

CD Yearbook Builder
User Guide and Manual

Digital Supplement
to the Printed Yearbook

www.yearbookinteractive.com or call 1-877-463-6924

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1. YEARBOOK BUILDER 2.5—GETTING STARTED

The *Yearbook Builder™* makes building professional-looking CD yearbooks easier than ever before. Those who view the final CD-ROM product and experience the multimedia presentation of your school highlights will scarcely believe that the yearbook was created by students.

That is the whole idea behind *Yearbook Interactive* – to provide you with the technology that allows student teams to produce a dynamic, multi-dimensional publication at a professional-quality level. The system teaches them important skills in digital/graphic technology, while giving them the satisfaction of seeing the positive results almost immediately.

1.0. What’s New in Yearbook Builder 2.5?

If you have used a previous version of the Yearbook Builder software (or Yearbook Authoring Software), you will notice below a number of new features and enhancements in our latest version—Yearbook Builder 2.5.

- New and improved *Class Portrait* section (formerly *People* section) with an integrated Photo Importer/Organizer
- A variety of *Themes* from which to choose that gives your yearbook its own personality and provides a consistent look throughout
- An increased number of *Layouts* and *Backgrounds* from which to choose
- Photo resizing and “cropping”
- Electronic signing of yearbooks, one-click emailing, and access to student Websites
- Improved user interface
- Ability to Import Pages from other yearbook projects allowing for many students to create pages at the same time.
- Significantly faster compiling (up to 400% increase)
- Larger screen size—800 x 600 pixels
- Faster search for individual students using the “Find People” tool
- Ability to Add, Delete, and Rename an unlimited amount of Categories
- Increased text flexibility
- Enhanced Preview mode
- Improved Navigation including Previous/Next navigation between *Categories*
- Student body names displayed on layout pages for faster identification
- Option to add documents (RTFs) and Web links to pages
- Includes support for MPEG and AVI media
- Ability to lock pages to prevent accidental deletion or corruption

All of these options allow the student teams to exercise their creativity to the greatest extent possible, while allowing the software to do most of the technological detail work for them.

Yearbook Builder is truly the premier product in its class. As you read the overview that follows and begin to deploy the software, don't hesitate to call our Customer Service Department if you have any questions.

Customer Service:

Call Monday through Friday between 7 am ET to 5 pm PT.

Toll-free Phone: **877-463-6924**

1.1. QUICK START INSTRUCTIONS

1.1.1 *CD Setup*

1. Insert CD.
2. *Yearbook Builder Setup* will launch automatically.
3. Click the **Next** button to run *Setup*.
4. When *Setup* is finished, restart computer.
(If Windows '98 Second Edition, run *Setup* again.)

1.1.2 *Getting Started*

1. From the Windows Start menu, select Programs >> Yearbook Builder.
2. Choose **Yearbook Builder 2.5**.

1.1.3 *Starting a New Yearbook*

1. From the **File** menu, choose **New**.
2. The *New Project Setup* dialogue box will appear.

1.1.4 *Selecting a Theme*

1. In the *Yearbook Properties* window, enter *School Name* (e.g. Kennedy High School).
2. Enter *Yearbook Title* (i.e. We are the Champions, The Titans, etc.).
3. Select primary and secondary colors. These colors will be used in the theme navigation. (Note: Only some themes use a secondary color.)
4. Select the *Theme* for the yearbook. The *Theme* is the style and navigation that will be carried throughout the entire book.
5. The *Theme* can be changed at any time by going to the **Properties** menu and selecting **Yearbook**.
6. When finished, click **OK**.

1.1.5 *The Work Area*

1. Your work area should consist of two windows: The *Navigator* window and the *Yearbook* window.
2. The *Navigator window* is split into two panes: The *Yearbook Categories* pane and the *Category Pages* pane. The *Yearbook Categories* pane is pre-populated with a number of *Categories* for your yearbook. Only the *Categories* that are checked will appear in your yearbook. (Note: Checking a *Category* does not automatically insert a *Page*. A *Page* must be added to the *Category* for it to be displayed.
3. The *Yearbook* window is where you will create your yearbook project. It displays the selected *Page Layouts*.

1.1.6 *Adding the First Page*

Before any photos can be placed, text included, or videos attached, a page must be created.

1. Since you must have a main page, the *Main* category has been selected for you.

2. To begin adding elements, go to the **Page** menu and choose **Add**.
3. You will be prompted to select a *Background*.
4. The *Category Backgrounds* are organized by type in the left pane. The *Backgrounds* inside those folders are displayed in the top pane.
5. Select a *Background* and click **OK**.
6. You will then be prompted to choose a *Layout* for the page.
7. Choose a *Page Layout* and click **OK**.

1.1.7 Adding and Changing Page Contents

1. On a *Page Layout*, gray areas represent the places where you may add photos and graphics to the page, while the boxes with text in them represent areas that are available for text.
2. To apply a photo or text to a page, double-click on the designated area.

1.1.8 Insert Photo

1. After double-clicking on a graphic area, click **Browse** to find an image file.
2. The photo can be adjusted by putting the cursor on the *Preview* window and, while holding down the mouse button, moving the photo as desired.
3. The photo can also be enlarged with the *Zoom* slider on the left.
4. When finished, click **OK**.

1.1.9 Text Editor

1. Choose *font*, *size*, *style*, and *color* for the selected text box.
2. Enter text in the *Text Preview* window.
3. The black/white radio buttons at the bottom left are for preview use only (i.e. when using white text choose a black background for previewing only).

1.1.10 Adding Page Properties

1. To *add Properties*, go to the **Properties** menu and select **Page** or click on a *Page Property* icon in your *Yearbook* window.
2. You may add *Properties* by using the **Browse** button to locate the file for each type of *Property*.
 - *Background Audio* files must be .wav files. With most installations, you can find a few pre-loaded background audio files in the following folder on your hard drive: C:\Program Files\ybbuilder\music. You can also add your own.
 - *Audio* files should be in .wav or .mp3 format.
 - *Video* files should be QuickTime (Indeo5 Codec), MPEG, or AVI.
 - *Text* files must be Rich Text Format (rtf).
 - *Web links* can be written in standard browser format (e.g. www.yahoo.com).
3. When finished adding *Properties*, click **OK**.

