Count: 124 **Book Dimensions:** 8.5 in. x 11 in.

The Portrait Flow Verification will show any portraits that have been uploaded into Pictavo but have not been flowed onto a page. Please look at this list carefully. If you see someone that should be flowed and hasn't been, scroll to the bottom of the form and choose cancel to back out of the submission process. Note: you may have faculty/staff that were placed as candids that will appear on this list, as well as people intentionally moved out of flows.

Portrait Flow Verification

The following people have been uploaded to your portrait database but have not been flowed in your book. If you need to edit your portrait flows, click Cancel at the bottom of this screen to end the submission process and return to your project.

First Name	Last Name	File Name	Title	Grade	Homeroom	Role
Sharon	Adams	1Q02394.jpg		11	Student Council	Student
Albert	Adkins	1Q02645.jpg		12	Student Council	Student
Beatrice	Adkins	1Q21138.jpg		12	Student Council	Student
Joanna	Adkins	1Q02073.jpg		10		Student
Nicole	Allen	1Q02072.jpg		10		Student
Debra	Alvarado	1Q02132.jpg		10		Student
Donald	Arnold	1Q02360.jpg		11		Student
Ben	Austin	1Q02315.jpg		11		Student
Delores	Austin	1Q21148.jpg		12		Student
Gertrude	Bailey	1Q02179.jpg		10		Student

First Previous **1** 2 3 4 5 ... 38 Next Last

Export List as an Excel spreadsheet. [Export](#)

SUBMITTING YOUR BOOK

The Personalized Cover area will reflect the personalization option that was chosen when your cover was submitted (this is based on your yearbook agreement).

If there are discrepancies here, contact your yearbook provider as these details cannot be changed by you in this window.

Personalized Covers (additional charges may apply)

None

Option 1 - Student's Names Printed On Cover (Requires Additional Production Time)

Black White Green
 Yellow Red Blue

Option 2 - Student's Photo And Name Printed On Cover (Requires Additional Production Time)

Black White Green
 Yellow Red Blue

Option 3 - Student's Names Printed in Gold, Silver, Black or Red Foil

Gold Foil Silver Foil Black Foil Red Foil

Option 4 - Student's Names and Icons Printed in Gold, Silver, Black or Red Foil

Gold Foil Silver Foil Black Foil Red Foil

Option 5 - Engraved Student Name on a Gold or Silver Name Plate

Gold Nameplate Silver Nameplate

Please describe where to place names on the cover:
Data for personalized covers must be submitted to your yearbook provider separately.

Upper Right

SUBMITTING YOUR BOOK

If you would like to add autograph pages to your book, check the box and then specify which style and position. DSP Yearbook schools have the option to add a 4 page insert at no additional charge. Please contact us for details.

Autograph Pages (additional charges may apply)