1.1.11 Creating New Categories

1. In the Navigator window, select the parent Category for the new category.
2. Click on **Add Category** at the bottom of the window.
3. Enter the name of the category in the popup window.
4. When finished, click **OK**.
5. Categories can be reordered by changing the number next to the name of the category in the *Navigator window*.

1.1.12 Creating People Sections (Student Portraits)

The People Sections work differently from the other pages of the yearbook because they contain an alphabetical listing of all the students of a particular class.

1. From the Portraits menu, choose Import Portraits.
2. Browse to the folder on your hard drive that contains the source files for your *Class Portraits* and click **Select**.
3. You will be prompted to do one of the following:
 - a. **Apply Names to Portraits**
 - b. **Import Additional Portraits**
 - c. **Return to Yearbook Window**
4. In the *Name window* enter the student's last name, first name, grade, and other information. You can adjust the framing of the photo by dragging the portrait while holding the mouse button down. When you have finished entering information for a student, click **Save** and the next student portrait will appear.
5. Note: Photos should be .jpg or .bmp format, and ideally 140 x 210 pixels.
6. After entering all students' information, click **Close**.
7. To create the *Page Layout* for a *Portrait Category*, highlight the *Category* (e.g. *Seniors*).
8. Go to the **Portraits** menu, select **Page Layout**.
9. Choose a *Category Background* and click **OK**.
10. In the next window, choose a *Page Layout* and click **OK**.

1.1.13 Preview Your Yearbook

1. To preview pages, go to the **File** menu and choose **Preview**.
2. When finished, click on **Stop**.

1.1.14 Save

1. Saving the yearbook file will save any changes made.
2. From the **File** menu, choose **Save**.

1.1.15 Compile

1. *Compile* prepares the file to be sent to *Yearbook Interactive* to create the finished yearbook CD.
2. To compile a project, choose **Compile** from the **File** menu.

1.1.16 Completed Project

1. Make a backup copy of your yearbook.
2. You will need to send a copy of the compiled yearbook to *Yearbook Interactive* by mail.

To mail your compiled yearbook:

- a. Make an additional copy of the yearbook on either a CD or zip disk.
- b. Mail it in a padded envelope or box to:

**Yearbook Interactive
Attention: Fulfillment
2681 Parleys Way, Suite 101
Salt Lake City, UT 84109**

1.1.17 Technical Support

For technical support call: (877) 463-6924

2. YEARBOOK BUILDER 2.5—USER'S GUIDE

2.0. UNDERSTANDING YOUR YEARBOOK STRUCTURE

Creating a yearbook is simple, especially when you understand how the software is structured. Most of the pages you create in your yearbook will be standard layout pages. These are pages where you display photos of the events, organizations, and candid moments that take place in your school. These standard pages are structured into three hierarchical levels: *Yearbook Level*, *Category Level*, and *Page Level*.

In addition to standard pages, most schools present each member of the student body and faculty in the *Class Portrait* section.

Class Portraits are usually studio photos of each individual organized by grade with their name and other optional information.

Class Portraits are handled differently than standard pages because they are automatically alphabetized and, subsequently, generate the appropriate number of pages based on the number of photos provided.

The following in-depth instructions are organized by

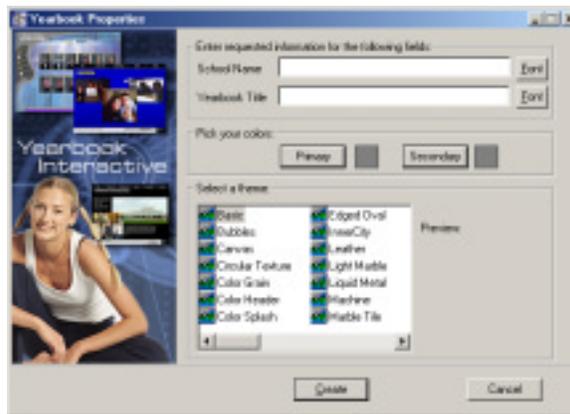
- Yearbook Level Functions
- Category Level Functions
- Page Level Functions
- Class Portraits
- Readyng Your Yearbook for Publication

2.1. YEARBOOK LEVEL FUNCTIONS

Your *School Name*, *Yearbook Title*, *Yearbook Colors*, and *Yearbook Theme* are all *Yearbook Level Properties*. They can be selected and changed only at this level. The following instructions deal with *Yearbook Level* functions.

2.1.1 Starting Your Project

1. From the menu items, select **File >> New** or click on the **CD Book** icon on the left of your toolbar. You should see a screen like the one below.



2.1.2 Name and Title the CD Yearbook

1. Enter your *School Name* (e.g. Pacifica High School).
2. Enter your *Yearbook Title* (e.g. The Best of Times).

2.1.3 Fonts

1. The look of both your *School Name* and your *Yearbook Title* can be customized by clicking on the **Font** button to the right of each of the text boxes. By clicking the **Font** button, the window below should pop up.



2. In this window, you can select from any *font type* found on your computer.
3. Select the *size* of your text. (Tip: Select a font that is large enough—12 pt or greater—to be prominent on your page and small enough to fit in the text box designed for that *Theme*. If the edges of your text are cut off, it's because the font is too large.)

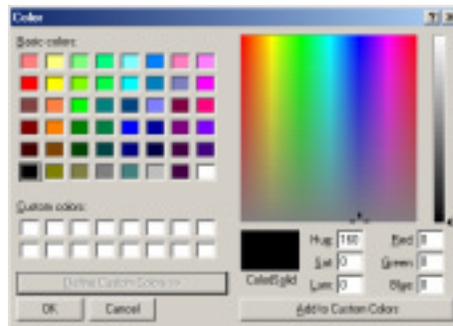
4. Choose your text *color* using the Color Picker or by typing in the *RGB values*.
5. After customizing the fonts, click **OK**.

2.1.4 Theme Definition

1. The *Theme* is usually a colorful frame or border for your electronic yearbook.
2. There are several *Themes* provided for you from which to choose. (You can view or print out thumbnails of the *Themes* from the **Help** menu.)
3. The *Theme* serves two purposes.
 - a. It gives the yearbook personality and creates a consistent graphical look and feel.
 - b. It provides the navigation (buttons and links) for the end-user.
4. *Themes* apply to the entire yearbook. You cannot choose a *Theme* for a single *Page* or *Category*

2.1.5 Choose Theme Colors

1. Many yearbook *Themes* allow you to choose a primary and/or a secondary color. The selection can be school colors or colors simply for artistic purposes. (Note: Not all *Themes* use primary and/or secondary colors.)
2. Pick primary and secondary colors for your chosen *Theme* by clicking on the **Primary** or **Secondary** buttons. The pop up window below will appear.



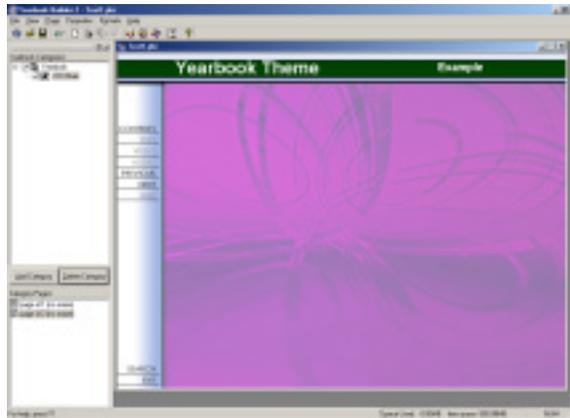
3. A basic color can be selected from those displayed on the *Color Palette*.

To create custom colors:

4. Move the *crosshair pointer* to the desired color in the *Spectrum* window.
5. Slide the *triangle pointer* to the desired *Brightness* level.
6. For advanced users, you may also enter *Hue*, *Saturation*, *Luminance*, and *RGB values* in their respective boxes.
7. When finished, click on the **Add to Custom Colors** button to put the desired color on the *Color Palette*.
8. Select the desired color and click **OK**.

2.1.6 *Select a Theme*

1. Now, select the Theme for the yearbook.
2. Below is an example of a *Theme*.



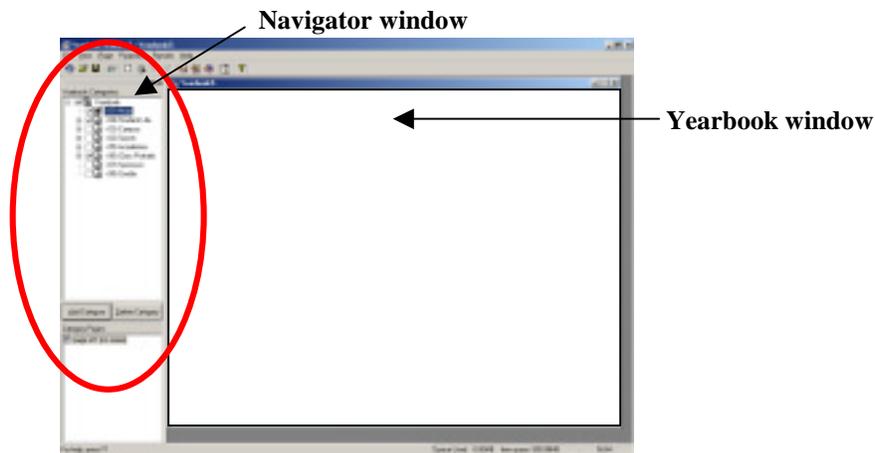
3. The *Theme* can be changed at any time by going to the **Properties** menu and selecting **Yearbook**.
4. Once you have selected your desired *Theme*, click **Create**.
5. You are now ready to start choosing *Categories* and creating *Pages*.

2.2. CATEGORY LEVEL FUNCTIONS

Categories are similar to “chapters” of your yearbook. They are sections that help to organize your yearbook content. *Yearbook Builder* comes with sample *Categories* for you. However, you can create your own *Categories*, change the names of *Categories*, and reorder *Categories*. You can even create *Categories* within other *Categories*. *Backgrounds* are a *Category Level Property*. You can choose or change *Backgrounds* only at the *Category Level*. The following instructions deal with *Category Level* functions.

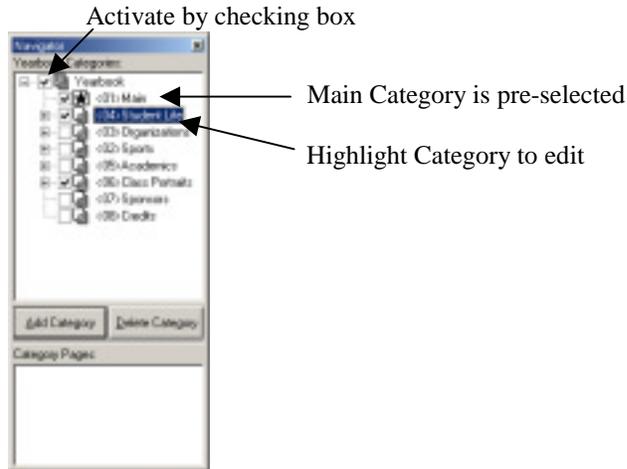
2.2.1 Selecting a Category

1. Once you have selected your *Theme*, your project workspace should display two windows: the *Navigator* window and your *Yearbook* window.