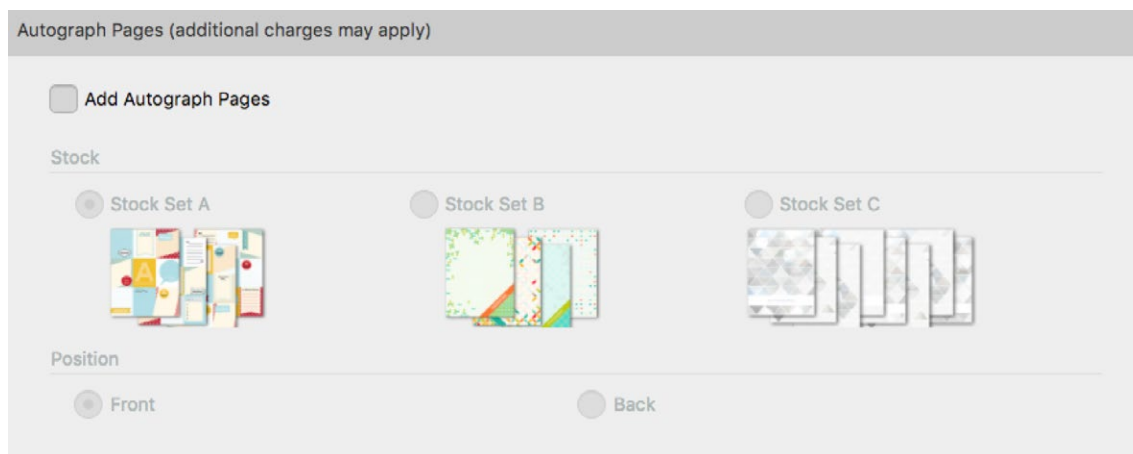
Add Autograph Pages

Stock

Stock Set A Stock Set B Stock Set C

Position

Front Back



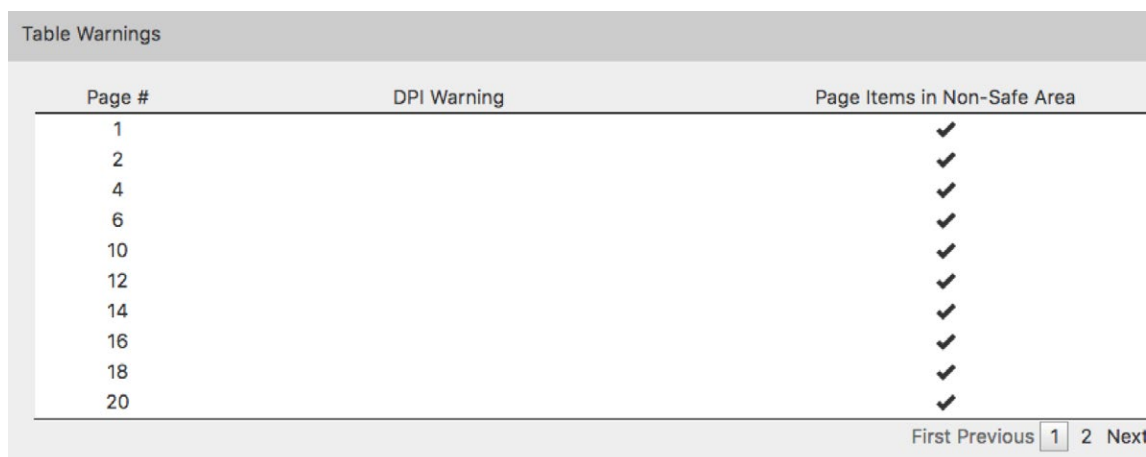
Next, review any page warnings that you have in your book. If there are any warnings that you weren't already aware of and you would like to review more closely, scroll down to the bottom of the form and cancel out of the submission process.

Reviewing this list and continuing the submission process, you are confirming that you acknowledge these warnings and would like to print the book as it is.

Table Warnings

Page #	DPI Warning	Page Items in Non-Safe Area
1		✓
2		✓
4		✓
6		✓
10		✓
12		✓
14		✓
16		✓
18		✓
20		✓

First Previous **1** 2 Next



SUBMITTING YOUR BOOK

Please read the Final Page Submission section carefully, enter the shipping address, the last day of school (use the calendar selection), and check the box at the bottom that indicates you agree to the terms and conditions. Select Submit Pages. This will submit your pages for publishing.

Final Page Submission

All pages have been proofed and are now ready for final submission.

We, the publisher, reserve the right to correct any errors up to \$100.00 without prior approval. By submitting these pages, I understand that my book is final and I am no longer able to make any changes without re-submitting. This means my book will begin the production process and any re-submission of pages may result in extra charges and additional production time.

Copyright Information

We, the publisher, reserve the right to refuse to print any materials provided for any reason, including but not limited to, materials determined by us, at our discretion, to be offensive, illegal, or in violation of any copyright or other proprietary rights. By submitting this order, and providing photos, trademarks, tradenames, images or other content to us, you are representing that you have the right to have the order printed, with the inclusion of the content supplied, and that our printing of the order, and the user of the content, will not infringe the intellectual property right of any third party. You will defend, indemnify and hold us harmless from any claims, costs, losses or liability (including reasonable attorneys fees and expenses) arising out of, or related to the content or the production of the order as directed by you.