2. The *Navigator* window is the place where you will activate and create *Categories* for your yearbook. (Consider *Categories* to be the “chapters” of your yearbook.) The *Navigator window* is split into two panes: The *Yearbook Categories* pane and the *Category Pages* pane. The *Yearbook Categories* pane is pre-populated with a number of *Categories* for your yearbook.

3. *Categories* will not appear in your yearbook until you do both of the following:
 - a. Activate a *Category* by placing a check in the box next to the *Category*.
 - b. Add a *Page* to that *Category*.

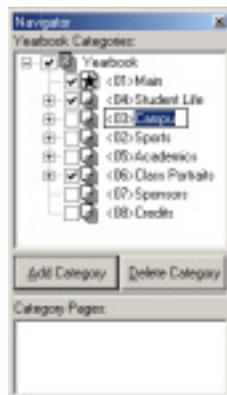


2.2.2 The “Main” Category

1. Whether it be a cover page, a title page, or a home page, every yearbook has to have a place to start. Your CD yearbook requires you to have a *Main Category* and, subsequently, a *Main Page*.
2. This *Category* is distinguished by the *Star* icon in the *Navigator* window and has already been activated for you. (See above graphic.)
3. While the *Category* has been activated, you will still need to add a *Page* in order to have this *Category* appear in your yearbook. (See *Adding Pages*.)
4. You cannot delete or rename this *Category*.

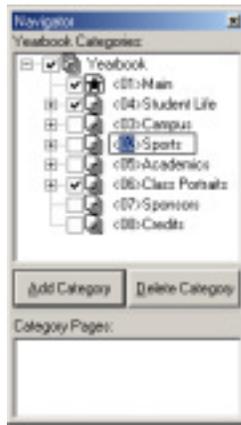
2.2.3 Changing Category Names

1. To edit a *Category* name, simply click on the *Category* name, pause, and click again. The name should be highlighted in navy blue with your cursor blinking at the end. You can now type in the new *Category* name.



2.2.4 Moving and Reordering Categories

1. *Categories* can't be moved from one parent *Category* to the next, but they can be moved within their parent *Category*. (e.g. Jazz Band and Marching Band can be moved within the Bands *Category*, but they cannot be moved to the Yearbook *Category* nor to the Sports *Category*.)
2. Moving *Categories* really amounts to reordering *Categories* within their parent *Category*. *Categories* are actually ordered by a number found in the brackets at the front of the *Category* name (e.g. <02>).
3. Reordering *Categories* follows the same procedure as 2.2.3 *Changing Category Names*. However, once the *Category* name is in the *Edit* mode, you only need to change the number in the brackets.



4. Note: The new *Category* order will not change in the *Navigator* window. It is only displayed in the *Preview* mode and the completed project.

2.2.5 Adding New Categories

1. Highlight the parent *Category* in which you would like to create your new *Category*.
2. Click on the **Add Category** button. This will launch the dialogue box shown below:



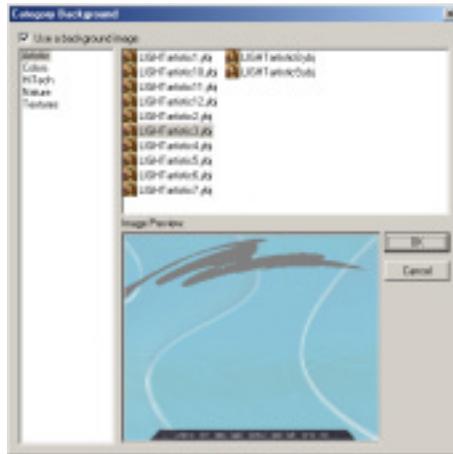
3. Enter the new *Category Name* and click **OK**.

2.2.6 Deleting Categories

1. Highlight the *Category* in the *Navigator* window.
2. Click on the **Delete** button at the bottom of the *Category* portion of the window.

2.2.7 Category Properties: Backgrounds

1. *Backgrounds* are assigned to *Categories*. All *Pages* in a specific *Category* share the same *Background*.
2. To change the background for a specific *Category*, go to the **Properties** menu and choose **Category** or click on the *Background* in your *Yearbook* window. The dialogue box below will appear.



3. *Background types* are in the folders on the left. The *Backgrounds* themselves are listed in the top pane.
4. Select the desired *Category Background* and click **OK**.
5. Note: You can view or print out thumbnails of the *Backgrounds* from the **Help** menu.

2.2.7.1 Creating Backgrounds

In addition to using the *Category Backgrounds* that come with the *Yearbook Builder*, you may create and import your own *Backgrounds*. To do this:

1. Create a folder for your backgrounds in the following directory:
C:\Program Files\ybuilder\Graphics\Backpic.
2. Create an 800 X 600 graphic in an image editor like Adobe Photoshop or Macromedia Fireworks.
3. Be sure to save the file in the JPEG (.jpg) format.
4. Save a copy of your image file into your new background directory. You will now see your *Background* in the *Category Background* dialog box.

2.3. PAGE LEVEL FUNCTIONS

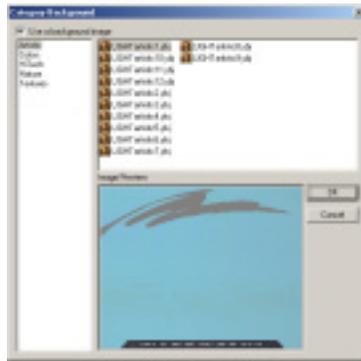
Pages are the most important part of your yearbook. Your Pages display your content—photos and text. To do this, you can choose from a variety of provided Page Layouts. Page Layouts are the formatting of your photos and text on the Page. Pages also contain the access points to Page Properties such as video, audio, documents, and Web Links. The following instructions deal with *Page Level* functions.

2.3.1 Starting a new page

1. To create a new *Page*, go to the **Page** menu and choose **Add**. Or click on the **Page** icon on the toolbar.

2.3.2 First Page in the Category

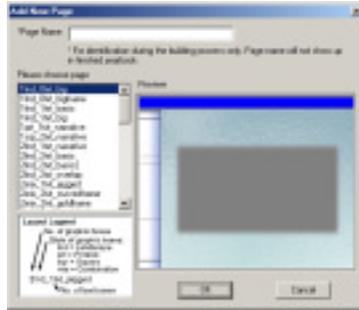
1. For the first *Page* in a *Category*, you will be asked to choose a *Category Background* as shown in the dialogue box below.



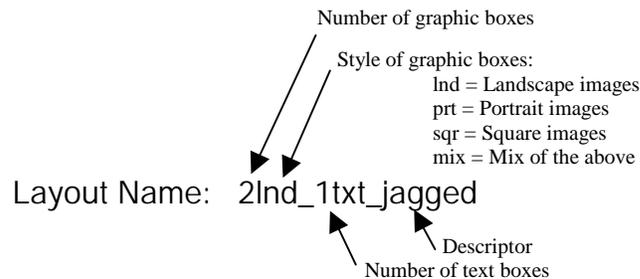
2. Highlight a type of *Background* from the list in the left pane. This will display several backgrounds.
3. Highlight one of the *Backgrounds* to see the preview.
4. When you find the desired *Background*, click **OK**. This will launch the *Choose Layout* dialogue box. Instructions from this point are identical to those found in the following section 2.3.3 *Adding Pages*.

2.3.3 Adding Pages

1. You will be asked to name your page and choose the layout of graphics and text as shown in the illustration below.



2. Type in the *Page Name*. This name is for identification only in the yearbook building process. It will not show up in your final yearbook. (If you do not enter a name, a default name will be created for you, e.g. “page id 5 {no name}”.)
3. Choose a *Layout* from the list in the left pane. A preview of the selected layout will appear in the right pane. (You can view or print out thumbnails of the Page Layouts from the **Help** menu.)
4. A naming convention has been provided for the *Layouts* for ease of use in locating the appropriate graphic and text layout.
5. A filename *Legend* is provided below the file list.
6. The Layout naming convention is illustrated below:



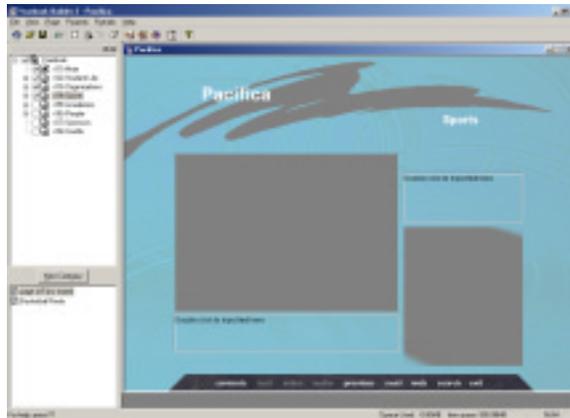
7. Once you have identified the desired *Layout*, click **OK**.
8. Your page name will now be displayed in the *Category Pages* section of the *Navigator* window when the proper *Category* is highlighted.
9. Your new *Page Layout* will be displayed in the *Yearbook* window.

2.3.4 Deleting Pages

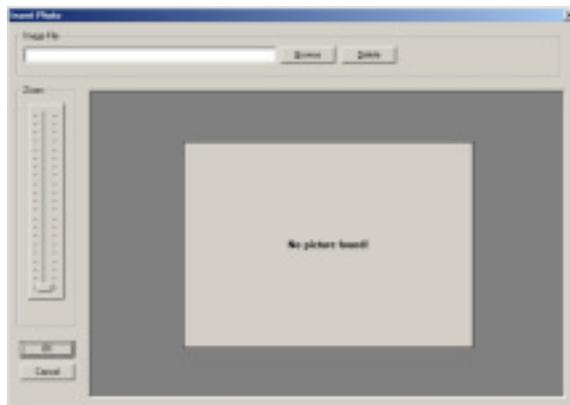
1. Make sure that the **Page** you wish to delete is displayed in the Yearbook window.
2. Go to the **Page** menu and select **Delete**.
3. You will be warned that the **Page** will be deleted. If you are sure click **OK**.

2.3.5 *Inserting a photo*

1. You now can modify your page in the *Yearbook* window.
2. The areas that are marked out in gray are your designated graphic boxes.



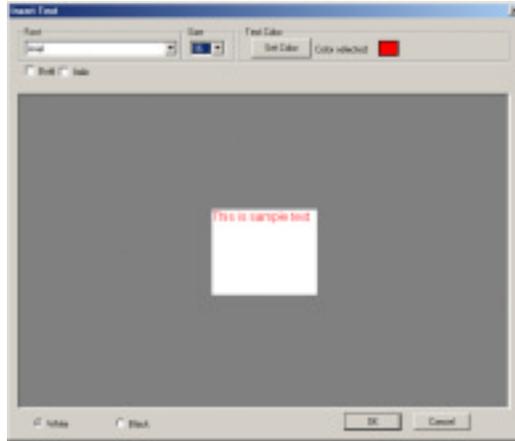
3. To insert a photo, simply double-click on the appropriate gray box. The *Insert Photo* window shown below will appear.



4. Designate which image file you want to insert by clicking on the **Browse** button.
5. The *Insert Photo* window will only recognize *bitmap* (.bmp) and *jpeg* (.jpg) files. If you cannot see the file you want to insert, you may need to use a photo editor (such as Adobe Photoshop) to convert the file to .bmp or .jpg.
6. The image can be “cropped” by zooming using the **Zoom** slider and by click-hold-ing the photo with your mouse and moving it around.