I have read and agree to the terms as outlined by my yearbook publisher. Cancellation fees for projects cancelled after job has been processed will be dependent on the amount of work done. I acknowledge that all of the above information is complete and correct.

Shipping Address for books

Name:

Address (No PO Boxes):

City:

State / Province:

Zip / Postal Code:

Last Day of School:



Please make sure that you download and store any candids or portraits that you would like to keep for future use. Those images will not be available in Pictavo after you receive your printed books.

I, Tara Bjerke, agree and accept the terms and conditions of this agreement.

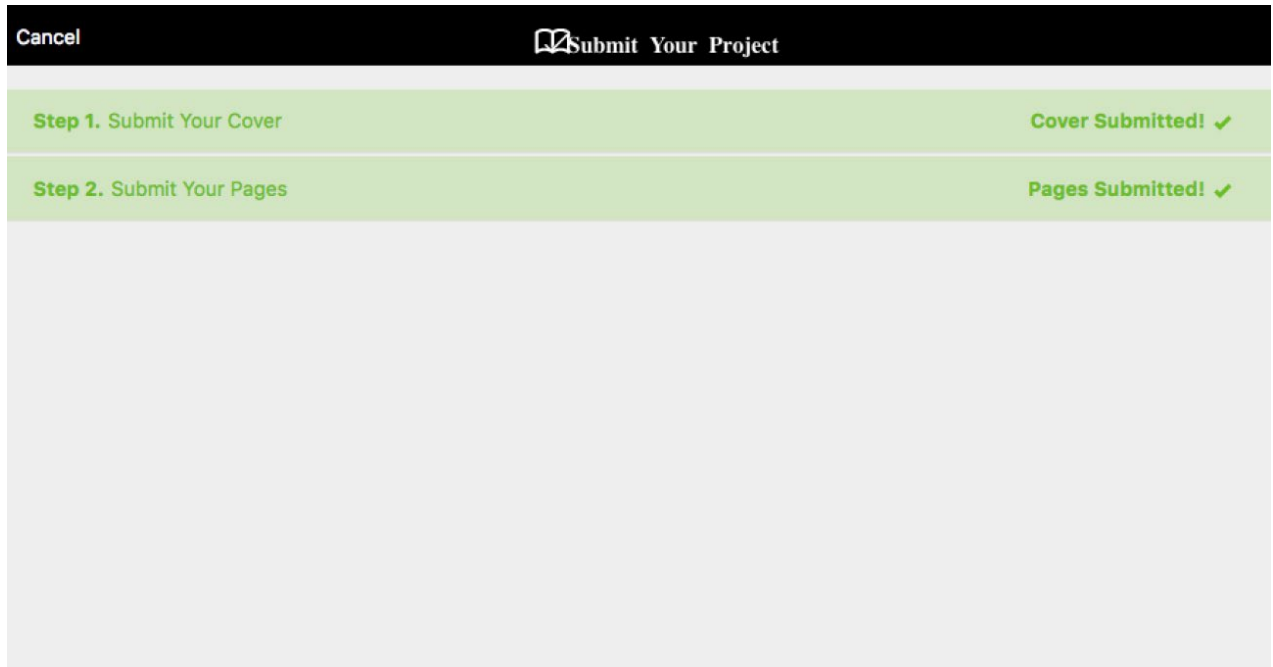
Cancel

Submit Pages

SUBMITTING YOUR BOOK

When you see two green check marks, both your cover and pages have been submitted successfully.

If you have any questions or notice anything that needs to be changed after submitting your cover or pages, please contact your yearbook provider.



CONGRATS!

You have completed the final step for publishing your book!