2.3.6 *Modifying the text box*

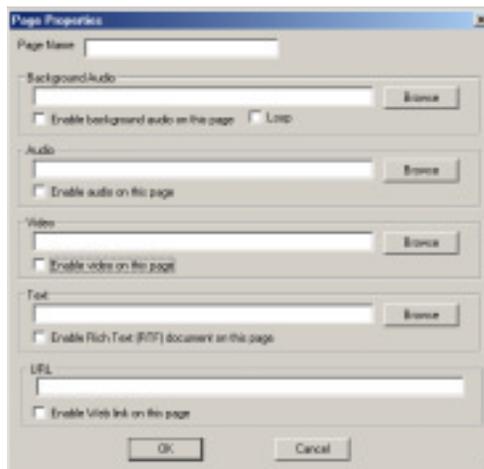
1. To enter or modify text, double-click on the desired text area and type the characters into the provided field.



2. You can change the *font type, size, style*.
3. The *White* and *Black* radio buttons at the bottom left are used to preview text. (i.e. Since white text can't be seen on a white background, you would select *Black* for previewing.) The text preview background will not show up on the actual *Page*.

2.3.7 Page Properties

1. You may add the following types of *Properties* to your pages:
 - a. *Background Audio*—Audio that plays automatically upon viewing a *Page*.
 - b. *Audio*—An audio clip a user activates by clicking on the audio link.
 - c. *Video*—A video clip a user activates by clicking on the video link.
 - d. *Text*—A document that a user can access by clicking on the text link.
 - e. *Web Link (URL)*—A hyperlink to a site on the World Wide Web.
2. To add *Properties*, go to your **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar. The following dialogue box will appear.



3. Inserting the various *Properties* can all be done at the same time or they can be added at different times. Specific directions for each type of property are provided in the following sections.
4. When finished with adding *Page Properties*, click **OK**.

2.3.7.1. Adding Background Audio Loops

1. Go to the **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar.
2. Click on **Browse** in the *Background Audio* section to find the desired file.
3. *Yearbook Builder™* comes with 56 tracks of background music from which to choose or you can use your own audio tracks. (There are also a number of freeware audio loops that can be found on the Web.)
4. To use the audio files provided, follow the pathway:
c:\Program files\ybbuilder\Music.
5. Note: The *Properties* window also includes two other boxes: “*Enable background audio on this page*” and “*Loop*.” The *Loop* box recycles the selected music selection until the user goes to another category, or until another audio segment is reached.
6. The “*Enable background audio on this page*” must be checked if, when the yearbook is finally assembled, you want to retain the music selection you have made. If that box is not checked, then your music selection will be lost.
7. Note that you can create your own background music as well. Just save the music in a .wav format file and import it using the process above.

2.3.7.2. Adding Audio

1. Go to the **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar.
2. Click on **Browse** in the *Audio* section to find the desired file.
3. For *Audio* files, the *Yearbook Builder* only supports .wav and .mp3 files.

2.3.7.3. Adding Video

1. Go to the **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar.
2. Click on the **Browse** button in the *Video* section to find the desired file.
3. Note: When selecting *Video* files, *Yearbook Builder* supports only QuickTime® formats (.mov, mpeg, or AVI). (QuickTime® is provided through the *Yearbook Builder* software program as part of our license.)

2.3.7.4. Attaching Rich Text Documents

1. Go to the **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar.

2. Click on the **Browse** button in the *Rich Text* section to find the desired document file.
3. Note: In order to add a document to your page, your original text document needs to be saved in *Rich Text Format (RTF)*. Most word processors will allow you to save in the *RTF* format.
4. When finished, click **OK**.

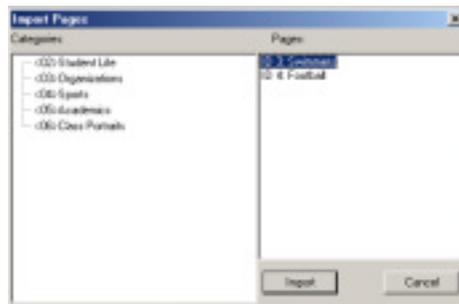
2.3.7.5. Applying Web Links

1. Go to the **Properties** menu and select **Page** or click on the **Page Properties** button in the toolbar.
2. Enter the *Web Address* (URL) of the Website to which you want to link. The address can be standard browser format (e.g. www.yahoo.com or <http://www.yahoo.com>).
3. When finished, click **OK**.

2.3.8 Importing Pages from Other Yearbook Projects

This feature allows you to import pages from one project to another. This enables you to have several individuals working on a *CD Yearbook* project at the same time. *Main Page* and *Portrait Pages* cannot be imported from one project to another. You should create these pages in your *Master* project.

1. Pages can be imported into the *Master Yearbook* by going to the **Page** menu and selecting **Import Pages**.
2. Find the Yearbook project from which you want to get the page. The following dialogue box should appear.



3. Click on the *Category* (in the left pane) and then specify the *Page* (in the right pane) and click **Import**.
4. Your *Imported Page* will now appear in your project.
5. Note: Some pages may seem to lose layout qualities when imported from another project. To refresh the view, go to the **Properties** and select **Yearbook**. In the dialogue box, reselect your *Master Theme* and click **OK**.
6. Note: *Yearbook Authoring 1.6* project pages cannot be imported into Yearbook Builder 2.5 projects.

2.3.9 Password Protecting Pages of Your Project

Password Protection can protect pages in your project from being changed by unauthorized users.

2.3.9.1. Setting Password Protection

1. To set your Password, go to the Properties menu and select Password Protect. The following dialogue box will appear.



2. The *Enter old password field* should be left blank if you have not previously entered in a password. Otherwise, enter your previous password here.
3. Enter your *New Password* in the second and third fields.
4. When done, click OK.

2.3.9.2. Locking a Page

5. To *Lock a Page*, it must first be showing in the *Yearbook* window.
6. Go to the **Page** menu and select **Lock**.
7. You will be prompted to enter the *Administrator Password*. This is the password you entered in 2.5.1 #3.
8. When finished, click **OK**.

2.3.9.3. Unlocking a Page

1. To *Unlock a Page*, it must first be showing in the *Yearbook* window and it must have been previously *Locked*.
2. Go to the **Page** menu and select **Unlock**.
3. You will be prompted to enter the *Administrator Password*. This is the password you entered in 2.5.1 #3.
4. When finished, click **OK**.

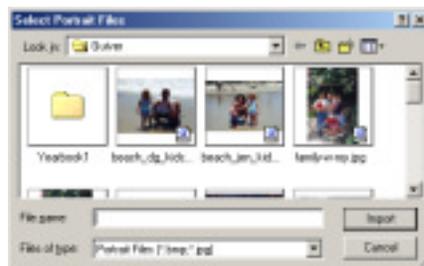
2.4. CLASS PORTRAITS

The *Class Portraits* section consists of photos of the student body and faculty. It is automatically organized by grade and alphabetical order. Because these photos are “auto-generated,” the pages in this section are created differently than those in the rest of the yearbook. You cannot add *Pages* to the *Class Portrait* section because it is done automatically. (The **Add Page** icon will be disabled.) *Class Portrait Categories* are designated by a silhouette in the *Navigator* window.

Yearbook Portrait sizes are 140 pixels wide x 210 pixels high. While you can “crop” photos during the Naming process, it is optimal to have images that are 140 x 210. (You can use an imaging program such as Adobe Photoshop™ to modify files before importing them.)

2.4.1 Importing Class Portraits

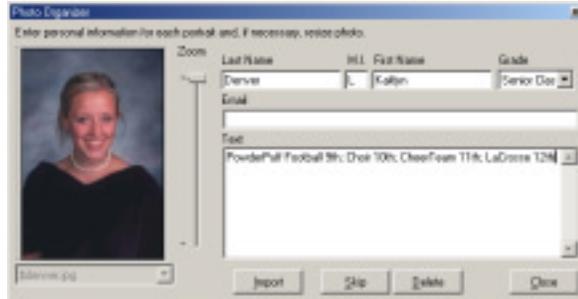
1. Note: Before you can *Import Portraits*, you are required to **Save** your project. If you have not yet *Saved*, you will be prompted to do so.
2. Go to the **Portraits** menu and choose **Import Portraits**. The dialogue box below will appear.



3. Find your source files—the original electronic images of the student body and faculty. (Original Images are usually found on a CD provided by a school photographer or in a directory of scanned photos.)
4. Select the image files you want to import. You can select one or multiple files. (Tip: Select *all files* by clicking on any file and then pressing Ctrl-A. Select multiple in sequence by clicking on the first file and then *Shift-clicking* on the last file. Select multiple random files by using *Ctrl-click*.)
5. When you've selected all the files you want to import, click **Import**.
6. (Your files will be moved into a directory where the files can be manipulated specifically for the yearbook without affecting the original images.)
7. A dialogue box will appear and will give you the following three choices:
 - c. **Apply Names to Portraits**—Takes you to the *Name Portraits* window where you can apply *Names*, *Grades*, and *other information* to *Portraits*.
 - d. **Import Additional Portraits**—Takes you back to #2 of this section.
 - e. **Return to Yearbook Window**—Takes you back to your main *Yearbook* window.

2.4.2 Name Portraits

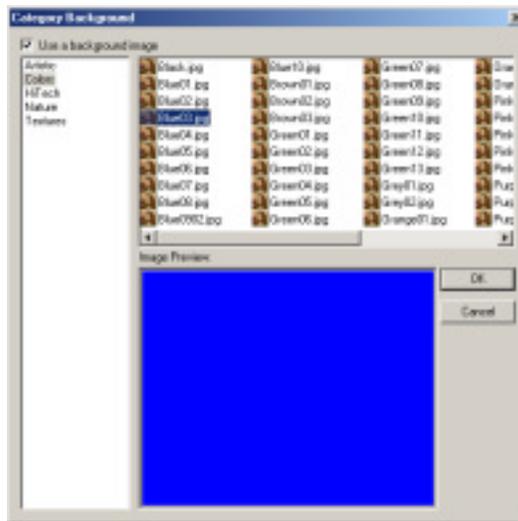
1. Go to the **Portraits** menu and choose **Name Portraits**. The following dialogue box will appear.



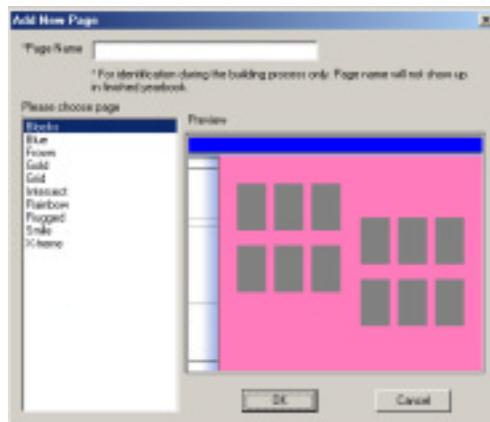
2. The previously imported portrait files will appear in the preview window. (The original file name will appear below the *Preview* pane.)
3. You can “crop” the image by using the *Zoom* slider and by click-hold-ing the photo with your mouse and moving it around.
4. Information must be entered in the required fields. They are as follows:
 - *Last Name*
 - *First Name*
 - *Grade*
5. The *Middle Initial*, *Email* and *Text* fields are optional. The *Email* field can be used to capture student’s current email addresses. The *Text* field is for entering in any miscellaneous information that Yearbook Staff deems appropriate.
6. To apply the information to the photo, click the **Save** button. This will save the information with the photo and will automatically advance to the next photo.
7. Note: Upon *Saving*, the *Grade Category* designated for that student will be automatically activated (checked) in the *Navigator* window.
8. **Skip** should be used when you don’t have identifying information available and you want to get back to the file later. You will have to **Close** and then return to **Name Portraits** to get back to a skipped file.
9. **Delete** should be used when you have a file that doesn’t belong in the *Class Portrait* section. It will delete the file permanently from your yearbook directory.
10. When finished naming and applying additional information, click on the **Close** button.
11. NOTE: You cannot include an individual in any of the *Class Portrait* sections without adding a photo. If you don’t have a photo for a particular person, but want to include that person in the section, import a “filler photo” image and associate their name to it.

2.4.3 Portrait Page Layout

1. Note: You will not be able to see *Class Portraits* in your yearbook until you choose a
2. *Portrait Page Layout*. Conversely, you will not be able to choose a *Page Layout* until you have *Imported* and *Named Portraits* for a particular *Category*.
3. If you have done the above steps, highlight a *Class Portrait Category* (i.e. *Seniors*.) If *Portraits* have been designated for this *Category*, the *Category* will have been automatically activated (as indicated by the checkmark).
4. Go to the *Portrait* menu and choose *Page Layout*.
5. You will first be prompted to choose a *Category Background*. The following dialogue box will appear.



6. *Background types* are in the folders on the left. The *Backgrounds* themselves are listed in the top pane.
7. Select the desired *Category Background* and click **OK**. This will bring you to the *Portrait Page Layout* dialogue box below.



8. Note: The *Page Name* can be disregarded for the *Class Portrait* sections.

9. Select a *Page Layout* from the list in the left pane.
10. When finished, click **OK**.

2.4.4 *Modify Portraits*

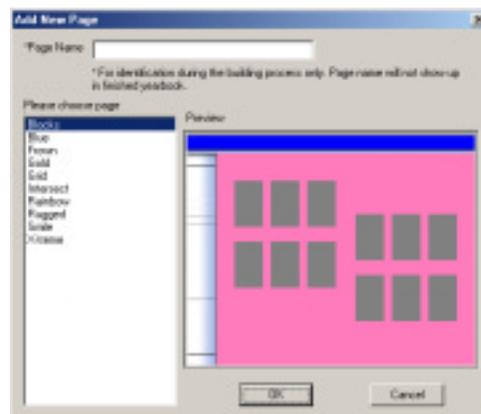
1. To edit the photo or information for any individual in the *Class Portrait* section, first highlight the desired *Category* in the *Navigator* window. (You must choose a *Portrait Category* such as *Seniors*.)
2. You will see the first *Page* of the selected *Portrait* section. (If you do not see a page, you either need to *Name Your Portraits* [see *Name Portraits*] or choose a *Portrait Page Layout* [see *Portrait Page Layout*].)
3. You can move from page to page by clicking on the **Pointing Hand** icons on the toolbar.
4. Select the *Portrait* you want to modify and double-click on the photo to bring up the *Modify* window.



5. Once in the *Modify Portrait Information* window, you can choose any *Portrait* you want to modify from selecting a name in the *People List*.
6. You can edit the text fields or “crop” the *Portrait*. (See 2.4.2 line #3.)
7. When modifications have been made to a *Portrait*, Click **Save**.
8. When finished with all modifications, click **Close**.

2.4.5 *Change Portrait Page Layout*

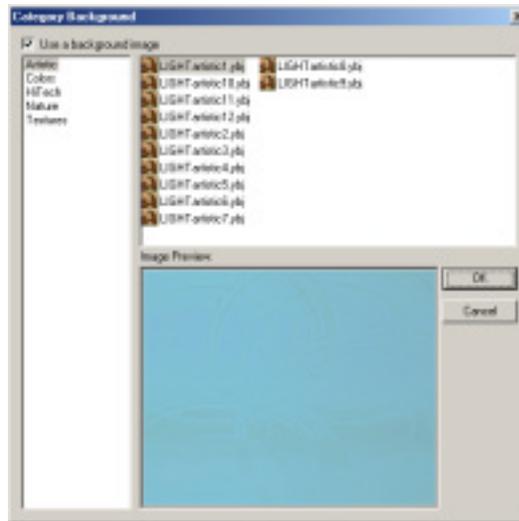
1. Highlight a *Class Portrait Category* (e.g. *Seniors*).
2. Go to the **Portrait** menu and choose **Page Layout**. The following dialogue box will appear.



3. Select a new *Page Layout* from the list in the left pane.
4. When finished, click **OK**.

2.4.6 *Change a Portrait Category Background*

1. Highlight a *Class Portrait Category* (e.g. Seniors).
2. Go to the **Properties** menu and choose **Category Background**. The following dialogue box will appear.



3. Select a *Category Type* from one of the directories in the left pane.
4. Select a new *Category Background* from the list in the top pane.
5. When finished, click **OK**.

2.5. READING YOUR YEARBOOK FOR PUBLICATION

2.5.1 *Previewing Your Yearbook*

1. You will be creating your yearbook in *Build Mode*. The finished yearbook will be created in *View Mode*. If you wish to *Preview* the *View Mode*, go to the **File** menu and choose **Preview** or click on the eyeball icon on the toolbar.



2. When finished *Previewing*, click on the **Stop Sign**.

2.5.2 *Saving Your Yearbook*

1. Saving the yearbook file will save any changes made.
2. From the **File** menu, choose **Save**.

2.5.3 *Compiling Your Yearbook*

1. After you have completed your yearbook draft, you can assemble the yearbook resources by clicking on **File** and selecting **Compile**. The software automatically creates a "ybiresource" folder for you, but you will specify the location in which it is created. Remember that location. You will need it in order to submit your project.
2. Note: It is important to uncheck or delete all unused pages and categories before compiling.

2.5.4 Submitting Your Yearbook

1. First, make a backup copy of your compiled project. Copy the entire ybiresource folder.
2. You will need to send a copy of the compiled yearbook (ybiresource folder) to *Yearbook Interactive* by mail for replication.

To mail your compiled yearbook:

- a. Make an additional copy of the yearbook on either a CD or zip disk.
- b. Mail it in a padded envelope or box to:

**Yearbook Interactive
Attention: Fulfillment
2681 Parleys Way, Suite 101
Salt Lake City, UT 84109**